



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

TUESDAY 20 SEPTEMBER 2011

**CRESWICK SENIOR CITIZENS ROOM
WATER STREET
CRESWICK
5:30PM**

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**Hepburn Shire Council
Ordinary Meeting of
Council**



MINUTES

TUESDAY 20 SEPTEMBER 2011

**Creswick Senior Citizens Room
Water Street, Creswick
Commencing 5:30PM**

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KAYLENE CONRICK
CHIEF EXECUTIVE OFFICER
20 SEPTEMBER 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

PRESENT: Mayor Councillor Rod May, Deputy Mayor Councillor Sebastian Klein, Birch Ward Councillor Jon Barrell, Cameron Ward Councillor Neil Newitt, 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; General Manager Sustainable Development Barry Green; General Manager Community Services Kathleen Brannigan, Manager Finance Anthea Lyons; Flood Recovery Project Co-ordinator Adam McSwain.

STATEMENT OF COMMITMENT

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

3. **APOLOGIES: Nil.**

4. **DECLARATIONS OF CONFLICTS OF INTEREST**

Councillor Bill McClenaghan declared an indirect conflict of interest (conflicting duties) in Item No. 9.4. – Hepburn Shire Walking and Cycling Strategy due to his position as a Director of The Central Highlands Tourist Railway and the development of a rail trail.

Councillor Janine Booth declared an indirect conflict of interest in Item No. 9.3. – Relocation of Creswick Bowling Club due to her spouse being a member of the Executive Committee of the Bowling Club.

5. **CONFIRMATION OF MINUTES**

RECOMMENDATION

5.1. That the Minutes of the Ordinary Meeting of Council held on 16 August 2011 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

MOTION

5.1.1. *Subject to amendments to correct typographic errors in Item No. 9.1.1., and inclusion of the value of contracts for Items 11.2.1. and 11.3.1. that the Minutes of the Ordinary Meeting of Council held on 16 August 2011 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Jon Barrell

Carried.

6. **NOTICES OF MOTION**

Nil received.

7. PRESENTATION OF COUNCILLOR REPORTS

MAYOR'S REPORT

Councillor Rod May, Birch Ward

- 21/8 Wombat Hill Gardens restaurant. Attended opening of this public /private initiative
- 21/8 Samuel Alexander lecture at the new Wesley Church in Clunes delivered by Louise Adler, CEO and Publisher of Melbourne University Publishing
- 21/8 Markets of the World. A photographic exhibition of farmers markets held at the Mercato
- 22/8 Central Highlands Regional Library Corporation (CHRLC) meeting to progress the wind up of the Corporation
- 23/8 Special breakfast for Daylesford Secondary College which fed 150 kids
- 25/8 Groundwater supply protection area meeting at Clunes. Progressed the management plan
- 26/8 Central Highlands Mayors' Forum. Heard from VLine and Buy Australia
- 26/8 Landcare grants awarded to 13 groups
- 26/8 14th Clunes Community Dinner celebrating community leaders
- 27/8 Baw Baw Shire Council Mayor's Ball fundraiser for Human Habitat
- 30/8 Citizenship Ceremony - 7 new citizens
- 31/8 Government Sustainably Conference where local and state government initiatives were presented

- 2/9 Daylesford and District Museum AGM which sees several new committee members appointed
- 3/9 ESAC (Environmental Sustainability Advisory Committee) which progressed the EDAP (Energy Descent Action Plan)
- 5/9 Birch Ward meeting
- 8/9 Arts and Culture Committee which saw support for the engagement of an officer
- 9/9 Committee for Creswick monthly meeting
- 12/9 CHRLC second last meeting before winding up
- 13/9 Business and Tourism association monthly meeting
- 13/9 National Broadband network meeting Moorabool

- 14/9 NBN Daylesford
- 15/9 Daylesford Volunteer Expo saw 42 local volunteer groups
- 16/9 Launch by Minister Louise Asher – Victoria's Spa and Wellbeing Tourism Action Plan and Geothermal and Natural Mineral Water Tourism Investment Opportunities Guide
- 17/9 Committee for Ballarat Special Meeting to outline the Shire's interests

COUNCILLOR REPORTS

Councillor Jon Barrell, Birch Ward

Wombat Hill Botanical Gardens Advisory Committee

Did not meet as we await new terms of reference and appointment of committee members.

ARC Advisory Committee

Did not meet as we await new terms of reference and appointment of committee members.

Daylesford Macedon Ranges Regional Tourism Board has been busy since my last detailed report to Council

- CEO Mr Jon Marshall has resigned because of personal commitments.
- Board Member Mr Frank Page is working in an acting CEO capacity to ensure continuity and progress with all programs and activity and ongoing communication with stakeholders.
- Strategic & marketing activities continue including Phase 9 of the Tourism Victoria Lead A Double Life Campaign, many public relations exercises including print, & online media, the imminent of launch the Daylesford iPhone app scheduled for December 2011 as an in region planning tool for visitors to the region. This is a Tourism Victoria pilot which follows the Tourism Victoria Wine Regions of Victoria App.

Daylesford Streetscape Revitalisation Project Steering Committee held its first meeting and elected myself Chairperson.

The Community Reference Group and the Local Design Committee are being convened, fact sheet #1 has been produced and community consultations have commenced.

Last Friday I was invited, with Cr May, to Hepburn Bathhouse for Hon Louise Asher MP, Minister for Tourism & Major Events, to launch Victoria's Spa & Wellbeing Tourism Action Plan 2011-2015, and Victoria's Geothermal & Natural Mineral Water Tourism Investment Opportunities.

- I had the opportunity to speak directly with the Minister regarding Council's Walking & Cycling Strategy, and the Daylesford to Macedon/Woodend Rail Trail proposal.
- She informed me she had appointed a parliamentary colleague Mr Philip Davis from Gippsland to assist her with the development of rail trails.

Councillor Neil Newitt, Cameron Ward

It is my great pleasure to submit my first report as Councillor of the Cameron Ward and I would like to formally record my thanks to all who have supported my election. I stand firm in my commitment to working hard in the best interests of our Shire and ensuring the right opportunities are pursued.

It has been a busy few weeks with a number of highlights including on the eve of the election attending the annual Clunes community dinner along with the Mayor Cr Rod May, and the CEO Kaylene Konrick. I would like to officially record my congratulations to organisers and acknowledge the huge volunteer commitment they have made to helping make our community so strong.

Other highlights include:

Ullina Landcare Group AGM

One of the first engagements after becoming Cameron Ward Councillor was to attend the Ullina Land Care AGM held at Tuki Trout Farm with Cr Rod May. This is an extremely active and committed group whose revegetation works are making gains for the whole environment.

Clunes Ceramic Awards

Attended the opening of the Clunes Ceramic Awards now in its second year. I congratulate Creative Clunes and the working party involved for staging another great event.

Creative Clunes AGM

Attended the Creative Clunes AGM and heard about their successes during the past twelve months, and with the election of office bearers during the night, heard of their goals for the next year.

Clunes Tourist and Development Association

Attended the CTDA September meeting where Michael Cheshire was elected new President.

Following the approval of \$2.7 million in funding to the Clunes Community Interpretive Centre under the Federal Government's Regional Development Australia, attended a breakfast to celebrate the funding approval.

Bushfire Planning

Attended the community information session held in Clunes as part of the consultation in preparing the Community Township Protection Plan for the town.

Councillor Sebastian Klein, Coliban Ward

September has been a busy month, I attended:

The Trentham community bank opening where I was approached by Daylesford and Trentham branch directors and staff enquiring how Community Banks across the shire could work with council. I hope that we can find common functions and aims to support the banks that support our communities

Visitor change sheds opening at the Trentham Rec Reserve

Trentham words in winter launch

2 year anniversary of Trentham Farmers market

Words in Winter Bush poetry

Daylesford Secondary College (DSC) breakfast

Environmental Sustainability Advisory Committee (ESAC) meeting

Recreation Advisory Committee (RAC) meeting- now is the time for all councillors to get potential recreation priorities in before they are considered for priority ranking amongst the RAC.

Sustainable And Resilient Communities Advisory Group at Victorian Local Government Association (VLGA) – looked particularly at the changing policy landscape regarding planning and waste as well as food security

Hepburn Shire Council (HSC) waste resource consultation – in which Hyder consultancy presented us with our options.

HSC Landcare Grant Awards function

Govt Sust Conference – The Community Gardens, Projects and Councils talk that I presented with Laurel Freeland looked at some of the innovative ways we are working with our communities, particularly com gardens, innovative construction projects like the Earth Ship wall as well as sustainability funding.

Trentham Neighbourhood Centre CoM meeting – I have been appointed by that committee as treasurer

Energy Descent Action Plan (EDAP) consultation – This plan is proving to be not just a tick the box template process, but is showing what can be achieved when people engaged to write plans and strategies are flexible and attentive in their approach to listening to community. This attention has seen the project refocused as a Community Resilience Strategy encompassing some of the natural disasters and economic shocks that we have faced and survived here in Hepburn Shire.

CFA Fire ready consultation

Getting Dirty Awards Presentation at Wombat Hill Gardens – at risk kids from years 7 and 8 working with the police and council on council property. An exercise that provides pride in handy work and experience working with mentors in the wider community. Congratulations to the DSC staff, Hepburn officers and Police but most of all to the 12 young people who got so much from the experience from this important project

Co-ordinated and attended a young councillors event in Melbourne – looked at potential projects and focus for the group

Municipal Strategic Statement (MSS) presentation to the Ag Advisory Committee

As Deputy Mayor, attended Ascot Rural Fire-brigade awards dinner, notable awards were the National Service Award, one for 45 years service, and another for 65 years of service!

Launch of the 'Sacred Spaces' Book at the Trentham Uniting Church, photography of local people and their poetry in the places around Hepburn that are sacred to them

Councillor Janine Booth, Creswick Ward

On Saturday I attended along with Cr Klein and Cr Henderson the Ascot Rural Brigade CFA service awards where, as Cr Klein has indicated, a number of long term service awards including one for 65 years service were awarded. Last night I attended the Creswick Ward Community Advisory Committee meeting where a number of recommendations were made and will be articulated through the Advisory Committee processes.

I also attended, as Council's delegate, the most recent meeting of Council's Audit and Risk Advisory Committee held on Monday 12th September.

At the meeting the Audit Committee noted that due to the resignation of previous Cameron Ward Councillor Tim Hayes, a vacancy existed on the Audit Committee for a second Council Delegate. The Committee looks forward to the appointment of a new Council delegate at the earliest opportunity.

Also present for the meeting were representatives from Pitcher Partners, Council's Internal Auditors, who presented the Internal Audit Plan for 2011-2012. The Audit and Risk Advisory Committee endorsed the Internal Audit Plan noting that it is for a shorter period of one year whilst a 3 year plan will be developed following the installation of Council's new Technology One corporate system and software and the ongoing extensive work being achieved in Council's revised Risk Management framework.

The Committee also had the opportunity to discuss with representatives of the Victorian Auditor-General's Office (VAGO), the report on their extensive External Audit of Council including 30th June 2011 Financial Statements and Governance audit. The Committee's recommendation is contained within the report for Council's consideration later this evening. It was noted that no issues of high risk or issues concerning waste probity or lack of financial prudence were noted. VAGO representatives also referenced a recent Auditor General's report relating to a representative snap shot of four rural Victorian Councils this year including Hepburn which makes best practice standards suggestions on a number aspects of local government business. As with all reports on the Local Government Sector of this type it is important to take on board the aspects raised balanced by Council's financial and human resource capacity to address the recommendations.

I would like to mention that at the meeting both our Internal and External auditors provided praise for our Finance team headed by Evan King and Ms Anthea Lyons commenting that their co-operation, professionalism and work particularly in the areas of governance compliance was exemplary and assisted them greatly in the performance of the Audit.

Finally, the Audit committee also received a report on high or urgent risk areas or incidents from Grant Schuster our Risk Management Officer. The Committee noted that much work has been achieved over the last 12 months in relation to the Risk management framework and Risk register and noted and endorsed the Risk Event summary and Compliance Matrix for 2011.

Councillor Don Henderson, Creswick Ward

I have recently had the honour of attending a service award ceremony to recognise volunteers from the Ascot Rural Fire Brigade. Service awards ranging up to an incredible 65 years service were presented to our most valued citizens. With fire very much upon our minds in this Shire it is great to know that such dedicated people are at the helm or there to give advice. National medals are the highest service awards and are given to those who have not only served long but with distinction. Mr. Kieran Moore was the recipient of such a medal and his contributions over more than 40 years were too numerous to mention.

A handwritten signature in black ink, appearing to be 'D Henderson', located at the bottom right of the page.

I must also report on a very important part of the International Foto Biennale part of which was staged in Creswick. I was fortunate to man one of these venues which was described by many visitors as the highlight of the regional event. The international organiser has described the Homeless gallery at the Creswick Railway Goods Shed as the best venue experienced in the world to date. In his opinion it eclipsed Paris, New York and London to name a few. Many visitors who had travelled from Europe, Africa, Canada and United States commented on the beauty and friendliness of our town. I think we sometimes take our town for granted. Many also commented on the Magic Pudding playground and were dismayed to learn that Junkyard Sarah was constructed right here in Creswick. Once again this project was pushed by CDDA which is now known as Business and Tourism Creswick and some young women who wanted something for young folk that was different, meaningful and represented our town. Thanks to many local people who provided their time to ensure that this was such a success.

I can also report renewed energy among our various service and sporting clubs with a feeling of achievement as they see things like DLRR being finished and the decision to relocate the bowls to that facility.

I cannot pass without making mention of the eventual commencement of the platform at Clunes Railway Station. This is a great project for the area and will see future growth opportunities I am sure. These things just do not happen by themselves and it takes a few determined people such as John Sayers and Russell Gilbert to galvanise the troops. I remember attending a packed to the rafters meeting along with my colleague Cr. McClenaghan to lend support to Clunes residents to send a very strong message to Government that small is not insignificant.

One sad event is that I was unable to save some of the beautiful cast iron work that came from the demolition of the verandah. I had hoped that this could be kept but my heart sank when I was informed by Ace Scrapmetal that it had already been crushed. Replicas will be made from photographs as I understand things. Our heritage disappears piece by piece Mr Mayor and I often wonder if any of it will survive the economic rationalists who seem to take the easy path. In any event the verandah is the same as that which has been preserved at Creswick so people will still be able to see what existed on this particular railway link. I would hope that the Clunes residents hold some meetings to discuss possible uses of the station building so that all locals can enjoy this great old building.

A committee has been formed to scope out works at the Creswick Gold Battery and this work will see cleanup and safety work completed as well as ensuring that the machinery and building do not deteriorate beyond repair. A local specialist welder and gold and gems enthusiast John Chivers will lead the team auspiced by the Creswick Railway Workshops Ass. It is expected

that stage one will see all timberwork restored and the building made to a standard to allow people to view the battery as a static display. The tricky part, will I hope eventually come, when the motor fires life into this great part of our gold heritage.

I have also started an art project which will see our primary school each paint a mural that represents our young folks view of things. When I started the three Creswick schools were asked but this has now spread to other areas such as Newlyn with interest expressed from Clarkes Hill and Smeaton as well. When they are finished they will be kept as a permanent reminder of our town and the talent that lies here. All students will take part in the painting so it should be an interesting result. Local builders, Merritt Group have kindly sponsored the event.

I can also report that public opinion is that people really appreciate the work of our Flood Recovery team. Older residents say they cannot remember such good service and the fact that they can discuss a problem rather than just make a service request. The arrival of 150 new chairs for our Town Hall was greeted with acclaim and it is thanks to Mr. Saker and the Flood Office that Creswick people will finally have some safe and comfortable seating.

Other events attended were a waste strategy briefing where consultants outlined some options to cater for our future needs and an Australian Citizenship ceremony where along with colleagues we welcomed new Australian citizens to our country and made sure they were a felt part of our Shire. The event was also attended by Federal member for Ballarat, Catherine King and Senator for Victoria John Madigan.

Creswick business and Tourism held its AGM and one highlight for me was the noting of the fact that Creswick groups were working on projects together on projects.

Recently we held the first meeting of the newly elected IWD and Womens Honour Roll committee which will have the huge task of making next year's event even better than last year. This will be a big ask and we have already had offers from members of the outgoing committee to assist.

We found that the CFA were really good listeners when a well attended meeting to discuss emergency arrangement for the upcoming fire season was held in Creswick. Great local knowledge was to the fore and I believe a good working relationship with DSE, Parks, CFA and our Council staff was very evident. It was noted that a great deal of work will be needed to ensure that fire tracks damaged by recent floods will be open in time for the fire season.

Councillor Bill McClenaghan, Holcombe Ward

On Monday 22nd August, the CEO and I attended an MAV forum in Melbourne to discuss the Government's plans to have local Councils collect the fire services levy following one recommendation of the Bushfires Royal Commission. Other Councillors, Mayors and CEOs were there as was an invited officer of Treasury to speak about the government's plans. The MAV is preparing submissions on the matter that strongly opposes Councils having to collect the levy. It was felt that the body that spends the money should collect the money and that further expense and cost shifting not be imposed on Councils or their ratepayers.

On 23rd of August I attended the Daylesford Secondary College to help cook breakfast for the hungry masses. There was no visible distinction between Council Officer and Councillor that morning as we all pitched in to get the job done.

On the evening of 25th August, I attended a town meeting in Clunes to consult the community on our Creswick and Clunes Flood Recovery Plan, a sub-plan in our main Municipal Emergency Management Plan. The purpose was to engage with the community that is still fearful of floods and give everyone the confidence that we are ready and able to provide an immediate effective response should another flood ever occur. There is no point in having such a plan if people don't know about it and what it says.

On 25th August, I again attended the Annual General Meeting of the Drummond Hall Special Committee and we are all looking forward to seeing renovations commence on the adjacent tennis court when things dry out and it is safe to deploy heavy machinery on the site.

Recently, I have attended two community consultation meetings about bushfire preparation, Township Protection Plans and Neighbourhood Safer Places. Two weeks ago there was a well attended meeting in Glenlyon and last week there was a meeting for Daylesford and Hepburn Springs residents that was not well attended. Unfortunately a degree of complacency is creeping back regarding bushfire preparations and we must all be well prepared for what looks like being another bad summer fire season.

Lastly on 12th September, Hepburn Shire hosted a Board Meeting of the Highlands Regional Waste Management Group in Daylesford. Much is happening on the waste front and our Group's Annual Report has now been produced. Unfortunately it is still under wraps until presented to the Minister in Parliament so I cannot table a copy for Council at this stage yet.

A handwritten signature in black ink, appearing to be the initials "BM" or similar, located at the bottom right of the page.

RECOMMENDATION

7.1. That Council receives and notes the Mayor and Councillors' reports.

MOTION

7.1. That Council receives and notes the Mayor and Councillors' reports.

Moved: Councillor Bill McClenaghan

Seconded: Councillor Sebastian Klein

Carried.

8. PUBLIC PARTICIPATION TIME

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

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

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

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

8.1. PETITIONS

Nil Petitions received.

8.2. QUESTIONS

Question 1: From Heather Mutimer, Musk (not present):

Re: Vincent Street Revitalisation Project

Who are the members of the Community Reference Group and Local Design Committee and how were they selected appointed?

Following written response to be provided:

There are two committees with local representation.

1. Community Reference Group

The Community Reference Group for the Vincent Revitalisation Project comprises a mix of local community members and nominees from organisations.

SHARE, Hepburn Health Service, the Daylesford Historical Society and the Regional Tourism Board have been invited to nominate a member and the Daylesford and Hepburn Springs Business and Tourism Association will have two representatives. Three local business people (David Sim, Peter Fell, Gary

Thomas) have accepted an invitation to participate in the Reference Group and two Daylesford young people have also been invited to get involved.

2. Local Design Committee

The purpose of the local design committee is to acknowledge and involve local community expertise in the project. Members include:

- Petrus Spronk
- Jimmy Frangos
- Allan Wolf-Tasker
- Louise McLachlan

A fifth member is currently being sought.

Ward Councillors and Council officers were involved in selecting members of both groups to provide a mix of community views and expertise. For example, specific officers were consulted such as the Youth Officer in relation to a young person, the Economic Development Manager in relation to business representation.

Question 2: From Loretta Little:

In view of the Auditor-General's report on the management of the Hepburn Shire, and the naming in State Parliament on September 14th, what do the councillors propose to do?

I wish to speak to this question.

Answer by Mayor Councillor Rod May:

- The audit was conducted in April 2011.
- The Audit looked at the link between the Community, Council Plan, Service Plans, Annual Budget and Business Plans
- The auditors reviewed the following documentation:
 - 10 year Financial Plan
 - Community Engagement Policy
 - Capital works policy/framework
 - Business cases for capital works
 - Projects
 - Wombat Hill Garden Kiosk
 - Cameron Courts Units
 - Plant & Equipment
 - Amenities block at Daylesford Community Park
 - Doug Lindsay Recreation Reserve

- Whole of life cost consideration
- Asset Management Plans
- Cost shifting from other levels of Government
- Annual Budget
- Management Reporting.
- Like any audit there are functions that work well and there are functions that require refinement
- The recommendations will be taken on board and current practices reviewed.

**Question 3: From Michael Cheshire, President,
Clunes Tourist and Development Association (CTDA)
(not present):**

The letter below has questions for Cr Henderson and Cr McClenaghan seeking details of their allegations of “conflict of interest” and “the possibility Hepburn Shire may have deliberately misled the federal government in its funding application for the redevelopment of the Clunes museum” raised in The Courier article. The CTDA would like a detailed explanation of these allegations, as they feel the Clunes community have a right to know what the elected representatives of the Hepburn Shire have raised.

Conflict of Interest investigation over Clunes Museum decision

The CTDA at its meeting tonight, discussed the contents of an article in The Courier on Saturday 17 September 2011 - “Conflict of interest investigation over Clunes Museum decision”.

This follows other articles which refer to an alleged “conflict of interest” and “the possibility Hepburn Shire may have deliberately misled the federal government in its funding application for the redevelopment of the Clunes museum” raised by Cr Henderson and Cr McClenaghan.

Members of the CTDA expressed concern at these allegations which do not sit well for the good name of council and the community of Clunes.

As the articles do not point out what these alleged “conflicts of interest” and “deliberately misled” allegations are, the CTDA seeks a full detailed explanation of these items. The community of Clunes deserve to know the details of the complaint by Cr Henderson to the Local Government Investigations and Compliance Inspectorate and the detail of the “deliberately misled” allegation made by Cr McClenaghan.

Such allegations such as these, can influence any further applications for grants made by council and by the various groups and organisations in Clunes.

It is vital that any such allegations are handled expeditiously to clear up any suggestion of impropriety.

One would assume that both Cr Henderson and Cr McClenaghan, as would all councillors of the council, wish to see that justice and equity are maintained throughout the shire and that the Cameron Ward is not sullied any longer.

Written response to be provided by Mayor Councillor Rod May directly to Mr Cheshire.

Question 4: From Annie Massi, Daylesford:

Regarding the Vincent St Revitalisation Project

There is a budgeted figure of \$400K, how much of this will be spent on Stage 3 how much will be lost in consultation and planning?

Answer by Mayor Councillor Rod May:

Hepburn Shire Council has so far approved a project budget of \$400,000. This amount is funded in partnership between Hepburn Shire Council (\$100,000) and Regional Development Victoria (\$300,000).

This will fund Stages 1 (consultation with the community), Stage 2 including design and development for the master plan and development of construction plans and construction of Stage 3 works.

The total funding to be spent on Stage 3 is unknown at this stage. The figure will be determined as a result of the consultation and the reflection of the local community's vision for Vincent Street. This will then determine the amount required for the design work and the amount available for construction of Stage 3.

Cr Barrell as Chair of the Project Steering Group anticipates that at least \$260,000 will be available for Stage 3.

- Cr Barrell has also flagged the opportunity of the possible use of \$78,000 bushfire memorial funding.
- This funding is for a substantial public art installation or installations with acknowledgements to Victorian bushfire fighters and fire-affected communities, including local fire fighters and community members we have lost over the years – Council has determined the favoured sites to include Vincent Street Precinct, Daylesford Community Park Precinct, the

corner of Bleakley Street & King Street, or Ballan Rd, Sailors Falls with a final decision to be made once the Streetscape Project & the Community Park projects have progressed further.

Question 5: From John Baragwanath, Daylesford:

How come?

After 6 1/2 to 7 years ago. When asking the then By Laws officer, what could be done about a dog that barked 12 hours a day, 6-7 days a week. His reply was "Sorry John there is nothing I can do about it". Two to three years later that dog died of natural causes.

Next they get two more Idiot dogs, the same scene started again. All over again and again.

Further complaints where made again the police attended my property – Numerous times following complaints from the dog owners. The dog owners said to the Sergeant "I put my dogs out at seven the morning and if they bark all day and disturb him that's his problem".

All because I lost it time and time again following the continued inaction of the renamed Compliance officer. Since then there is been major phoney rhetoric about a rooster on Budget night.

How much have these dog owners been fined?

Answered by General Manager Sustainable Development Barry Green:

It is acknowledged that a number of complaints have been received regarding barking dogs by Mr Baragwanath. The owners of the dogs concerned have been notified however as the complaints were unable to be substantiated no fines have been issued.

9. OFFICERS' REPORTS

**9.1. VICTORIAN STATE GOVERNMENT FIRE SERVICES PROPERTY LEVY
OPTIONS PAPER – HEPBURN SHIRE COUNCIL RESPONSE PAPER
CHIEF EXECUTIVE OFFICER**

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

PURPOSE

This report seeks Council endorsement of a response paper to the State Government Fire Services Property Levy Options Paper.

BACKGROUND

Following the 2009 bushfires the Victorian Bushfires Royal Commission recommended that 'the State replace the fire services levy with a property-based levy and introduce concessions for low-income earners' (Recommendation 64).

The Victorian State Government has stated that it is committed to implementing the Royal Commission's recommendations, and will introduce a new property-based levy to replace the existing fire services levy.

The State Government released in June 2011 a fire services property levy options paper outlining a range of levy design and implementation issues, including the most appropriate tax base on which to apply the property levy, and how to transition from the insurance-based model to a property-based model.

The transition period is expected to commence 1 July 2012 with full implementation of the new property based fire services levy planned for 1 July 2013.

The Victorian State Government Department of Treasury and Finance has invited submissions on the options for the design of the new property based fire services levy.

Submissions will be considered by the Government in finalising the design and implementation of the new levy and transition process.

Written submissions close on **30 September 2011**. All written submissions will be treated as public documents unless individuals or organisations request otherwise.

The Municipal Association of Victoria (MAV) intends to make a submission on behalf of the Victorian local government sector and to this end held a workshop to seek Council's views on aspects of the Options Paper on Monday 22 August 2011. Cr McClenaghan, Chair Hepburn Shire Council

Emergency Management Committee and Chief Executive Kaylene Conrick attended the MAV workshop.

ISSUE/DISCUSSION

The State Government Fire Services Property Levy Options Paper includes the following:

Fire Services Property (FSP) Levy to commence on 1 July 2013.

Impose the FSP Levy on real property, including non-rateable property, property owned by local Councils and potentially the State Government.

Set the FSP Levy annually to ensure the fire services are adequately funded.

The FSP Levy be comprised of a fixed component and a component assessed on the value of a property.

A concession is to be provided to Health Care Card holders, Department of Veterans Affairs gold card holders and Pensioner Concession Card holders.

The FSP Levy is proposed to be collected by local Councils, with support for implementation and administration

A tapering approach is adopted to phase out the insurance contributions prior to the introduction of the FSP Levy.

The Essential Services Commission to be appointed to independently monitor the FSL transition process and release a report on whether or not insurance companies have passed on savings to policy holders.

The State Government is also seeking feedback on:

Which components of the statutory contributions model should be replaced by a property levy (Currently statutory contributions come from three sources: the insurance industry, local government and state government.)

Whether the property levy should be assessed on the site value, improvements value of real property or on the capital improved value.

The costs and benefits of a single state wide levy and separate levies for areas served by the CFA and MFESB.

The potential for different property levy rates for different property types.

How the amount of concession should be determined.

At the MAV workshop on Monday 22 August 2011 the sector generally indicated that whilst it believes that consolidated revenue would be the most appropriate funding base to fund fire services in Victoria it was acknowledged that on the basis of the current state taxes, a property-based levy is probably an appropriate means of funding these services. Although it was acknowledged that as a principle the level of government providing a service should also be responsible for the collection of corresponding taxation

revenue. Further, the Options Paper appears deficient in establishing the principles and rationales that should guide the development of a levy. The MAV has drafted a report for the sector which as yet has not been distributed.

Other comments expressed included:

- Local Government becoming a “Collection Agency” for what is essentially a State Government responsibility. The sector is expressing reservation about this proposal. The Options Paper does not give serious consideration to the State Revenue Office (SRO) collecting the levy. The sector believes there are compelling arguments in favour of the State Government collection.
- Ratepayers perception of this tax and the role of Local Government in the levying, collection and distribution of these contributions
- Whether the insurance companies will pass on savings to policy holders to offset the new property-based levy
- The administration and collection burden of the Levy, resulting in increase the workload for Council staff including questions regarding the production of rate notices for non rateable properties, debt collection processes for unpaid levies, supplementary valuation changes and the impact of these changes on the levy should the levy be assessed on Capital Improved Value.
- Council currently processes a pension rate rebate for eligible Centrelink pensioners and Veteran’s Affairs pensioners. The administration of this rebate takes considerable time as eligibility needs to be determined and verified by Council staff. The administration fee provided by DHS is .53 cents per pension.
- Is there an opportunity for a regional collection model similar to the current regional waste management group model?

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

.No implications identified.

FINANCIAL IMPLICATIONS

The FSP Levy Options Paper proposes that Local Government is the “Collection Agency” for the Levy.

The administration and collection burden of the Levy will expected to result in a cost to Councils.

The other financial implication is that the Options Paper proposes to impose the FSP Levy on real property, including non-rateable property, property owned by local Councils. Although currently Council does incur insurance costs that would transition to this levy.



RISK IMPLICATIONS

The FSP Levy Options Paper presents potential risks to Council should local government become the collection agency. Risks could include an increase in doubtful debts and public confusion relating to who is raising the levy and for what purpose.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

None identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Victorian State Government Department of Treasury and Finance has invited submissions on the options for the design of the new property based fire services levy.

Submissions will be considered by the Government in finalising the design and implementation of the new levy and transition process.

Written submissions close on **30 September 2011**. All written submissions will be treated as public documents unless individuals or organisations request otherwise.

CONCLUSION

On the basis of the current state taxes, a property-based levy is probably an appropriate means of funding these Victorian Fire Services.

However, there are real concerns and potential costs to Council if it is to be the collection agency.

An additional Levy on rate notices will be confusing for many and will be viewed as a Council levy.

The Options Paper appears deficient in establishing the principles and rationales that should guide the development of a levy.

OFFICER'S RECOMMENDATION

9.1.1. That Council make a submission to the Victorian State Government Department of Treasury and Finance on the options for the design of the new property based fire services levy including the concerns outlined in the report above.

MOTION

9.1.1. That Council makes a submission to the Victorian State Government Department of Treasury and Finance on the options for the design of the new property based fire services levy including the concerns outlined in the report above, but also stresses that the levy is best collected by a State Government agency and not local government.

Moved: Councillor Bill McClenaghan

Seconded: Councillor Sebastian Klein

Carried.

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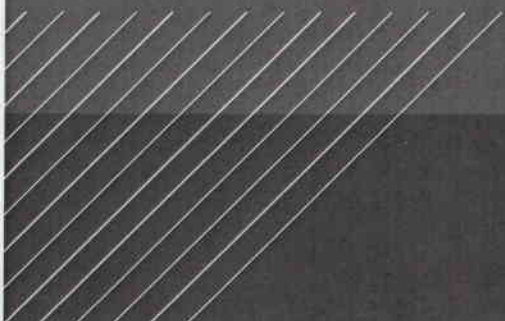
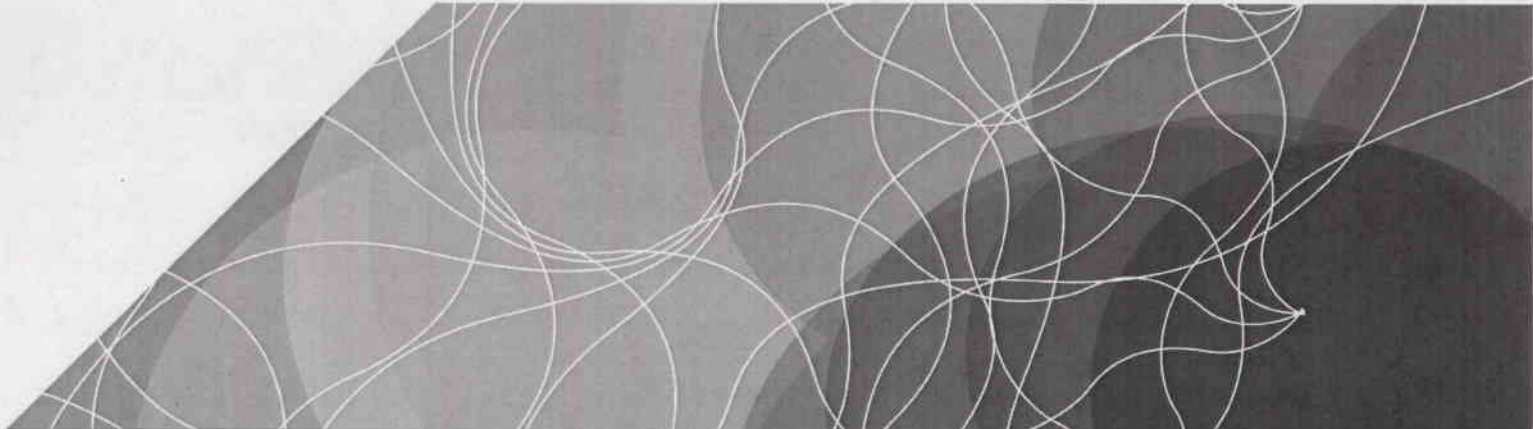


**ATTACHMENT 1 - STATE GOVERNMENT FIRE SERVICES LEVY
OPTIONS PAPER**

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Victorian Fire Services Property Levy

Options Paper
June 2011



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1. Treasurer's foreword

In February 2009, Victoria was devastated by bushfires. At this time, concerns were raised about the operation of the Fire Services Levy (FSL). The Victorian Bushfires Royal Commission (the Royal Commission) subsequently recommended that 'the State replace the Fire Services Levy with a property-based levy and introduce concessions for low-income earners' (Recommendation 64).

The Victorian Government will introduce a fairer and more equitable new property-based levy to replace the existing Fire Services Levy. The current insurance-based model is inequitable and lacks transparency. The new levy will ensure that all Victorian property owners pay a fair contribution to our fire services.

Ensuring Victoria's fire services continue to operate equitably and with sufficient resources will be the focus of the design of the new levy.

This options paper outlines a range of levy design and implementation issues - from the most appropriate tax base on which to apply the property levy, to the most effective and efficient method to transition from the insurance-based model to a property-based model.

The Government offers all Victorians the opportunity to comment on the options for the design of the new fire services levy. A public consultation process will be undertaken to seek feedback, and responses will be considered in finalising the design and implementation of the new levy and transition process.

This options paper is the first stage in delivering this significant reform of the funding of Victoria's fire services.

KIM WELLS MP
Treasurer



2. Executive Summary

The annual budgets of Victoria's fire services are mainly funded by financial contributions from insurance companies, the State Government and metropolitan councils. The State and Commonwealth Governments provide additional funding in the event of major fires. Insurance companies recover the cost of their contributions by imposing a Fire Services Levy (FSL) on insurance premiums.

This options paper sets out the Government's proposal to replace the current funding model with a new property-based fire services levy, and invites community input regarding key elements of the new property levy. The Government welcomes views on the following proposals for the design of the new levy:

- Impose the levy on real property, including non-rateable property, property owned by local councils and potentially the State Government.
- Set the fire services property levy annually to ensure the fire services are adequately funded.
- The fire services property levy be comprised of a fixed component and an ad valorem charge assessed on the value of property.
- A concession be provided to Health Care Card holders, Department of Veterans Affairs gold card holders and Pensioner Concession Card holders.
- The fire services property levy be collected by local councils, with support for implementation and administration.
- The tapering approach be adopted to phase out the insurance contributions prior to the introduction of the property levy.
- The Essential Services Commission be appointed to independently monitor the FSL transition process and release a report on whether or not insurance companies have passed on savings to policy holders.

In a number of other areas there is a need to choose between different options for key elements of the levy. The Government seeks feedback on the following issues:

- Which components of the statutory contributions model should be replaced by a property levy.
- Whether the property levy should be assessed on the site value, improvements value of real property or on the capital improved value.
- The respective costs and benefits of a single statewide levy and separate levies for areas served by the CFA and MFESB.
- The potential for different property levy rates for different property types.
- How the amount of any concession should be determined.

3. Introduction

3.1 Previous reviews

Victoria's move to a property-based levy is consistent with recent reform in other states and territories. The Australian Capital Territory (2006–07), Western Australia (2003), South Australia (1999) and Queensland (1985) have introduced funding systems for fire services that require property owners to contribute via a levy on property. Tasmania levies residential property owners, while retaining an insurance-based levy on businesses.

In 2003, DTF released *A Review of Victorian Fire Services Funding Arrangements* comparing and evaluating various funding options. The Government of the day decided to retain the current fire services funding model, subject to some minor changes.

In 2009, the *Fire services and the non-insured* Green Paper was released, inviting public comment regarding the funding of Victoria's fire services and proposing a DTF pilot study into the level of insurance in Victoria. Public submissions overwhelmingly supported a property-based funding model.

In May 2010, the *Australia's Future Tax System* review was released. It recommended that all specific taxes on insurance products, including the FSL imposed by insurance companies, should be abolished, advising that insurance products should be treated like most other services consumed within Australia and be subject to only one broad-based tax on consumption.

In July 2010, the Royal Commission recommended that the current insurance-based funding model be replaced, on the grounds that it:

- is inequitable since the community-wide benefits provided by the fire services are funded by insured property owners only; and
- lacks transparency, as there is no direct or well understood link between insurance company contributions to the fire brigades and the FSL paid by insured property owners.

The Royal Commission did not prescribe the design of the property-based funding model but suggested that the State could benefit from the experience of other states and territories.

The Royal Commission was concerned that changing to a property-based model might create problems for some uninsured property owners with low incomes. This group would find themselves paying the new levy, without a compensating reduction in their insurance costs. As such, the Royal Commission recommended concessions for low-income earners.

3.2 The fire services

There are three authorities responsible for the provision of fire services throughout Victoria, the Metropolitan Fire and Emergency Services Board (MFESB), the Country Fire Authority (CFA) and the Department of Sustainability and Environment (DSE).

The MFESB and CFA undertake a range of activities that support three main objectives:

- fire or hazard prevention;
- fire or hazard extinguishment; and
- fire or hazard containment.

The MFESB and CFA also respond to a myriad of other emergency incidents including:

- floods;
- search and rescue;
- road accident rescue;
- emergency medical response; and
- industrial and hazardous materials incidents.

The MFESB and CFA also develop fire safety procedures and counter-terrorism strategies, provide community safety programs, conduct fire safety building inspections and inspect and maintain equipment.

DSE has statutory responsibility to prevent and suppress fire in every State forest, national park and on all public land in Victoria. DSE in partnership with Parks Victoria provides a significant fire fighting effort during events such as large bushfires and is entirely government funded.

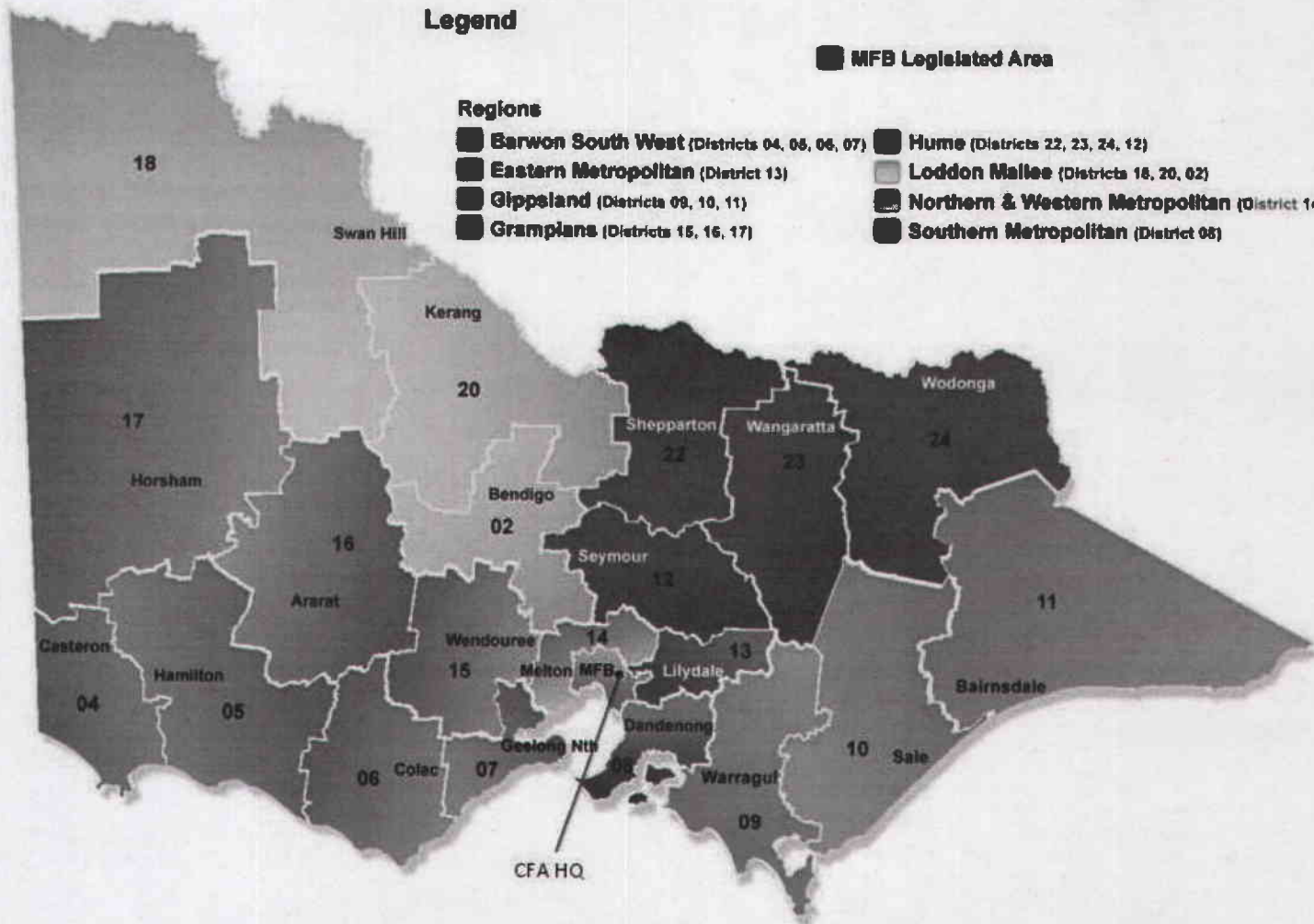
3.2.1 MFESB and CFA geographical coverage

While the MFESB and CFA are each responsible for distinct geographic areas (see Figure 1), they extend their services across regional boundaries in response to specific emergencies.

The MFESB provides fire service coverage in metropolitan Melbourne. The Melbourne Metropolitan Fire District (MFD) covers approximately 1 096 square kilometres, containing almost four million residents, workers and visitors and billions of dollars of assets and infrastructure. The MFESB employs more than 1 700 fire fighters in 54 fire stations and specialist departments.

The CFA is one of the world's largest volunteer emergency service and community safety organisations. The CFA is based on community involvement and gains its strength from the commitment of its volunteers and staff. There are over 58 000 CFA volunteers, including more than 35 000 trained volunteer fire fighters and 23 000 involved in non fire fighting roles. The authority is supported by over 1 400 paid staff, including over 500 career fire fighters, providing emergency response and community safety programs throughout Victoria. The CFA provides fire services to all parts of Victoria other than the Melbourne MFD. This covers 150 182 square kilometres, and with the expansion of the urban fringe requires the CFA to provide services with a greater urban focus.

Figure 1: Areas serviced by the CFA and the MFESB



Source: Country Fire Authority

4. Fire services funding arrangements

4.1 Current funding arrangements

The MFESB and CFA are largely funded by statutory contributions from the insurance industry, metropolitan municipal councils and the State Government in proportions determined by Section 77A of the *Country Fire Authority Act 1958* (CFA Act) and Section 37 of the *Metropolitan Fire Brigades Act 1958* (MFB Act).

As illustrated in Table 1, insurance companies are required to contribute 75 per cent of the statutory contributions to MFESB annual expenditure and 77.5 per cent of the statutory contributions to CFA annual expenditure. The State Government contributes 12.5 and 22.5 per cent respectively. Local governments located wholly or partly within the MFD are required to contribute 12.5 per cent of the statutory contributions to the annual expenditure of the MFESB. Local councils outside the MFD are not required to contribute to CFA annual expenditure.

Table 1: Statutory contributions (per cent)

	MFESB	CFA
Insurance companies	75.00	77.50
Local government	12.50	-
State Government	12.50	22.50
Total	100.00	100.00

Source: Section 77A of the Country Fire Authority Act 1958 and Section 37 of the Metropolitan Fire Brigades Act 1958

In addition to the statutory contributions set out in Table 1, the fire services receive funding from a range of other sources. This additional funding is provided by the Commonwealth Government, insurance brokers (and property owners who insure with a company not required to make a contribution), user charges (including attendance at false alarms), the sale of goods and services and income from investments. The State Government provides further funding for catastrophic fire events. (Table 6 on page 14 provides a full summary of MFESB and CFA funding.)

4.2 The insurance Fire Services Levy

Insurance companies have had an evolving role in funding Victoria's fire brigades since their inception in 1845. Under the current statutory contributions model, the fire brigades provide the Government with an estimate of expenditure likely to be incurred during each financial year. The Minister determines the total statutory contributions, and the insurance industry statutory contribution is distributed between individual insurance companies. The distribution is based on the insurance companies' annual gross premium income for each dedicated class of insurance.

Insurance companies pass on their contribution costs to policy holders as an FSL on insurance premiums. The Insurance Council of Australia (ICA) provides their members with quarterly advisory rates to add to premiums. The rates are advisory in nature and members are recommended to make their own determination of the FSL having regard to their estimated premium movements. The ICA has no legislative or statutory power to set rates

and insurance companies are not obliged to recover the costs in this way. Similarly, there is no role for the Government to determine how insurance companies should recover their costs.

The recent ICA advisory rates for Victoria are illustrated in Table 2.

Table 2: ICA advisory rates (per cent)

Victoria metro	May-11	Feb-11	Dec-10	Sep-10	Jun-10	Mar-10	Dec-09	Sep-09	Jun-09	Mar-09	Dec-08	Sep-08	Jun-08
Commercial	45	44	44	46	46	46	47	50	51	48	48	48	48
Householders/homeowners	18	17	17	18	18	18	19	20	21	20	20	20	20
Victoria country													
Commercial	65	64	64	66	72	72	80	84	68	63	63	58	58
Householders/homeowners	24	23	23	24	26	26	28	31	26	24	24	24	24

Source: *Insurance Council of Australia*

Most ICA members apply rates similar to the advisory rates to all home and contents policies. To calculate the FSL liability, the insurer will multiply the cost of the insurance policy by the advisory rate. For example, a residential building insurance policy of \$400 a year will be multiplied by the relevant rate (18 per cent in the metropolitan area) to determine a FSL liability of \$72.

4.3 Problems with the current funding model

Following the 2009 bushfires a number of questions were raised regarding the equity and efficiency of the statutory contributions funding model.

4.3.1 Over collection

The 2003 review highlighted concerns that insurance companies were collecting more FSL than the amount they were required to contribute to the MFESB and CFA.

It is estimated that from 1998-99 to 2001-02 the FSL revenue collected by the insurance industry was \$47 million greater than the statutory contribution the insurance industry was required to make to fund Victoria's fire services. While these excess amounts were retained by the insurance industry at that time, the Government introduced improved reporting measures to increase transparency in the insurance industry's collection of the FSL. Insurers must now report the contributions made to the fire services and the amount of the FSL collected each year.

From July 2006 to June 2009, the insurance industry collected \$17 million less in FSL than the required statutory contribution to the CFA and \$12 million more than the required statutory contribution to the MFESB. These discrepancies are likely to be the result of estimating premium income in advance of revenue collections.

4.3.2 Under-insurance and non-insurance

Insurance taxes are among the most inefficient taxes levied in Australia and there is significant potential for reform. The combination of state and Commonwealth taxes on insurance reduces transparency and increases the cost of insurance.

One of the primary concerns with the insurance-based model is that non-insured property owners do not contribute to funding the fire services. As a result, owners of insured buildings and contents are over-contributing to funding the fire services and cross subsidising the non-insured.

In 2010, DTF and the State Revenue Office (SRO) undertook a study to assess the level of non-insurance in Victoria. This study involved collecting information from insurance

companies on insured properties in 10 local authority areas and matching this to the SRO's property database.

In Victoria, there is a low level of building non-insurance both in absolute terms and when compared to other Australian states and territories (including those that do not use an insurance-based funding model). The estimated range for non-insured residential properties is between 3 and 9 per cent for buildings, with the most reliable estimate indicating that 4 per cent of Victorian households do not have building insurance. Approximately 26 per cent of Victorian households do not insure their contents.

A second equity concern is the incidence of under-insurance, where property owners insure their property for less than its value and therefore pay lower premiums and a reduced FSL. There are two possible measures of property value for insurance purposes, replacement cost and market value. Replacement cost refers to the cost of rebuilding the home, while market value is the differential between the likely sale price of the land (in the event of the home being destroyed) and the cost of purchasing an equivalent property.

Under-insuring a property for its replacement cost is prevalent and likely to be caused by:

- the intrinsically difficult task of estimating rebuilding costs;
- failure to update policies as circumstances change; and
- a deliberate tendency to insure only the dwelling and not other items such as fences and water tanks, which is a positive choice to partially self-insure.

Conversely, only a small percentage of domestic buildings are insured for less than market value. Many property owners are significantly 'overinsured' in respect of the market value of their home.

4.3.3 Owners of similar assets can make significantly different contributions

Insurance premiums for similar properties can vary significantly. The price of insurance varies due to deductibles and differential products, such as new-for-old replacement and reimbursement if building costs exceed the sum insured. Some property owners renew insurance policies with existing insurers without comparing premiums, or accurately estimating the value of their home and contents. These factors contribute to owners of similar assets paying considerably different premiums and therefore different FSL contributions.

A 2010 analysis of online insurance premium calculators found that a residential property with a sum insured of \$200 000 and a deductible of \$500 could pay an insurance premium of between \$296 and \$544. When the ICA advisory rates are applied to these premiums, the FSL payable varies from \$53.28 to \$130.56 per annum (see Table 3).

In addition, owners of similar properties choose to insure their property for different amounts. For example, the DTF and SRO study showed that the owners of properties with improvements valued at \$155 000 insured their properties for between \$148 800 and \$548 700. Substantial differences in the sum insured for similar properties will be reflected in differences in insurance premiums and FSL contributions.

4.3.4 Some asset owners pay too much for fire services

The DTF and SRO study found that those with contents insurance significantly over-contribute to funding Victoria's fire services relative to the benefits that they receive. In 2008-09, this over-contribution from insured contents owners was estimated to be between \$46 and \$54 million and is due to:

- insurance premium rates (as a percentage of the sum insured) being much higher for residential contents than for buildings, largely due to the risk of burglary and theft; and
- insurers applying the ICA-recommended rates to insurance premiums, which are the same for both building and contents premiums, to determine the FSL paid by individual policy holders.

Analysis of domestic contents insurance data indicates that the average FSL payable in respect of a contents policy is \$52.71. This is in addition to the FSL paid in respect of building insurance.

4.3.5 Fire risk and residential insurance premiums

Insurance premiums in the household sector are influenced by a number of risk factors. While fire risk is one, arguably weather damage and loss attributed to theft/burglary are greater determinants of insurance premiums and the FSL.

Research undertaken by DTF found a lack of consistent variation in the premiums charged by insurance companies for equivalent properties based on location in selected low or high fire risk areas (based on MFESB and CFA advice, see Table 3). As the FSL is calculated as a percentage of the total insurance premium, some property owners pay a higher FSL as a result of a risk profile which does not necessarily reflect fire risk.

Table 3: Insurance premiums for timber house, selected insurers and locations

	Low fire risk areas	High fire risk areas
Insurer A	\$351 - \$440	\$351 - \$470
Insurer B	\$376 - \$436	\$406 - \$436
Insurer C	\$391 - \$412	\$367 - \$390
Insurer D	\$296 - \$307	\$320 - \$352
Insurer E	\$450 - \$486	\$443 - \$544
Insurer F	\$475 - \$516	\$473 - \$483
Insurer G	\$318 - \$339	\$326 - \$377
Summary	\$296 - \$516	\$320 - \$544

Source: 2010 DTF and SRO study using online insurance calculators

The lack of variation is due largely to the relative importance of other risks (e.g. burglary) in determining premiums and the cost to insurers of undertaking fire risk assessments.

4.4 Alternate funding models

In recent years there has been a substantial change in the mechanisms used to fund the provision of fire services across Australia and New Zealand. As recently as 1998-99, insurance-based funding models were predominant across Australia and New Zealand. At that time four states used an insurance-based model (New South Wales, Victoria, Western Australia, South Australia), as did New Zealand, while Tasmania used a hybrid model containing both property-based and insurance-based funding elements. Only Queensland adopted a property-based model, with the ACT and Northern Territory funding services

from consolidated revenue. Queensland's property-based model was adopted in 1985, prior to which it also used an insurance-based model.

Since that time, three jurisdictions (Western Australia, South Australia and the ACT) have moved to a property-based model. In New South Wales and Victoria recommendations have been made to government to move to property-based models.

A high-level comparison of funding models by jurisdiction is provided at Table 4. Further information on the design of the fire services levy in other jurisdictions is set out at Table 5.

Table 4: Funding models by jurisdiction

Jurisdiction	Fire services contribution for residential property	Fire services contribution for non-residential property
Victoria	Insurance-based model	
New South Wales	Insurance-based model	
Queensland	Property-based model	
Western Australia	Property-based model	
South Australia	Property-based model	
Tasmania	Local council levies	Insurance-based model
Australian Capital Territory	Fixed charge	Property-based model
Northern Territory	Consolidated revenue	
New Zealand	Insurance-based model	

Source: Department of Treasury and Finance, Fire and Rescue NSW, Queensland Fire and Rescue Service, Fire and Emergency Services Authority of Western Australia, RevenueSA, Tasmania Fire Service, ACT Revenue Office, Northern Territory Treasury and the New Zealand Fire Service

In addition to the models used in other jurisdictions, the following have been raised as possible alternatives to Victoria's funding arrangements:

- enhancing the current insurance-based model;
- introducing compulsory insurance; and
- mandating recovery of fire service costs.

Upon analysis, these options were found to be impractical and unlikely to deliver significant improvements in efficiency and simplicity.

Table 5: Fire services levy in other jurisdictions

Jurisdiction	Fire services funding model	Collection agency	Tax base and levy structure	Concessions	Motor vehicles included	Property type classification	Area classification	Exemptions
Victoria (current)	Insurance-based model	Insurance industry	Insurance contribution passed on to policy holders	No	No	Different ICA advisory rates for residential and commercial property	Different ICA advisory rates for properties located in MFESB and CFA areas	Infrastructure insured by the State Government and some property insured with the VMIA by statutory authorities
New South Wales	Insurance-based model	Insurance industry	Insurance contribution passed on to policy holders	No	Yes	Unknown	Unknown	Unknown
Queensland	Property-based model	Local government	Fixed charge determined by the size and nature of any improvements on the land	Pensioners	No	17 risk weighted categories	Area classifications reflect quality of services delivery as measured by response time	State and Commonwealth property
Western Australia	Property-based model	Local government	Rate multiplied by Gross Rental Value (rental value of land and buildings)	Pensioner concession cards, state concession cards, Commonwealth Seniors Health Card and WA seniors cards.	No	Three property classifications: Vacant, residential and farming; commercial, industrial and miscellaneous; and mining (extraction) tenements. Different maximums apply depending on property classification	Five area classifications to reflect quality of service	Commonwealth property, some local government properties, mining (prospecting) tenements, Wittenoom township (which is contaminated by asbestos)
South Australia	Property-based model	RevenueSA	Fixed charge plus variable charge calculated using the capital value of the property (valuation based on the market value of the property). A fixed charge is applied to motor vehicles.	Pensioners, self-funded retirees, people receiving eligible Centrelink benefits	Yes	Six land use categories: residential; commercial; industrial; rural/vacant; other; and special community use	Four regions	No
Tasmania	Local council levies for residential property and an insurance-based model for non-residential property	Local government, insurance industry	Legal liability to residential contribution rests with the local council. Councils are permitted to pass the cost on to ratepayers in the form of a levy. Commercial property owners pay an insurance levy and motor vehicles owners pay a levy on registration	Unknown	Yes	Residential and non residential property contributions are collected using different funding models	Unknown	Crown land, council land, State forests, the town of Savage River, a jetty or slipway, unimproved land not exceeding 10 square metres and Aboriginal land
Australian Capital Territory	Property-based model	Revenue Office	A fixed charge is imposed on residential and rural properties. Valuation-based charges, assessed on the Average Unimproved Value of land, apply to commercial properties. The Average Unimproved Value of land is the average value of the land for the 3 preceding years.	Pensioners	No	Two property classifications: residential and rural properties; and commercial properties	Unknown	Unknown
Northern Territory	Consolidated revenue							
New Zealand	Insurance-based model	Insurance industry	Variable rate applied to the insured replacement value of property and a fixed charge for motor vehicles	No	Yes	Rates are consistent for all property types (excl motor vehicles). Maximums only apply in respect of residential and personal property. No maximums apply to other property types.	No	Unknown

5. Property-based fire services levy

5.1 Property charge

Implementing a property-based charge to fund Victoria's fire services has several advantages. A property-based levy would have a broad tax base and ensure that all property owners make a financial contribution to the fire services. A levy calculated with reference to property value would be more equitable, and the owners of similar properties would make similar funding contributions that reflect the underlying costs of providing fire services.

Removing the insurance statutory contribution will also remove the FSL from insurance premiums and could lead to an increase in the take up of building and contents insurance. Evidence indicates that the levels of insurance increased when Western Australia replaced its insurance-based model with a property charge.

A property charge will directly and transparently link the financial contributions paid by individual property owners with the expected costs of providing fire services and provide a stable and predictable revenue source to fund the fire services over time.

5.2 Principles

The following principles have guided the design of a property-based fire services funding model:

- efficiency;
- equity;
- sustainability and stability of the revenue base;
- simplicity and transparency; and
- minimising administration and compliance costs.

5.2.1 Efficiency

The new property-based fire services levy should be charged on a broad base, and at a low rate that minimises distortions to decision making. Taxes that impose a significant burden may alter behaviour, such as discouraging consumption of a good or service.

5.2.2 Equity

All beneficiaries of the fire services should contribute to MFESB and CFA funding in proportion to the benefits they receive. As all property owners benefit from Victoria's fire services, a minimum contribution should be made by all property owners. Equally, property owners in similar circumstances should make similar contributions and consideration should be given to their ability to pay.

5.2.3 Sustainability and revenue stability

Funding should be derived from a reliable and stable source. The revenue base needs to grow over time in line with demand and the cost of providing the services. The amount of revenue received should be predictable to allow for service planning and minimise the need for adjustments to the levy.



5.2.4 Transparency and simplicity

A fire services funding model should allow property owners to identify what they are contributing to and how much they are contributing. The system should also ensure accountability for revenue and expenditure decisions.

5.2.5 Administration and compliance costs

The costs to the Government to administer the scheme and ensure property owner compliance should be minimised. Property owners should also be able to comply with their obligations without incurring significant time, resource and financial costs.



6. Levy design

6.1 Funding requirements

The intention of this reform is to maintain existing funding levels. In general, this implies that the new property levy will replace existing statutory contributions, while other sources of revenue to the fire services will remain in place.

To maintain current funding levels, the property-based funding model will need to replace all funding sources that will cease when the property levy is implemented.

Table 6 summarises the 2009-10 budget for the MFESB and CFA. The highlighted values represent the revenue sources which could potentially be replaced by the property-based levy following the cessation of the insurance model.

Table 6: 2009-10 Revenue

Funding Source	CFA 2009-10	MFB 2009-10
Insurance Contributions	\$ 303 170 000	\$ 206 136 000
Local Government	-	\$ 34 356 000
State Government	\$ 71 554 000	\$ 34 356 000
Commonwealth Government	\$ 576 000	\$ 3 049 000
Major incident funding	\$ 4 389 000	
Contributions from brokers and owners	\$ 20 670 000	\$ 8 086 000
Provision of Goods and Services	\$ 13 701 000	\$ 27 214 000
Interest and dividends	\$ 4 544 000	\$ 8 072 000
Other Income*	\$ 14 252 000	\$ 4 288 000
- Uninsured fire fees	<i>a component of other income</i>	
Total Income	\$ 432 856 000	\$ 325 557 000

* Other income includes public donations, contributions from the Transport Accident Commission and income from investments.

Source: CFA and MFESB

Statutory contributions come from three sources: the insurance industry, local government and state government. There is a strong case for the new property levy to replace all existing insurance and local government contributions, and a question as to whether it should also replace state contributions.

Local councils currently contribute to the fire services to the extent that they insure their buildings and contents with private insurance companies. In addition, councils either wholly or partly within the Metropolitan Fire District (MFD) make statutory contributions to the MFESB. These costs are passed on to residents through local council rates. If the metropolitan municipal council statutory contribution was to cease following the introduction of the property-based levy, there would not be an increase in the overall burden on ratepayers as a result of a property levy on local council property. Similarly, the State Government statutory contribution could also be replaced by a levy on State Government property, subject to the development of a robust and transparent methodology for determining the levy. This could however, give rise to some administrative complexity.

In summary, there are significant distinctions between the situations in relation to local government contributions compared with state government contributions. In particular:

- Local councils currently pay the FSL when they insure their assets privately; state owned land and buildings are insured through the Victorian Managed Insurance Authority (VMIA).
- Existing local government statutory contributions are passed on (through rates); whereas state contributions are sourced from consolidated revenue.

These factors raise a question as to whether the new property levy should replace all existing statutory contributions, or insurance and local government contributions only.

Question

- Which components of the statutory contributions model should be replaced by a property levy?
 - All statutory contributions from insurers and state and local governments?
 - Statutory contributions from insurers and local government only, with existing state government contributions continuing on the basis of the current model?

6.2 Tax base

Since all property owners benefit from the availability of fire services, the levy should be imposed on real property (i.e. land and improvements).

6.2.1 Personal property and motor vehicles

The owners of personal property and motor vehicles receive significant benefits from the fire services. Approximately 12 per cent of incidents to which the CFA responds are mobile vehicle related, while a total of 9.1 per cent of MFESB incident response time relates to mobile vehicles. However, this includes rescue activities and the Transport Accident Commission (TAC) currently makes an annual contribution towards the cost of the MFESB and CFA providing road accident rescue services. The TAC contribution will continue following the implementation of the property-based funding model.

While South Australia, Tasmania and New Zealand impose a levy on motor vehicles, studies conducted by the Fire and Emergency Services Authority of Western Australian indicated that a levy on motor vehicles would add little value to the design of a fire services property levy. Western Australia, Queensland and the Australian Capital Territory have property-based funding models but do not impose that levy on motor vehicles. A motor vehicle fire services levy for Victoria will increase collection costs and duplicate collection of the levy from owners of both real property and motor vehicles.

There is also no existing valuation process or comprehensive valuation base upon which to impose a property levy on motor vehicles or personal property. As a result of the impediments to imposing the levy on motor vehicles and personal property, the property levy will not be extended beyond real property.



6.2.2 Non-rateable property

Given their use of Victoria's fire services, there is a case on equity, efficiency, competitive neutrality and transparency grounds for a fire services property charge to be levied on local government property and properties that currently receive exemptions from other property taxes in Victoria. This is consistent with the arrangements in Western Australia and South Australia.

This approach reflects the fact that owners of property used for charitable purposes, infrastructure and other currently tax-exempt purposes already make a financial contribution to the fire services through their insurance premiums. The property levy would replace this insurance contribution.

Proposal

- Impose a property levy on real property, including non-rateable property, property owned by local councils and potentially the State Government.

6.3 Valuation base

There are three main property valuation options for a property levy:

- site value, which is the value of land only;
- improved value, which is the value of buildings only; and
- capital improved value, which includes the value of both land and buildings.

Table 7 illustrates the value of the different tax bases. All Victorian properties are valued biennially, with supplementary valuations where new properties are developed or following a change in property use (i.e. from commercial to residential).

Table 7: Value of the tax base

Tax base	Value of tax base
Site value	\$776 billion
Improved values	\$486 billion
Capital improved value	\$1.3 trillion

Source: Valuer-General Victoria

Site (land) value is an economically efficient tax base and a levy on site value has the benefit of not affecting incentives to invest in improvements. Site value is however less representative of the value of assets protected by the fire services. A levy on the site value of a property could impose more heavily on property owners with low improved values relative to land value, such as farms and low density residential properties in metropolitan areas.

A property levy based on improved values (i.e. the value of buildings) would reflect the benefits received from fire services, as the owners of higher value assets receive a greater potential benefit from the availability of these services. Although a levy on improved values

would also have a higher impact on properties with high improved values relative to land value, such as high density office and apartment buildings and retail complexes. A levy on improved values may result in the owners of vacant lots not making a contribution to the fire services even where they represent a fire risk. This issue could be mitigated by including a fixed levy component on all properties (discussed further in section 6.5).

A property levy assessed on capital improved value would partly apply to a broad and immobile tax base (land). As the value of improvements is included in the tax base, the levy would partly reflect the benefits received from the protection of assets. Imposing the levy on capital improved value, however, would not identify whether the majority of the property's value (and therefore the benefit derived from fire services) was in the land or the improvements (buildings). A capital improved valuation base would be more consistent with local councils existing practice levying rates, which may reduce administration costs.

Question

- What is the most appropriate valuation base?
 - Site value (i.e. the value of land only)?
 - Improved value (i.e. the value of buildings only)?
 - Capital improved value (i.e. the value of land and buildings)?

6.4 Revision of the funding requirement and levy

A revision mechanism is required to ensure the fire services property levy raises adequate revenue in future years while providing a stable and transparent levy for property owners.

There are three main options for revising the revenue raised and property levy in the years following implementation:

- continue to set MFESB and CFA budgets annually and derive the property levy rate from the funding requirement;
- determine a levy rate at the time of implementation and maintain that fixed levy rate in future years (subject to periodic review); or
- derive the property levy rate from the funding requirement, subject to a cap on total revenue growth.

There has been strong growth in revenue directed to the fire services in recent years. If MFESB and CFA budgets continue to be set annually and the property levy rates are derived from the funding requirement, the levy rates will change each year. To calculate levy rates the total revenue requirements would be divided by aggregate property values, taking into account levy areas and property types. A change in revenue requirements, or a change in aggregate property values, would have an impact on the levy rate. Variable levy rates provide flexibility to ensure revenue collections match funding requirements, but may reduce certainty for property owners about future levy charges. However, variable levy rates will ensure Victoria's fire services are adequately funded into the future.

Alternatively, the property levy rate could be determined at the time of implementation and fixed, subject to periodic review. In practice, a biennial review would be most appropriate to ensure that the revenue raised using revised property values is equivalent to the cost of providing fire services. A fixed levy rate would result in small revenue adjustments during

non-valuation years due to newly developed properties, and allow for larger variations following each review when new valuations are used to calculate the levy.

Fixed levy rates provide certainty and administrative simplicity but remove flexibility. This limitation may cause budgetary pressure in non-valuation years if there is little revenue growth. Growth in property numbers reflects an increase in demand for services, but due to the largely fixed nature of MFESB and CFA costs, revenue requirements may not increase until a capacity constraint is reached. Similarly, growth in property values is not necessarily related to growth in MFESB and CFA budgeting requirements.

As an alternative to the above options, the levy rate could be altered annually, subject to restrictions on the growth of overall revenue. Increases to fire services revenue and the resulting levy rate would be capped to promote prudent financial management and prevent an increased financial burden being passed on to property owners. Capped variations provide certainty but remove flexibility in the revenue raising capacity of the property levy.

Proposal

- Set the property levy annually to ensure the fire services are adequately funded.

6.5 Fixed and variable charge

The expected benefits of the fire services to a property are affected by two factors: the risk of a fire occurring and the value of the property to be protected. The fire services also provide broader public benefits, such as fire prevention, which cannot be readily linked to specific properties.

A fixed component or a minimum payment would reflect broader community benefits, while an ad valorem property rate (a charge calculated as a percentage of property value) would reflect the benefits to individual property owners. The structure of the emergency services property levy in South Australia includes both a fixed component and an ad valorem levy.

The fire services provide an on-call fire fighting capacity and undertake fire prevention activities that benefit the community as a whole. The cost of these prevention and preparedness services can be considered broadly equivalent across a given class of properties. The cost of responding to fire or emergency incidents is also likely to be similar for many sectors of the community. For example, the MFESB will send two fire appliances to most residential property fires irrespective of the value of the property. However, the costs will be greater for high value properties such as multilevel office, retail or apartment buildings. This additional cost would be reflected in the ad valorem component of the levy.

As alternatives to a fixed component and variable charge, a flat per property charge could be applied to property owners or a simple ad valorem rate could be applied to the value of each property. These alternatives are efficient and administratively simple to collect.

However, a flat charge per property may be inequitable as the same contribution is expected from owners of high value and low value properties with no consideration given to their ability to pay. A flat per property charge also does not reflect the value of assets protected. Alternatively, if a single ad valorem levy rate were applied, the levy would not reflect the benefits derived from on-call fighting capacity and fire prevention activities. In addition, the collection costs associated with a single ad valorem levy rate could be disproportionate relative to revenue collected from low value properties.

Proposal

- The fire services property levy include a fixed component and an ad valorem charge assessed on the capital improved value of property.

6.6 MFESB and CFA

Under the current insurance-based arrangements, policy holders contribute to the fire service for the area in which their property is located. As a result, the owners of property outside the MFD area (served by the CFA) pay a higher rate of FSL than those inside the MFD (served by the MFESB), as reflected in the current ICA advisory rates (see Table 2). This difference arises because the relatively larger budget of the CFA (Table 6) is spread over a smaller pool of insurance premiums in the CFA area, although there are a similar number of properties in each area (Table 8).

Maintaining separate levy rates for properties within the MFD and properties outside the MFD would be consistent with the existing funding arrangements. While the MFESB and CFA extend their services across regional boundaries in response to specific emergencies, property owners within the MFD largely benefit from services provided by the MFESB and property owners outside the MFD largely benefit from services provided by the CFA. Separate levy rates mean that property owners contribute to their local fire service. Due to significant differences in the cost of providing fire services to different geographical areas, separate levy rates reflect the cost and quality of fire services provided within and outside the MFD.

Under a separate levy rate structure, similar properties within each region would pay the same levy rate, but properties in the MFD would pay a lower levy rate compared to properties of similar properties value outside the MFD. As a result, and particularly in areas close to the boundary of the MFD, property owners in relatively close proximity may make quite different contributions to the provision of fire services.

While the Royal Commission noted that the fundamental problem with the current arrangements arises from its imposition on insurance, it also raised the possibility of establishing a single fund for CFA and MFESB services. While a single fund could imply a single state-wide levy, it could also involve differential levy rates determined on some basis other than the CFA and MFESB budgets.

A single levy rate is likely to be more economically efficient as it would spread the cost of funding both fire services over the broadest possible property base (particularly when imposed on the capital improved value of property). A single rate would also mean that property owners in Victoria would all contribute to funding the fire services on similar terms, relative to the value of their property. However, it would necessarily re-distribute some of the costs of funding the CFA to metropolitan property owners.

Table 8: Property count by location

Within the Metropolitan Fire District (approx.)	
Residential property	988 000
Non-residential property	122 000
Outside the Metropolitan Fire District (approx.)	
Residential property	1 266 000
Non-residential property	216 000

Source: Valuer-General Victoria

The choice of single or separate levy rates will involve a tradeoff between economic efficiency, equity and the principle of user pays. As such, DTF welcomes submissions in response to the following questions.

Questions

- Should the property levy be set at single statewide rate, or should separate property levies be imposed within and outside the MFD?
- Are there alternative ways of sharing the cost of funding fire services across the boundary of the MFD?

6.7 Differential rates by property type

In forming its recommendations, the Royal Commission noted that there is potential to adjust the rate of the fire services property levy to reflect risk. Developing and applying a comprehensive risk rating to scale a property levy for individual properties is unlikely to be feasible, as the costs of doing so would be very high relative to the amount of the levy collected. However, it is feasible to apply different rates to different property types.

Applying differential rates by broad property type would be desirable on equity grounds if the use of fire services differs across property types (for example, commercial, industrial, residential, primary production land and public benefit). With differential rates, a \$1 million residential property and a \$1 million commercial property, both located in the same area, would make different annual contributions to the fire services.

Developing a robust methodology for classifying property types by fire risk will be key to implementing differential levy rates in a fair and transparent manner. As DTF further examines approaches to risk classification, the following questions are posed for consultation.

Questions

- Should different levy rates apply to different properties classifications?
- How should the total funding burden be distributed between property classifications?
- Should the total budget be allocated according to a measure other than the fire risk of broad property classifications?

6.8 Concessions

The Royal Commission recommended that the fire services property levy include a concession for low income earners. However, the recommendations did not provide any direction on how a concession should be implemented or appropriately targeted.

6.8.1 Eligibility for a concession

Eligibility based on Commonwealth concession cards would allow for an individual's status to be easily verified and subject to Commonwealth income and asset thresholds. This would be consistent with the approach taken in other jurisdictions.

Accordingly, the simplest and most equitable way to provide a concession is to grant a concession to holders of Commonwealth:

- Health Care Cards; and/or
- Pensioner Concession Cards; and/or
- Department of Veterans Affairs gold cards.

It is considered that Commonwealth Seniors Health Care card and Victorian Seniors card holders should not be entitled to a fire services property levy concession. This is due to the eligibility requirements for these cards allowing individuals not generally considered low income to be eligible.

6.8.2 Rate of concession

State concessions can be delivered in a variety of ways. For example:

- The local council rates concession is effectively a fixed discount, with a nominal 50 per cent discount subject to a cap (\$187.60 for 2010-11). Approximately 98 per cent of concession households receive the capped discount amount.
- The Annual Electricity Concession provides a 17.5 per cent discount off the electricity bills of eligible customers.

The fire services levy concession could take the form of a percentage discount on the levy payable, a percentage discount with a cap, or a fixed dollar amount discount.

6.8.3 Targeting the concession

The Royal Commission recommended a concession due to its concerns about uninsured low income earners becoming liable for a fire services property levy, without an offsetting reduction in fire services insurance levy.

The fire services property levy concession will need to be appropriately designed and targeted to ensure it is available to low income property owners, without significantly increasing the fire services property levy for non-concessional levy payers. In addition to concession card eligibility criteria, it may be possible to target the concession to those who need it most by setting a property value threshold.

6.8.4 Interaction of concession and collection agency

The choice of collection agency interacts with the choice of concessions eligibility.

If local councils are the collection agency, the fire services property levy would likely be issued as part of rates notices. In that case, it would be most simple administratively to align the concession with the existing local government rates concession, which is available to Pensioner Concession Card and Department of Veterans Affairs gold card holders.

Collection by the SRO would allow more flexibility in choosing the concessions policy. The SRO currently administers a range of concessions for stamp duty, including the pensioner stamp duty concession, which is available to pensioners who hold a Health Care Card, Pensioner Concession card and Department of Veterans Affairs repatriation health cards and pensioner cards.

Proposal

- A concession should be given to holders of Health Care Cards, Pensioner Concession Cards and Department of Veterans Affairs gold cards on their principal place of residence.

Questions

- Should eligibility for a concession be subject to a property value threshold?
- How should a concession be calculated?
 - Percentage discount?
 - Percentage discount with a cap?
 - A fixed dollar amount discount?

6.9 Collection agency

Local councils and the SRO are both feasible options for collecting the fire services property levy based on the recommended revenue base. DTF estimates that the administration costs of either option would be broadly similar. These costs could be recovered from the levy.

6.9.1 Local council

Local councils have an established legislative framework and established procedures for billing, collection, pensioner concession card verification, objections to property valuations, and debt collection. These could be extended to the fire services property levy, which would simplify compliance for residential owner-occupiers.

Implementation in any one local council will not be complex, but the involvement of 79 local councils significantly adds to the complexity of implementation and ongoing administration.

Collection by local councils could create the potential for differential treatment of taxpayers (e.g. different collection and enforcement arrangements in different councils), and would require a new mechanism for non-rateable property. It would also require more complex legislation, because of the need to provide for tax administration powers and governance arrangements in addition to the levy design.

Implementation will require a lead time of at least 12 months to develop suitable agreements with local government. Ensuring the smooth development and implementation of collection arrangements will also require being mindful of peak workloads for local government, such as flood recovery. The Government would need to agree with councils on suitable arrangements to support them to implement and administer the property levy.

6.9.2 State Revenue Office

The SRO has specialised knowledge and expertise in tax administration. The SRO's established processes for education, compliance, enforcement and existing avenues of review and appeal could be extended to the fire services property levy by amending the *Taxation Administration Act 1997* (TAA).

A single collection agency has lower complexity relative to the local government option. Collection by the SRO would also allow greater flexibility in levy design, greater direct control by government, a sophisticated capacity for compliance activity and lower risk to implementation timelines. Additionally, the SRO would provide uniform service and is already subject to existing supervision and accountability mechanisms that would apply to the property-based levy.

However, the SRO would need to implement a new collection system to issue an assessment to most households. This would increase household compliance costs. If there is low household compliance with fire services property levy payment, the additional cost of SRO debt collection may not be justified by the expected low fire services property levy assessments. This could be an ongoing risk to revenue, although this could be mitigated by other factors.

Proposal

- That the fire services property levy be collected by local councils, with support for implementation and administration.

6.10 Transitional arrangements

The existing fire service statutory contributions from insurers can be phased out relatively easily. The Government can declare a final statutory contribution to be paid by insurers for the 2012-13 financial year and property owners will then be liable for the property levy from 1 July 2013.

However, there are several associated risks which must be carefully managed. If insurers continue to collect the FSL in full until 30 June 2013, this may create an incentive for property owners to defer taking out or renewing insurance in the months immediately prior to 30 June in order to avoid the FSL. Those property owners who choose to remain insured and pay the full FSL may consider that they have contributed 'twice' to the fire services in the first year of the property levy.

The insurance industry will receive significant long-term financial and economic benefits following the abolition of the statutory contributions model and face some incentives to ensure the FSL is removed from insurance policies (including the risk of customer switching, price competition and reputational risk). However, it is preferable that the Government actively manage the transition process to ensure the interests of policy holders are protected.

6.10.1 Tapering model

Under a 'tapering' model, insurers would reduce the FSL paid on insurance premiums in the 2012-13 financial year on a pro-rata basis (for example, by 1/365th for each successive day in which an insurance policy is renewed or taken out during the year). By phasing out the FSL in this way, the incentive and equity impacts identified above are avoided.

Western Australia adopted a tapering approach as part of their transition model, which proved to be feasible and easy to communicate to stakeholders.

6.10.2 Decoupling model

The alternative approach is a 'decoupling' model, where insurers would pay a final discounted statutory contribution with the balance of the funding requirement met through a discounted property levy. In this case, the discounted FSL would apply to the full term of the insurance policy. For example, with a 50 per cent discount to the statutory contribution all policy holders (including those taking out insurance immediately prior to the end of the financial year) would pay an FSL equivalent to 50 per cent of the FSL normally applying to the full policy.

The main advantages of this option are that it staggers the introduction of the property levy for non-insured property owners (50 per cent in year one and 100 per cent in the second year), and is simpler to implement (a simple 50 per cent discount rather than a pro rata reduction).

However, this model only partially addresses the incentive and equity impacts on property owners through a partial discount. This option has not been successfully implemented in other jurisdictions.

Proposal

- The tapering approach be adopted to phase out the insurance contributions prior to the introduction of the property levy.

6.11 Monitoring

The abolition of statutory contributions from insurance companies will remove the FSL from insurance premiums. However, the nature of the insurance industry and significant events such as the recent floods may make it difficult to identify savings to insurance policy holders, particularly in the residential sector.

An independent review of the impact of abolishing the insurance-based funding model will be implemented to strengthen the incentives for insurance companies to fully pass on premium reductions and demonstrate premium reductions.

There are two main options for an independent monitoring authority: the Essential Services Commission (ESC) or an appropriate accounting, actuarial or consulting firm.

The ESC is Victoria's independent economic regulator of essential services and also provides advice to the Victorian Government on a range of regulatory and other matters. The ESC has the relevant skills and experience in data collection and analysis, performance monitoring, and the provision of independent advice. The ESC will adopt a cooperative approach with insurers but also has the statutory power to compel insurance companies to provide data for analysis should this become necessary.

The alternative is to appoint an accounting, actuarial or consulting firm to undertake this monitoring role. However, there may be concerns regarding the independence and transparency – and hence credibility – of the analysis undertaken by an external firm, particularly where it may have a previous or ongoing relationship with clients in the insurance industry.

The monitoring agency would review industry and company-specific data to investigate whether insurance companies have passed on savings to policy holders. The monitor would produce a public report detailing compliance or non-compliance on an industry wide level as well as for specific insurers if necessary.

Proposal

- The Essential Services Commission be appointed to independently monitor the FSL transition process. A public report on whether or not insurance companies have passed on savings to policy holders is to be produced as part of the monitoring role.

7. Next steps

7.1 Consultation

The Government offers all Victorians the opportunity to comment on the options for the design and implementation of the new fire services property levy in Victoria, and will conduct a rigorous public consultation process.

All written submissions will be treated as public documents unless individuals or organisations request otherwise. Please note that freedom of information access requirements will apply to all submissions including those treated as confidential.

The closing date for written submissions is 30 September 2011.

Submissions can be sent:

By post:

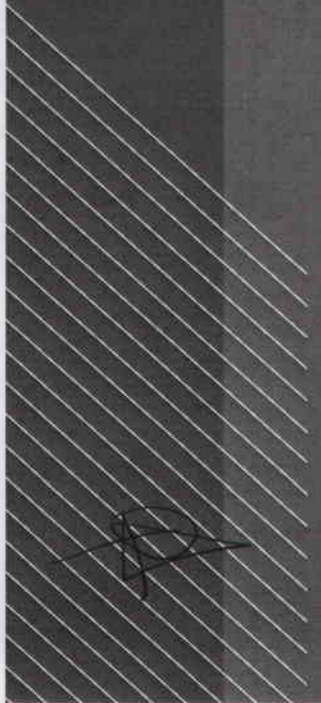
Fire Services Project
Department of Treasury and Finance
1 Treasury Place
East Melbourne
Vic 3002

By email:

fireservicesproject@dtf.vic.gov.au

7.2 Timeline

Consultation period	From June 2011
Written submissions close	30 September 2011
Legislation introduced	Early 2012
Transition period commences	1 July 2012
Implementation	1 July 2013
Independent review of insurance prices following the removal of the FSL	July 2013 – June 2014



**9.2. LAND ACQUISITION – SMEATON BOWLING CLUB AND MULTI PURPOSE HALL – BOWLING GREEN EXPANSION 10822R
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

This report seeks Council approval and endorsement to:-

- acquire and accept land by way of 'gift' to allow the expansion of lawn bowling facilities at Smeaton;
- conversion of an existing Title to bring it under the operation of the Transfer of Land Act 1958;
- consolidation of Titles for all of the site into one Title; and
- amendment of a Lease of the premises.

BACKGROUND

Council owns the land on which the Smeaton Bowling Club greens and Multi Purpose Hall are located. In turn, Council leases the facilities to Smeaton Bowling Club Inc (SBC) for

- sporting pursuits including indoor sports and lawn bowls;
- for bowling clubrooms and associated activities;
- public hall and associated activities; and
- other activities as may be approved from time to time.

The current Community based facility Lease term is until 31 December 2017.

SBC in conjunction with Council has been successful in attracting State Government grant funds to construct an additional synthetic bowling green – to be a synthetic surface. There have been previous reports to Council concerning the development and financing of this project.

The location of the new green is proposed to be to the south of the Multi Purpose Hall on land – approximately 2,500sqm - which is to be generously gifted to Council by the adjoining land owner, Mr David Toose. Refer to the Attachment 1 Plan.

The transfer of the gifted land will create an additional allotment and Title in Council's name.

ISSUE/DISCUSSION

The Council's existing land holding consists of two Titles, one of which is a General Law ("old law") Title, specifically Conveyance Book 823 No. 832, being Part Crown Portion 41 Parish of Smeaton. As there will be Title dealings associated with this matter the opportunity should be taken to bring



this Title under the operation of the Transfer of Land Act 1958 and consolidate all of the land into one Title.

Currently there is a program operating within the Titles Office which promotes the conversion of Council Titles, although with other land being consolidated and possible subdivision involved this may complicate the process.

As part of the 'gift' of the land Council normally is responsible for and meets all costs, such as survey, Titles Office and any associated legal expenses.

The Lease between Council and SBC will require amendment to recognise and grant tenure over the additional land.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Each of the four fundamental commitments in the Council Plan has some relevance regarding this matter and in respect of:

Governance – a proper process for asset acquisition, the project has attracted a high level of grant funding, having appropriate and proper occupancy arrangements in place.

Prosperous economy – the project will have limited effect re construction jobs, but ongoing should support the viability of SBC.

Healthy Community – the additional facility will offer the opportunity for participation in a healthy activity (particularly refer to the social comment below) and most likely extend usable time for bowling even up to all year around availability.

Sustainability – the synthetic green will require less maintenance (energy saving) and less water. It may even offer the opportunity to harvest additional water.

The Local Government Act 1989 (The Act) provides for Council to own and acquire property. Specifically S188 allows Council to accept a gift of "real property" - meaning land.

The process involving the subdivision of the land to be gifted and construction of the bowling green may be the subject of processes under the Planning and Environment Act 1987 and the Subdivision Act 1988. The land to be gifted is zoned Township.

Contractual arrangements for construction of the bowling green will be subject to and comply with S186A of The Act and Council's Procurement Policy. There will be separate reporting on this matter.

FINANCIAL IMPLICATIONS

The project estimated cost is \$208,600 – with contributions from SBC being \$110,000 + \$13,600 in kind; Grant \$60,000 and Council \$25,000.

The project is part of Council's 2011-12 Budget.

There will be additional costs associated with the land 'gift' and consolidation proposals. An estimate for these costs – essentially survey, legal and some Titles Office fees is between \$5-6,000.

Overall, the Community will gain a valuable asset both in monetary and participation terms.

The additional costs associated with the new synthetic green will be incurred by the SBC as per an amended lease to be drawn up

RISK IMPLICATIONS

Regarding the specific purpose of this report for acquisition of the land by way of accepting a gift and amending an existing Lease there are no expected risk implications.

However, the opportunity will be taken to update the Lease by, for example, inclusion of emergency management clauses.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The acquisition/gift of the land, currently used for farming but zoned township is considered to have a positive affect given the zoning of the land.

The new synthetic surface will require less maintenance, energy consumption and will deliver cost savings in the form of reduced water usage compared to a traditional grass bowling green.

Apart from possible year round bowling, a very important social point to be made regarding this project is the real possibility of expanding participation.

Expanded participation and year round bowling availability may offer increased economic opportunity to SBC.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

SBC has encouraged and held a number of Community meetings about this project. It is well supported in the local Community, evidenced by the significant financial contribution being made by SBC.

The town planning process will afford further Community input.

CONCLUSION

While this report offers general comments on a range of matters concerning the provision of a synthetic bowling green at Smeaton, its principle purpose is to deal with the provision of land on which the green is to be constructed; the Council's acceptance of a 'gift' and acquisition of that land; and amending a current Lease. A resolution of the Council on these 3 matters pursuant to the following recommendation is requested.

OFFICER'S RECOMMENDATION

That Council:

- 9.2.1. Accept the gift of real property – land - from Mr David Toose and provide suitable recognition for his generous action;
- 9.2.2. Accept responsibility for the legal, survey and Titles Office costs associated with making the land available and its transfer to Council;
- 9.2.3. Agree to the proposition of conversion of Title to bring its land specifically Conveyance Book 823 No. 832 under the provisions of the Transfer of Land Act 1958;
- 9.2.4. Agree to the proposition to consolidate all titles applicable to the Smeaton Bowling Club and Multi Purpose Hall property;
- 9.2.5. Agree to amending the lease of the Smeaton Bowling Club and Multi Purpose Hall to accommodate these changes and the general update of the Lease as outlined in the above report;
- 9.2.6. Authorise the Chief Executive Officer to take all appropriate actions with regard to land survey, the title conversion, transfers and consolidations; and
- 9.2.7. Authorise the sealing with the Common Seal of Hepburn Shire Council all documents associated with this matter which are required to be sealed.

MOTION

That Council:

- 9.2.1. *Accepts the gift of real property – land - from Mr David Toose and provide suitable recognition for his generous action;*
- 9.2.2 *Accepts responsibility for the legal, survey and Titles Office costs associated with making the land available and its transfer to Council;*
- 9.2.3 *Agrees to the proposition of conversion of Title to bring its land specifically Conveyance Book 823 No. 832 under the provisions of the Transfer of Land Act 1958;*
- 9.2.4 *Agrees to the proposition to consolidate all titles applicable to the Smeaton Bowling Club and Multi Purpose Hall property;*
- 9.2.5 *Agrees to amending the lease of the Smeaton Bowling Club and Multi Purpose Hall to accommodate these changes and the general update of the Lease as outlined in the above report;*
- 9.2.6. *Authorises the Chief Executive Officer to take all appropriate actions with regard to land survey, the title conversion, transfers and consolidations; and*
- 9.2.7. *Authorises the sealing with the Common Seal of Hepburn Shire Council all documents associated with this matter which are required to be sealed.*

Moved: Councillor Don Henderson

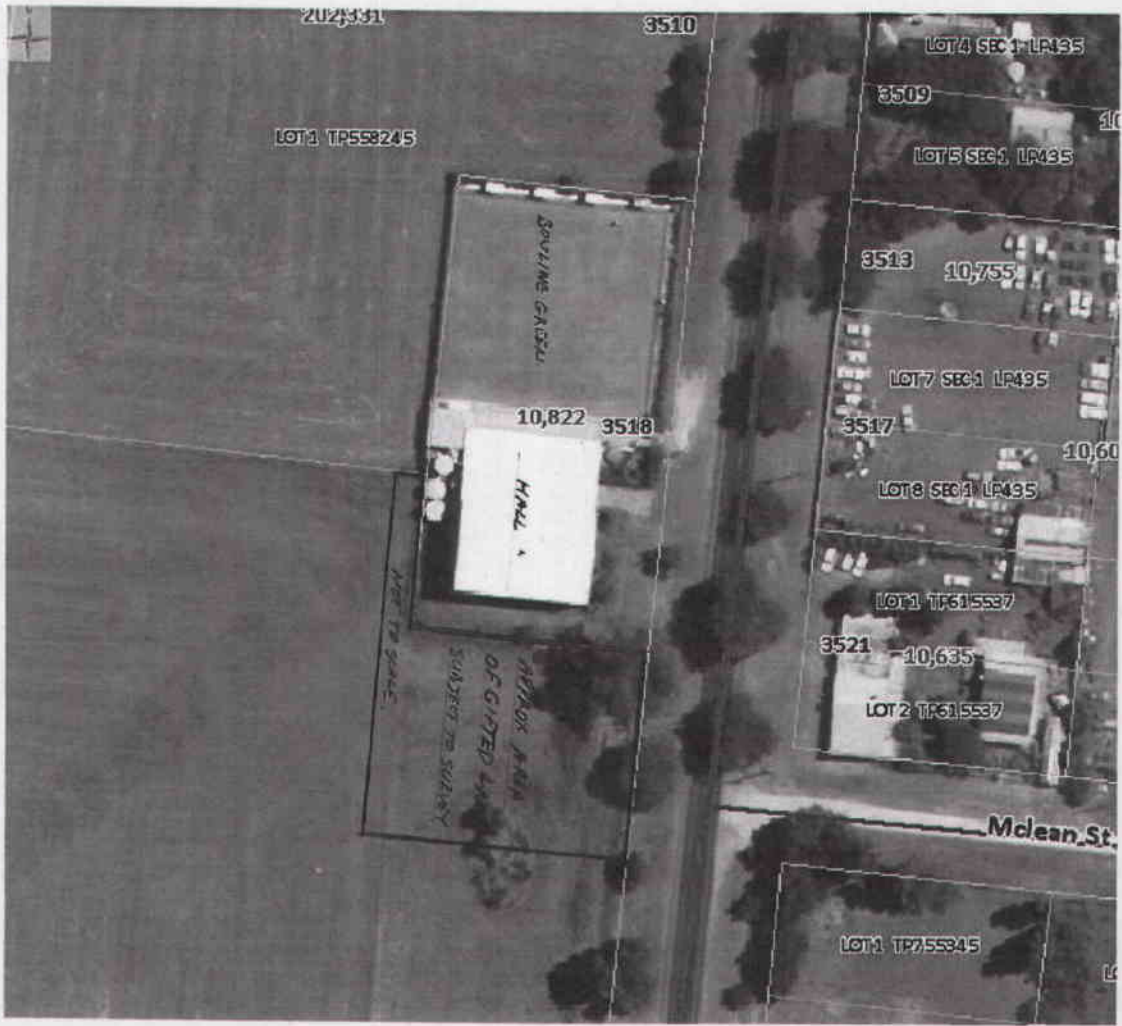
Seconded: Councillor Neil Newitt

Carried.



ATTACHMENT 2 - SMEATON BOWLING CLUB

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Councillor Janine Booth left the meeting at 7:03 pm due to a declared indirect conflict of interest and returned to the meeting at 7:09 pm.

9.3. RELOCATION OF CRESWICK BOWLING CLUB FLOOD RECOVERY MANAGER

In providing this advice to Council as the Flood Recovery Manager, I Simon Evans, have no interests to disclose in this report.

PURPOSE

The purpose of this report is to consider approving the relocation of the Creswick Bowling Club to Doug Lindsay Reserve, Creswick.

BACKGROUND

Following repeated flooding of the Creswick Bowling Club, 4 September 2010, 14 January 2011 and 4 February 2011, the Bowling Club members passed a motion that "the Committee in principle be authorised to move this club to Doug Lindsay Reserve or elsewhere".

Subsequently, the results of a geotechnical investigation into the Doug Lindsay Reserve site found that the site would require expensive earthworks to make the site suitable for the Bowling Club synthetic greens and clubroom.

Creswick Bowling Club recommended Park Lake as another possible site for their relocation and wrote to Council (4/7/11) that Park Lake was supported by the Committee of Management as a possible site for their relocation.

Investigations and planning for both Park Lake and Doug Lindsay Reserve then proceeded concurrently with potential designs, site plans and cost estimates developed.

Investigation identified a suitable option for Doug Lindsay Reserve to make the site suitable. This option is to reconstruct existing fill on site. The method used is that the entire fill area is removed and then relaid in thin layers, compacted and regularly tested for the required compaction standard. This method while still costly is significantly cheaper than the other option considered of floating concrete slabs and piling.

Using this new method at Doug Lindsay Reserve means the cost of reconstructing the Bowling Club at either site is similarly priced.

ISSUE / DISCUSSION

Extensive investigations into both sites have now taken place and numerous meetings with the Bowling Club executive completed. Meetings with the Bowling Club have focused on their requirements in a clubroom and bowling facility at each site.

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Meetings have also taken place between Council Officers and the relevant stakeholders for each site to ascertain support or otherwise for the project.

Following these meetings, costings and designs for both Doug Lindsay Reserve and Park Lake have been developed that fit well within the \$1.36 million budget. The facilities that can be provided at both sites within budget are:

- 1 X 8 rink synthetic green
- Building with function room large enough for 4 indoor carpet mats
- Storage area
- Toilets
- Relocation of storage shed and water tanks from existing site
- Car parking
- Kitchen/Kitchenette
- Bar
- Wall space for honour boards
- Verandah for outdoor viewing

A comparison of costings that include all of the above facilities for each site:

	Doug Lindsay	Park Lake
• Clubrooms –	\$624,500	\$851,000
• Synthetic Green –	\$540,000	\$280,000
• Design/Costs –	\$93,160	\$90,480
• Total -	\$1,257,660	\$1,221,480

The above costings both come in under the \$1.36 million by over \$100,000 to allow for any potential variations. The \$1.36 million budget for this project is made up of funding through:

Regional Development Victoria -	\$600,000
Sport and Recreation Victoria -	\$300,000
Insurance -	\$366,000
Creswick Bowling Club -	\$100,000
Total -	\$1.36 million

An assessment of the advantages and disadvantages for both sites has also been developed; included as Attachment 1.

Following the development of plans, designs and costings for each site and consideration of planning and building requirements, it was considered by Council officers that Doug Lindsay Reserve is the preferable site for:

- Proximity to town/ease of access
- Fits with relevant Council master planning

- Fits with Council's Recreation Development Policy and state government policy around developing multi-purpose facilities
- Use of new community building with commercial kitchen, bar, function room etc.
- Co-location with a number of groups
- Enhanced security
- Reduced maintenance costs
- Reduced timeframe
- Increased chance of securing future funding

While Park Lake is the preferable site for:

- Reduced cost of earthworks

In addition to the above the Park Lake site also presents a number of unique challenges. These are around planning approval for the site, removal of substantial planted and native vegetation and that Park Lake is considered a botanic reserve not a recreation reserve. Further to this Council has received correspondence from residents expressing concerns with the bowling club being located at Park Lake. All of these concerns are expected to lead to a longer planning process for the site. At Doug Lindsay Reserve none of these unique challenges are present and will lead to a shorter project timeframe.

Doug Lindsay Reserve also fits well with Council's Recreation Development Policy particularly around multi-purpose use and development of existing services. The Policy strongly emphasises the need to give priority to both enhancing existing facilities and supporting facility sharing.

All of the information above was presented to Bowling Club members on Tuesday 30 August for them to endorse their preferred site for relocation.

The Bowling Club members at this meeting endorsed Doug Lindsay Reserve as the site for their relocation.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The relocation of the Creswick Bowling Club is consistent with the Hepburn Shire Council Plan 2009 – 2013, "We will assist our residents to improve the health, safety and vibrancy of our communities" (page 20)

Relocation of the Creswick Bowling Club to Doug Lindsay Reserve is further supported by Council's Recreation Development Policy. The Policy strongly emphasises development of multi-purpose facilities and the need to enhance existing facilities and support facility sharing.

In addition the Doug Lindsay Master Plan (2007) includes the Creswick Bowling Club relocating to the site.

FINANCIAL IMPLICATIONS

This project is made up of funding from Regional Development Victoria, Sport and Recreation Victoria, Creswick Bowling Club and Insurance. The project does not contain or require any Council funding.

RISK IMPLICATIONS

In order to minimise the risk of cost overruns for the project, the current project design for Doug Lindsay Reserve is costed at \$1,257,660. This cost allows for a contingency of \$108,340 within the \$1,360,000 budget. It is anticipated that this contingency will sufficiently cover any variations throughout the project.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The new clubrooms at either Park Lake or Doug Lindsay Reserve will meet current energy efficiency requirements.

The use of synthetic greens rather than grass greens will also lead to a reduction in water usage, maintenance and general operating costs for the Bowling Club.

Council has received correspondence from local residents and the Friends of Park Lake in opposition to the Bowling Club being located at Park Lake. Concerns from residents are around increased traffic on unsealed roads and increased noise in the area. While concerns from the Friends of Parks Lake are around Park Lake being a botanic reserve not a recreation reserve and the removal of planted and indigenous vegetation. It is expected that these concerns could lead to a long planning process for Park Lake opposed to a much shorter planning process at Doug Lindsay Reserve.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Creswick Bowling Club executive has been consulted extensively throughout the site and design investigations. In addition Council staff presented to Bowling Club members on Tuesday 30 August to provide information, answer questions and seek endorsement of relocation to Doug Lindsay Reserve.

CONCLUSION

Following the presentation of extensive investigations into the Park Lake and Doug Lindsay Reserve sites the Creswick Bowling Club endorsed Doug Lindsay Reserve as its preferred site for relocation.

OFFICER'S RECOMMENDATION

9.3.1. That Council endorse the Creswick Bowling Club relocation to Doug Lindsay Reserve, Creswick.

MOTION

9.3.1. That Council endorses the Creswick Bowling Club relocation to Doug Lindsay Reserve, Creswick.

Moved: Councillor Bill McClenaghan

Seconded: Councillor Jon Barrell

Carried.

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**ATTACHMENT 3 - CRESWICK BOWLING CLUB – SITE
CONSIDERATIONS**

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**CRESWICK BOWLING CLUB
SITE CONSIDERATIONS**

Doug Lindsay Reserve

Advantages

1. Extensive facilities for major functions/event (\$60,000 commercial kitchen, function room to seat up to 200, meeting space etc.)
2. Faster planning process – less time before the club is up and running
3. Improved funding opportunities
4. Fits with Council master plan
5. Fits with Council Recreation Development Policy
6. Better overall security
7. Cross generation location (recruitment of new members)
8. Closest site to town centre
9. Accessible via footpath
10. Expected to have less planning complications

Disadvantages

1. Site requires expensive earthworks
2. Restricted room for future growth
3. Restricted site layout opportunities

Park Lake

Advantages

1. Less expense on earthworks
2. Independent facility
3. Co-located with tennis club (Bowls club clubrooms can be shared)

Disadvantages

1. Concerns from Friends of Park Lake about removal of native/planted vegetation and that the site is a botanic reserve not a recreation reserve.
2. Possible resistance from adjacent residents, leading to;
3. Planning permit delays, potentially up to 6-12 months
4. Lack of general site security
5. Furthest site from town centre
6. No scooter or walking access (site on top of steep hill)
7. Not in master plan for reserve
8. Possible delays to modify master plan
9. Site requires expensive connection of utilities

Councillor Bill McClenaghan left the meeting at 7:10 pm due to a declared indirect conflict of interest and returned to the meeting at 7:25 pm.

9.4. HEPBURN SHIRE WALKING AND CYCLING STRATEGY GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is to recommend that Council endorse the draft Hepburn Shire Walking and Cycling Strategy.

BACKGROUND

Council committed project funding in its 2010-11 budget for the development of a Walking and Cycling Strategy. Expressions of Interest were invited from 5 companies with expertise in this field and in December 2010 CPG Australia was appointed to develop the Strategy. The methodology for the development of the Strategy is detailed in the draft Strategy (p.7) and involved research and analysis including reviews of past reports and related strategies, extensive site visits and mapping of current assets and extensive consultation. Community engagement has been crucial to setting direction for the Strategy and over forty separate meetings and workshops were held with community groups, interested residents, Council staff and other stakeholders.

ISSUE / DISCUSSION

As highlighted in the Strategy walking and cycling delivers a variety of benefits to individuals and communities. The provision of publically accessible infrastructure provides a range of physical, mental health and social benefits while cycling and walking add to the economic activity of a place. In Hepburn opportunities for walking and cycling through scenic and historic areas enhance tourism opportunities. Walking and cycling represent sustainable alternatives to car travel, especially for short trips.

The Strategy provides a staged and long term view to infrastructure upgrade and implementation acknowledging Hepburn's small population but large geographic area which results in financial pressures in meeting capital replacement and new capital works requirements across all asset types. It sets out the following vision for Council:

The Hepburn Shire Council will deliver infrastructure programs and policy that encourage walking and cycling in a manner that improves the economic prosperity, health and safety of our communities in an environmentally sustainable manner (p. 2)



This is underpinned by the principle that everyone should have access to convenient and safe infrastructure that encourages walking and cycling.

The strategy has three key focus areas and associated strategies (p. 6) which aim to provide walking and cycling opportunities which promote:

1. Community Health and Safety

Strategy 1: Designing for walking and cycling

The key direction is for Council to prioritise pedestrians and cyclists through provision of infrastructure such as footpaths, bike lanes and off road trails. Connections between schools, shops and recreation reserves should be a priority.

a) Footpath Network

The strategy provides a comprehensive set of guidelines and recommendations about the footpath network aimed at developing a footpath network that encourages and supports increased usage and participation in walking (pp 36-42) and a Footpath High Priority Work Plan.

b) Cycling

The strategy provides design principles and recommendations (pp 44-49) about bike lane network development, noting that many potential bike lanes and road verges in the municipality fall under VicRoads area of responsibility. A Bike Lane High Priority Work Plan is also included (p.50).

c) Trail Network

Trails are defined as paths and tracks used mainly for walking and cycling that are not part of the road or footpath network. The Strategy includes principles of trail management and design and recommendations (pp 51- 55) along with a Trails High Priority Work plan (pp 56-57).

Strategy 2: Engaging the community in walking and cycling activity through programs and partnerships.

Suggested areas of focus include walking school bus programs, walking and riding themed activities and programs and support for walking and riding clubs. A series of recommendations are included about engaging the community in programs to promote participation in walking and cycling, educating cyclists and motorists about rights and responsibilities, Council providing best practice and promotion of existing trails and walks through mapping and signage (pp 58 -61).

2. Economic Prosperity

Strategy 1: Develop iconic trails by enhancing and maintaining existing Trails

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Key directions are for Council to ensure that iconic trails are well serviced and highly accessible with a coordinated management approach. The Iconic Trails section of the Strategy suggests improvements to some existing trails and discusses two new opportunities the Daylesford – Woodend Rail Trail proposal and the Creswick Mountain Bike Trails proposal. The strategy notes that the development, on-going management and maintenance of a rail trail can be complex and costly and recommends that a detailed feasibility be undertaken to fully explore and quantify the details of the Daylesford to Woodend Rail Trail proposal (p 68).

A description of the Creswick Mountain Bike Trail proposal is included and the strategy recommends that a study be undertaken investigating the potential to create loop trails for mountain biking in Creswick and Daylesford with the linkage between the townships of the Goldfields Track being promoted (p.69).

These two new opportunities have been identified in the *Crossing Borders, Tracks and Trails* which is an integrated recreation planning project that aims to provide a framework for developing an integrated network of tracks and trails through the Ballarat, Hepburn, Central Goldfields and Macedon Ranges LGAs with links to significant locations and identified tracks and trails throughout the municipalities. The 'crossing borders, tracks and trails project' will develop an action plan identifying missing links in the proposed network of Significant Trails and propose a priority list to address gaps, infrastructure feasibility, identifying engineering requirements and costings.

The strategy further recommends improvements to the Peace Mile Walk (Lake Daylesford) to improve safety and provide better access from the town centre.

Strategy 2: Tourism and marketing for local business, trail assets and other tourist opportunities

Key directions are for Council to support local business and advocate for further development of marketing material (web development, themed brochures and signage) to add value to infrastructure development. The strategy includes recommendations about tourism and marketing (p 71).

3. Environmental Sustainability

Strategy 1: Active by Design Planning Guidelines to ensure future development recognises and, where practical, applies principles of active design. Active by design principles promote a positive bias to walkers and cyclists by providing infrastructure and design that creates convenience, comfort and safety attracting people to walk or ride, rather than use a vehicle, to get around. Key directions are for Council to develop guidelines to assist planning staff in assessing proposed commercial and residential developments with regard to their adherence to active by

design principles. The strategy includes an initial framework for policy development in this area (pp. 72-75).

Strategy 2: Sustainable Development in use of sustainable and recycled materials in maintenance or construction of trails and footpaths and the introduction of signage and mapping. The strategy aims to develop, maintain and promote a walking and cycling network that will include a positive net effect on the environment through less use of motorised vehicle use.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The Hepburn Shire Walking and Cycling Strategy delivers on three of Council's core commitments:

- A more prosperous economy
- Healthy Safe and Vibrant Communities
- Environmental sustainability

Disability Discrimination Act

FINANCIAL IMPLICATIONS

A detailed listing of high priority works is included at Section 11 (p 78) along with an Implementation Plan. This will be considered in developing Council's capital works program and for recommendation to VicRoads.

Recommendations contained in the Walking and Cycling Strategy may require increased expenditure on footpaths.

A Council contribution to the proposed application (November 2011) to Sport and Recreation Community Facility Funding Program under the Planning Category for Regional Planning for the Crossing Borders, Track and Trails may be required. This would progress the Daylesford – Woodend (Macedon Ranges) Rail Trail Feasibility Study (anticipated total cost \$60,000) and Creswick Tracks and Trails project.

Funding opportunities for enhanced tourism marketing and promotion of iconic trails will be explored with Tourism Hepburn and Regional Development Victoria.

RISK IMPLICATIONS

The Walking and Cycling Strategy *Section 2: Existing Conditions* identifies some footpath maintenance needs and concerns with a steep cross section gradient in Albert Street. The need to create a footpath from Clunes Primary School linking the school crossing into the township is identified as a priority task to address safety concerns.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The provision of publically accessible infrastructure provides a range of physical, mental health and social benefits while cycling and walking add to the economic activity of a place. In Hepburn opportunities for walking and cycling through scenic and historic areas enhance tourism opportunities. Walking and cycling represent sustainable alternatives to car travel, especially for short trips.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Level 3 Community Engagement was undertaken underpinned by a Community Engagement Plan. Over forty separate meetings and workshops with community groups, interested residents, Council staff and other stakeholders were held through the five month planning process. Hepburn walking and cycling website linked to HSC provide any kind of feedback.

Community workshops were attended by 88 participants and a full report of community input is included as Attachment 3 of the Walking and Cycling Strategy. In all, over 150 residents and key organisations provided direct input in the form of 442 recorded comments, ideas and opinions for the strategy.

Consultation Round One:

Key informant and stakeholder interviews

Youth focus group activity at DSC

Workshop with Council staff (Internal cross department working group)

5 Community workshops (Clunes, Creswick, Daylesford, Hepburn and Trentham)

4 meetings with Community Planning Groups (Glenlyon, Jim Crow, Lyonville, Newlyn/Rocklyn)

Consultation Round Two:

Draft strategy presented and exhibited

4 Community workshops (Clunes, Creswick, Daylesford, and Trentham)

Workshop with Council staff (Internal cross department working group)

Presentation to Council Briefing session

Key directions identified at community workshops:

Trail development using signage and mapping;

Safe routes to school

“Last links” – providing a final piece of infrastructure to open up or complete a footpath or trail connection

Connecting to other transport modes –connections to bus stops and the innovative idea of providing bike racks for buses

Condition of road shoulders and prioritizing bikes and pedestrians

Accessibility of footpath network and trails

CONCLUSION

The Draft Walking and Cycling Strategy provides a comprehensive and integrated direction for Hepburn Shire Council in encouraging walking and cycling. It acknowledges the links between policy such as active by design and prioritising walkers and cyclists above cars, the need for infrastructure that facilitates active transport as well as the need for education about the health, wellbeing and sustainability benefits of walking and cycling along with promotion of opportunities for safe walking and cycling.

OFFICER'S RECOMMENDATION

That Council:

9.4.1. Endorse the Hepburn Shire Walking and Cycling Strategy.

9.4.2. Note that further reports will be provided to Council about specific recommendations and actions contained in the Strategy.

9.4.3. Note that further reports will be provided to Council about specific recommendations and actions contained in the Strategy.

MOTION

That Council:

9.4.1. Endorses the Hepburn Shire Walking and Cycling Strategy.

9.4.2. Specifically endorses the extension of the Domino Trail to Lyonville, the development of a Daylesford to Macedon Ranges Trail, and the development of a Creswick Tracks and Trails Network, and specifically request officers to pursue relationships and funding opportunities regarding same.

9.4.3. Note that further reports will be provided to Council about specific recommendations and actions contained in the Strategy.

Moved: Councillor Jon Barrell

Seconded: Councillor Sebastian Klein

Carried.

hepburn shire walking and cycling strategy



August 2011
Prepared by CPG Australia for the Hepburn Shire Council



Issue Date	Revision No	Author	Checked
4 April 2011	001	Mark Hands	Penny Wilkinson
22 July 2011	002	Mark Hands	Penny Wilkinson
5 August 2011	003	Mark Hands	Penny Wilkinson

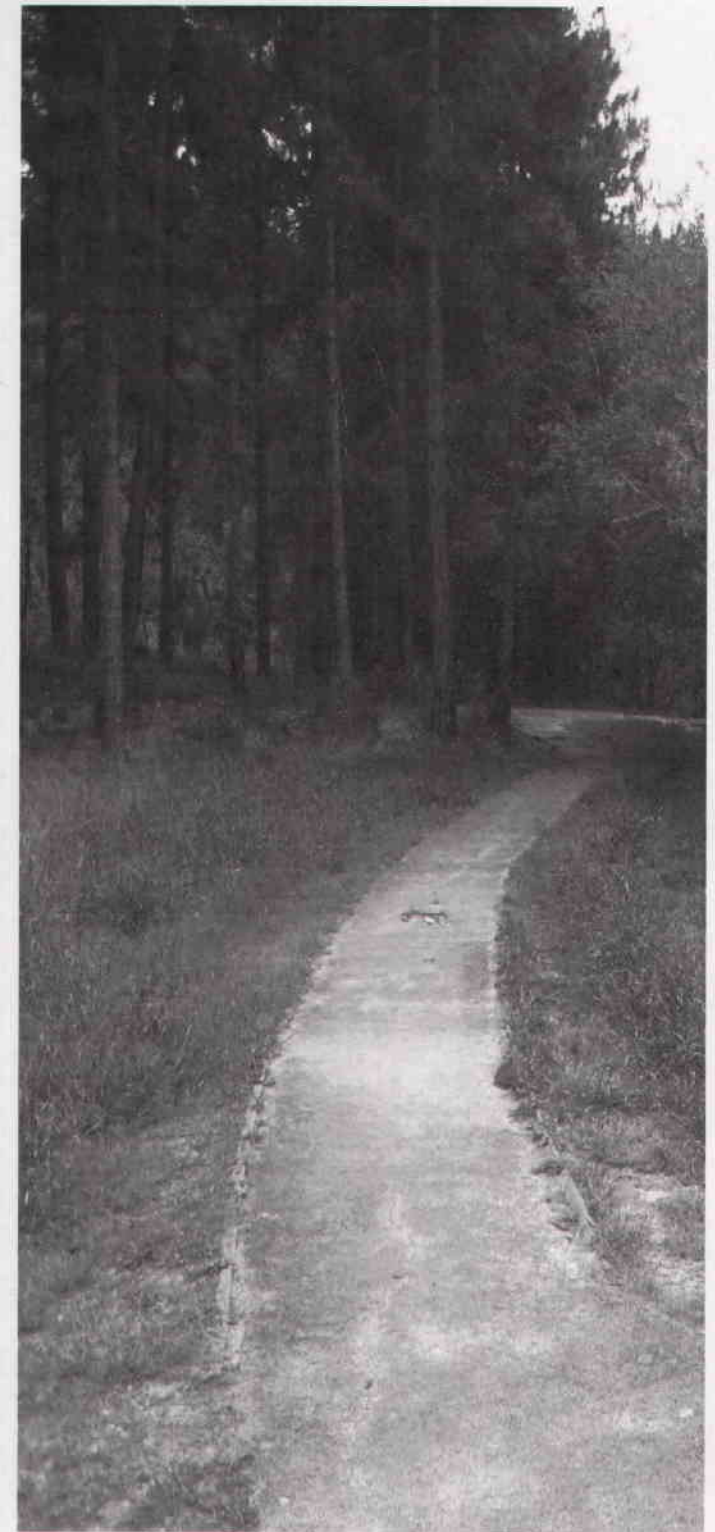
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executive summary

Walking and cycling provide fundamental opportunities for individuals to get around their local community, exercise and reduce their carbon footprint. On a broader scale, walking and cycling can provide tourism and economic benefits

The Hepburn Walking and Cycling Strategy sets an exciting and achievable vision for the development of opportunities to walk and ride throughout the municipality, providing economic prosperity, health and safety for residents and visitors, in an environmentally sustainable manner.

It is also important to highlight the significant financial pressures experienced by Hepburn Shire Council in meeting capital replacement and new capital works requirements across a range of public asset areas and Council functions. Recent flooding across the Shire has exacerbated this issue, placing further strain on Council budgets for capital works. This highlights the need for a strategic approach that provides a staged and long term view to infrastructure upgrade and implementation.

The strategy has involved community and stakeholder engagement on a broad scale with over 90 people attending community workshops and a further 32 interviews with other stakeholders. The input from this engagement has been crucial in determining projects and priorities for the development of infrastructure, path and trail maintenance, signage, mapping and programs to promote and encourage higher levels of walking and cycling.

Consultation and research has indicated the following broad conclusions;

1. There is a strong desire amongst local residents to see the slower pace of life and contemplative lifestyle in the Shire reflected in slowing the speed of cars and prioritising rights of pedestrians and cyclists, particularly in town centres.
2. Broadly, many residents wanted to get from their homes to the shops or schools and also be provided with opportunity to undertake safe 20-30 minute loop trails that brought them back to where they started from.

3. Although many main streets are quite wide and have some lines marked, there is a lack of well signed and designated bike lanes developed to provide for safe and convenient bike commuting activity.
4. The footpath network is quite good but needs higher levels of maintenance and some gaps and links completed, particularly as the population ages and the requirement for continuously accessible paths becomes increasingly important.
5. Creek lines should be utilised to develop more formalised trails that create a 'spine' for cycling and walking activity.
6. Hepburn Shire has a significant suite of trail assets that have potential to be marketed in a coordinated fashion to hiking groups, mountain biking groups and tourists interested in a mix of nature based tourism and health and wellbeing

Based on these outcomes, and the three fundamental Council commitments of **Community Health and Safety**, **Economic Prosperity** and **Environmental Sustainability**, the following vision, key focus areas and priority actions are proposed.

The VISION:

*The Hepburn Shire will deliver **infrastructure, programs and policy** that encourage cycling and walking in a manner that improves the **economic prosperity, health and safety** of our communities in an **environmentally sustainable** manner.*

Focus Area: Community Health and Safety

Strategy 1: Designing for walking and cycling

Provide both design guidelines and priority tasks based on developing a network of footpaths, bike lanes and trails that encourage and promote local walking and cycling outcomes.

Priorities will be an urban network of footpaths and bike lanes, bike lanes on major routes to township fringes and trails that provide convenient loop walks or connect key recreation destinations. Key projects include;

Improving pedestrian links to and around key recreation and tourist destinations such as Hepburn Mineral Springs Reserve, Lake Daylesford, Calemben Park and St Georges Lake.

Delivering bike lanes and footpaths that connect Newlyn Primary School, Daylesford Secondary College, St Michaels Primary School, Daylesford Primary School, Hepburn Primary School and Clunes Primary School to town centres and residential areas

3. Provide bike lanes on arterial roads through townships to provide a 'spine' for cycling. (particular focus on Daylesford, Hepburn and Creswick)
4. Develop loop trails easily accessible from town centres that provide 20-30minute walks for residents, including use of creek lines as linear reserves.
5. Enhance high profile iconic trails that provide opportunities for residents and tourists.

Strategy 2: Engaging Community

Support should be provided to develop a series of programs and initiatives either directly through Council or other project partners to engage local communities in walking and cycling activity.

Suggested areas of focus include;

- Walking school or work bus programs
- Walking/Riding themed activities
- Support to local walking and riding clubs
- Supporting delivery of programs such as walk in the parks series or bike maintenance workshops
- Support to bike education in schools
- Council as a leader in walking and cycling innovation such as providing bikes for inter-office commuting or urban meetings or advocating for trialling of bike carrying racks on buses.



Focus Area: Economic Prosperity**Strategy 1: Develop Iconic Trails**

Enhance a series of iconic trails that highlight and celebrate the natural assets of the Hepburn Shire in a state, national and international environment.

Focus should be on development of hiking and mountain biking along with interpretation of the historical aspects of the region.

Many great trail networks already exist and the focus should be on mapping, signage, coordination and a shared vision between land managers.

Specific actions include;

1. Extend Domino Trail to Lyonville
2. Feasibility analysis of the development of the Daylesford to Woodend Rail Trail
3. Feasibility and business planning of Creswick and Daylesford Mountain Bike experiences
4. Explore opportunities to fully capitalise on marketing and drawing power of the Goldfields Track
5. Ensure key sites such as Lake Daylesford, St Georges Lake, Mineral Springs Walks etc. are well maintained, well signed and provide access for a wide cross section of community.
6. Develop mapping and MoU with DSE and Parks Victoria which clearly articulates geographic boundaries of responsibility, minimum standards and maintenance levels for iconic (and other) trails.

Strategy 2: Tourism and Marketing

Support should be provided to develop appropriate material in order to market local business, trail assets and other tourist opportunities (accommodation, dining, local wares etc.). Support should focus on

1. Advocating and supporting funding submissions for iconic trails (e.g. The Goldfields Track, mountain bike concept)
2. Supporting local business in developing the nature based tourism market
3. Developing strong links with Tourism Victoria, Parks Victoria and other partners and work toward commonly styled mapping, websites, signage and management principles for trail development.

Focus Area: Environmental Sustainability**Strategy 1: Active by Design Planning Guidelines**

In order to create a sustainable approach to walking and cycling, it is important to ensure that future development recognises and, where practical, applies principles of active design.

Active design principles have particular regard to walking and cycling opportunities as alternative forms of transport, focussing on the environmental sustainability of our communities and the prioritising of walking and cycling over cars as a preferred form of short distance transport.

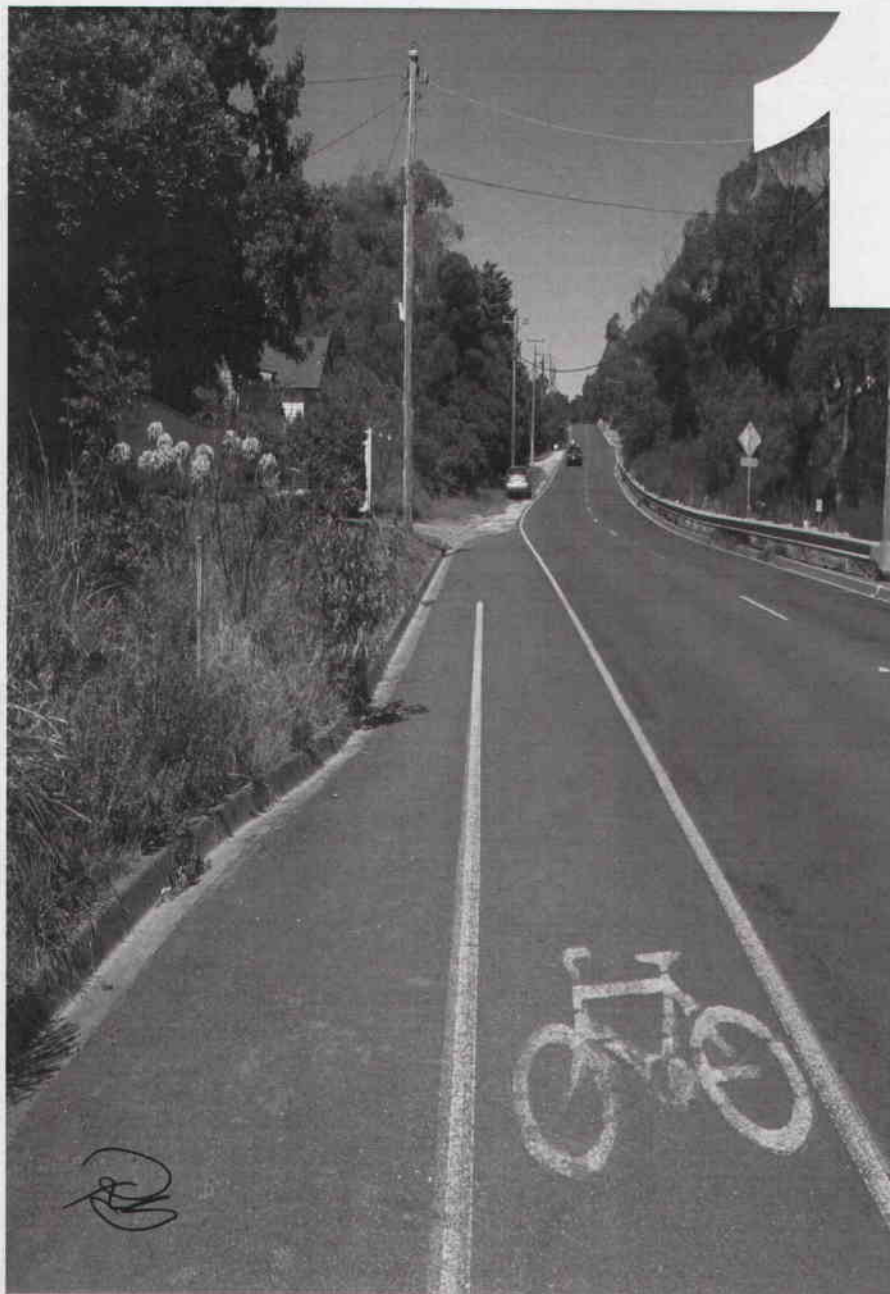
The design principles can be incorporated as a planning checklist for enhancing community and environmental outcomes of future developments. The aim is to provide a simple checklist of factors that encourage or detract from an active design and introduce these principles into the Municipal Strategic Statement and as part of the statutory and strategic planning process.

Strategy 2: Sustainable Development

Much of this report provides direction on the construction or maintenance of trails and footpaths and the introduction of signage and mapping. An important element to consider in this approach is the use of recycled or sustainable materials for these developments.

In conclusion then, the Hepburn Walking and Cycling Strategy provides a range of practical and innovative strategies based around policy, infrastructure design and development and support of programs that encourage and promote walking and cycling opportunities.

These initiatives are aimed at providing walking and cycling opportunities that improve community health, safety and economic prosperity whilst also delivering a more sustainable lifestyle and environment.



introduction

Cycling and walking are healthy choices, encouraging an active lifestyle. Hepburn Shire Council recognises the benefits of these activities in providing health and wellbeing for communities and individuals, creating tourism opportunities and contributing to an environmental ethic through reduction of chemical and noise pollution caused by other modes of transport.

This strategy is an exciting and positive step toward improving access to infrastructure and services focussed on getting more people walking and cycling more often.

Council has developed the plan with the aim of providing an achievable set of actions that delivers greatest benefit and innovative solutions for increasing mobility of residents and visitors.

The strategy embodies the broad principle that everyone should have access to convenient and safe infrastructure that encourages walking and cycling activity.

To this end, the footpath, bike lane and off road trail networks are analysed and recommendations made for improvements in these areas.

More broadly, the strategy also provides guidelines for introducing policy specifically focussed on statutory planning considerations and design of new works related to walking and cycling.

The Walking and Cycling Strategy has a wide audience including a range of land managers, engineers, community planners and residents of Hepburn Shire. With this in mind a range of actions, works and initiatives are recommended that provide opportunities for partnerships and provide clear roles for all stakeholders in a shared direction.

1.1 A Walking and Cycling Vision for Hepburn Shire

The current Hepburn Shire Council Plan provides a series of fundamental Council commitments which provide the basis for the strategic vision for this strategy.

These include the following;

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

Consideration of good design for future development of footpaths, bike lanes and trails will be a priority. Key infrastructure requirements, engaging community, improving access and innovative approaches will be a focus in increasing health and safety through walking and cycling initiatives.

We will guide our Shire towards environmental sustainability.

Encouraging 'active design' as part of a statutory planning process where cycling and walking are viewed as viable alternatives for commuters is important in reducing an overall carbon footprint and the use of finite resources. Planning guidelines therefore need to be considered as part of a sustainable and long term approach to encouraging these low impact activities.

We will help improve economic prosperity.

Areas for consideration should include nature based tourism such as hiking and mountain biking. Requirements for quality trails, mapping, signage and coordinated management need to be considered as part of a nature based tourism approach. Highlighting key destinations and understanding how best to improve access through walking or riding will be crucial.

This strategy identifies identify a clear direction for the Hepburn Shire Council around development, management and marketing of existing and proposed walking and cycling infrastructure within Hepburn Shire

The Walking and Cycling Vision for Hepburn Shire.

*The Hepburn Shire will deliver **infrastructure, programs and policy** that encourage cycling and walking in a manner that improves the **economic prosperity, health and safety** of our communities in an **environmentally sustainable** manner.*

Narrative

The Hepburn Shire will be a place where people prefer to walk and cycle as a legitimate form of transport and as an enjoyable way to experience nature and stay healthy.

Council will provide a network of footpaths that provide connection between shops and schools and recreation facilities and is designed to ensure safety and priority for pedestrians. Town centres will have motorised vehicles travelling at low speeds and cyclists and pedestrians will feel safe and well catered for in these areas. As a result, town centres will be less polluted and noisy and will reflect the quiet, contemplative environment reflective of the region.

Council will work with VicRoads to prioritise bike lanes on main roads in and out of key townships providing access into town centres from quieter neighbourhood streets. Work will be done on ensuring that quieter country roads are maintained with solid shoulders and mown verges and cyclist sharing signage is installed to remind motorists that in Hepburn Shire, walking and cycling is welcomed.

The extensive array of off road trails will be coordinated by cooperating land managers aiming to provide a tiered system of trails catering for local loop walks, walks to key natural destinations, and iconic trails with a state and national profile. These will be available for walking and mountain bike activities. Visitors will know that in the Hepburn Shire you drive slower but can ride fast.

Most importantly, the community will be engaged in walking and cycling, because it is convenient and safe and because they have an understanding of the personal, environmental and community benefits that come with it.

A series of key strategies have been developed based on these focus areas of Economic Prosperity, Community Health and Safety and Environmental Sustainability, as outlined in the project vision. These are provided below and are used as the foundation for developing more specific tasks based on research and consultation outcomes.

Focus Area: Community Health and Safety

Strategy 1- Designing for cycling and walking

Develop a series of design guidelines and priority developments for footpaths, bike lanes and trails. The focus should be on developing a positive bias toward pedestrian and cyclist infrastructure as future works are constructed. An Implementation Plan with associated works is provided in addition to broader design guidelines. Priorities will be an urban network of footpaths and bike lanes, bike lanes on major routes to township fringes and trails that provide convenient loop walks or connect key recreation destinations.

Strategy 2- Engaging Community

Support should be provided to develop a series of programs and initiatives either directly through Council or other project partners to engage local communities in walking and cycling activity. Suggested areas of focus include:

- Walking school or work bus programs
- Walking/Riding themed activities
- Support to local walking and riding clubs
- Support to bike education in schools

Focus Area: Economic Prosperity

Strategy 1- Develop Iconic Trails

Develop a series of iconic trails that highlight and celebrate the natural assets of the Hepburn Shire in a state, national and international environment. Focus should be on development of hiking and mountain biking along with interpretation of the historical aspects of the region. Many great trail networks already exist and the focus should be on mapping, signage, coordination and a shared vision between land managers. An Implementation Plan also provides specific works required as part of this strategy.

Strategy 2- Tourism and Marketing

Support should be provided to develop appropriate material in order to market local business, trail assets and other tourist opportunities (accommodation, dining, local wares etc.). Support should focus on

- Advocating and supporting funding submissions for iconic trails (e.g. The Goldfields Track)
- Supporting local business in developing the nature based tourism market
- Developing links with Tourism Victoria, Parks Victoria and other partners and working toward commonly styled mapping, websites and signage

Focus Area: Environmental Sustainability

Strategy 1- Planning Guidelines for 'Active Design'

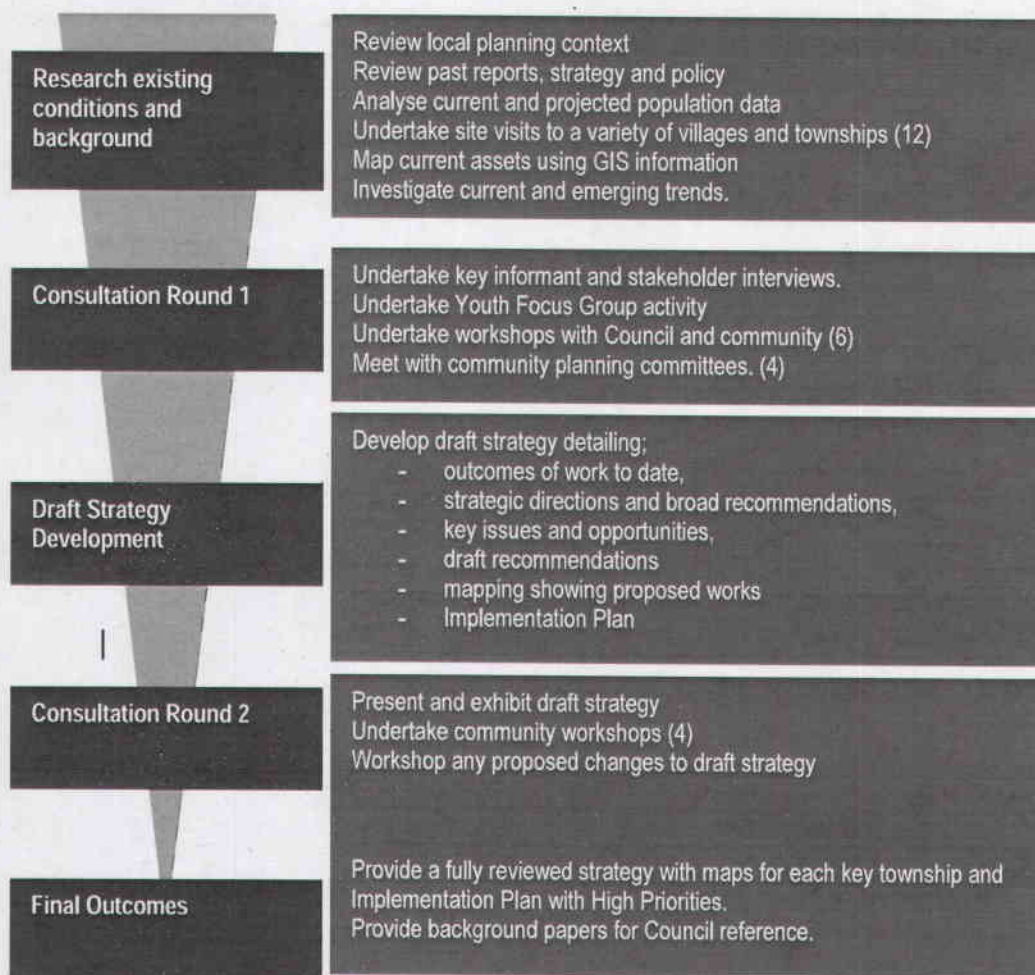
The development of guidelines aimed at highlighting the need to consider the 'active design' components of any proposed project or proposal. Active design principles have particular regard to walking and cycling opportunities as alternative forms of transport, focussing on the health, wellbeing and environmental sustainability of our communities.

The design principles can be incorporated as a planning checklist for enhancing community and environmental outcomes of future developments. The aim is to provide a simple checklist of factors that encourage or detract from an active design and introduce these principles into the Municipal Strategic Statement and as part of the statutory and strategic planning process.

In this sense, the proposed principles can be used to assist future development be active by design, enhancing sustainability outcomes as towns and villages develop.

Strategy 2- Sustainable development

Much of this report provides direction on the construction or maintenance of trails and footpaths and the introduction of signage and mapping. An important element to consider in this approach is the use of recycled or sustainable materials.



1.2 Methodology

The approach to this strategy has been strongly supported by extensive consultation.

Engagement of local communities has been crucial to setting the overall directions provided in the report. Over forty separate meetings and workshops with community groups, interested residents, Council staff and other stakeholders has taken place through the five month planning process.

In conjunction with this consultation, extensive site visits have been undertaken in order to define projects, issues and ideas in as much detail as possible.

Mapping has been provided in detail for five key townships as well as provision of further aerial mapping for smaller villages where actions are proposed.

A Township Implementation Plan with detailed High Priority Works Plan is also provided to deliver a more specific and directed strategy.

1.3 The Importance of Walking and Cycling

Cycling and walking deliver a variety of benefits to individuals and communities. These activities transcend social status, providing equitable access to independent mobility and healthy, active choices. Specific benefits are detailed below to provide examples of the importance of investing in infrastructure that improves walking and cycling opportunities.

Focus Area: Environmental Sustainability

The broad environmental benefits of increased opportunity for cycling and walking also bring added health benefits that come, for example, from cleaner air, less traffic noise and fewer road accidents.

Australia produces almost 46 million tonnes of greenhouse gas emissions per year. The average family's transport is estimated to generate about six tonnes of greenhouse gas each year mostly due to car usage.¹ Walking and cycling represent sustainable alternatives to the combustion engine driven vehicle, particularly for short trips.

Reduction in embodied energy used in the construction of large vehicles and roads is also an important consideration.

The provision of footpaths and trails within an urban environment is also an opportunity to provide welcoming streetscapes with shaded and landscaped surrounds.

Council is also aiming to reach a carbon negative level by 2025 and this is reflected in the Council Plan.

The use of recycled materials for construction of trails and signage should also be considered as critical elements of this plan are implemented.

"Walking and cycling are highly efficient in use of urban space and energy, rarely cause injury and give streets vitality and personal security. Many car trips are quite short, less than 2 km, indicating that walking or cycling could be a feasible alternative and contribute to reducing the pollution from a cold-start vehicle travelling only a short distance."



¹ <http://www.greenhouse.gov.au/gwci/transport.html> Accessed January 17, 2011



Physical health benefits of cycling and walking include:

- Reduction in risk of heart disease by as much as half;
- Reduced risk of having high blood pressure and high cholesterol;
- Prevention of obesity and weight management;
- Increased lean muscle, muscle strength and bone density;
- Improved fitness and stamina;
- Stronger immune system;

Mental health benefits of cycling and walking include:

- Reduction in stress, anxiety and depression;
- Improved mood and sense of wellbeing;
- Improved concentration, enhanced memory and learning;
- Reduced feelings of fatigue and depression; and
- Improved psychological wellbeing and mental awareness.

Social benefits of cycling and walking include:

- Increased community cohesion;
- Improved social/community networks and social capital;
- Improved family and community connectedness;
- Safer communities; and
- Reduction in sense of isolation and loneliness.

Focus Area: Community Health and Safety Benefits

The provision of publicly accessible infrastructure for cycling and walking provides a range of social, physical and emotional benefits for individuals and community.

The broad health benefits of access to public open space for recreation and physical activity are numerous and research provides much evidence to support this. Specific benefits are articulated in the figure at left.

Focus Area: Economic Prosperity

Cycling and walking add to the economic activity of a place in numerous ways. Improving the environment and creating a sense of place in urban centres through high quality footpaths and pedestrian friendly streetscapes increases propensity to stay and walk and pass shops that rely on foot traffic for business.

In an area as geographically significant as Hepburn Shire, the delivery of cycling and walking through scenic and historic areas provide immense potential as a tourist destination. Increased tourist visitation provides immediate economic activity, creating wealth, jobs and secondary multipliers throughout the broader economy.

The capacity of small business to capitalise on the geography and culture of the area trails and develop the walking and cycling market is evidenced through the successful development and ongoing operation of local walking tour businesses and bicycle hire businesses.

existing conditions

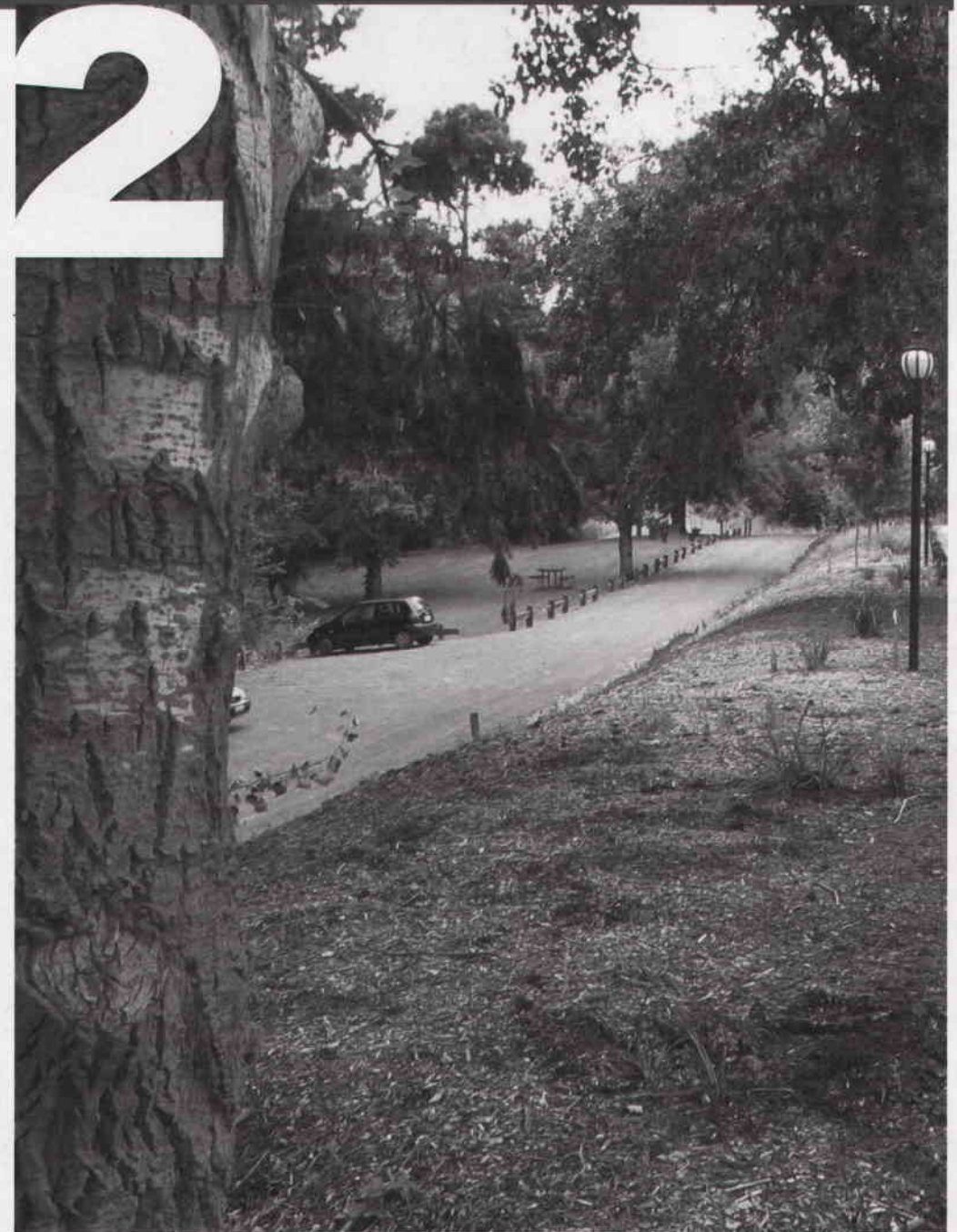
It is important to understand some existing conditions in the Shire of Hepburn to provide a context for further recommendations regarding walking and cycling in the municipality.

This section provides a brief contextual analysis of the Hepburn Shire community, recognising that as a whole, many individual community traits can be obscured. Further detail on individual communities is provided within a later section on consultation.

The 'bigger picture' can however also provide important information on how and where people live along with expectations for changes in our community profile. Consideration of age and economic prosperity are important for example, in determining future emphasis on accessibility and equity.

This section also provides information on the existing network of footpaths, bike lanes and trails, highlighting broad characteristics of each along with potential implications for the study.

Council also has a number of plans and strategies that inherently overlap with the Walking and Cycling Strategy. Works such as the Ageing Strategy or Access and Inclusion Plan are important documents that have recommendations and findings that complement and inform those that will be developed this strategy.



2

2.1 Community Profile

Geographic Distribution of Population

Hepburn Shire is a municipality of villages and townships with the major population centres of;

1. Daylesford (2,100 people),
2. Hepburn Springs and Hepburn (976 people)
3. Creswick (2,423 people),
4. Clunes (1,054 people) and,
5. Trentham (622 people).²

Overall, the Shire has a population of approximately 13,732 people with just less than half of residents living in smaller villages such as Lyonville, Glenlyon, Yandoit, Franklinford, Newlyn, Bullarto, Musk and many others. These smaller villages have more limited access to community services, schools and other specialised commercial services.

Strategy Implications

The population is broadly distributed geographically, making walking and cycling connections between populations an often challenging achievement.

Shoulder sealing along main roads may be a significant consideration in this strategy given the distribution of population across a range of areas. This would, in part be a role for VicRoads in sealing shoulders on arterial roads connecting townships or villages.

The use of low traffic country roads for walking and cycling may be feasible however signage notifying motorists of use by pedestrians and cyclists should be implemented.

Other than cycling and walking, the capacity to ride to buses and either lock up bikes or carry them on buses will need to be considered for those travelling between towns.

Population is low whilst geographical area is large, immediately putting pressure on Council capacity to deliver new capital works and indeed maintain infrastructure once constructed. Council capacity to consistently expand the delivery of capital infrastructure is limited given the need to also then maintain or replace capital items. Recent events such as flooding across the Shire highlight the pressures on Council to maintain or replace existing assets across a range of Council functions and the need therefore is to provide opportunity for partnership funding and more innovative use of existing assets for walking and cycling.

² <http://www.censusdata.abs.gov.au/ABSNavigation/prenav/ViewData?producttype=QuickStats&subaction=-1&areacode=LGA22910&action=401&collection=Census&textversion=false&breadcrumb=LP&period=2006&javascript=false&navmapdisplayed=true> Accessed 23-3-2011

Age Distribution

Young people and the older adults (55 and over) are particularly challenged when transport and mobility is considered.

The Hepburn Shire has a higher than average ratio of older adults (55+ years) with 31.9 percent of the population in this cohort compared to 24.3 percent nationally.³

The Shire has a lower than average ratio of young people (0-24 years) with 28.1 percent compared to a national figure of 33.4 percent.⁴

Young people are generally disadvantaged with respect to personal modes of transport, with most relying on parents to drive them, public transport or walking and cycling to connect them with activities and places. Restricted mobility can have negative impacts on a young person's lifestyle and personal development through the following;

- Restricted education and employment opportunities
- Restricted social opportunities
- Restricted access to services
- Isolation
- Late arrival for appointments
- Compromised safety levels

³ <http://www.censusdata.abs.gov.au/ABSNavigation/Quickstats> Accessed: 15-2-2011

⁴ Ibid

Strategy Implications

The need to provide a well connected pedestrian and cycling access from residential precincts to transport nodes (i.e. buses and trains) and retail or activity nodes is crucial in providing local access for young people in a safe and effective manner.

With a significant cohort of older adults, Hepburn Shire must also focus on the need to improve accessibility and ensure that, in particular, the footpath network is maintained to a high standard in areas of high activity. The onset of chronic disease (arthritis, diabetes, heart disease) becomes more prevalent as we age therefore the use of seating, level surfaces, ramping instead of steps and connection to key community and health services is important for an ageing community.

This is equally important for families and parents of young children who may be pushing prams. Accessibility is a key driver for Council action in a range of areas and the Walking and Cycling Strategy needs to reflect the recommendations of other related studies such as Disability Action Plans, Ageing Strategy and Children Services Plans.

Economic Prosperity

The median income (individual, household and family) across Hepburn Shire is significantly lower than the national average.⁵

Income (\$)	Hepburn Shire	National
Median Individual	358	466
Median Household	624	1027
Median Family	907	1171

This would suggest that discretionary income is comparatively lower for Hepburn and that a need for alternative, accessible transport modes could be important for ensuring mobility and connection for residents.

Given the geographical spread of population in Hepburn, vehicle ownership and usage is relatively high. ABS data indicates that single passenger vehicles are the most common form of transport used to access a work place.⁶ It is important that this be noted as an opportunity to change behaviour through the introduction of practical and well maintained walking and cycling routes and the promotion of these for short trips to and from local locations.

Although oil prices have been volatile over recent years, price increases for fuel over the last 3 years may well have changed behaviours toward individual use of motor cars. Again this provides opportunity to develop and invest in infrastructure related to lowering the use of vehicles for shorter, localised trips.

⁵ Ibid

⁶ www.censusdata.abs.gov.au

Strategy Implications

Generally lower than average incomes would indicate that the capacity to walk and ride for commuting purposes or easily access public transport is important in managing household and individual budgets.

Vehicle ownership and usage is still high as residents grapple with the geographical distances they need to cover to access services. This may make walking or cycling as a commuting option difficult for some residents however, good routes to public transport may again provide a motivation to walk or ride to save on fuel costs.



2.2 Existing Walking and Cycling Infrastructure

The Shire of Hepburn has an existing network of footpaths, on road cycling lanes and off road trails that provide opportunity for cycling and walking activity across the municipality.

Footpath Network

Footpaths primarily serve a commuting function, providing a stable and easily traversed surface for people to walk to destinations such as shops, schools and work. In general, the footpath network is provided in the five main centres of Daylesford, Hepburn Springs, Creswick, Clunes and Trentham. These primarily connect several blocks within main town centres where most retail and civic buildings are located and begin to become less connected and frequent as development moves into residential zones. In some instances, footpaths are provided to key recreation or community services.

Footpath infrastructure is of varying age and design. In high traffic areas (commercial zones) footpaths are at least 2.5 metres wide. These are generally in main streets. The condition of footpaths is good in these areas with the exception of Creswick where cross sectional gradient of the main footpath, particularly outside the local supermarket is steep leading to difficulty for those with decreased mobility.

The urban or residential footpath network is of variable condition, being constructed out of either concrete, asphalt or on rare occasions, gravel. Maintenance appears to be an issue in isolated areas with evidence of weeds, slab movement and cracking. There are some obvious gaps in the network which will provide opportunity for future recommended works.

Smaller villages in the Shire (i.e. Newlyn, Lyonville, and Glenlyon) have limited footpath infrastructure, relying generally on roadside verges or quiet roads to navigate locally.



Hall Street Footpath, Creswick. Maintenance required.

Cycling Lane Network

Cycling lanes provide for a mixture of recreation and commuting purposes, providing links between off road trails through urban centres as well as providing a direct road linked path of travel for commuters.

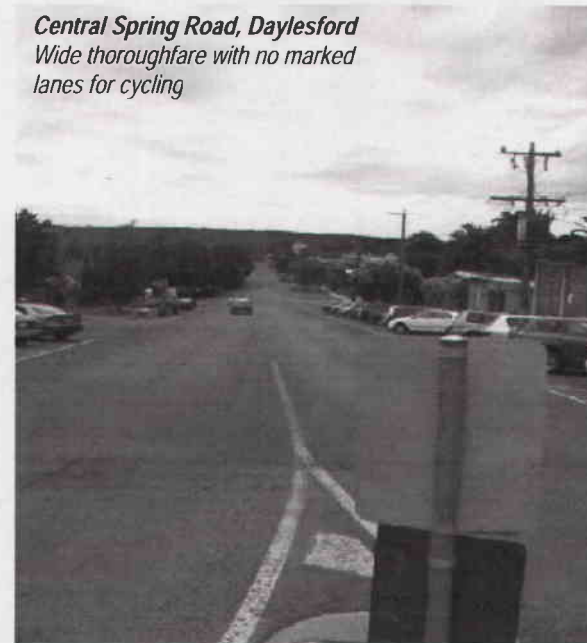
Marked cycling lanes are only provided in the major centre of Daylesford, where a bike lane is partially marked and in place between Hepburn Springs and Daylesford.

No designated lanes are provided in other towns or villages although some areas are line marked on road edges. No standard approach to width or designated road marking or signage indicating cycling use is in evidence.

Generally, marked bike lanes are required in busy urban centres and usually end in areas where vehicular traffic frequency drops off and cycling along roads is deemed to be comparatively safer.

Very few cycling lanes are provided throughout the municipality and this may be an area of focus for this strategy in providing a network of lanes within the central activity nodes of major townships.

Central Spring Road, Daylesford
Wide thoroughfare with no marked lanes for cycling



Hepburn-Daylesford Road
Marked bike lane provided by VicRoads



Off Road Trail Network

The Hepburn Shire has a vast range of off road trails maintained and developed by a range of public land managers.

Some of the iconic trails in the area pass through mineral springs and scenic forests, providing a significant opportunity for nature based tourism. These trails assist in highlighting the natural beauty of the area and provide access to spots frequented by tourists and locals alike.

Tourism is a significant industry in the Hepburn Shire with service industries linked to tourism generating substantial economic activity. The four major townships in the Hepburn Shire had a total of 110,097 access local visitor information centres in 2009-10.⁷

Councils draft Economic Development Strategy identifies further opportunity for "tourism development around the natural environment" and enhancing "tourism potential by improving the tourism based product based on natural and heritage assets."⁸

Iconic Trails in Hepburn Shire

The Goldfields Track (formerly the Great Dividing Trail, Creswick to Daylesford) has been mapped by the Great Dividing Trail Association and supported by Parks Victoria and Hepburn Shire Council. The Goldfields Track passes through numerous municipalities and is used both for hiking and mountain biking.

The Three Lost Children Walk from Daylesford to Wombat Picnic Ground commemorating the tragic story of three boys who went missing in the area.

The Peace Mile Lake Daylesford loop track is a well used, accessible track looping round picturesque Lake Daylesford.

Mineral Springs Walks branch off at Lake Daylesford, Lake Jubilee and arguably most significantly at Hepburn Mineral Springs Reserve. These walks provide good access to the unique mineral springs of the area and represent an important tourism and community asset.

The Domino Trail is a local trail in Trentham almost reaching Lyonville. The trail is part of a potential rail trail between Daylesford and Woodend.

St Georges Lake Walking Track is a well visited site in Creswick with a walking loop around the lake and opportunities to branch off into surrounding bushland.

Calembeen Park Walking Track (Creswick) is to be upgraded to provide a loop track around the historic reserve and swimming venue.

⁷ Hepburn Shire Council VIC data 2009-2010

⁸ Shire of Hepburn Economic Development Strategy 2011



One of the key issues for trails is the provision of ongoing maintenance of already existing trails and the integrated management of trails between different land management agencies.

The proactive management and improved maintenance, signage and mapping of existing trails will be a focus for this study involving key land managers such as Parks Victoria, Department of Sustainability and Environment and Hepburn Shire Council.

An excellent variety of trails already exists ranging from easy walking to challenging mountain bike riding.

Mountain bike riding represents a significant opportunity for Hepburn Shire, with a focus of interest currently on central Victoria and mountain biking opportunities. Recent articles have been published in the nationally available AMTB magazine regarding the Dry Diggings Track, with further articles to be published on other sections of the trail. A new website is also being developed for The Goldfields Track.

There is a clear need to coordinate the management and marketing of these assets to create a legible network of trails. This should include coordination of;

- Signage style and installation
- Shared vision between management agencies
- Mapping
- Development of brochures
- Interpretive opportunities
- Online material – maps, podcasts etc.
- Consistent marketing

Recent article on Dry Diggings Track in Australian Mountain Bike magazine attracting a national audience. Potential exists to capitalise on this marketing



Handwritten initials or mark.

2.3 Current Strategic Directions

A number of Council generated plans and strategic reports provide specific direction for the Hepburn Cycling and Walking Strategy.

Key reports considered include the following;

Reserve Management Plans

Lake Daylesford Reserve, Jubilee Lake Reserve, Calambreen Park Reserve, Hepburn Mineral Springs Reserve, Bath Street Reserve

Community Plans

Jim Crow Creek (Yandoit, Franklindale and Clydesdale)
Lyonville, Clunes, Newlyn/Rocklyn, Trentham, Glenlyon, Creswick

In terms of policy and design guidance, the following reports provide a basis for development of walking and cycling infrastructure.

Positive Ageing Strategy (2009-2012)

88% of respondents report undertaking some form of regular physical activity, 42% daily.

Walking was the most common form of exercise.

Seating

Undertake a review of seating in main shopping areas and highly patronised reserves to ensure there is adequate seating options and include community stakeholders in this process.

Investigate and develop a community sponsorship scheme allowing community to recommend a site and fund the installation of seating.

Footpaths

Conduct a review of footpaths in main shopping centres, significant points of access leading to them and other missing links in the network for quality and need for development.

Formalise system of community input for development and maintenance of footpaths.

Implications of Strategies

Recreation Reserve Management Plans

Trails

- Develop loop walking tracks connecting key destinations
- Provide local pedestrian links from townships to reserves
- Improve condition of walking paths

Signage

Provide commonly themed signage that:

- identifies the reserve and activity nodes
- provides directional guidance along trail
- Interprets historical aspects of the reserve
- Reduce or consolidate signs
- Provide way finding signs

Traffic Management

- Provide clear delineation between vehicles and pedestrians/park users
- Restrict vehicle access- park and walk approach

Community Plans

- Focus on increasing participation of local residents in sporting, recreation and leisure activities.
- Provide loop trails around townships
- Establish tourist railway/bike walking track to Trentham and repair Coliban Bridge
- Improving pedestrian safety and footpath linkages at Clunes Primary School.
- Footpath extension and crossing to Newlyn Primary School
- Roadside maintenance including weeds and safer walking areas
- Investigate the development of walking / cycling trails including to Trentham Falls, Rail Trail to Lyonville/Bullarto and in the adjoining Wombat Forest
- Loop trail from Glenlyon to Daylesford
- Develop and upgrade Loddon River tracks

Transport

Promotion of active transport options through the Front SEEAT Transport Connections Project.

Promoting Physical Activity

Six monthly promotions focused on keeping active and physically fit, using print media and in collaborating agencies newsletters, i.e. Hepburn Health Service.

Access and Inclusion Plan (2010)

Key areas of relevance with the access and inclusion plan are discussed below;

Footpaths

Ensure that Council's footpath maintenance program identifies and rectifies barriers to access; e.g. cracks, lack of kerb ramps, lack of made footpath, inappropriate guttering, etc., and make recommendations for Action

Ensure that priority for maintenance is given to footpaths located in the main thoroughfare and select routes that provide access for all.

Implement a systematic review of all kerb ramps on street crossings. Priority for maintenance to be given to high traffic street crossings.

Conduct regular inspections of footpaths to ensure that private assets (Street furniture, A frames etc) are being placed according to Local Laws Policy 19 to ensure access is maintained.

Overhanging Branches

To undertake annual inspections of street frontages, where there are established footpaths, to ensure that overhanging branches from private properties are trimmed back.

To actively publicise the danger of overhanging branches and requirements of private property owners to ensure that footpath access is maintained.



2.4 Key Research Findings

The Hepburn Shire has very distinctive qualities that deliver a set of specific implications for the Walking and Cycling Strategy. Key research findings assist in providing a context for all recommendations and provide a strategic foundation for proposed actions. Key findings that should consistently be considered in future planning for cycling and walking include the following.

1. There is substantial, documented evidence supporting the environmental, physical and economic benefits of walking and cycling. Providing a pedestrian and cycle friendly region can assist in individual wellbeing, reduced carbon emissions, noise pollution abatement and a tourist friendly environment that blends well with Council's Nature Tourism focus.
2. The Hepburn Shire population is not concentrated in a main urban centre but is spread geographically between several key townships (Daylesford, Creswick, Trentham etc.) and numerous smaller villages and rural areas. This results in a dependency on motorised vehicles, generally in the form of personally owned cars to access services, shops or indeed visit family and friends. Related to this small, widespread population is the resultant capacity limitation for Council to take on major new works to cater for small populations.
3. The geographic spread of villages and locations across the municipality also means that there is a large extent of Council managed road network. The delivery of this road network does not include cycling lanes or (generally) sealed shoulders for safer cycling. Providing this type of infrastructure will be costly for a Council the magnitude of Hepburn Shire (large space with a low rate base). Council is already under considerable pressure with competing priorities and limited funds available for new capital works. With the development of bike lanes or footpaths, user contribution to projects may be considered. Larger projects or arterial road shoulder sealing should be funded (partially or completely) by other agencies or reserve managers.
4. The Hepburn Shire age profile shows a population with a significantly higher proportion of older adults (55+ years) than the Victorian average and with less young people (0-24 years) proportionally than the Victorian average. This would indicate a need to focus on



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accessibility given the increase in mobility issues and chronic disease that occurs as a population ages. Quality construction of footpaths, regular maintenance, rest points and consideration of gradients is crucial in providing a usable network as the population ages.

5. Young people are one of the most frequent users of footpaths and bike lanes given their lack of access to other forms of transport. Providing a well connected network of paths from schools to town centres, residential areas and public transport in order to provide opportunities for young people to socialise, get to work, get to school and get home without relying on parents to always drive them.
6. A footpath network exists in key townships across the municipalities however there are areas of the network that are incomplete and with further completed sections and footbridge development over creeks, further connections could be made.
7. The cycling lane network is minimal with very little signage or marked areas provided for cyclists. In many cases, bike lanes would be achievable given wide road reserves and line marking that exists (e.g. Central Springs Road or Raglan Street, Daylesford.)
8. A significant off road trail network exists within Hepburn Shire. This is reflective of the extensive areas of natural landscape, Regional Park and State Forest throughout the municipality. Standards of provision differ and lands across which trails traverse are managed by a range of land managers such as Council, Department of Sustainability and Environment, VicTrack, Department of Transport and Parks Victoria. This creates issues in terms of consistent maintenance, signage, promotional material and design. The extensive nature of the trail network also stretches the resources of existing land managers.
9. Extensive planning has been undertaken by Hepburn Shire Council that partially addresses walking and cycling within specific recreation reserves and local communities. A number of specific recommendations in these reports are also supported by this strategy.
10. Council's Positive Aging Strategy and Access and Inclusion Plan reflect the need to provide a well maintained footpath network in particular considering gradients, kerb crossing points, seating, width, quality and maintenance.



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consultation outcomes

Consultation for this project has been significant and comprehensive. It has involved the following activities.

1. Site visits to twelve locations, including meeting with community leaders (where available and practical) to discuss outcomes for their area.
2. Community workshops in five key townships giving consideration to infrastructure and policy that would provide positive outcomes for walking and cycling.
3. Stakeholder interviews with land managers and other interest groups including;
 - a. Bicycle Victoria
 - b. Parks Victoria
 - c. Transport Victoria
 - d. VicRoads
 - e. VicTrack
 - f. Department of Sustainability and Environment
 - g. Department of Planning and Community Development
 - h. Rail Trails Australia
 - i. Great Dividing Trail Association
 - j. Mountain Biking Australia
 - k. Hepburn Springs Mineral Reserve Advisory Committee
 - l. Creswick Mountain Bike Working Group
 - m. Central Highlands Rail Trail Working Group
 - n. Surrounding municipalities

These consultation activities have provided an extensive level of information which is provided in more detail in the Attachment 3. A summary is provided below.

3.1 Site Visits

The outcomes of site visits are provided below. Information and advice was provided by Council staff, Land Managers, Community Planning Committees and other local groups that were consulted on site.

Yandoit, Franklinford and Clydesdale

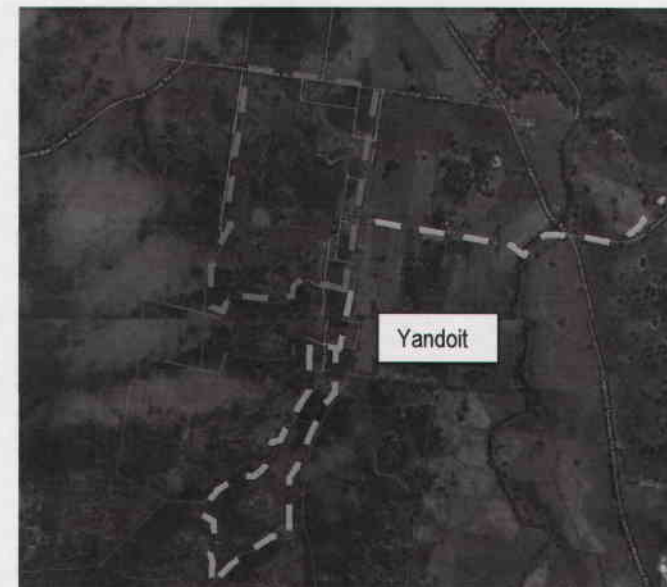
Potential for 'loop' trails already exists in these areas with the main requirement being signage to mark and theme the potential trails and development of some easy to read mapping that can also provide interpretation of the environment and history of the area.

These trails would have a dual focus of providing recreation for local residents and an attraction for some tourists. Although the walks may not attract large numbers of tourist, the establishment costs would also be reasonably minimal, given the existence of the actual trails or roads.



Township - Historic Walk

Cemetery Walk- Historic cemetery and Clarkes Island along Jim Crow Creek

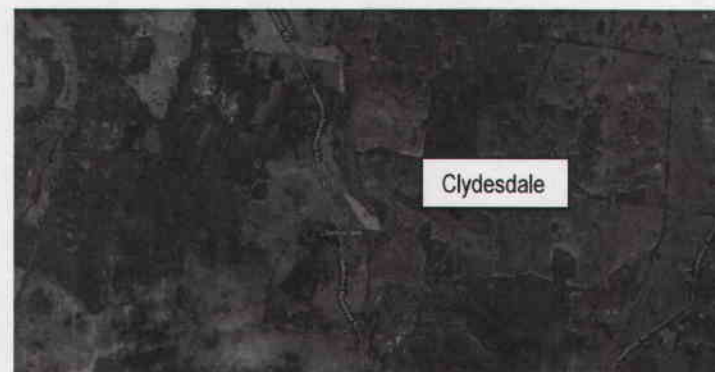


Mystic Walk - Scenic/Nature

Township Walk- Historic

Glamorgan Walk- Scenic/Nature

Limestone Walk- Historic/Scenic



Jones and Reece Road Walk- elevated walk, memorial cairn and Rise and Shine Heritage Park.

Christmas Reef Road Walk- Historic/Scenic

Glenlyon

Glenlyon again provided a number of formed walks that required mapping and signage to provide for easier use.

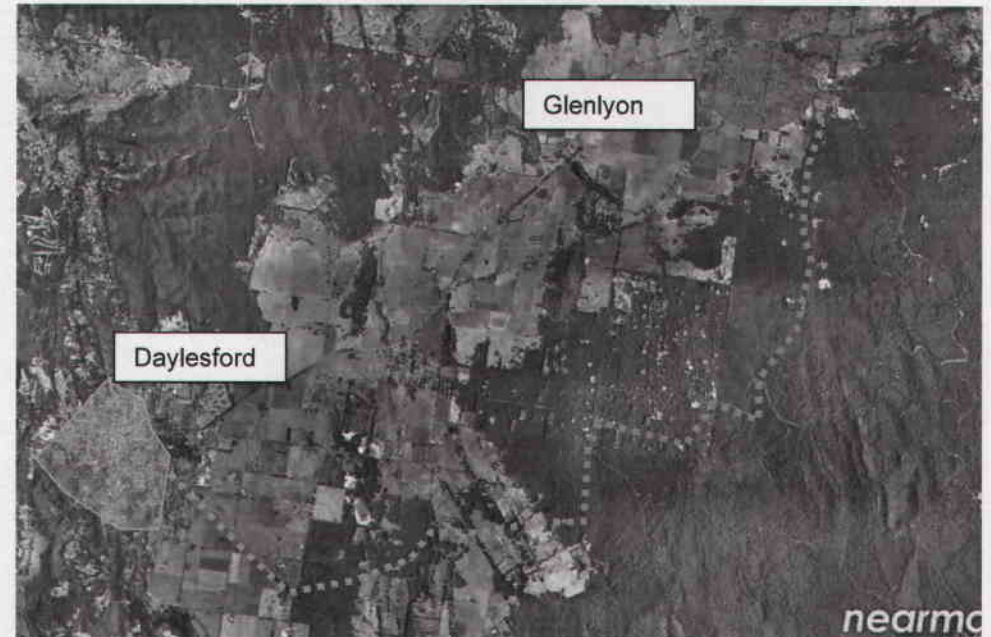
The Loddon River represents a superb natural asset for the Glenlyon community and one that lends itself as a 'spine' for walks to areas such as the recreation reserve and other local features such as Loddon Falls. At present this is not entirely possible due to specific properties that adjoin the river having 'old titles' that provide for private ownership into the centre of the river itself. Council and the CMA should look to rectify this as ownership changes over time.

The other key driver for Glenlyon was providing safer access into Daylesford by providing an off road trail option.

Specific trail opportunities were noted by the Glenlyon community. Broadly these include:

Glenlyon to Daylesford Loop Walk

The aim of this walk is to produce an alternative, safer, off road trail for access between Glenlyon and Daylesford. Many bush tracks exist and the key requirement for the development of such a walk will be the development of mapping and signage to ensure easy navigability. The map at right principally shows where the track would be located, coming into Daylesford possibly along the rail track.



RD

Loddon Falls Walk

1. Begin at Glenlyon General store.
2. Walk up Daylesford/Malmsbury Road to Holcombe Road.
3. Turn into Sewells Road and walk to Loddon Falls.
4. Follow the falls to Butlers Lane.
5. Follow Butlers Lane to Green Gully Road.
6. Continue to Back Glenlyon Road and continue back to the General Store.

**Loddon River Reserve Walk**

1. Begin walk at Glenlyon Store, corner Daylesford/Malmsbury Road and Ford Street.
2. Walk along Daylesford Malmsbury Road to Loddon River Drive.
3. Drop down to the Loddon River and walk along bush track along the side of the river to the Glenlyon Recreation Reserve.
4. Walk around the reserve following the race track and exit back along Loddon River Drive and back to the Glenlyon General Store.



Daylesford

Daylesford is the largest township in Hepburn Shire and is a key activity node for tourism, recreation and population growth. As such, connections are required to complete a footpath network that meets the needs of residents and tourists alike. This approach aims to provide the highest quality footpaths in the most frequently used pedestrian areas (i.e. commercial and tourist destinations) with a lower level network provided for surrounding urban and residential areas.

The aim of this is to provide for residents and visitors to navigate through the main centre of Daylesford and back out to urban or residential zones or other trails and destinations. *Specific recommendations for Daylesford are provided in Attachment 2.*

Key recreation trails include Lake Daylesford loop walk (Peace Mile), Jubilee Lake Walk and Mineral Springs Walks.

Mineral Springs walks are easily accessed from Lake Daylesford and cross into crown land managed directly by Parks Victoria, with the springs managed by the Victorian Mineral Water Committee.

Further walks such as the Great Dividing Trail (Goldfields Track section) are also accessed in this area.

Key issues that require resolution include;

- Completion of a footpath network connecting residential and urban areas of Daylesford to key destinations.
- Development of bike lanes into commercial zone (namely Vincent Street) from surrounding road network
- Marking and signage for cycle lane along Vincent Street to Daylesford Primary School
- Marking and signage for cycle lane along Raglan Street and up Smith Street for St. Michaels Primary School and Daylesford Secondary College.



Current exit from Lake Daylesford on to Bleakely Street.
Pedestrians are directed almost immediately on to the roadway.

- Completion of Peace Mile Loop with pedestrian bridge and crossing at Bleakely Street
- Connection of Lake Daylesford to town centre.
- Connection of Lake Jubilee with trail to Lake Daylesford
- Increase in bike racks and street trees in town centre (to be addressed through the Daylesford Streetscape Revitalisation Strategy)
- Improve access to hospital and increase use of tactile markers in this area
- Wayfinding signage linked to town centre and improvement of navigation to nearby destinations such as Lake Daylesford or Wombat Hill Botanical Gardens.
- Signage highlighting pedestrian crossings and cyclists at key intersections (e.g. roundabouts at upper and lower Vincent Street, Bleakely Street)
- Removal or treatment of steps leading on to Central Springs Road from Wombat Hill Botanical Gardens.



Steps leading directly on to roadway at Wombat Hill Botanical Gardens

Further treatment is required to allow for pausing and crossing or steps should be removed.



Central Springs Road- wide road with no bike lane marked. Looking toward Midland Highway

Hepburn Springs

Hepburn Springs is home to the iconic Hepburn Mineral Springs Reserve (HMSR), one of the largest collections of natural springs in Australia. The township is stretched along the main road between Daylesford and the HMSR with housing also developing along the Hepburn-Newstead Road.

There is a partial on road and off road bike lane between Daylesford and Hepburn however there are some issues with this development where it crosses service roads and interfaces with motorised traffic. Further treatments to prioritise the pathway for cyclists should be implemented including raised or coloured crossings at road interfaces and more graded kerb treatments.

The other key pathway in the urban area of Hepburn is the footpath along Main Road (Hepburn-Newstead Road) up to the Hepburn Primary School. This pathway climbs steeply and in places the cutting is quite narrow. Further railing is needed in some areas to mitigate the risk of falls.

The area immediately surrounding the urban or residential area of Hepburn Springs is mainly taken up with publicly accessible bushland managed either by Council (Hepburn Mineral Springs Reserve) or Parks Victoria.

This bushland has an extensive network of trails that link Hepburn Springs Township to the Hepburn Mineral Springs Reserve (HMSR) and back into Daylesford.

Key requirements for these trails include;

- Improve signage and pedestrian crossing between town centre and HMSR
- Improve maintenance levels on high use trails and paths
- Provide mapping and wayfinding signs at key locations
- Provision of connecting footbridges across Spring Creek (from Main Road to HMSR and at Hepburn Reservoir down to Westwood Road and into Daylesford)



Pathway to Hepburn Primary School is steep and requires some railing to protect from the edge of the incline.

Narrow roadway along route to Hepburn Primary School is also an issue- the grassed incline to the left (photo below) provides opportunity for pathway.



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Lyonville

Several local trail opportunities exist in Lyonville that provide opportunity for both locals and tourists to experience the natural beauty and historical story of the area.

Concepts for trail development in and around Lyonville include the following.

1. Mineral Springs Walk

A local walk that provides connection into the surrounding Regional Park and connects with No.1 Spring and No.2 Spring. No.2 Spring has been refurbished and provides a picturesque destination for bush walkers. Signage and mapping would again be a key requirement for this development.

2. Development of Rail Trail between Lyonville and Trentham

This project would effectively be the first stage of a much larger project to develop a rail trail between Daylesford and Woodend. This section is the simplest given the smaller number of leases and reasonable terrain however there is the need to at least re-sheet the Coliban River Bridge at the Lyonville end of the proposed trail. Ongoing maintenance and management of the trail also remains a question that should be answered with a comprehensive feasibility study.

3. Historical Walk around Lyonville

Lyonville has an interesting past and opportunity exists to interpret this through a themed and signed historical trail around the township. Much research has already been undertaken by the local historical society and interpretive signage, mapping and potentially podcasts could be used for visiting tourists.



Bushwalk,
Lyonville



The Historic Railway
at Lyonville

THE BARRIERS, P. 1876
Copyright

THE BARRIERS, P. 1876, LYONVILLE, VICTORIA

Newlyn

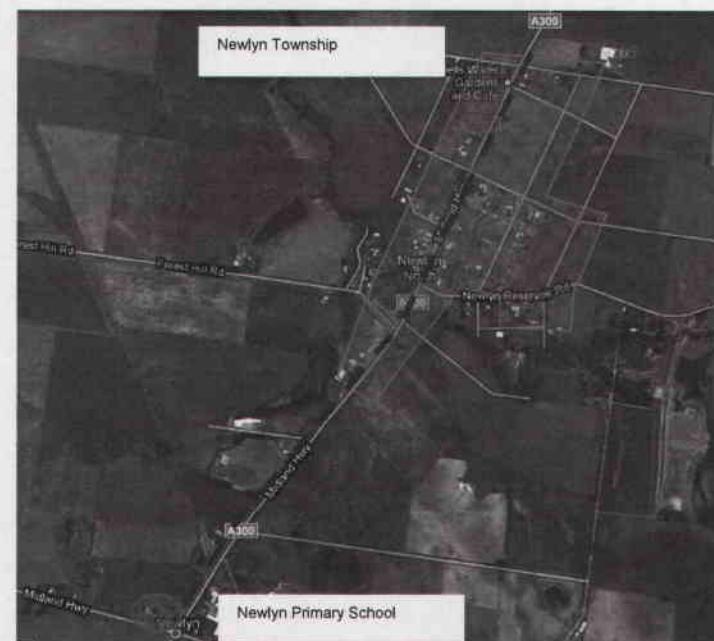
Newlyn is a small village which has developed around a small section of the Midland Highway (A300) between Daylesford and Creswick.

A key driver for the development of further walking and cycling assets for the town is the fact that new housing is being developed at the northern end of Newlyn whilst the Newlyn Primary School is at the southern aspect of the township, with the Midland Highway effectively splitting through the middle.

To overcome this issue, the following recommendations are made;

- Extend existing footpath along Midland Highway further north to Bells Road
- Reduce speed between Bells Road and Newlyn Primary School at standard school arrival and departure times (50 km/hr through township and 40 km/hr outside school).
- Provide road crossing treatment at safe point in order to cross the Midland Highway to the north of the village centre

The concept of developing a local recreational walking trail using the existing road network and connecting the village centre with the Newlyn Reservoir was also proposed. This development would require signage and map development.



Footpath should extend from Primary school through Newlyn township up to Bells Road.

Speed reductions at school times and lit pedestrian crossing should be considered in the northern aspect of the township.

Creswick

Creswick is the second most populous township in Hepburn Shire and is close to the regional city of Ballarat.

Creswick has an extensive footpath network which needs some work to close small gaps. There is also evidence of maintenance required to repair or replace certain areas of the footpath network.

Creswick has an extremely wide main road reserve with no designated cycling lane. This presents an opportunity to undertake an urban design project to consider the introduction of a cycling lane, review car parking and improve pedestrian connections.

Key destinations such as schools and railway station are reasonably well connected by footpath however some bus stops could be provided with further shelter to increase the comfort of commuters.

Expected key works include:

- Maintenance to La Gerche Track (Parks Victoria)
- Sealing of shoulders along Clunes-Creswick Road
- Bike lane developed along Albert Street
- Completion of connection from Novotel Resort to Creswick
- Development of Mountain Bike Trail Proposal (see Iconic Trails section for more detail)
- Completion of Calembreen Park Trails and connection to King Street
- Investigate potential to develop trail along Creswick Creek and Slaty Creek.
- Develop connection between Calembreen Park in the north and St Georges Lake in the south.
- Correction of steep cross section gradient on footpaths



Steep cross section gradient of footpath has been raised as an issue by community



Opportunity exists to formalise and sign a trail along Creswick Creek.



Clunes

Clunes is a village of just over 1,000 people with a small network of footpaths mainly focussed on the main activity centre of the township.

The Clunes footpath network is incomplete and some areas require maintenance as concrete slabs have lifted or cracked.

A key priority is the connection of Clunes Primary School into the town centre and residential area. A footpath linking from the school crossing into the township down Cameron Street is a priority task.

The connection of other sections of footpath is also important in creating a more complete network. These include Fraser Street and Bailey Street.

There is evidence of a historical interpretation trail called "The Golden Way" which highlights some of the history and architecture of the town. This is a driving/walking experience between a number of historic gold mining towns in the area.

There is opportunity to create some pleasant recreation based walking experiences along, and branching off from Creswick Creek. This trail is partially in place however flood damage has removed much of any established track which now needs to be reinstated and extended in places.



The Golden Way Trail exists as a drive and walk interpretative trail between local gold mining towns.



Creswick Creek being cleaned up following flood damage in Clunes: opportunity exists to reinstate and improve Creek Trail.

Trentham

Trentham is a village of over 600 people with an interesting mix of natural landscape features, boutique businesses and agriculture. Council's economic development strategy highlights "nature based tourism opportunities" for Trentham, reflecting potential to develop a trail network servicing both local and tourist needs.

A local working group has initiated planning for several well considered trail opportunities through and around Trentham. (see map in Attachment 1)

1. The Wombat Trail

Provides a loop trail around Trentham, connecting significant recreation reserves including Bath Street Reserve, Quarry Street Reserve and the old Racecourse Reserve. Provides good local resident benefits for health and wellbeing and also tourist opportunities as a showcase of local habitat in an achievable loop trail.

2. Trentham Falls Trail

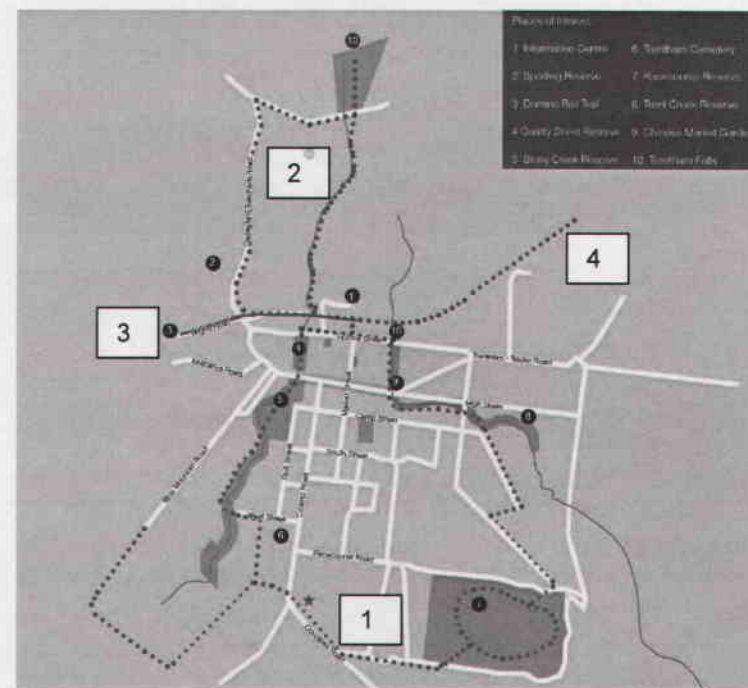
Proposal to sign and connect Trentham Falls to Trentham by providing a trail from the Visitor Information Centre, along The Domino Trail, follow

3. Extension of The Domino Trail to Lyonville

This requires the renovation and repair of the bridge across the Coliban River toward Lyonville as the major piece of work. The changeover of some leasing arrangements with VicTrack may also be an issue. The other key issue is ongoing management responsibility of the extended trail and Council or local capacity to do so in a sustainable manner.

4. Consideration of the development of a Daylesford to Woodend Rail Trail

This project is larger than Trentham however it is being driven by residents in Trentham who recognise the opportunity to investigate the feasibility of developing a rail trail along the old rail line between Daylesford and Woodend. A number of key issues need to be explored with this project and these are expanded upon in the "Iconic Trails" section of this report.



Map showing proposed trails for Trentham providing loop walks and proposing an extension of the Domino Trail to Lyonville with the potential to expand the development as a Rail Trail from Daylesford to Woodend. This would be the subject of a further feasibility study.

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3.2 Community Workshops

Community workshops were undertaken at the following townships;

1. Trentham
2. Daylesford
3. Hepburn
4. Clunes
5. Creswick

The workshops were well attended (88 participants) and generally provided an excellent level of information based around changing approaches to management, maintenance and design and with positive ideas for infrastructure development and improvement.

Key directions highlighted at workshops have included;

Trail development using signage and mapping

Particularly in smaller townships, the development of trails using existing roads and bush tracks that could be themed, signed and mapped in a local brochure has been a common direction. Communities have been positive in recognising that new infrastructure is costly and that many reasonable and interesting tracks exist but need better mapping and promotion to improve local use and present tourism opportunities.

Safe routes to schools

Improving connection for school children from Primary to secondary has been highlighted on a regular basis. The provision of a good footpath and bike lane network from schools into town centres has been highlighted.

"Last links"

Providing a final piece of infrastructure that may well open up or complete a network of footpaths or trail connections has also been a common theme. This has regularly required footbridges across creeks and in many cases the reinstatement of footbridges washed away in floods or the refurbishment of older assets.

Connecting to other transport modes

Ensuring connection to bus stops and the innovative idea of bike racks on buses to allow for riders to access bus services between towns.

Condition of road shoulders and prioritising bikes and pedestrians

Issues were raised regarding the quality of road edges, (i.e. drop off of edge, undulating edges, unsealed shoulders, gravel, wide bell mouth intersections with no cycle lane), more cycle and pedestrian friendly approaches to road design and slowing vehicle speeds.

Accessibility of footpath network and iconic trails

An aging population has increased demand for highly accessible footpath network, issues raised regarding maintenance and inspection rates and completing the network to provide for those with mobility issues.

Some key trails need to be developed and maintained for those people with prams/wheelchairs etc. with stable, compacted gravel surfaces. Trails highlighted as requiring high standards of accessibility and regular consistent maintenance include;

Peace Mile Track around Lake Daylesford
 St Georges Lake track at Creswick
 Mineral Springs Walk at Hepburn Mineral Springs Reserve
 Domino Trail, Trentham
 Wombat Hill Botanical Gardens Walk, Daylesford

strategic directions

Based on the outcomes of research and consultation, the key strategies for Council should focus on upgrading existing infrastructure through implementing design changes, developing a more coordinated approach to management with other stakeholders, providing opportunity to market trails as a nature tourism package,

Council's role as an advocate and driver of local change is also important in developing strategy, as many of the assets linked to walking and cycling are managed and developed by other key stakeholders where Council can highlight issues but has little jurisdiction with regard to actual works.

Based on the three focus areas that reflect Council's fundamental commitments, key strategic directions will include the following;

Focus Area 1: Community Health and Safety

Strategy: Design

Council will design new works with consideration to the prioritisation of the pedestrian and cyclist through implementation of infrastructure such as footpaths, bike lanes and off road trails. Connections between schools, shops and recreation reserves will be a priority.

Strategy: Community Engagement

Council will engage the community in walking and cycling through a range of related activities and social initiatives.

Focus Area 2: Economic Prosperity

Strategy: Iconic Trails

Council will deliver or work with partners to deliver a series of iconic trails throughout the municipality which showcase the natural assets of the area. Iconic trails will be well serviced and highly accessible, with a coordinated management approach from all stakeholders but driven predominantly by Council.

4

Strategy: Tourism and Marketing

Council will support local businesses and advocate to other stakeholders for further development of marketing collateral to value add to infrastructure development. This is expected to include web development, themed brochures and signage

Focus Area 3: Environmental Sustainability

Strategy: Active Design Planning Guidelines

Council will develop guidelines to assist planners (both statutory and strategic) to assess proposed commercial and residential developments with regard to their adherence to 'active by design' principles.

These principles reflect urban design which promotes a positive bias toward walkers and cyclists. The aim is to provide a level of infrastructure and good design that creates convenience, comfort and safety that attracts people to walk or ride to get around, rather than use a vehicle.

Strategy: Sustainable development

Much of this report provides direction on the construction or maintenance of trails and footpaths and the introduction of signage and mapping. An important element to consider in this approach is the use of recycled or sustainable materials.

The following sections detail these key focus and strategy areas and provide further definition and priority tasks to be undertaken in each area.

community health and safety

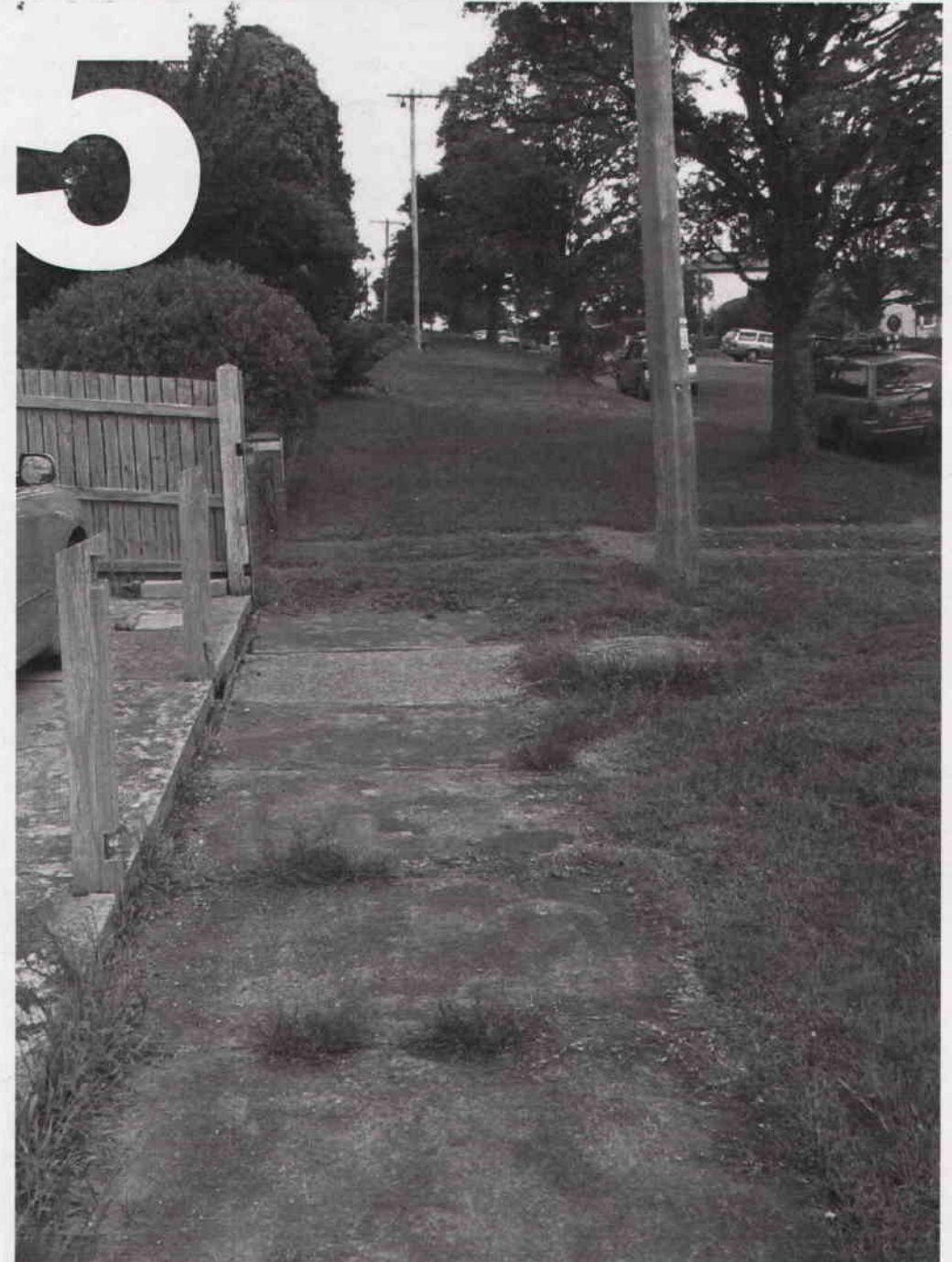
designing for walking and cycling

This section is particularly relevant for internal planning and design tasks initiated by Council. It aims to provide detail on best practice considerations in design, construction, community engagement and promotion in the context of walking and cycling.

Footpaths, bike lanes and shared trails are used by a wide variety of people with different motivations. The motivation to use these assets may be incidental and be more about reaching a destination or it may be and end in itself based on enjoyment of the environment or for health and fitness.

The Hepburn Shire Council plays a key role in providing these assets and in engaging community to use them effectively. In this sense, it is important that Council have a strategic framework within which to consider the possible *enablers or attractors* that can be added to the network of assets through good design, quality construction, appropriate maintenance and community engagement.

The following sections provide a comprehensive set of guidelines and recommended actions for Council to consider when undertaking activities related to these key areas of footpaths, bike lanes and shared trails.



5.1 Footpath Network Design

The footpath network is crucial in providing an integrated network of stable pathways that enables walkers (and cyclists to a lesser degree) to get to places of common interest or use. Such destinations include;

- Workplaces
- Retail or shopping precincts
- Community or civic facilities
- Education facilities
- Public Transport nodes (train and bus)
- Trails
- Recreation spaces or venues (parks, pools etc.)
- Health or related services

The footpath network should also be considered as a hierarchy in order to provide an appropriate level of resourcing and maintenance based on use and importance.

Those footpaths that make up the central activity node of townships will be maintained to the highest standard.

Those footpaths that connect residents to the central activity node of townships and link into the town centre will be delivered to a minimum design standard and may be delivered to higher standards at Council discretion.

The following key headings provide recommended design guidelines aimed at developing a footpath network that will encourage and support increased usage and participation in walking.

Positive Bias for Pedestrians

In attracting people to walk instead of drive, it is important to create an environment that emphasises the priority of pedestrians over other forms of transport, particularly in the Commercial Network. The footpath network should be designed to;

Align paths directly across roads

Footpaths should be directly aligned at intersections to provide the most direct and intuitive link possible, prioritising the pedestrian link over any vehicle infrastructure. The footpath route should inherently provide the most direct link which reduces the time and energy expended by the pedestrian in reaching their goal.

Provide raised or coloured pedestrian crossings at intersections, roundabouts or car parks that provide direct crossing points.

Raised or coloured pedestrian crossings provide a physical level change which is similar to a speed bump for drivers. Drivers who may not register a painted crossing section will physically experience a shift in driving conditions and be more likely to note this as a pedestrian crossing point. These types of facilities can be particularly useful in areas where there are many stimuli for drivers, or where traffic is consistently mingling with pedestrian activity.

Provide signalised or signed crossing points on major roads and intersections.

The provision of lit or signed crossings (raised or zebra) can provide extra safety and alert drivers to crossing points. Pedestrians should always be given right of way at these types of crossings.

Signalised crossings can also assist in providing safe crossing points for pedestrians in areas that are either high speed traffic areas or busy intersections where cars are entering from multiple directions.

Provide 'shortcuts'

It is often the case that walkers and cyclists can navigate routes that vehicles cannot, through reserves or other appropriate land easements that provide more direct routes to destinations than roads. E.g. a dead end road may well provide a small easement that connects to a destination point such as a recreation reserve or shopping precinct.



Footpath Quality

The quality of the infrastructure provided is crucial to ensuring that the pedestrian experience is an enjoyable and safe one. Hepburn Shire Council will need to consider the following key points in designing an effective footpath network;

1. Materials used

Sealed footpaths using either concrete or asphalt are recommended for all principal networks. Comparatively, asphalt is a less costly capital investment but can attract higher life cycle costs with more maintenance required.

Concrete can tend to create sharp tripping edges where tree roots or other conditions create movement along expansion joints whereas asphalt does have some flexibility in movement. Flood prone areas may be better suited to concrete given the issue of scouring and washaway that is more likely to damage asphalt.

Gravel footpaths are less accessible, more expensive to maintain and more prone to washaway however they are far less expensive to develop and can provide a basis for later sealing works. Some areas of the secondary footpath network may be delivered initially as a gravel surface and upgraded to a sealed surface as funds allow.

2. Maintenance

Maintenance of footpaths is paramount to ensuring a safe and reputable network. Inspection of footpaths should be scheduled annually for the Commercial Network and biannually for the urban network. High use footpaths such as those directly adjacent to a school should also be designated for annual inspections. The results of these inspections should be summarised highlighting all non conformance items and subsequent recommended actions. Where non conformance items fall outside maintenance budgets, special consideration should be made to Council for budget allocations or application for the following year's capital works should be considered.

A separate budget item should be considered each year to reactively repair issues that are highlighted to Council by means other than the designated inspections (e.g. other workers or resident requests)

New footpath works should be considered under the proposed Special Rates and Charges Policy of Council in order to offset initial works costs or replacement costs.

3. Road Verges

Where footpaths do not exist, it is often accepted that people will walk alongside the road. In this sense, road verges that clearly link in with secondary footpath networks should be maintained and be free of weeds or high grasses that impede pedestrian access.

4. Footpath width

Footpath width needs to be considered in the light of intended use and traffic intensity. Main shopping or civil precincts for example may well need to include space for outdoor dining areas and signage as well as a mix of pedestrians wheeling bikes, prams or wheelchairs. Residential footpaths may need to be able to provide only for two people walking side by side. It is recommended that;

Footpaths within the Commercial Footpath Network should be maintained at between 2.0 and 2.5 metres in width with wider footpaths encouraged where footpath dining, footpath trading (display of goods/signage) &/or parallel parking are common.

Urban Network footpaths should be maintained at a minimum of 1.2 metres in width.

Pedestrian Comfort and Safety

Providing an external environment that is comfortable and safe for pedestrians can be achieved in a number of ways that attract higher levels of use. Treatments that should be considered include the following;

1. Shading and seating

The use of street trees and other plantings, particularly on the northern side of a footpath can provide maximum shading benefit. The use of deciduous trees can also provide solar access in winter months and solar protection in summer. Shade structures are recommended at key destinations such as public transport stops or other activity nodes. Seating should be provided at regular intervals to accommodate pauses required for pedestrians. Seating can be varied and could include the edges of planter boxes, seats with arms, bench seating, public sculpture or other landscape features.

2. Traffic Calming

A number of physical changes in road surface and orientation can assist in providing slower but more consistent flow of traffic. Slowing vehicles provides a safer environment for pedestrians. Direct correlation exists between lowering speed and lowering pedestrian injury rates (see point 4 below). A number of street treatments exist that can assist in physically changing the road environment to slow vehicles. These include chicanes, raised crossings, speed bumps, rumble strips, narrowing of roadways, narrowing of intersections and signage.

3. Lowering Speed Limits

The simplest way to reduce traffic speed is to lower speed limits. A reduction in motor traffic speed to 30 km/hr would not only reduce the levels of pedestrian injuries sustained in collisions, but also give both parties a better chance of avoiding the collision in the first place. The chances of being killed rise dramatically with an increase in the speed of the car. The



Chicane provides traffic calming in a one way street



Narrowing of roadway to calm traffic and prioritise pedestrians



Raised and coloured pedestrian crossing to slow motorists



Turning radius has been reduced to slow turning vehicles

probability of a pedestrian fatality is 5% at 30 km/hr, rising to 37% at 50 km/hr and to 83% at 70km/hr.¹

Council should discuss and negotiate speed reduction with VicRoads across the municipality, focussing on main streets, key destination locales and back roads, off arterial vehicle routes.

4. Improving Driver Behaviour

Improving driver behaviour is an ongoing aim of both a number of public authorities including Council, Victorian Police and VicRoads. Council should continue to work with these agencies on improving road safety through community safety prevention measures and coordination of a comprehensive education, prevention and infringement approach.

5. Drinking Fountains and Public Toilets

Provision of and signage to these types of facilities should be used on trails and networks to ensure users have capacity to access amenities as required. Any brochures or mapping should also highlight public toilets and drink stops.

6. Crossover points

Providing safe crossing points along roadways is paramount in delivering a well connected path network. The prioritisation of pedestrians should ensure that footpath infrastructure is attractive to potential users as a safe and direct way of accessing services or locations. The following options should be considered for crossover points;

- Use of tactile markers for vision impaired pedestrians
- Raised or coloured crossing points
- Signalised or signed crossing points
- Rumble strips
- Reduction of road and intersection width (lane crossings no greater than 4 metres)
- Use of pedestrian refuges

Accessibility

1. Managing obstructions on footpaths

In high activity areas, it is common for street furniture, signage, bins and café seating to encroach on the 'walkability' of a footpath network.

Street furniture is important, however layout and planning requirements for outdoor eating areas should be strictly adhered to and placement of equipment should provide for a continuous and clear path of travel for pedestrians.

Footpath obstructions related to commercial activity were reported by many clients in a recent survey by Guide Dogs NSW/ACT. These included:

Footpath dining	reported by 60% of respondents
Goods displayed on footpath	reported by 53% of respondents
Signage on footpaths	reported by 14% of respondents

A clear path along the building line is an important element that provides a consistent guiding line for people to follow. People who are blind or vision impaired usually prefer to travel along the clear path next to the building line as this provides many clues for directionality and entry location.

Planning permit requirements should clearly stipulate the placement of outdoor eating spaces and signage. Redundant infrastructure should be promptly removed.

2. Tactile Markers

Tactile markers should be installed in the Commercial Network and within other high activity nodes. These markers provide directions in a non visual manner, providing assistance to those pedestrians with vision impairment. They also provide a non slip surface at crossing points where drop kerbs may be installed.

3. Wayfinding

Wayfinding signage is important to provide contextual signage for those pedestrians who may not be familiar with destinations. Wayfinding signs can provide as little information as a series of distances to various destinations or can provide maps and photographs of destinations as well as descriptions. These should be provided at key points within the commercial zones of key townships.

4. Grades

Gradient in footpaths can have a negative impact on use particularly for those pedestrians with mobility issues. Generally, the Hepburn Shire is a hilly environment and steep gradients are sometimes unavoidable (e.g. footpath access to Daylesford Hospital). Where practical Council should reduce gradients to a maximum of 1 in 14 for all footpaths and provide adequate rest points on steeper grades.

5. Overhanging Branches

Council should undertake the following with regard to street trees;

Ensure that street trees are trimmed so that they do not present a hazard

Respond promptly to complaints about the need for trees to be trimmed

Ensure that footpaths are swept regularly, to minimise slip hazards caused by fallen leaves and seed pods

Council should also ensure that homeowners are made aware of their responsibilities to maintain trees based inside property lines.

5.2 Footpath Network Design Recommendations

Recommendations

Council will regularly review planning requirements for outdoor dining placement and undertake inspections to ensure compliance.

Council will provide wayfinding signage for main town centres.

Council will progressively implement tactile markers in all high traffic pedestrian areas such as town centres, schools and hospitals.

Council will work to rectify gradient issues in footpath (cross sectional and linear) with remedial work and ensure new footpaths are built to gradient standard of 1 in 14

Council will consider a range of intersection treatments and alternative route options to consistently provide positive bias toward walkers in the footpath network, particularly in relation to main streets and town centres.

Council will work with VicRoads where relevant on advocating for the prioritisation of pedestrian and cycling infrastructure in the town centres of key townships and villages.

Council acknowledges the aging of its community and will look to improve accessibility through maintaining a high quality footpath network.

Council will provide quality footpaths generally made of bitumen or concrete and will maintain these with a documented inspection and rectification program. The inspection schedule (and consequential maintenance) currently in place should be increased in frequency and also be reactive to community reporting.

Council will maintain minimum standard widths as noted for both Commercial and Urban footpath networks and will, where assessed, aim to provide higher than minimum standard infrastructure for high use footpaths.

Footpaths within town centres or along main streets should be maintained at between 2.0 and 2.5 metres in width with wider footpaths encouraged where footpath dining, footpath trading (display of goods/signage) &/or parallel parking are common..

Residential footpaths should be maintained at a minimum of 1.2 metres in width.

Council will consider the implementation of crossing treatments to prioritise and highlight pedestrians as a priority at road crossings.

5.3 Footpath High Priority Work Plan

Proposed Works	Benefit	Responsibility	Estimated Cost
Provide crossing at Lake Daylesford along Bleakely Street (at bridge). Coloured crossing preferred, with appropriate signage.	Reduces risk and vehicle/pedestrian conflict along Bleakely Street. Increase pedestrian comfort in using Lake Daylesford Trail.	Infrastructure	\$5,000
Develop footpath and signage from Lake Daylesford to the Daylesford Town Centre. Along Bridport Street.	Provides stronger pedestrian connection between town centre and Lake Daylesford.	Infrastructure	\$40,000
Install and improve footpath along Hepburn Newstead Road cutting from Mineral Springs Road to Golf Links Road	Increase safety for pedestrians, particularly school children walking to school. Develops stronger link between Hepburn township and Primary School.	Infrastructure	\$35,000
Complete footpath between Hepburn-Daylesford Road and corner of Hepburn-Newstead Road	Path is gravel only and is washed out and sloping, creating risk and lessening preference to walk.	Infrastructure	\$5,000
Provide two coloured (paved) and raised pedestrian crossings along the main street of Hepburn near Tenth St and near Hepburn General Store.	Improve pedestrian safety through Hepburn and increase permeability into and from HMSR	Infrastructure	\$20,000
Provide pedestrian crossing treatment at Albert Street Creswick, near Cushing Avenue.	Improves pedestrian safety and alerts motorists entering off highways of pedestrian activity.	Infrastructure	\$10,000
Provide footpath directly from Clunes Primary School down Cameron Street to Fraser Street.	Provision of footpath increases safety for school children moving from primary school to town centre.	Infrastructure	\$15,000
Extend footpath along Fraser Street to new ford at Scenic Drive/Creswick Creek	Provides connection along main historic road of Clunes to the ford crossing of Creswick Creek walk and loop trail	Infrastructure	\$15,000
Complete missing section of footpath along Bailey Street between Pioneers Park Reserve and VIC	Completes a missing section of footpath that abruptly stops then starts again.	Infrastructure	\$30,000
Complete footpath connection along Midland Highway at Newlyn to Bells Road and provide crossing treatment	Improves propensity to walk to shops and school and increase safety of pedestrians walking well off the Midland Highway. Should be undertaken in conjunction with advocating to VicRoads for lower speed limits, particularly at school times.	Infrastructure	\$30,000

5.4 Bike Lane Network Design

Community consultation indicated that cyclists in the urban areas of towns are looking for safe on road or off road routes to conveniently access destinations such as;

- Work, retail , community or school facilities
- Public Transport nodes (train and bus)
- Recreation spaces or venues (parks, pools etc.)
- Quieter residential zones

Positive bias for Cyclists

As with pedestrians, cyclists should also be prioritised through a series of treatments that can emphasise to vehicle traffic that cyclists can be expected in bike lane areas. The Bike Lane Network should consider the following design principles in order to emphasise the presence of cycling commuters;

1. Coloured lanes

Where traffic is particularly busy or cyclists are crossing intersections, the use of coloured lanes may be appropriate as an additional treatment to standard marking with road paint and cycling stencils. The use of raised markers which create an auditory warning for drivers may also be helpful in giving cyclists more protection.

2. Separated lanes

Separated lanes provide best practice protection for cyclists by effectively delivering a bike lane physically separated from the road either by height or by barriers such as car parking, median strips or landscape. This design provides a dedicated area that cars cannot physically enter, effectively eliminating the possibilities of driver error causing accidents.

3. Signage

Provision of signage both for cyclists and drivers is important in raising the profile of the cyclist. Signage can be provided in a multitude of way in order to give priority to cyclists.

Where lanes are implemented, road surface bike signage should be marked at a minimum frequency of every 150 metres. Bike lane signs should be provided at a minimum frequency of every 200 metres.

Consideration (in conjunction with VicRoads) should be given to including a bike lane symbol on road signs to delineate the bike lane network.

Other signage on roads warning motorists of cyclist should also be considered, particularly outside of towns where speeds increase on back roads.

4. Provision of 'shortcuts'

Bikes are far easier to manoeuvre through an urban landscape than cars. Opportunities exist to create shortcuts that prioritise walkers and cyclists and create faster routes to destinations than roadways that may simply be dead ends. This can improve convenience and increase propensity to cycle for commuters.

5. Cycling Support Services

Provision of appropriate support services to ensure cycling is a positive experience is important. The provision of bike racks, showers and changing cubicles in workplaces is important in delivering a convenience for cyclists and promoting a message of a cycling friendly township. An innovative approach is to consider the installation of bike carrying racks on commuter bus services.



6. Preferred Road Cycling Routes

Road cycling is a popular recreation past time and, although no formal club exists in the Hepburn Shire, there is adequate evidence to indicate that road cyclists are active and that preferred routes for cyclists should be developed. Preferred Road Cycling Routes should be prioritised for the following works;

- Shoulder sealing
- Signage warning motorists of cyclists
- Signage for cyclist navigation
- Consideration of lower speed limits

Those routes recommended by local cyclists include the following;

- Daylesford – Mount Franklin – Shepherds Flat – Hepburn Springs
- Daylesford to Smeaton
- Daylesford to Creswick
- Daylesford- Musk – Leitches Creek
- Daylesford to Glenlyon
- Ballarat to Clunes (through Creswick)

These routes should be mapped, with online and hard copy mapping available for users.

In this way, safer facilities for on road cyclists, covering larger distances can be developed. It is expected that these will be a medium priority within the plan and be developed in conjunction with VicRoads who would need to be a collaborative partner with Council in delivering signage and shoulder sealing.



Quality of Bike Lanes

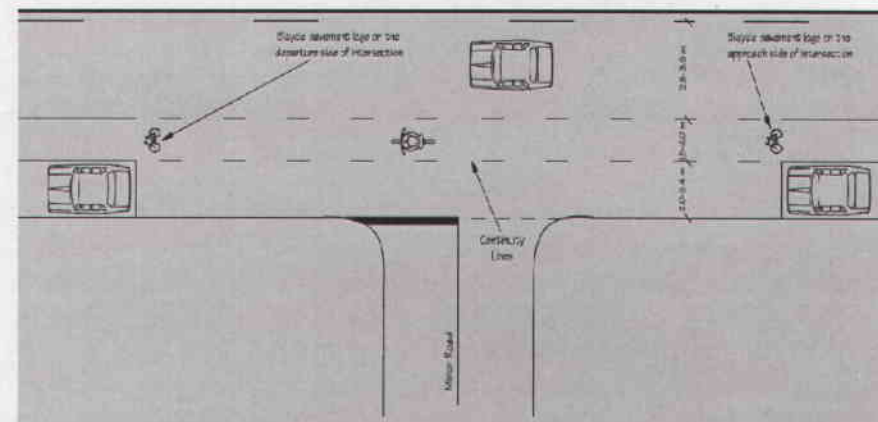
1. Width

The width of bike lanes will vary according to the road width and some marking should always be considered better than none.

Where possible, a dedicated bike lane provides the highest protection levels for cyclist and results in the most convenient and comfortable level of use through reduced hazards. Dedicated lanes should be provided ideally between 1.2 and 1.5 metres in width.⁹

Where lanes are shared with car parking a desired width of 4 metres provides for parking and allows space for door opening to occur with minimised risk to the cyclists. Solid white lines should be used to mark car parking areas to ensure vehicles park as close to the kerb as possible, leaving the maximum space for cyclists. Cycling lanes should be marked with Bike Lane symbols (Australian Standard 1742.9).

The symbols should be used both sides of minor intersections (see right) and every 200 metres on straight road sections. The symbol should be used more frequently in places of high activity or potential conflict such as retail activity zones.



VicRoads standardised approach to implementing a bike lane

⁹ VicRoads- Arterial on road bicycle routes 1999

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2. Treatment

A number of treatments for cycling lanes exist and the most appropriate depends upon existing conditions, budget and levels of activity in the area.

Possible treatments include the following;

Reduce width of traffic or parking lanes

Traffic or parking lanes can often be wider than necessary and can be reduced to provide a bicycle lane or shared parking and cycle lane. Reducing the width of traffic or parking lanes involves line marking and some signage which is a very effective and low cost treatment.

Sealing shoulders

Many rural or regional roads have gravel verges that can be sealed to provide a line marked cycling lane.

This is particularly useful for links between towns or suburbs where road width is available. Given the use of asphalt, this treatment is more expensive but provides effective use of existing road reserve to create good connections along otherwise quiet roads.

Indent car parking

This treatment involves the reduction of nature strip areas to free up roadside car parking for a cycle lane. This treatment can become expensive particularly if the removal of trees and relocation of services is required and should therefore only be considered for a principal cycling connection that is crucial to continuity.

Prohibiting or removing car parking

Where unnecessary car parking space is provided on roadsides, it may be possible to remove or prohibit parking on one or both sides of the road. This will provide space for cycling lanes possibly on both sides of the road.



An example of reducing traffic width to implement a bike lane



An example of sealing shoulders to provide space for cyclist and pedestrians

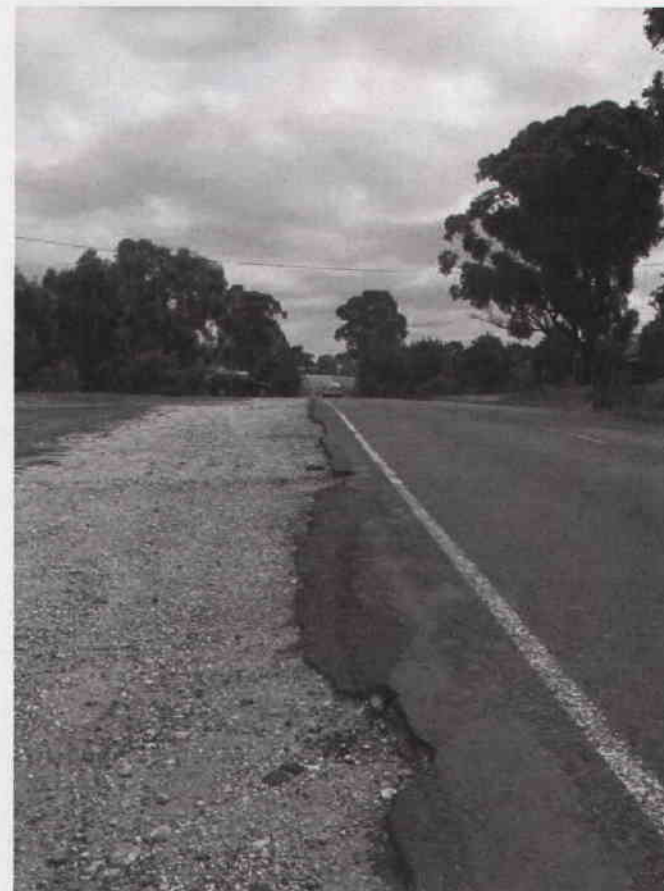
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3. Maintenance

The ongoing condition of bike lanes and road shoulders must be monitored, with budgeting provided to ensure that, lane sweeping, pothole or crack repair, respraying of lines or symbols and implementation of signage can all be undertaken promptly when issues are identified.

It is recommended that Council allocate funds each year toward bike lane maintenance and ensure that a six monthly inspection regime is implemented with a closed loop system of ensuring non conforming items are recorded, actioned and completed.

Many of the potential bike lanes or road verges in the municipality fall under the responsibility of VicRoads. It will be important therefore to develop and maintain a good communication link with VicRoads in order to deliver well maintained bike routes.



Road shoulder in Creswick North- Creswick -Clunes Road

5.5 Bike Lane Network Design Recommendations

Recommendation:

Development of bike lanes will occur in urban areas and provide space for cyclists to ride between shopping, school and residential zones.

Lanes will be developed in accordance with VicRoads guidelines

Council will develop a partnership relationship with VicRoads for the development of lanes and sealed shoulders on arterial roads between townships.

Council will communicate and reported maintenance issues on arterial road bike lanes to VicRoads in a clear and timely manner.

Council will introduce signage to back roads around key townships highlighting the use by cyclists.

Council will consider use of coloured lanes for high traffic areas and areas where children are riding (around schools).

Council will install bike racks in all town centres in a practical location.

Council will advocate for the introduction of bike carrying racks on commuter buses between towns.

5.6 Bike Lane High Priority Work Plan

Proposed Works	Benefit	Responsibility	Estimated Cost
Develop bike lane on Raglan Street between Vincent Street and the Midland Highway and up Smith Street to Daylesford Secondary College	Increase safety for cyclists along the busy Raglan Street entry into Daylesford and makes strong connection between town centre and Daylesford Secondary and St Michaels Primary Schools.	VicRoads/Council	\$70,000
Improve cycling and walking trail/lane between Daylesford and Hepburn	Mitigates current risks which include cyclists entering intersections and service roads, steep kerb drop offs and bollards providing low levels of protection.	VicRoads/Council	\$70,000
Respray bike lane in front of Daylesford Primary School back to Central Springs Road	Increase safety for cyclist, particularly school children riding to school. Develops stronger link between Daylesford town centre and access into Lake Daylesford.	VicRoads/Council	\$20,000
Provide bike lane along Albert Street, through Creswick township from Midland Highway turnoff to Bungaree-Creswick Road.	Albert Street is a very wide street and requires a designated bike lane to provide an 'arterial' route through town that can then allow cyclists to access off road trails, or quieter side streets to reach or return from their destination.	VicRoads/Council	\$100,000
Advocate for sealing of shoulders on major roads as noted; Daylesford - Ballan Creswick - Clunes Daylesford - Newlyn Daylesford - Trentham	Improves capacity to ride between key townships in the Hepburn Shire. Improves the poor condition of shoulders on many important routes between townships	VicRoads- Council to advocate	More than \$500,000
Advocate for bike lanes to be introduced to all arterial roads connecting townships to the edge of the urban boundary. Namely; Daylesford - Ballan Daylesford - Trentham/Glenlyon Daylesford - Creswick Creswick - Clunes	Provides main arterial roads with bike lanes which can be used to reach quieter road networks if travelling between towns or used as the 'arterial bike route' before branching off on to quieter residential streets or trail networks.	VicRoads/Council	\$200,000 (approximately in addition to works noted above that overlap)
Initiate discussions and advocate for the trial installation of bike carrying racks on inter-town buses	Improves practicality of riding a bike to a bus stop and being able to catch a bus and then ride once you have finished your bus journey. Particularly useful in bus trips between towns.	Council	Staff resources

5.7 Trail Network Design

In this instance "Trails" are defined as those paths and tracks that are used mainly for cycling and walking and are not part of the road or footpath networks.

The Hepburn Shire Council is home to a vast range of off road tracks and trails that are managed by a variety of land management agencies and can take the form of bitumen pathways in historical parks through to dirt tracks in native bushland.

The tracks are used by both local residents and tourists, often as an experience in themselves, passing through areas of cultural, historical and natural significance.

Generally the trails that exist represent an excellent range of facilities and provide a sound foundation on which to build a comprehensive network across the municipality.

Management of trails remains an area where improvement is required with better coordination particularly between Council and Parks Victoria. A more coordinated approach between these two agencies could assist in more fully realising the potential of the trail network.

Trail user groups often seek out very different experiences that varying types of trails can provide. For example, the less formed trails that surround Creswick provide a challenging ride for experienced mountain bike riders whilst The Domino Trail in Trentham provides a more accessible nature trail for walkers and riders at a variety of levels.

A number of potential trail routes exist in smaller villages within the Shire. These can generally be realised with the addition of themed signage and mapping to create village loops and historical and scenic tours.

The following principles of trail management and development will assist in providing an improved trail network.



The Domino Trail in Trentham represents a flat, accessible recreation trail for most walkers and cyclists in the Trentham area.

Positive bias for Trail Users

The key to providing positive bias toward trail users is in treatment of road crossings where vehicles, cyclist and walkers interact.

Safe road crossings provide continuity to off road trails increasing the propensity to regularly use this type of asset. An effective road crossing treatment prioritises the cyclist and walker and delivers a high quality experience for trail users.

Road crossing should at a minimum provide signage for both cyclists advising of a road crossing and for motorists advising of a trail crossing. The use of holding rails and some level of road treatment is also advised.

Cycling/Pedestrian refuges may also be used to allow users to cross busy roads in two stages, provide further physical evidence to drivers of a crossing point and increase protection through physical separation.

Other treatments may include raised pavements, signals or coloured pathways to provide priority for trail users.

Connection to footpath and bike lane networks

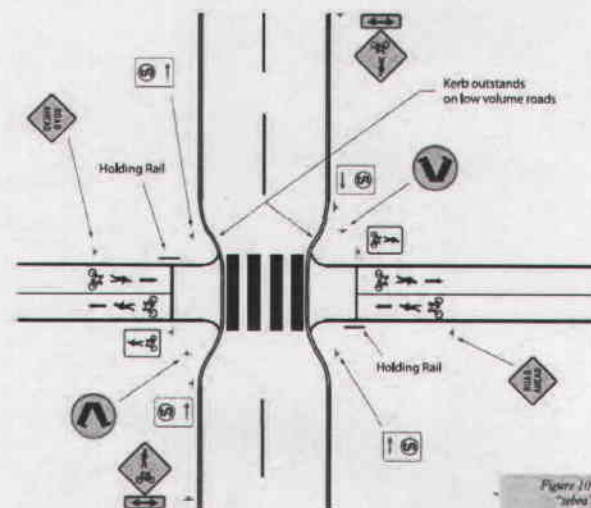
Where practical, trails should provide connections into the footpath and bike lane networks, transitioning from off road to on road or footpath networks seamlessly.

Where possible, off road trails should be extended into town centres. This is particularly possible where recreation reserves, creek lines or disused railway lines exist. If this is not possible, a seamless transition on to a well signed bike lane or footpath should be implemented.

Off road connection to primary schools, with limited road crossings is particularly important. These trails provide a safe route for school children who generally have less peripheral awareness and increased risk in vehicle traffic zones.



Trail crossing at road, prioritising the cyclist and walker



Typical VicRoads plan for trail crossing at roadway

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Iconic Trails

Iconic trails are defined as those larger trails that are of regional or greater significance and particularly provide strong recreational and tourism values.

Key trails within the Hepburn Shire that conform to this classification are described in Chapter 9 of this strategy.

Iconic Trails should generally be designed to promote high levels of accessibility and use stable surface material such as bitumen or granitic rock that compacts well but is relatively low in cost per lineal metre. Iconic Trails should also be well mapped with brochures and downloadable maps available and be themed and signed appropriately. The development of stylised logos as specific branding would be appropriate for these trails.

Identified Iconic Trails include:

The Goldfields Track (previous Great Dividing Trail) (Ballarat to Bendigo via Creswick and Daylesford)
The Domino Trail (Trentham)
Mineral Springs Walk (Hepburn, Daylesford)
The Peace Mile (Daylesford)
Calembeen Park Trail (Creswick)
St Georges Lake Trail (Creswick)
Creswick Mountain Bike Trails (proposed)
The Daylesford-Woodend Rail Trail (proposed, subject to feasibility study)

Iconic Trails are further discussed in Chapter 7 of this report.

Trail Heads

Trail heads act as starting points for significant trails and may represent common points where footpath, bike lane and trail networks meet.

The development of trail heads as part of Iconic Trails is important in providing a common point of information for users, providing key amenities such as;

Signage (including way finding with distances to destinations, location maps)

Seating

Bike rack

Car park

Public Toilets

Drinking fountain or tap

Quality of Trails

The quality of trails will vary depending on intended use and expectation of use. Mountain bike users for example may well be looking for a challenging ride on reasonably rough tracks.

The majority of users however, will be looking for a relatively easily accessed, well signed trail that can be traversed with low to moderate levels of physical fitness.

Iconic trails should be developed and maintained with the following key features;

- Provides a crushed rock or compacted gravel surface that is solid underfoot but has minimum impact on the natural environment
- Should not cut straight through the landscape but twists and turns around the natural features in a sympathetic manner.
- Provides opportunity to contemplate nature and enables us to take in our surroundings.
- Identifies itself clearly as a trail that is free of conflict caused by incompatible users e.g. motorised vehicles.
- Provides information about features such as views, natural features, history, special habitat and a narrative that will encourage both the novice and the experienced to try it.
- Is easy to access and use. e.g. good transport access to trail heads, vehicle security arrangements.
- Provided close to population centres.

Width

Width should be maintained on shared trails at 2.5 metres, where practical. Areas of particular narrowness should be well signed to allow for those that cannot access certain points, to turn around.

Accessibility

Access to a series of key trails is important and consideration of grade, condition and surface treatment are important.

The trail network within Hepburn Shire is generally made up of trails accessing areas of natural significance and the use of organic materials such as granitic sand or compacted gravel is seen as the most appropriate and cost effective ways of delivering these trails.

These surfaces are generally stable but do require more maintenance than bitumen or concrete. Bitumen or concrete may be more appropriate in flood prone areas where wash away regularly occurs. Rutting and loose surfaces can cause issues for those with mobility concerns.

Maintenance and Management

A specific budget allocation should be provided for maintenance to trails specifically managed by Council. Inspections schedules should be implemented to deliver the

It is also recommended that a more formalised management arrangement be developed to coordinate trail management particularly between Parks Victoria and the Shire of Hepburn.

5.8 Trail Design Recommendations

Recommendation:

Council will work toward developing and maintaining selected Iconic Trails

Council and other land managers will develop trail heads for Iconic Trails that provide a recognised start/finish point along with relevant amenities and information as required.

Council will advocate to Parks Victoria regarding the levels of provision for Iconic Trails where Parks Victoria are a partner in management.

Council will provide clear signage and road crossing treatments at intersections of trails with main road, delivering a positive bias toward trail users at these points.

Council will provide connection of trails to back roads, footpaths and cycling lanes to ensure access from urban centres to trails is seamless and easily understood.

5.9 Trail High Priority Work Plan

Proposed Works	Benefit	Responsibility	Estimated Cost
Complete accessible trail around Lake Daylesford by constructing a protected pedestrian bridge at Bleakely Street, attached to the existing vehicle bridge.	Increase safety for cyclists for walkers and completes a loop trail of the iconic Lake Daylesford. Increases safety for walkers, improves the quality of experience and removes pedestrians from entering on to the road unnecessarily.	Council	\$100,000
Provide alternative entry into HMSR over Spring Creek. Provide raised or coloured crossing with signage and lower vehicle speed. Provide short trail and footbridge across Spring Creek, potentially using redundant water pipe structure as a base for footbridge.	Mitigates current risks which include people walking around sharp bends in Mineral Springs Road to enter HMSR via car park. Removes conflict between pedestrians and vehicles and provides a more direct access from the Hepburn township to the HMSR and HMS Spa Centre.	Council/VicRoads	\$120,000
Extend the Domino Trail to Lyonville	Provides Domino Trail with recognised destination at Lyonville	Council/RDV	unknown
Develop Stage 1 of proposed Wombat Trail at Trentham providing first half of the loop trail incorporating the Domino Trail, Quarry Street Reserve, Stony Creek Reserve and Racecourse Reserve.	Provides a loop trail in Trentham that can be used by both local residents and tourists. Represents a loop walk of appropriate distance for everyday walkers and traverse a number of key recreation reserves and natural bushland that provides interpretative opportunities.	Council	\$45,000
Develop Trentham Falls Walk	Provides a loop trail opportunity to one of Trentham's iconic natural features, Trentham Falls.	Parks Victoria/Council	\$45,000
Undertake a feasibility study for the development of a Rail Trail between Daylesford and Woodend (further detail in section 7.4 of this report)	There is potential to develop a Rail Trail from Daylesford to Woodend (and potential extend from Daylesford to Creswick however initial work indicates that a number of issues need to be understood in more detail such as leasing arrangements and land ownership, risk mitigation, ongoing management, capital work requirements etc. (further detail in Section 7.4 of this report)	Council/RDV/DPCD	\$40,000
Develop walking track around Calembeen Park reflecting Management Plan and working group outcomes	Provides an excellent loop trail walk for local residents, particularly servicing the northern part of Creswick.	VicRoads/Council	\$100,000
Complete track between Novotel Resort and Creswick Township (from Tait Drive to footpath in Albert Street)	Complete the trail that comes into Creswick from the Novotel in a safer, more direct fashion to strengthen connection between the resort and Creswick.	Council	Staff resources
Develop connection between Calembeen Park and King Street, Creswick North	Provides good off road connection into Calembeen Park for Creswick North residents. Provides shortcut compared to driving.	Council	\$20,000
Develop path along Creswick Creek from Calembeen Park through to St Georges Lake Trail	Formalise and sign a trail that runs the length of Creswick Creek, providing a 'spine' off road trail from which people can enter and exit as required.	Council	\$150,000

Proposed Works	Benefit	Responsibility	Estimated Cost
Develop feasibility study and business plan supporting the Mountain Bike Trails Concept for Creswick and Daylesford, linking into the Goldfields Track.	Provides a structured 'package' of trails that are promoted and managed by a mix of stakeholders such as the School of Forestry (Creswick), Parks Victoria, Council, Tourism Board, etc. These provide economic benefit to small towns such as Creswick and other areas along the Goldfields Track.	Council, Tourism Victoria, School of Forestry, Parks Victoria, RDV.	\$30,000
Provide signage and mapping for Yandoit, Franklinford and Clydesdale Trails.	At relatively low cost, the development of some loop trails in smaller townships provides formalised routes for local walkers and cyclists and an opportunity for tourists to search out a different experience in an area relatively close to the tourist centres of Daylesford and Hepburn.	Council, DPCD	\$15,000
Provide signage and gravelling treatment for Loddon River Walk at Glenlyon	Provides a local loop walk in the Glenlyon township, covering the Loddon River environment, local recreation reserve and returning to town.	Council	\$6,000

community health and safety

engaging community

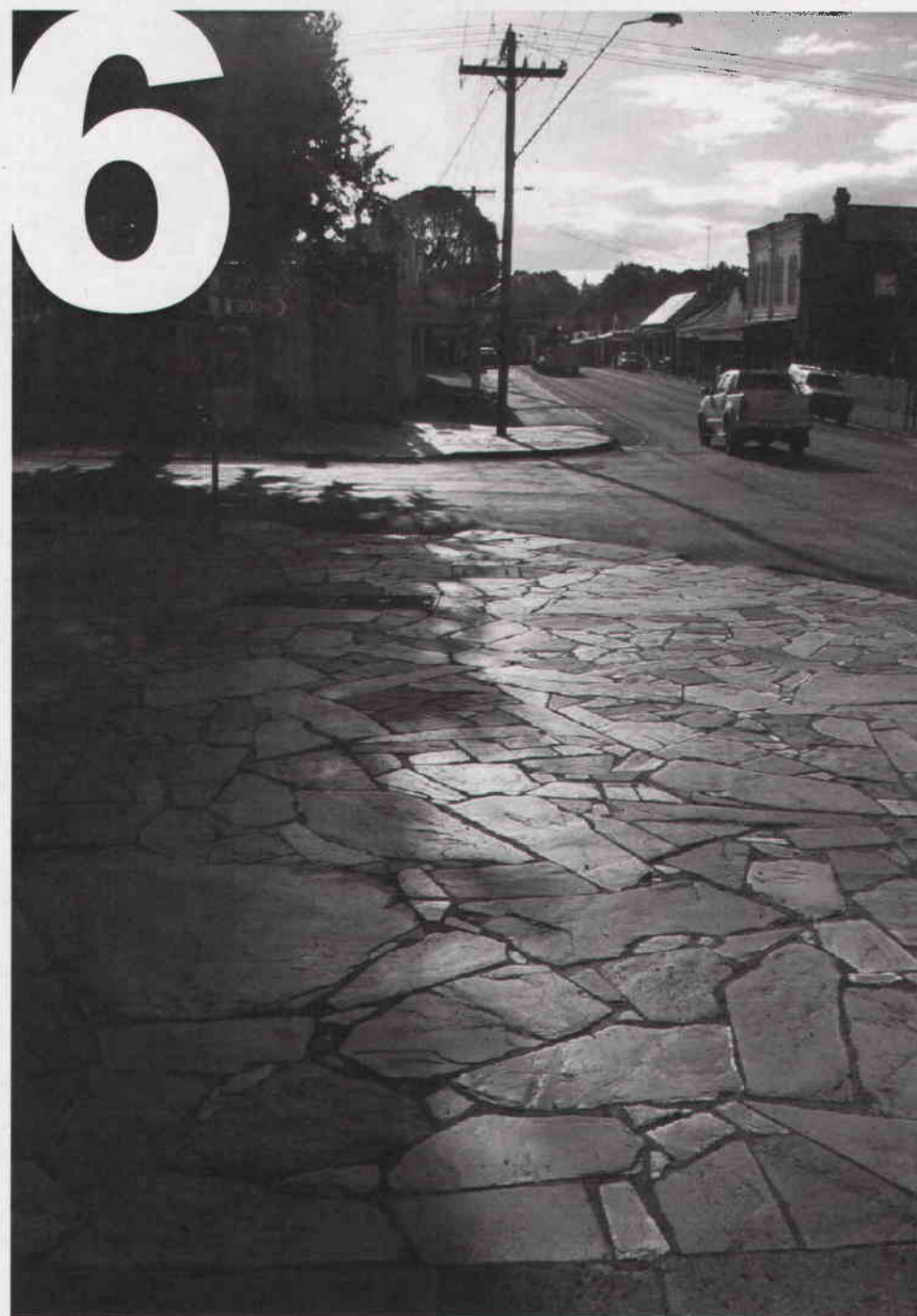
Building paths and trails is simply one part of an equation in providing opportunity for people to walk and cycle. Engagement of community in walking and cycling needs to be done in a way that creates significant and sustainable cultural shifts.

Engagement goes beyond marketing and provides opportunities for genuine involvement, community interaction and behavioural shifts in the way people think about walking and cycling in their community. Key activities that Council can use to engage communities include the following;

6.1 Programs for encouraging walking and cycling

Programs to be considered for implementation include;

- 1. Walking School Bus and Riding School Bus Programs**
Adult supervised walking and cycling program for school children with some funding available through VicHealth.
- 2. Walk to Work and Ride to Work Days**
Bicycle Victoria supported initiatives where council can take a lead role in providing riding leaders at different points
- 3. Walking Work Bus and Riding Work Bus Programs**
The potential exists to transfer the successful school bus program to an adult version and provide leaders to support groups getting to work on foot or by bike.
- 4. Support the delivery of bike education programs in schools**
Ensure that Council and VicRoads work together to provide education programs in schools for cycling.



5. Support coordination of themed walking and riding programs

Work with local bushwalking groups (such as group based at Daylesford Neighbourhood Centre) or cycling groups to deliver themed programs such as Spring in the Bush walks, winery cycling tour or bike maintenance workshops.

6. Support local businesses involved in walking and cycling

A number of operators are beginning to provide a range of walking and cycling related services. These range from bike hire to organising and arranging supervised or guided walks. These businesses should be supported through Council's economic development team with further exposure and marketing.

7. Promote a 'boot and bike club'

Coordinate development of a 'club' that encourages households to walk and cycle regularly. Run awards for the most involved households and produce newsletters on a regular basis

6.2 Education

The delivery of information reminding cyclists and motorists of their rights and responsibilities can be undertaken in innovative ways. Partners in this type of activity should include Bicycle Victoria, VicRoads and the Victorian Police. Education activities could include;

1. The delivery of flyers or brochures with car registrations or rates notices providing a summary of relevant road laws.
2. The distribution of promotional material such as bright 'be seen' vests or drink bottles, wrist bands, etc. that deliver a simple message and reminder.
3. The delivery of radio or television advertisements targeting a locally relevant issue in driver behaviour.
4. Provision of free "bike registering" days where police register and provide serial numbers for bikes whilst promoting safe cycling.

Recommendations:

1. *Council will allocate responsibilities for the delivery or facilitation of cycling and walking programs (as noted left) to various roles within Council and develop a walking and cycling internal working group to coordinate the Council response.*

Suggested lead roles;

Walking School Bus/Walking Work Bus- Recreation/Sustainability
Walk to Work and Ride Tow Work Days Recreation/Sustainability

Bike Ed in Schools- Recreation (advocacy)
Boot and Bike Club- Recreation

Themed walking and riding programs- Community Wellbeing/Tourism

Local business Support- Economic Development/Tourism

2. *Council will work with and support other agencies such as Bicycle Victoria, VicRoads and Victorian Police to coordinate and promote education opportunities for cyclist, walkers and motorists.*



6.3 Providing Best Practice

As a community leader, the Hepburn Shire Council has the opportunity to undertake activities that can encourage behavioural change within its community. The following points provide some direction for Council on possible activities.

1. The use of Council bikes for moving between a workplace and a practical meeting destination or specific site should be considered.
2. The introduction of bike racks, secure bike lockers and shower facilities in Council offices should be highlighted as best practice and implemented for relevant Council facilities.
3. The Council Planning Scheme should provide regulations on subdivision or other development requirements for positive bias toward walkers and cyclists. This may include the provision of bike racks, design of trails and footpaths to ensure connectivity and active by design principles are being considered and met where deemed practical. (see Chapter 11 for more detail)
4. The Council local laws currently regulate footpath dining areas and signage requirements and this should be coupled with an awareness program for shop owners.
5. There may also be opportunity for Council staff to be involved in supporting interpretative walks in bushland or botanical garden areas as part of a walking program over the summer or spring periods.
6. Provision of training for staff in various key roles such as statutory planning, strategic planning, road design, recreation etc. should be undertaken to understand best practice and to coordinate roles and responsibilities of each officer across Council.

Recommendations:

1. Council to invest in two bikes for commuting between offices and meetings within Daylesford.
2. Provide bike racks at each Council office and look to implement shower facilities as practical.
3. Develop an Awareness Program for dining area and signage that encroach on footpaths or other thoroughfares to ensure compliance and education regarding Council local laws.
4. Provide Active Design Principles for inclusion or interpretation as part of the MSS to assist Council planners in considering cycling and walking.
5. Provide training opportunities for staff from roads and infrastructure and planning with regard to best practice delivery of cycling and walking infrastructure.

6.4 Promoting the Network

A number of excellent brochures have previously been developed either by interested locals or Council, promoting a variety of trails and walks both through bush and urban landscapes.

It is important to continue providing a themed and coordinated approach to the development of good mapping and signage for the easy navigation of a range of trails.

The development of mapping and signage should be done in conjunction with partners such as;

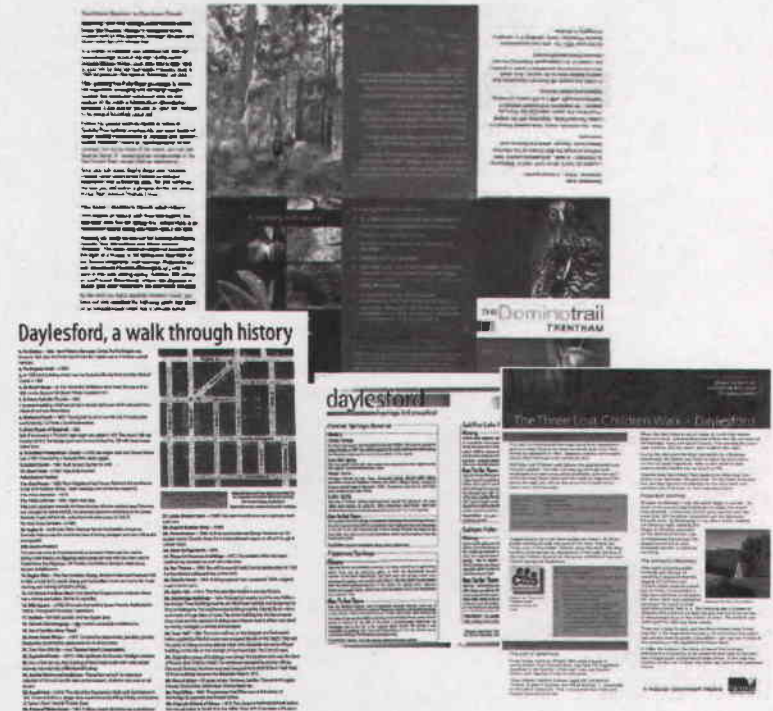
- Council officers based in recreation, transport, sustainability, tourism and other areas
- Local community groups with an interest (e.g. bushwalking groups, historical society etc.)
- Parks Victoria
- Victorian Mineral Water Committee
- Department of Planning and Community Development

Themes noted as raised throughout consultation include;

- Accessible 20-30 minute loop for those with mobility issues
- Accessible 20-30 min loop walks
- Mountain biking
- Historical Walks
- Natural Feature/Mineral Spring Walks

Consultation with communities indicated that walking and cycling loops are important to inform people of how long and how far a walk or ride to and from a destination may be.

One of the key trends for leisure participation is the preference for people to be able to walk around their local area for a 20-30 minute period and end up at their starting point in order to provide an enjoyable exercise option. This was reflected in the community consultation undertaken.



A variety of walking or riding brochures exist, generated by a range of stakeholders. Simple, low cost brochures with a consistent theme should be supported and encouraged by Council, in conjunction with other key partners.

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economic prosperity

iconic trails

The Shire of Hepburn is well serviced with an extensive trail network, providing access to excellent bushland areas and magnificent historical and geographical assets. The key message from both inspection and consultation is that the *number* of trails is very high and users appreciate the natural beauty and recreation value of the assets provided however maintenance, signage and promotion are crucial in providing a great end product for both locals and visitors to the Shire.

This section provides a specific description of some suggested iconic trails, what exists and what may be required to improve the trail. Two of the trails discussed in this section represent new opportunities which currently only partially exist.

The trails discussed provide a mix of walking and mountain biking experiences and are generally expected to cater for users at a variety of fitness levels.

7.1 The Goldfields Track (Great Dividing Trail)

The Goldfields Trail, previously named The Great Dividing Trail, provides 300km of mapped and signed trails from Ballarat to Bendigo via Creswick & Daylesford, including the Lerderderg Track (Bacchus Marsh to Daylesford).

The track was originally designed for hiking although it is becoming increasingly popular with mountain biking enthusiasts as the links from village to village provide easy day or half day trips for competent cyclists.



Promotion of the track as a nationally recognised mountain biking trail is occurring at present. This is an excellent opportunity for Council to consider (in conjunction with Parks Victoria and Tourism Victoria) the development of a feasibility study and business plan focussed on mountain bike trails in the Hepburn Shire.

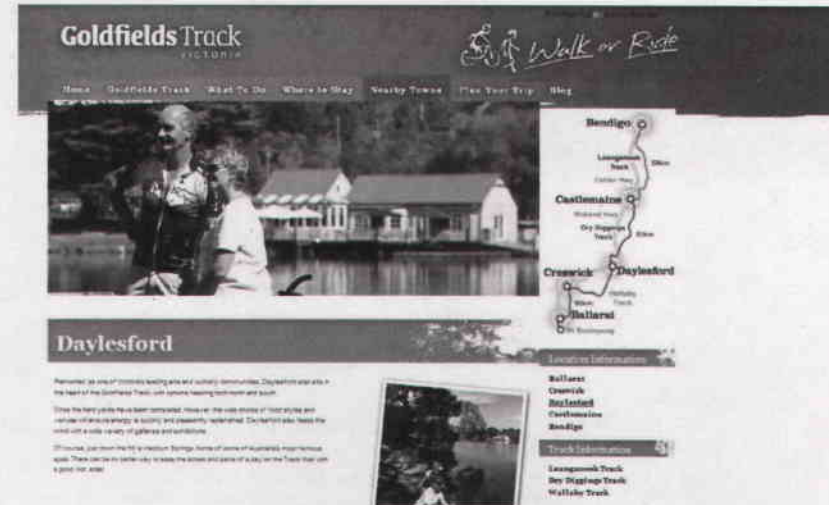
With train stations available at Creswick, Castlemaine and Bendigo, the development of The Goldfields Track as a mountain bike destination that is easily accessible from Melbourne, should be explored. The capacity for V-Line to transport bikes on trains should be confirmed and promoted as part of the Goldfields Track website.

The development of loop trails for mountain bikes in Creswick is already being investigated through the School of Parks and Forestry. Further consideration of other loop trails in Daylesford should also be considered as part of developing a package that value adds to the existing marketing and development occurring for The Goldfields Trail.

The Goldfields Trail could be further enhanced by a link to Jubilee Lake – partially complete from Daylesford via East St, Italian Hill, Jubilee Lake to link at Sailors Falls, or return via Jubilee Lake Rd & King St to Daylesford. (Refer Attachment 1)

Key actions with regard to the Goldfields Track include;

- Cross promotion of other trails in and around the area as developed (e.g. Daylesford and Creswick mountain biking trail loops)
- Links to retail and local goods and services (e.g. Hepburn Spa, local traders, Lavandula etc.)
- Link with any local events (both cycling and other interests)
- Link other sites to the Goldfields Track site.
- Provide links to other organisations such as MTB Australia etc.



The Goldfields Track website (screenshot)

Goldfields Track collaborative opportunities;

Cross promotion of local trails and events

Links to local produce, retail and lifestyle products and businesses

Link local and other websites to Goldfields Track website

Create physical connection between Goldfields Track and Daylesford, Jubilee Lake and Sailors Falls

Work with V-line to ensure and promote bikes being able to be transported on trains to key destinations

AS

7.2 The Domino Trail

The Domino Trail provides a gentle walk of around 10 kilometres from the now converted Trentham Railway Station to Domino Creek (and back).

The Trentham Railway Station is now the Visitor Information Centre for Trentham. It provides an excellent starting point for a number of potential trails that can provide walkers with both bushland and historical experiences in the area. The Domino Trail is the only well signed and promoted trail currently however potential exists for a trail network as noted in Attachment 2 of this strategy under the Trentham work plan.

The Domino Trail follows the old railway line that linked Daylesford to Carlsruhe. It represents the beginning of a potential rail trail that could link Trentham through to Lyonville and on to Daylesford. The possibilities and issues related to this much larger development are detailed in Section 7.4 of this study.

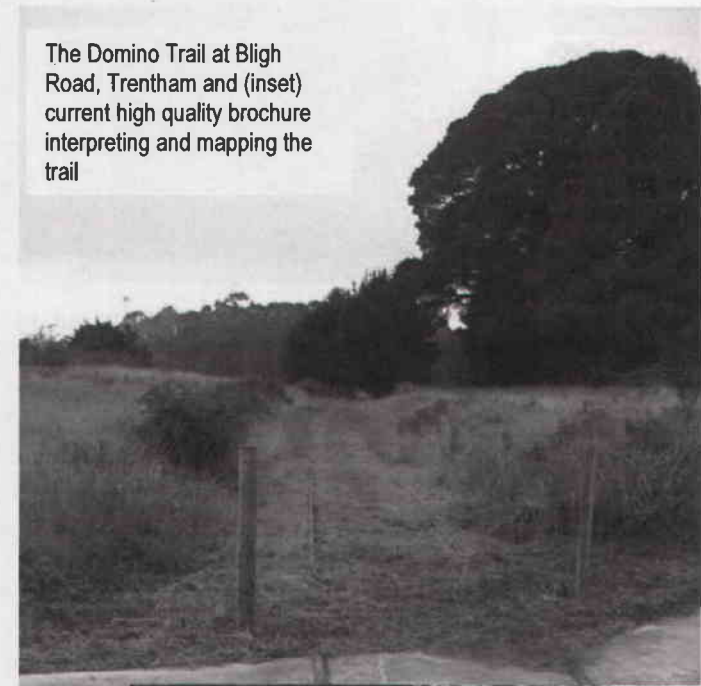
Small sections of the Domino Trail can be used to create walks to Trentham Falls and provide access to other trails through town.

Council may play an ongoing role in assisting with maintenance of the Domino Trail however community involvement and enthusiasm is responsible for driving the development of the trail and this should be continued and supported in practical ways.

The supply of materials, consideration of funding submissions, support to undertake maintenance and communication from Council on funding options are all recommended.

The Trentham community have also proposed the development of The Wombat Trail, which would use part of The Domino Trail as a common starting point and then branch off creating a loop around Trentham, through recreation reserves and local bushland before ending back at the Visitor Information Centre, a common starting point with The Domino Trail.

This provides opportunity to create a loop trail series in Trentham which can develop as a tourist 'package' of relatively easy walks that could be completed over a day, each leading back to the Visitor Information Centre.



The Domino Trail at Bligh Road, Trentham and (inset) current high quality brochure interpreting and mapping the trail

Looking after our forests

- All wildlife and native plants are protected by law. Please do not disturb them in any way.
- Please don't feed the animals.
- All dogs must be on a leash. Cats are not permitted.
- Firearms are not permitted.
- You must carry out all your rubbish, including: flares, campfire fuel, tin cans, food wrappers, plastic, cigarette and orange cans, which won't rot, or any other rubbish.
- Let someone know before you go bushwalking. Tell them about your party, your route, when you plan to return and the location of your party's bivvy site. Be advised to contact them when you get back.

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Disclaimer: This publication is a guide to assist you in your walking and bushwalking. The publisher and authors do not guarantee the accuracy or completeness of the information provided. The publisher and authors do not accept any liability for any loss or damage, including financial loss, arising from the use of this publication.

THE Dominotrail
TRENTHAM

7.3 Mineral Springs Walk (Hepburn and Daylesford)

The Mineral Springs Walks provide excellent access to the unique mineral springs areas around the municipality, particularly located near Lake Daylesford, Jubilee Lake and Hepburn Mineral Springs Reserves (HMSR).

The Mineral Springs themselves are managed and maintained by the Victorian Mineral Water Committee. A number of the Mineral Springs have been improved in recent years and represent a significant tourism attraction.

Good access to these areas should be supported and developed. Each of the three key areas listed above has some level of supporting trail network however the access to these trails and springs could be further improved in the following ways;

1. Improved signage

Further wayfinding signage should be installed at the Lake Daylesford loop walk which effectively marks the beginning of the Mineral Springs Walk at this location. Signage from the centre of Hepburn, clearly indicating access into the Hepburn Mineral Springs Reserve should be located at strategic street corners.

2. Themed mapping and brochures

A single combined brochure, with mapping to locate the mineral springs should be developed in conjunction with the Victorian Mineral Springs Committee.

3. Improved linkage from townships of Daylesford and Hepburn

Each of the main mineral spring areas is close to tourist townships and further linkages that are as direct as possible from the town centres should be developed. Opportunity exists to develop a footbridge across Spring Creek to provide access directly into the path network in Hepburn Mineral Springs.



Possible Spring Creek Crossing in the northern section of the Hepburn Mineral Springs Reserve (HMSR)

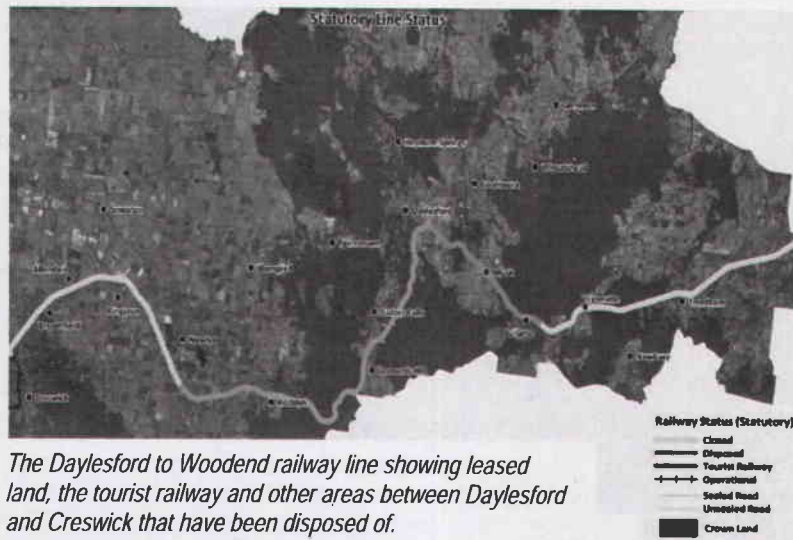


Possible Hepburn Road crossing to provide access across to the HMSR



Embankment at Wallaby Creek.

These areas provide issues with locating a trail next to steep embankments with undulating geography. Detailed feasibility investigation is required.



The Daylesford to Woodend railway line showing leased land, the tourist railway and other areas between Daylesford and Creswick that have been disposed of.

7.4 The Daylesford Woodend Rail Trail Proposal

The development of Rail Trails throughout Australia has seen redundant railway easements converted into relatively easily accessible walking and riding trails in many locations. Disused rail lines provide an ideal asset for a trail given they are constructed with low gradients, direct routes and often have structurally sound bridge infrastructure still in place.

The railway line from Daylesford through to Woodend is, for the most part, not used as a functional rail line. The only section currently used for rail is between Daylesford and Musk (with a further expected extension to Bullarto) by the Daylesford Spa Country Railway. This is a tourism focussed service with the aim of conserving the heritage values of the railway.

A proposal has been developed by the Central Highlands Rail Trail Working Group to investigate the conversion of this railway easement to a Rail Trail. At a distance of 44 kilometres it is expected that the capital investment may be up to \$5million (inclusive of state and federal funding opportunities).

Furthermore, a range of leases are in place over sections of the track and other uses (such as grazing, abovementioned tourist railway etc.) are currently underway.

In addition to this, there are an unknown number of bridges or embankments which may require repair or additional work in order to develop a fully accessible trail or readily suitable for a tourist market.

Benefits of a Rail Trail

The overwhelming driver for the development of rail trails is the economic impact that can be created at a very local level. A 2009 study showed that riders on the Murray to Mountain Rail Trail in north-eastern Victoria are spending an average \$244 a day compared to the \$159 average spend of other travellers in the region.¹⁰

¹⁰ <http://www.bv.com.au/general/bike-futures/92300/> Accessed 23-3-2011

The study provides strong evidence that recreational cyclists are a high yield, high spending market and provide numerous economic and social opportunities for regions. More than 70 per cent of riders in the study held professional and administrative positions, indicating comparatively high discretionary income. About 15 per cent were retired from the workforce.

A Rail Trail as envisaged between Daylesford and Macedon Ranges would provide opportunity for many smaller towns to develop economic activity through increased visitation and higher spend levels.

Rail trails have also increased in frequency and popularity given the following key factors;

- A safe, often direct path for people to walk or cycle to key destinations, or just to enjoy for the natural environment and .
- A measurable benefit to tourism and economic stimulus
- a pleasant experience even in hilly country given train lines the train lines required very low gradients.
- A long continuous natural heritage corridor (native vegetation rehabilitation is a major activity of committees of management or friends of groups).

Numerous towns are seeing an increase in demand for accommodation with trail visitors wanting accommodation ranging from camping to luxury B&Bs. Some businesses in towns are also beginning to cater in other ways such as offering bicycle hire and even pick-up services for those that only want to go one way. One of the most established and promotion oriented trails, the Murray to the Mountains connecting Wangaratta, Beechworth and Bright, is now offering visitor packages.¹¹

Investigating the feasibility of the Rail Trail

The development of a Rail Trail and the ongoing management and maintenance of the developed asset are complex and costly. A level of certainty and resolution are required in relation to such a development and agreement is required between numerous stakeholders in order to progress.

Issues that specifically need resolution in relation to the Daylesford-Woodend Rail Trail include the following;

1. Leasing arrangements and conflicts with current use
2. Funding and potential staging of the project
3. Ongoing management, risk mitigation and maintenance
4. Shared use with Daylesford Spa Country Railway

Discussion with VicTrack (landowners) provided the following key points of information;

- With regard to Rail Trails, all new agreement are being entered into are with Councils, given local community based Committees of Management are not proving sustainable with regard to funding and maintenance regimes
- Leasing arrangement pass the asset over to lessees who take complete responsibility for use and therefore take responsibility for managing all risks
- Risk mitigation plans are generally required for Rail Trails however this is no guarantee that individuals will not pursue compensation under common law.

¹¹ http://www.railtrails.org.au/documents/Rail_Trail_Establishment_Guidelines.pdf Accessed 23-3- 2011



Discussions were also held with the Department of Transport regarding the management of existing rail services in conjunction with Rail Trails. Key points from this discussion include the following;

- Operations of the Daylesford Spa Country Railway are governed by the Tourist and Heritage Railway Act 2010 and the Rail Safety Act. The Daylesford Spa Country Railway must be accredited on a 26 point assessment which covers aspects such as risk mitigation, management planning and track inspections.
- Rail corridors can be made available for other uses and examples exist in Victoria of trails running alongside tourist railways (e.g. Bellarine Peninsula Rail Trail) and commuting railways in metropolitan and urban areas.
- Trail developments must be provided generally to reach Australian Standards for Trail Development and any rail or road crossing should meet Part 6 of the Austroads manual.
- Generally a 3 meter minimum buffer is required between a railway line and the edge of any proposed trail. Railway easements are generally 20 metres in width, thus providing opportunity to develop a trail.
- Embankments can create issues where the rail line runs along a steep embankment, potentially requiring boardwalks or other treatments to develop a trail along the same area.

This synopsis describes the benefits, opportunities and potential issues that require further clarification and detailing for this proposed project. It is recommended that a detailed feasibility study be undertaken in order to more fully explore and quantify the details of this particular project.

Leasing arrangement and conflict with current uses

Over 20 separate leases are held along the rail line within Hepburn Shire boundaries and more exist as the line moves into Macedon Ranges Shire. These leases provide partly for tourist activity but also for grazing and commercial operations. A comprehensive investigation into the likelihood of ending these leases is required.

Funding and potential staging of the project

Both in terms of funding and the negotiation of leases, the staging of the project needs to be considered to provide options for development. Staging between Trentham - Lyonville, Lyonville - Daylesford, Trentham - Tylden and on to Woodend need to be considered with regard to their cost and complexity. An understanding of works required and resultant capital works needs to be undertaken. (i.e. where are bridges, crossings, diversions, boardwalks required)

Ongoing management, risk mitigation and maintenance

Historically, substantial funding opportunities have been made available (through RDV) for the construction of Rail Trails. Management and maintenance costs have then most commonly fallen to Councils. In this case VicTrack have indicated that all risk and liability would rest with the lessee.

Shared use with the Daylesford Spa Country Railway

The DSCR currently lease and use the railway line to run a weekend tourist based rail service from Daylesford to Musk, with definite plans to extend back to Bullarto. Provision of any rail trail in conjunction with the railway would need to meet stringent safety guidelines set out by VicTrack. This is achievable however the cost to do so is unknown, given some areas of the trail has challenging geography with steep embankments and gullies.

7.5 The Peace Mile Walk (Daylesford)

The Peace Mile is a short, well used loop trail around picturesque Lake Daylesford. Key requirements for improvements to the Peace Mile can be summarised as;

1. Provision of better access and signage from town centre with the completion of footpaths and bike lanes as well as signage to the trail.
2. Development of a separated pedestrian bridge at Bleakely Street
3. Development of a crossing at Bleakely Street to further trails to the south.

7.6 Creswick Mountain Bike Trails Proposal

Initiated through the University Of Melbourne School Of Forestry, the Creswick Forest Trails concept aims to utilise existing trails to develop a series of loops aimed at local residents and mountain bike users of varying competency levels.

At present the project is in broad concept stage however it is proposed that further feasibility work and planning be undertaken to expand the concept. This provides the opportunity to develop mountain bike events utilising the proposed trails and developing partnerships with peak associations such as MTB Australia.

Given interest by mountain biking groups in areas of The Goldfields Track, it is recommended that a broader study be undertaken investigating the potential to create loop trails for mountain biking in Creswick and Daylesford with the linkage between the two townships of the Goldfields Track being promoted.

Creswick Mountain Bike Trail Proposal

Key Stakeholders:

- University of Melbourne
- Department of Sustainability and Environment
- Parks Victoria
- Hancocks Victorian Plantations
- Shire of Hepburn
- City of Ballarat
- Novotel Forest Resort
- International Mountain Bike Association
- Community Organisations

Conceptual structure of trail package:

- Community Connections (10 – 15km – multiple use)
 - Easy trails connecting existing infrastructure
 - Opportunities for other passive activities
- Event Central (20-25km – multiple and single use)
 - Easy to hard trails for Running and Mountain Bike Events (partner opportunities with likes of MTB Australia, Orienteering etc.)
- Forest Adventures (80-120km – multiple and single use)
 - Easy to hard trails for Mountain Biking and Hiking
- Sustaining Trails (2-5km)
 - Trails to educate on good trail design in natural settings.

7.7 Other Regional Trails and Partnerships

Other regionally significant trail opportunities exist. The Cobb and Co Trail¹² for example is proposed between Ballarat and Maryborough, taking in the historic township of Clunes and travelling to the west of Creswick.

This type of opportunity should be pursued in order to develop trails with cross municipal linkages that;

- provide opportunity to develop greater tourism benefit
- develop infrastructure in a shared network
- create more collaboration between major townships, benefitting key towns and rural villages in between
- create opportunity to promote local good, culture and heritage to trail users.

Key partnerships should be pursued with the following municipalities;

Macedon Ranges Shire (Daylesford-Woodend Rail Trail)
Mount Alexander Shire (Goldfields Track)
City of Ballarat (Goldfields Track, Events, Cobb and Co Trail)
Central Goldfields Shire (Cobb and Co Trail)

¹² Loddon Mallee Regionally Significant Trails Strategy, Loddon Mallee Trails Network, August 2010, p.96-97.



economic prosperity

tourism and marketing

8.1 Wellbeing and Trails

Tourism is a major contributor to the economic activity in the Hepburn Shire. Daylesford and Hepburn Springs are major destinations marketed at a state level as "a village dedicated to wellbeing that provides nourishment for the mind, body and soul..."¹³

Access to the mineral springs along well maintained and accessible paths is a crucial ingredient in this product mix.

Marketing provided through Tourism Victoria contrasts purifying natural springs and geothermal waters with decadent local produce and luxury accommodation.

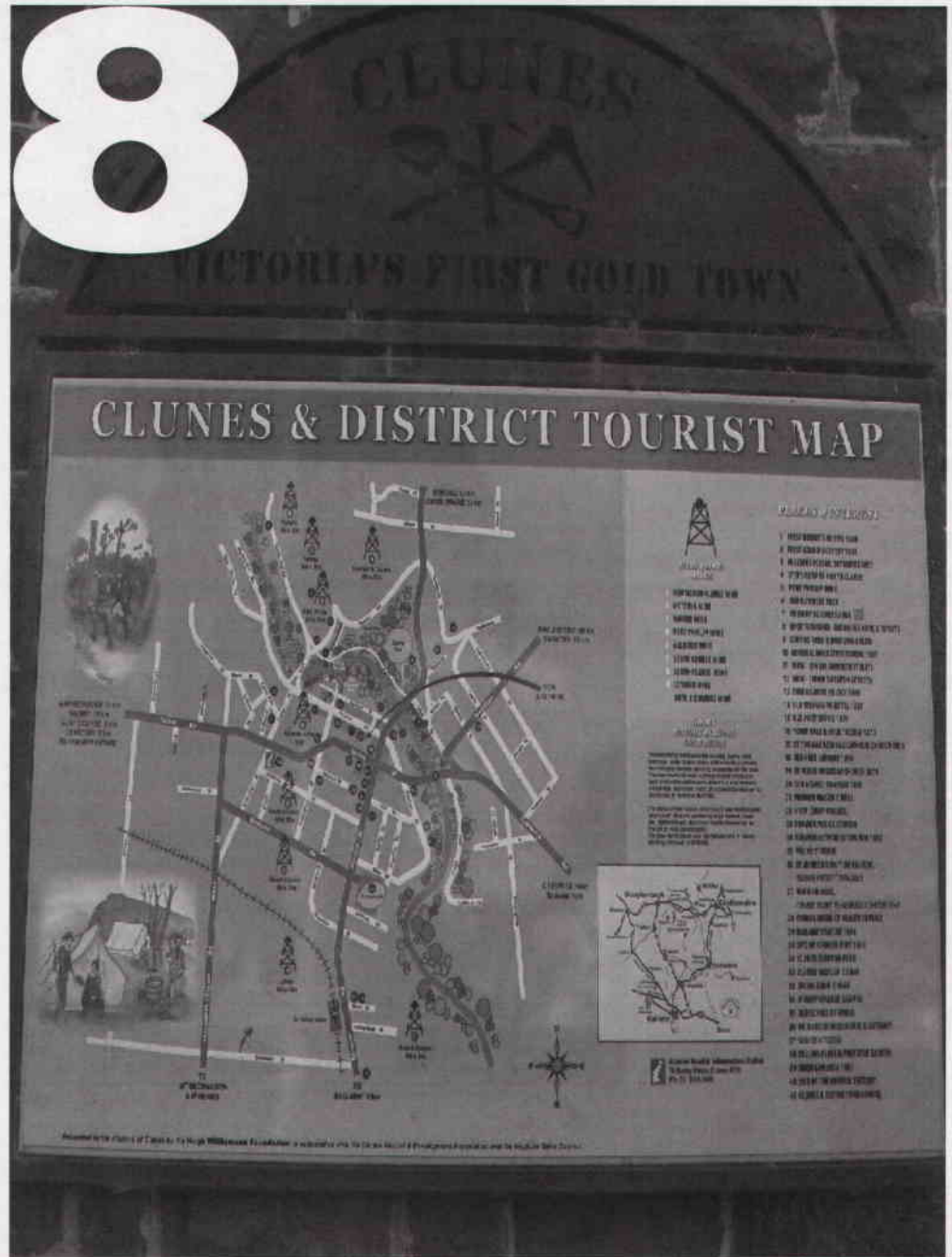
The image is one of escaping (nearby) Melbourne to slow down, relax and participate in gentle activities that rejuvenate the mind and body.

This is particularly relevant to the Daylesford and Hepburn regions and has a strong connection to quality footpaths and trails that ensure pedestrians are considered a priority.

In this sense, the trails and footpaths are a means to an end, providing access to natural settings, scenic vistas and key spa destinations. They provide a relaxing and peaceful experience for users in keeping with the rejuvenation image being supported and promoted as part of the Victoria marketing campaign.

¹³ <http://www.tourism.vic.gov.au/marketing/marketing/daylesford-and-the-macedon-ranges/>

8



8.2 New Trail Opportunities

Seemingly at the other end of the spectrum, the development of a mountain biking package is also of considerable value. Much work has been undertaken by the Victorian School of Forestry (Creswick) into an exciting opportunity to develop a series of Mountain Bike Forest Trails using existing trail assets in the Creswick State Forest. Recent (and upcoming) articles in the nationally distributed Australian Mountain Bike magazine have highlighted the unique nature of the Hepburn Shire area with an article on the Dry Diggings Track between Daylesford and Castlemaine, part of the much larger Goldfields Track.

A recent state government grant of \$500,000 has assisted in resigning and website development for the Goldfields Track and this should be capitalised upon with a renewed interest in mountain biking and the unique qualities of both loop trails and inter-town trail opportunities.

8.3 Events

The development of a MTB Australia endorsed mountain biking event is expected to be a great opportunity arising from the development of these tracks and Council should support this development with resources and business planning. Securing a major event in Creswick that may also involve Daylesford would be a logical step forward with the proposed Creswick trail development.

Other events such as road races or time trials may also be an option. Hosting a leg of a tour may be an option worth considering as much support can be provided by event organisers in the first instance. Lower level, accessible 'fun rides' or walks can also be developed to support these key events.

Daylesford and Macedon Ranges Tourism Inc. provides an excellent avenue for the promotion and marketing of trails as well as businesses related to walking and cycling. Advocacy to both Tourism Victoria and Parks Victoria in a coordinated manner should be a priority.

Recommendations:

1. Test the feasibility of the Daylesford to Woodend Rail Trail with a proposed first stage from Trentham to Lyonville (includes repairs to the Coliban Bridge)
2. Council to provide support to a feasibility study/business plan for the development of a Mountain Bike Trails package incorporating The Goldfields Track, Creswick loop trails and Daylesford loop trails.
3. Coordinate funding opportunities sought by partnering land managers and tourism agencies.
4. Consistently theme mapping material and signage to support trails
5. Advocate and drive the coordinated marketing and development of existing trail network between agencies (Parks Victoria, Tourism Victoria)
6. With DSE and Parks Victoria, Council will develop a coordinated set of maps that define geographical extent of maintenance responsibilities for each land manager.
7. Undertake business planning exercise to analyse 'best prospects' for cycling or running events (Mountain Bike or road cycling)
8. Build relationships and collaborative partnerships with peak organisations such as MTB Australia to capitalise on potential event development.
9. Land Managers to discuss and develop a broad set of maintenance guidelines and standards that are applicable to the trails under their management control
10. Investigate funding opportunities for innovative online solutions such as mapping, GPS applications, websites and podcasts.

8.4 Regional Tourism Partnerships

As noted in the previous section, the value of collaborating with neighbouring Councils to develop a regional approach to trail development, management and promotion is crucial.

It is recommended that neighbouring municipalities and tourism bodies be engaged through this and other key strategic documents relating to trail development and it's link to tourism and marketing of the region as a whole.

Key actions that should be noted as being of regional significance include;

- Feasibility study for Daylesford to Woodend Rail Trail (and potential to extend to Creswick and Ballarat)
- Creswick Mountain Bike Trails Development and how this links in to the wider region
- Creating a collaborative approach to the Goldfields Track marketing
- Daylesford Mountain Bike Trails and opportunity to link to the Goldfields Track
- Cobb and Co Trail development from Ballarat to Maryborough, taking in Clunes and potentially Creswick

These key actions form the basis for the development of partnerships with a number of neighbouring Councils as noted in the previous section.

The development of a representative group to manage the strategic marketing and development of cross regional trails should be strongly supported as a sustainable management model. This should include local government, state government and tourism industry representatives.



The Goldfields Track, providing regional linkage and benefits. Other regional cycling and walking assets need to be planned developed and managed by an appropriate, representative management group.

(Goldfields Track website screenshot)



environmental sustainability

active by design planning principles

9.1 Statutory Planning Guidelines for Active Design

Active by Design¹⁴ is a recent development promoted through the Australian Heart Foundation and supported by Government. Active Design principles support the development of environments that invite people to participate in activity and provide elements that encourage and provide bias toward walking and cycling as modes of travel between destinations.

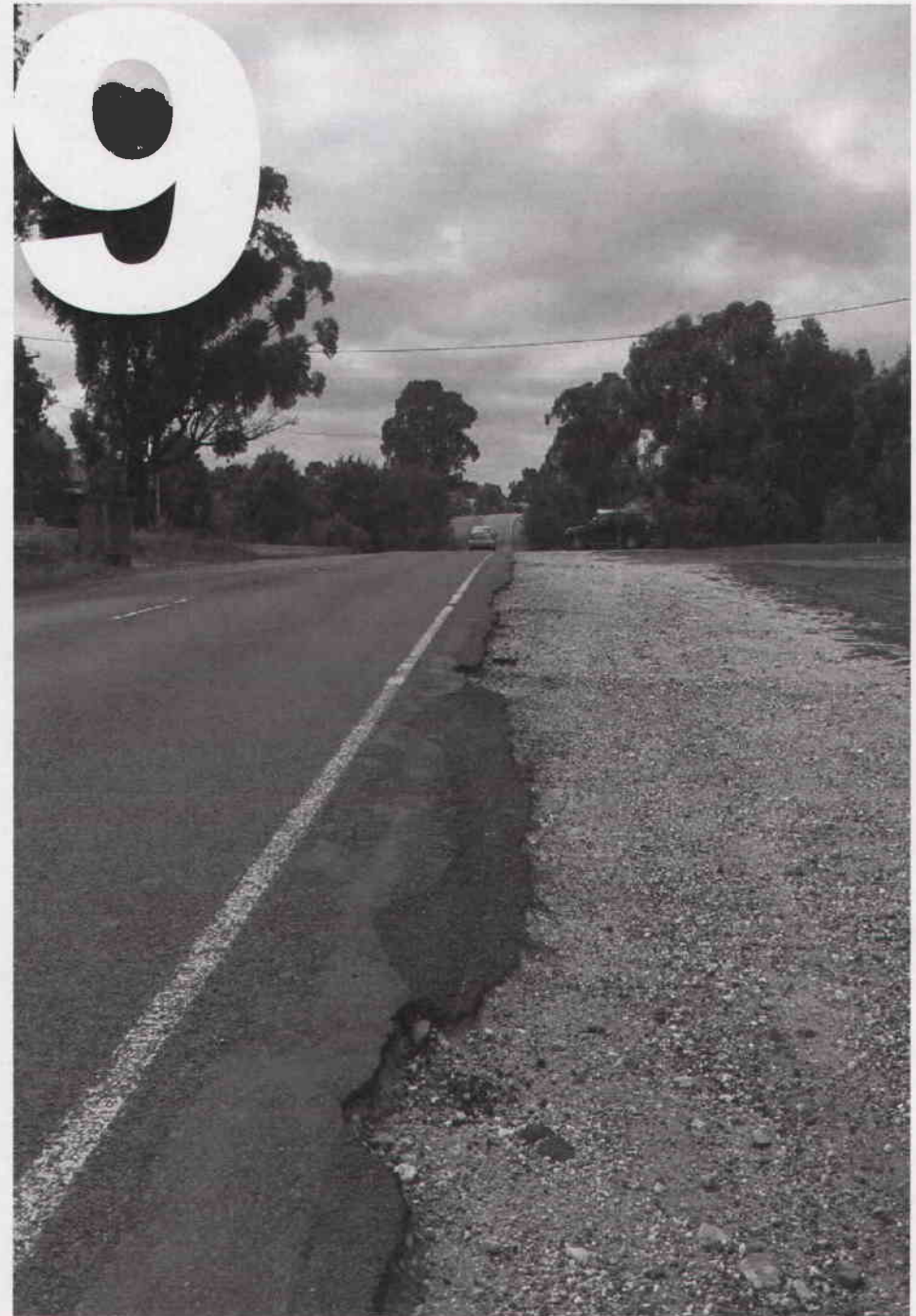
Active design both enables people to *want* to choose an active option for participating in community life as well as reducing barriers that may *exclude* or *limit* that participation.

These principles should be proactively applied and considered in the local government planning context. In the first instance, these principles can be applied at the statutory level through the planning permit and development process. This is often Council's first (and sometimes only) opportunity to influence both residential and commercial development. The following section provides a framework for policy development in this area.

9.2 Active By Design Policy Statement

In principle, consideration of access for walkers and cyclists should be a first priority in any subdivision or commercial development. Provision of the direct routes that provides safety and convenience and excludes as few people as possible should always be the aim.

¹⁴ Active By Design is a registered trademark used with permission of the Australian Heart Foundation



Handwritten signature or mark.

Provision of connection paths between streets that provide shortcuts for walkers should be encouraged as should the inclusion of bike storage space or bike racks and shower in any commercial development.

Including community in decision making is important in ensuring that momentum for development of active design is built not just with developers but with those who will use the assets and provide local knowledge that can lead to outcomes that are more relevant and genuine for local residents.

One of the key issues in developing principles or guidelines for active design is that prescriptive measures often required by the planning scheme are counterproductive to the aim of producing a locally relevant and flexible solution in any specific situation. Therefore, the guidelines developed here reflect a simple and clear checklist that can provide a negative or positive response to active design. Over time these may be further developed and detailed by Council's statutory planning unit.

The development of land for residential or commercial use should be considered from the perspective of connectivity and quality.

In cases where subdivision are small, there is still relevance in assessing the context of the subdivision and highlighting issues that may exist in either connectivity or quality of active design in the surrounding area. This is an important exercise in consistently assessing developing areas against best practice in active design.

The points provided in the highlighted boxes over the following pages provide an initial framework for developing a check list of for and against points regarding active design principles. These assessments may highlight gaps in Council's delivery of infrastructure however the exercise will ensure that active design principles are considered.

Planning Policy Guidelines

Connectivity Assessment:

Does the subdivision provide active transport opportunities such as footpaths or cycling lanes to connect to;

1. Shops
2. Schools
3. Recreation Reserves
4. Public Transport

Subdivision applicants or developer should be required to provide plans that illustrate the context of connectivity to nearby key destinations as noted above.



9.3 Active By Design Planning Assessment

In assessing any application for residential or commercial development, Council should consider the context of factors that both contribute towards active design and detract from it.

This consideration of both contributing and detracting factors can then be used to more clearly define whether an application meets the active by design principles. It will also provide a framework in which planners can further effect positive change toward active design features in proposed developments.

Contributing to an Active Design Proposal

Factors contributing to an active design include the following;

- Footpaths 1.5 metres in width or 2.5 metres in width in commercial zones with wider footpaths encouraged where footpath dining, footpath trading (display of goods/signage) &/or parallel parking are common.
- Connection to identifiable landmarks and local parks
- Provision of trees and green space adjacent to footpaths
- Provision of identified, shelter or seating along footpaths
- Connection between streets with walkways, providing a path network
- Introduction of shortcut routes for cyclist and walkers
- Footpaths that align directly across roads
- Provision of or connection to recreation trails or shared pathways
- Navigation aids such as clear views, signage, wayfinding treatments¹⁵

These should be considered and checked off by planning officers or referred and jointly considered by recreation officers within Council as part of the planning permit approval process.

¹⁵ Referenced from Active By Design Guidelines Checklist for Residential Development – Baw Baw Shire Council

Active by Design Assessment:

Factors *contributing* to an active design:

The application provides:

Connection to paths that provide direct and easy access to destinations in a pleasant environment.

Comfortable environment including shelter and rest points as required

Connection to a path network providing choices to destinations

Prioritisation of walkers and cyclists above other modes of transport

Simple navigation in a visually safe environment for walkers and cyclists

A solution that is sustainable if or when handed over to Council

Detracting from an Active Design Proposal

Factors detracting from an active design include the following;

- Road and intersection widths wider than minimum standards
- Lack of shelter points or seating along designated walking and cycling routes
- Paths or bike lanes that run alongside or have no buffer to arterial roads
- No practical connection to shopping, schools, hospital, recreation reserves
- Provision of paths creates longer circuitous routes and eliminates potential shortcuts
- Elimination of bike lanes or foot paths at crucial intersections or roundabouts.
- Car parking in designated bike lanes
- Obstructions (trees, signage, street furniture) along footpaths that create detour
- Narrow footpaths or gravel footpaths in commercial or residential zones
- Use of outdoor dining areas that restrict footpath widths to less than 1.5 metres

These criteria provide a general framework on which Council should base discussion for a more detailed assessment. The framework provided may be considered as a basis for inclusion as part of the Municipal Strategic Statement.

Active By Design Assessment

Factors *detracting* from an active design:

The application results in:

A development that does not connect with key community destinations in a reasonably short distance.

Priority being provided to motorised vehicular traffic in an area where pedestrians and cyclists should have priority.

Lack of shelter or rest points along pathways that reduces propensity for use.

Lack of visual passive surveillance or lighting that leaves users with a heightened perception of risk.

Intrusions which impede easy progress such as steep gradient, tree branches etc.

An approach that cannot be practically sustained by Council.

environmental sustainability

sustainable development

Key recommendations in this report focus on the development and maintenance of infrastructure for the provision of a walking and cycling network. The aim is to develop, maintain and promote a walking and cycling network that ultimately provides a number of community and environmental benefits including a positive net effect on the environment through a decrease in motorised vehicle use.

Importantly, the products used to deliver this infrastructure should also be considered an opportunity for further environmental benefit through the use of recycled materials and material with low embodied energy.

Opportunities for this type of sustainable development are summarised below and should be considered as part of any future Sustainability Strategy undertaken by Council.

Trail development

Sustainable trail development can involve appropriate construction techniques in the natural setting to reduce erosion and the use of natural, low embodied or recycled material such as local rock, timber, crushed brick or crushed glass.¹⁶

Path Development

The use of recycled materials or local materials should be considered in the construction of local paths where a surface treatment is applicable.¹⁷

¹⁶ www.southernaustraliantrails.com/pdf/trailmanual/chapter7smf1.pdf

¹⁷ www.sustainabletraildesign.org

10



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Signage and Mapping Development

Signage and mapping should, where possible be made from recycled or sustainable materials.

Online materials

Where possible and practical, information and promotional material should be available for download or as applications which can be used with portable media players. This reduces the need for consumption of consumable materials and allow for easier updating and replacement without wasting materials.



priority work details

Given the extensive list of works and actions provided in this report, it is important to provide a more detailed listing of high priority actions with the aim of completing the works over the next 2-3 years.

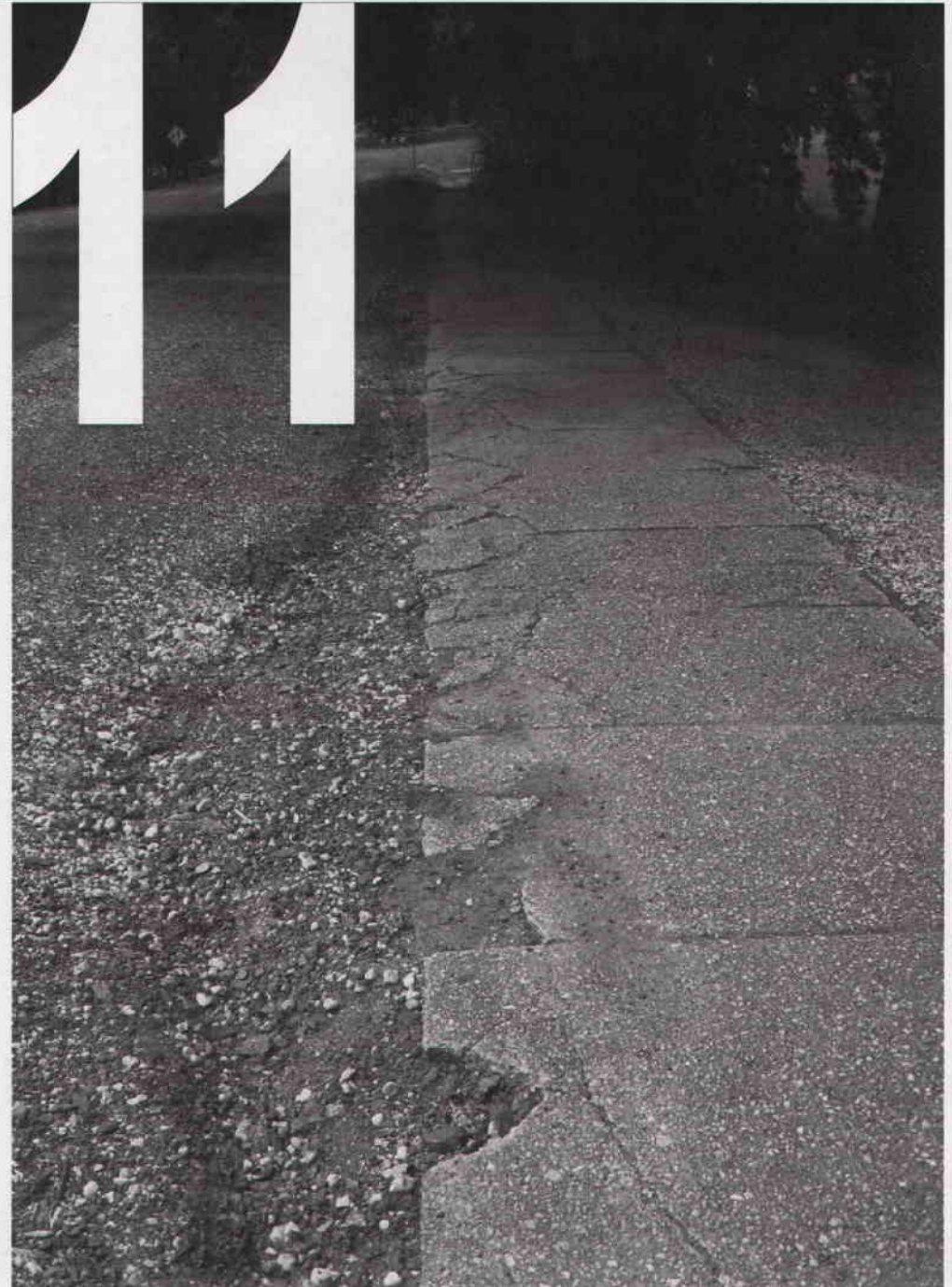
This section provides detailed listing of works recommended as high priorities based on the following criteria;

Risk mitigation/increased safety or access

Completing the existing network

Identified economic benefit

Identified community benefit



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FOCUS AREA: COMMUNITY HEALTH AND SAFETY PROJECTS

Project 1

Develop bike lanes on Midland Hwy between Vincent St and East St, and up Smith St to Daylesford Secondary College

Details: Provides cycling lane that services two schools and all cyclists coming into or out of Daylesford along a major arterial route. (Midland Highway)
Distance: 700m
Treatment: Preferred coloured and signed bicycle lane
Funding: VicRoads
Estimated Cost: \$70,000



Raglan Street, looking toward Daylesford Town Centre. Bike lanes should be signed and coloured.

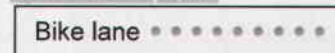
Project 2

Improve cycling walking trail and lane between Daylesford and Hepburn

Details: Provide coloured sections of bike lane across road entries or intersections. Respray bike logos. Provide coloured lane along service roads. Improve gradients at kerb drop of points.
Distance: 2000m
Treatment: Coloured lanes across intersections/service roads, minor works to kerbs.
Funding: VicRoads
Estimated Cost: \$70,000



Bike lane looking toward Daylesford. Bike lane ends.



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Project 3

Respray cycle lane in front of Daylesford Primary School back to Central Springs Road.

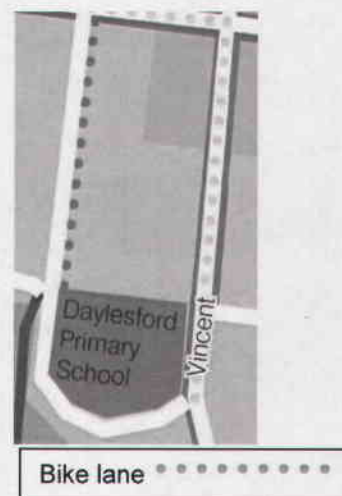
Details: Remarking of the bike lane from Central Springs Road provides increased safety for children riding to school and other cyclists moving through a busy section of Vincent Street in Daylesford.

Distance: 200m

Treatment: Coloured bike lane marking

Funding: VicRoads

Estimated Cost: \$20,000



Vincent Street looking back to Daylesford. Daylesford Primary School on left and line marking shown partially removed.

Project 4

Provide pedestrian crossing treatment (raised or coloured crossing) at Albert Street, near Cushing Avenue as part of roundabout works

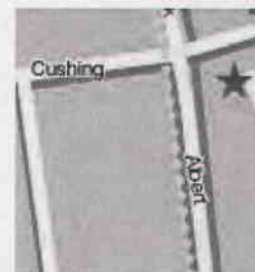
Details: Dangerous intersection and wide street crossing requires strong intersection treatment to slow motorist entering off highways. Roundabout is being developed and work should be conducted as part of this undertaking.

Distance: 40m

Treatment: Coloured crossing with tactile markers

Funding: VicRoads

Estimated Cost: \$10,000



Crossing treatment ★



Wide Street crossing at northern aspect of Albert Street, Creswick.

Project 5

Provide designated cycling path along Albert Street, through Creswick township, from Midland Highway through to Bungaree Creswick Road

Details: Provides dedicated bike lane through the main street of Creswick, providing safety for riders.
Distance: 1000m
Treatment: Coloured bike lane both sides of Albert Street, may involve more works on parking configuration etc.
Funding: VicRoads
Estimated Cost: \$100,000



Albert Street, looking across at Civic Offices and Town Hall.

Project 6

Advocate to VicRoads for sealing of shoulders on major roads in priority order;

1. Daylesford-Glenlyon
2. Clunes – Creswick
3. Daylesford – Trentham
4. Daylesford - Ballan

Details: Provision of bike lanes to edge of urban area and then sealing of shoulders between towns as noted.
Distance: 100 km
Treatment: Bike lane and shoulder sealing
Funding: VicRoads
Estimated Cost: Costs at approximately \$1,000,000 but spread over several financial years.

Project 7

Reduce speed limits in main roads of Hepburn Village and Daylesford to 50 km/hr

Details: Reduce speed limits through town centre and on to the car park entrance of the HMSR.

Distance: 1500m

Responsibility: **VicRoads**, Council to advocate

Treatment: Signage and application to VicRoads

Project 8

Initiate discussions and advocate for the trial installation of bike carrying racks on inter-town commuter buses.

Details: Advocate to authorities for the installation of bike carrying racks on commuter buses and monitor use over an evaluation period of 6 months.

Funding: **VicRoads**, Council to advocate

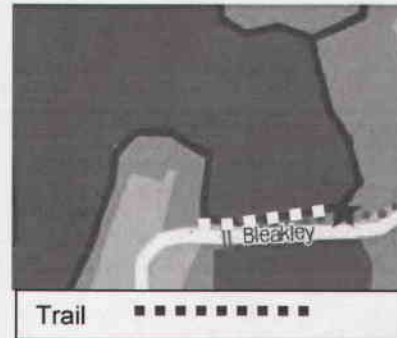
Estimated Cost: \$8,000



Project 9

Complete accessible trail around Lake Daylesford

- Details: Provide protected pedestrian bridge across lake at Bleakley Street, removing pedestrians from entering on to the road unnecessarily.
- Distance: 50m
- Treatment: Construction of protected pedestrian bridge, attached to the existing bridge at Bleakely Street
- Funding: **Council**
- Estimated Cost: \$100,000

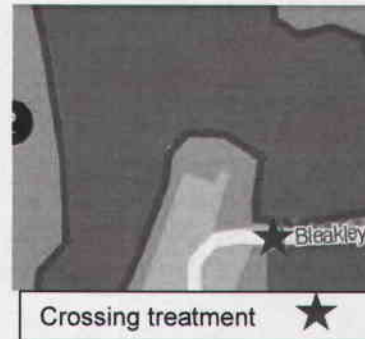


Bleakley Street-current access for pedestrians over bridge at Lake Daylesford.

Project 10

Provide crossing at Lake Daylesford along Bleakely Street

- Details: Provide raised and coloured (paved) pedestrian crossing to enable pedestrians to easily cross between upper and lower lake areas.
- Distance: 15m
- Treatment: Coloured or raised pedestrian crossing
- Funding: **Council**
- Estimated Cost: \$5,000

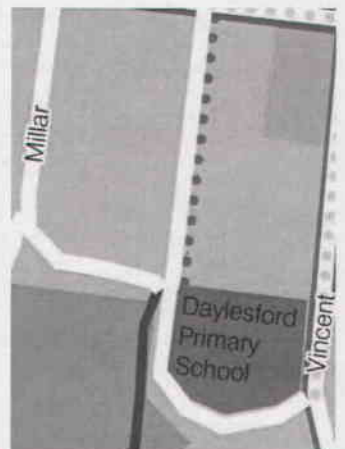


Crossover at Bleakely Street, raised pedestrian crossing may be most appropriate to reinforce priority.

Project 11

Develop footpath and signage from Lake Daylesford to central Daylesford.

- Details: Provides stronger and safer connection between Lake Daylesford and Peace Mile Trail and the town centre.
- Distance: 200m
- Treatment: Footpath construction
- Funding: **Council**
- Estimated Cost: \$40,000



Footpath ●●●●●●●●

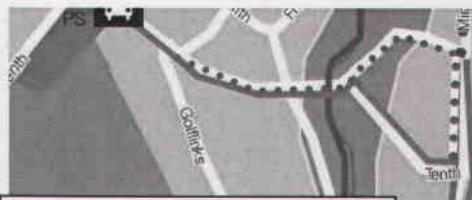


Current end of footpath coming out from Bridport Street looking back toward Daylesford.

Project 12

Improve pedestrian path along Hepburn – Newstead Road cutting from Tenth Street to Hepburn Primary School.

- Details: Develop footpath from corner of Hepburn Newstead Road and Mooltan House in Hepburn, provide railing up steep section of cutting to Golf Links Road.
- Distance: 400m
- Treatment: Footpath construction and railing installation
- Funding: **Council**
- Estimated Cost: \$35,000



Footpath ●●●●●●●●



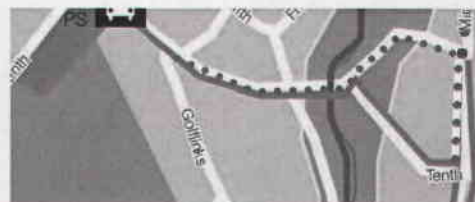
Area at Hepburn-Newstead Road where new footpath is required looking up toward Primary School.



Project 13

Complete footpath along Hepburn – Daylesford Road to corner of Hepburn Newstead Road.

Details: Small section of footpath (past Parma House and Peppers) is missing and needs to be constructed.
 Distance: 50m
 Treatment: Footpath construction
 Funding: **Council**
 Estimated Cost: \$5,000



Footpath ●●●●●●●●

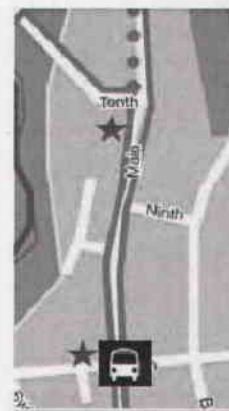


Looking back toward Hepburn along Hepburn Daylesford Road – footpath section missing.

Project 14

Provide two coloured and raised pedestrian crossings along Main Street to connect with preferred routes between town and HMSR.

Details: Provide crossings near Tenth Street and Hepburn General Store, as priorities. The aim is to improve pedestrian safety in the town centre and permeability into and from HMSR.
 Distance: 20m
 Treatment: Coloured (paved) and raised pedestrian crossings
 Funding: **Council**
 Estimated Cost: \$20,000



Crossing treatment ★



Tenth Street looking back toward Hepburn and main road at Hepburn General Store.



Project 15

Develop Stage 1 of proposed Wombat Trail at Trentham

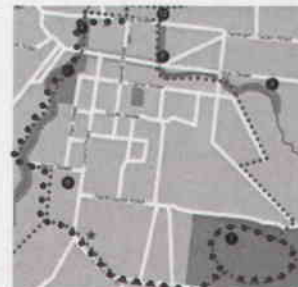
Details: Provide first 'half' of loop trail from Victoria Street VIC to racecourse reserve. This takes in Domino Trail, Quarry Street Reserve, Stony Creek Reserve and Racecourse Reserve.

Distance: 4000m

Treatment: Graveling of trail in places, signage and mapping

Funding: Council, RDV, DPCD

Estimated Cost: \$45,000



Trail ●●●●●●●●



Intersection of Trentham Greendale Road with proposed trail (noted with red star on plan)

Project 16

Support development of Trentham Falls Walk

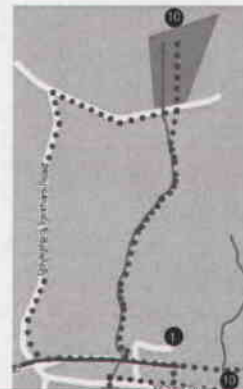
Details: Provides loop trail to Trentham Falls and back to VIC - creek line has access issues so looping will be a longer term project.

Distance: 2000m

Treatment: Earthworks and gravel trail in some sections, signage and mapping

Funding: Council, Parks Victoria, Tourism Victoria

Estimated Cost: \$50,000



Trail ●●●●●●●●



Trentham Falls, north of Trentham township represents an important destination point for tourists and residents.

Project 19

Develop connection between Calembreen Park and King Street, Creswick North.

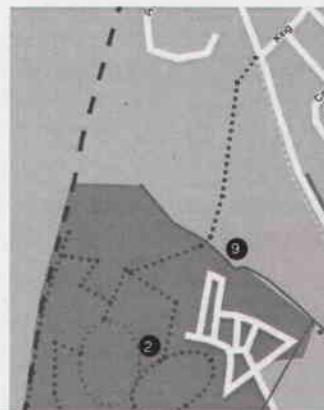
Details: Develop connection between Calembreen Park walking trails and King Street in order to provide access for residents in Creswick North. Trail is on DSE managed crown land

Distance: 150m

Treatment: Installation of gravel walking path and signage

Funding: DSE, Council, DPCD

Estimated Cost: \$10,000



Trail ●●●●●●●●



Current track off King Street going into Calembreen Park.

Project 20

Develop path along Creswick Creek from Calembreen Park through to St. Georges Lake Trail.

Details: Work is currently being undertaken to develop and re-sheet creek banks to mitigate flood risk. Opportunity exists to formalise and sign trail that runs along Creswick Creek and provide intersection treatment at Water Street intersection. Continue into St Georges Lake trail.

Distance: 2000m

Treatment: Gravel trail, earthworks and signage

Funding: Council, DPCD

Estimated Cost: \$150,000



Trail ●●●●●●●●

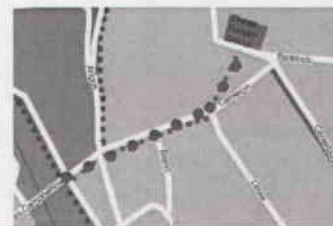


Creswick Creek from Cushing Avenue looking back to Creswick town centre.

Project 21

Provide footpath directly from Clunes Primary School down Cameron Street to Fraser Street.

Details: Provision of a footpath directly into town from the local primary school along Cameron Street, which is partially closed.
 Distance: 150m
 Treatment: Bitumen footpath construction
 Funding: Council
 Estimated Cost: \$15,000



Footpath ●●●●●●●●●●

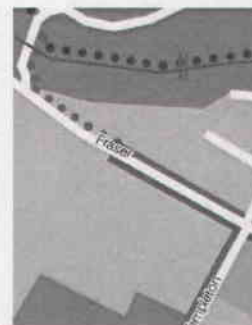


Looking across at Cameron Street from Clunes Primary School

Project 22

Extend footpath along Fraser Street to new Ford at Scenic Drive/Creswick Creek.

Details: Provide connection along main historic road of Clunes to the Ford crossing of Creswick Creek to link footpath with Creswick Creek walk and loop trail.
 Distance: 150m
 Treatment: Bitumen footpath construction
 Funding: Council
 Estimated Cost: \$15,000



Footpath ●●●●●●●●●●



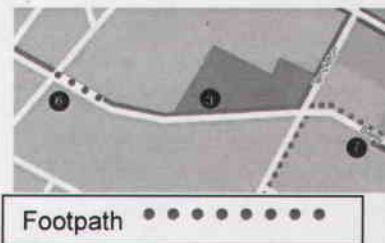
Footpath required in Fraser Street to Ford at Creswick Creek (above).

Project 23

Complete missing section of footpath along Bailey Street between Pioneers Park Reserve and Visitor Information Centre

Details: There is a break in the current footpath along Bailey Street which presents an issue for residents with mobility issues who use this footpath.

Distance: 100m
Treatment: Concrete footpath
Funding: Council
Estimated Cost: \$15,000



Footpath 'gap' looking back toward town centre (VIC on right)

Project 24

Complete footpath connection along Midland Highway at Newlyn and advocate for speed reduction through township to 60km/hr.

Details: Complete footpath to Bells Road, provide crossing treatment
Distance: 150m
Treatment: Earthworks and bitumen footpath
Funding: Council
Estimated Cost: \$15,000

Project 25

Provide signage and trail development for Loddon River Walk at Glenlyon

Details: Develop Loddon River Walk as per the plan provided, working with the Glenlyon Landcare group and local community planning committee.
Distance: 300m
Treatment: Gravel path and signage
Funding: Council, DPCD
Estimated Cost: \$6,000

Project 26

Provide funding for signage and mapping for Yandoit, Franklinford and Clydesdale trails as noted in the report.

Details: Provide and look to gain funding from other sources to develop local walking trails with mapping and signage
Distance: Several kilometres of established tracks and country roads.
Treatment: Signage and associated mapping
Funding: Council, DPCD
Estimated Cost: \$15,000

Project 27

Develop and install signage for established cycling routes between townships to raise awareness of motorists regarding cyclists.

Details: Installation of signage along designated road routes between key townships to ensure that awareness of motorists is raised with regard to sharing the road with cyclists.

Key loops include;

Daylesford – Glenlyon

Daylesford- Mt Franklin – Shepherds Flat – Hepburn Springs

Daylesford-Smeaton

Daylesford – Musk –Letches Creek

Daylesford- Trentham

Daylesford – Creswick

Creswick- Clunes

Distance: Not applicable

Treatment: Signage development and installation

Funding: Council

Estimated Cost: \$15,000



FOCUS AREA: ECONOMIC PROSPERITY

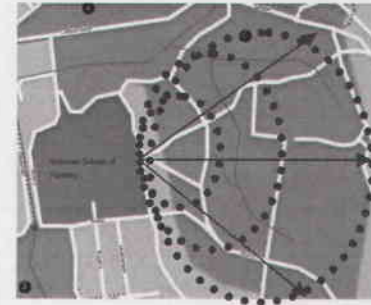
Project 1

Develop feasibility study and business plan supporting the Mountain Bike Trails concept for Creswick (and Daylesford, linking into Goldfields Track)

Details: Work with Victorian School of Forestry, Parks Victoria, Tourism Victoria and other stakeholders to explore feasibility and develop business plan supporting a Mountain Bike Trails package.

Funding: RDV, Tourism Victoria, Council to advocate

Estimated Cost: \$30,000



Conceptual location of trails that could be used for a variety of small and large loop tracks for mountain bikes and hiking.

Project 2

Work with Macedon Ranges Shire Council to undertake a comprehensive feasibility study for the development of a Rail Trail between Daylesford and Woodend.

Details: Potential to develop Rail Trail from Daylesford to Woodend however land lease arrangements, risk mitigation, ongoing management and capital work requirements need quantification.

Distance: 44000m

Treatment: Gravel trail with bridges etc. as needed

Funding: RDV, DPCD, Macedon Ranges Shire, Hepburn Shire Council

Estimated Cost: \$40000 for Feasibility Study



Coliban Bridge near Lyonville on the old Daylesford-Carlsruhe railway line.

Project 3

Develop regional partnerships to pursue regional trail asset development and promotion.

Details: Develop partnerships with a range of local governments in the areas of tourism and recreation in order to plan, develop and manage further regionally linked trails.
Key Councils include;

Macedon Ranges Shire (Daylesford-Woodend Rail Trail)

Mount Alexander Shire (Goldfields Track)

City of Ballarat (Goldfields Track, Events, Cobb and Co Trail)

Central Goldfields Shire (Cobb and Co Trail)

Estimated Cost: Staff resources

Project 4

Further develop links to the Goldfield Track

Details: Key actions include the following;

- Cross promotion of other trails in and around the area as developed (e.g. Daylesford and Creswick mountain biking trail loops)
- Links to retail and local goods and services (e.g. Hepburn Spa, local traders, Lavandula etc.)
- Link with any local events (both cycling and other interests)
- Link other sites to the Goldfields Track site.
- Provide links to other organisations such as MTB Australia etc.



FOCUS AREA: ENVIRONMENTAL SUSTAINABILITY**Project 1**

The introduction of suitable active design principles into MSS for the benefit of planning officers considering new developments in Hepburn Shire.

Details: Work with Hepburn Shire Planning Department on ensuring that appropriate active design principles (as noted in this report) are included in the Municipal Strategic Statement and developed as a potential checklist or tool for planners.

Funding: **Staff resources through Council**

Estimated Cost: Staff time

Project 2

Consideration of sustainable materials as part of development

Details: Much of this project focuses on infrastructure development and this highlights a need to give due consideration to materials used as part of construction such as recycled plastics and metal for signage, timber, local materials, recycled rock etc. Consideration to amore detailed policy could be undertaken as part of any future sustainability strategy.

Funding: **Staff resources through Council**

Estimated Cost: Staff time

attachments

1. Walking and Cycling Network Maps

- a. Daylesford
- b. Creswick
- c. Trentham
- d. Hepburn
- e. Clunes
- f. Municipal

2. Implementation Tables

- a. Daylesford
- b. Creswick
- c. Trentham
- d. Hepburn
- e. Clunes
- f. Other towns
- g. Other Tasks

3. Consultation Report

4. Background Paper



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Daylesford



Legend

- Roads Network
- Creek
- Central Business District
- Reserves
- Intersection Improvement
- Bus Stop
- Trail Network - proposed
- Footpath Network - proposed
- Bike Lane Network - proposed
- Trail Network

Places of Interest

- 1 Wombat Hill
- 2 Lake Daylesford Reserve
- 3 The Basin Recreation Reserve
- 4 Jubille Lake Reserve
- 5 Lost Children Memorial Reserve
- 6 Daylesford Swimming Pool
- 7 Daylesford Library
- 8 Victoria Park Caravan Park
- 9 Mineral Spring Walk
- 10 Goldfields Track
- 11 Lerderberg Track
- 12 Cornish Hill



Creswick



Legend

- Roads Network
- Creek
- Central Business District
- Reserves
- Intersection Improvement
- Bus Stop
- Train Station
- Trail Network - proposed
- Footpath Network - proposed
- Bike Lane Network - proposed

Places of Interest

- 1 Doug Lindsay Recreation Reserve
- 2 Calernbeen Park
- 3 Hammon Park Reserve
- 4 Park Lake Reserve
- 5 Botanical Gardens
- 6 Gravel Reserve
- 7 Post Office
- 8 Creswick Regional Park
- 9 Creswick Creek
- 10 St Georges Lake
- 11 La Gerche Track



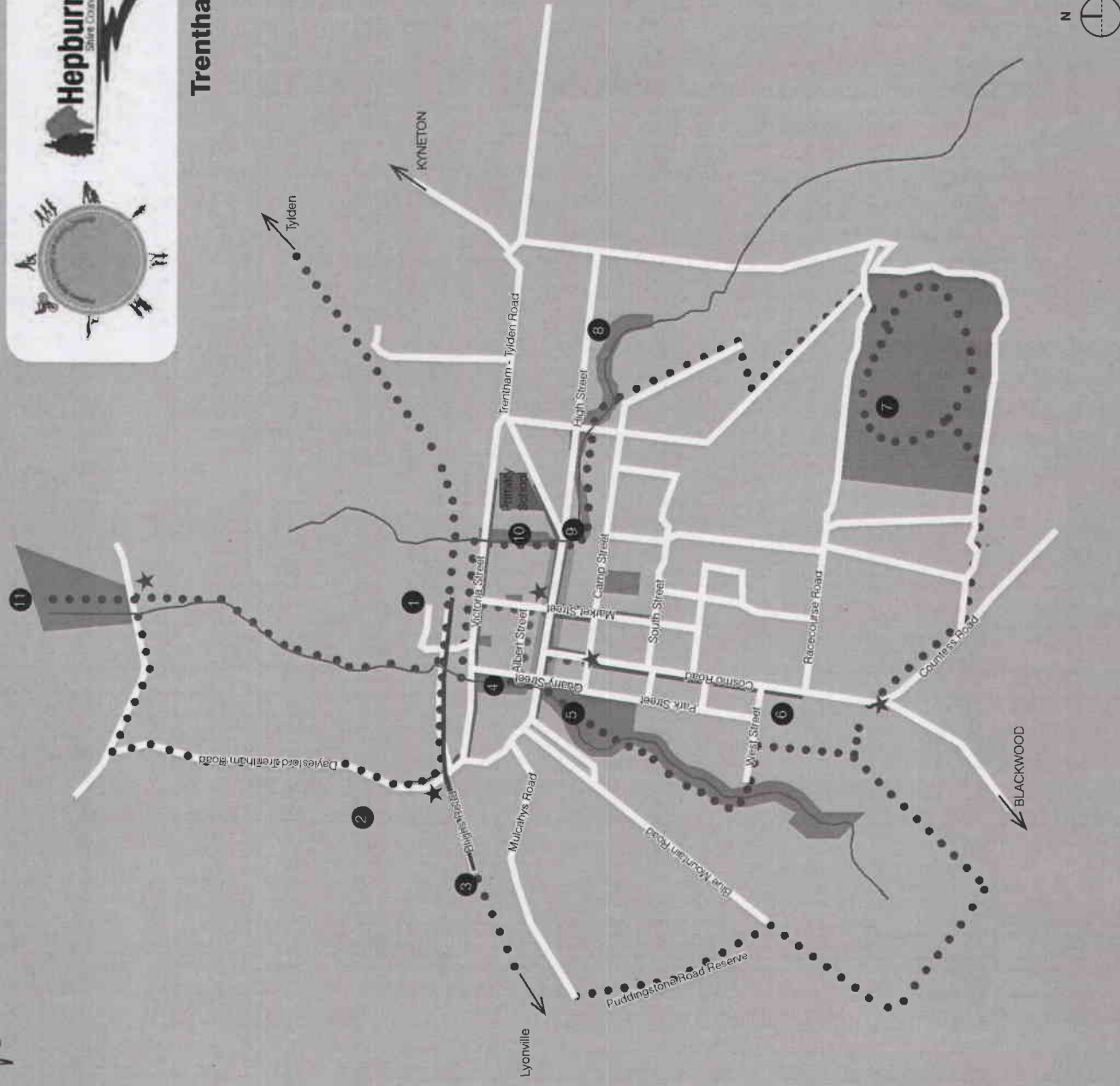
DANLESFORD
BUNGAREE

BALLARAT

CLUNES
NEWSTEAD



Trentham



Legend

- Roads Network
- Creek
- Central Business District
- Reserves
- Intersection Improvement

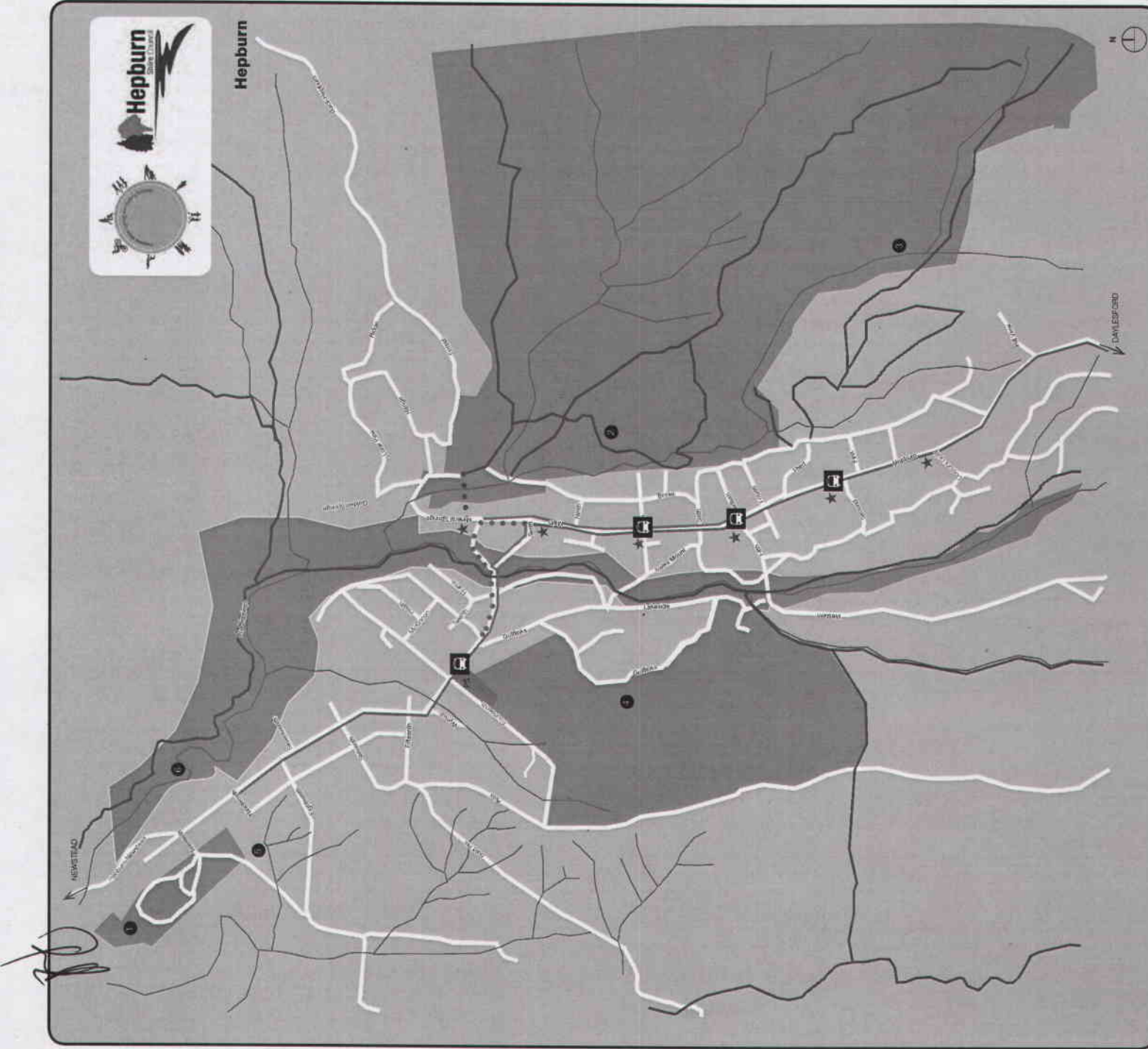
- Trail Network – proposed
- Footpath Network – proposed
- Bike Lane Network – proposed
- Trail Network
- Footpath Network
- Bike Lane Network

Places of Interest

- 1 Information Centre
- 2 Sporting Reserve
- 3 Domino Trail
- 4 Quarry Street Reserve
- 5 Stony Creek Reserve
- 6 Trentham Cemetery
- 7 Racecourse Reserve
- 8 Trent Creek Reserve
- 9 Chinese Market Garden
- 10 Bath Street Reserve
- 11 Trentham Falls



Hepburn



Legend

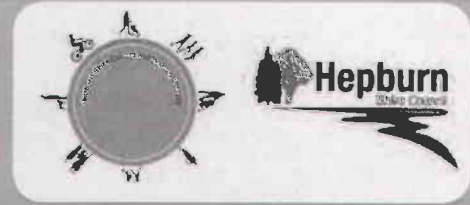
- Roads Network
- Creek
- Central Business District
- Reserves
- Intersection Improvement
- Bus Stop

- Trail Network - proposed
- Footpath Network - proposed
- Bike Lane Network - proposed
- Trail Network
- Footpath Network
- Bike Lane Network

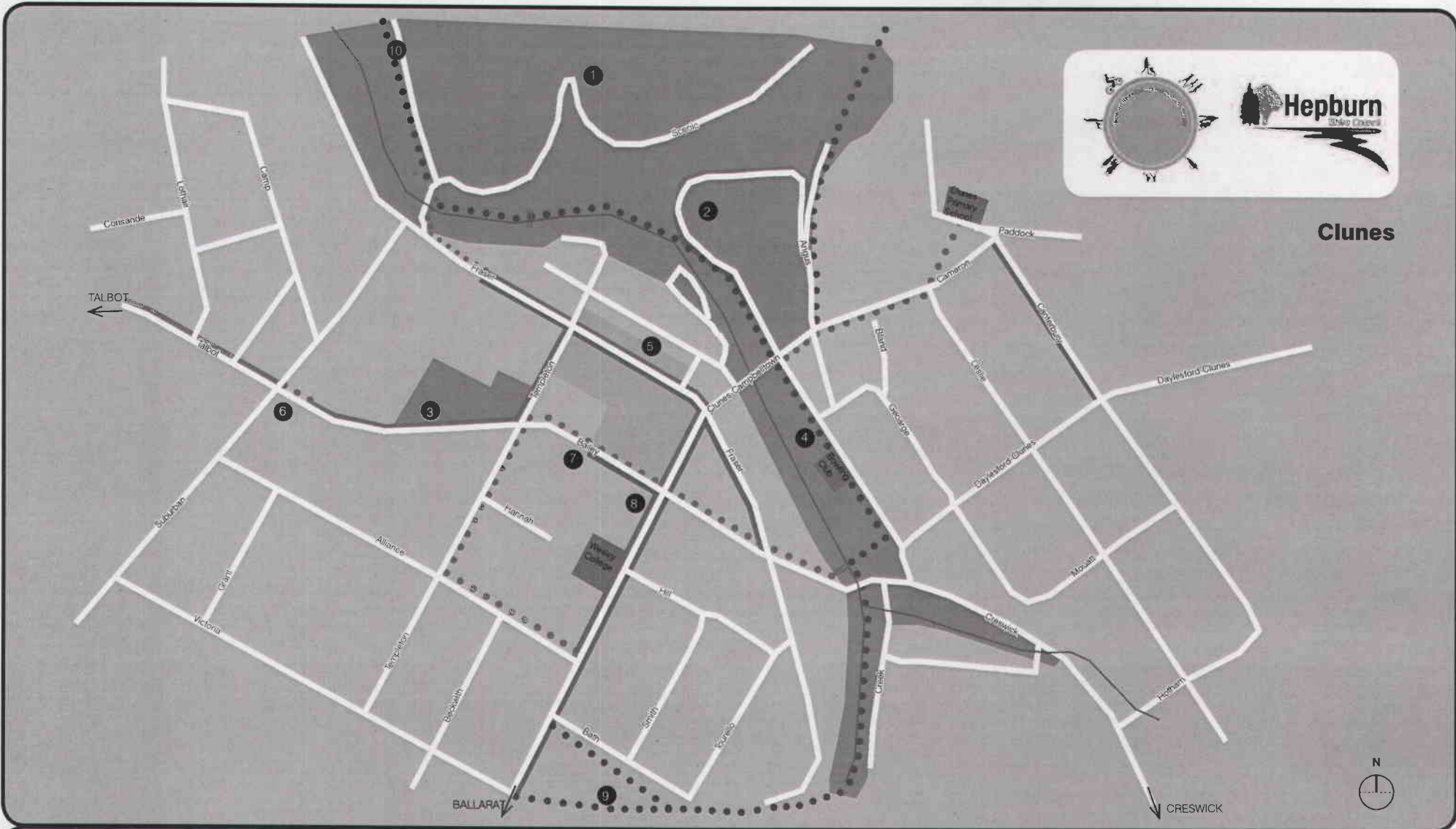
- Trail Network - proposed
- Footpath Network - proposed
- Bike Lane Network - proposed
- Trail Network
- Footpath Network
- Bike Lane Network

Places of Interest

- 1 Hepburn Reserve
- 2 Hepburn Mineral Springs Reserve
- 3 Spring Creek Reserve
- 4 Hepburn Springs Golf Course
- 5 The Blowhole - Breakneck Gorge
- 6 Breakneck Gorge - Golden Spring



Clunes



Legend

Roads Network

Creek

Central Business District

Reserves

Intersection Improvement

Bus Stop

Trail Network – proposed

Footpath Network – proposed

Bike Lane Network – proposed

Trail Network

Footpath Network

Bike Lane Network

Places of Interest

1 Esmond Park

2 Victoria Park Clunes

3 Pioneers Park Reserve

4 Queen's Park Reserve

5 Clunes Library

6 Information Centre

7 Town Hall

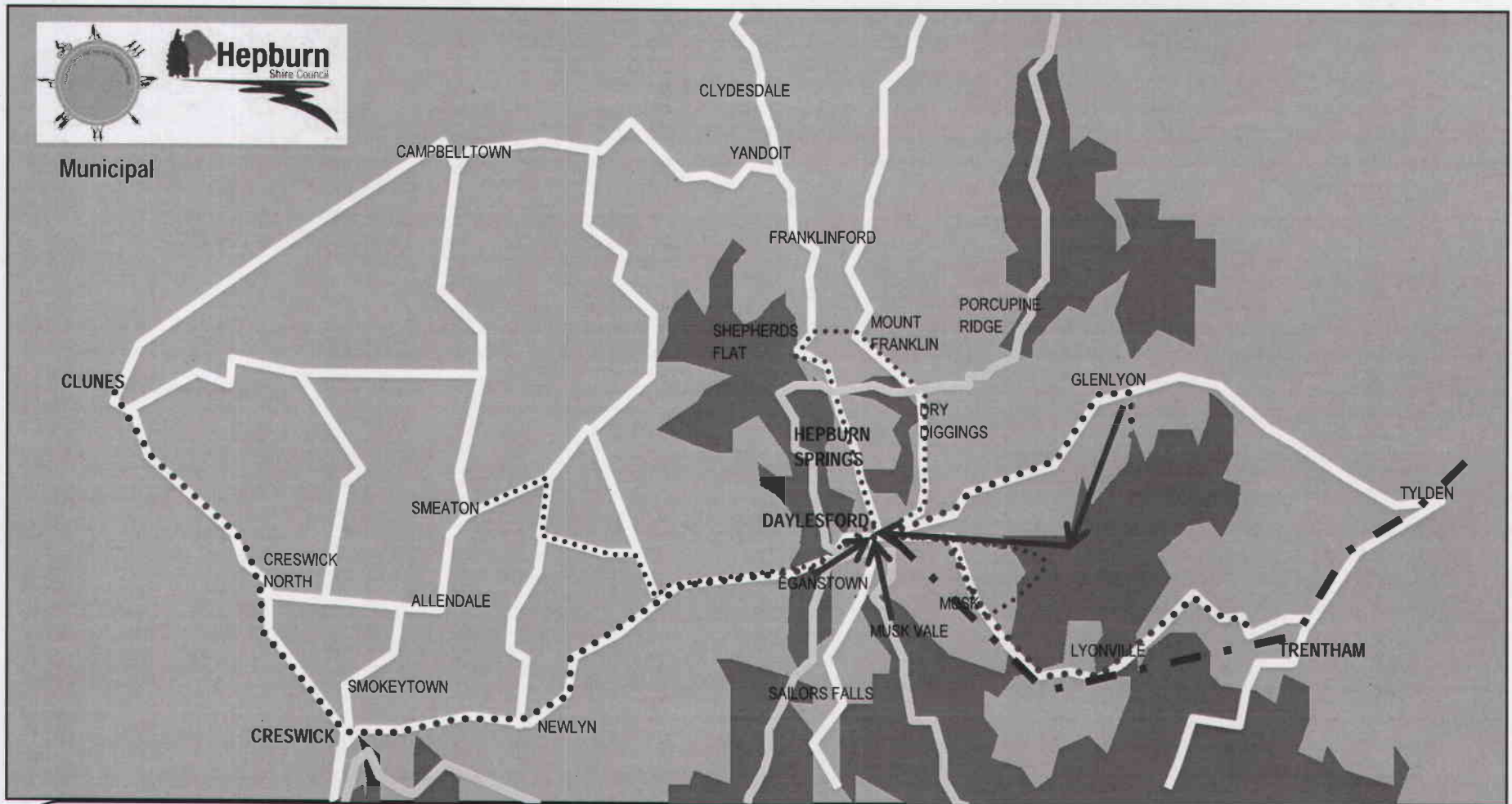
8 Post Office

9 Showgrounds

10 Old Tip Walking Loop



Municipal



..... Preferred on road cycling routes for sealed shoulders, signage, and slower speeds.

..... Proposed shoulder sealing between major townships

- - - - - Proposed Daylesford to Woodend Rail Trail

→ Off road links from Glenlyon, Muskvale and Eganstown to Daylesford

— The Great Dividing Trail (inc. Goldfields Track)

■ Crown land reserves

See attached maps for trails at Daylesford, Hepburn Springs, Creswick, Trentham and Clunes

See maps in Section 3.1 of Walking and Cycling Strategy for trails at Clydesdale, Yandoit, Franklind, Glenlyon and Newlyn

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Township Implementation Plans

The Implementation Plan provides township specific actions and tasks. These specific recommendations are based on research and consultation undertaken as part of this study. Information is provided on the nature of the proposed action, its context to the strategic report, lead unit and other partners, the priority rating of the action and probable costs.

Daylesford

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit/Team	Priority rating	Probable Cost	Potential Partners
Improve cycling/walking connection between Daylesford and Hepburn Springs- (3,000 m)	5.4,5.5,5.6 Bike Lane Design	Prioritisation of cyclists and pedestrians commuting or exercising. Removal of obstacles, bumps over gutters, sweep gravel more regularly Improve intersections or crossovers with service roadways, cars accessing properties- provide coloured lanes in these sections Improves safety to attract more users	Roads and Infrastructure, Recreation advocacy role only	High	\$70,000	VicRoads funding role
Develop Walking/Bike lane on Central Springs Road between Fulcher Street and Table Hill Road (400m)	5.4,5.5,5.6 Bike Lane Design	Improve safety Positive bias toward pedestrians and cyclists Creates connection from Lost Children's Reserve back to Central Daylesford	Roads and Infrastructure	Medium	\$20,000	VicRoads- partial funding
Respray cycle lane in front of school back to Central Springs Road, possibly coloured lane. (400m)	5.4,5.5,5.6 Bike Lane Design	Improve safety Positive bias toward pedestrians and cyclists Protection of children when riding to or from school Encourages children to ride through increased safety	Roads and Infrastructure	High	\$30,000	VicRoads
Develop footpath from Lake Daylesford to Central Daylesford. Along Bridport Street to Central Springs Road (300m)	5.1, 5.2, 5.3 Footpath Design	Provides connection between iconic lake and off road trails and central Daylesford	Roads and Infrastructure	High	\$25,000	
Lower speeds throughout all urban areas to 50 km/hr	5.4,5.5,5.6 Bike Lane Design	Provides safer environment for cyclists and pedestrians by calming motorised traffic.	Recreation, Tourism as advocates	Future	\$5,000 (signage)	VicRoads
Develop coloured cycle lane on Raglan Street	5.4,5.5,5.6 Bike Lane Design	Include cycling lane up Smith Street to both Daylesford Secondary and St Michael Primary schools. Provides for students cycling to St. Michaels Primary School and Daylesford High	Roads and Infrastructure	High	\$50,000	VicRoads

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit/Team	Priority rating	Probable Cost	Potential Partners
between Vincent Street and Midland Highway turnoff. (700m)		School along Raglan Street.				
Complete accessible track around Lake Daylesford	5.7, 5.8, 5.9 Trail Design 7.5 Iconic Trails	Complete loop by creating a pedestrian bridge at Bleakely Street to provide loop around lake Improves safety Creates continuity of experience	Roads and Infrastructure	High	\$100,000	
Provide crossover point at Lake Daylesford along Bleakely Street	5.1, 5.2, 5.3 Footpath Design	Provide road crossing treatment at Bleakely Street, possibly a raised crossing with signage. Manages significant risk and pedestrian vehicle conflict point.	Roads and Infrastructure	High	\$5,000	
Maintain a wider and more accessible track around Jubilee Lake (500m)	5.7, 5.8, 5.9 Trail Design	Provides trail that is more accessible, better experience for tourists and more accessible for a range of ages and skill levels. Reduces risk of injury by improving a trail in relatively poor condition. Compacted gravel surface only	Recreation, Parks	Medium	\$30,000	DPCD
Improve standard of footpaths for people using scooters/wheelchairs etc.	5.1, 5.2, 5.3 Footpath Design	Diminish use of concrete grinding, increase frequency of inspection in high use urban network areas (around hospital, school etc.)	Roads and Infrastructure	Medium	Staff Resource	
Restore the footbridge at the Hepburn Reservoir Spillway	5.7, 5.8, 5.9 Trail Design	Connects alternative walk from Daylesford to Hepburn through bushland. Old footings from bridge are still intact so may be a case of just re-sheeting.	Recreation, Parks	Medium	\$60,000	
Seal Shoulder on A 300 Midland Highway between Raglan Street turnoff and Glenlyon turnoff (800m)	5.4, 5.5, 5.6 Bike Lane Design	Improves connection between township on busy section of highway. Increases safety level for cyclists on main route between Glenlyon and Daylesford.	Roads and Infrastructure, Recreation as advocates	Medium	\$80,000	VicRoads as funding body
Provide public toilets and bike racks near supermarket	5.1, 5.2, 5.3 Footpath Design	Clean, safe and easy access point for public toilets and bike racks, continue to provide these and support cleaning and maintenance	Recreation, Roads and Infrastructure	Medium	Already in place, support with maintenance, \$2,000 for bike racks (already available)	Council
Develop connecting trails	5.7, 5.8, 5.9	Provide alternative commuting route and tourist route to nearby towns including Eganstown.		Medium	Will vary	Council as

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit/Team	Priority rating	Probable Cost	Potential Partners
from satellite townships to Daylesford	Trail Design	Musk, Glenlyon and Yandoit. In most cases, mapping and signage is required and prioritisation of maintenance to an established trail.			based on condition of existing trail.	facilitator but will involve Parks Victoria
Provide footpath connection to skate park	5.1, 5.2, 5.3 Footpath Design	Provides access for many young people accessing the skate park from town, school or residences.	Roads and Infrastructure, Recreation as advocate	Medium	\$25,000	Council
Shoulder sealing along Daylesford-Trentham Road (up to 5000m)	5.4,5.5,5.6 Bike Lane Design	Initiates connection for Daylesford to Trentham. Potential to connect to trail that may ultimately become part of Daylesford-Trentham – Woodend Rail Trail.	Roads and Infrastructure Recreation	Future	\$500,000	VicRoads as funding body
Widen shoulders on road from Daylesford to Mt. Franklin	5.4,5.5,5.6 Bike Lane Design	Narrow road currently and is designated route promoted through Parks Victoria connecting Daylesford and Hepburn Springs to Mt Franklin	Recreation	Future	\$200,000	VicRoads as funding body
Widen shoulder on Daylesford-Ballan Road (34000m)	5.4,5.5,5.6 Bike Lane Design	Provide bike commuting to Ballan Shops, Railway Station etc. then access to Melbourne	Roads and Infrastructure	Future	\$340,000	VicRoads as funding body
Complete footpath along Daly Street, connecting to Wombat Hill Botanical Gardens	5.1, 5.2, 5.3 Footpath Design	Provide completion of small gap in footpath network, providing access Daly Street to Botanical Gardens.	Roads and Infrastructure	Future	\$10,000	
Provide footpath along Millar Street between Central Springs Road and Albert Street/ (250m)	5.1, 5.2, 5.3 Footpath Design	Completes inner urban residential footpath network loop connecting residents to town centre.	Roads and Infrastructure	Future	\$25,000	
Provide footbridge across creek near Jubilee Lake Mineral Spring and create loop to Wombat State Forest	5.7, 5.8, 5.9 Trail Design 7.3 Iconic Trails	Provide footbridge to create new connection and walking loop to Wombat State Forest	Recreation, Parks	Future	\$65,000	

Hepburn

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Improve cycling/walking connection between Daylesford and Hepburn Springs- (3,000 m)	5.4,5.5,5.6 Bike Lane Design	Prioritisation of cyclists and pedestrians Removal of obstacles, bumps over gutters, sweeping of gravel off lane Improve intersections or crossovers with service roadways, cars accessing properties- coloured lanes in these sections Continue Pedestrian barriers through all parts of connection	Roads and Infrastructure	High	Noted in Daylesford table	VicRoads
Provide footpath and install safety fencing above Main Road cutting from corner of Hepburn-Daylesford Road and Hepburn Newstead Road to Golf Links Road. (400m)	5.1, 5.2, 5.3 Footpath Design	Provides safer route for school children and completes connection of footpath around tenth street and main roads. Increases opportunity to walk to school and to connect township with HMSR.	Roads and Infrastructure	High	\$35,000	Recreation
Reduce speed limits around Hepburn Mineral Springs Reserve and main township	5.1, 5.2, 5.3 Footpath Design	50 km/h maximum in township and HMSR precinct. Pedestrian speed within HMSR Advocacy role for Council to VicRoads as VicRoads set speed limits.	Roads and Infrastructure to advocate to VicRoads	High	\$2,000	VicRoads must sign off on any changes
Complete footpath between Hepburn Daylesford Road and corner of Hepburn-Newstead Road. (70m)	5.1, 5.2, 5.3 Footpath Design	Small section of footpath (past Parma House and Peppers) is missing or is rough gravel and needs to be completed in bitumen or concrete.	Roads and Infrastructure	High	\$5,000	
Provide alternative entry into HMSR over Spring Creek (150m)	5.1, 5.2, 5.3, 7.3	Provide a northern entry point into HMSR to reduce the use of the Mineral Springs Road and HMSR car park as an entry point for walking tourists and provides more direct access into the HMSR whilst reducing vehicle pedestrian conflict.	Roads and Infrastructure, Recreation, Parks	High	\$120,000	RDV, VicRoads as potential funding partners.
Improve maintenance of tracks in the HMSR	5.7, 5.8, 5.9 Trail Design	Improve accessibility to eliminate exclusion for as many users as possible Provide increased inspection and maintenance regime as per Management Plan recommendations	Parks, Roads and Infrastructure, Recreation	Medium	\$25,000	Victorian Mineral Water Committee, DSE.

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Work with Parks Victoria and Victorian Mineral Springs Committee on style guide and implementation for signage.	5.7, 5.8, 5.9 Trail Design 7.3 Iconic Trails 8 Tourism 6.4 Promoting the Network	Advocacy and partnering role to improve legibility and frequency of signage through the Hepburn Springs Trail network.	Parks, Recreation	Medium	Staff resources	Parks Victoria, Victorian Mineral Water Committee
Develop two pedestrian crossings on Hepburn main road at Tenth Street and the General Store	5.1, 5.2, 5.3 Footpath Design	Provide prioritisation of pedestrians and cyclists through town centre. Slows vehicles, lowering noise levels and protecting character of the town. Safer for tourists sightseeing in the township.	Roads and Infrastructure	High	\$20,000	VicRoads
Provide prominent signage (wayfinding) for entries into HMSR from Hepburn main street into Ninth and Tenth Street	5.1, 5.2, 5.3 Footpath Design 7.3 Iconic Trails 6.4 Promoting the Network	Provides more legible navigation and increased permeability between HMSR and Hepburn Township. Promotes safer options for entering HMSR than walking along Mineral Springs Road and entering via car park.	Roads and Infrastructure, Recreation	Medium	\$5,000	RDV
Develop brochure and map series for main walks through Hepburn area	8 Tourism 6.4 Promoting the Network	Include; HMSR Mineral Springs Walk Doctors Gully Walk Dry Diggings and Lerderberg Tracks Mountain Bike Trails	Recreation, Tourism Development	Medium	\$5,000	Community groups, HMSR committee, DPCD funding schemes.

Trentham

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Provide Stage 1 Development of proposed Wombat Trail (4000m)	5.7, 5.8, 5.9 Trail Design	From Victoria Street Station (off road lane or bike lane on road shoulder) Quarry Street Reserve (reserve trail) Stony Creek Reserve (resurface of existing creek trail) West Street (extend trail along creek line and join to West Street) Trentham Cemetery (sign to indicate toilets) Cosmo Road/Greendale-Trentham Road(crossing required signage and coloured road treatment) Bushland to Race Track (surfacing required) Opportunity to create local theme for Wombat Trail and provide interpretation of history.	Roads and Infrastructure, Recreation	High	\$45,000	VicRoads for road crossing, Parks Victoria for crown land, DPCD funding for various parts of the trail
Develop Trentham Falls Walk (2000m)	5.7, 5.8, 5.9 Trail Design	From Victoria Street Station Along Domino Trail Provide Signage at Blighs Road intersection Through crown land to Trentham Falls (see Trentham map in Attachment 1)	Roads and Infrastructure, Recreation	High	\$45,000	Parks Victoria to fund improved track to Trentham Falls, DPCD for signage, mapping etc.
Provide Stage 2 Development of Wombat Trail	5.7, 5.8, 5.9 Trail Design	From Racecourse Reserve Camp Street (Signage) Follow creek line (trail required or along edge of road if flood prone) Old Chinese Market, natural spring and Bath Street Reserve Finish back at Victoria Street Railway Station Opportunities include Indigenous, Cemetery, race course, Chinese market, Old municipal baths, local flora and fauna	Roads and Infrastructure, Recreation	Medium	\$90,000	Parks Victoria for crown land, DPCD funding for various parts of the trail
Complete footpath along Cosmo Road from High Street to cemetery	5.1, 5.2, 5.3 Footpath Design	Provide connection of segmented footpaths and install at least compacted road base gravel to complete connection for residents into town centre.	Roads and infrastructure	Medium	\$12,000	
Provide pedestrian crossing at Falls Road intersection with Domino Trail.	5.1, 5.2, 5.3 Footpath Design	Increase safety at this point where the off road Domino Trail intersects with a main road.	Roads and Infrastructure, Recreation	Medium	\$15,000	

implementation plan

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Provide pedestrian crossing in High Street between Neighbourhood House and Post Office	5.1, 5.2, 5.3 Footpath Design	Delivers a safe crossing point at a busy intersection of town between tow key publicly accessed facilities and services.	Roads and Infrastructure	Medium	\$15,000	
Completion of Market Street footpath (west side of street) between High Street and Victoria Street	5.1, 5.2, 5.3 Footpath Design	Completes connection from Victoria Street and VIC up to town centre and retail area	Roads and Infrastructure	Medium	\$30,000	
Develop footpath along Albert Street (south side) between Market Street and Quarry Street	5.1, 5.2, 5.3 Footpath Design	Completes connection for residents from town centre to recreation reserve.	Roads and infrastructure	Medium	\$30,000	
Develop historical walk around Trentham township, connecting to the proposed Wombat Trail.	5.7, 5.8, 5.9 Trail Design	Provide further interpretative opportunity that links into tourism for Trentham. Costs expected for interpretative signage.	Tourism	Medium	\$5,000	RDV, Heritage Victoria
Colour code all local walks (Trentham Falls, Wombat Trail, Domino Trail, Town History) and provide integrated mapping and signage	8 Tourism	Deliver an integrated package of trail walks and loops and present as a colour coded, mapped system for local and tourist enjoyment.	Tourism	Medium	\$5,000	
Develop Victoria Street Railways Station (Visitor	5.7, 5.8, 5.9 Trail Design	Provide bike racks and wayfinding signage (some already in place) at VIC to encourage easy use of trails for both local residents and tourists.	Recreation, Tourism	Medium	\$2,500	

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Information Centre) as Trail head for key local walks.						
Provide localised walking/cycling trail tourism package as a niche for Trentham.	8 Tourism	Theme suggestion "Slow the Pace in Trentham" – history, nature, links to larger walks, geographic features (e.g. Trentham Falls) Bike hire through VIC	Tourism	Future	Staff resources	Tourism Victoria
Provide bike racks in main street and at VIC	5.1, 5.2, 5.3 Footpath Design	Encourage secure storage of bikes in and around main activity areas. Promotes use and provides security for potential users Indicates a cycle friendly approach to Trentham.	Transport Connections	Medium	\$1,500	
Reduce speed limits and provide higher frequency of signage for awareness of cyclists on country and regional roads	5.4,5.5,5.6 Bike Lane Design	Increased frequency of signage and reduced speeds provides higher levels of safety for all road users. Promotes a slower pace in and around Trentham, supporting the nature based and historical theme for Trentham tourism.	Recreation, Roads and Infrastructure	Medium	\$2,500	VicRoads
Undertake Feasibility Study for Rail Trail from Daylesford to Woodend	7.4 Iconic Trails	Feasibility analysis for Daylesford to Woodend Rail Trail proposal is an absolute requirement to fully detail capital works, consideration of lease arrangements and land availability and ongoing maintenance and insurance responsibilities.	Tourism, Recreation	High	\$40,000	Tourism Victoria, VicTrack, RDV
Extend Domino Trail to Lyonville	7.2 Iconic Trails 7.4 Iconic Trails	Could be explored as part of Rail Trail Feasibility Study	Tourism, Recreation	Future, pending feasibility study	\$100,000	RDV

Creswick

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Seal shoulder of Creswick-Clunes Road to create safe ride conditions between Creswick and Clunes.	5.4, 5.5, 5.6 Bike Lane Design	Prioritisation of cyclists and pedestrians Removal of drop off edges Improves safety to attract more users	Roads and Infrastructure as advocate	High	\$100,000	VicRoads as funding body
Construct connection into Calembeen Park from King Street (200m)	5.7, 5.8, 5.9 Trail Design	Provide path from King Street to Calembeen Park Provide footbridge across creek	Roads and Infrastructure	High	\$10,000	DPCD, Parks Victoria
Provide maintenance to car park and trail surface at La Gerche Track	5.7, 5.8, 5.9 Trail Design	Improve safety Positive bias toward pedestrians and cyclists Protection of children when riding to or from school Encourages children to ride through increased safety	Recreation and Parks advocating to Parks Victoria	High	\$10,000	Parks Victoria as main funding body
Complete and improve track between Novotel and township from Tait drive to Albert Street footpath (300m)	5.7, 5.8, 5.9 Trail Design	Provide coloured lane or compacted gravel and ensure road crossing are improved with signage and treatment Provide signage or bollards to eliminate motorised vehicle use of this trail Complete connection between Tait Drive and footpath in Main Street	Roads and Infrastructure	High	\$20,000	Novotel
Develop a path along Creswick Creek from Calembeen Park through to Bungaree-Creswick Road and on to connect to St. Georges Lake Trail.	5.7, 5.8, 5.9 Trail Design	Provides linear 'spine' through Creswick There are a number of road crossings, footbridges and other works required to develop this trail and a detailed engineering feasibility study would be required to ascertain specific requirements, however the principle in developing the trail should be supported. Opportunity to work with the Catchment Management Authority as flood mitigation works are carried out.	Roads and Infrastructure, Recreation	High	\$150,000	DPCD, CMA
Raise footpaths at Main Street near supermarket to reduce cross sectional gradient.	5.1, 5.2, 5.3 Footpath Design	Improve safety Positive bias toward pedestrians and cyclists Provides increased accessibility for those with mobility issues Cross sectional gradient is currently steep	Roads and Infrastructure	High	\$20,000	

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Complete footpath connection to Doug Lindsay Reserve along Victoria Street	5.1, 5.2, 5.3 Footpath Design	Provide clear connection between residential town area of Creswick and major recreation reserve where loop walks can be provided.	Roads and Infrastructure	High	\$2,000	VicRoads
Provide crossing treatment at Albert Street (near Cushing Avenue) for resident connection to town centre	5.1, 5.2, 5.3 Footpath Design	Improve safety for pedestrians and alert drivers coming in off higher speed highways that they are entering a pedestrian zone and need to slow down. It is expected that this would occur as part of the planned roundabout works at this intersection.	Roads and Infrastructure	High	Unknown	VicRoads
Provide shared footbridge at bridge along Clunes-Creswick Road	5.1, 5.2, 5.3 Footpath Design	Improves safety for pedestrians by removing them from the road in a location where the road narrows and speeds are still high.	Roads and Infrastructure	Medium	\$80,000	VicRoads
Develop footpath along Lee Street and provide footbridge connection to Pearman Street and town centre.	5.1, 5.2, 5.3 Footpath Design	Provide footpath along Lee Street from Hutchison to Moore Street and along Moore Street to Water Street, down Water Street (or through Hammon Park Reserve and provide footbridge or pedestrian path at corner of Water and Moore Street through to Pearman Street.	Roads and Infrastructure	Medium	\$80,000	
Remove cross sectional gradient from Albert Street footpath	5.1, 5.2, 5.3 Footpath Design	Improve safety Positive bias toward pedestrians and cyclists Provides increased accessibility for those with mobility issues Cross sectional gradient is currently steep Particularly steep around the supermarket in the main street	Roads and Infrastructure	Medium	\$unknown- needs more detailed feasibility analysis	

Clunes

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Extend footpath along Bailey Street between Templeton and Fraser Street	5.1, 5.2, 5.3 Footpath Design	Completes footpath network for town centre Connect residents into town centre	Roads and Infrastructure	High	\$30,000	
Develop footpath directly from Primary School (Paddock Street) down Cameron St to Fraser St	5.1, 5.2, 5.3 Footpath Design	Improve safety Positive bias toward school pedestrians and cyclists Creates connection from primary school to town centre. Encourages walking and riding through increased safety for children	Roads and Infrastructure	High	\$15,000	
Complete footpath section along Bailey Street between Pioneers Park Reserve and Visitor Information Centre (100m)	5.1, 5.2, 5.3 Footpath Design	Improve safety Finish connection to close gap in footpath network	Roads and Infrastructure	High	\$15,000	
Extend footpath along Alliance Street between Service Street and Templeton Street	5.1, 5.2, 5.3 Footpath Design	Provides further footpath network connection for residents into town Creates inner walking loop for residents for recreation Particularly useful for exercise for older residents who require stable, even surface for good access	Roads and Infrastructure	Medium	\$25,000	
Extend footpath along Templeton Street from Alliance Street to Bailey Street	5.1, 5.2, 5.3 Footpath Design	Provides further footpath network connection for residents into town Creates inner walking loop for residents for recreation Particularly useful for exercise for older residents who require stable, even surface for good access	Roads and Infrastructure	Medium	\$20,000	
Extend footpath along Daylesford Clunes Road from Canterbury Street to Pine tree grove at Creswick-Clunes Road	5.1, 5.2, 5.3 Footpath Design	Provides further footpath network connection for residents into town Creates inner walking loop for residents for recreation Provides good access for new housing into town centre	Roads and Infrastructure	Medium	\$20,000	VicRoads
Extend footpath along Fraser Street up to Scenic Road and Creswick Creek Ford	5.1, 5.2, 5.3 Footpath Design	Connects historic main road of Clunes to the Ford crossing on Creswick Creek and provides potential to link to loop trail and Creswick Creek trail.	Roads and Infrastructure, Recreation	High	\$20,000	

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Develop Creswick Creek Trail from Scenic Road to Clunes Campbelltown Road	5.7, 5.8, 5.9 Trail Design	Redevelops what was a partially existing trail, effectively destroyed by flood,	Roads and Infrastructure, recreation	Medium	\$30,000	
Provide signage and mapping for trail loop that would connect Creswick Creek Trail to Scenic Road, past old tip and back to Angus Street	5.7, 5.8, 5.9 Trail Design 6.4 Promoting the Network	Provides an achievable trail loop for residents and tourists that takes walkers out of town, around the outskirts of Clunes and back into town.	Recreation	Medium	\$5,000	
Extend Creswick Creek Trail past Clunes Campbelltown Road through to pine grove at Daylesford Clunes Road	5.7, 5.8, 5.9 Trail Design	Provide intersection crossing treatment at Clunes Campbelltown Road Take trail through Queens Park Reserve Provide diversion around Clunes Bowling Club Extend to pine grove Provide good off road connection to recreation facilities	Recreation	Medium	\$30,000	DPCD
Construct footbridge over Creswick Creek	5.7, 5.8, 5.9 Trail Design	Construct at pine grove at end of Daylesford-Clunes Road Provides connection for residents off Daylesford-Clunes Road on to proposed extension of Creswick Creek Trail which then transports walkers/cyclists into town This would most practically need to attach to the existing vehicle bridge	Roads and Infrastructure	Medium	\$100,000	DPCD



Other Towns

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Complete footpath connection at Newlyn along Midland Highway	3.1 Consultation 5.1, 5.2, 5.3 Footpath Design	Completes footpath through Newlyn township Connects residents into town centre Complete footpath to Bells Road and provide crossing treatment	Roads and Infrastructure	High	\$15,000	VicRoads
Reduce speed through Newlyn particularly at school times.	3.1 Consultation	Improve safety Positive bias toward school pedestrians and cyclists Encourages walking and rising through increased safety for children	Roads and Infrastructure advocate to VicRoads	High	Staff resource	VicRoads as relevant authority
Provide signage to develop a walking loop in Newlyn taking in Bell's nursery and the Newlyn Reservoir.	3.1 Consultation 5.7, 5.8, 5.9 Trail Design	Provide trail loop for local residents for recreation purposes. Increases safety by providing signage alerting motorists to walkers.	Recreation	Medium	\$2,000	DPCD
Provide signage and trail development for Loddon River Walk at Glenlyon	3.1 Consultation 5.7, 5.8, 5.9 Trail Design	Creates walking loop for residents for recreation Connects recreation reserve and town centre via the Loddon River. Requires some earthworks to lay a gravel trail adjacent to the Loddon River.	Roads and Infrastructure	High	\$6,000	DPCD
Develop walk from Glenlyon to Loddon Falls	3.1 Consultation 5.7, 5.8, 5.9 Trail Design	Provides further footpath network connection for residents into town Creates inner walking loop for residents for recreation	Recreation	Medium	\$10,000	DPCD
Plan to buy back river frontage on older titles where ownership rests in private freehold.	3.1 Consultation	Over time, plan with the Catchment Management Authority to purchase river frontage easements in order to provide a contiguous, publicly owned parcel as part of the river frontage. Provides opportunity for linear connection using the riverside.	Planning, Council executive	Medium	Unknown	Catchment Management Authority
Provide signage and mapping for local walks at Yandoit, Franklinford and Clydesdale	3.1 Consultation 5.7, 5.8, 5.9 Trail Design	Provides for proposed walking/cycling routes as noted in the report and provided as part of community consultation as preferred routes.	Recreation	High	\$15,000	RDV, DPCD
Develop Historic Trail Walk at Lyonville	3.1 Consultation	Provides opportunity to create a walk with historical interest centred around Lyonville.	Tourism, Recreation	Medium	\$3,000	

Other Tasks

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Council will provide quality footpaths generally made of bitumen or concrete and will maintain these with a documented inspection and rectification program. The inspection schedule (and consequential maintenance) currently in place should be increased in frequency and also be reactive to community reporting.	5.1, 5.2, 5.3 Footpath Design	As population ages and mobility issues increase, higher levels of inspection and maintenance to accessible paths of travel become increasingly important Increase inspection rates and regular maintenance as well as improvement to response times for footpath repairs highlighted by residents.	Roads and Infrastructure	Medium	Staff costs 10,000 p.a. Maintenance costs -\$30,000 p.a.	
Plan footpaths and links between radial roads that provide framework for footpath and trail network	5.1, 5.2, 5.3 Footpath Design	Ensure easements or linear parcels are acquired as development occurs to allow for inter street connection and active by design principles to be achieved.	Roads and Infrastructure Planning	Future	Staff resources	
Mow grass verges on road side where no footpath or bike lanes exists in order to provide space for walkers and cyclists to be off the road	5.1, 5.2, 5.3 Footpath Design 5.4,5.5,5.6 Bike Lane Design	Improve safety for cyclist and walker on quieter 'back' roads. Finish connection to close gaps or create loops in bike lane or footpath network	Roads and Infrastructure	Medium	\$10,000 p.a.	
Provide signage indicating that motorists should be aware of cyclists on roads.	5.4,5.5,5.6 Bike Lane Design	Improves awareness for drivers and	Roads and Infrastructure	Medium	\$25,000	
Regularly review planning requirements for outdoor dining placement and undertake inspections to ensure compliance.	5.1, 5.2, 5.3 Footpath Design	Improves 'walkability' of local urban footpath network where cafes and commercial operators may have seating, goods or signage cluttering the footpath.	Local Laws	Medium	Staff resources	
Council will provide way finding signage for main town centres	5.1, 5.2, 5.3 Footpath Design	Provide way finding signage in Daylesford, Creswick and Hepburn to assist navigation in and out of town centre to other destinations such as Lake Daylesford, St Georges Lake and Hepburn Mineral Springs Reserve	Tourism	Medium	\$7,500	
Council will progressively implement tactile markers in all high traffic pedestrian areas such as town centres, schools and hospitals.	5.1, 5.2, 5.3 Footpath Design	Improve access throughout town centres for those with vision impairment	Rural Access, Engineers	Ongoing	Unknown	

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Council will work to rectify gradient issues in footpath (cross sectional and linear) with remedial work and ensure new footpaths are built to gradient standard of 1 in 14	5.1, 5.2, 5.3 Footpath Design	Improve access and comfort for pedestrians through provision of level, stable footpaths in urban areas.	Roads and Infrastructure	Ongoing		
Council will consider a range of intersection treatments and alternative route options to consistently provide positive bias toward walkers in the footpath network, particularly in relation to main streets and town centres.	5.1, 5.2, 5.3 Footpath Design	Provides increased safety and continuous and direct routes of travel for pedestrians and cyclists. Prioritises walkers and cyclists routes and raises awareness of drivers to slow down and give way.	Roads and Infrastructure	Ongoing		VicRoads
Council will advocate to VicRoads where relevant on prioritisation of pedestrian and cycling infrastructure in the town centres of key townships and villages.	5.1, 5.2, 5.3 Footpath Design 5.4,5.5,5.6 Bike Lane Design	Advocate to VicRoads for the introduction of bike lanes on arterial road within urban boundaries	Roads and Infrastructure Recreation	Ongoing		VicRoads
Footpaths within town centres or along main streets should be maintained at 2.5 metres in width with wider footpaths encouraged where footpath dining, footpath trading (display of goods/signage) &/or parallel parking are common. Residential footpaths should be maintained at a minimum of 1.2 metres in width.	5.1, 5.2, 5.3 Footpath Design	Provision of standards for the development of footpaths, improving access and comfort for pedestrians	Roads and Infrastructure	Ongoing		
Development of bike lanes will occur in urban areas and provide for cyclists to ride to shops, schools and residential zones.	5.4,5.5,5.6 Bike Lane Design	Lanes will be developed in accordance with VicRoads guidelines Bike lanes would mainly be provided along arterial routes and link to schools, schools and residential areas.	Roads and Infrastructure			VicRoads
Develop a partnership with VicRoads for the development of lanes and sealed shoulders on arterial roads between townships.	5.4,5.5,5.6 Bike Lane Design	Main arterial roads should be used as the bike lane 'spine' for Daylesford, Creswick and Hepburn in developing a bike lane network that then links into sealed shoulders on major roads to connect key townships. These include: Daylesford – Ballan Daylesford – Trentham/Newlyn Daylesford – Creswick Creswick - Clunes	Roads and Infrastructure		\$500,000+	VicRoads
Council will consider use of coloured lanes for high traffic areas and areas where children are riding (around schools).	5.4,5.5,5.6 Bike Lane Design	Includes Daylesford Secondary College, St. Michaels Primary School and Daylesford Primary School.	Roads and Infrastructure	High	Varies between projects	VicRoads
Council to advocate for the lowering of speed limits within urban areas of main townships.	5.4,5.5,5.6 Bike	Includes urban areas of Daylesford, Hepburn, Creswick, Trentham, Clunes.	Roads and Infrastructure	High	No direct cost	VicRoads



Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
Council will advocate for the introduction of bike carrying racks on commuter buses between towns.	Lane Design 5.4, 5.5, 5.6 Bike Lane Design	Improve capacity for cyclists to travel between towns by providing bike carrying facilities in buses.	Infrastructure as advocates Transport Connections, Sustainability	High	other than staff time	VicRoads
Council will provide tourism support to ensure coordination between partners and funding opportunities are realised.	8 Tourism	<p>Council will;</p> <ol style="list-style-type: none"> 1. Coordinate funding opportunities sought by partnering land managers and tourism agencies. 2. Consistently theme mapping material and signage to support trails 3. Advocate and drive the coordinated marketing and development of the existing trail network between agencies (Parks Victoria, Tourism Victoria) 4. Investigate funding opportunities for innovative online solutions such as mapping, GPS applications, websites and podcasts. 	Tourism, Recreation	High		Parks Victoria, Tourism Victoria, Daylesford Macedon Ranges Regional Tourism Board
Develop regional partnerships to pursue regional trail asset development and promotion.	7.7 Iconic Trails 8 Tourism	<p>Develop partnerships with a range of local governments in the areas of tourism and recreation in order to plan, develop and manage further regionally linked trails, Key Councils include;</p> <p>Macedon Ranges Shire (Daylesford-Woodend Rail Trail) Mount Alexander Shire (Goldfields Track) City of Ballarat (Goldfields Track, Events, Cobb and Co Trail) Central Goldfields Shire (Cobb and Co Trail)</p>	Tourism, Recreation	High	Staff time	Councils as noted and others as relevant
Further develop links to the Goldfield Track	7.1 Iconic Trails	<p>Details: Key actions include the following;</p> <p>Cross promotion of other trails in and around the area as developed (e.g. Daylesford and Creswick mountain biking trail loops) Links to retail and local goods and services (e.g. Hepburn Spa, local traders, Lavandula etc.) Link with any local events (both cycling and other interests) Link other sites to the Goldfields Track site. Provide links to other organisations such as MTB Australia etc.</p>	Tourism, Recreation	High	Staff time, some budget requests	Other Councils linked to the Goldfields Track
Council will present itself as a leader in promoting walking and cycling behaviour	6.3 Engaging Community 9.1, 9.2, 9.3 Planning and	<p>Council will</p> <ol style="list-style-type: none"> 1. Council to invest in two bikes for commuting between offices and meetings within Daylesford. 2. Provide bike racks at each Council office and look to implement shower facilities as practical. 	Recreation, Planning, Transport Connections	Medium	Staff resources	

implementation plan

Action (distance)	Strategy reference	Details and benefits delivered	Council Unit	Priority rating	Probable Cost	Potential Partners
	Management	3. Provide Active Design Principles for inclusion or interpretation as part of the MSS to assist Council planners in considering cycling and walking. 4. Provide training opportunities for staff from Roads and Infrastructure and planning with regard to best practice delivery of cycling and walking infrastructure.				
Council will allocate responsibilities for the delivery or facilitation of cycling and walking programs (as noted left) to various roles within Council and develop a walking and cycling internal working group to coordinate the Council response.	6.1, 6.2 Engaging Community	Suggested lead roles; Walking School Bus/Walking Work Bus- Recreation/Sustainability Walk to Work and Ride Tow Work Days Recreation/Sustainability Bike Ed in Schools- Recreation (advocacy) Boot and Bike Club- Recreation Themed walking and riding programs- Community Wellbeing/Tourism Local business Support- Economic Development/Tourism	Recreation, Sustainability Tourism	Medium	Staff resource \$3,000 seed funding	DPCD

Consultation Paper- Walking and Cycling Strategy

1. Site Visits and Meetings

<p>Yandoit, Franklinford and Clydesdale</p> <p>Provide mapping and signage to create smaller and more extensive loop walks in each of these townships. Maps have been provided showing proposed routes.</p> <p>These would cover local towns, historical points of interest and natural features.</p>	 <p>The maps show various walking routes in three townships: Yandoit, Franklinford, and Clydesdale. Each map includes a title and a list of points of interest or route details. The routes are marked on aerial-style maps of the areas.</p>
<p>Lyonville</p>	<p>Work on repairing Coliban bridge to create link between Lyonville and Trentham</p> <p>Improve roads – visibility and potholes</p> <p>Potential to create link with Mineral Springs although some of this involves crossing the main road which is somewhat dangerous.</p> <p>Bush walks in the area are great and should be promoted- connect to Mineral Spring no. 2</p> <p>Potential for a short, interpretative loop trail, picking up historic buildings, remnants and events around Trentham.</p>
<p>Glenlyon</p> <p>Walks to include loop trail or path into Daylesford.</p> <p>Links to Dry Diggings Track</p> <p>Walks to local recreation reserve and Loddon River</p> <p>Walk to Loddon Falls</p> <p>Major issue of freehold ownership along the river which restricts capacity to sue this area for walking. Needs to be rectified through buybacks over time.</p>	 <p>The maps show walking routes in Glenlyon. The first map is titled 'Loddon River Reserve Walk' and has four numbered points (1, 2, 3, 4) marked on it. The second map is titled 'Loddon Falls walk' and shows a route near a waterfall. Both maps include descriptive text and lists of points of interest.</p>



Newlyn	Connect footpath from Primary School (currently in place) up to Bells Road to connect new housing and children Slow traffic through town, particularly over school times Create walking loop that provides access to Newlyn Reservoir
Clunes	Create footpath from School to town Provide walk along creek
Trentham	Key projects include; The proposed Wombat Trail covering key recreation reserves, creek walk, local cemetery and historical points of interest and creating a loop that connects both to the VIC and town centre. This project can be staged. Extra work to The Domino Trail, Trentham Falls Walk and further analysis on the feasibility of developing a Rail Trail to
Daylesford	<ul style="list-style-type: none"> • Botanic Gardens steps need to be modified or removed • Connections between Duke Street and Vincent Street • Improve Bleakley Street connection to Lake Daylesford and crossing points • Complete loop off road for Lake Daylesford Peace Mile Walk • Provide minor connections in footpath network on Millar St and Daly St. • Provide bike lane from schools to town centre.
Hepburn	<ul style="list-style-type: none"> • Connection from town to primary school and from town to HMSR are of absolute priority • Slowing cars through town centre and providing prioritisation of pedestrians • Complete bike lane into Daylesford or provide crossing

Community Workshop Information

Daylesford

- Please consider the needs of people with disability in the community- I have attached the Australian Standards for you to have a look at and some suggestions around path surfaces that are the most accessible.
- Encourage cycle use through supporting a cycle culture i.e. bicycle maintenance workshops through Neighbourhood Houses, establishing local recreation cycling groups.
- Have signs designed by children so it is obvious and personal who we are requiring the safety for (real people)☆☆



- Show links between trails or towns and beginning of trails
- Key link Daylesford – Hepburn Mineral Springs. There are options for variation with road connection, the tracks via Kidds Gully. The road via Lakeside Drive and Western Ave or Dr's Gully or out via Old Hepburn and connect to Ajay Road. Hepburn Res Footbridge! Key theme; History of places, events, Natural features etc. to enhance the depth of the experience.
- Hepburn/Daylesford Bike Paths ☆ ☆
- Co-ordination with VicRoads, Goldfields Track, CFA, Parks. To produce maps/upgrade roads and improve off road tracks.
- General promotion of MTB riding and tourism ☆
- Good maps of road and MTB trails
- Construction of new MTB single track with permission from Parks/DSE/Land owners/GPT
- Encourage (marketing) more road races to put Daylesford on route.
- Loop Trails ☆
- Iconic Trails-Goldfields Track, Domino Trail, Great Dividing Trail ☆
- Using rural road reserves to link areas and communities ☆
- Consider 'one-way' mountain bike trail from Daylesford to Hepburn Springs – 100m difference in elevation would make this an exciting trail.
- More detailed maps of local bike trails ☆
- Footbridges. Swing bridge design? Especially at Hepburn Res. Footings already there and below blow hole, Sutton Spring, Subillee Lake Spring, Repair track from Argyle Spring Hepburn to ridge track above & add a footbridge. ☆☆☆
- Peripheral towns to town centre such as Glenlyon, Sailors Falls, Bullarto, Edgartown. Speed reduction on roads. These towns are growing more people using the roads, more people including families and children riding. ☆☆☆
- The existing bike trail between Daylesford and Hepburn Springs needs obstacles/gutters, etc modified for safety and ease of use.
- Owners of Coles walkway should be approached to discuss bike racks – good central location.
- Maps.

Trentham

- Speed signs on back roads, crests, bends etc. are all poorly signed. ☆☆☆
- Pockets of water need addressing with drainage and filling around racecourse. ☆☆
- Footpath network/development plan needs to link into ageing strategy.
- Rail Trails are always more popular when sealed and it reduces long term maintenance costs. If applying for funding, go for broke and pave it.
- Sealed desirable for cycling, but not necessary for walking. ☆
- Sealed in urban areas, better with gravel through forest.
- Sealed paths hard to walk on!
- Reduce car speed limits on back roads
- Need cross links between roads. Should be required in future subdivisions.
- Road Crossing/Intersection treatments – except increased volume of scooters
- Business hiring bikes – could have pick up at the end of 3km-5km – e.g. Reislings Trail SA ☆
- We would like to be able to walk/cycle to town using as much of old track as possible ☆☆



- A overactive narrative and vision. – connection villages
- Bigger story linking Woodend, Daylesford, Castlemaine, Ballarat etc. with trails – has international marketing potential.
- Great potential for businesses within the township☆☆
- Walks/trails easily identified – colour coded for different lengths, level of difficulty☆☆☆
- Tourism – We need more 'tourism product' and preferable low impact bike/walking/cycling tracks.
- Trails need to be done in a way which ensures trail bikes cannot use or are discouraged for doing so. ☆
- No bike tracks in town! ☆☆
- Rail Trail to Tylden so locals can walk/cycle into town – large housing development east of town and road to busy and dangerous
- Consider entering rail trail line in conjunction with cycle trail. 'Rail-with-Trail' from Daylesford to Woodend would boost tourism. 'Rail With-Trail' is planned from Mealsville to Lilydale ☆☆☆☆

Hepburn

- Continuation of pedestrian barrier along lane and path linking Daylesford to Hepburn
- Pedestrian path safety fencing above Main Road cutting from Tenth Street
- Reduce speed limits around Hepburn Mineral Spring Reserve and main township- 50 km/h maximum through this section
- Improve maintenance of tracks around Hepburn Mineral Springs
- Work with Parks Victoria and Victorian Mineral Springs to produce style guide for signage
- Develop Dry Diggings Track and Lerderberg Trail as Mountain Biking opportunity
- Develop heritage walk around township and HMSR
- Develop pedestrian crossings on Main Road at Tenth Street and General Store.
- Provide better signage into HMSR from Main Street
- Provide brochure or map series for main walks

Creswick

- Walking/Cycling Track – Creswick
 - Along the Creek'
 - Doug Lindsay Res to Calembreen Park – along creek at back of caravan park – connect to park lake. Along creek at back of shops & bowling club - Pearman Street. Along creek on other side to Hammon Res – Northcote Res. Bridge across Slatey Creek to St Georges Lake – Around St Georges Lake.
- Road Hazards to cyclists
 1. Broken edges
 2. Humps & depressions on edge of sealed surface
 3. Canyons off the seal to the gravel surface
 4. Corrugated surfaces
 5. Pot holes
 6. Loose gravel

7. Gravel covered bell mouths
- Traffic Hazards to cyclists
 1. Insufficient clearance from
 - (i) Passing cars
 - (ii) Passing cars – several in line
 - (iii) Passing cars – trucks & coaches
 - (iv) Passing cars – B doubles

Accentuated when a vehicle is passing in the opposite direction

2. Any of the above combined with any of the road hazards
3. Speed difference between passing cyclists and passing vehicles (the faster the vehicle the less the clearance)

Solutions:

1. Signage
2. Bike paths – particularly for Cemetery to Castlemaine Roads
3. Attend to road hazards

Battery recharge station?

Rides around Creswick

1. Creswick – Clunes – Return by alternate route
2. Creswick via Ascot to Gillies Road to Glendale Road to Clunes Road then return to Creswick
3. Creswick to Clunes Road – King Street
4. Creswick – Dean – Seruh Hill – Springmount – Creswick

Footpath gradients are terrible and need to be less steep, particularly outside supermarket

Clunes

- Provide footpath down Cameron Street to Fraser Street for primary school children
- Complete footpath sections to create loops
- Accessibility is a major issue as the community ages
- Connect Fraser Street footpath to new creek ford
- Create loop trail up Scenic Drive and around old tip area and back to town
- Complete connection of footpath outside VIC
- Provide trail along Creswick Creek between Scenic Drive and back to Creswick-Clunes road
- Provide footbridge to cross Creswick Creek at Pine grove
- Potential to connect footpaths through the old showgrounds and create loop walk

- Use footpaths as loop walks for older residents with mobility issues

Interviewee/submissions list

Parks Victoria

VicRoads

HMSR Committee

Secret Forest Walks

Rail Trails Australia

Bicycle Victoria

Council staff- Economic Development, Roads and Infrastructure, Sustainability, Tourism, Parks

Great Dividing Trail Association

Department of Planning and Community Development

Daylesford Secondary College Students

Creswick Mountain Bike Trail Group

Radio Springs Hotel, Lyonville

Victorian School of Forestry

Novotel Forest Resort

Daylesford and Macedon Ranges Regional Tourist Board

Daylesford Spa Country Railway



Hepburn Proposed Project Details

Location	From Street Name 1	To Street Name 2	Approximate Length	Proposed Project/Treatment
Bendy Road – Newstead Hepburn Road.				
Road opposite Moulten. No proper facility for pedestrian access and no signage for cyclists and pedestrians throughout the area.				
Signage for tracks with information etc.				
Hepburn pre-school				Needs barrier
HMSR	Mineral Spring Reserve	Breakneck George		Needs clearing
Maps relative to distance to gradient				
GDT Information is awful. Need to give better info				

Daylesford

Proposed Project Details

Location	From Street Name 1	To Street Name 2	Approximate Length	Proposed Project/Treatment
The (real) Central Highlands Rail Trail	Daylesford (East Street)	Creswick	?	Transform existing rail trail track into a rail trail
Daylesford/Hepburn Springs	Main Road	Vincent Street	3Km	Remove obstacles & bumps. Safety and ease of use.
Daylesford to Sailors Falls – Cycling/Walking Track	Information Centre	Sailors Falls	4km to 5km	
Central Springs Road (between Fulcher Street and Tablehill Road) ☆	Fulcher Street	Tablehill Road	Under 1km	Walking/bike riding path – currently extremely dangerous
Daylesford – Ballan Road	Vincent Street – Daylesford	Railway Station Ballan	34km	Repair shoulder and extend shoulders to make bike commuting to Ballan Station
Daylesford (bus stop) Buses ☆☆☆☆☆	To Ballan, Creswick, Ballarat, Woodend, and Castlemaine Railway Stations		Various	All commuter buses to install bike carrying racks.
Daylesford/Hepburn (General)	To Castlemaine via bicycle	Railway Station (bikelanes/shoulders)	40km	Provide adequate bike shoulders to even bike path to Castlemaine
Daylesford/ Hepburn (General)	To Castlemaine via bicycle	Railway Station (bikelanes/shoulders)	20km	Provide adequate bike shoulders and preferably bike lane to Creswick (closest station)
Daylesford	Raglan Street	Vincent Street	0km	A massive pot hole exists where the bike path starts
Daylesford Town Hall	Vincent Street			Bike rack
Coles walkway	Vincent Street			Bike rack
Hospital Street/Jamieson Streets	Around hospital & health precincts			Footpaths repaired and tactile indicators to be installed
Daylesford – Trentham Shoulders sealed			100km total	

Trentham

Proposed Project Details

Location	From Street Name 1	To Street Name 2	Approximate Length	Proposed Project/Treatment
Stoney Creek Reserve	Lake		1 km	
Stoney Creek Reserve	High Street opposite Lake	Park Street near bowling club	1km	Existing path flooded and damaged. Needs better path or boardwalk
Blue Mount Road into forest and back to cemetery	High Street	Park Street	3km	Existing path needs repair and drainage and signage
Clear line from Trentham to Daylesford asap	Trentham	Daylesford	unknown	
Trentham Information Centre	Victoria Street			<p>Make information centre the centre for all walks and recreation in the Wombat State Forest and promote as "Gateway to Wombat State Forest" with historical displays of history of the area.</p> <p>Bike hire; have a supply of bikes available for tourists. Maybe a drop off points in Daylesford.</p> <p>Good signage and maps at the station – approx times.</p>
Racecourse				Historical marks on old racecourse e.g. finish/start posts – location – grandstand
Short walks – e.g. ½ - 1 hour walks that are part of the walking trails				Yards etc.
Crossing of Cosmo Road very dangerous for walkers and riders – needs bollards – signage for crossing				
Wholetrail – removal and education about environment.				

Walking and Cycling Background Paper – Attachment 4

Introduction

The purpose of this paper is to provide a context and background information to the consultants developing the Hepburn Shire Walking and Cycling Strategy. It contains maps, demographic and travel to work data along with summary information from Council Plans and Strategies that include recommendations and actions which relate to walking and cycling and associated infrastructure. Relevant priority actions from Community Plans are also summarized. Links to these documents are also included, where available.

About Hepburn Shire

Geography and population

The Local Government Area of Hepburn Shire is located in central Victoria, approximately 120km from Melbourne and was formed in 1995 from the merger of the Shire of Creswick, Shire of Daylesford and Glenlyon and parts of the Shire of Kyneton and Shire of Talbot and Clunes.

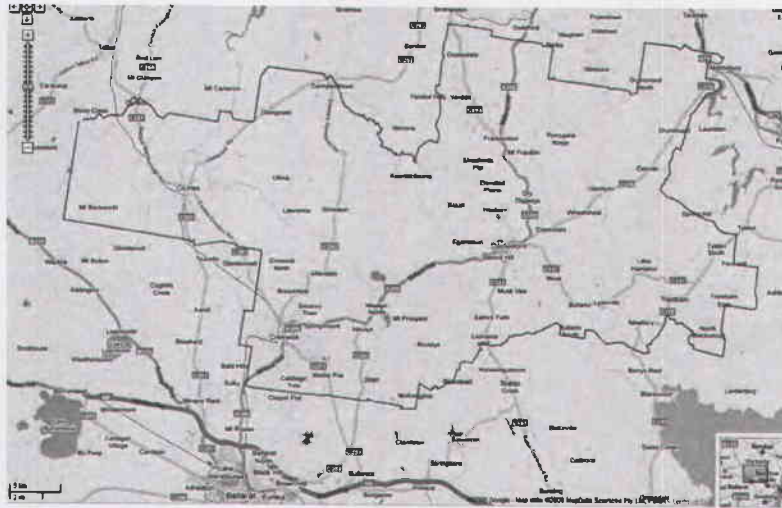
Hepburn Shire shares boundaries with neighbouring shires Moorabool, Macedon Ranges, Mount Alexander, Central Goldfields, Pyrenees and Ballarat City. Regional centres of proximity are Ballarat, Kyneton, Castlemaine, Maryborough and Bacchus Marsh. Larger rural centres of some proximity are Bendigo and Geelong.

According to the 2006 Australian Bureau of Statistics (ABS) Census data, Hepburn has a population of approximately 13,732. The shire covers 1470km² and has four major towns: Clunes (pop 1,054), Creswick (pop 2,423), Daylesford (pop 3,080), and Trentham (pop 622); this leaves approximately 6,553 living outside the major towns. Hepburn has a male to female ratio of 48.6: 51.4 and an Indigenous population of 88 (0.6%). Hepburn is expected to grow at a rate of 0.6% to 15,669 by the year 2015.

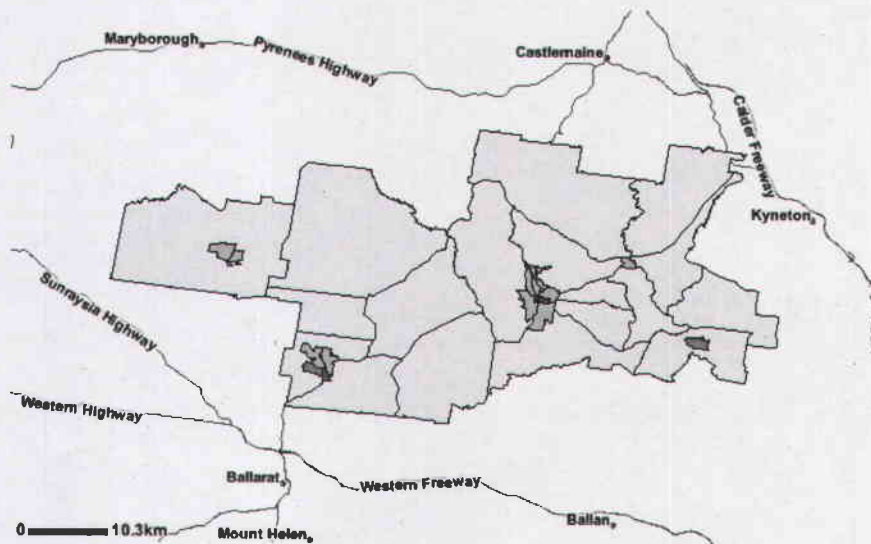


Hepburn shire location in relation to the rest of Victoria



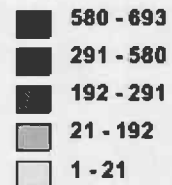


Towns and major roads in Hepburn Shire



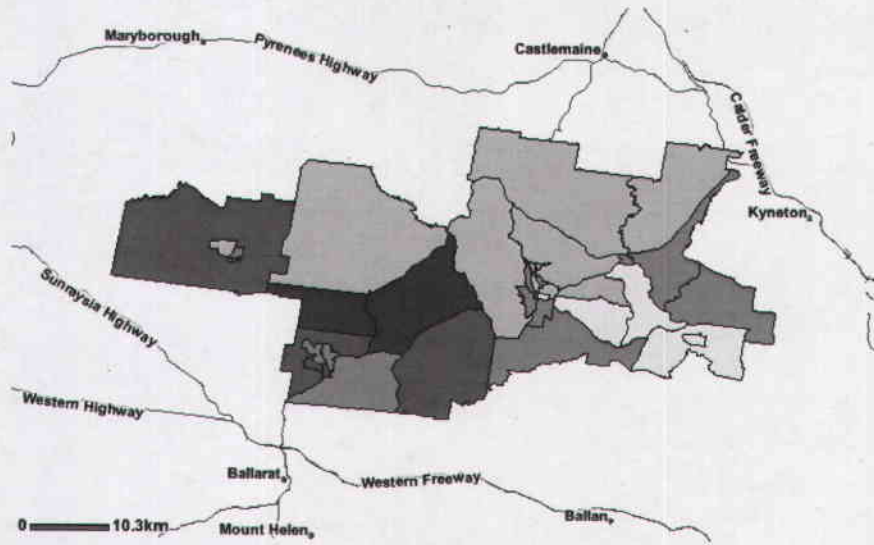
Population density

People per sq km

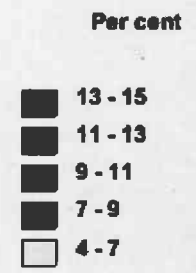


Younger and older people

Though the issue of transport affects the entire population, particularly affected are both the young and the elderly. According to 2006 ABS statistics, 0-24 year olds account for 28.1% of the population with 15-24 year olds making up 9.6% of the population.



Proportion of the population aged 15-24



Younger people
 Young people can be particularly transport disadvantaged as they may lack personal transport (in the form of a car, scooter, etc) and the social network that connects them with personal transport. When there is no public transport young people often rely on their parents to drive them to social or employment needs, however, due to economic or other constraints, some families may not be able to provide this and so such young people are left isolated.

Social and employment opportunities can often be on weekends and so transport options on weekends are important for youth.

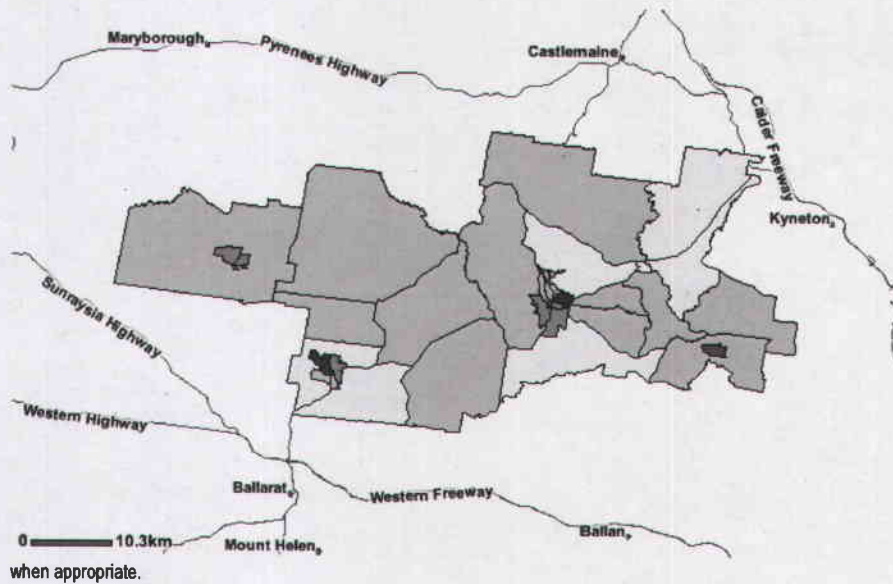
Below are the impacts of transport disadvantage on regional youth (comments from consultation, young people and youth workers in regional Australia, 2003)

- 94% - restricted education and employment opportunities
- 90% - restricted social opportunities
- 52% - restricted access to services
- 52% - isolation
- 32% - no independence
- 28% - stress
- 25% - early age drinking, mischief
- 13% - car purchase would cause debt problem
- 13% - arrive late to work, school or appointment
- 11% - unsafe behaviours, eg. Hitchhiking
- 9% - drink driving
- 8% - unlicensed driving
- 7% - unsafe walking long distances
- 6% - accommodation costs near education and employment
- 6% - driver fatigue – accidents
- 5% - people leave township

Older People

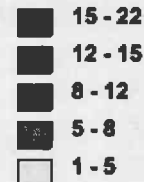
People 55 years and older currently account for 31.9% of the population, while those people 65 years or older account for 17.6% of the population. The median age of Hepburn residents is 44 years old.





Proportion of the population aged 75+

Per cent



However Hepburn has an ageing population. Whilst people aged 70 years and over comprise 12% of Hepburn Shire residents (2006 Census data) and it is projected that this will increase 100% over the next 22 years with those aged 70+ making up almost 25% of the population by 2031. It is predicted that by 2021 Hepburn's 50 years plus aged group will be 52.6% of the total population and by 2031, 58.45%.

Cultural and linguistic diversity

According to the 2006 ABS statistics, Hepburn shire contains 90.4% Australian citizens, with 81% of residents born in Australia and at least 86.8% of residents born in an English speaking country. 91.4% of the population speak English at home. As a result of these statistics it will not be assumed that the project will need to produce its documents in other languages as a matter of course. However, provision for culturally and linguistically diverse communities will be made

Economic prosperity and disadvantage

The shire's economic base is provided through primary industries, manufacturing and tourism. Tourism is most popular around the Daylesford-Hepburn Springs area, which is well known for its mineral springs. The main industry is Agriculture.

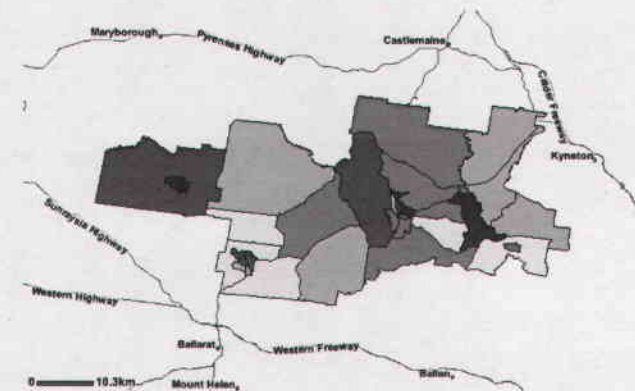
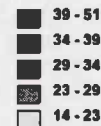
Approximately 53.2% of the population is full-time employed, 33.7% are employed part-time and 6.4% unemployed.

Hepburn Shire residents have a median individual income of \$358 per week, which is 76% of the national average, a median household income (\$674) that is 65% of the national average and a median family income (\$907) that is 77% of the national average.

Hepburn ranks 10th highest municipality in the state for the proportion of households in the lowest income quartile.

Proportion of low income¹ households

Per cent



¹ A low income household is defined by the ABS as one that has a gross weekly income of less than \$500.

Hepburn Shires' Socio-Economic Index For Relative Advantage and Disadvantage ranking of 29th in the state compared with Macedon Ranges 64, Golden Plains 48, Moorabool 47, and Ballarat 37.

Education facilities

There are a number of primary schools throughout the shire: Bullarto, Clunes, Creswick North, Creswick, Daylesford, Drummond, Guildford, Hepburn, Newlyn, Smeaton, Trentham District and Yandoit.

Due to the decline in school-age population in some areas, Dean and Kingston primary schools have had to close in recent years.

There is only one high school in the municipality: Daylesford Secondary College. Outside of the shire there are secondary schools in Ballarat, Bacchus Marsh and a number of students in the west of the shire attend Highview College at Maryborough.

The only tertiary institution within the shire is the University of Melbourne's Creswick Campus: the School of Forest and Ecosystem Science, formerly the Victorian School of Forestry. Outside the shire, the closest tertiary education is at Ballarat University, the Australian Catholic University's Ballarat (Aquinus) Campus, and at La Trobe University's Bendigo Campus.

Also important to education are neighbourhood centres. Hepburn Shires has the following centres: Clunes Neighbourhood House, Creswick Learning Centre, Daylesford Neighbourhood Centre and Trentham Neighbourhood Centre. They provide a variety of education opportunities, including nationally recognized training and VCAL programs at Daylesford. The University of the Third Age (U3A) also provides a range of learning options for older people, particularly those that are geographically, physically or socially isolated.

Travel to work

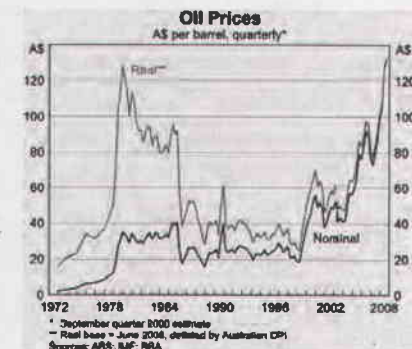
The data below, gathered from the ABS Census 2001 and 2006, gives some interesting information about the degree of access and decisions made by residents as to the way they travel to work. It can be seen that from 2001 to 2006 there have been minor changes and that the dominant mode of transport for getting to work is as the driver of a car, the low secondary 'car, as passenger' statistic means that most of those commuting to work by car travel alone. This data shows significant opportunities for behaviour change towards more active transport options combined with public transport use.

Travel to work data collected from ABS Census 2001 and 2006.

Source: Reserve Bank of Australia²

It is important to note that oil prices have changed significantly over the last couple of years and that people's travel habits most likely have also changed in this time, thus making the 2006 ABS statistics outdated and not reflective of the pressure placed on people to find more economically sustainable transport options. The figure above shows quarterly oil prices in Australia from 1972 to 2008. While there was a sharp price rise in the late 1990s, the rise in prices seen in just the last two years is of significantly larger scale and indicates a trend that will force residents to re-evaluate their modes of transport. Even when adjusted for inflation, as the purple line indicates, fuel prices can be seen to be shooting up in recent years, particularly in 2008.

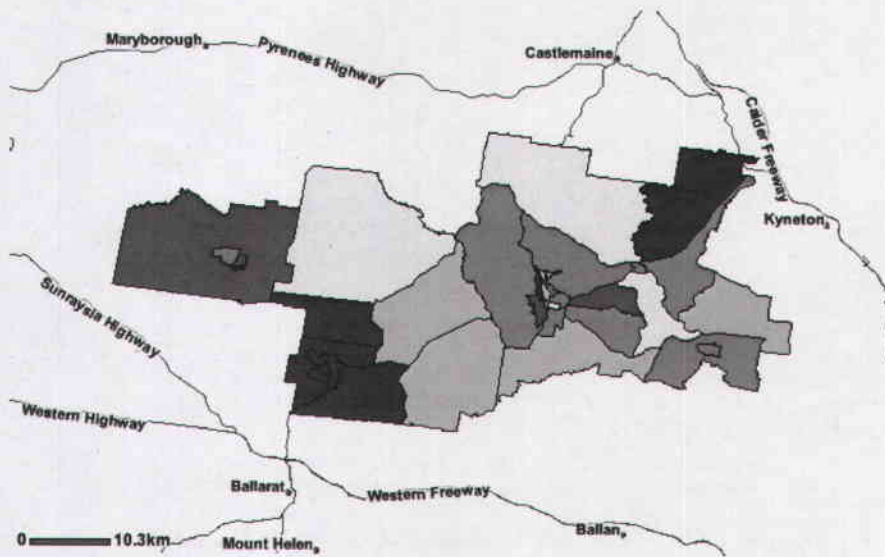
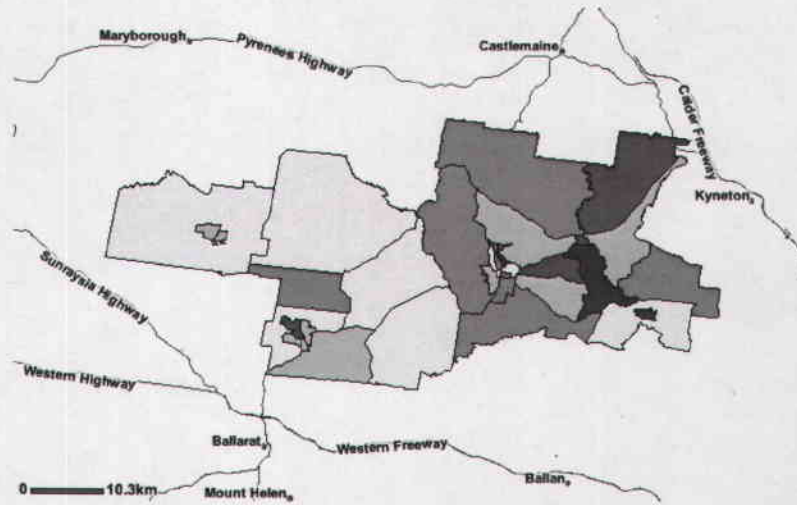
Method of travel	2001		2006		2001-2006	
	Persons	% of total	Persons	% of total	Change #	Change%
Train	16	0.30%	28	0.49%	12	0.19%
Bus	19	0.36%	23	0.40%	4	0.05%
Tram (including light rail)	0	0.00%	3	0.05%	3	0.05%
Taxi	3	0.06%	7	0.12%	4	0.07%
Car, as driver	3,024	56.54%	3,400	59.53%	376	2.99%
Car, as passenger	293	5.48%	261	4.57%	-32	-0.91%
Truck	85	1.59%	86	1.51%	1	-0.08%
Motorbike/motor scooter	19	0.36%	27	0.47%	8	0.12%
Bicycle	10	0.19%	12	0.21%	2	0.02%
Other	33	0.62%	28	0.49%	-5	-0.13%
Walked only	254	4.75%	256	4.48%	2	-0.27%
One method only total	3,756	70.23%	4,131	72.33%	375	2.10%
Train and Bus	3	0.06%	7	0.12%	4	0.07%
Train and other (excluding bus)	44	0.82%	26	0.46%	-18	-0.37%
Bus and other (excluding train)	7	0.13%	4	0.07%	-3	-0.06%
Other two methods	32	0.60%	28	0.49%	-4	-0.11%
Two methods total	86	1.61%	65	1.14%	-21	-0.47%
Train and other two methods	8	0.15%	18	0.32%	10	0.17%
Bus and other two methods (not train)	3	0.06%	0	0.00%	-3	-0.06%
Three methods total	11	0.21%	18	0.32%	7	0.11%
Worked at home	646	12.08%	624	10.93%	-22	-1.15%
Did not go to work	716	13.39%	756	13.24%	40	-0.15%
Not stated	133	2.49%	117	2.05%	-16	-0.44%
Total	5,348	100.00%	5,711	100.00%	363	0.00%



² Reserve Bank of Australia (2008) http://www.rba.gov.au/PublicationsAndResearch/Bulletin/bu_sep08/oil_prices_au_economy.html

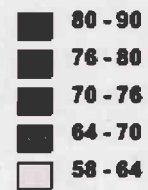
Proportion of people who travel to work by public transport

Per cent



Proportion of people who travel to work by car

Per cent



[Handwritten signature]

Anecdotal evidence suggests that more visitors are interested in walking and cycling. A number of small businesses, including bicycle hire and walking tour operators, have recently been established, in response to this demand.

Hepburn Shire Council's Draft Economic Development Strategy (SED Consulting, December 2010) identifies opportunities for "tourism product development around the natural environment". It also identifies the opportunity to "Enhance Trentham's tourism potential by improving the tourism product based on natural and heritage assets and increased accommodation options".

Existing infrastructure

Road network

Information to be provided by Assets and Engineering Services

Footpaths

Information to be provided by Assets and Engineering Services

Existing walking tracks

Great Dividing Trail

Great Dividing Trail Association has funding for improvements to the Goldfields Track (Bunninyong to Bendigo) which includes the Dry Diggings and Wallaby Track in Hepburn Shire. This includes improved signage and to develop as shared walking/cycling paths.

There are opportunities to install signage, seats and bike racks at trail gateways to encourage visitation to Daylesford VIC and attractions in Daylesford and Hepburn Springs.

Existing Walks in Reserves

Along with the Great Dividing Trail walks which pass through Hepburn's Reserves there are other 'stand alone' walks notably:

- Lake Daylesford Looped Walking Track - The Peace Mile which is well utilized and fairly accessible;
- Jubilee Lake Walking Tracks;
- Hepburn Mineral Springs Reserve Walks;
- St George's Lake, Creswick - this sustained some flood damage in September 2010 and some tracks were closed;
- Calembreen Park Reserve Walking Tracks - Council has \$100,000 to improve this walk and a Scope of Works for the project is currently under development. (Attachment – Outcomes of Community Meeting re development priorities)

Existing cycling infrastructure

Information to be provided by Assets and Engineering Services on existing bike paths

Bid for a Bike Rack

Hepburn Shire Council is currently reviewing applications for its Bid for a Bike Rack program, an initiative that has allowed residents to lodge an application for a bike rack to be installed at a particular location. Information regarding successful bike rack locations and infrastructure to be installed will be provided to CPG once finalized.

Public transport connections

The original Google Earth files the below images have been generated from can be provided to CPG on request as the GIS data can be extracted from these files, if useful.

Train routes and railway station locations



Public transport bus routes and bus stop locations



Handwritten signature or initials.

Relevant Council Plans and Strategies

Reserve Management Plans

Below is a brief summary of recommendations from these plans related specifically to walking

Lake Daylesford

Trail connections

- Develop more effective walking track connections to lower reserve.
- Provide local pedestrian link through northern area of reserve and connections through to Jubilee Lake.
- Provide connection to Great Dividing Trail.
- Provide strong connections to the CBD of Daylesford.

Signage

Provide commonly themed signage that:

- identifies the reserve and activity nodes (way finding signs);
- provides directional guidance along trail;
- Interprets historical aspects of the reserve;

Reduce or consolidate risk management signs

Jubilee Lake

Trail connections

- Develop more effective walking track loop with signage
- Provide pedestrian link through to Lake Daylesford
- Provide connection to Great Dividing Trail

Signage

Provide commonly themed signage that:

- identifies the reserve as a public place and what it contains;
- provides directional guidance along trail;
- Interprets historical aspects of the reserve;

Reduce or consolidate risk management signs

Traffic Management

Provide clear delineation between vehicles and pedestrians/park users

Calembeen Park

Trail connections

- Develop a loop walking track made of an appropriate organic material around site
- Link to surrounding North and West Creswick residents with walkway across to Little King Street and Luttet Street
- Reinstate boardwalk between intermediate pool and lake

Hepburn Springs Mineral Reserve

Trail connections

- Develop a loop walking track connecting Hepburn and Daylesford with the HMSR.

- Provide local pedestrian link through the north-west corner of the reserve
- Improve condition of walking paths

Signage

Provide commonly themed signage that:

- identifies the reserve and activity nodes
- provides directional guidance along trail
- Interprets historical aspects of the reserve
- Reduce or consolidate signs
- Provide way finding signs

Traffic Management

- Provide clear delineation between vehicles and pedestrians/park users
- Undertake Traffic Management Plan to investigate one way flow through the reserve
- Restrict vehicle access
- Landscape car park areas more effectively
- Create secondary activity node to reduce congestion

Bath Street Reserve

Trail connections

- Develop a walking track made of an appropriate organic material on higher ground or board walk
- Link to loop around Trentham township and to Trentham Falls walk

Members of the Trentham community have developed a proposal for a township walk – *The Wombat Trail* along with a walk to Trentham Falls.

Community plans

Councils' commitment to community planning is outlined in the current Council Plan (2009-13) which states that: "Community Planning will build the capacity of our local communities and create places which are highly valued by residents. We think the plans which communities prepare for themselves should guide Council's development priorities"

Further the Council Plan commits Council to:

- Providing support to all Hepburn communities prepared to undertake a Community Plan (Commitment 42)
- Using Community Plans as the basis for fixing priorities for Council's Capital Work Program and developing a Community Plans Funding Program which will provide communities with assistance to implement their Community Plans. (Commitment 43)

The following Community Plans have been developed:

- Creswick Ward (2009-13) adopted July 2009;
- Jim Crow Creek (Clydesdale, Franklinford & Yandoit) adopted 2008;
- Clunes adopted June 2009;
- Lyonville adopted July 2009;
- Newlyn/Rocklyn adopted December 2009 ;
- Trentham adopted November 2009; and,
- Glenlyon adopted June 2010.

A community planning process is to commence in the Leonards Hill, Muskvale, Sailors Hall communities in February 2011.

Many of the existing community plans contain actions around infrastructure improvements or enhanced walking and cycling opportunities as listed below.

Jim Crow Creek (Yandoit, Franklinford and Clydesdale)

To develop activities and infrastructure in order to benefit all residents and visitors to the district.
Focus on increasing participation of local residents in sporting, recreation and leisure activities.

Lyonville

Re- establish tourist railway/bike walking track to Trentham and repair Coliban Bridge
Town Signage, entrances, historical, walking trails and other

Clunes

Improving pedestrian safety and footpath linkages at Clunes Primary School.

Newlyn/Rocklyn

Footpath extension and crossing.
Walking tracks
Roadside maintenance including weeds and safer walking

Trentham

Actions

30. Develop an Open Space Strategy which promotes the concept of Trentham as a walking and cycling town.
31. Investigate the development of additional walking / cycling trails including to the Falls, a rail trail to Lyonville/Bullarto and in the adjoining Wombat Forest to the south of the town.

Glentworth

Walking and bike trails including well signed maps, trail along Loddon River, separate walking and bike trails, bike track to Daylesford and other communities. Link the reserve to the town via a walking track, upgrade track down the Loddon River.

Creswick

Increase visitors to the area through trails that link the main street and historic precinct
Promote and improve all recreational facilities
Support the development of a walking track/ bicycle path Master plan that links in with existing footpaths around town

All community plans are available on Council's web site: http://www.hepburn.vic.gov.au/Page/Page.asp?Page_Id=868&h=-1

Positive Ageing Strategy (2009-12)

Key Issues identified in the development of Hepburn Shire's Positive Ageing Strategy were that:

- The median age of Hepburn Shire residents is 44 years compared to the national average of 37 years (ABS 2006).
- It is predicted that by 2021 Hepburn's 50 years plus aged group will be 52.6% and by 2031 58.45%.
- Survey respondents indicated that exercise and physical activity are important to them. 88% of respondents report undertaking some form of regular physical activity, 42% daily. Walking was the most common form of exercise.

The *Positive Ageing Strategy* is at http://www.hepburn.vic.gov.au/Page/Page.asp?Page_Id=62

Listed below are actions contained in the Positive Ageing Strategy: Implementation Plan relevant to the development of the Walking & Cycling Strategy,

Keeping active: promoting participation in physical activity (Creating an environment to support physical activity as we age)

Seating

1. Undertake a review of seating in main shopping areas and highly patronised reserves to ensure there is adequate seating options and include community stakeholders in this process.
2. Investigate and develop a community sponsorship scheme allowing community to recommend a site and fund the installation of seating.

Footpaths

4. Conduct a review of footpaths in main shopping centres, significant points of access leading to them and other missing links in the network for quality and need for development.
5. Formalize system of community input for development and maintenance of footpaths.

Keeping active: promoting participation in physical activity (Knowing what the options are)

Transport

1. Promotion of active transport options through the Front SEEAT Project.

Promoting Physical Activity

1. Six monthly promotions focused on keeping active and physically fit, using print media and in collaborating agencies newsletters, i.e. Hepburn Health Service.

Access and Inclusion plan

The Hepburn Shire Council Access and Inclusion Plan is currently being reviewed. Those parts of the existing plan that relate to walking and cycling can be found below.

Footpaths

- 5.3.1 Ensure that Council's footpath maintenance program identifies and rectifies barriers to access; e.g. cracks, lack of kerb ramps, lack of made footpath, inappropriate guttering, etc., and make recommendations for Action
- 5.3.2 Ensure that priority for maintenance is given to footpaths located in the main thoroughfare and select routes that provide access for all.
- 5.3.3 Implement a systematic review of all kerb ramps on street crossings. Priority for maintenance to be given to high use street crossings.
- 5.3.4 Conduct regular inspections of footpaths to ensure that Private assets (Street furniture, A frames etc) are being placed according to Local Laws Policy 19 to ensure access is maintained.

Overhanging Branches

- 5.7.1 To undertake annual inspections of street frontages, where there are established footpaths, to ensure that overhanging branches from private properties are trimmed back.
- 5.7.2 To actively publicise the danger of overhanging branches and requirements of Private Property owners to ensure that footpath access is maintained.

The full plan can be found here: <http://www.hepburn.vic.gov.au/page/Download.asp?name=AccessInclusionPublic.pdf&size=118657&link=../Files/AccessInclusionPublic.pdf>

Other resources

http://www.victoriawalks.org.au/Before_your_audit/

http://www.victoriawalks.org.au/Baw_Baw/

hepburn shire walking and cycling strategy



Draft Release May 2011

Prepared by CPG Australia for the Hepburn Shire Council

**9.5. FINANCIAL STATEMENTS 2010-11, STANDARD STATEMENTS 2010-11 AND PERFORMANCE STATEMENT 2010-11 ADOPTION IN PRINCIPLE
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

This report proposes that Council gives in principle approval to the Financial Statements, Standard Statements and Performance Statement for the year ended 30 June 2011 and authorise two Councillors to certify them once they are finalised.

BACKGROUND

The audited draft Financial Statements, Standard Statements and Performance Statements for the year ended 30 June 2011 were tabled at the Hepburn Shire Council Audit and Risk Advisory Committee meeting Monday 12 September 2011.

A set of statements has been provided to Council under separate cover.

The Audit and Risk Advisory Committee at its meeting on 12 September 2011 recommended that Council authorise two Councillors to approve the Financial Statement, Standard Statement and Performance Statement in their final form after any changes recommended, or agreed to, by the auditor, have been made.

Council currently has the Auditor General's Office appointed as its auditors. Auditors were in attendance 29 August to 2 September 2011 to undertake the financial audit 2010-11. Audited financial statements must be submitted to the Minister within 3 months of the end of each financial year (30 September 2011). The Financial Reporting process includes presenting the statements to the Audit and Risk Advisory Committee, the Committee making recommendation to Council, Council approving the statements "in principle" with the understanding that the Auditor General's Office may still require changes to be made.

ISSUE/DISCUSSION

For the year ended 30 June 2011 a summary of the key results has been provided below:

Financial Performance

- Surplus of \$2.17 million
- Adjusted surplus of \$3.5 million (excluding flood-related items)
- \$25.6 million revenue with 53% coming from rates and charges (excluding flood-related revenue)

- \$22.2 million expenditure with 42% attributable to labour services and 30% due to materials and services
- \$169.9 million in capital assets, providing community facilities, roads, bridges and other infrastructure
- \$7.0 million (excluding flood reimbursements received in advance) in cash, an increase on last year. Total cash on hand is \$11.8 million.
- \$3.5 million in loans and borrowings, a decrease on last year.

Result

The adjusted result (exclusive of these flood items) was \$3.5 million.

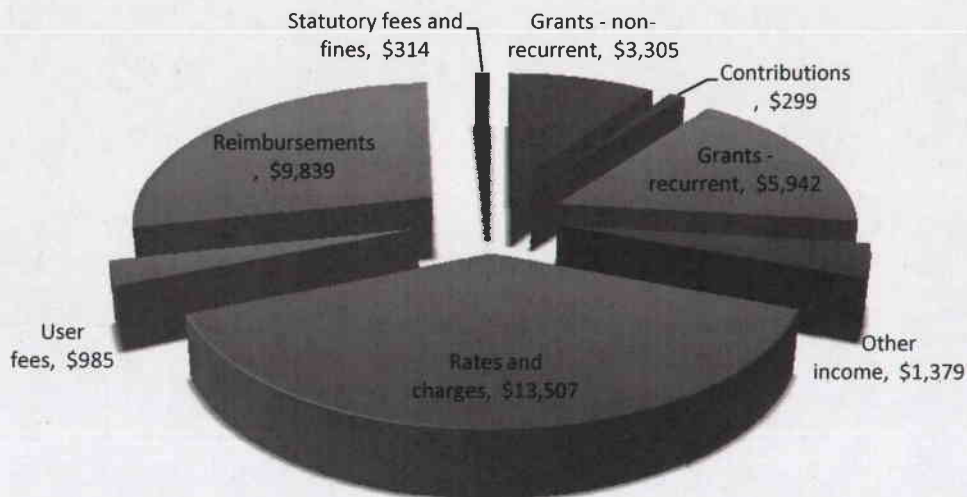
This surplus compares favourably to the budgeted result of \$1.4 million.

This was due to \$2.2 million being received in unanticipated grant funding. For example, a portion of the Victorian Grants Commission and Local Roads Grant for the 2011-2012 year was prepaid in June 2011 (\$985,000).

Revenue

The adjusted revenue figure is \$25.6 million.

This result is greater than the budget of \$23.1 million as a result of an additional \$2.2 million in grant funds received.



2010-2011 Sources of revenue (\$ Thousands)

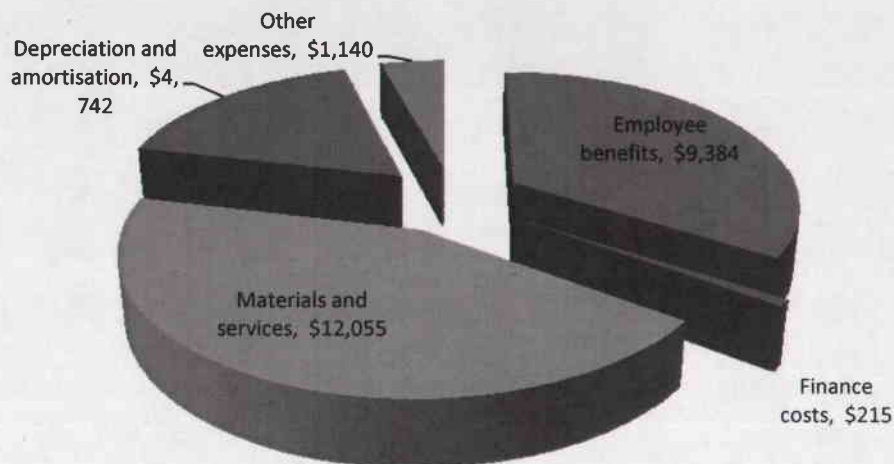


Expenses

Council adjusted expenditure was \$22.1 million in 2010-2011.

This is comparable to the budgeted total of \$21.8 million,

The variance is due to the \$315,000 for superannuation to cover the top-up of Council's share of the Defined Benefit Superannuation Fund.



2010-11 Categories of expenditure (\$ Thousands)

Cash

Cash has increased \$4.6 million on prior year.

This is primarily as a result of flood reimbursements which were received from the State Government in advance of works to be completed in 2011-2012.

At 30 June 2011, Council's working capital ratio was 263%. When the prepaid flood reimbursement funds are excluded from the year-end cash balance, this ratio is 178%.

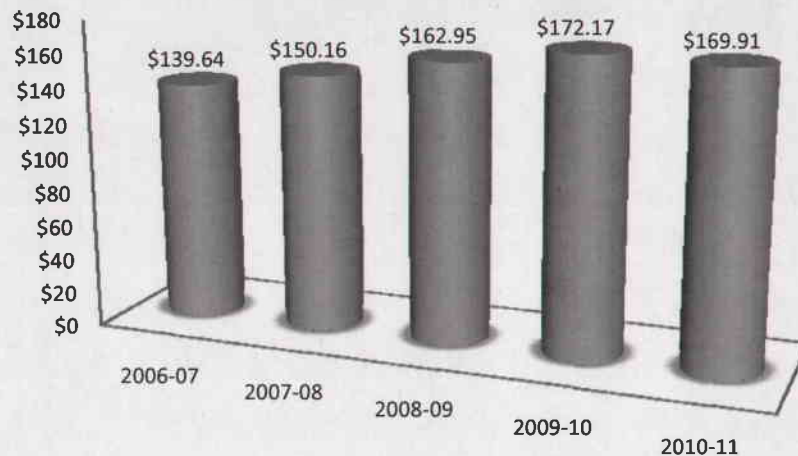
Cash at year end is higher than the budgeted figure of \$3 million due to flood reimbursements but also due to the status of the capital works program.

Capital Works

Council's Property, Infrastructure, Plant and Equipment have decreased by \$2.3 million to \$169.9 million at year end.



Property, Infrastructure Plant and Equipment (\$ Millions)



Council's Capital Works Program was \$8.7 million compared to a budget of \$11.3 million. Of significance was the works on the Doug Lindsay Recreation Reserve in Creswick (\$3 million) and Council's Roads, Drainage, Footpath and Bridges Program of \$3.2 million.

The remaining \$2.6 million in works will be added to the 2011-2012 Capital Works program.

However as a result of the flood events, significant damage to Council's Infrastructure Assets occurred.

\$5.9 million in recovery works are still required to repair Council assets to their pre-flood condition.

Consequently these assets have been devalued by \$5.9 million, resulting in an overall decrease in total Property, Infrastructure, Plant and Equipment at 30 June.

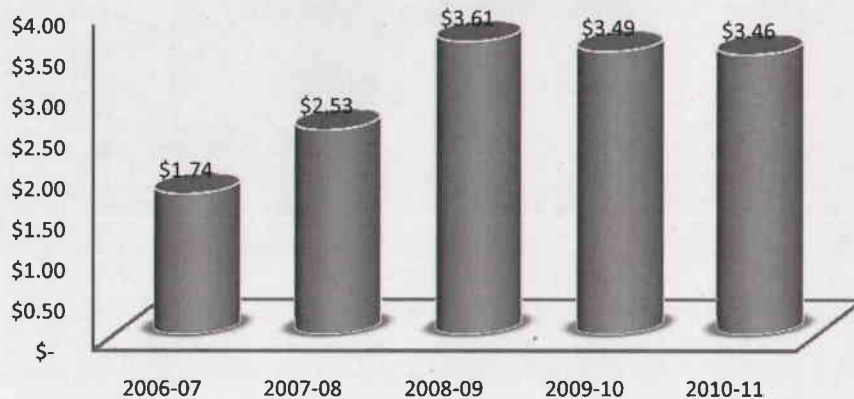
Liabilities

Council's borrowings remained fairly consistent, with a balance at year-end of \$3.46 million. This is in line with Budget.

Council borrowed \$380,000 during the year. Of this amount, \$100,000 funded the final contribution to the Doug Lindsay Recreation Reserve Project and \$280,000 will be invested to fund the construction of new units at Cameron Court, Clunes.



Balance of Borrowings (\$ Millions)



Standard Statements

The Standard Statements can be seen as a summarised version of the Financial Statements in that they take the information contained in the three key financial statements being Income Statement, Balance Sheet and Cash Flow and compares this to Councils adopted budget for the year.

In addition, the Standard Statements include a summary of the capital works also compared to budget. Against each of the statement's notes are provided where there are material differences.

Performance Statement

The Performance Statement measures the key strategic activity performance targets in the annual budget to the actual achieved for the year.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Pursuant to Section 131(7) & (8) and Section 132(6) & (7) of the *Local Government Act 1989*, Council is required to give "in principle" approval of the 2010-2011 Financial Statements, Standard Statements and Performance Statement and authorise two Councillors to approve the statements in their final form.

The Council must not submit the statements to its Auditor or the Minister unless it has passed a resolution giving its approval in principle to them. Legislation also recognises that further changes may be made to the statements and therefore Council must authorise two Councillors to certify the Standard Statements, Financial Statements and the Performance Statement in their final form after any changes recommended or agreed to by the auditor, have been made.



FINANCIAL IMPLICATIONS

Not applicable to this report.

RISK IMPLICATIONS

There are no risk implications identified with this report

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A draft set of statements was referred to a meeting of Council's Audit and Risk Advisory Committee which in previous years has recommended approval of the statements to Council.

The Committee met on Monday 12 September 2011 with the external auditors in attendance and recommended that Council approve the draft statements

Once the final statements have been prepared and certified by the nominated Councillors they will form part of Council's Annual Report which is forwarded to the Minister by 30 September 2011 and made available on Council's website and at the Council Offices.

CONCLUSION

In principle approval of the statements at this meeting and authorisation of Councillors to certify the final copy should ensure that they are finalised and lodged with the Minister within the required timeframe

OFFICER'S RECOMMENDATION

That Council:

- 9.5.1. Pursuant to Section 131(7) and Section 132(6) of the Local Government Act 1989, give in principle approval to the Financial Statements, Standard Statements and Performance Statement for the year ended 30 June 2011
- 9.5.2. Pursuant to Section 131(8) and Section 132(7) of the Local Government Act 1989, Council authorise Councillors (name)..... and (name)..... to certify the 2010-2011 statements in their final form after any changes recommended, or agreed to, by the auditors have been made

A handwritten signature in black ink, appearing to be the initials "pd".

MOTION

That Council:

9.5.1. Pursuant to Section 131(7) and Section 132(6) of the Local Government Act 1989, give in principle approval to the Financial Statements, Standard Statements and Performance Statement for the year ended 30 June 2011

9.5.2. Pursuant to Section 131(8) and Section 132(7) of the Local Government Act 1989, Council authorise Councillors Rod May and Sebastian Klein to certify the 2010-2011 statements in their final form after any changes recommended, or agreed to, by the auditors have been made

Moved: Councillor Janine Booth

Seconded: Councillor Neil Newitt

Carried.



20 SEPTEMBER 2011 – HEPBURN SHIRE COUNCIL – ORDINARY MEETING OF COUNCIL

ATTACHMENT 5 - DRAFT FINANCIAL REPORT 2010-2011

A handwritten signature in black ink, appearing to be the initials "PJ" or similar, located in the bottom right corner of the page.

Hepburn Shire Council
ANNUAL FINANCIAL REPORT
For the Year Ended 30 June 2011



Hepburn Shire Council
Financial Report
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Financial Report
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Performance Statement and Certification		
Performance Statement and Certification		



**Comprehensive Income Statement
For the Year Ended 30 June 2011**

	Note	2011 \$	2010 \$
Income			
Rates and charges	2	13,507,270	12,341,553
Statutory fees and fines	3	313,752	299,580
User fees	4	985,368	1,111,842
Contributions - cash	6 (a)	81,051	124,000
Contributions - non-monetary assets	6 (b)	218,000	-
Grants - recurrent	5	5,941,508	5,815,463
Grants - non-recurrent	5	3,305,440	1,801,340
Reimbursements	7	9,838,854	163,507
Other income	8	1,379,075	1,154,058
Total income		35,570,318	22,811,343
Expenses			
Employee benefits	9	(9,384,483)	(8,796,112)
Materials and services	10	(12,054,822)	(6,165,726)
Bad debts and change in doubtful debts	11	(24,425)	(7,375)
Depreciation and amortisation	12	(4,741,669)	(4,520,784)
Finance costs	13	(214,839)	(221,400)
Other expenses	14	(1,115,395)	(971,657)
Total expenses		(27,535,634)	(20,683,055)
Profit/(loss)		8,034,684	2,128,288
Other comprehensive income			
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	15	58,730	153,204
Share of net profits/(losses) of associates and joint ventures accounted for by the equity method	16	10,254	(4,100)
Impairment of infrastructure	22	(5,932,281)	-
Gains on property revaluation	45	-	7,470,765
Other comprehensive income		(5,863,297)	7,619,869
Comprehensive result		2,171,387	9,748,157

This comprehensive income statement should be read in conjunction with the accompanying notes.

Balance Sheet
As at 30 June 2011

Assets	Note	2011	2010
Current assets			
Cash and cash equivalents	17	11,818,269	7,199,672
Trade and other receivables	18	2,004,665	1,952,489
Inventories	20	17,530	29,238
Other assets	21	128,269	40,802
Total current assets		13,968,733	9,222,201
Non-current assets			
Trade and other receivables	18	688	61
Financial assets	19	998,567	962,493
Investments in associates accounted for using the equity method	16	453,154	442,900
Property, infrastructure, plant and equipment	22	169,763,259	172,012,620
Intangible assets	23	142,083	157,870
Total non-current assets		171,357,752	173,575,945
Total assets		185,326,484	182,798,145
Liabilities			
Current liabilities			
Trade and other payables	24	1,693,035	2,023,490
Trust funds and deposits	25	887,214	971,330
Provisions	26	2,166,858	1,532,662
Interest-bearing loans and borrowings	27	433,191	415,496
Other liabilities	28	124,181	83,956
Total current liabilities		5,304,478	5,026,934
Non-current liabilities			
Provisions	26	637,411	838,408
Interest-bearing loans and borrowings	27	3,024,476	3,077,667
Other liabilities	28	223,214	-
Total non-current liabilities		3,885,101	3,916,075
Total liabilities		9,189,579	8,943,009
Net Assets		176,136,905	173,855,136
Equity			
Accumulated surplus		109,020,474	100,737,501
Reserves	29	67,116,431	73,117,635
Total Equity		176,136,905	173,855,136

The above balance sheet should be read in conjunction with the accompanying notes.

Cash Flow Statement
For the Year Ended 30 June 2011

	2011	2010
	Inflows/ (Outflows)	Inflows/ (Outflows)
Note	\$	\$
Cash flows from operating activities		
Rates	13,951,827	12,006,520
Statutory fees and fines	305,307	299,580
User charges and other fines (inclusive of GST)	1,487,236	1,340,459
Grants (inclusive of GST)	8,706,029	7,728,555
Developer contributions (inclusive of GST)	186,051	136,400
Reimbursements (inclusive of GST)	9,830,237	179,858
Interest	437,372	347,085
Rents (inclusive of GST)	805,236	762,345
Other receipts (inclusive of GST)	109,466	111,872
Net GST refund/payment	123,564	300,541
Payments to suppliers (inclusive of GST)	(12,834,812)	(5,621,144)
Payments to employees	(8,937,556)	(8,740,653)
Other payments	(1,115,360)	(1,068,824)
Net cash provided by (used in) operating activities	31 <u>13,054,597</u>	<u>7,782,594</u>
Cash flows from investing activities		
Payments for property, infrastructure, plant and equipment	42 (8,451,348)	(6,474,389)
Proceeds from sale of property, infrastructure, plant and equipment	15 254,083	361,827
Net cash provided by (used in) investing activities	<u>(8,197,265)</u>	<u>(6,112,562)</u>
Cash flows from financing activities		
Finance costs	(219,445)	(189,151)
Trust funds and deposits	-	176,210
Proceeds from interest bearing loans and borrowings	380,000	300,000
Repayment of interest bearing loans and borrowings	(399,290)	(418,601)
Net cash provided by (used in) financing activities	<u>(238,735)</u>	<u>(131,542)</u>
Net increase (decrease) in cash and cash equivalents	4,618,596	1,538,490
Cash and cash equivalents at the beginning of the financial year	7,199,672	5,661,182
Cash and cash equivalents at the end of the financial year	31 <u>11,818,268</u>	<u>7,199,672</u>

The above cash flow statement should be read with the accompanying notes

Restrictions on cash assets

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Statement of Changes in Equity
For the Year Ended 30 June 2011

	Note	Total 2011 \$	Accumulated Surplus 2011 \$	Asset Revaluation Reserve 2011 \$	Other Reserves 2011 \$
2011					
Balance at beginning of the financial year		173,855,136	100,737,501	72,074,547	1,043,088
Comprehensive result for the year		2,171,387	2,171,387	-	-
Transfers to other reserves	29(b)	119,308	-	-	119,308
Transfers from other reserves	29(b)	-	179,305	-	(179,305)
Adjustments made directly to the Asset Revaluation Reserve during the year	22	(45,000)	5,932,281	(5,977,281)	-
Adjustments directly to equity recognised during the year	30	36,074	-	-	36,074
Balance at end of the financial year		176,136,905	109,020,474	66,097,266	1,019,165

	Total 2010 \$	Accumulated Surplus 2010 \$	Asset Revaluation Reserve 2010 \$	Other Reserves 2010 \$
2010				
Balance at beginning of the financial year	164,043,682	98,584,192	64,603,782	855,708
Surplus(deficit) for the year	9,748,157	2,277,392	7,470,765	-
Transfers to other reserves	29(b)	-	(124,083)	124,083
Transfers from other reserves	29(b)	-	-	-
Adjustments directly to equity recognised during the year	30	63,297	-	63,297
Balance at end of the financial year	173,855,136	100,737,501	72,074,547	1,043,088

The above statement of changes in equity should be read with the accompanying notes.

Notes to the Financial Report For the Year Ended 30 June 2011

Introduction

- (a) The Hepburn Shire Council was established by an Order of the Governor in Council on 19 January 1995 and is a body corporate.
The Council's main office is located at 76 Vincent Street, Daylesford 3460.
- (b) The purpose of the Council is to:
- provide for the peace, order and good government of its municipal district;
 - to promote the social, economic and environmental viability and sustainability of the municipal district;
 - to ensure that resources are used efficiently and effectively and services are provided in accordance with the Best Value Principles to best meet the needs of the local community;
 - to improve the overall quality of life of people in the local community;
 - to promote appropriate business and employment opportunities;
 - to ensure that services and facilities provided by the Council are accessible and equitable;
 - to ensure the equitable imposition of rates and charges; and
 - to ensure transparency and accountability in Council decision making.

External Auditor - Auditor-General of Victoria

Internal Auditor - Pitcher Partners

Bankers - Commonwealth Bank

Website - www.hepburn.vic.gov.au

This financial report is a general purpose financial report that consists of a comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement, and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act* 1989, and the Local Government (Finance and Reporting) Regulations 2004.

Note 1 Significant accounting policies

(a) **Basis of accounting**

This financial report has been prepared on the accrual and going concern bases.

This financial report has been prepared under the historical cost convention, except where specifically stated in notes 1(i), 1(k), 1(m), 1(r) and 1(t).

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 1 Significant accounting policies (cont.)

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

All entities controlled by Council that have material assets or liabilities, such as Special Committees of Management, have been included in this financial report. All transactions between these entities and the Council have been eliminated in full. Details of entities not included in this financial report based on their materiality are detailed in note 43.

(b) Revenue recognition

Rates, grants and contributions

Rates, grants and contributions (including developer contributions) are recognised as revenues when the Council obtains control over the assets comprising these receipts.

Control over assets acquired from rates is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

A provision for doubtful debts on rates has not been established as unpaid rates represents a charge against the rateable property that will be recovered when the property is next sold.

Control over granted assets is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Income is recognised when the Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in note 5. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at balance date.



**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 1 Significant accounting policies (cont.)

User fees and fines

User fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

A provision for doubtful debts is recognised when collection in full is no longer probable.

Sale of property, plant and equipment, infrastructure

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

Trade and other receivables

Receivables are carried at amortised cost using the effective interest rate method. A provision for doubtful debts is recognised when there is objective evidence that an impairment loss has occurred.

Interest and rents

Interest and rents are recognised as revenue on a proportional basis when the payment is due, the value of the payment is notified, or the payment is received, whichever first occurs.

(c) Inventories

Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential.

Other inventories are measured at the lower of cost and net realisable value.

(d) Depreciation and amortisation of property, plant and equipment, infrastructure, intangibles

Buildings, land improvements, plant and equipment, infrastructure, heritage assets, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 1 Significant accounting policies (cont.)

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated.

Artworks are not depreciated.

Straight line depreciation is charged based on the residual useful life as determined each year.

Major depreciation periods used are listed below and are consistent with the prior year unless otherwise stated:

	Period (Years)
Property	
Land	20 - 100
land improvements	years
Buildings	25 - 150
buildings	years
Leasehold improvements	25 - 150
leasehold building improvements	years
 Plant and Equipment	
Plant	
plant, machinery and equipment	3 - 10
Machinery	
fixtures, fittings and furniture	3 - 20
 Infrastructure	
Roads	
road pavements and seals	10 - 80
road substructure	10 - 80
road formation and earthworks	nil
road kerb, channel and minor culverts	10 - 65

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 1	Significant accounting policies (cont.)	Period (Years)
	Bridges	
	bridges deck	5 - 80
	bridges other	5 - 80
	Footpaths & cycle ways	10 - 65
	Drainage	5 - 80
	Street Furniture	5 - 80
	Playground Equipment	5 - 80
	Monuments	5 - 80
	Other structures	5 - 80
	Intangible Assets	10

(e) Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

(f) Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

(g) Recognition and measurement of assets

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Where assets are constructed by Council, cost includes all materials used in construction and direct labour.

The following classes of assets have been recognised in note 22. In accordance with Council's policy, the threshold limits detailed below have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year:

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 1 Significant accounting policies (cont.)

	Threshold Limit \$'000
Property	
Land	
land	1
land improvements	1
land under roads	1
Buildings	
buildings	1
building improvements	1
Plant and Equipment	
plant, machinery and equipment	1
fixtures, fittings and furniture	0.5
computers and telecommunications	0.5
heritage plant & equipment	1
library books	1
Infrastructure	
Roads	
road pavements and seals	5
road substructure	5
road formation and earthworks	5
road kerb, channel and minor culverts	5
Bridges	
bridges deck	5
bridges substructure	5
Footpaths and cycle ways	5
Drainage	5
Other	
street furniture	0.5
playground equipment	0.5
monuments	0.5
other structures	0.5
artworks	0.5
intangible assets	1

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 1 Significant accounting policies (cont.)

(g) Recognition and measurement of assets (cont.)

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment (and other structures), are measured at their fair value, being the amount for which the assets could be exchanged between knowledgeable willing parties in an arms length transaction. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Land under roads

Land under roads acquired after 30 June 2008 is brought to account using the fair value basis. Council does not recognise land under roads that it controlled prior to that period in its financial report.

(h) Cash and cash equivalents

For the purposes of the cash flow statement, cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 1 Significant accounting policies (cont.)

(i) Other financial assets

Managed funds are valued at fair value, being market value, at balance date. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

(j) Investments

Investments, other than investments in associates, are measured at cost.

(k) Accounting for investments in associates

Council's investment in associates is accounted for by the equity method as the Council has the ability to influence rather than control the operations of the entities. The investment is initially recorded at the cost of acquisition and adjusted thereafter for post-acquisition changes in the Council's share of the net assets of the entities. The Council's share of the financial result of the entities is recognised in the Comprehensive Income Statement.

(l) Tender deposits

Amounts received as tender deposits and retention amounts controlled by Council are recognised as Trust funds until they are returned or forfeited (refer to note 25).

(m) Employee benefits

Wages and salaries

Liabilities for wages and salaries and rostered days off are recognised and measured as the amount unpaid at balance date and include appropriate oncosts such as workers compensation and payroll costs.

Annual leave

Annual leave entitlements are accrued on a pro rata basis in respect of services provided by employees up to balance date.

Annual leave expected to be paid within 12 months is measured at nominal value based on the amount, including appropriate oncosts, expected to be paid when settled.



**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 1 Significant accounting policies (cont.)

Long service leave

Long service leave entitlements payable are assessed at balance date having regard to expected employee remuneration rates on settlement, employment related oncosts and other factors including accumulated years of employment, on settlement, and experience of employee departure per year of service.

Long service leave expected to be paid within 12 months is measured at nominal value based on the amount expected to be paid when settled.

Long service leave expected to be paid later than one year has been measured at the present value of the estimated future cash outflows to be made for these accrued entitlements. Commonwealth bond rates are used for discounting future cash flows.

An employee may access this entitlement, on a pro-rata basis, after an initial 7 years of continuous service. Previously this was 10 years.

Classification of employee benefits

An employee benefit liability is classified as a current liability if the Council does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the period. Long service leave for employees with 7 or more years continuous service and all annual leave and wages and salaries is classified as current. Long service leave for employees with less than 6 years service is classified as non current.

Superannuation

A liability is recognised in respect of Council's present obligation to meet the unfunded obligations of defined benefit superannuation schemes to which its employees are members. The liability is defined as the Council's share of the scheme's unfunded position, being the difference between the present value of employees' accrued benefits and the net market value of the scheme's assets at balance date. The liability also includes applicable contributions tax of 15%.

The superannuation expense for the reporting year is the amount of the statutory contribution the Council makes to the superannuation plan which provides benefits to its employees together with any movements (favourable/unfavourable) in the position of any defined benefits schemes. Details of these arrangements are recorded in note 34.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 1 Significant accounting policies (cont.)

(n) Leases

Operating leases

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

(o) Allocation between current and non-current

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being the Council's operational cycle, or if the Council does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

(p) Web site costs

Costs in relation to websites are charged as an expense in the period in which they are incurred.

(q) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.e 14

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 1 Significant accounting policies (cont.)

(r) Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

(s) Rounding

Unless otherwise stated, amounts in the financial report have been rounded to the nearest dollar. Figures in the financial statement may not equate due to rounding.

(t) Financial guarantees

Financial guarantee contracts are recognised as a liability at the time the guarantee is issued. The liability is initially measured at fair value, and if there is material increase in the likelihood that the guarantee may have to be exercised, at the higher of the amount determined in accordance with AASB 137 Provisions, Contingent Liabilities and Contingent Assets and the amount initially recognised less cumulative amortisation, where appropriate. In the determination of fair value, consideration is given to factors including the probability of default by the guaranteed party and the likely loss to Council in the event of default.

(u) Contingent assets and contingent liabilities and commitments

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and inclusive of the GST payable.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

(v) Pending Accounting Standards

The following Australian Accounting Standards have been issued or amended and are applicable to the Council but are not yet effective.

They have not been adopted in preparation of the financial statements at reporting date.

<i>Standard / Interpretation</i>	<i>Summary</i>	<i>Applicable for annual reporting periods beginning or ending on</i>	<i>Impact on Local Government financial statements</i>
AASB 9: Financial Instruments and AASB 2009-11: Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Interpretations 10 & 12]	<p>These standards are applicable retrospectively and amend the classification and measurement of financial assets. Council has not yet determined the potential impact on the financial statements. Specific changes include:</p> <ul style="list-style-type: none"> * simplifying the classifications of financial assets into those carried at amortised cost and those carried at fair value; * removing the tainting rules associated with held-to-maturity assets; * simplifying the requirements for embedded derivatives; * removing the requirements to separate and fair value embedded derivatives for financial assets carried at amortised cost; <p>* allowing an irrevocable election on initial recognition to present gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. Dividends in respect of these investments that are a return on investment can be recognised in profit or loss and there is no impairment or</p> <ul style="list-style-type: none"> * reclassifying financial assets where there is a change in an entity's business model as they are <ol style="list-style-type: none"> a. the objective of the entity's business model for b. the characteristics of the contractual cash 	Applicable for annual reporting periods commencing on or after 1 January 2013.	These changes are expected to provide some simplification in the accounting for and disclosure of financial instruments
AASB 124: Related Party Disclosures	This standard removes the requirement for government related entities to disclose details of all transactions with the government and other government related entities and clarifies the definition of a related party to remove inconsistencies and simplify the structure of the standard.	Applicable for annual reporting periods commencing on or after 1 January 2011.	Although this standard does not strictly apply to Local Government it is often used as guidance, as such there will be greater clarity on the disclosure of inter government transactions.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 2	Rates and charges	2011	2010
		\$	\$
	Council uses capital improved value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its market value.		
	The valuation base used to calculate general rates for 2010/2011 was \$ 3,044 million (2009-2010 \$2,815 million). The 2010/2011 rate in the CIV dollar was 0.3835 (2009-2010: 0.3787).		
	Residential	6,969,550	6,389,350
	Commercial	1,527,262	1,472,214
	Mixed Use	247,687	228,710
	Industrial	65,723	56,941
	Farm	1,459,283	1,338,405
	Vacant Land - township	479,946	897,509
	Vacant Land - other	429,905	-
	Recreational	10,763	9,521
	Trust For Nature	13,398	11,466
	Supplementary rates and rate adjustments	154,318	129,058
	Municipal charge	325,046	213,947
	Garbage charge	485,478	383,159
	Waste Management Charge	1,009,905	886,936
	Recycling Charge	329,006	324,337
	Total rates and charges	13,507,270	12,341,553

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2010, and the valuation will be applied in the rating year commencing 1 July 2010.

Note 3	Statutory fees and fines		
	Infringements and costs	19,786	25,986
	Town planning fees	193,629	177,375
	Land information certificates	44,662	48,804
	Permits	49,448	42,357
	Other	6,227	5,058
	Total statutory fees and fines	313,752	299,580

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 4	User fees	2011	2010
		\$	\$
	Aged services fees	465,178	551,696
	Registration fees	189,640	197,584
	Building services fees	123,158	128,493
	Valuation fees/supplementary charges	11,140	82,896
	Waste services charges	129,929	107,568
	Other fees and charges	66,323	43,605
	Total user fees	985,368	1,111,842

Note 5

Grants

Grants were received in respect of the following :

Summary of grants

Federally funded grants	2,159,717	1,474,244
State funded grants	7,087,232	6,142,559
Total	9,246,949	7,616,803

Recurrent

Commonwealth Government - roads to recovery	696,767	691,000
Victoria Grants Commission - unallocated*	2,577,845	2,368,861
Victoria Grants Commission - local roads **	1,295,657	1,204,361
Community health	56,128	89,160
School crossing supervisors	12,150	7,815
Planning and development	-	20,000
Maternal and child health	123,596	133,825
Family and children	-	60,000
Food services	34,341	31,244
Home help/linkages	647,690	648,651
Senior citizen centres	29,505	26,044
Transport	67,741	107,725
Adult day care	210,077	195,196
Assessment/welfare support	140,573	144,030
Heritage and culture	13,200	16,520
Youth	24,300	21,450
Other	11,936	49,582
Total recurrent	5,941,508	5,815,463

* This amount includes \$655,595 pre-payment of 2011/12 Victoria Grants Commission unallocated grant.

**This amount includes \$329,778 pre-payment of 2011/12 Victoria Grants commission - local roads grant.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 5	Grants (cont.)	2011	2010
	Non-recurrent	\$	\$
	Community health	55,142	296,481
	Youth	16,664	-
	Family and children	11,500	-
	Home help	107,913	
	Commerce and tourism	273,300	161,250
	Roads	-	584,000
	Recreation	1,929,000	345,500
	Heritage and culture	217,625	69,391
	Waste and environment	84,125	56,269
	Emergency management and preparation	132,500	-
	Bushfire recovery	133,270	283,449
	Flood recovery	330,902	-
	Other	13,500	5,000
	Total non-recurrent	3,305,440	1,801,340

Conditions on grants

Grants recognised as revenue during the year that were obtained on condition that they be expended in a specified manner that had not occurred at balance date were:

Bushfire Appeal	-	10,000
Bushfire Community Assistance Gift	66,477	49,590
Bushfire Memorial	-	67,682
Carbon Initiatives	-	21,500
Daylesford Cenotaph Restoration Project	-	7,000
Drummond Avenue of Honour	-	4,000
Economic Development Buy Local Grant	-	1,994
Glenlyon Hall Upgrade	-	46,000
Hepburn L2P Program	-	6,063
School Focus	-	10,000
Transport Connections	-	95,552
Trentham Sporting Facilities Refurbishment	-	153,387
Ullina Avenue of Honour	-	800
VBRR Community Recovery Support Grant	66,972	4,382
VMWC Projects	93,342	12,500
Youth Bushfire Response Gift	-	45,321
Flood Recovery	290,902	-
Preschool Grant	11,500	-
HACC Seeding Grant	12,317	-
HACC Bushfire Preparedness Grant	12,150	-
HACC Rural Support and Flood Relief IT Resources Grant	22,999	-
HACC Rural Need Project	38,000	-

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 5	Grants (cont.)	2011	2010
		\$	\$
	Grants recognised as revenue during the year that were obtained on condition that they be expended in a specified manner that had not occurred at balance date were:		
	Clunes Cluster Small Towns Adaptation Project	188,250	-
	Flood Recovery Position Business & Community Development Officer	14,337	-
	Victorian Mineral Water DVD Grant	18,000	-
	Bushfire Planning Provisions	120,000	-
	School Focused Youth Services	16,664	-
	Noxious Weeds Gorse Task Force	22,085	-
	Halls Refurbishment Grant	22,025	-
	Daylesford Avenue of Honour	4,628	-
	Calembeen Park Walking Track	54,000	-
	Daylesford Community Park Stage 2 (Skate Park)	161,000	-
	Total	1,237,659	535,771
	Grants which were recognised as revenue in prior years and were expended during the current year in the manner specified by the grantor were:		
	Federal government regional and local community infrastructure program	-	277,946
	Grant for Jubilee lake fishing platforms (recreation)	-	80,612
	Grant for Clunes Bowling Club sustainable greens (recreation)	-	9,559
	Grant for Doug Lindsay recreation reserve	2,525,341	220,659
	Grant for transport connections Front SEEAT program (community services)	95,552	86,816
	Bushfire Community Assistance Gift	49,590	-
	Drummond Avenue of Honour	4,000	-
	Economic Development Buy Local Grant	1,994	-
	Glenlyon Hall Upgrade	32,760	-
	Hepburn L2P Program	6,063	-
	Trentham Sporting Facilities Refurbishment	144,914	-
	VBRR Community Recovery Support Grant	4,382	-
	Youth Bushfire Response Gift	45,321	-
		2,909,917	675,592
	Net increase (decrease) in restricted assets resulting from grant revenues for the year:	(1,672,258)	(139,821)

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 6	Contributions	2011	2010
	(a) Cash	\$	\$
	Roads	10,000	-
	Recreational, leisure and community facilities	71,051	-
	Parks, open space and streetscapes	-	124,000
	Total	<u>81,051</u>	<u>124,000</u>
	(b) Non-monetary assets		
	Land under roads	7,000	-
	Roads	61,000	-
	Buildings	150,000	-
	Total	<u>218,000</u>	<u>-</u>
	Total contributions	<u>299,051</u>	<u>124,000</u>
Note 7	Reimbursements		
	Flood recovery	9,716,829	-
	Other	122,025	163,507
	Total	<u>9,838,854</u>	<u>163,507</u>
Note 8	Other income		
	Interest	337,663	219,860
	Interest on rates	99,709	131,810
	Rent	832,854	700,685
	Sale of materials	34,821	42,833
	Supervision and administration fees	27,069	27,482
	Other	46,959	31,386
	Total other income	<u>1,379,075</u>	<u>1,154,058</u>
Note 9	Employee benefits		
	Wages and salaries	8,015,039	7,848,373
	Superannuation	626,493	615,558
	Superannuation - additional call*	315,260	-
	Fringe benefits tax and work cover	427,691	332,181
	Total employee benefits	<u>9,384,483</u>	<u>8,796,112</u>

* during the period Council was required to make an additional contribution to Vision Super to meet our obligations in relation to members of the defined benefit plan. This includes a contribution to the Central Highlands Regional Library corporation defined benefit plan shortfall.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 10	Materials and services	2011	2010
		\$	\$
	Waste management	1,858,102	1,488,595
	Road construction	1,906,786	1,442,804
	Home & community care	387,654	366,597
	Building maintenance	407,621	26,579
	Flood recovery	5,031,183	-
	Cleaning	147,007	163,525
	Swimming pools	224,213	185,615
	Other	208,204	166,471
	Materials	1,537,867	1,966,638
	Utility payments	346,185	358,902
	Total materials and services	12,054,822	6,165,726
Note 11	Bad debts and change in doubtful debts		
	Infringement debtors	24,425	7,375
	Total bad debts and change in doubtful debts	24,425	7,375
Note 12	Depreciation and amortisation		
	<i>Property</i>		
	Land		
	Land improvements	155,167	152,215
	Buildings		
	Buildings	453,948	433,243
	<i>Plant and Equipment</i>		
	Plant, machinery and equipment	594,884	566,590
	Fixtures, fittings and furniture	56,782	50,548
	Computers and telecommunications	67,595	66,546
	<i>Infrastructure</i>		
	Roads	2,787,994	2,746,001
	Bridges	213,337	116,592
	Footpaths and cycleways	59,369	59,369
	Drainage	90,780	90,780
	Kerb & Channel	134,992	134,991
	Street furniture	33,866	33,866
	Monuments	10,785	10,785
	Playground equipment	25,483	24,565
	Other infrastructure	40,900	34,693
	<i>Intangibles</i>		
	Computer software	15,787	-
	Total depreciation and amortisation	4,741,669	4,520,784

**Notes to the Financial Report
For the Year Ended 30 June 2011**

	2011	2010
Note 13		
Finance costs	\$	\$
Interest - Borrowings	214,839	221,400
Total finance costs	214,839	221,400
Note 14		
Other expenses	2011	2010
	\$	\$
Auditors' remuneration	75,223	57,077
Councillors' allowances	145,285	140,506
Insurances	213,689	189,476
Risk management	13,885	-
Community grants	138,948	81,927
Contribution to Central Highlands Regional Library Corporation	427,148	386,374
Other	101,217	116,298
Total other expenses	1,115,395	971,657
Note 15		
Proceeds from disposal of property, infrastructure, plant and equipment		
Proceeds from disposal of assets	254,083	361,827
Written down value of assets sold	(195,353)	(208,623)
Profit/(loss) on disposal of assets	58,730	153,204
Note 16		
Investment in associates		
Investments in associates accounted for by the equity method are:		
- Central Highlands Regional Library Corporation	453,154	442,900
Total	453,154	442,900

Central highlands regional library corporation

Background

Central Highlands Regional Library Corporation established in April 1997 provides library services across 6 municipalities with Hepburn Shire Council having a 11.62% share in ownership (10.58% 2009-10).

As at 30 June 2011, the Board of the Corporation had endorsed a transition plan which will result in the dissolution of the Corporation during 2011-12. As of 1 July 2011, Hepburn Shire Council will employ their library staff and purchase some library services from the City of Ballarat.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 16	Investment in associates (cont.)	2011	2010
		\$	\$
	<i>Council's share of accumulated surplus(deficit)</i>		
	Council's share of accumulated surplus(deficit) at start of year	277,900	282,000
	Reported surplus(deficit) for year	10,254	(4,100)
	Council's share of accumulated surplus(deficit) at end of year	<u>288,154</u>	<u>277,900</u>
	<i>Council's share of reserves</i>		
	Council's share of reserves at start of year	165,000	165,000
	Council's share of reserves at end of year	<u>165,000</u>	<u>165,000</u>
	<i>Movement in carrying value of specific investment</i>		
	Carrying value of investment at start of year	442,900	447,000
	Share of surplus(deficit) for year	10,254	(4,100)
	Carrying value of investment at end of year	<u>453,154</u>	<u>442,900</u>
	<i>Council's share of expenditure commitments</i>		
	Operating commitments	12,568	53,124
		<u>12,568</u>	<u>53,124</u>
Note 17	Cash and cash equivalents		
	Cash on hand	5,000	5,150
	Cash at bank	1,991,074	1,896,555
	Money market call account	9,822,195	5,297,967
	Total cash and cash equivalents	<u>11,818,269</u>	<u>7,199,672</u>
	Users of the financial report should refer to Note 33 for details of restrictions on cash assets and note 35 for details of existing Council commitments		
Note 18	Trade and other receivables		
	<i>Current</i>		
	Rates debtors	887,317	1,331,874
	Parking infringement debtors	9,777	8,560
	Other infringement debtors	26,076	15,318
	Provision for doubtful debts - infringements	(27,697)	(10,851)
	Other debtors	-	290,471
	Provision for doubtful debts - other debtors	-	(12,866)
	Government grants	992,841	174,344
	Net GST receivable	116,352	155,639
	Total	<u>2,004,665</u>	<u>1,952,489</u>
	<i>Non-current</i>		
	Special charge scheme	688	61
	Total	<u>688</u>	<u>61</u>
	Total trade and other receivables	<u>2,005,353</u>	<u>1,952,550</u>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 19	Financial assets	2011	2010
		\$	\$
	<i>Current</i>		
	Bank bills	998,567	962,493
	Total financial assets	<u>998,567</u>	<u>899,196</u>
Note 20	Inventories		
	Inventories held for distribution	17,530	29,238
	Total inventories	<u>17,530</u>	<u>29,238</u>
Note 21	Other assets		
	<i>Current</i>		
	Prepayments	113,061	30,200
	Accrued income	15,208	10,603
	Total	<u>128,269</u>	<u>40,802</u>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 22	Property, plant and equipment, infrastructure	2011	2010
		\$	\$
	Summary		
	at cost	35,203,867	27,013,224
	less accumulated depreciation	(5,401,677)	(4,586,215)
		<u>29,802,190</u>	<u>22,427,009</u>
	at fair value as at 30 June 2010	274,325,465	274,430,465
	less accumulated depreciation	(128,432,115)	(124,844,854)
	less accumulated impairment losses	(5,932,281)	-
		<u>139,961,069</u>	<u>149,585,611</u>
	Total	<u>169,763,259</u>	<u>172,012,620</u>
	Property		
	Land		
	at fair value as at 30 June 2010	22,456,700	22,561,700
		<u>22,456,700</u>	<u>22,561,700</u>
	Land under roads		
	at deemed cost	86,327	51,000
		<u>86,327</u>	<u>51,000</u>
	Land improvements		
	at cost	4,743,233	4,743,233
	Less accumulated depreciation	(1,117,184)	(962,018)
		<u>3,626,048</u>	<u>3,781,215</u>
	Total Land	<u>26,169,075</u>	<u>26,393,915</u>
	Buildings		
	at cost	3,245,715	2,505,401
	Less accumulated depreciation	(70,466)	(6,167)
		<u>3,175,249</u>	<u>2,499,234</u>
	at fair value as at 30 June 2010	66,192,850	66,192,850
	Less accumulated depreciation	(34,198,012)	(33,808,363)
	Less accumulated impairment losses	(356,224)	-
		<u>31,638,614</u>	<u>32,384,487</u>
	Total Buildings	<u>34,813,862</u>	<u>34,883,721</u>
	Total Property	<u>60,982,938</u>	<u>61,277,636</u>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 22 Property, plant and equipment, infrastructure (cont.)

Valuation of land (excluding land under roads) and buildings were undertaken by a qualified independent valuer, Vincent John Bourke, Registered Valuer. The valuation of buildings is at fair value based on current replacement cost less accumulated depreciation at the date of valuation. The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. All freehold land reserved for public open space is valued at a discount of 70 percent to market value based on legal precedents.

Land under roads is valued at deemed cost. Deemed cost is based on Council valuations at the date acquired using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services.

<i>Plant and Equipment</i>	2011	2010
	\$	\$
Plant, machinery and equipment		
at cost	5,526,816	5,128,643
Less accumulated depreciation	(2,576,528)	(2,299,431)
	<u>2,950,287</u>	<u>2,829,213</u>
Fixtures, fittings and furniture		
at cost	807,031	694,902
Less accumulated depreciation	(464,742)	(407,959)
	<u>342,290</u>	<u>286,943</u>
Computers and telecommunications		
at cost	712,957	633,749
Less accumulated depreciation	(617,954)	(555,732)
	<u>95,003</u>	<u>78,017</u>
Art works		
at cost	341,085	341,085
Less accumulated depreciation	-	-
	<u>341,085</u>	<u>341,085</u>
Total Plant and Equipment	<u>3,728,665</u>	<u>3,535,257</u>
Infrastructure		
Roads		
at cost	13,086,406	10,079,708
Less accumulated depreciation	(341,602)	(208,461)
	<u>12,744,804</u>	<u>9,871,246</u>
at fair value as at 30 June 2010	146,142,623	146,142,623
Less accumulated depreciation	(76,348,048)	(73,693,195)
Less accumulated impairment losses	(4,771,000)	-
	<u>65,023,575</u>	<u>72,449,428</u>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 22	Property, plant and equipment, infrastructure (cont.)	2011	2010
	Bridges	\$	\$
	at cost	361,850	19,849
	Less accumulated depreciation	(5,307)	-
		<u>356,544</u>	<u>19,849</u>
	at fair value as at 30 June 2010	18,843,622	18,843,622
	Less accumulated depreciation	(8,725,106)	(8,517,076)
	Less accumulated impairment losses	(600,000)	-
		<u>9,518,516</u>	<u>10,326,546</u>
	Footpaths and cycleways		
	at cost	612,804	595,521
	Less accumulated depreciation	(43,281)	(31,371)
		<u>569,523</u>	<u>564,150</u>
	at fair value as at 30 June 2010	2,372,958	2,372,958
	Less accumulated depreciation	(1,183,059)	(1,135,600)
		<u>1,189,899</u>	<u>1,237,358</u>
	Drainage		
	at cost	207,728	207,728
	Less accumulated depreciation	(15,719)	(12,523)
		<u>192,009</u>	<u>195,204</u>
	at fair value as at 30 June 2010	7,006,710	7,006,710
	Less accumulated depreciation	(2,751,456)	(2,663,872)
	Less accumulated impairment losses	(205,057)	-
		<u>4,050,197</u>	<u>4,342,838</u>
	Kerb & Channel		
	at cost	12,511	12,511
	Less accumulated depreciation	(1,251)	(1,043)
		<u>11,260</u>	<u>11,468</u>
	at Fair value as at 30 June 2010	8,086,965	8,086,965
	Less accumulated depreciation	(3,976,239)	(3,841,456)
		<u>4,110,726</u>	<u>4,245,509</u>
	Street Furniture		
	at Fair value as at 30 June 2010	2,278,742	2,278,742
	Less accumulated depreciation	(635,852)	(601,986)
		<u>1,642,890</u>	<u>1,676,756</u>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 22	Property, plant and equipment, infrastructure (cont.)	2011	2010
	Monuments	\$	\$
	at Fair value as at 30 June 2010	539,263	539,263
	Less accumulated depreciation	(262,458)	(251,673)
		<u>276,805</u>	<u>287,590</u>
	Playground Equipment		
	at cost	124,622	104,622
	Less accumulated depreciation	(16,879)	(11,648)
		<u>107,743</u>	<u>92,974</u>
	at Fair value as at 30 June 2010	405,032	405,032
	Less accumulated depreciation	(351,885)	(331,633)
		<u>53,147</u>	<u>73,399</u>
	Other Structures		
	at cost	1,069,469	860,426
	Less accumulated depreciation	(130,763)	(89,863)
		<u>938,706</u>	<u>770,563</u>
	Total Infrastructure	100,786,343	106,164,879

In September 2010, January 2011 and February 2011, major flooding was experienced in several parts of the Shire resulting in the need for significant repairs to Buildings and Infrastructure. As the repair work has not been completed by 30 June 2011, Council's Buildings and Infrastructure have been subject to impairment testing. The impairment loss amounts to \$5.9 million. The recoverable amount of the asset is its value-in-use.

Damage to Council's urban drainage, footpaths and cycleways has not assessed as at September 2011 but has been estimated at \$750,000. Consequently, no impairment loss has been recorded against these assets at 30 June 2011. Assessments are scheduled to be completed by December 2011.

Valuation of infrastructure assets has been determined in accordance with a valuation undertaken by Council's Manager - Engineering Services, Richard Russell. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation. No revaluations have occurred for the year ending 30 June 2011.

Works in progress

Land & Buildings at cost	91,566	103,016
Roads at cost	23,315	65,202
Bridges at cost	148,470	312,538
Infrastructure	3,416,007	361,621
Other	585,955	192,471
Total Works in progress	<u>4,265,313</u>	<u>1,034,848</u>
Total property, infrastructure, plant and equipment	<u>169,763,259</u>	<u>172,012,620</u>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 22 Property, plant and equipment, infrastructure (cont.)

2011	Balance at beginning of financial year	Acquisition of assets	Revaluation increments (decrements) (note 27)	Depreciation and amortisation (note 12)	Written down value of disposals	Impairment losses recognised in asset revaluation reserve	Transfers	Balance at end of financial year
	\$	\$	\$	\$	\$	\$	\$	\$
Property								
land	22,561,700	-	(45,000)	-	60,000	-	-	22,456,700
land under roads	51,000	35,327	-	-	-	-	-	86,327
land improvements	3,781,215	-	-	155,167	-	-	-	3,626,048
Total land	26,393,915	35,327	(45,000)	155,167	60,000	-	-	26,169,075
buildings	34,883,721	687,016	-	453,948	-	356,224	53,298	34,813,862
Total buildings	34,883,721	687,016	-	453,948	-	356,224	53,298	34,813,862
Total property	61,277,636	722,343	(45,000)	609,115	60,000	356,224	53,298	60,982,938
Plant and Equipment								
plant, machinery and equipment	2,829,213	850,860	-	594,884	134,901	-	-	2,950,287
fixtures, fittings and furniture	286,943	112,129	-	56,782	-	-	-	342,290
computers and telecommunications	78,017	85,033	-	67,595	452	-	-	95,003
art works	341,085	-	-	-	-	-	-	341,085
Total plant and equipment	3,535,257	1,048,022	-	719,261	135,353	-	-	3,728,665
Infrastructure								
roads	82,320,674	2,961,145	-	2,787,994	-	4,771,000	45,553	77,768,379
bridges	10,346,395	51,963	-	213,337	-	600,000	290,039	9,875,060
footpaths and cycleways	1,801,508	7,293	-	59,369	-	-	9,990	1,759,422
drainage	4,538,042	-	-	90,780	-	205,057	-	4,242,206
kerb & channel	4,256,977	-	-	134,992	-	-	-	4,121,986
street furniture	1,676,756	-	-	33,866	-	-	-	1,642,890
monuments	287,590	-	-	10,785	-	-	-	276,805
playground equipment	166,373	20,000	-	25,483	-	-	-	160,890
other Structures	770,563	188,508	-	40,900	-	-	20,535	938,706
Total infrastructure	106,164,879	3,228,910	-	3,397,505	-	5,576,057	366,117	100,786,343
Works in progress								
land & buildings	103,016	62,042	-	-	-	-	(73,491)	91,566
roads	65,202	13,656	-	-	-	-	(55,543)	23,315
bridges	312,538	125,971	-	-	-	-	(290,039)	148,470
infrastructure	361,621	3,054,386	-	-	-	-	-	3,416,007
other	192,471	414,019	-	-	-	-	(20,535)	585,955
Total works in progress	1,034,849	3,670,073	-	-	-	-	(439,608)	4,265,314
Total property, plant and equipment, infrastructure	172,012,621	8,669,347	(45,000)	4,725,882	195,353	5,932,281	(20,193)	169,763,259

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 22 Property, plant and equipment, infrastructure (cont.)

2010	Balance at beginning of financial year	Acquisition of assets	Revaluation increments (decrements) (note 27)	Depreciation and amortisation (note 12)	Written down value of disposals	Transfers	Balance at end of financial year
	\$	\$	\$	\$	\$	\$	\$
Property							
land	21,779,500	45,000	797,200	0	60,000	0	22,561,700
land under roads	49,000	2,000	0	0	0	0	51,000
land improvements	3,772,576	13,794	0	152,215	0	147,060	3,781,215
Total land	25,601,076	60,794	797,200	152,215	60,000	147,060	26,393,915
buildings	26,873,079	1,308,139	5,938,484	433,243	0	1,197,262	34,883,721
Total buildings	26,873,079	1,308,139	5,938,484	433,243	0	1,197,262	34,883,721
Total property	52,474,155	1,368,933	6,735,684	585,458	60,000	1,344,322	61,277,636
Plant and Equipment							
plant, machinery and equipment	2,801,073	743,353	-	566,590	148,623	-	2,829,213
fixtures, fittings and furniture	246,207	91,284	-	50,548	-	-	286,943
computers and telecommunications	78,173	66,390	-	66,546	-	-	78,017
library books	341,085	-	-	-	-	-	341,085
Total plant and equipment	3,466,537	901,027	0	683,684	148,623	0	3,535,256
Infrastructure							
roads	82,004,323	3,062,352	-	2,746,001	-	-	82,320,674
bridges	9,708,756	19,849	734,382	116,592	-	-	10,346,395
footpaths and cycleways	1,860,877	-	-	59,369	-	-	1,801,508
drainage	4,628,822	-	-	90,780	-	-	4,538,042
kerb & channel	4,391,968	-	-	134,991	-	-	4,256,977
street furniture	1,710,622	-	-	33,866	-	-	1,676,756
monuments	298,375	-	-	10,785	-	-	287,590
playground equipment	170,938	20,000	-	24,565	-	-	166,373
other Structures	479,255	186,317	-	34,693	-	139,684	770,563
Total infrastructure	105,253,937	3,288,518	734,382	3,251,642	-	139,684	106,164,879
Works in progress							
buildings	1,200,697	99,581	-	-	-	(1,197,262)	103,016
roads	66,211	45,109	-	-	-	(46,118)	65,202
bridges	49,559	262,979	-	-	-	-	312,538
infrastructure	234,136	327,826	-	-	-	(200,341)	361,621
Other	209,511	24,752	-	-	-	(41,792)	192,471
Total works in progress	1,760,114	760,247	-	-	-	(1,485,513)	1,034,848
Total property, plant and equipment, infrastructure	162,954,743	6,318,725	7,470,066	4,520,784	208,623	(1,507)	172,012,619

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 23 Intangible assets	2011	2010
	\$	\$
Computer software		
at cost	157,870	157,870
Less accumulated depreciation	(15,787)	-
	<u>142,083</u>	<u>157,870</u>
 Reconciliation of computer software		
Balance at beginning of year	157,870	-
Additions	-	157,870
Amortisation	(15,787)	-
Closing carrying value at the end of the year	<u>142,083</u>	<u>157,870</u>
 Note 24 Trade and other payables		
Trade payables	1,501,139	1,834,026
Accrued expenses	191,895	189,464
Total trade and other payables	<u>1,693,035</u>	<u>2,023,490</u>
 Note 25 Trust funds and deposits		
Refundable building deposits	92,508	115,508
Refundable contract deposits	2,500	2,500
Refundable civic facilities deposits	10,100	10,200
Retention amounts	71,356	39,817
Other refundable deposits	114,345	254,492
Trust deposits	596,405	548,813
Total trust funds and deposits	<u>887,214</u>	<u>971,330</u>
 The purposes for which trust funds are held and the nature of any restriction imposed on the manner in which these can be applied:	\$	\$
Details of trust deposits:		
Litherland bequest (Preservation of art collection at Creswick Museum)	91,819	91,400
Medlyn estate (Preservation of bottle collection at Clunes)	21,698	21,600
Vicroads agency & signage account (Money collected on behalf of Vicroads)	521	875
Community playground appeal	1,083	1,083

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 25 Trust funds and deposits (cont.)	2011	2010
Details of trust deposits (cont.):	\$	\$
F. Shaw bequest (Preservation of art collection at Creswick museum)	10,000	10,000
Mineral water trust	456,130	396,130
James Jasper Strachan appeal - commemoration	6,345	6,345
Dress down day - charity donation	626	501
McGinty trust (General support for Daylesford day activity centre)	3,785	3,785
Trust Tourism Hepburn Board	-	12,344
Creswick development committee	4,311	4,699
Various small trust accounts	88	52
	<u>596,405</u>	<u>548,813</u>

Note 26 Provisions

	Annual leave	Long service leave	Landfill restoration	Other	Total
2011	\$	\$	\$	\$	\$
Balance at beginning of the financial year	764,467	996,421	475,760	27,000	2,263,649
Additional provisions	593,261	195,422	-	-	788,683
Amounts used	(518,499)	(156,247)	(20,220)	-	(694,966)
Balance at the end of the financial year	<u>839,229</u>	<u>1,035,596</u>	<u>455,540</u>	<u>27,000</u>	<u>2,357,365</u>
2010					
Balance at beginning of the financial year	696,855	993,417	495,980	27,000	2,213,252
Additional provisions	550,122	151,136	-	-	701,259
Amounts used	(482,510)	(148,132)	(20,220)	-	(650,862)
Balance at the end of the financial year	<u>764,467</u>	<u>996,421</u>	<u>475,760</u>	<u>27,000</u>	<u>2,263,649</u>

(a) Employee benefits

Current

Annual leave	839,229	764,467
Superannuation - Defined Benefits	303,078	-
Long service leave	860,505	640,553
Accrued salaries and wages	143,826	107,422
	<u>2,146,638</u>	<u>1,512,442</u>

Non-current

Long service leave	175,091	355,868
	<u>175,091</u>	<u>355,868</u>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 26 Provisions (cont.)

Aggregate carrying amount of employee benefits:

Current	2,146,638	1,512,442
Non-current	175,091	355,868
	<u>2,321,729</u>	<u>1,868,310</u>

The following assumptions were adopted in measuring the present value of employee benefits:

Weighted average increase in employee costs	4.43%	4.48%
Weighted average discount rates	4.55%	5.16%
Weighted average settlement period	10	10

The amount of long service leave estimated to be taken in 2011/12 is \$100,000 (\$156,247 taken in 2010/11).

(b) Provisions

Pit restoration reserve

Non-current	27,000	27,000
Total	<u>27,000</u>	<u>27,000</u>

Creswick tip EPA monitoring reserve

Current	9,520	9,520
Non-current	199,920	209,440
Total	<u>209,440</u>	<u>218,960</u>

Daylesford tip EPA monitoring reserve

Current	10,700	10,700
Non-current	235,400	246,100
Total	<u>246,100</u>	<u>256,800</u>

Reserves for Creswick and Daylesford tips relate to a 20 year obligation to monitor landfill leachate. These reserves are expected to be expended over that 20 year period.

Total provisions

Current	2,166,858	1,532,662
Non-current	637,411	838,408
Total	<u>2,804,269</u>	<u>2,371,070</u>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 27 Interest-bearing loans and borrowings

	2011	2010
	\$	\$
Current		
Borrowings - secured	433,191	415,496
	<u>433,191</u>	<u>415,496</u>
Non-current		
Borrowings - secured	3,024,476	3,077,667
Total	<u>3,457,667</u>	<u>3,493,163</u>
The maturity profile for Council's borrowings is:		
Not later than one year	433,191	415,496
Later than one year and not later than five years	1,782,672	1,676,894
Later than five years	1,241,803	1,400,774
Total	<u>3,457,667</u>	<u>3,493,164</u>
Aggregate carrying amount of interest-bearing loans and borrowings:		
Current	433,191	415,496
Non-current	3,024,476	3,077,667
Total interest-bearing loans and borrowings	<u>3,457,667</u>	<u>3,493,163</u>

The security for the borrowings is a Deed of Charge over Hepburn Shire Council rates.

Note 28 Other Liabilities

	2011	2010
	\$	\$
Current		
Prepaid income	124,181	83,956
	<u>124,181</u>	<u>83,956</u>
Non-current		
Prepaid income	223,214	-
Total Other Liabilities	<u>347,395</u>	<u>83,956</u>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 29	Reserves	Balance at beginning reporting period	Adjustment	Increment (decrement)	Balance at end of reporting period
		\$	\$	\$	\$
	(a) Asset revaluation surplus				
	2011				
	Property				
	Land	15,396,986	(45,000)	-	15,351,986
	Land improvements	89,974	-	-	89,974
	Buildings	17,823,129	-	(356,224)	17,466,905
	Heritage buildings	-	-	-	-
		33,310,089	(45,000)	(356,224)	32,908,865
	Infrastructure				
	Roads	28,186,754	-	(4,771,000)	23,415,754
	Other infrastructure	10,577,704	-	(805,057)	9,772,647
		38,764,458	-	(5,576,057)	33,188,401
	Total asset revaluation surplus	72,074,547	(45,000)	(5,932,281)	66,097,266
	2010				
	Property				
	Land	14,599,786	-	797,200	15,396,986
	Land improvements	89,974	-	-	89,974
	Buildings	11,883,947	-	5,939,182	17,823,129
		26,573,707	-	6,736,382	33,310,089
	Infrastructure				
	Roads	28,186,754	-	-	28,186,754
	Other infrastructure	9,843,321	-	734,383	10,577,704
		38,030,075	-	734,383	38,764,458
	Total asset revaluation surplus	64,603,782	-	7,470,765	72,074,547

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 29	Reserves (cont.)	Balance at beginning reporting period	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting period
		\$	\$	\$	\$
	(b) Other reserves				
	2011				
	Heritage advisory fund	20,000	-	-	20,000
	The purpose of this reserve is to provide low interest loans for heritage renovations				
	Car parking reserve	21,250	-	-	21,250
	the purpose of this reserve is to provide for future car parking	-			
	Drainage reserve	300	-	-	300
	The purpose of this reserve is to provide future drainage				
	Smeaton Hill pit reserve	74,419	-	-	74,419
	The purpose of this reserve is to provide future drainage reinstatement of smeaton hill				
	Mt Beckworth pit reserve	27,772	-	-	27,772
	The purpose of this reserve is to provide future reinstatement of Mt beckworth gravel pit				
	Plant replacement reserve	37,425	-	(37,425)	-
	The purpose of this reserve is to provide future replacement of plant				
	Clunes caravan park reserve	10,500	-	-	10,500
	The purpose of this reserve is to provide future improvements at clunes caravan park				
	Waste management reserve	92,600	-	(85,000)	7,600
	The purpose of this reserve is to provide future waste management improvements				
	Resort and recreation reserve	770,479	119,308	(56,880)	832,907
	The purpose of this reserve is to provide future recreation				
	Financial asset valuation reserve	(11,657)	36,074	-	24,417
	To allow for the movement in valuation of financial assets available for sale				
	Total Other reserves	1,043,088	155,382	(179,305)	1,019,165

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 29	Reserves (cont.)	Balance at beginning reporting period	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting period
	(b) Other reserves	\$	\$	\$	\$
	2010				
	Heritage advisory fund	20,000	-	-	20,000
	The purpose of this reserve is to provide low interest loans for heritage renovations				
	Car parking reserve	21,167	83	-	21,250
	the purpose of this reserve is to provide for future car parking				
	Drainage reserve	300	-	-	300
	The purpose of this reserve is to provide future drainage				
	Smeaton Hill pit reserve	74,419	-	-	74,419
	The purpose of this reserve is to provide future drainage reinstatement of smeaton hill				
	Mt Beckworth pit reserve	27,772	-	-	27,772
	The purpose of this reserve is to provide future reinstatement of Mt beckworth gravel pit				
	Plant replacement reserve	37,425	-	-	37,425
	The purpose of this reserve is to provide future replacement of plant				
	Clunes caravan park reserve	10,500	-	-	10,500
	The purpose of this reserve is to provide future improvements at clunes caravan park				
	Waste management reserve	92,600	-	-	92,600
	The purpose of this reserve is to provide future waste management improvements				
	Resort and recreation reserve	646,479	124,000	-	770,479
	The purpose of this reserve is to provide future recreation				
	Financial asset valuation reserve	(74,954)	63,297	-	(11,657)
	To allow for the movement in valuation of financial assets available for sale				
	Total Other reserves	855,708	187,380	-	1,043,088

**Notes to the Financial Report
For the Year Ended 30 June 2011**

	2011	2010
	\$	\$
Note 30 Adjustments directly to equity		
Recognised during the year - adjusted value of LSL bank bill	36,074	63,297
Note 31 Reconciliation of cash flows from operating activities to surplus (deficit)		
Comprehensive result	2,171,387	9,748,157
Depreciation/amortisation	4,741,669	4,520,784
Impairment	5,932,281	-
(Profit)/loss on disposal of property, plant and equipment, infrastructure	(58,730)	(153,204)
Share of net (profits)/losses of associates	(10,219)	-
Contributions - Non-monetary assets	(218,000)	-
Bad Debts	24,425	-
Finance costs	214,839	189,151
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in reserves	117,000	(7,470,765)
(Increase)/decrease in trade and other receivables	(56,109)	(287,865)
Increase/(decrease) in other assets	(86,798)	97,531
Increase/(decrease) in trade and other payables	(414,572)	1,088,409
(Decrease)/increase in other liabilities	264,225	67,612
Increase/(Decrease) in provisions	433,199	(17,216)
Net cash provided by/(used in) operating activities	13,054,597	7,782,594
Note 32 Reconciliation of cash and cash equivalents		
Cash and cash equivalents (see note 17)	11,818,269	7,199,672
Total reconciliation of cash and cash equivalents	11,818,269	7,199,672
Note 33 Restricted assets		
Council has cash and cash equivalents (note 16) and financial assets (note 18) that are subject to restrictions. As at the reporting date, Council had legislative restrictions in relation to employee entitlements (Long Service Leave) and reserve funds (Car Parking, Drainage and Resort and Recreation Reserves).		
Long service leave* (note 19)	974,150	857,828
Reserve funds (note 29)	854,456	792,028
Total restricted assets	1,828,606	1,649,856

* Restricted asset for long service leave is based on the Local Government (Long Service Leave) Regulations 2002 and does not necessarily equate to the long service leave liability disclosed in note 25 due to a different basis of calculation prescribed by the regulation.

Notes to the Financial Report For the Year Ended 30 June 2011

Note 34 Superannuation

Council makes employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). *Obligations for contributions are recognised as an expense in profit or loss when they are due.* The Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently.

The Fund's accumulation category, Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (9% required under Superannuation Guarantee Legislation). No further liability accrues to the employer as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Defined Benefit Plan

The Fund's Defined Benefit Plan is a multi-employer sponsored plan. As the Plan's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to reliably allocate benefit liabilities, assets and costs between employers. As provided under Paragraph 32 (b) of AASB 119, Hepburn Shire Council does not use defined benefit accounting for these contributions.

Council makes employer contributions to the defined benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary. On the basis of the results of the most recent full actuarial investigation conducted by the Fund's Actuary as at 31 December 2008, Council makes the following contributions:-

- 9.25% of members' salaries (same as previous year);
- the difference between resignation and retrenchment benefits paid to any retrenched employees, plus contribution tax (same as previous year);

The Fund surplus or deficit (ie the difference between fund assets and liabilities) is calculated differently for funding purposes (ie calculating required contributions) and for the calculation of accrued benefits as required in AAS 25 to provide the values needed for the AASB 119 disclosure in the council's financial statements. AAS 25 requires that the present value of the defined benefit liability to be calculated based on benefits that have accrued in respect of membership of the plan up to the measurement date, with no allowance for future benefits that may accrue.

Following an actuarial review conducted by the Trustee in late 2010, as at 31 December 2008, a funding shortfall of \$71 million for the Fund was determined. A call to Employers for additional contributions was made for the financial year 30 June 2011. A further actuarial review will be undertaken as at 31 December 2011 by mid 2012. Based on the result of this review, a detailed funding plan will be developed and implemented to achieve the target of fully funding the Fund by 31 December 2013. Hepburn Shire Council will be notified of any additional contributions by late 2012.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 34 Superannuation (cont.)

Defined Benefit Plan (cont.)

Accounting Standard Disclosure

The Fund's liability for accrued benefits was determined by the Actuary at 31 December 2008 pursuant to the requirements of Australian Accounting Standard AAS25 follows:

	31-Dec-08
	\$
Net Market Value of Assets	3,630,432
Accrued Benefits (per accounting standards)	3,616,422
Difference between Assets and Accrued Benefits	14,010
Vested Benefits	3,561,588

The financial assumptions used to calculate the Accrued Benefits for the defined benefit category of the Fund were:

Net Investment Return	8.50% p.a.
Salary Inflation	4.25% p.a.
Price Inflation	2.75% p.a.

	2011	2010
Fund	\$	\$
Defined benefits fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	491,881	503,230
Employer contributions to 18 (19 in 2008-2009) other Superannuation Funds	134,612	112,328
	626,493	615,558

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 35 Commitments

The Council has entered into the following commitments

2011	Not later than 1 year \$	Later than 1 year and not later than 2 years \$	Later than 2 years and not later than 5 years \$	Total \$
Operating				
Recycling	175,512	-	-	175,512
Garbage collection	248,436	-	-	248,436
Operation of Municipal Recycling Facility	170,568	-	-	170,568
Maternal & child health services	271,032	-	-	271,032
Transfer stations	158,500	-	-	158,500
Public Litter & Public Place Recycling	176,130	-	-	176,130
Meals for delivery	48,000	48,000	144,000	240,000
Swimming pools	161,233	165,263	-	326,496
Recreation facilities management	25,000	-	-	25,000
Valuations	119,000	-	-	119,000
Photocopiers	26,628	26,628	79,884	133,140
Total	1,580,039	239,891	223,884	2,043,814
Capital				
Buildings	369,500	-	-	369,500
Plant and equipment	470,000	-	-	470,000
Roads	1,444,286	1,444,286	1,444,286	4,332,858
Bridges	200,195	-	-	200,195
Recreation facilities	377,750	-	-	377,750
Buildings - flood recovery	192,000	-	-	192,000
Total	3,053,731	1,444,286	1,444,286	5,942,303

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 35	Commitments (cont.)	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Total
		\$	\$	\$	\$
	2010				
	Operating				
	Recycling	341,420	341,420	-	682,840
	Garbage collection	253,310	253,310	-	506,620
	Maternal & child health services	271,032	271,032	-	542,064
	Recreation facilities management	25,000	25,000	-	50,000
	Hard & green waste collection	189,200	189,200	-	378,400
	Total	1,079,962	1,079,962	-	2,159,925
	Capital				
	Buildings	29,994	-	-	29,994
	Plant and equipment	245,032	-	-	245,032
	Roads	43,395	-	-	43,395
	Total	318,421	-	-	318,421

Note 36 Operating leases

(a) Operating lease commitments

At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment for use within Council's activities (these obligations are not recognised as liabilities):

	2011	2010
	\$	\$
Not later than one year	31,152	58,159
Later than one year and not later than five years	124,608	14,540
	155,760	72,699

(b) Operating lease receivables

The Council has entered into commercial property leases on some property partly owned and partly managed on behalf of the government, consisting mainly of caravan parks and some buildings located on Crown Land for which the Council is committee of management. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 20 years. These leases include either a CPI based revision of the rental charge annually or set rental increases included in the lease.

Future minimum rentals receivable under non-cancellable operating leases are as follows:

Not later than one year	851,240	739,829
Later than one year and not later than five years	3,572,445	3,204,146
Later than five years	11,145,101	9,127,910
	15,568,786	13,071,885

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 37 Financial Instruments

(a) Accounting Policy, terms and conditions

Recognised financial instruments	Note	Accounting Policy	Terms and Conditions
Financial assets			
Cash and cash equivalents	17	<p>Cash on hand and at bank and money market call account are valued at face value.</p> <p>Interest is recognised as it accrues.</p> <p>Investments and bills are valued at cost.</p> <p>Investments are held to maximise interest returns of surplus cash.</p>	<p>On call deposits returned a floating interest rate of 3.14 % (3.20% in 2009/2010). The interest rate at balance date was 4.66% (4.12% in 2009/2010).</p> <p>Funds returned fixed interest rates of between 5.5% (3.80% in 2009/2010), and 6.16% (6.19% in 2009/2010).</p>
Financial assets		Floating rate notes are measured at market value.	Floating rate notes provided a return of 3.75% (4.82% in 2009/2010).
Trade and other receivables			
Other debtors	18	<p>Receivables are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debts is recognised when collection in full is no longer probable. Collectability of overdue accounts is assessed on an ongoing basis.</p>	<p>General debtors are unsecured and rate arrears attract an interest rate of 10% (10% in 2009/2010). Credit terms are based on 30 days.</p>
Financial Liabilities			
Trade and other payables	24	<p>Liabilities are recognised for amounts to be paid in the future for goods and services provided to Council as at balance date whether or not invoices have been</p>	<p>General Creditors are unsecured, not subject to interest charges and are normally settled within 14 - 30 days of invoice receipt.</p>
Financial Liabilities (cont.)			
Interest-bearing loans and borrowings	27	<p>Loans are carried at their principal amounts, which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and recognised as part of payables.</p>	<p>Borrowings are secured by way of mortgages over the general rates of the Council. The weighted average interest rate on borrowings is 6.18% (6.28% in 2009/2010).</p>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 37 Financial instruments (cont.)

(b) Interest Rate Risk

The exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

2011	Fixed interest maturing in:					Total
	Floating interest rate \$	1 year or less \$	Over 1 to 5 years \$	More than 5 years \$	Non-interest bearing \$	
Financial assets						
Cash and cash equivalents	5,783,269	6,030,000	-	-	5,000	11,818,269
Other financial assets	998,567	-	-	-	-	998,567
Trade and other receivables	-	-	-	-	1,117,348	1,117,348
Total financial assets	6,781,836	6,030,000	-	-	1,122,348	13,934,185
Weighted average interest rate	1.97%	5.22%				
Financial liabilities						
Trade and other payables	-	-	-	-	1,693,035	1,693,035
Trust funds and deposits	-	-	-	-	887,214	887,214
Interest-bearing loans and borrowings	-	433,191	1,782,672	1,241,803	-	3,457,667
Total financial liabilities	-	433,191	1,782,672	1,241,803	2,580,248	6,037,916
Weighted average interest rate		6.82%	7.08%	7.30%		
Net financial assets (liabilities)	6,781,836	5,596,809	(1,782,672)	(1,241,803)	(1,457,900)	7,896,269

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 37 Financial instruments (cont.)

2010	Fixed interest maturing in:					Total
	Floating Interest rate	1 year or less	Over 1 to 5 years	More than 5 years	Non-interest bearing	
	\$	\$	\$	\$	\$	\$
Financial assets						
Cash and cash equivalents	4,394,522	2,800,000	-	-	5,150	7,199,672
Other financial assets	962,493	-	-	-	-	962,493
Trade and other receivables	-	-	-	-	607,649	607,649
Total financial assets	5,357,015	2,800,000	-	-	612,799	8,769,814
Weighted average interest rate	5.25%	7.22%				
Financial liabilities						
Trade and other payables	-	-	-	-	2,107,446	2,107,446
Trust funds and deposits	-	-	-	-	971,330	971,330
Interest-bearing loans and borrowings	-	415,496	1,676,894	1,400,774	-	3,493,164
Total financial liabilities	-	415,496	1,676,894	1,400,774	3,078,776	6,571,940
Weighted average interest rate		6.74%	6.42%	6.34%		
Net financial assets (liabilities)	5,357,015	2,384,504	(1,676,894)	(1,400,774)	(2,465,978)	2,197,874

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 37 Financial Instruments (cont.)

(c) Net Fair Values

The aggregate net fair values of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

Financial Instruments	Total carrying amount as per Balance Sheet		Aggregate net fair value	
	2011	2010	2011	2010
	\$	\$	\$	\$
<i>Financial assets</i>				
Cash and cash equivalents	11,818,269	7,199,672	11,818,269	7,199,672
Other financial assets	998,567	962,493	998,567	962,493
Trade and other receivables	2,004,665	1,331,874	2,004,665	1,331,874
<i>Total financial assets</i>	<u>14,821,501</u>	<u>9,494,039</u>	<u>14,821,501</u>	<u>9,494,039</u>
<i>Financial liabilities</i>				
Trade and other payables	1,693,035	2,107,446	1,693,035	2,107,446
Trust funds and deposits	887,214	971,330	887,214	971,330
Interest-bearing loans and borrowings	3,457,667	3,493,163	3,457,667	3,493,163
<i>Total financial liabilities</i>	<u>6,037,916</u>	<u>6,571,939</u>	<u>6,037,916</u>	<u>6,571,939</u>

(d) Credit Risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the Balance Sheet.

(e) Risks and mitigation

The risks associated with our main financial instruments and our policies for minimising these risks are detailed below.

Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk. Components of market risk to which we are exposed are discussed below.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 37 Financial Instruments (cont.)

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that we use. Non derivative interest bearing assets are predominantly short term liquid assets. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk.

Our loan borrowings are sourced from major Australian banks by a limited quotation process. Council does not currently have an overdraft. We manage interest rate risk on our net debt portfolio by:

- ensuring access to diverse sources of funding;
- setting prudential limits on interest repayments as a percentage of rate revenue.

We manage the interest rate exposure on our debt portfolio by appropriate budgeting strategies and obtaining approval for borrowings from the Department of Planning and Community Development each year.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. We manage interest rate risk by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards,
- capital protection,
- appropriate liquidity,
- diversification by credit rating, financial institution and investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

Maturity will be staggered to provide for interest rate variations and to minimise interest rate risk.

Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 37 Financial Instruments (cont.)

Trade and other receivables consist of a large number of customers, spread across the consumer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is the Federal and/or the Victorian Government. Apart from these, we do not have any significant credit risk exposure to a single customer or groups of customers. Ongoing credit evaluation is performed on the financial condition of our customers and, where appropriate, an allowance for doubtful debts is raised.

Movement in Provisions for Doubtful Debts	2011	2010
	\$	\$
Balance at the beginning of the year	23,717	16,342
New Provisions recognised during the year	3,980	7,375
Balance at end of year	<u>27,697</u>	<u>23,717</u>

Ageing of Trade and Other Receivables

At balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's Trade & Other Receivables was:

Current (not yet due)	507,785	251,421
Past due by up to 30 days	1,056,632	1,088,908
Past due between 31 and 90 days	3,736	1,500
Past due between 91 and 120 days	71,736	3,977
Past due by more than 121 days	412,789	606,684
Total Trade & Other Receivables	<u>2,052,678</u>	<u>1,952,489</u>

At balance date, debtors representing financial assets with a nominal value of \$27,697 (2010 \$23,717) were impaired. The amount of the provision raised against these debtors was \$27,697 (2010: \$23,717). The individually impaired debtors relate to infringement, general and sundry debtors and have been impaired as a result of their doubtful collection. Infringement debtors sit in the Infringements Court system and many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 37 Financial Instruments (cont.)

Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than what they are worth; or
- we may be unable to settle or recover a financial asset at all.

To help reduce these risks we:

- have an investment policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue and to income streams from assets funded by specific borrowings.

The Councils exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk. Details of our contingent liabilities are disclosed in Note 38.

(f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Council believes the following movements are 'reasonably possible' over the next 12 months :

- A parallel shift of + 1% and -1% in market interest rates (AUD) from year-end rates.

The table below discloses the impact on net operating result and equity for each category of financial instruments held by the Council at year-end, if the above movements were to occur.

		Interest rate risk			
		-1 %		+1	
		-100 basis points		+100 basis points	
		Profit	Equity	Profit	Equity
2011	\$'000	\$'000	\$'000	\$'000	\$'000
Financial assets:					
Cash and cash equivalents	11,818	(95)	(95)	95	95
Trade and other receivables	2,005	-	-	-	0
Financial liabilities:					
Interest-bearing loans and borrowings	3,458	35	35	-35	-35

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 38 Contingent liabilities and contingent assets

In September 2010, January 2011 and February 2011, major flooding was experienced in several parts of the Shire resulting in the need for significant repairs to Buildings and Infrastructure.

Council engineers estimate \$6.4 million in future recovery works are required on Council owned roads, bridges, drainage, kerb and channel, pathways and cycleways.

Council engineers estimate \$456,000 in future recovery works are required on Council owned buildings and recreation facilities and a further \$847,000 in future recovery works are required on buildings and recreating facilities of which Council is the Committee of Management.

The majority of damage to Council's buildings and recreation facilities and those of which Council are Committee of Management, are covered under Council's insurance policy. Estimates of damage that will be claimed under this insurance policy is \$1.79 million.

Further applications for natural disaster relief funding will be made to the Department of Treasury and Finance to reimburse the costs of the infrastructure repair works identified above. Future applications are estimated at \$1.8 million.

Note 39 Auditors' remuneration	2011	2010
	\$	\$
Audit fee to conduct external audit - Victorian Auditor-General	34,430	33,000
Internal audit fees - Pitcher Partners	35,690	16,468
Fees for other services provided by other auditor	5,103	7,608
	<u>75,223</u>	<u>57,077</u>

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 40 Related party transactions

(i) Responsible Persons

Names of persons holding the position of a Responsible Person at the Council at any time during the year are:

Councillors	Councillor Rod May (Mayor 21/12/2010 - Current)
	Councillor Janine Booth (Mayor 09/12/2009 to 20/12/2010)
	Councillor Sebastian Klein (Current)
	Councillor Donald Henderson (Current)
	Councillor Bill McClenaghan (Current)
	Councillor Jonathon Barrell (Current)
	Councillor Tim Hayes (1/12/2008 - 23/5/2011)

Chief Executive Officer	Kaylene Conrick (Current)
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(ii) Remuneration of Responsible Persons

The numbers of Responsible Officers, whose total remuneration from Council and any related entities fall within the following bands:

	2011 No.	2010 No.
\$10,000 - \$19,999	4	4
\$20,000 - \$29,999	3	3
\$30,000 - \$39,999	-	-
\$40,000 - \$49,999	-	-
\$150,000 - \$159,999	-	-
\$210,000 - \$219,999	1	1
	<u>8</u>	<u>8</u>
	\$	\$
Total Remuneration for the reporting year for Responsible Persons included above amounted to:	360,971	360,519

(iii) No retirement benefits have been made by the Council to a Responsible Person during the reporting year (2009/10 Nil).

(iv) No loans have been made, guaranteed or secured by the Council to a Responsible Person during the reporting year (2009/10 Nil).

(v) Other Transactions

No transactions other than remuneration payments or the reimbursement of approved expenses were entered into by Council with Responsible Persons, or Related Parties of such Responsible Persons during the reporting year (2009/10 Nil).

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 40 Related party transactions (cont.)

(vi) Senior Officers Remuneration

A Senior Officer other than a Responsible Person, is an officer of Council who has management responsibilities and reports directly to the Chief Executive Officer or whose total annual remuneration exceeds \$124,000.

The number of Senior Officers other than the Responsible Persons, are shown below in their relevant income bands:

Income Range:	2011 No.	2010 No.
<\$100,000	4	1
\$100,000 - \$109,999	2	-
\$130,000 - \$139,999	1	3
\$140,000 - \$149,999	-	1
	7	5
	\$	\$

Total Remuneration for the reporting year for Senior Officers included above, amounted to:

	489,507	616,855
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**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 41 **Income, expenses and assets by function/activities (cont.)**

	Administration		Community Services		Commerce & tourism		Heritage & culture		Public Safety	
	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
REVENUE										
Grants	2,583,645	2,368,861	1,394,418	1,778,561	590,353	31,191	327,815	91,089	455,359	19,489
Other	12,310,930	11,274,732	612,288	882,764	583,973	547,733	4,971	3,980	9,976,905	319,702
TOTAL	14,894,575	13,643,593	2,006,705	2,661,325	1,174,326	578,924	332,786	95,069	10,432,264	339,191
EXPENSES	5,404,676	5,109,094	2,244,362	3,711,834	2,614,690	1,478,111	792,118.1	679,928	6,135,719	781,883
SURPLUS/ (DEFICIT) FOR THE YEAR	9,489,900	8,534,499	(237,656)	(1,050,509)	(1,440,364)	(899,187)	(459,332)	(584,859)	4,296,545	(442,692)
ATTRIBUTED TO FUNCTIONS/ ACTIVITIES*	23,383,539	19,157,605	5,571,612	5,421,612	9,880,163	9,830,113	3,580,849	3,469,630	2,601,475	2,598,475
	Recreation		Transport		Waste & Environment Management		Unclassified		Total	
	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
REVENUE										
Grants	1,815,000	387,500	2,002,424	2,479,361	84,125	10,000	-	-	9,253,139	7,166,052
Other	659,051	536,942	984,008	1,003,847	1,954,318	1,702,000	276,730	-	27,363,174	16,271,700
TOTAL	2,474,051	924,442	2,986,432	3,483,208	2,038,443	1,712,000	276,730	-	36,616,313	23,437,752
EXPENSES	1,827,366	1,828,754	2,545,414	6,265,153	2,044,463	1,692,137	4,902,073	-	28,510,880	21,546,894
SURPLUS/ (DEFICIT) FOR THE YEAR	646,685	(904,312)	441,019	(2,781,945)	(6,020)	19,863	(4,625,343)	-	8,105,433	1,890,858
ASSETS ATTRIBUTED TO FUNCTIONS/ ACTIVITIES*	32,435,835	29,112,085	111,351,388	111,097,516	2,171,109	2,111,109	-	-	190,975,970	182,798,145

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 41 **Income, expenses and assets by function/activities (cont.)**

*Assets have been attributed to functions/activities based on the control and/or custodianship of specific assets.

Functions/activities of council

Administration

General operations, Council operations, municipal offices, valuations and supervision, income collection, payroll, accounts payable, financial management accounting, investment and debt management, information technology, legal services, insurance

Community Services

Maternal and child health, home help, meals on wheels, home maintenance, housing, senior citizens services.

Commerce and Tourism

Community and regional development, tourism and area promotion, community amenities and building control.

Heritage and Culture

Public halls, library services and other cultural activities.

Public Safety

Public health and consumer protection, law, order and public safety. Note it also included flood recovery

Recreation

Swimming areas, passive and active recreation.

Transport

Main roads, local roads, traffic control, street furniture and bus shelters, street beautification, street lighting and other transport.

Waste and Environment Management

Drainage, sanitation, street cleaning, sewerage and other environment management.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 42	Capital expenditure	Note	2011 \$'000	2010 \$'000
	Capital expenditure areas			
	Roads, Bridges and Drainage		3,161	3,390
	Parks, open space and streetscapes		328	534
	Buildings		3,981	1,408
	Plant and equipment & other		1,200	1,145
	Total capital works		<u>8,670</u>	<u>6,477</u>
	Represented by:			
	Renewal	(a)	6,303	4,248
	Upgrade/Expansion	(b)	472	542
	New		1,895	1,687
	Total capital works		<u>8,670</u>	<u>6,477</u>

Property, plant and equipment, infrastructure movement

The movement between the previous year and the current year in property, plant and equipment, infrastructure as shown in the Balance Sheet links to the net of the following items:

Total capital works		8,670	6,477
Asset revaluation movement	29(a)	(5,932)	7,471
Depreciation/amortisation	12	(4,726)	(4,521)
Transfers out	22	(20)	-
Written down value of assets sold	22	(195)	(209)
Net movement in property, plant and equipment, infrastructure	22	<u>(2,203)</u>	<u>9,218</u>

(a) Renewal

Expenditure on an existing asset which returns the service potential or the life of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 42 Capital expenditure (cont.)

(b) Upgrade

Expenditure which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in the council's asset base.

(c) Expansion

Expenditure which extends an existing asset, at the same standard as is currently enjoyed by residents, to a new group of users. It is discretionary expenditure which increases future operating and maintenance costs, because it increases council's asset base, but may be associated with additional revenue from the new user group.

Note 43 Special committees and other activities

Section 86 committee of management included in financial statements.

Clunes community housing committee

Lyonville hall committee

Section 86 committee of management not included in financial statements as they were not considered material.

Clunes museum committee

Creswick museum committee

Clunes town hall committee

Glenlyon recreation reserve committee

Lindsay park recreation reserve committee

Dean recreation reserve committee

Clunes historic medlyn complex

Drummond hall committee

Clunes community centre committee

Campbelltown school ground committee

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 44 Financial ratios (Performance indicators)

	2011 \$'000	2011 (%)	2010 \$'000	2010 (%)	2009 \$'000	2009 (%)
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(a) Debt servicing ratio (to identify the capacity of Council to service its outstanding debt)

<u>Debt servicing costs</u>	215	= 0.6%	221	= 1.0%	195	= 0.8%
Total revenue	35,570		22,811		23,719	

Debt servicing costs refer to the payment of interest on loan borrowings.

The ratio expresses the amount of interest paid as a percentage of Council's total revenue.

(b) Debt commitment ratio (to identify Council's debt redemption)

<u>Debt servicing & redemption costs</u>	614	= 4.5%	640	= 5.2%	568	= 5.0%
Rate revenue	13,507		12,342		11,252	

The strategy involves the payment of loan principal and interest.

The ratio expresses the percentage of rate revenue utilised to pay interest and redeem debt principal.

(c) Revenue ratio (to identify Council's dependence on non-rate)

<u>Rate revenue</u>	13,507	= 38.0%	12,342	= 54.1%	11,252	= 47.4%
Total revenue	35,570		22,811		23,719	

The level of Council's reliance on rate revenue is determined by assessing rate revenue as a proportion of the total revenue of Council.

(d) Debt exposure ratio (to identify Council's exposure to debt)

<u>Total indebtedness</u>	8,215	= 10.0%	8,085	= 10.8%	6,870	= 10.6%
Total realisable assets	82,258		74,983		64,992	

For the purposes of the calculation of financial ratios, realisable assets are those assets which can be sold and which are not subject to any restriction on realisation or use.

Any liability represented by a restricted asset (note 33) is excluded from total indebtedness.

The following assets are excluded from total assets when calculating Council's realisable assets:

Land and buildings on Crown land; restricted assets; heritage assets; total infrastructure assets; and Council's investment in associates.

**Notes to the Financial Report
For the Year Ended 30 June 2011**

Note 44 Financial ratios (Performance indicators) cont.

2011	2011	2010	2010	2009	2009
\$'000	(%)	\$'000	(%)	\$'000	(%)

(d) Debt exposure ratio (to identify Council's exposure to debt) (cont.)

This ratio enables assessment of Council's solvency and exposure to debt. Total indebtedness refers to the total liabilities of Council. Total liabilities are compared to total realisable assets which are all Council assets not subject to any restriction and are able to be realised. The ratio expresses the percentage of total liabilities for each dollar of realisable assets.

(e) Working capital ratio (to assess Council's ability to meet current commitments)

<u>Current assets</u>	13,969	=	263.3%	=	183.5%	=	197.3%
<u>Current liabilities</u>	$\frac{13,969}{5,304}$			$\frac{9,222}{5,027}$		$\frac{7,443}{3,773}$	

The ratio expresses the level of current assets the Council has available to meet its current liabilities.

(f) Adjusted working capital ratio (to assess Council's ability to meet current commitments)

<u>Current assets</u>	13,969	=	314.3%	=	210.2%	=	247.1%
<u>Adjusted Current liabilities</u>	$\frac{13,969}{4,444}$			$\frac{9,222}{4,386}$		$\frac{7,443}{3,012}$	

The ratio expresses the level of current assets the Council has available to meet its current liabilities.

Current liabilities have been reduced to reflect the long service leave that is shown as a current liability because Council does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting date, but is not likely to fall due within 12 months after the end of the period.

Note 45

Events occurring after balance date

No matters have occurred after balance date that warrant disclosure in this report.

Certification of the Financial Report

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Finance and Reporting) Regulations 2004*, Australian Accounting Standards and other mandatory professional reporting requirements.

Anthea Lyons CA

Principal Accounting Officer

Date : September 2011

Daylesford

In our opinion the accompanying financial statements present fairly the financial transactions of Hepburn Shire Council for the year ended 30 June 2011 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council on xx September 2011 to certify the financial statements in their final form.

xx

Councillor

Date : September 2011

Daylesford

xx

Councillor

Date : September 2011

Daylesford

Kaylene Conrick

Chief Executive Officer

Date : September 2011

Daylesford



Hepburn Shire Council
STANDARD STATEMENTS
For the Year Ended 30 June 2011



Note to Standard Statements For the Year Ended 30 June 2011

Note 1 Basis of Preparation of Standard Statements

Hepburn Shire Council is required to prepare and include audited Standard Statements within its Annual Report.

These Statements and supporting notes form a special purpose financial report prepared to meet the requirements of the Local Government Act 1989 and the Local Government (Finance and Reporting) Regulations 2004.

The Standard Statements have been prepared on accounting bases consistent with those used for the General Purpose Financial Report and the Budget. The results reported in these Statements are consistent with those reported in the General Purpose Financial Report.

The Standard Statements are not a substitute for the General Purpose Financial Report, which is included in the Annual Report. They have not been prepared in accordance with all Australian Accounting Standards or other authoritative professional pronouncements. The Standard Statements compare Hepburn Shire Council's Strategic Resource Plan, expressed through its annual budget, with actual performance. The Local Government Act 1989 requires explanation of any material variances. Hepburn Shire Council has adopted a materiality threshold of greater than 10% per cent or more than \$10,000. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures included in the Standard Statements are those adopted by Hepburn Shire Council on 30 June 2010. The budget was based on assumptions that were relevant at the time of adoption of the budget. Hepburn Shire Council set guidelines and parameters for revenue and expense targets in this budget in order to meet Hepburn Shire Council's business plan and financial performance targets for both the short and long term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

Detailed information on the actual financial results are contained in the Annual Financial Report for the year ended 30 June 2011. The detailed budget for 2010/2011 can be obtained by contacting Hepburn Shire Council or through the Council's web site. The Standard Statements must be read with reference to these documents.



**Hepburn Shire Council
Standard Income Statement
For the Year Ended 30 June 2011**

	Budget	Variances		Ref	Actual
	2010/2011	\$'000	%		2010/2011
	\$'000	\$'000			\$'000
Revenues from ordinary activities					
Rates and charges	13,501	6	0%		13,507
Statutory fees and fines	330	(16)	-5%		314
User fees	850	135	16%	1	985
Contributions	153	146	95%	2	299
Grants - operating	4,458	1,921	43%	3	6,379
Grants - capital	2,613	255	10%	4	2,868
Other revenue	1,235	9,983	808%	5	11,218
Total revenues	23,140	12,430			35,570
Expenses from ordinary activities					
Employee benefits	8,711	673	8%	6	9,384
Materials and services	7,025	5,030	72%	7	12,055
Bad and change in doubtful debts	4	20	511%	8	24
Depreciation	4,787	(45)	-1%		4,742
Finance costs	220	(5)	-2%		215
Other expenses	1,037	78	8%		1,115
Total expenses	21,784	5,752			27,536
Net surplus from operations	1,356	6,679		9	8,035

Variance Explanation Report

Ref.	Item	Commentary
1	User fees	Budgeted user fees are set at conservative levels and therefore actuals have exceed Budget. Of note are tip fees which were \$34,000 ahead of Budget.
2	Contributions	Actuals are greater than budget as a result of "gifted assets" and other contributions received that were not budgeted for:
	Daylesford Men's Shed	\$ 150,000
	Roads as a result of subdivisions	\$ 68,000
	Vicroads contribution to the Newlyn Roundabout	\$ 10,000
	Other	\$ 3,500
	Less contributions budgeted for that were not received due to the associated capital works not being completed:	
	Cameron Court units contribution	\$ (70,000)
	Creswick Magic Pudding Playground	\$ (15,500)
	Total	\$ 146,000

**Hepburn Shire Council
Standard Income Statement
For the Year Ended 30 June 2011**

Variance Explanation Report			
Ref.	Item	Commentary	
3	Grants - operating	Actuals are greater than budget as a result of additional grants received that were not budgeted for:	
		Victorian Grant Commission and Local Roads Grant for the 2011-12 year was prepaid in June 2011	\$ 985,000
		Advancing Country Towns grant	\$ 192,000
		Bushfire Planning Provisions	\$ 120,000
		Flood Recovery related grants	\$ 290,900
		Bushfire Recovery Support, Transport Connections, L2P program	\$ 228,225
		Employment subsidies	\$ 42,000
		Aged and Disability once off grants	\$ 63,000
		Total	\$ 1,921,125
		4	Grants - capital
Community Hall refurbishments	\$ 120,000		
Daylesford Community Park Grant	\$ 171,000		
Creswick Tourism Interpretative Centre Grant (for work completed in prior years)	\$ 106,000		
<i>Less grants budget for but not received</i>			
Doug Lindsay Multi Reserve Project Grant to be invoiced in 2011-12	\$ (51,000)		
Unsuccessful grant applications for Yandoit Tennis Courts and Community Infrastructure Project Planning (Trentham)	\$ (41,000)		
Trentham Recreation Reserve Works associated grant to be received 2011-12 upon completion	\$ (10,000)		
Lindsay Arts Trail Grant not applied for	\$ (20,000)		
Other	\$ (20,000)		
Total	\$ 255,000		
5	Other revenue	Actuals are greater than budget as a result of additional grants received that were not budgeted for:	
		Reimbursements received in relation to flood recovery works	\$ 9,717,000
		Interest on investments as a result of Capital Works program not being completed as budgeted	\$ 125,000
		Cameron Court Units and Lyonville Hall rent and other income (operated under section 86 committees)	\$ 88,000
		Higher than budgeted rental income	\$ 42,000
		Other	\$ 11,000
		Total	\$ 9,983,000

**Hepburn Shire Council
Standard Income Statement
For the Year Ended 30 June 2011**

Variance Explanation Report																							
Ref.	Item	Commentary																					
6	Employee benefits	<p>Actuals are greater than budget as a result of the following items that were not budgeted for:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">\$303 thousand is included in superannuation in 2010-11 for the top up of the Council's defined benefit superannuation fund, payable July 1, 2012.</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%; text-align: right;">303,000</td> </tr> <tr> <td>A further \$12 thousand was included to top up of the Council's share of the Central Highlands Regional Library defined benefit superannuation fund, payable July 1, 2012.</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">12,000</td> </tr> <tr> <td>Oncosts recorded on outstanding annual leave (superannuation, leave loading and workcover), this accounting entry was not included in the Budget.</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">198,000</td> </tr> <tr> <td>Overtime and additional positions (reimbursed) as a result of flood recovery</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">108,000</td> </tr> <tr> <td>Overtime incurred by outdoor workers in relation to storm damage/emergency management</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">40,000</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">12,000</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">673,000</td> </tr> </table>	\$303 thousand is included in superannuation in 2010-11 for the top up of the Council's defined benefit superannuation fund, payable July 1, 2012.	\$	303,000	A further \$12 thousand was included to top up of the Council's share of the Central Highlands Regional Library defined benefit superannuation fund, payable July 1, 2012.	\$	12,000	Oncosts recorded on outstanding annual leave (superannuation, leave loading and workcover), this accounting entry was not included in the Budget.	\$	198,000	Overtime and additional positions (reimbursed) as a result of flood recovery	\$	108,000	Overtime incurred by outdoor workers in relation to storm damage/emergency management	\$	40,000	Other	\$	12,000	Total	\$	673,000
\$303 thousand is included in superannuation in 2010-11 for the top up of the Council's defined benefit superannuation fund, payable July 1, 2012.	\$	303,000																					
A further \$12 thousand was included to top up of the Council's share of the Central Highlands Regional Library defined benefit superannuation fund, payable July 1, 2012.	\$	12,000																					
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Overtime incurred by outdoor workers in relation to storm damage/emergency management	\$	40,000																					
Other	\$	12,000																					
Total	\$	673,000																					
7	Materials and services	<p>\$5.059 million in flood recovery works have been undertaken during 2010-11. This increase in materials has been offset by an underrun in project costs, where the costs wont be incurred until 2011-12. For example waste management strategy, asset management plans and main street revitalisation plan.</p>																					
8	Bad and Doubtful debts	<p>The budget variance was due to a \$12,000 invoice raised in relation to a planning matter in 2009-10 that Council will be unable to collect.</p>																					
9	Net surplus from operations	<p>The net surplus is significantly higher than budget as a result of the flood events experienced in the Shire during the year - Council has received \$4.66 million in reimbursements in advance of works being completed. Further Council received \$2.2 million in unanticipated grant revenue.</p> <p>The flood reimbursements received in advance, plus the additional grants will be spent in the coming years. Therefore this surplus is not a true indication of Council's performance for the year.</p>																					

**Hepburn Shire Council
Standard Balance Sheet
As at 30 June 2011**

	Budget 2010/2011 \$'000	Variances \$'000	%	Ref	Actual 2010/2011 \$'000
Current assets					
Cash assets	2,986	8,832	295.8%	10	11,818
Receivables	1,395	610	43.7%	11	2,005
Other assets	59	87	147.1%	12	146
Total current assets	4,440	9,529			13,969
Non-current assets					
Receivables	61	(60)	-98.9%		1
Financial assets	899	100	11.1%		999
Investments in associates	447	6	1.4%		453
Property, plant and equipment	168,867	1,038	0.6%	13	169,905
Total non-current assets	170,274	1,084			171,358
Total assets	174,714	10,612			185,326
Current liabilities					
Payables	1,337	356	26.6%	14	1,693
Interest bearing liabilities	433	0	0.0%		433
Provisions	2,433	745	30.6%	15	3,178
Total current liabilities	4,203	1,101			5,304
Non-current liabilities					
Interest bearing liabilities	3,022	2	0.1%		3,024
Provisions	1,152	(291)	-25.3%	15	861
Total non-current liabilities	4,174	(289)			3,885
Total liabilities	8,377	813			9,190
Net assets	166,337	9,800			176,137
Equity					
Accumulated surplus	100,784	8,236	8.2%		109,020
Asset revaluation reserve	64,603	1,494	2.3%	13	66,097
Other reserves	950	69	7.3%		1,019
Total equity	166,337	9,800			176,137

Variance Explanation Report

<u>Ref.</u>	<u>Item</u>	<u>Commentary</u>
10	Cash	Refer to commentary in the Standard Statement of Cash Flows.
11	Receivables	Collectability of rate debtors has improved in 2010-11 resulting in rate debtors decreasing by \$450,000 to \$890,000 at 30 June 2011 and this is inline with the budgeted decrease of \$500,000. However, debtors overall are greater than Budget due to grant invoices, predominately Doug Lindsay Recreation Reserve amounts being outstanding at year end (\$674,000). This project was budgeted to be completed by 30 June 2011.
12	Other assets	Prepayments, in particular of subscriptions and memberships that relate to 2011-12 have been paid prior to 30 June 2011. This timing difference was not budgeted for.
13	Property, plant and equipment	<p>The variance to budget for Property, Plant and Equipment is a result of three factors:</p> <p>At the end of 2009-2010, a revaluation of buildings was performed resulting in a increase of the total property, plant and equipment by \$7.5 million and an associated increase in the Asset Revaluation Reserve. This was completed after the 2010-11 Budget was adopted and therefore is not included in the Budgeted figure. Further, the opening balance of property, plant and equipment in the Budget is often different to the finalised opening balance, as the Budget is based on estimated figure pre 30 June.</p> <p>The capital works program was not completed in accordance with the Budget, refer to the Standard Capital Works Statement. As a result of the capital works program not being completed, the depreciation expense was less than Budget as assets are not depreciated until they are ready for use.</p> <p>As a result of the flood events, significant assets have been damaged (impaired) and this has resulted in a devaluation of \$5.9 million at year end</p>
14	Payables	The creditors are higher than Budget due to two factors: \$180,000 of the closing balance comprises flood works that were not budgeted for. A further \$200,000 of the balance relates to Doug Lindsay Recreation Reserve creditors, this project was budgeted to be completed by 30 June 2011.
15	Provisions	As a result of the latest Enterprise Bargaining Agreement negotiations in November 2010, an employee may access their long service leave entitlement, on a pro-rata basis, after an initial 7 years of continuous service. Previously this was 10 years. This has consequently increased the current portion of long service leave and decreased the non current portion. This was not factored into the Budget. Also included in the provisions is \$303, 000 to cover the top up of the Council's defined benefit superannuation fund, payable July 1, 2012. In additional, annual leave balances increased beyond the Budgeted amount.

Hepburn Shire Council
Standard Statement of Cash Flows
For the Year Ended 30 June 2011

	<i>Budget</i>	<i>Variances</i>		<i>Ref</i>	<i>Actual</i>
	2010/2011 \$'000	\$'000	%		2010/2011 \$'000
<i>Cash flows from operating activities</i>					
Rates	14,001	(49)	-0.4%		13,952
Grants operating (inclusive of GST)	4,458	1,953	43.8%	16	6,411
Grants capital (inclusive of GST)	2,766	(474)	-17.1%	17	2,292
Interest	263	174	66.2%	18	437
User fees	1,000	487	48.7%	19	1,487
Statutory fees	330	(25)	-7.5%		305
Other receipts (inclusive of GST)	1,205	9,850	817.4%	20	11,055
Payments to suppliers (inclusive of GST)	(7,078)	(5,757)	81.3%	21	(12,835)
Payments to employees	(8,617)	(321)	3.7%	22	(8,938)
Interest paid	(220)	1	-0.3%		(219)
Other payments	(1,041)	(74)	7.1%		(1,115)
Net cash inflow (outflow) from operating activities	7,067	5,765			12,832
<i>Cash flows from investing activities</i>					
Proceeds from sale of property, plant and equipment	417	(163)	-39.1%	23	254
Payments for property, plant and equipment	(11,335)	2,884	-25.4%	24	(8,451)
Net cash inflow (outflow) from investing activities	(10,918)	2,721			(8,197)
<i>Cash flows from financing activities</i>					
Proceeds from borrowings	380	-	0.0%		380
Repayment of borrowings	(418)	19	-4.5%		(399)
Net cash inflow (outflow) from financing activities	(38)	19			(19)
Net increase (decrease) in cash held	(3,889)	8,505	100.0%		4,616
Cash at the beginning of the year	6,875	325	4.7%		7,200
Cash at the end of the year	2,986	8,829			11,815

Hepburn Shire Council
Standard Statement of Cash Flows
For the Year Ended 30 June 2011

Variance Explanation Report		
<u>Ref.</u>	<u>Item</u>	<u>Commentary</u>
16	Grants - operating (inclusive of GST)	Operating grants and contributions were \$2.067m ahead of budget, refer to commentary in the Standard Income Statement.
17	Grants - capital (inclusive of GST)	As a result of the capital works program not being completed as per Budget, some grants associated with these projects were not received in 2010-11. However, the predominate reason is the Doug Lindsay Recreation Reserve grants were still outstanding at year end (\$674,000). This project was budgeted to be completed by 30 June 2011 and therefore all cash was expected to be collected. On the contrary, some unbudgeted grants were received. Refer to the Standard Balance Sheet.
18	Interest received	Additional interest on investments was earned as a result of Capital Works program not being completed as budgeted, as the associated cash remained in the bank.
19	User Fees (inclusive of GST)	Budgeted user fees are set at conservative levels and therefore actuals have exceeded Budget. Of note are tip fees which were \$34,000 ahead of Budget. Further more, collection of user fees outstanding from prior years has also improved resulting in additional cash flow above Budget.
20	Other Receipts (inclusive of GST)	Reimbursements received in relation to flood recovery works totalled \$9.7 million this was not included in the Budget. Refer to the Standard Income Statement.
21	Payments to suppliers (inclusive of GST)	\$5.059 million in flood recovery works have been undertaken during 2010-11. This increase in materials has been offset by an underrun in project costs, where the costs won't be incurred until 2011-12. For example waste management strategy, asset management plans and main street revitalisation plan. Further, a number of 2011-12 subscriptions and memberships were prepaid.
22	Payments to employees	Overtime and additional positions (reimbursed) as a result of flood recovery plus overtime incurred by outdoor workers in relation to storm damage/emergency management was incurred that was not budgeted for. Refer to the Standard Income Statement. In addition \$125,000 of annual leave was paid out as a result of some long term employees leaving the organisation, this was not included in the Budget.
23	Proceeds from sale of property, plant and equipment	While some sales are still to occur in 2011-12, the major reason sales are under budget is due to over estimates made at the time of budget setting. This lower sales figure has been offset by decreasing the value of plant purchases made in 2010-11.
24	Payments for property plant and equipment	Refer to the Standard Capital Works Statement, the capital works program was not completed as per the Budget.

**Hepburn Shire Council
Standard Capital Works Statement
For the Year Ended 30 June 2011**

Capital Works Areas	Budget	Variances		Ref	Actual
	2010/2011 \$'000	\$'000	%		2010/2011 \$'000
Roads, Drainage, Footpath, Bridges	4,167	(1,006)	-24.1%	25	3,161
Recreation	831	(503)	-60.5%	26	328
Buildings	4,546	(565)	-12.4%	27	3,981
Plant and equipment and other	1,791	(591)	-33.0%	28	1,200
Total capital works	11,335	(2,665)			8,670
Represented by:					
New assets	2,634	(739)	-28.0%	29	1,895
Expansion/upgrade	738	(266)	-36.1%	30	472
Renewal	7,963	(1,660)	-20.8%	31	6,303
Total capital works	7,963	(2,665)			8,670

Variance Explanation Report

Ref.	Item	Commentary
25	Roads, Drainage, Footpath, Bridges	Road gravel resheets, shoulder resheets and shoulder sealing works have not been completed in 2010-11 as anticipated due to the flood events, this work will be completed in 2011-12. Further, the bridge maintenance work was not completed as programmed, in particular the major works on Mullers Lane Bridge. Again this work will be completed in 2011-12.
26	Recreation	5 major recreation projects were not completed during the year, however funds will be carried forward for completion in 2011-12: Calambeen Park Walking Track \$100,000 and Calambeen Park dive tower \$121,000. Clunes & Newlyn solar/hot water projects \$105,000. Amenities block at Daylesford Community Park was still in progress at year end and will be completed in 2011-12 \$60,000. Newlyn Football And Netball Club upgrade - project was subject to funding which was not successful \$60,000 Drummond Tennis Court renewal \$28,000
27	Buildings	Due to the site being unsuitable, the new Cameron Court units have not been built (budgeted cost \$591,000). Funds will be carried forward for commencement in 2011-12.

Variance Explanation Report

Ref.	Item	Commentary
28	Plant & equipment & other	<p>3 major purchases/projects were not completed during the year</p> <p>\$340,000 to fund 3 significant plant items were not purchased by 30 June, however will be purchased early 2011-12.</p> <p>Implementation planning for the new corporate system has commenced, the remaining \$60,000 from the 2010-11 Budgeted allocation will be added to the 2011-12 Budget allocation and expensed.</p> <p>Mineral Spring Reserves projects, including the Lake Daylesford Mineral Springs Walk were not completed. \$105,000 in funds will be spent to complete these projects in 2011-12.</p>
29	New assets	<p>New assets are below budget predominately as a result of the Cameron Court units not being build, the new amenities block at Daylesford Community Park not being completed and the solar/hot water projects not being installed.</p>
30	Expansion/upgrade	<p>The lower than budgeted figure is a result of Road shoulder sealing works not being completed by year end.</p>
31	Renewal	<p>Renewal of assets comprises the most significant class, which is consistent with the Council's focus on renewal of existing assets to close the significant "infrastructure gap". Refer to comments above for explain why renewal assets are below budget, in particular roads and bridges, recreation assets and the significant plant items.</p>

Hepburn Shire Council
Statement by Councillors and Principal Accounting Officer
For the Year Ended 30 June 2011

In my opinion the accompanying standard statements have been prepared on accounting bases consistent with the financial statements and in accordance with the Local Government Act 1989 and the Local Government (Finance and Reporting) Regulations 2004.

Anthea Lyons CA
Principal Accounting Officer

Date September 2011

In our opinion the accompanying standard statements have been prepared on accounting bases consistent with the financial statements and in accordance with the Local Government Act 1989 and the Local Government (Finance and Reporting) Regulations 2004.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council on xx September 2011 to certify the standard statements in their final form.

xx
Councillor

Date: September 2011

xx
Councillor

Date: September 2011

Kaylene Conrick
Chief Executive Officer

Date September 2011

Hepburn Shire Council
PERFORMANCE STATEMENT
For the Year Ended 30 June 2011



**Hepburn Shire Council
Performance Statement
As at 30 June 2011**

Strategic Objective 1: Good Governance

Performance Measure	Performance Measure Target	Performance Measure At 30 June 2011	What does this mean?
Increase in community satisfaction with Councils consultative processes	Annual customer contact increased to 70%	66%	Target was not met, down from 68% in 2009-10.
Underlying result	Target of \$1.3 million deficit for 2010/11 financial year	\$ 335,000	Target was exceeded. The underlying surplus was \$1.8 million ahead of Budget. This was a result of operating grants being received late in the financial year, that will not be spent until 2011-12, including a prepayment of \$985,000 of annual Grants Commission funding.
Current Ratio – Current assets/current liabilities	Target of 106% at 30 June 2011	263%	Target was exceeded. The \$5.2 million of flood reimbursements that have been received in advance, together with the \$4.3 million in funds allocated for capital works in 2010-11 that haven't been completed and the \$985,000 Grants Commission prepayment all inflate the cash balance at 30 June 2011. This directly results in a high working capital ratio at 30 June.
Operating Cash flow ratio – Net operating cash flows/underlying revenue	Target of 31% for 2010/11 financial year	40%	Target was exceeded. This measures the ability to replace assets using cash generated by their operations.
Borrowing ratio – Non current liabilities/own sourced revenue	Target of 26% for 2010/11 financial year	24%	Target was exceeded. This is a measure of the ability to cover non-current liabilities (i.e. mostly borrowings) from the revenues they generate themselves.

**Hepburn Shire Council
Performance Statement
As at 30 June 2011**

Performance Measure	Performance Measure Target	Performance Measure At 30 June 2011	What does this mean?
Three Asset Management Plans completed - Parks and Recreation, Footpaths, Kerb and Channel and Furniture and Equipment.	Three Asset Management Plans completed by 30 June.	The Buildings Asset Management Plan is in progress and the Parks and Open Space Asset Management Plan is in progress.	Target was not met. Furniture and equipment not considered material in value to warrant a specific plan. Work will be undertaken on Kerb and Channel Renewal costs in 2011-12.

Strategic Objective 2: A More Prosperous Economy

Ongoing increasing trend in annual visitor numbers as reported by Tourism Research Australia	Increase in visitation from the 2009/10 year	Figures for the region increased by 23% in 2010 with 390,000 domestic overnight visitors and 1.4 million day trippers.	Target was met.
Drawcard events will continue to achieve high attendances	Attendance levels at Chillout, Swiss Italian Festa, Booktown events maintained	Attendance at these 3 events increased by 22% in total from 2009-10.	Target was exceeded.
Council will complete a main street revitalisation plan for Vincent St Daylesford	Plan developed by 30 June 2011	Consultants have been engaged and have commenced Stage 1A of the project.	Target was not met. Significant work is planned for 2011-12.
Council will conduct a review of the MSS for the Hepburn Shire. The project is expected to take two years.	Review existing documentation prior to the community consultation phase	The documentation has been reviewed and Council has completed all consultation, suggested improvements to the scheme and subject to a Council Resolution in July 2011 will be seeking authorization to re-write the MSS from the Minister for Planning.	Target was met.

**Hepburn Shire Council
Performance Statement
As at 30 June 2011**

Strategic Objective 3: Healthy, Safe and Vibrant Communities			
Performance Measure	Performance Measure Target	Performance Measure At 30 June 2011	What does this mean?
Council will assist with the development of community plans	Two new Community Plans developed by 30 June 2011.	Glenlyon Plan developed. Lyonville Plan revised and new plan written. Work has commenced on the Sailors Falls Plan.	Target was exceeded.
Completion of a significant tree register through the Hepburn Planning Scheme	Complete collation of public submissions to identify trees to be assessed by 30 June 2011.	The collation of public submissions to identify trees has been completed. A consultant has been appointed who is currently writing statements of significance for the trees that should be protected for the Significant Tree Register.	Target was met.
Council will provide Home & Community Care Services to all eligible residents	Council will provide during the 2010-11 financial year a minimum of:	Council provided:	Target was not met. This was a result of decreased referrals to HACC Services and streamlined referral pathways to Contract Care. Plans have been developed and being actioned to increase service hours.
	13,650 hours of housekeeping	9,950 hours of housekeeping	
	3,400 hours of personal care	2,655 hours of personal care	
	2,750 hours of respite care	1,315 hours of respite care	
Satisfaction with Council's health and human services remain high	Community satisfaction rating for overall performance of 74% in the Health and Human Services area	75%	Target was exceeded.

**Hepburn Shire Council
Performance Statement
As at 30 June 2011**

Strategic Objective 4: Environmental Sustainability			
Performance Measure	Performance Measure Target	Performance Measure At 30 June 2011	What does this mean?
Increase the level of recyclable collection processed at the Daylesford Municipal Recycling Facility (MRF).	Process in excess of 1,100 tonnes of recyclable collection	1, 857 tonnes was recycled in 2010-11.	Target was exceeded.
Reduce the carbon output from Council's operations, verified through utility tracking.	Carbon output reduced by 5%	Carbon output increased approximately 3%.	Target was not met. Buildings where emissions increased have been identified and energy saving initiatives are planned for 2011-12.
Council will implement priorities identified in the Energy Descent Plan.	Completion by 30 June 2011	Council is still developing the plan, with the target completion date being extended to 30 June 2012.	Target was not met. Hepburn Shire will be the first Council to complete this model in the World, therefore the planning phase has taken longer than anticipated.

Hepburn Shire Council
Statement by Councillors and Principal Accounting Officer
For the Year Ended 30 June 2011

In my opinion the accompanying performance statement has been prepared on accounting bases consistent with the financial statements and in accordance with the Local Government Act 1989 and the Local Government (Finance and Reporting) Regulations 2004.

Anthea Lyons CA

Principal Accounting Officer

Date: September 2011

In our opinion the accompanying performance statement has been prepared on accounting bases consistent with the financial statements and in accordance with the Local Government Act 1989 and the Local Government (Finance and Reporting) Regulations 2004.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council on xx September 2011 to certify the performance statement in its final form.

xxxxxx

Councillor

Date: September 2011

xxxxxxxxxx

Councillor

Date: September 2011

Kaylene Conrick

Chief Executive Officer

Date: September 2011

**9.6. MONTHLY FINANCIAL REPORT – AUGUST 2011
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

The purpose is to report on the Council's financial performance for the 2011/12 financial year up to 31 August 2011.

BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2011 to 31 August 2011 based on the Budget set in June 2011.

ISSUE/DISCUSSION

INCOME STATEMENT

The year to date operating result is \$13.8 million surplus. This is higher than budget due to additional income. Refer to the Income Statement attached for full details.

The surplus is high at this time of year due to rates and charges for the full year (\$14 million) being raised in August when rate notices are issued to ratepayers.

BALANCE SHEET

Cash at 31 August 2011 totals \$10.9 million.

Refer to the graph of cash and cash equivalents (attached) for the 2010/11 financial year with comparisons to the 2 months of this year.

Cash is significantly higher than this time last year due to the \$5 million of flood recovery reimbursements received in advance.

Rate debtors at the end of August 2011 are \$ 14.1 million, compared to rate debtors at the same time last year of \$13.6 million. \$610,000 in debtors remains from 2010-11 and prior. Sundry debtors total \$626,000 at the end of August compared to the same time last year of \$538,000.

The two graphs (attached) show the level of Rate Debtors and Sundry Debtors for 2011/12 in comparison to the same time last year.

Refer to the Balance Sheet attached for full details.

CAPITAL WORKS & PROJECTS

Status on capital works and projects in detailed in the attached reports.

At the time of setting the 2011-12 Budget in April, \$1.1 million in capital works were deemed to be still in progress and would not be completed by 30 June

2011. Therefore, \$1.1 million in funds was carried forward in the Budget and these works were added to the 2011-12 program.

Similarly, \$76,000 in funds relating to special projects were identified in April as needing to be carryforward into the 2011-12 Budget as they wouldn't be completed by 30 June 2011.

Carryforwards are only included in the adopted Budget where they can be reliably estimated.

In late July 2011, a full review of all capital works and special projects was performed and \$3.5 million in funds were identified as not spent by 30 June relating to works and/or projects. Consequently, these funds would be spent in 2011-12.

In addition, \$982,000 of additional grants were received during the prior year that were not budgeted and/or were not fully expended during 2010-11. These funds will be spent during 2011-12.

As the above funds were not included in the Budget this has resulted in differences in Budget compared to Forecast in the status reports. During the mid-year budget review, the budget will be adjusted to reflect the carryforwards.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

CONCLUSION

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

OFFICER'S RECOMMENDATION

9.6.1 That Council receives the Monthly Financial Report for the two months from 1 July 2011 to 31 August 2011.

MOTION

9.6.1 That Council receives the Monthly Financial Report for the two months from 1 July 2011 to 31 August 2011.

Moved: Councillor Neil Newitt
Seconded: Councillor Janine Booth
Carried.



20 SEPTEMBER 2011 – HEPBURN SHIRE COUNCIL – ORDINARY MEETING OF COUNCIL

**ATTACHMENT 6 - PROFIT AND LOSS AND BALANCE SHEET AS AT 31
AUGUST 2011**

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Income Statement
For the period ending 31 August 2011

	Annual Budget 2010/11 \$'000	YTD Budget 2010/12 \$'001	YTD Actual 2010/11 \$'000	Variance YTD Budget to YTD Actual 2010/11 \$'000	
Revenues from ordinary activities					
Rates charges	14,562	14,537	14,593	57	0%
Statutory fees and fines	222	41	52	11	26% 1
User fees	907	158	106	(52)	-33% 2
Grants - Operating	4,970	961	1,003	42	4%
Grants - Capital	499	2	465	463	22270% 3
Contributions	235	-	72	72	- 4
Other revenue	5,554	194	395	201	103% 5
Total revenue	26,948	15,893	16,687	793	5%
Expenses from ordinary activities					
Employee benefits	9,359	1,472	1,451	(21)	-1%
Materials and services	6,473	1,147	1,021	(126)	-11%
Bad and doubtful debts	4	-	-	-	-
Depreciation/amortisation	5,038	-	-	-	-
Finance costs	358	46	71	25	53% 6
Other expenses	1,231	399	346	(52)	-13%
Total expenses	22,463	3,065	2,890	(175)	-6%
Surplus (deficit) for the year	4,485	12,829	13,796	968	8%

1. Fees and fines in the planning and building departments are ahead of YTD budget.

2. User fees are behind YTD budget due to timing of invoicing.

3. Additional flood grants have been received that were not included in the Budget.

4. Part of this variance is as a result of Mullers Land Bridge contribution being invoiced, when the Budget was set this was forecast to be invoiced in 2010-11.

5. Lease and interest income are ahead of Budget and reimbursements are ahead of YTD Budget. Also income associated with the Wind Turbines has been invoiced, this was not included in the Budget.

6. Interest on borrowings is above YTD Budget as a result of timing.

BALANCE SHEET AS AT 31 AUGUST 2011

	31/08/2010	31/08/2011	
	Actual	Actual	
	\$000's	\$000's	
Assets			
Current assets			
Cash and cash equivalents	4,631	10,924	1
Trade and other receivables	14,467	15,086	2
Inventories	34	24	
Other assets	11	15	
Total current assets	19,143	26,050	
Non-current assets			
Trade and other receivables	55	1	3
Financial assets	962	999	
Investments in associates accounted for using the equity method	443	453	
Property, plant and equipment, infrastructure	172,339	170,405	4
Total non-current assets	173,799	171,858	
Total assets	192,942	197,908	
Liabilities			
Current liabilities			
Trade and other payables	(607)	(489)	
Trust funds and deposits	(916)	(883)	
Provisions	(1,425)	(1,720)	5
Interest-bearing loans and borrowings	(346)	(326)	
Total current liabilities	(3,294)	(3,417)	
Non-current liabilities			
Provisions	(838)	(637)	5
Interest-bearing loans and borrowings	(3,078)	(4,117)	6
Total non-current liabilities	(3,916)	(4,754)	
Total liabilities	(7,210)	(8,171)	
Net Assets	185,732	189,737	
Equity			
Accumulated surplus	(100,814)	(109,020)	7
Surplus YTD	(11,776)	(13,553)	
Reserves	(73,142)	(67,163)	4
Total Equity	(185,732)	(189,737)	

1. The increase in cash is as a result of approximately \$5 million being received in flood recovery funds in advance of recovery works being performed.

2. Revenue raised from rates and charges has increase in 2011-12 in accordance with the Budget. The first instalment of rates is due at the end of September. The increase has been offset by a decrease in prior year debtors due to an improvement in debt collection.

3. Private scheme debtors have been reclassified as current and/or paid.

BALANCE SHEET AS AT 31 AUGUST 2011

4. As a result of the flood events, significant damage to Council's Infrastructure Assets occurred. \$5.9 million in recovery works are still required to repair Council assets to their pre-flood condition. Consequently these assets have been devalued by \$5.9 million, resulting in an overall decrease in total Property, Infrastructure, Plant and Equipment. This also has resulted in a decrease in Council's equity reserves.

5. In the current Enterprise Bargaining Agreement, officers are entitled to their Long Service Leave on a prorata basis after 7 years, a change from 10 years. This has resulted in the current portion of the provision (likely to be paid out in the next 12 months) to increase and the non current portion to decrease,

6. \$900,000 in borrowings was taken out in July 2011 to fund Council's payment towards the Defined Benefit Superannuation Fund and purchase of the new corporate System. \$300,000 is still to be borrowed.

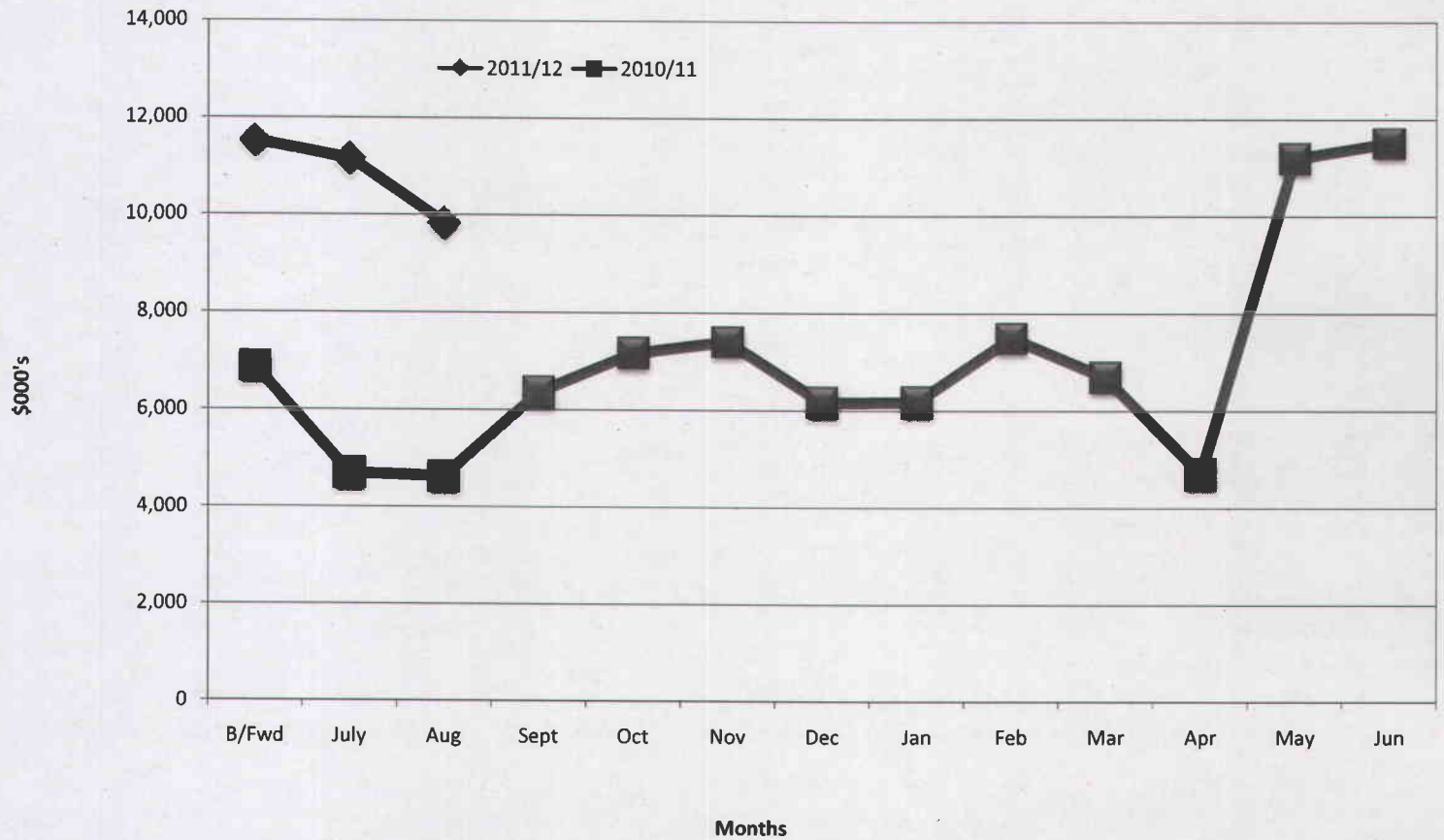
7. This increase is associated with Council's surplus for the 2010-11 year.



**ATTACHMENT 7 - CASH AND CASH EQUIVALENTS GRAPH – AUGUST
2011**

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



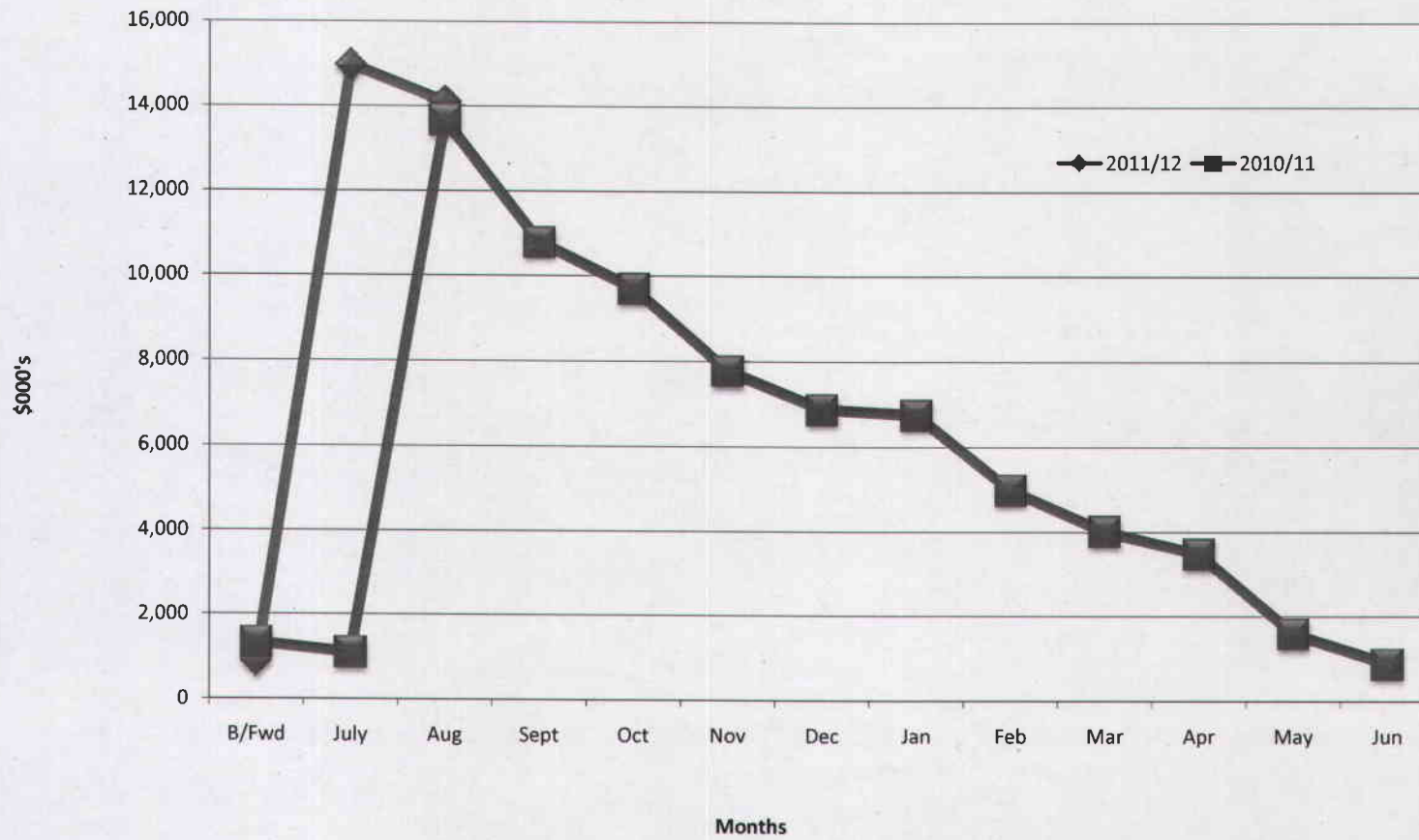
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ATTACHMENT 8 - RATE DEBTORS GRAPH – AUGUST 2011

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Rate Debtors Actual 2009/10 Vs 2010/11



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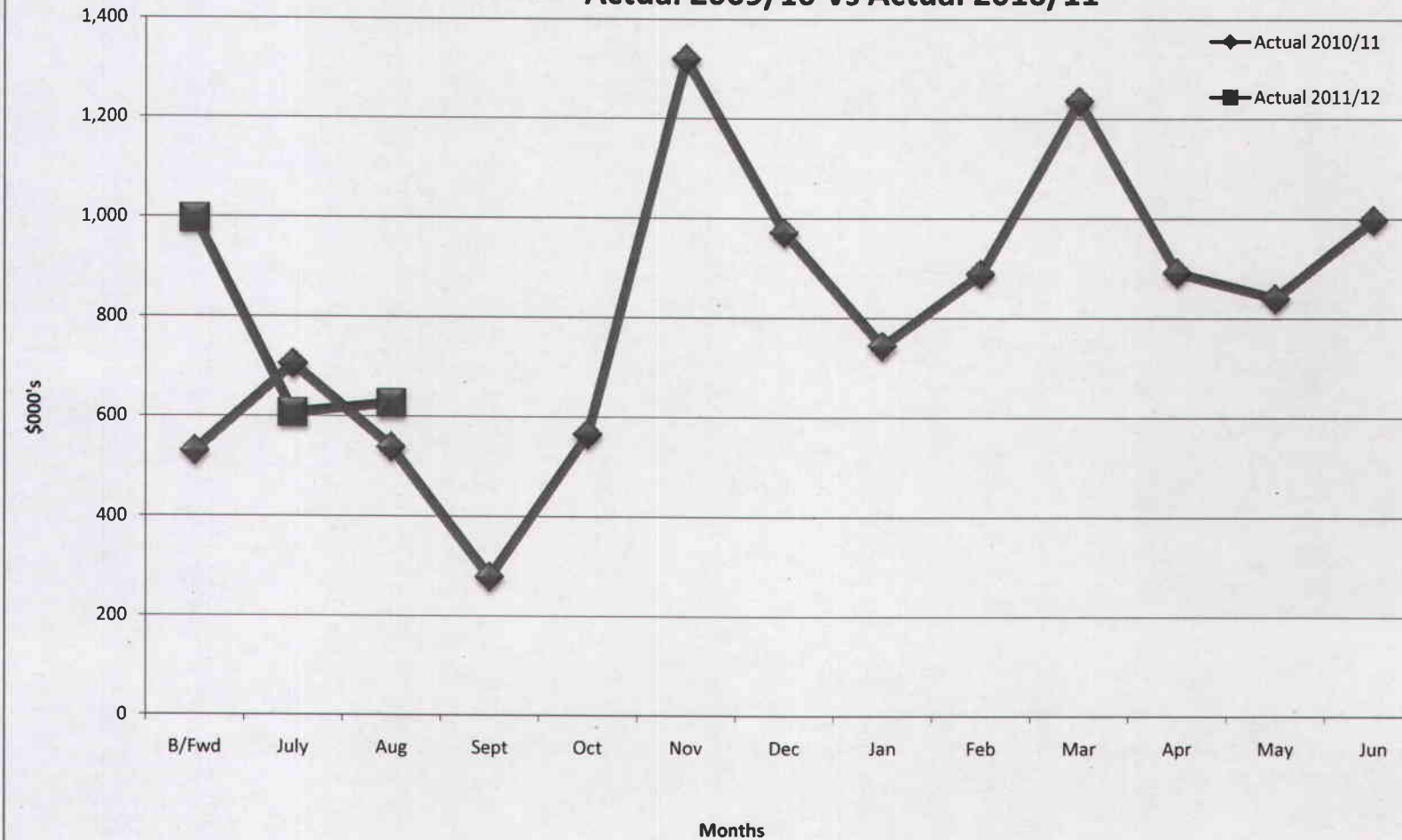


20 SEPTEMBER 2011 - HEPBURN SHIRE COUNCIL - ORDINARY MEETING OF COUNCIL

ATTACHMENT 9 - SUNDRY DEBTORS GRAPH - AUGUST 2011

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Sundry Debtors Actual 2009/10 Vs Actual 2010/11



ATTACHMENT 10 - CAPITAL WORKS AND PROJECTS – AUGUST 2011

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NEW CAPITAL WORKS 2011-12

Capital Works Area	Responsible GM	2011-12 Budget	YTD Actual	30-Jun-12 Forecast	Variance Budget to Forecast	Status
		\$	\$	\$	\$	

ROADS & BRIDGES

Asset renewal

Reseals	GMI	1,510,000	1,336	1,510,000	-	Scheduled for Jan - March 2012.
Reseal Preparation	GMI	81,120	4,820	81,120	-	Scheduled for Nov & Dec 2011.
Gravel Resheets (includes \$150,000 carry forward)	GMI	374,000	503	349,486	24,514	Only \$125,000 needed to be carried forward. Scheduled for Feb - April 2012.
Shoulder Resheets (includes \$100,000 carry forward)	GMI	154,000	-	154,000	-	Planning to be undertaken before works will be scheduled.
Stabilisation including reconstruction	GMI	821,600	1,340	821,600	-	Scoping of works has commenced.
Shoulder Sealing (includes \$50,000 carry forward)	GMI	327,520	1,124	542,552	(215,032)	\$265,000 of prior year works under contract H234 are to be completed in 2011-12.
Bridge Replacement Design	GMI	31,200	-	79,200	(48,000)	2010-11 funds were committed and will be spent during March - June 2012.
Andersons Mill Bridge Design	GMI	40,000	-	40,000	-	Scheduled for March - June 2012.
Footpath Improvement & Renewal	GMI	41,600	2,065	66,600	(25,000)	\$25,000 for Albert St special charge scheme will be spent using funds allocated in the prior year but not spent. Works scheduled for March & April 2012.
Mossops Road Re-establishment	GMI	15,000	-	16,000	(1,000)	\$1000 from prior year allocation was not spent. Works scheduled for March - April 2012.
Bridge renewal maintenance	GMI	310,000	20,345	469,000	(159,000)	Raglan bridge works, Guardrails and Monash/Glengower rd bridge works to be completed using funds from prior year allocation that weren't spent.
Drainage Works (Clunes, Creswick, Daylesford and Trentham)	GMI	127,360	-	127,360	-	Work scheduled for April-June 2012.

NEW CAPITAL WORKS 2011-12

Capital Works Area	Responsible GM	2011-12	YTD	30-Jun-12	Variance	Status
		Budget	Actual	Forecast	Budget to Forecast	
		\$	\$	\$	\$	
Roads, Bridges and Culverts Flood Recovery	GMI	7,000,000	244,321	7,000,000	-	Ongoing.
Total asset renewal		10,833,400	275,855	11,256,918	(423,518)	

Asset expansion/upgrade

Drainage Works (Clunes, Creswick, Daylesford and Trentham)	GMI	270,640	-	270,640	-	see above.
Total asset expansion/upgrade		270,640	-	270,640	-	

New assets

User Benefit schemes for roads and footpaths	GMI	100,000	-	100,000	-	Schedule for Sept - Dec 2011.
Total new assets		100,000	-	100,000	-	
TOTAL ROADS		11,204,040	275,855	11,627,558	(423,518)	

RECREATION

Asset renewal

Daylesford, Clunes and Trentham Swimming Pools upgrade	GMCD	204,236	-	204,236	-	Majority of quotes received, anticipate appointing contractors by end September. Works will be complete prior to commencement of pool season.
Playground Replacement Equipment Program	GMI	20,000	-	20,000	-	Scheduled for Jan - April 2012.
Total asset renewal		224,236	-	224,236	-	

NEW CAPITAL WORKS 2011-12

Capital Works Area	Responsible GM	2011-12 Budget	YTD Actual	30-Jun-12 Forecast	Variance Budget to Forecast	Status
		\$	\$	\$	\$	
Asset upgrade						
Smeaton Bowling Club upgrade	GMCD	200,000	-	200,000	-	Pending gift of land being transferred to Council, report to Council September.
Clunes Community Interpretive Centre	CEO	300,000	978	300,000	-	Funding has been announced, Council will receive \$2.7m towards the \$3.3m project. The \$300,000 is Council's contribution.
Total asset expansion/upgrade		500,000	978	500,000	-	
TOTAL RECREATION		724,236	978	724,236	-	

LAND & BUILDINGS

Asset renewal

Building Renewal Program	GMI	150,000	13,497	195,900	(45,900)	Calambeen Park brick shelter replacement and works as a result of the Essential Services Inspections commenced in the prior year and will be completed during 2011-12. Other works to occur predominately Feb - May 2012.
Creswick Depot OH&S works	GMI	100,000	-	100,000	-	Project/design planning has commenced.
Commercial Precinct Litter & Recycling Bins	GMI	50,000	-	57,113	(7,113)	New recycling bins will be rolled out in Hepburn Springs this year, scheduled for implementation in Nov/Dec 2011. \$7100 of the prior year's funds will be spent finalising the installation in Creswick & Clunes.
Buildings Flood Recovery	GMI	2,400,000	8,639	2,400,000		Ongoing.

NEW CAPITAL WORKS 2011-12

Capital Works Area	Responsible GM	2011-12 Budget	YTD Actual	30-Jun-12 Forecast	Variance Budget to Forecast	Status
		\$	\$	\$	\$	
Daylesford Streetscape (includes \$20,000 carry forward)	GMI	180,000	12,300	218,030	(38,030)	Village Well has been engaged and a Community Reference Group has been established. Stage 1 is currently underway. \$20,000 was identified as remaining funds to be carried forward as part of the Budget process. However, \$58,000 remains from the prior year allocation of \$60,000 and these funds will be utilised in 2011-12.
Total asset renewal		2,880,000	34,436	2,971,043	(91,043)	
Asset expansion/upgrade						
Daylesford Streetscape	GMI	180,000	12,300	180,000	-	see comment above.
Total asset expansion/upgrade		180,000	12,300	180,000	-	
TOTAL BUILDINGS		3,060,000	46,736	3,151,043	(91,043)	

PLANT, EQUIPMENT and OTHER

Asset renewal

Works Plant And Equipment	GMI	750,000	-	1,090,000	(340,000)	3 plant items were still in the tender stage at 30 June, these items will be purchased in September 2011. Tender/quotations to be obtained for other plant, with purchases scheduled to be made in March-April 2012.
Passenger And Commercial Fleet	GMI	220,000	-	220,000	-	To be purchased throughout the year in accordance with planned replacement schedule.
Annual Computer equipment renewal	GMCS	106,000	6,427	106,000	-	To be purchased throughout the year in accordance with planned replacement schedule.
Total asset renewal		1,076,000	6,427	1,416,000	(340,000)	

NEW CAPITAL WORKS 2011-12

Capital Works Area	Responsible GM	2011-12 Budget	YTD Actual	30-Jun-12 Forecast	Variance Budget to Forecast	Status
		\$	\$	\$	\$	

Asset upgrade

Corporate Information System (includes \$7,500 carryforward)	GMCS	599,749	118,584	649,616	(49,867)	Less funds than forecasted were spent in 2010-11, therefore the carryforward amount is \$57,500. Solution Design Workshops have commenced. Go Live dates are set for 2012 calendar year.
Total asset expansion/upgrade		599,749	118,584	649,616	(49,867)	
TOTAL PLANT, EQUIPMENT and OTHER		1,675,749	125,011	2,065,616	(389,867)	

TOTAL CAPITAL WORKS 2011-12		16,664,025	448,580	17,568,453	(904,428)	
Asset renewal		15,013,636	316,719	15,868,197	(854,561)	
New assets		100,000	-	100,000	-	
Asset expansion/upgrade		1,550,389	131,862	1,600,256	(49,867)	

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CARRY FORWARD CAPITAL WORKS 2011-12

Capital Works Area	Responsible GM	2011-12 Budget	YTD Actual	30-Jun-12 Forecast	Variance Budget to Forecast	Status
		\$	\$	\$	\$	
ROADS & BRIDGES						
Asset renewal						
Mullers Lane Bridge Construction	GMI	-	116,667	251,907	(251,907)	Tender process completed last financial year and works are now underway.
Total asset renewal		-	116,667	251,907	(251,907)	
TOTAL ROADS		-	116,667	251,907	(251,907)	
BUILDINGS						
Asset renewal						
Duke Street Drainage Works	GMI	-	-	59,050	(59,050)	Works to be completed opposite the Farmers Arms - works were not completed as anticipated in 2010-11.
Transfer Station Facility Upgrade	GMI	-	15,740	47,209	(47,209)	Project was not completed as anticipated in the prior year. Generator to be installed.
Lyonville Community Hall	GMCD	-	1,013	8,190	(8,190)	Project was not completed by June as anticipated. Revised completion date is September.
Creswick Office Refit	GMCD	-	-	7,132	(7,132)	All funds were not expensed as anticipated in the prior year, final purchases are to be made.
Sealing of access way to Municipal Recycle Facility	GMI	-	147	8,000	(8,000)	Project was not completed as anticipated in the prior year. Final works are underway.
Total asset renewal		-	16,900	129,581	(129,581)	

CARRY FORWARD CAPITAL WORKS 2011-12

Capital Works Area	Responsible GM	2011-12 Budget	YTD Actual	30-Jun-12 Forecast	Variance Budget to Forecast	Status
		\$	\$	\$	\$	
New assets						
Doug Lindsay Recreation Reserve Multi Purpose Facility	GMI	-	119,069	130,000	(130,000)	Nearing completion. Expenditure to be offset by additional income, e.g community fundraising and insurance claims.
Cameron Court Units, Clunes	GMI	571,220	3,500	586,336	(15,116)	Land surveying works have been performed. Less funds than forecasted were expensed in the prior year, therefore the carryforward amount should be \$586,000.
Total new assets		571,220	122,569	716,336	(145,116)	
TOTAL BUILDINGS		571,220	139,469	845,917	(274,697)	
RECREATION						
Asset renewal						
Skate Park Improvement program	GMCD	-	-	10,000	(10,000)	\$10,000 remaining from prior year allocation of \$20,000. These funds will be expensed in September/October.
Daylesford Community Park	GMCD	-	-	161,000	(161,000)	Planning phase, community group has been established.
Amenities block at Daylesford Community Park	GMCD	-	18,216	68,609	(68,609)	Funds were not all expensed by 30 June as anticipated. Offsite construction has been completed. Awaiting on finalisation of sewer plans from CHW.

CARRY FORWARD CAPITAL WORKS 2011-12

Capital Works Area	Responsible GM	2011-12 Budget	YTD Actual	30-Jun-12 Forecast	Variance Budget to Forecast	Status
		\$	\$	\$	\$	
Calambeen Park Walking Track	GMCD	-	-	100,000	(100,000)	Due to Creswick floods project has been delayed and prior year allocation was not spent. Works to be completed in conjunction with RDV flood funding in 2011-12.
Wombat Hill Botanic Gardens sustainable water and power upgrade	GMI	-	-	71,549	(71,549)	Works underway, to be completed using remainder of prior year allocation.
Landing providing access to Medlyn Bottle Museum	GMI	-	-	15,000	(15,000)	Project was not completed as anticipated in the prior year due to planning permit issues.
Drummond Hall Tennis Court	GMCD	-	-	28,000	(28,000)	Contractor engaged, however works were not completed in the prior year due to weather conditions.
Clunes Football/Netball Club redevelopment	GMCD	-	5,000	5,000	(5,000)	Funds have recently been provided to the Club, this was budgeted to occur in the prior year.
Calambeen Park - Dive Tower	GMI	-	-	108,572	(108,572)	This was not completed in the prior year as anticipated due to flooding.
CDDA Magic Pudding Playground	GMCD	-	364	4,853	(4,853)	Project being finalised in 2011-12, it was not completed as anticipated in the prior year.

CARRY FORWARD CAPITAL WORKS 2011-12

Capital Works Area	Responsible GM	2011-12 Budget	YTD Actual	30-Jun-12 Forecast	Variance Budget to Forecast	Status
		\$	\$	\$	\$	
Carbon Negative Initiatives	GMSD	-	-	104,500	(104,500)	Clunes & Newlyn solar/hot water projects commenced in August. Grant funding was received in prior years for this project.
Wombat Hill Gardens tree replacement plan	GMI	-	3,525	11,599	(11,599)	Ongoing.
Leitches Creek and Woolnoughs Crossing Mineral Springs Works	GMI	-	-	3,510	(3,510)	Project was not completed as anticipated in the prior year. Final works are underway.
Total asset renewal		-	27,104	692,192	(692,192)	
TOTAL RECREATION		-	27,104	692,192	(692,192)	

PLANT, EQUIPMENT and OTHER

Asset renewal

Mineral Springs Reserves Projects	GMI	160,000	-	137,342	22,658	Spend on these projects was higher than anticipated at the time of budget setting, therefore \$23,000 less funds are remaining for 2011-12.
Total asset renewal		160,000	-	137,342	22,658	

New assets

Mineral Springs Reserves Projects	GMI	70,000	-	70,000	-	see above.
Total new assets		70,000	-	70,000	-	
TOTAL PLANT, EQUIPMENT and OTHER		230,000	-	207,342	22,658	

CARRY FORWARD CAPITAL WORKS 2011-12

Capital Works Area	Responsible GM	2011-12 Budget	YTD Actual	30-Jun-12 Forecast	Variance Budget to Forecast	Status
		\$	\$	\$	\$	
TOTAL CARRIED FORWARD WORKS 2010-11		801,220	283,240	1,997,358	(1,196,138)	
Asset renewal		160,000	160,672	1,211,022	(1,051,022)	
New assets		641,220	122,569	786,336	(145,116)	
Asset expansion/upgrade		-	-	-	-	

Projects 2011-12

Projects	Responsible GM	Adopted	YTD	30/06/2012	Variance	Status
		Budget Cost	Actual	Forecast	Budget to Forecast	
		\$	\$	\$	\$	
Environmental Projects	GMSD	109,439	24,839	127,189	(17,750)	Landcare contributions have been provided to groups. Energy Descent Action Plan is to be completed during the year, funds for this was allocated in the prior year budget but not fully spent - a draft report prepared for consideration by steering committee.
Victoria Park review of proposal	GMCD	15,000	-	15,000	-	Meeting to be held with Vic Park Association.
Community Infrastructure Project Planning project at Trentham	GMCD	-	468	10,000	(10,000)	Planning work underway, was not completed in prior year as anticipated.
Lindsay Arts Trail - Stage 2 &3	GMCD	-	978	20,000	(20,000)	Funds were reallocated to this project by Council in June 2011.
Daylesford Community Plan	GMCD	-	-	7,000	(7,000)	Underway, \$7000 of the \$10,000 allocation from the prior year to be spent in 2011-12.
Glenlyon Community Hall Refurbishment	GMCD	-	-	24,659	(24,659)	Project was not completed by June as anticipated. Revised completion date is September.
Leonards Hill Community Hall Refurbishment	GMCD	-	1,013	13,283	(13,283)	
Bullarto Community Hall Refurbishment	GMCD	-	1,013	15,908	(15,908)	
Waste Management Strategy	GMI	-	-	60,000	(60,000)	Work has commenced. None of the prior year allocation was spent as anticipated.
Asset Management Plan	GMI	-	6,664	6,664	(6,664)	Final invoice received for work undertaken in 2010 11.
Freight Strategy	GMI	-	4,969	20,000	(20,000)	Underway. None of the prior year allocation was spent as anticipated.

Projects 2011-12

Projects	Responsible GM	Adopted Budget	YTD	30/06/2012	Variance	Status
		Cost	Actual	Forecast	Budget to Forecast	
		\$	\$	\$	\$	
Economic Development strategy (EDS) Implementation	GMSD	-	-	12,000	(12,000)	Project was not completed in the prior year as anticipated. The implementation plan is being finalised to be presented to Council, proposed for Oct/Nov 2011.
Significant tree register	GMSD	-	-	32,000	(32,000)	Project commenced in prior year and will be completed in 2011-12.
Economic Development and Marketing project	GMSD	-	-	10,500	(10,500)	A signage audit and strategy is to be developed, a meeting has been scheduled with the relevant stakeholders.
MSS Review	GMSD	75,297	-	75,297	-	Project will continue in 2011-12
Glenlyon Hall restoration	GMI	-	3,759	58,581	(58,581)	Works still underway.
Trentham Recreation Reserve Works	GMI	-	12,004	15,086	(15,086)	Works were not completed by 30 June as expected but will be completed in September.
Ullina Avenue of Honour Project	GMI	-	-	800	(800)	Plaques to be sourced in conjunction with appropriate RSL
Daylesford Cenotaph Restoration	GMI	-	-	4,628	(4,628)	Plans have been agreed.
Celebrating 150 Years of Local Government	GMCD	-	-	17,290	(17,290)	Submissions received.
Preschools Project	GMCD	-	-	28,584	(28,584)	Grant money was received late last year for this project which has commenced.
Advancing Country Towns	GMSD	-	6,452	188,250	(188,250)	Grant money was received late last year for this project which has commenced including the appointment of a project manager.

Projects 2011-12

Projects	Responsible GM	Adopted Budget Cost	YTD Actual	30/06/2012 Forecast	Variance Budget to Forecast	Status
		\$	\$	\$	\$	
Bushfire Planning Provisions	GMSD	-	-	120,000	(120,000)	Grant money was received late last year for this project - work plan has been submitted to DPCD.
Future farming initiative	GMSD	-	2,670	56,085	(56,085)	Grant money was received late last year for this project which has commenced.
Newlyn Roundabout	GMI	-	-	10,000	-	Vic Roads contribution was received last year.
TOTAL SPECIAL PROJECTS		199,736	64,829	948,804	(739,068)	

**9.7. DAYLESFORD MEN'S SHED – REQUEST FOR NO-INTEREST LOAN
GENERAL MANAGER COMMUNITY SERVICES**

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

PURPOSE

The purpose of this report is for Council to consider Daylesford Men's Shed requesting that Council provide a no –interest short term loan of between \$10 and \$20,000 to allow the Men's Shed to complete the third module of the shed at Victoria Park, Daylesford

BACKGROUND

Daylesford Men's Shed (DMS) has constructed two of three modules at Victoria Park which was officially opened on Monday 18 July 2011.

The DMS Committee of Management deferred the construction of the third module as it had to cope with significant additional site costs re relocation of power lines (approx \$18,000), earth works, and installation of underground power from the sub-station. The committee was committed to ensuring that works approved were fully funded and that it could pay all accounts on time.

Council has previously provided a grant contribution of \$16,000 (2009-10) for construction of the Daylesford Men's shed in recognition of the social, health and wellbeing benefits it provides.

ISSUE / DISCUSSION

DMS have arranged for short term usage of the Tom Ford Shed for storage of stock and equipment however the space must be vacated in time for the Agricultural Show in November. The construction cost for the third module is \$26,937 (ex GST). For quotation refer to Attachment 7. DMS suggest that if a loan was provided the module could be constructed in time to facilitate the timely clearance of the Tom Ford without hindering the work within the Men's Shed.

Daylesford Men's Shed Financial Position

DMS advise that current cash reserves are \$10,000.

Loan repayment

DMS has a number of fund raising initiatives in place for the current financial year that gives it confidence in its capacity to repay a loan.

The Daylesford Rotary has confirmed in writing its agreement to proceed with a community based fundraising function for the Men's Shed. The provisional budget indicates a final return in the range of \$10 to \$25,000 with an amount of \$15,000 considered most likely by DMS.

The DMS request outlines a number of other fundraising activities to be undertaken in 2011-12 with an expected return in excess of \$15,000. The DMS state that any loan would be repaid within 12 months and probably before the end of April 2012.

Council has previously provided loans to the Trentham Neighbourhood Centre as well as the Daylesford and Trentham Community Bank Committees

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council Plan commitment to Healthy Safe and Vibrant Communities

FINANCIAL IMPLICATIONS

A loan of \$20,000 would allow all the construction to be completed while the lower amount of \$10,000 would delay the laying of an internal concrete slab.

If a \$20,000 loan were to be approved Council may wish to extend the term of the loan and allow for repayment over the 2011-12 and 2012-13 financial years to ensure that DMS has sufficient operating funding.

There would be a minimal cost associated with development of the loan agreement.

RISK IMPLICATIONS

DMS and Rotary have a good track record in fundraising.

Council would need to enter into a loan agreement with the individual members of the Daylesford Men's Shed Committee who would provide a personal guarantee that the loan would be repaid. This is consistent with previous loan arrangements.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The Daylesford Men's Shed has an important role in promoting men's health and well-being.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Daylesford Men's Shed has approached Council about the no-interest loan.

CONCLUSION

Providing a loan to Daylesford Men's Shed would allow completion of the Men's Shed at Victoria Park, Daylesford. As Committee of Management for this reserve Council will own the shed, which is to be leased to Daylesford Men's Shed Inc.

OFFICER'S RECOMMENDATION

That Council:

- 9.7.1. Approve providing a no-interest loan of \$10,000 to Daylesford Men's Shed to be repaid by 30 June, 2012.
- 9.7.2. Authorise General Manager Corporate Services to proceed to enter into a loan agreement with individual members of the Daylesford Men's Shed Committee.

MOTION

That Council:

- 9.7.1. Approve providing a no-interest loan of \$10,000 to Daylesford Men's Shed Incorporated to be repaid by 30 June 2012.*
- 9.7.2. Authorise General Manager Corporate Services to proceed to enter into a loan agreement with the Daylesford Men's Shed Incorporated and also with individual members of the Daylesford Men's Shed Committee.*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Sebastian Klein

Carried.



20 SEPTEMBER 2011 – HEPBURN SHIRE COUNCIL – ORDINARY MEETING OF COUNCIL

**ATTACHMENT 11 - QUOTATION - CONSTRUCTION COST -
DAYLESFORD MEN'S SHED**

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Apex Sheds (ABN: 45 122 759 139)
 PO Box 211
 Ballan VIC 3342



Office: 0421 845 258 or 035368 1507 (answer machine only)
 Fax: 03 5368 2044
 Email: gavin@apexsheds.com.au

Quote: Dunlop00001177

Proposed Project: Shed 3

Colin Dunlop

Victoria Park 20 Gays Rd Wheatsheaf 3481 DAYLESFORD VIC 3480
 Phone: 53487891 Business: 53484061 Email: col@dunlop@optusnet.com.au

03 November, 2010

Dear Colin,

Thank you for your enquiry. Please find quotation for building requested.

Kind regards

Gavin Owens

Site Classification	
Importance Level:	2 (Probability of exceedance = 1.500)
Region:	A
Terrain Category:	2.5
Shielding:	1
Wind Class:	V design = 37 m/s

Technical Specifications	
Purlins:	Top Hat 95
Girts:	Top Hat 95
Intermediate Portal:	C200
End Portal:	C150
Slab Connection:	Brackets cast in concrete

Building Details	
Building Size:	11.000W x 11.600L x 3.000H
Roof Pitch:	17.5 degrees
Weight:	Approx 2949 Kg
Ridge Type:	Roll-Top Pale Eucalypt
Barge Type:	Roll-Top Pale Eucalypt
Gutter Type:	Fascia Gutter Pale Eucalypt
Downpipe Type:	Rectangular Downpipe Pale Eucalypt
Roof Type:	Custom Orb 0.48 BMT Pale Eucalypt
Wall Type:	Custom Orb 0.42 BMT Pale Eucalypt
Roller Door:	1x RD 4.100w x 3.000h Pale Eucalypt
Skylights:	4x Polycarbonate Sheets

Project Summary	
Building Price:	\$11,530.90
Construction:	\$3,407.00
Footings x 10:	\$2,847.50
Scissor lift hire:	\$798.00
Wool blanket & Wire:	\$1,336.00
Building Permit:	\$600.00
Builders Warranty Insurance:	\$1,240.00
Concrete Slab 13m Concrete allowed:	\$7,018.00

adjust

Total Project: \$28,777.40
GST: \$2,877.74
Total Inc. GST: \$31,655.14

Payment Summary	
Deposit:	\$6,331.03
Production:	\$15,827.57
Balance:	\$9,498.54

**9.8. DOUG LINDSAY RESERVE AND COMMUNITY FACILITY - FUTURE
MANAGEMENT ARRANGEMENTS
GENERAL MANAGER COMMUNITY SERVICES**

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

PURPOSE

The purpose of this report is to recommend that Council discontinue the Doug Lindsay Recreation Reserve Special Committee and establish a Doug Lindsay Reserve Advisory Committee to advise Council about the future management of the facilities at Doug Lindsay Reserve, including the new multi-purpose community facility.

BACKGROUND

The existing Doug Lindsay Recreation Reserve Special Committee has had responsibility for the facilities at the reserve before the new Community Facility development. A review of records discovered that the appointment of the members expired in May 2011, although an Instrument of Delegation is still in place.

As a result of the Doug Lindsay Community Facility development and the introduction of new user groups and stakeholders at Doug Lindsay Reserve, it is important that effective and representative management arrangements are in place once the new facility is completed.

ISSUE / DISCUSSION

Management options for the Doug Lindsay Reserve and Community facility are for Council to:

1. Delegate management to a Special (S86) Committee;
2. Relinquish Committee of Management status for the Reserve to the Department of Sustainability and Environment;
3. Enter into a lease with an incorporated body, with the lease setting out Council's and the incorporated body's rights and responsibilities;
4. Retain direct control and administration.

An Advisory Committee can fully explore the best management arrangements and likely income and expenditure for Doug Lindsay Reserve. Draft Terms of Reference are attached (refer Attachment 9).

In addition, Council should resolve to formally discontinue the Doug Lindsay Recreation Reserve Special Committee. In the interim, Council will be required to manage the existing and new facilities internally, while seeking input from the Advisory Committee on the long term arrangements. The interim day to day management arrangements are currently being finalised.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Commitment 17 – Embracing community knowledge and expertise to help guide its implementation and expertise

FINANCIAL IMPLICATIONS

None identified in establishing a fixed term Advisory Committee.

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The Doug Lindsay Community Facility is an important new community facility for Creswick and provides a great opportunity for shared and multipurpose use to enhance collaboration between community and sporting groups.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The most recent members of the current Doug Lindsay Recreation Reserve Special Committee and the External Project Reference Group established to provide input during the design and development phase of the project will have the opportunity to nominate for the Advisory Committee, along with other members of the community.

CONCLUSION

A time limited Advisory Committee, operating until November 2012, to provide advice to Council will assist Council to achieve management arrangements for Doug Lindsay Reserve that best suit the Creswick community.

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OFFICER'S RECOMMENDATION

That Council:

- 9.8.1 Adopt the draft Terms of Reference for Doug Lindsay Reserve and Community Facility Advisory Committee.
- 9.8.2. Authorise the advertisement of the community positions on the Doug Lindsay Reserve and Community Facility Advisory Committee and request officers to write to the groups specified in the Terms of Reference requesting that they nominate a representative.
- 9.8.3. Disband the Doug Lindsay Recreation Reserve Special Committee by revoking the Instrument of Delegation dated 26 May 2011.
- 9.8.4. Write to previous committee members of the Doug Lindsay Recreation Reserve Special Committee to thank them for their valuable service on the committee.

MOTION

That Council:

- 9.8.1 *Adopts the draft Terms of Reference for Doug Lindsay Reserve and Community Facility Advisory Committee.*
- 9.8.2. *Authorises the advertisement of the community positions on the Doug Lindsay Reserve and Community Facility Advisory Committee and request officers to write to the groups specified in the Terms of Reference requesting that they nominate a representative.*
- 9.8.3. *Disbands the Doug Lindsay Recreation Reserve Special Committee by revoking the Instrument of Delegation dated 26 May 2011.*
- 9.8.4. *Writes to previous committee members of the Doug Lindsay Recreation Reserve Special Committee to thank them for their valuable service on the Committee.*

Moved: Councillor Janine Booth
Seconded: Councillor Don Henderson
Carried.

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**ATTACHMENT 12 - DRAFT TERMS OF REFERENCE – DOUG LINDSAY
RESERVE AND COMMUNITY FACILITY MANAGEMENT ADVISORY
COMMITTEE**

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Draft Terms of Reference

Doug Lindsay Reserve and Community Facility Management Advisory Committee

Introduction

The Doug Lindsay Reserve and Community Facility Management Advisory Committee has been established to advise Council about future management arrangements for the Doug Lindsay Reserve and Community Facility.

Aim

The Doug Lindsay Reserve and Community Facility Management Advisory Committee will, consistent with Council's Policy Number: 9 Council Owned and Controlled Policy, provide advice to Council about preferred management arrangements for the Doug Lindsay Reserve and Community Facility including consideration of :

- Governance structure
- Proposals about schedule of fees and charges
- Management of revenue from on-going and casual users;
- Administration of bookings and finances of the facility;
- How to ensure compliance obligations for the facility are met;
- Arrangements for managing maintenance, cleaning and utilities; and
- Expenditure associated with the above activities.

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

Council's Local Law no. 1 Meetings and Common Seal apply to the operations of the Committee.

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Terms of Office

Appointment will be until 30 November 2012. Appointments of members to fill casual vacancies that occur are to be ratified by Council.

Meetings

Meetings will be held as required. Committee support will be provided by a nominated Council officer.

Chair

The Committee will 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 Creswick Ward Councillors(s), one representative each from Creswick Soccer Club, Creswick Football and Netball Club, Creswick Cricket Club, Creswick Municipal Band and Creswick Bowling Club plus four community members.

Selection Criteria for Nominations of Community Members

Community members of the Committee should have a connection with Creswick and expertise in one or more of the following:

- Financial management and budgeting;
- Facility management;
- Fundraising and sponsorship;
- Marketing and promotion;
- Governance

Nominees should:

1. Be residents of Hepburn Shire;
2. Be able to demonstrate an understanding of the role of local government;
3. Be able to communicate effectively with a wide range of individuals, organisations and professionals;
4. Be committed to principles of community multi-use and shared facilities at Doug Lindsay Reserve.



Quorum

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

Reporting

The Committee will forward minutes of meetings to Council.

The Committee will forward any recommendations to Council on the template provided.

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 the future management of Doug Lindsay Reserve and Community Facility. Council is responsible to determine the outcomes on any recommendations made by the Committee.



9.9. HEPBURN SHIRE 'CLOSE TO HOME' YOUTH STRATEGY GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is to recommend the adoption of the Hepburn Shire Council's 'Close to Home' Youth Strategy

BACKGROUND

In July 2010 Council adopted recommendations from the Youth Advisory Committee endorsing a new approach to youth development in Hepburn Shire, including the development of a Youth Strategy. This will be the first Youth Strategy for the Hepburn Shire and will guide Hepburn Shire Council in youth engagement, participation and development.

ISSUE / DISCUSSION

During the TalkFest 2008 Youth Consultation, young people identified Youth Spaces, Education and Employment as priority areas for action and the need for a Hepburn Shire Youth Strategy.

Following the final recommendations of the Youth Advisory Committee in 2010 a Youth Forum engaging over 80 young people was facilitated at Daylesford Secondary College in April 2011.

The result is a strategy which outlines key youth development initiatives including:

Youth Spaces

- Building capacity of young people, neighbourhood centres and the broader community to run youth activities, training and events.
- Linking public space consultations to school based curriculum and local youth groups.
- Inclusion of young people into Council Advisory Committees.

Employment Options

- Supporting employers to manage young employees effectively.
- Supporting enterprise and job creation initiatives for young people.
- Linking and support for career skills and directions programs across a range of organisations and providers.

Education Pathways

- Create community based blended learning pathways for young people.
- Support educators to have a student first approach to learning.

- Diversify the education pathways available for young people across the municipality.

Transport:

- Advocate for young people's need through the Transport Connections Program

This Youth Strategy is 'Close to Home.' The raw information about Youth Spaces, Education and Employment from the April youth forum has remained untouched since its development. The partnerships and initiatives outlined provide realistic strategies which link with current programs and resources, building on our strong relationships with Government, schools and agencies for mutual benefit and sustainability. This has been particularly well demonstrated by the positive response to the strategy from a range of services and agencies as the strategy provides clear direction to work for the success and sense of belonging amongst young people across our Shire.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The adoption of the 'Close to Home' Youth Strategy recommendation addresses commitment 45 in the Council Plan:

Involving young people in community life through Councils youth programs and by maintaining and developing local recreations, cultural and education, training and employment opportunities for young people.

FINANCIAL IMPLICATIONS

Implementation of the 'Close to Home' Youth Strategy is within existing budget allocations.

RISK IMPLICATIONS

None identified

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The 'Close to Home' Youth Strategy has a range of social implications:

- Increased inclusion of young people in Council community engagement
- Increased empowerment of young people to act on their own behalf
- Increased empowerment of communities to invest and get involved in locally based youth development initiatives

The 'Close to Home' Youth Strategy has a range of economic implications:

- Increased enterprise development amongst young people
- Increase employment preparedness, satisfaction and retention for young people in the workplace
- Increase local job opportunities for young people.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

This strategy has been built on consultations with young people from across Hepburn Shire at a Youth Forum held at Daylesford Secondary College in April 2011. The information drawn from this consultation is included in the first column of each strategy area.

Given the implications regarding directions and partnerships within the strategy a second range of consultations were held with Council officers and community organisations listed in the strategy, including:

- Hepburn Shire Youth Initiative Network
- Highlands Local Learning and Enterprise Network
- Neighbourhood Centres
- Daylesford Secondary College
- School Focused Youth Services
- HSC Economic Development and Tourism
- HSC Recreation and Events
- HSC Flood Recovery Unit
- Department of Education and Early Childhood Development

These consultations confirmed that the 'Close to Home' Youth Strategy would provide sound direction for a range of community groups to focus their resources and work in partnership to achieve authentic and meaningful outcomes for young people.

CONCLUSION

By accepting the recommendation for the adoption of the 'Close to Home' Youth Strategy Hepburn Shire Council will be providing a clear and identified pathway for youth development for Hepburn Shire Council.

OFFICER'S RECOMMENDATION

9.9.1 That Council adopt the Hepburn Shire Council 'Close to Home' Youth Strategy.

MOTION

9.9.1 That Council adopts the Hepburn Shire Council 'Close to Home' Youth Strategy.

Moved: Councillor Don Henderson

Seconded: Councillor Sebastian Klein

Carried.

ATTACHMENT 13 - 'CLOSE TO HOME' YOUTH STRATEGY

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Close to Home

Hepburn Shire Council Youth Strategy



2011 - 2014

*Young People are a vital part of our ongoing health, vibrancy and safety
into the future.*

Hepburn Shire Council Plan 2009-2013

Hepburn Shire Council
PO Box 21 , Daylesford, 3460
5345 8399
jbarclay@hepburn.vic.gov.au

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Hepburn Shire Council Plan and Youth Development

The Hepburn Shire Council 2009–2013 Council Plan Council recognizes ‘Young People are a vital part of our ongoing health, vibrancy and safety into the future.’ It goes on to say that Council will work to help young people to have a great experience of living in our communities so that they will want to, and be able to, stay close to home, now and in the future. It commits Council to:

Commitment 45:

Involving young people in community life through Council’s youth programs and by maintaining and developing local recreational, cultural and education, training, and employment opportunities for young people



Young people have told us that in order to do this our efforts need to focus on youth spaces, education options, employment pathways and transport options. This strategy outlines how Council will use the information provided to us by young people to work with young people, communities, state and other local governments and service agencies to build a strong and exciting future for young people in our municipality.



Youth Spaces

Young people need spaces within their communities where they can meet friends, try new things and develop life skills outside of home, school or work. Any public or community space can be a youth space, but often these spaces aren't built to accommodate young people's needs. Youth spaces and the activities which occur within them are the responsibility of young people in partnership with their communities, businesses and Council. In remote and regional areas access must also be taken into consideration

Create situations in schools, Council and communities where young people learn skills and develop confidence to be active in their communities



Provide incentives and create opportunities for young people, communities and Council work together to run youth activities in community spaces



Ensure all Council and community planning includes youth engagement and young people are available to participate



Young people become community leaders running events and activities and advocating about their needs.

What young people said	How we plan to respond	Who	Begin	Indicator
Fun activities should occur in public and community spaces. Priorities: Cinema, Go Karts, Bowling, Drama, Dance, Art.	<ul style="list-style-type: none"> • Council will employ young people to run projects to learn skills from scratch, eg. FReeZA • Support locally based initiatives which help young people to become leaders and learn skills to run projects • Encourage and support young people and communities to take responsibility for running youth activities and events themselves. 	Sporting Clubs, N'hood Centres, community development groups, YMCA	2011 2011 2011	<ul style="list-style-type: none"> • A new young person employed in FReeZA every year • Run Quick Response Youth Grants annually. • Youth Groups run in Trentham, Creswick, Clunes (2012) • DEY runs in Daylesford.

<p>All public spaces development and plans be discussed with young people to ensure they are welcoming and provide for young people's needs</p>	<ul style="list-style-type: none"> • Explore links between council consultation to projects at Daylesford Secondary College. • Support local youth groups and activities to be able to consult with. • All council departments shall be supported to ensure young people have meaningful input into community consultation and planning processes. 	<p>Hepburn Shire Council Planning Department, Daylesford Secondary College</p> <p>2011 2011 2013</p>	<ul style="list-style-type: none"> • Form Community in Curriculum Working Group at DSC to build strategy and capacity within college. • Apply for Regional and Rural Youth Access Grant. • Include Youth Engagement Section into council strategy tenders
<p>Have more frequent once-off events such as bands and fun activities as part of existing festivals or new initiatives</p>	<ul style="list-style-type: none"> • Employ young people through FReeZA to learn event management skills. • Run Quick Response Youth Grants Program to make money accessible for community groups and young people to run events. • Support other locally based projects which help young people learn event skills • Advocate to event committees to include youth activities in events • Encourage schools and VCAL programs to support community events by including them in learning outcomes. 	<p>Event Committees, FReeZA, Daylesford Enterprising Youth</p> <p>2011 2011 2012 2012 2012</p>	<ul style="list-style-type: none"> • One new young person employed in FReeZA annually. • Attend Event Planning meetings with Events officer. • Produce a resource for event committees and young people about running youth events. • Run Quick Response Youth Grants program annually. • Form Community in Curriculum Working Group.

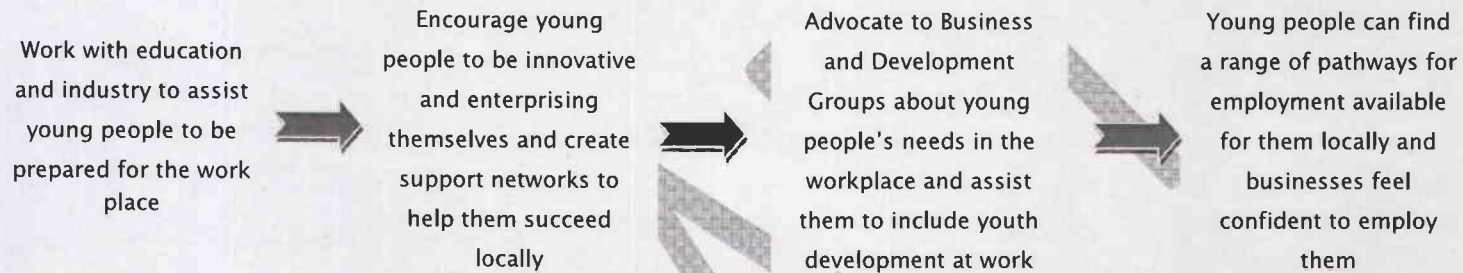
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Run training in community facilities- such as Neighbourhood Centres and the new sports facilities	<ul style="list-style-type: none"> • Develop partnerships between local groups and organizations to share resources and support funding applications to run locally based training for young people. 	N'hood Centres, Sporting Groups	2011	<ul style="list-style-type: none"> • Apply for funding to run training in a community setting each year.
Improvement of current identified youth spaces, including skate parks with toilets, shelter, bins, drinking fountains, seating and more colourful; streets with seating, bins and shelter; Reserves (such as Wombat Hill, Lake Daylesford and Lake Calumbeen) with better toilets, lighting, drinking fountains, and public phones. Public toilets should be improved and increased.	<ul style="list-style-type: none"> • Support young people to connect to Council consultations by increasing the amount of training and activities available to them locally. • Advocate to Advisory Committees about young people's needs in public spaces. • Ensure all public spaces development and planning includes authentic youth participation in the communities in which they are relevant. • Support young people to develop skills and confidence to become members of Advisory Committees. 	Hepburn Shire Recreation & Events Officer, Committees of Management	2011	<ul style="list-style-type: none"> • Include youth engagement section into public spaces planning and strategies. • Apply for Regional and Rural Youth Access Grant to embed youth consultation in Council. • Form Community in Curriculum Working Group. • Make a presentation to a relevant advisory committee each year. • Establish mentors for young people interested in participating in an Advisory Committee.
			2012	
			2013	
			2013	

<p>Better communications systems so young people know when things are on, possibilities include using local radio, facebook, newsletters and bulletins</p>	<ul style="list-style-type: none"> • Run a communication strategy workshop to identify best possible communications methods with young people • Develop clear communications channels with young people • Inform young people of how information will be made available for them and encourage their choice to seek information 	<p>Daylesford Enterprising Youth</p>	<p>2011 2011 2011</p>	<ul style="list-style-type: none"> • Run communications strategy working group. • Create youth communications strategy. • Present youth communications strategy at DSC and youth groups annually.
<p>Encourage and support youth friendly shops and businesses where young people are welcomed and not treated as second rate.</p>	<ul style="list-style-type: none"> • Explore Youth Friendly Business promotion in other communities • Work with Council Economic Development Unit to engage businesses to support a Youth Friendly Business initiative • Run locally based initiatives where young people can assess businesses and make recommendations for their improvement for young people 	<p>Hepburn Shire Council Economic Development Unit Business Development Groups</p>	<p>2011 2012 2013</p>	<ul style="list-style-type: none"> • Meet with Mt Alexander Shire Council. • Form Young People in Business Working Group. • Apply for grant to support young people to work with youth friendly businesses.

Employment Options

Generally young people get good wages in Hepburn Shire, however there are difficulties around accessing meaningful employment, including transport and conflicts with school or training and personal interests. Having a job is an important part of a young person's development and small communities can mean you can make great connections.



What young people said	How we plan to respond	Who	Begin	Indicator
Help employers to be good bosses by helping them learn about life skills development at work, and how to make work enjoyable, fun and meaningful.	<ul style="list-style-type: none"> • Work with Economic Development Unit to advocate about youth development in the work place • Explore how business development groups would like to be more supportive of young people in the workplace • Implement youth development in the work place initiatives for business owner. 	Economic Development Unit, Highlands LLEN, Business Development Groups	2011 2012 2012	<ul style="list-style-type: none"> • Form Young People in Business Working Group. • Form project and partnership with Highlands LLEN, Council and Business Development Groups. • Run minimum one youth development in business initiative per year.

<p>Need to work with the communities to create a broader range of long term career options locally so people don't have to leave when they finish school</p>	<ul style="list-style-type: none"> • Support young people to be enterprising and develop jobs and careers they are interested in locally themselves • Advocate to Council and business development groups on increasing local trainee and apprenticeships availability 	<p>Economic Development Unit, Daylesford Enterprising Youth, Highlands LLEN</p>	<p>2011- D'ford 2013- C'wick 2011</p>	<ul style="list-style-type: none"> • Support DEY project. • Form Young People in Business Working group. • One presentation to Council on traineeships per year. • Co-ordinate traineeship information sessions for Council managers and community businesses once a year.
<p>Young people need to learn how to write resumes, make work and career choices and gain qualifications earlier, as well as increase their awareness of their rights and responsibilities in the workplace.</p>	<ul style="list-style-type: none"> • Include employability skills into existing and new mentoring and training programs • Support career development programs in schools and neighbourhood centres • Encourage business groups to connect with young people regarding employment skills and expectations through forums and programs. 	<p>Daylesford Secondary College, Highlands LLEN, N'hood Centres, SFYS, Job Service Agencies</p>	<p>2011 2012 2012</p>	<ul style="list-style-type: none"> • Include employability training into all grant funded programs. • Produce material for Neighbourhood Centres to promote ACFE career classes for young people. • Form Young People in Business Working Group.

Help young people to get the experience and training they require for work and to build skills for the future.

- Employ young people to run projects, eg FReeZA
- Develop locally based training and employment programs
- Support access to vocational training eg trainee and apprenticeships and VET

N'hood Centres,
Business Development Groups,
Daylesford Secondary College.

2011
2011
2012

- One new young person employed in FReeZA each year.
- Apply for funding for a training program to run in a different community each year.
- Form partnership with the LLEN and DCS to explore vocational training opportunities

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Education Pathways

Different young people learn differently and need to have different education options and pathways available to them in school and the community. Young people want inspiring, enthusiastic and positive teachers and schools and other learning centres need support to achieve this. What young people learn and do needs to have authentic outcomes which are meaningful in their lives.

Support school based vocational and community programs to have stronger community links and meaningful outcomes



Assist the Secondary College to develop authentic hands-on community programs streamlined to young people's needs



Develop non-school based education pathways within communities around the shire and access to programs outside the shire



Young people have a range of respected education pathways with hands on meaningful outcomes available to them

What young people said	How we plan to respond	Who	Begin	Indicator
Community outcomes need to be incorporated into curriculum and learning, whether in or out of school. Young people want their learning to reflect skills for work, to assist with their career development and to be hands on and practical.	• Work with Daylesford Secondary College to incorporate Council Strategy Consultation research as curriculum outcomes	Daylesford Secondary College, N'hood	2011	• Form Community in Curriculum Working Group. • Participate in Youth Partnership Demonstration Project.
	• Work with VCAL programs to develop community projects and events	Centres, Department of Education and Early Childhood Development, Economic	2011	
	• Actively engage with Youth Partnership Demonstration project to create community based learning initiatives	Development, Department.	2011	
	• Work with the school and business groups to support community based learning initiatives		2012	

<p>Educators need to be supported to have a 'hands on' approach to teaching and learning, and to manage behaviour without anger</p>	<ul style="list-style-type: none"> • Advocate to DEECD regarding increased PD opportunities and resources for teachers • Utilise local models for learning and improvement 	<p>Daylesford Secondary College, N'hood Centres, Department of Education and Early Childhood Development</p>	<p>2012 2012</p>	<ul style="list-style-type: none"> • Participate in Youth Partnership Demonstration Project. • Apply for Regional and Rural Youth Access Grant- teacher PD.
<p>Young people learn in different ways. This should be identified early and learning pathways developed which will support them.</p>	<ul style="list-style-type: none"> • Work with education support agencies to explore learning identification and support in schools • Support the increase of diverse education pathways in and out of schools 	<p>SFYS, Highlands LLEN, Daylesford Secondary College, Department of Education and Early Childhood Development, N'hood Centres</p>	<p>2011 2012</p>	<ul style="list-style-type: none"> • Form Community in Curriculum Working group. • Participate in Youth Partnership Demonstration Project.

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Education options should be more available in the community, especially for non academic students. Young people should be able to get qualifications whilst at school, such as traineeships or through VET.

- Work with the Youth Partnerships Demonstration project to support and develop locally based learning pathways in communities
- Implement locally based learning initiatives

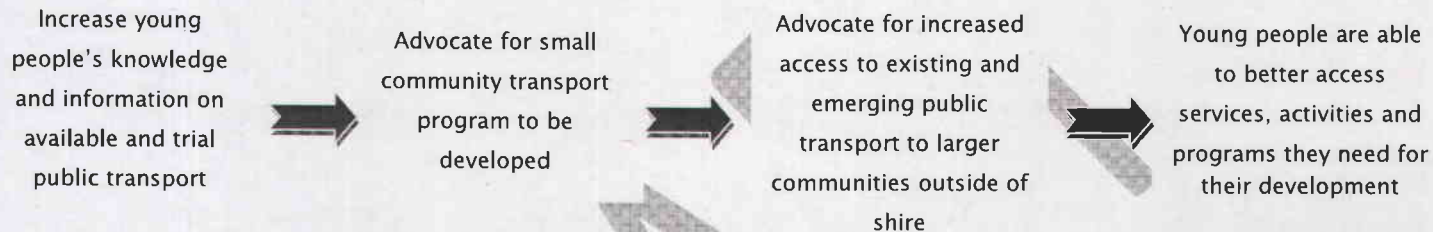
N'hood Centres, Business Development Groups, Economic Development Groups, VET 2011 2012

- Participate in Youth Partnership Demonstration Project.

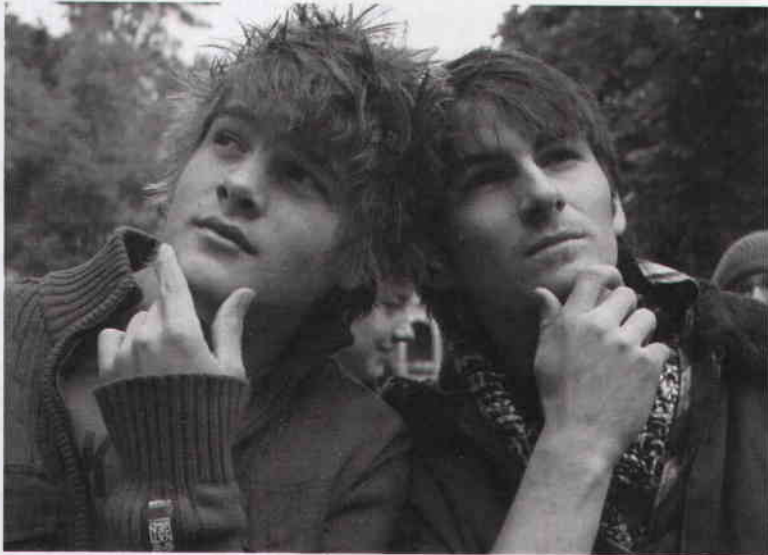
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Transport

Transport is an important requirement for young people in any endeavour they want to pursue. Often they are expected to be more independent but have limited resources to do so. Without adequate transport young people cannot access work, youth activities and events or community based learning programs.



What	How	Who	Begin	Indicator
Increase the amount of information available on current public transport options	<ul style="list-style-type: none"> • Work with Transport Connections to circulate available information on public transport options amongst young people 	Transport Connections	2011– August	<ul style="list-style-type: none"> • Transport Connections Information session at Secondary College
Make flexible public transport options available in small communities in rural areas	<ul style="list-style-type: none"> • Participate on Transport Connections Steering Committee to support development of small community transport options. 	Transport Connections	2011	<ul style="list-style-type: none"> • Participate in Transport Connections Steering Committee
Increase transport options available to access larger regional centres, such as Ballarat, Ballan (for train to Melbourne) and Daylesford	<ul style="list-style-type: none"> • Participate on Transport Connections Steering Committee to support development of public transport to large communities outside the shire. 	Transport Connections	2012	<ul style="list-style-type: none"> • Advocacy through Transport Connections Steering Committee.



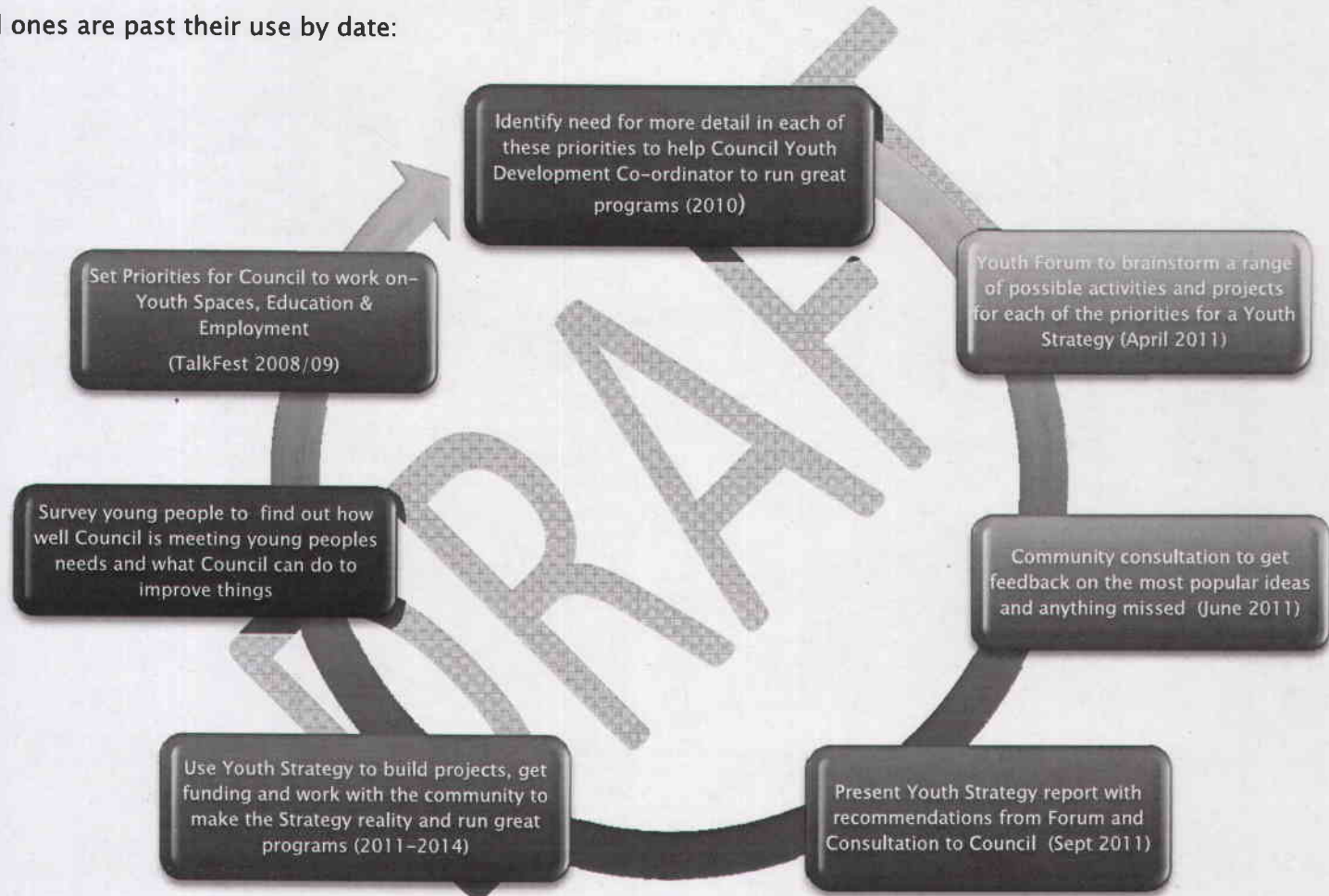
Appendix 1: So which people are we talking about?

Hepburn Shire Council covers an area of 1,470 square kilometers and had a population of approximately 14,000 people at the 2006 Census. The largest communities in the Shire include Creswick, Daylesford, Trentham, Clunes and Hepburn Springs, with many smaller communities scattered throughout the Shire, as well as a strong agricultural community. Approximately 50% of the population live outside the main towns.

At the 2006 Census there were 1,914 young people aged 12–25 in Hepburn Shire, making up 10% of the total population– below the state average of 14%. School aged youth attend schools in Daylesford, Ballarat, Kyneton and Maryborough, which creates a ‘dormitory’ scenario in many of our towns as young people come to associate their social, recreational and developmental experiences outside their own communities. This is compounded by lack of local opportunities available to young people– 61% of young people aged 15–19 are engaged in full time work or study in Hepburn Shire– 10% below the state average of 71%. Further to this the population of young people aged 20–25 in the 2006 Census was half of that aged 15–19– evidence that young people often need to leave the Shire to seek opportunities in larger towns and cities, a phenomenon known as ‘urban drift.’

Appendix 2: How did we get a youth strategy?

Developing and using a youth strategy starts off with finding out what people want and need, making this information into an official plan and then working to achieve this. It is a cycle, meaning we will test how we went and form new strategies when the old ones are past their use by date:



Appendix 3: What we found when we talked with young people

Youth Advisory Committee- 2010

In 2010 the Youth Advisory Committee decided to recommend changes to the ways which Council engaged with young people. These included:

- Reallocating the time and resources which went into the Youth Advisory Committee to build stronger local resources.
- To change the grants available for young people to be targeted to young people, easier to access and easier to use.
- To involve more young people in identifying trends and needs across the municipality through twice annual forums.

Further the Youth Advisory Committee recommended that the first forum be used to finalise a Hepburn Shire Youth Strategy which would focus on the specific areas of focus within the areas of Youth Spaces, Education Options and Employment Pathways. The Youth Advisory Committee then disbanded to make way for the new way of doing things.

Youth Strategy Forum - 2011

In 2011 Hepburn Shire Council formed a partnership with the Highlands LLEN and BGT- Youth Connections to plan and implement the first Hepburn Shire Youth Forum, which was held during National Youth Week on Tuesday April 5, 2011 at Daylesford Secondary College and consisted of:

- 40 young people participating in a Round Robin Brainstorming Session with facilitators from the Department of Education and Early Childhood Development, School Focused Youth Services, Highlands LLEN, BGT- Youth Connections, Hepburn Shire Council, Daylesford Secondary College and Daylesford Neighbourhood Centre. Over a 100 different ideas were recorded in this session.
- 80 young people participated in a Voting Party, they voted for their favourite ideas from the Brainstorming session. This began to form the priority areas for the Hepburn Shire Council Youth Strategy.



In order to ensure the Strategy was really an achievable document further consultation was needed.

Getting other agencies involved

It was pretty clear from the beginning that the 'Close to Home' Youth Strategy wasn't just going to be about Youth Development at Council. For nearly every aspect of the strategy Council will need partners, so it was important to make sure that these people and agencies would be involved. The next round of consultation involved discussion with:

- Neighbourhood Centres
- Hepburn Health Service
- Daylesford Secondary College
- Highlands Local Learning Enterprise Network (LLEN)
- Department of Education and Early Childhood Development
- School Focused Youth Services
- Youth Connections

It was also important to have discussions within Council, such as with the Tourism and Economic Development Unit.

The different agencies were really excited by the 'Close to Home' Youth Strategy- having clear ideas provided by young people will really help the way we work together.

Last chance for input

Over June- July 2011 the 'Close to Home' Youth Strategy was sent out to young people via email and Facebook to see what people thought. Some very well thought out responses were received to make the strategy become clearer and easier to understand. Overall the response was very positive.

Becoming a Council Strategy

To become an official strategy for Hepburn Shire Council the 'Close to Home' Youth Strategy was presented to Council on ----
---. Councilors thought the strategy.....



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Appendix 4: How will the strategy be used?

The Close To Home Youth Strategy will be used by the Hepburn Shire Council to direct the work of the Hepburn Shire Council Youth Development Co-ordinator to build projects, seek funding and develop partnerships to meet the goals laid out in the strategy. The Youth Strategy will provide valuable information and evidence to broker new initiatives and apply for grants to support the priorities identified in the strategy.

Hepburn Shire Council is committed to the Hepburn Shire Youth Values of *Youth Empowerment, Partnership and Collaboration and Community Connectedness*– we will aim to build our projects, partnerships and initiatives to reflect these. These are explained further in Appendix 7.

These values were developed by the Hepburn Shire Youth Initiative Network– made up of:

- **Hepburn Health Service**- Alcohol and Other Drugs, L2P
- **Child and Family Services, Daylesford**- SAAP, Reconnect
- **Daylesford Neighbourhood House**- Stepping Stones, Homework Group, Victorian Certificate of Applied Learning, Daylesford Enterprising Youth Project
- **Trentham Neighbourhood House**– Trentham Youth Group
- **Hepburn Shire Council** – Youth Development, Hepburn ReGENerate, FReeZA, Community Strengthening
- **Daylesford Secondary College**- Managed Individual Pathways, Chaplain, Welfare
- **BGT**- Youth Connections
- **Highlands LLEN**- Youth Options Guarantee, School Business Community Partnership Broker
- **Australian Police- Victoria**- Youth Liaison
- **School Focused Youth Services**- Co-ordinator
- **Department of Planning and Community Development**– Youth
- **Department of Education and Early Childhood Development**

DRAFT



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9.10. ROADS TO RECOVERY PROGRAM GENERAL MANAGER INFRASTRUCTURE

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

PURPOSE

The Australian Local Government Association (ALGA) has written to Council to seek its support for the continuation of the federally funded *Roads to Recovery* program beyond 2014.

BACKGROUND

The *Roads to Recovery* program was achieved as a result of strong and united local government campaigning in 2000. Following two extensions and funding increases, the program is due to end in 2014.

This is an important Federal program that provides funding directly to local government to address the road infrastructure backlog on local roads which is estimated to be approximately \$1.2 billion annually. This backlog means that there is no possibility of local government being able to address the roads needs with their limited funding base.

Since 2001-2002, Hepburn Shire Council has received in excess of \$6,500,000.

ALGA is leading the campaign for increased and ongoing *Roads to Recovery* funding.

ISSUE / DISCUSSION

ALGA will be launching local governments *Roads to Recovery* campaign at the National Local Roads and Transport Congress at Mt Gambier in November and has requested that every Council support the *Road to Recovery* campaign by resolving to call for the program to be made permanent. Further, that funding be allocated at a rate that recognises the backlog of needs on local roads and a continuation of the current arrangements. These arrangements provide all Councils with certainty of funding and control over the works to be funded.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

One of the four commitments in the Council Plan is Good Governance with financial sustainability being an essential ingredient. This section of the Plan states that "The Shire's long term financial sustainability will be achieved by:

5. Increasing our spending on Shire assets by a total of \$2.5 million over our four year term; and

13. Lobbying the Federal Government for increased direct funding support to Local Government.

This report is in alignment with this commitment.

FINANCIAL IMPLICATIONS

There are no financial implications or costs to Council associated with this recommendation.

RISK IMPLICATIONS

There are minimal risks to Council in passing this resolution.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Continued funding of the Roads to Recovery Program is of benefit to the Hepburn Shire.

Councils throughout Australia play a vital role in the provision of essential services and infrastructure at a local and regional level, including times of natural disasters. Without *Roads to Recovery* funding, access to the basic services such as health, education and economic and social needs will begin to decline for communities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There has been no engagement associated with this issue. However, the results of the recent community satisfaction survey indicate community dissatisfaction with the condition of local roads and infrastructure.

CONCLUSION

Since 2001-2002, Hepburn Shire Council has received \$6,539,135 from the *Roads to Recovery* Program.

In order to continue to receive funding towards the maintenance of our road assets, it is recommended that Council support the Australian Local Government Association in its advocacy to the Federal Government for the continuation of this program with increased levels of funding.

OFFICER'S RECOMMENDATION

That Council calls on the Federal Government to:

- 9.10.1. Recognise the successful delivery of the Roads to Recovery Program by local government since 2001-2002;
- 9.10.2. Continue the Roads to Recovery Program on a permanent basis to assist local government meet its responsibilities of providing access for its communities;

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- 9.10.3. Continue the Roads to Recovery Program with the current administrative arrangements; and
- 9.10.4. Provide an increased level of funding under a future Roads to Recovery Program that recognises the shortfall of funding on local roads of \$1.2 billion annually.
- 9.10.5. That Council writes to the Prime Minister, the Leader of the Opposition, Minister of Infrastructure and Transport, Opposition spokesperson for Transport and Local Federal Members of Parliament advising them of Council's support for a new Roads to Recovery Program.

MOTION

That Council calls on the Federal Government to:

- 9.10.1. *Recognise the successful delivery of the Roads to Recovery Program by local government since 2001-2002;*
- 9.10.2. *Continue the Roads to Recovery Program on a permanent basis to assist local government meet its responsibilities of providing access for its communities;*
- 9.10.3. *Continue the Roads to Recovery Program with the current administrative arrangements; and*
- 9.10.4. *Provide an increased level of funding under a future Roads to Recovery Program that recognises the shortfall of funding on local roads of \$1.2 billion annually.*
- 9.10.5. *That Council writes to the Prime Minister, the Leader of the Opposition, Minister of Infrastructure and Transport, Opposition spokesperson for Transport and Local Federal Members of Parliament advising them of Council's support for a new Roads to Recovery Program.*

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

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**9.11. LOCAL GOVERNMENT INFRASTRUCTURE PROGRAM – HEPBURN SHIRE COUNCIL ALLOCATION
GENERAL MANAGER INFRASTRUCTURE**

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

PURPOSE

This report seeks Council endorsement of the projects to be submitted for funding consideration for Year 1 (2011/2012) under the Local Government Infrastructure Program.

These projects are to be submitted in writing to Regional Development Victoria by 30 September 2011.

BACKGROUND

The Local Government Infrastructure Program was announced on 5 July 2011 as part of the Regional Growth Fund.

This program is intended to provide regional and rural councils in Victoria with certainty to plan for and build new infrastructure or renew existing assets.

The Minister for Regional and Rural Development has written to Hepburn Shire Council advising it that its allocation under the Local Government Infrastructure Program has been capped at \$2,033,719 over four years from 2011/2012 to 2014/2015. This equates to approximately \$500,000 per annum.

ISSUE / DISCUSSION

Council's Service and Asset Working Group has reviewed Council's existing Forward Capital Works Plans, Management Plans and Asset Management Strategy and have developed a list of proposed projects to be nominated for funding consideration under this program.

This list includes projects that are able to be completed during the 2011/2012 timeframe (Year 1) and projects that are to be considered for Years 2, 3 and 4 of the program.

The projects recommended to be submitted for Year 1 of the program are:

- Yandoit Tennis Court Restoration
- Female facilities at Daylesford (Vic Park) netball
- Clunes- footpath works from primary school to Fraser Street (Project #21 in Walking and Cycling Strategy)
- Pedestrian Safety at Bleakley Street, Daylesford – completing link with bridge – (Project #9 in Walking and Cycling Strategy)



- Glenlyon Recreation Reserve - painting pavilion (internal / external), stainless steel kitchen bench tops, external power connections, toilet block restoration (part flood money)
- Doug Lindsay Reserve – installation of lighting and fencing
- Doug Lindsay Soccer Pitch – renovation
- Construction of a pedestrian footpath in Cosmo Road, Trentham

Projects to be considered for Years 2, 3 and 4 of the program include:

- Creswick Town Hall Stage 2
- Trentham Recreation Reserve kitchen / toilets
- Basin Reserve facility improvements
- Improve pedestrian path along Hepburn – Newstead Road cutting from Tenth Street to Hepburn Primary School (Project #12 in Walking and Cycling Strategy)
- Lighting at the Trentham Recreational Reserve
- Extension of the Domino Trail
- Street Tree replacement programs

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

One of the four commitments in the Council Plan 2009-2013 is Good Governance with financial sustainability being an essential ingredient. This section of the Plan states that 'The Shire's long term financial sustainability will be achieved by:

5. Increasing our spending on Shire assets by a total of \$2.5 million over our four year term.'

This report and program is in alignment with this commitment.

FINANCIAL IMPLICATIONS

There are no financial implications to Council associated with this recommendation as this is a fully funded grant with no co-contribution required.

RISK IMPLICATIONS

There are minimal risks to Council in submitting these projects for funding consideration under this program.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Council's throughout Australia play a vital role in the provision of infrastructure at a local and regional level. This program will assist Council in advancing its Capital Works Program while improving its service delivery to the community.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community engagement associated with this issue has been undertaken as part of the process for developing the relevant strategies e.g. Walking and Cycling Strategy, etc.

CONCLUSION

In order to receive funding that will provide Hepburn Shire Council with certainty to plan for and build new infrastructure or renew existing assets, it is recommended that the projects listed for submission for funding consideration in Year 1 of this program be endorsed by Council.

The projects listed for consideration under Years 2, 3 and 4 will be further developed and presented to Council for consideration prior to submitting in 2012.

OFFICER'S RECOMMENDATION

That Council:

9.11.1 Endorse the following list of proposed projects to be submitted to Regional Development Victoria for Year 1 funding under the Local Government Infrastructure Program:

- Yandoit Tennis Court Restoration
- Female facilities at Daylesford (Vic Park) netball
- Clunes- footpath works from primary school to Fraser Street (Project #21 in Walking and Cycling Strategy)
- Pedestrian Safety at Bleakley Street, Daylesford – completing link with bridge – (Project #9 in Walking and Cycling Strategy)
- Glenlyon Recreation Reserve - painting pavilion (internal/ external), stainless steel kitchen bench tops, external power connections, toilet block restoration (part flood money)
- Doug Lindsay Reserve – installation of lighting and fencing
- Doug Lindsay Soccer Pitch – renovation
- Construction of a pedestrian footpath in Cosmo Road, Trentham.

9.11.2. Note the following suggested projects for Years 2, 3 and 4 of the Local Government Infrastructure Program will be presented to Council for consideration in the early part of 2012:

- Creswick Town Hall Stage 2
- Trentham Recreation Reserve kitchen / toilets
- Basin Reserve facility improvements
- Improve pedestrian path along Hepburn – Newstead Road cutting from Tenth Street to Hepburn Primary School (Project #12 in Walking and Cycling Strategy)
- Lighting at the Trentham Recreational Reserve
- Extension of the Domino Trail
- Street Tree replacement programs.

MOTION

That Council:

9.11.1. *Endorse the following list of proposed projects to be submitted to Regional Development Victoria for Year 1 funding under the Local Government Infrastructure Program:*

- *Yandoit Tennis Court Restoration*
- *Female facilities at Daylesford (Vic Park) netball*
- *Clunes- footpath works from primary school to Fraser Street (Project #21 in Walking and Cycling Strategy)*
- *Pedestrian Safety at Bleakley Street, Daylesford – completing link with bridge – (Project #9 in Walking and Cycling Strategy)*
- *Glenlyon Recreation Reserve - painting pavilion (internal/external), stainless steel kitchen bench tops, external power connections, toilet block restoration (part flood money)*
- *Doug Lindsay Soccer Pitch – renovation*
- *Construction of a pedestrian footpath in Cosmo Road, Trentham.*
- *Complete Bath Street Reserve Stages 1, 2 and 3.*

9.11.2. *Note the following suggested projects for Years 2, 3 and 4 of the Local Government Infrastructure Program will be presented to Council for consideration in the early part of 2012:*

- *Creswick Town Hall Stage 2*
- *Trentham Recreation Reserve kitchen / toilets*
- *Basin Reserve facility improvements*
- *Improve pedestrian path along Hepburn – Newstead Road cutting from Tenth Street to Hepburn Primary School (Project #12 in Walking and Cycling Strategy)*
- *Lighting at the Trentham Recreational Reserve*
- *Extension of the Domino Trail*
- *Street Tree replacement programs.*
- *Doug Lindsay Reserve – installation of lighting and fencing*

Moved: Councillor Sebastian Klein
Seconded: Councillor Bill McClenaghan
Lost.



AMENDMENT

That Council:

9.11.1. Endorse the following list of proposed projects to be submitted to Regional Development Victoria for Year 1 funding under the Local Government Infrastructure Program:

- Yandoit Tennis Court Restoration
- Female facilities at Daylesford (Vic Park) netball
- Clunes- footpath works from primary school to Fraser Street (Project #21 in Walking and Cycling Strategy)
- Pedestrian Safety at Bleakley Street, Daylesford – completing link with bridge – (Project #9 in Walking and Cycling Strategy)
- Glenlyon Recreation Reserve - painting pavilion (internal / external), stainless steel kitchen bench tops, external power connections, toilet block restoration (part flood money)
- Doug Lindsay Reserve – installation of lighting and fencing
- Doug Lindsay Soccer Pitch – renovation
- Construction of a pedestrian footpath in Cosmo Road, Trentham.
- Complete Bath Street Reserve Stages 1 and 2

9.11.2. Note the following suggested projects for Years 2, 3 and 4 of the Local Government Infrastructure Program will be presented to Council for consideration in the early part of 2012:

- Creswick Town Hall Stage 2
- Trentham Recreation Reserve kitchen / toilets
- Basin Reserve facility improvements
- Improve pedestrian path along Hepburn – Newstead Road cutting from Tenth Street to Hepburn Primary School (Project #12 in Walking and Cycling Strategy)
- Lighting at the Trentham Recreational Reserve
- Extension of the Domino Trail
- Street Tree replacement programs.
- Complete Bath Street Reserve Stage 3

Moved: Councillor Don Henderson
Seconded: Councillor Bill McClenaghan
Lost.

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AMENDMENT

That Council:

9.11.1. Endorse the following list of proposed projects to be submitted to Regional Development Victoria for Year 1 funding under the Local Government Infrastructure Program:

- Yandoit Tennis Court Restoration
- Female facilities at Daylesford (Vic Park) netball
- Clunes- footpath works from primary school to Fraser Street (Project #21 in Walking and Cycling Strategy)
- Pedestrian Safety at Bleakley Street, Daylesford – completing link with bridge – (Project #9 in Walking and Cycling Strategy)
- Glenlyon Recreation Reserve - painting pavilion (internal / external), stainless steel kitchen bench tops, external power connections, toilet block restoration (part flood money)
- Doug Lindsay Reserve – installation of lighting and fencing
- Construction of a pedestrian footpath in Cosmo Road, Trentham.
- Complete Bath Street Reserve Stages 1, 2 and 3

9.11.2. Note the following suggested projects for Years 2, 3 and 4 of the Local Government Infrastructure Program will be presented to Council for consideration in the early part of 2012:

- Creswick Town Hall Stage 2
- Trentham Recreation Reserve kitchen / toilets
- Basin Reserve facility improvements
- Improve pedestrian path along Hepburn – Newstead Road cutting from Tenth Street to Hepburn Primary School (Project #12 in Walking and Cycling Strategy)
- Lighting at the Trentham Recreational Reserve
- Extension of the Domino Trail
- Street Tree replacement programs.
- Doug Lindsay Soccer Pitch – renovation

Moved: Councillor Sebastian Klein

Seconded: Councillor Bill McClenaghan

Lost.





MOTION

That Council:

9.11.1. Endorse the following list of proposed projects to be submitted to Regional Development Victoria for Year 1 funding under the Local Government Infrastructure Program:

- Yandoit Tennis Court Restoration
- Female facilities at Daylesford (Vic Park) netball
- Clunes- footpath works from primary school to Fraser Street (Project #21 in Walking and Cycling Strategy)
- Pedestrian Safety at Bleakley Street, Daylesford – completing link with bridge – (Project #9 in Walking and Cycling Strategy)
- Glenlyon Recreation Reserve - painting pavilion (internal / external), stainless steel kitchen bench tops, external power connections, toilet block restoration (part flood money)
- Doug Lindsay Reserve – installation of lighting and fencing
- Doug Lindsay Soccer Pitch – renovation
- Construction of a pedestrian footpath in Cosmo Road, Trentham.

9.11.2. Note the following suggested projects for Years 2, 3 and 4 of the Local Government Infrastructure Program will be presented to Council for consideration in the early part of 2012:

- Creswick Town Hall Stage 2
- Trentham Recreation Reserve kitchen / toilets
- Basin Reserve facility improvements
- Improve pedestrian path along Hepburn – Newstead Road cutting from Tenth Street to Hepburn Primary School (Project #12 in Walking and Cycling Strategy)
- Lighting at the Trentham Recreational Reserve
- Extension of the Domino Trail
- Street Tree replacement programs.

Moved: Councillor Janine Booth

Seconded: Councillor Jon Barrell

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AMENDMENT

That Council:

9.11.1. Endorse the following list of proposed projects to be submitted to Regional Development Victoria for Year 1 funding under the Local Government Infrastructure Program:

- Yandoit Tennis Court Restoration
- Female facilities at Daylesford (Vic Park) netball
- Clunes- footpath works from primary school to Fraser Street (Project #21 in Walking and Cycling Strategy)
- Pedestrian Safety at Bleakley Street, Daylesford – completing link with bridge – (Project #9 in Walking and Cycling Strategy)
- Glenlyon Recreation Reserve - painting pavilion (internal / external), stainless steel kitchen bench tops, external power connections, toilet block restoration (part flood money)
- Doug Lindsay Reserve – installation of lighting and fencing
- Doug Lindsay Soccer Pitch – renovation
- Construction of a pedestrian footpath in Cosmo Road, Trentham.
- Complete Bath Street Reserve Stages 1 and 2 the value of \$15,000.

9.11.2. Note the following suggested projects for Years 2, 3 and 4 of the Local Government Infrastructure Program will be presented to Council for consideration in the early part of 2012:

- Creswick Town Hall Stage 2
- Trentham Recreation Reserve kitchen / toilets
- Basin Reserve facility improvements
- Improve pedestrian path along Hepburn – Newstead Road cutting from Tenth Street to Hepburn Primary School (Project #12 in Walking and Cycling Strategy)
- Lighting at the Trentham Recreational Reserve
- Extension of the Domino Trail
- Street Tree replacement programs
- Complete Bath Street Reserve Stage 3.

Moved: Councillor Sebastian Klein
Seconded: Cr Bill McClenaghan
Lost.

MOTION

That Council:

9.11.1. *Endorse the following list of proposed projects to be submitted to Regional Development Victoria for Year 1 funding under the Local Government Infrastructure Program:*

- *Yandoit Tennis Court Restoration*
- *Female facilities at Daylesford (Vic Park) netball*
- *Clunes- footpath works from primary school to Fraser Street (Project #21 in Walking and Cycling Strategy)*
- *Pedestrian Safety at Bleakley Street, Daylesford – completing link with bridge – (Project #9 in Walking and Cycling Strategy)*
- *Glenlyon Recreation Reserve - painting pavilion (internal / external), stainless steel kitchen bench tops, external power connections, toilet block restoration (part flood money)*
- *Doug Lindsay Reserve – installation of lighting and fencing*
- *Doug Lindsay Soccer Pitch – renovation*
- *Construction of a pedestrian footpath in Cosmo Road, Trentham.*

9.11.2. *Note the following suggested projects for Years 2, 3 and 4 of the Local Government Infrastructure Program will be presented to Council for consideration in the early part of 2012:*

- *Creswick Town Hall Stage 2*
- *Trentham Recreation Reserve kitchen / toilets*
- *Basin Reserve facility improvements*
- *Improve pedestrian path along Hepburn – Newstead Road cutting from Tenth Street to Hepburn Primary School (Project #12 in Walking and Cycling Strategy)*
- *Lighting at the Trentham Recreational Reserve*
- *Extension of the Domino Trail*
- *Street Tree replacement programs.*



Moved: Councillor Janine Booth

Seconded: Councillor Jon Barrell

Cr Sebastian Klein called for a division.

Councillors that voted in favour of the motion: Councillor Rod May, Councillor Jon Barrell, Councillor Neil Newitt, Councillor Janine Booth, Councillor Don Henderson, Councillor Bill McClenaghan.

Councillors that voted against the motion: Councillor Sebastian Klein.

**9.12. GRIFFITH TRACK, GUILDFORD
GENERAL MANAGER INFRASTRUCTURE**

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

PURPOSE

The purpose of this report is for Council to consider the implementation of the road closure of a section of Griffith Track Guildford and to create a new road reserve encompassing the current alignment of the existing formed track following the conclusion of the advertising period.

BACKGROUND

At its Ordinary Meeting held on 19 October 2010, Council resolved as follows:

- | | |
|--------|--|
| 14.2.1 | <i>That Council create a new road reserve along this section of Griffith Track, Guildford to provide access to property owners and close the existing road reserve subject to the two property owners meeting all costs involved.</i> |
| 14.2.1 | <i>Once written agreement has been received from the property owners to meet all costs, that Council intends to proceed under Section 206, Schedule 10, Clause 3 of the Local Government Act 1989 to discontinue the section of Griffith Track, Guildford as shown on the attached map, and give public notice under section 223 of the Local Government Act 1989.</i> |
| 14.2.3 | <i>A further report be provided to Council at the conclusion of the advertising period.</i> |

Written agreement has been received from the two property owners to meet all costs. The two property owners have agreed to each pay a half share of survey costs, fencing costs and legal/statutory costs associated with the road closure and road deviation. In effect, the two property owners have agreed to meet all costs.

ISSUE / DISCUSSION

Under Section 206 and Schedule 10, Clause 3 of the *Local Government Act 1989*, Council advertised its intention to close the section of Griffith Track as indicated on the plan (refer Attachment 7) and create a road reserve through part of CAs 2A and 2B, Section 6, Parish of Holcombe which encompasses the existing formed track. Advertisements were placed in *The Courier, Ballarat* on 21 May 2011, the *Midland Express* on 24 May 2011 and *The Advocate* on 25 May 2011.

Any persons affected by the proposed changes were invited to make a submission to Council under Section 223 of the *Local Government Act 1989* no later than 30 June 2011.

Four submissions were received, supporting Council's intention to close the section of Griffith Track indicated on the plan and to create a road reserve through part of CAs 2A, 2B and 2C, Section 5, Parish of Holcombe which encompasses the existing formed track. Submitters indicated that Council's solution was 'fair and reasonable.' and 'practical and rational'.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council as the responsible road authority has powers under Section 206, Clause 3 of Schedule 10 of the *Local Government Act 1989* to discontinue a road reservation. Similarly, it has powers in Schedule 10 to deviate a road through private land.

FINANCIAL IMPLICATIONS

As the two owners have agreed to pay all costs, there will be no costs incurred by Council or Department of Sustainability and Environment.

RISK IMPLICATIONS

There are minimal risks to Council.

The current perceived risk for the additional time required to access or egress their properties, will be eliminated by the road closure and road deviation.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The proposed solution is the best solution environmentally, as vegetation is not disturbed.

Socially, it is an acceptable solution to all affected parties.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Many discussions have been held with both property owners on this issue in an effort to resolve the situation. Council has advertised its intention to proceed with a road closure and deviation of Griffith Track, Guildford and received submissions supporting its proposal.

CONCLUSION

As Council has received written agreement from the two affected property owners to meet all costs, completed its public notification obligations as required by the *Local Government Act 1989* and received support for its proposal to create a road reserve through part of CAs 2A and 2B Section 5, Parish of Holcombe which encompasses the existing formed track and close a section of Griffith Track, it is recommended that works should commence as soon as practicable.

OFFICER'S RECOMMENDATION

That Council:

- 9.12.1. Having received written agreement from the two affected property owners to meet all costs, proceed with works to create a new road reserve along the section of Griffith Track, Guildford through part of CAs 2A, 2B and 2C, Section 6, Parish of Holcombe encompassing the existing formed track to provide access to property owners, and close the existing road reserve.
- 9.12.2. Arrange transfer of the closed road reserve to the property owner of CAs 2A and 2B, Section 6, Parish of Holcombe as full compensation for the creation of the new road reserve, once the road closure and road deviation have been completed

MOTION

That Council:

- 9.12.1. *Having received written agreement from the two affected property owners to meet all costs, proceeds with works to create a new road reserve along the section of Griffith Track, Guildford through part of CAs 2A, 2B and 2C, Section 6, Parish of Holcombe encompassing the existing formed track to provide access to property owners, and close the existing road reserve.*
- 9.12.2. *Arranges transfer of the closed road reserve to the property owner of CAs 2A and 2B, Section 6, Parish of Holcombe as full compensation for the creation of the new road reserve, once the road closure and road deviation have been completed*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Don Henderson

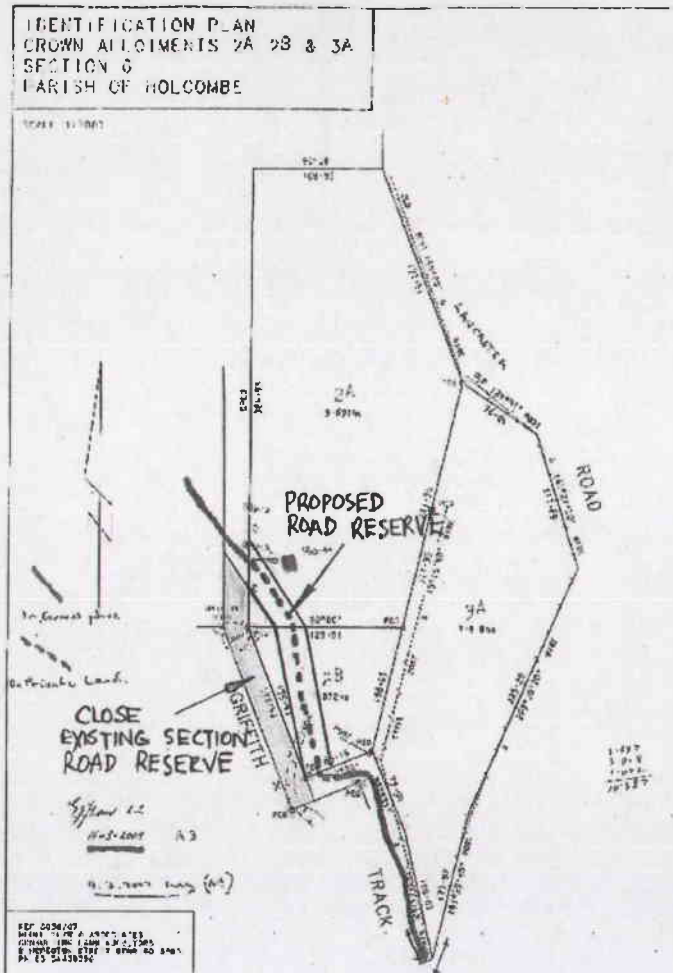
Carried.

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**ATTACHMENT 14 - ROAD CLOSURE-DEVIATION – GRIFFITH TRACK,
GUILDFORD**

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9.13. CORPORATE SERVICES POLICY REVIEW 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

This report seeks endorsement by Council for the following Council policies

1. 25 (C) – Naming of Council Properties Policy
2. 48 (C) – Community Facility Hire Fee Waiver Policy
3. 44 (C) – Flags, Banners, Special Lighting and other Decorations
- Displayed on Council Managed Buildings Policy

BACKGROUND

The Policy Framework requires regular review and update of Council and Operational Policies. The Hepburn Shire Council policies 44 (C) Flags, Banners, Special Lighting and other Decorations Displayed on Council Managed Buildings Policy, 48 (C) Community Facility Hire Fee Waiver Policy and 25 (C) Naming of Council Properties Policy are due for review.

ISSUE / DISCUSSION

Policy 44 (C) – Flags, Banners, Special Lighting and other Decorations Displayed on Council Managed Buildings Policy

This policy has been prepared to provide guidelines for the displaying of flags and banners on Council managed buildings.

Changes made to this policy include:

- Transfer to new template
- Reference to other applicable legislation and planning requirements
- Inclusion of Special Lighting and other Decorations

Policy 48 (C) – Community Facility Hire fee Waiver Policy

This policy has been prepared to provide guidelines for the following:

- The waiver of Community facility hire fees for Hepburn Shire Community not for profit groups
- The reimbursement to Committees that manage Council owned or managed Community facilities that waiver hire fees for Hepburn Shire Community not for profit groups.

Changes made to this policy include:

- Transfer to new template

- The policy has been renamed to reflect that fee waiver for not for profit organisations relates to Council facilities other than halls
- The policy has been amended so that it covers waiver of Community facility hire fees as well as reimbursement of Community facility hire fees to Special Committees and Newlyn Sporting Complex

Policy 25 (C) – Naming of Council Properties Policy

This policy has been prepared to provide a process for the naming of a Council owned reserve or feature within the reserve after a living person.

Changes made to this policy include:

- Reference to the Department of Sustainability and Environment – Guidelines for Naming or Proposing to Name or Rename a Place
- Reference to the Geographic Place Names Act 1998
- Transfer to new template

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The Council Plan makes four fundamental commitments:

We will deliver good governance to the Hepburn Shire

We will help improve economic prosperity

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

We will guide our Shire towards environmental sustainability

The regular review and update of policies supports these fundamental commitments.

FINANCIAL IMPLICATIONS

No Financial Implications to note.

RISK IMPLICATIONS

No Financial Implications to note.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The adoption and communication of the above policies provides the Community and Council with guidance when dealing with matters that relate to these policies.

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 and once adopted will be available on the Council's website.

CONCLUSION

The following Hepburn Shire Council policies have been updated:

1. 25 (C) – Naming of Council Properties Policy
2. 48 (C) – Community Facility Hire Fee Waiver Policy
3. 44 (C) – Flags, Banners, Special Lighting and other Decorations Displayed on Council Managed Buildings Policy

OFFICER'S RECOMMENDATION

That Council:

- 9.13.1. Adopt the Naming of Council Properties Policy, Community Facility Hire Fee Waiver Policy and Flags, Banners, Special Lighting and other Decorations Displayed on Council Managed Buildings Policy.
- 9.13.2. Make the Naming of Council Properties Policy, Community Facility Hire Fee Waiver Policy and Flags, Banners, Special Lighting and other Decorations Displayed on Council Managed Buildings Policy available for public inspection on Council's website.

MOTION

That Council:

- 9.13.1. *Adopts the Naming of Council Properties Policy, Community Facility Hire Fee Waiver Policy and Flags, Banners, Special Lighting and other Decorations Displayed on Council Managed Buildings Policy.*
- 9.13.2. *Makes the Naming of Council Properties Policy, Community Facility Hire Fee Waiver Policy and Flags, Banners, Special Lighting and other Decorations Displayed on Council Managed Buildings Policy available for public inspection on Council's website.*
- 9.13.3. *In Policy 44 (C) under 'Purpose' amends wording to promote the diversity of the Shire community.*

Moved: Councillor Bill McClenaghan
Seconded: Councillor Don Henderson
Carried.



20 SEPTEMBER 2011 – HEPBURN SHIRE COUNCIL – ORDINARY MEETING OF COUNCIL

ATTACHMENT 15 - POLICY 25 (C) – NAMING OF COUNCIL PROPERTIES

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POLICY NUMBER 25 (C) NAMING OF COUNCIL PROPERTIES POLICY

DATE AMENDED: September 2011
DATE OF NEXT REVIEW: September 2014
DATE ADOPTED:
RESPONSIBLE OFFICER: General Manager Corporate Services
REFERENCES: Geographic Place Names Act 1998

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 has been prepared to provide a process for the naming of a Council owned reserve or feature within the reserve after a living person.

Scope

This policy applies to Council owned reserves and features.

Purpose

Having regard to the policy of the Victorian Place Names Committee of not naming a place after a living person, this policy provides the Council with the opportunity to do so in the most exceptional circumstances where the Council determines that it is appropriate.

Definitions

Not Applicable

Policy

Having regard for the normal policy of the Victorian Place Names Committee of not naming features after living persons, (refer 'i') the following guidelines have been designed to facilitate the processing of place names in the most exceptional circumstances where Council has a strong desire to name a council-owned reserve after a living person. (refer to the below link - Guidelines for Naming or Proposing to Name or Rename a Place – Department of Sustainability and Environment)

<http://www.dse.vic.gov.au/property-titles-and-maps/naming-places/guidelines#bysection>

Guidelines for Council

Council needs to be satisfied that the living person is someone who has served the community in a most substantial manner and that there is no significant opposition, and therefore warrants the distinction of having a reserve named after him or her.

NOTE - the words 'no significant opposition' will be interpreted by the Place Names Committee as being very small, having regard to the total number involved.

In cases where Council has satisfied itself, Council should furnish the Place Names Committee with some evidence that Council's proposal has full community support.

The evidence of community support should be achieved by Council placing an advertisement or having a feature article in the local newspaper, requesting for



anyone opposed to the proposed naming, to register that opposition in writing, stating reasons, within fourteen days of the advertisement appearing.

All objections and a summary of the comments received by Council must be forwarded to the Place Names Committee with the proposal, together with a copy of the newspaper article/advertisement.

The required evidence needs to demonstrate:-

- substantial community service;
- community support;
- no significant opposition.

When the required evidence is placed before Council, Council should also consider:-

- any existing name of the reserve and whether there is, or likely to be, a conflict with the proposed name of the feature within the reserve;
- whether the proposed name may cause confusion;
- the actual name proposed - for example, if this includes a 'nickname' is this appropriate?;
- would the name bring some controversy into place (eg., the deeds of a well known character may not in some circumstances, please all of the community) and therefore, bring disrepute on Council;
- would the person (assumed living) be not likely to respect the honour.

Each submission should include:

- a locality/site plan;
- background to development of the facility (assuming it is relatively new);
- background as to why the facility should be named after the particular person, and if any other names were considered;
- a short biography of the person.

Implementation

This policy will be available on the Council website. The General Manager Corporate Services is the Officer responsible for this policy.

Review

This policy will be reviewed every three years by the General Manager Corporate Services

i Personal Names

The following is provided as background information on the position of the Victorian Place Names Committee:

"The Committee in keeping with the policies of the Committee for Geographical Names in Australia (the controlling body in Australia for nomenclature) and the guidelines of other States, have adopted a policy that places should not be named after living persons. The Committee has based their policy on the fact that there is no such thing as a non-controversial person, while that person is still living. Features are named for posterity not for the present."



**ATTACHMENT 16 - POLICY 48 (C) – COMMUNITY FACILITY HIRE FEE
WAIVER**

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POLICY NUMBER 48 (C) COMMUNITY FACILITY HIRE FEE WAIVER POLICY

DATE AMENDED: September 2011
DATE OF NEXT REVIEW: September 2014
DATE ADOPTED:
RESPONSIBLE OFFICER: General Manager Corporate Services
REFERENCES: Not Applicable

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 has been prepared to provide guidelines for the following:

- The waiver of community facility hire fees for Hepburn Shire community not for profit groups
- The reimbursement to Committees that manage Council owned or managed community facilities that waiver hire fees for Hepburn Shire community not for profit groups.

Scope

This policy applies to community facilities that are managed by Council and community facilities that are managed on behalf of Council by Special Committees (S86 Committees) including the Newlyn Sporting Complex Committee.

Purpose

The purpose of this policy is to provide guidance on who is eligible for a community facility fee waiver and the process required to be followed by Committees to claim reimbursement from Council for hire fees that they have forgone in hiring community facilities to not for profit groups.

Definitions

Special Committee – As defined in the Local Government Act 1989 S86

Hepburn Shire Community not for profit group – An organisation with representation within the boundaries of the Hepburn Shire that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals.

Policy

Waiver of Community Facility Hire Fees

Hepburn Shire community not for profit groups can apply for community facility hire fee waiver. To be eligible for the community facility hire fee waiver the group/organisation must fit within the definition of "Hepburn Shire Community not for profit group".

To apply for the wavier the group/organisation is required to complete the Community Facility Hire Fee Waiver Form (attached).

The Community Facility Hire Fee Waiver Form will be assessed for compliance with this policy and notification sent to the applicant regarding the outcome of the assessment.

The decision on whether to grant a waiver will be based on the reasonableness of the request and the frequency of previous claims so as to ensure equity between Hepburn Shire Community not for profit groups.

Reimbursement of Community Facility Hire Fees

If a Special Committee including the Newlyn Sporting Complex Committee hires out their community facility for the use by a Hepburn Shire community not for profit group, then the Committee can claim reimbursement from Council for the forgone rental.

Claim reimbursement process

1. The relevant Committee would provide Council with a completed reimbursement claim form (see attached)
2. The Manager Risk would assess the claim and if accepted forward the authorised claim form to Finance for payment. When assessing the claim the Manager of Risk will consider the reasonableness of the claim and the frequency of claims received.

Implementation

This policy along with the claim form will be available on the Council website. The General Manager Corporate Services is the officer responsible for this policy.

Review

This policy will be reviewed every three years by the General Manager Corporate Services.





COMMUNITY FACILITY HIRE FEE WAIVER FORM

Organisation Name	
Organisation Contact	
Contact Phone Number	
Organisation Address	
Contact Email	
Community Facility Required	
Date of Function	

Description of group/organisation requesting hire fee waiver:

Details of function to be held:

Signature:

Date:

OFFICE USE ONLY

Action Officer

Date:

Trim Ref:

Has the request for hire fee waiver been approved **Yes / No**



20 SEPTEMBER 2011 – HEPBURN SHIRE COUNCIL – ORDINARY MEETING OF COUNCIL

**ATTACHMENT 17 - POLICY 44 (C) – FLAGS, BANNERS, SPECIAL
LIGHTING AND DECORATIONS DISPLAYED ON COUNCIL MANAGED
BUILDINGS**

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POLICY NUMBER 44 (C) FLAGS, BANNERS, SPECIAL LIGHTING AND OTHER DECORATIONS DISPLAYED ON COUNCIL MANAGED BUILDINGS POLICY

DATE AMENDED: September 2011
DATE OF NEXT REVIEW: September 2014
DATE ADOPTED: September 2011
RESPONSIBLE OFFICER: General Manager Corporate Services
REFERENCES: Nil

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 has been prepared to provide guidelines for the displaying of flags, banners, special lighting and other decorations on Council managed buildings.

Scope

If the CEO is not satisfied that a request to display a flag, banner, special lighting and other decorations meets these guidelines the CEO can refuse the request or refer the matter to a Council meeting for a decision.

Purpose

It is Council's intention that only flags, banners, special lighting and other decorations that promote the diversity of the Shire Community will be displayed on Council buildings.

Definitions

Not Applicable

Policy

Official Flag Poles

On Daylesford Town Hall Tower and Creswick Service Centre: Only flags approved by the Victoria State Government can be flown from the flag pole. The Australian flag will be flown at half mast in accordance with State and Federal Government Protocol Departments.

Other Flags, Banners, Special Lighting and Decorations

Major events as described in the Council's Events policy can display a flag, banner, special lighting or decorations. These items can be displayed on or above the side gate to the Daylesford Town Hall but not on the main building.

Special Causes and Events

Flags promoting a special cause or an event in which the local community has a direct interest or benefit can be displayed on a Flag Pole located at the top end of Vincent St or at other information centres in the Shire but not on any Council Town Halls.

OH&S

The installation of any flag, banner, special lighting or decoration must not in any way constitute a risk to any member of staff or member of the public.

Flag & Banner Sizes

Flags and banners must not be any larger than 950mm wide x1.7m long.

Flag, Banner, Special Lighting and Decoration Location

Flags, banners, special lighting and other decorations may be displayed on other Council owned or managed buildings at locations approved by the CEO. The length of the display period shall be determined by the CEO and shall take into account the requirements of other events and causes that might wish to display a flag or banner. The CEO will also take into consideration any relevant legislative provision and planning requirements.

Removal

Flags, banners, special lighting and other decorations should be removed within 2 days of the event being completed, or at an earlier time as determined by the CEO.

Implementation

This policy will be available on the Council website. The General Manager Corporate Services is the Officer responsible for this policy.

Review

This policy will be reviewed every three years by the General Manager Corporate Services.



9.14. RECREATION ADVISORY COMMITTEE – APPOINTMENT OF MEMBERS GENERAL MANAGER COMMUNITY SERVICES

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

PURPOSE

The purpose of this report is for Council to appoint new members to the Recreation Advisory Committee

BACKGROUND

In May 2011 Council adopted the revised Recreation Development Policy, the revised Recreation Advisory Committee Terms of Reference and resolved to advertise for nominations for the Recreation Advisory Committee. Nominations were sought and members were appointed to the Committee at the July Ordinary Meeting of Council. At this time the Committee was short by two community members, including representation from Creswick. Since then one Committee member, Gale Orford, has resigned.

ISSUE/DISCUSSION

A call for nominations for the Recreation Advisory Committee was advertised on Council's Advocate Page on 30 August 2011 and Council's website. Nominations closed on Friday 16 September 2011. A number of young people were approached about joining the Committee but indicated that they did not have the capacity at this point.

The Recreation Advisory Committee Terms of Reference state that the Committee is made up of eight community representatives and one ward Councillor.

Council received three additional nominations for this Committee.

Selection criteria for nominations is below:

The Committee should be a mix of community and skills based members and aim to reflect the diversity of the whole community and a variety of geographic areas. In line with Council's recreation policy, nominations are invited from people who are able to represent the needs and interests of the whole community, as well as the needs of young people and old 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.*

All three nominations were assessed against and met these criteria. Attachment 11 provides information about the three nominees including recreation interests, geographic area and recreation expertise.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Council Plan commitment – 17 Embracing community knowledge and expertise to help guide its decision making and implementation.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The Recreation Advisory Committee plays an important role in advising Council on strategic and policy matters relating to recreation within Hepburn Shire.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The call for nominations for the Recreation Advisory Committee was advertised in the Advocate and on Council's web page.

CONCLUSION

Nominations have been reviewed against the selection criteria by Council's Acting General Manager Community Services, Recreation and Events Coordinator and Community Projects Support Officer. All nominees have met these criteria.

OFFICER'S RECOMMENDATION

9.14.1. *That Council appoint Les Faulkhead, Wayne Strong and Michael Frost as members of the Recreation Advisory Committee for a period of two years, expiring in July 2013.*

MOTION

9.14.1. *That Council appoints Les Faulkhead, Wayne Strong and Michael Frost as members of the Recreation Advisory Committee for a period of two years, expiring in July 2013.*

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

**ATTACHMENT 18 - RECREATION ADVISORY COMMITTEE – SUMMARY
OF NOMINEES**

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Recreation Advisory Committee – Summary of Nominees

Name	Recreation Interests	Geographic Area	Relevant Expertise
Les Faulkhead	Football. Basketball. Speedway. Pistol Club.	Wheatsheaf	25 years President, Secretary, Treasurer Daylesford Football Club. Founding President Daylesford District Basketball Association. Patron Daylesford Soccer Club. Scouting (Queens Scout). Coaching Daylesford under 18 Basketball. Cricket. Squash. Firebrigade
Wayne Strong	Cycling, Swimming, Football	Creswick	A member of the local community with substantial experience in governance, local government and a strong interest in developing the communities economy and skills base through recreational activities. Director of North Ballarat Football Club and a member of Creswick Tracks & Trails.
Michael Frost	Fitness training, boxing, kickboxing and football.	Wheatsheaf	Qualified physical trainer, Training & Operations Director of a health retreat, teaching health, fitness, positive thinking & relaxation.

That Council defers Item 9.15. for the provision of further information

**9.15. HERITAGE ADVISORY COMMITTEE – TERMS OF REFERENCE AND APPOINTMENT OF COMMITTEE MEMBERS
GENERAL MANAGER SUSTAINABLE DEVELOPMENT**

In providing this advice to Council as the Manager Planning, I Justin Fiddes, have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to adopt the revised Terms of Reference for the Heritage Advisory Committee and to appoint members to the Heritage Advisory Committee.

BACKGROUND

The Heritage Advisory Committee was first established in 1997. The Terms of Reference replaced the Operating Guideline first adopted by Council on 18 February 1997 and were subsequently amended on 21 August 2011, 17 August 2004 and 18 July 2006. The Draft Terms of Reference (refer Attachment 12) have been updated to reflect heritage requirements in 2011.

The objectives of the Heritage Advisory Committee are:

1. To provide advice to Council on a range of Heritage and related matters.
2. To provide advice to Council on heritage properties, buildings and the Shire's natural and cultural heritage, that may be eligible to be included in the schedule to the Heritage Overlay of the Hepburn Planning Scheme.
3. To provide advice to Council on the operation of its Heritage Plaques and Heritage Loans policies.
4. To advise and assist Council to pursue the objectives of its Heritage Conservation Policy.

A review of the status of the Heritage Advisory Committee indicated that the terms of office have expired.

Council appointed Ms Heather Mutimer as a community representative on this Committee in July 2010 with the term of office to expire in July 2012.

Councillor Don Henderson is Council's representative on this Committee and was appointed in December 2010.

ISSUE / DISCUSSION

Council advertised calling for nominations for community representatives in *The Advocate* on Wednesday 20 July 2011 and *The Courier, Ballarat* on



Saturday 30 July 2011 and on its website during August 2011. Nominations closed on Friday, 26 August 2011.

Council received four nominations to fill three vacancies for community representatives from:

- Ina Bertrand
- Michael Cheshire
- Lynette Wilson
- Roma Wiseman.

As the term of office for Ms Mutimer expires in July 2012, it is proposed to appoint an additional member at this time to provide for an overlap in community membership.

Council also wrote to historical societies and organisations listed for Committee Membership in the Terms of Reference inviting them to nominate one committee member and one deputy for representation on the Heritage Advisory Committee.

The following nominations were received from historical societies and organisations:

Organisation	Principal Representative	Deputy Representative
Daylesford and District Historical Society	Lisa Gervasoni	David Endacott
Creswick Museum	Margaret Fullwood	Richard Hutton
Creswick and District Historical Society	David Henderson	Valda Catrice
Clunes Museum	Pat Cook	Karen Byrnes
Trentham & District Historical Society	No nomination received by 26 August 2011	
Central Highlands Tourist Railway	No nomination received by 26 August 2011	

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Heritage Advisory Committee – Terms of Reference

Council Plan 2019-2013 – Good Governance

21. Council embracing community knowledge and expertise to help guide its decision making and implementation.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The Heritage Advisory Committee plays an important role in advising Council on heritage matters.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Nominations to the Committee were advertised in July/August 2011 in local newspapers and on Council's website.

CONCLUSION

The Heritage Advisory Committee will continue to provide advice and guidance to Council on heritage related matters.



OFFICER'S RECOMMENDATION

That Council:

9.15.1. Adopt the revised Terms of Reference for the Heritage Advisory Committee.

9.15.2. Appoint the following four nominees as community members of the Heritage Advisory Committee for a period of two years:

- Ina Bertrand
- Michael Cheshire
- Lynette Wilson
- Roma Wiseman.

9.15.3. Appoint the following members and deputy representatives of historical societies and organisations to the Heritage Advisory Committee:

Organisation	Principal Representative	Deputy Representative
Daylesford and District Historical Society	Lisa Gervasoni	David Endacott
Creswick Museum	Margaret Fullwood	Richard Hutton
Creswick and District Historical Society	David Henderson	Valda Catrice
Clunes Museum	Pat Cook	Karen Byrnes

9.15.4. Appoint the following Council officers ex-officio to the Heritage Advisory Committee:

- Manager Planning
- Heritage Advisor (as required)

**ATTACHMENT 19 - DRAFT REVISED TERMS OF REFERENCE –
HERITAGE ADVISORY COMMITTEE**



Draft Revised Terms of Reference

Hepburn Shire Heritage Advisory Committee

Introduction

The Heritage Advisory Committee was established to advise Council on heritage matters.

Council is committed to working with the community to maximise retention, protection and enhancement of our heritage.

Aim

The Heritage Advisory Committee will:

1. Provide advice to Council on a range of heritage and related matters.
2. Provide advice to Council on heritage properties, buildings and the Shire's natural and cultural heritage, that may be eligible to be included in the schedule to the Heritage Overlay in the Hepburn Planning Scheme.
3. Provide advice to Council on the operation of its Heritage Plaques and Heritage Loans policies
4. Advise and assist Council to pursue the objectives of its Heritage Conservation Policy.

Principles

The Heritage Advisory 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

Council's Local Law No 1 Meeting and Common Seal apply to the operations of the Committee.

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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 quarterly with at least three weeks' notice to be given for each meeting.

Committee support will be provided by a nominated Council officer.
Council's Heritage Advisor will attend meetings as required by the Committee.

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 of.

- One nominated representative from each of the following historical societies or organisations:
 - Clunes Museum
 - Creswick Museum
 - Creswick and District Historical Society
 - Daylesford and District Historical Society
 - Central Highlands Tourist Railway
 - Trentham and District Historical Society
- Four Community representatives (as determined by Council)
- Councillor/s (as determined by Council)

Selection Criteria for Nominations of Community Members

The Committee should be a mix of community and skills based members and aim to reflect the diversity of the whole community and a variety of geographic areas. Community members of the Committee should be able to represent the needs and interests of the whole community and should be able to:

- Demonstrate broad understanding of community needs, concerns and issues relating to heritage on a Shire wide basis.
- Be able to objectively consider community and heritage issues;
- Demonstrate ability to work as part of a team and be solution focused.

Nominations are invited from people who are able to represent the needs and interests of the whole community.

Nominees should:

1. Be residents of Hepburn Shire;
2. Be able to demonstrate an understanding of the role of local government in heritage matters;
3. Be able to communicate effectively with a wide range of individuals, organisations and professionals.

Legal Coverage for Members of Committee

Council's Insurance provides indemnity coverage for members of Council Committees who are acting on behalf of Council in good faith and in accordance with the relevant terms of reference.

Quorum

Quorum for meetings will be half the number of nominated Committee positions plus one, indicatively 7.

The Heritage Advisory Committee members will be responsible for appointing a nominated secretary who will in consultation with the Chair set the agenda and take the minutes of the meetings. Council will provide administrative support for distributing the agenda and minutes and recording them on Council's records database.

Reporting

The Committee will forward minutes of meetings to Council.
The Committee will forward any recommendations to Council on the template provided.
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 heritage priorities within Hepburn Shire. Council is responsible to determine the outcomes on any recommendations made by the Committee.

MOTION

That Council changes the Order of Business on the Agenda to deal with Item 9.17. before Item 9.16.

Moved: Cr Bill McClenaghan

Seconded: Cr Janine Booth

Carried.

9.17. WOMBAT HILL BOTANIC GARDENS ADVISORY COMMITTEE – REVISED TERMS OF REFERENCE

GENERAL MANAGER INFRASTRUCTURE

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

PURPOSE

The purpose of this report is for Council to consider the adoption of the revised Terms of Reference for the Hepburn Shire Council's Wombat Hill Botanic Gardens Advisory Committee.

BACKGROUND

The Terms of Reference for the Wombat Hill Botanic Gardens Advisory Committee were adopted by Council on 19 July 2006.

The Terms of Reference were amended by Council on 15 July 2008.

ISSUE / DISCUSSION

The current Terms of Reference for the Wombat Hill Botanic Gardens Advisory Committee include the section on membership:

3. MEMBERSHIP OF COMMITTEE

3.1 *The Committee shall be comprised of:*

- *Holcombe Ward Councillor, the Chairperson of the Committee*
- *Manager of Operations*
- *Parks & Gardens Manager*
- *Director Infrastructure & Development*
- *3 members nominated by the Friends of Wombat Hill Botanic Gardens.*
- *2 community representatives, who shall have an interest in botanical gardens and/or landscape.*

As there have been some changes to Council's organisational structure (position titles) and ward boundaries (Wombat Hill Botanic Gardens are now



located in Birch Ward) since 2008, it is proposed to amend the Terms of Reference as follows:

3. MEMBERSHIP OF COMMITTEE

3.1 *The Committee shall be comprised of:*

- *Councillor from Birch Ward, the Chairperson of the Committee*
- *3 members nominated by the Friends of Wombat Hill Botanic Gardens.*
- *3 community representatives, who shall have an interest in botanical gardens and/or landscape.*

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Wombat Hill Botanic Gardens Advisory Committee – Terms of Reference

Council Plan 2019-2013 – Good Governance

21. Council embracing community knowledge and expertise to help guide its decision making and implementation.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Not applicable

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Not applicable

CONCLUSION

Following a review of the Terms of Reference, it is recommended that Council amend and adopt the revised Terms of Reference for the Wombat Hill Botanic Gardens Advisory Committee.

OFFICER'S RECOMMENDATION

9.17.1. That Council amends and adopts the Terms of Reference for the Wombat Hill Botanic Gardens Advisory Committee by replacing clause 3 Membership of Committee with the following:

Membership of Committee

The committee shall be comprised of:

- Councillor from Birch ward, the Chairperson of the Committee
- 3 members nominated by the Friends of Wombat Hill Botanic Gardens
- 3 community representatives, who shall have an interest in botanical gardens and/or landscape.

MOTION

9.17.1. That Council amends and adopts the Terms of Reference for the Wombat Hill Botanic Gardens Advisory Committee by replacing clause 3 Membership of Committee with the following:

Membership of Committee

The committee shall be comprised of:

- a Councillor from Birch ward, who will be the Chair of the Committee
- 3 members nominated by the Friends of Wombat Hill Botanic Gardens.
- 3 community representatives, who shall have an interest in botanical gardens and/or landscape.

9.17.2. The Terms of Reference for the Wombat Hill Botanic Gardens Advisory Committee be amended to include reporting requirements:

The Committee will forward minutes of meetings to Council.

The Committee will forward any recommendations to Council on the template provided.

Moved: Councillor Jon Barrell
Seconded: Councillor Neil Newitt
Carried.



**ATTACHMENT 20 - REVISED TERMS OF REFERENCE – WOMBAT HILL
BOTANIC GARDENS ADVISORY COMMITTEE**



Draft Revised Terms of Reference

Wombat Hill Botanic Gardens Advisory Committee

Introduction

The Wombat Hill Botanic Gardens Advisory Committee was appointed by Council to advise Council on conservation management and future development of the Wombat Hill Botanic Gardens.

Aim

The Wombat Hill Botanic Gardens Advisory Committee will:

1. Provide advice to Council on suitable aspects of implementation of the Wombat Hill Botanic Gardens, Daylesford Conservation Management Plan – December 2007.
2. Assist Council in the preparation of a 5 year plan towards the 150th birthday of the Gardens in 2013.
3. Provide comment to Council on leasing of facilities at the Gardens.
4. From the Management Plan, develop a priority list of conservation and improvement projects for the Gardens to be submitted to Council on an annual basis by March.
5. Provide advice to Council on ways of broadening awareness of the Wombat Hill Botanic Gardens and increasing its use.
6. Annually conduct a visitor survey of the Gardens.
7. Source potential funding programs and assist in applications for funding conservation and improvement projects for the Gardens and develop strategic partnerships.

Principles

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

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Operating Principles

Council's Local Law No 1 Meeting and Common Seal apply to the operations of the Committee.

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 every two months with at least three weeks' notice to be given for each meeting.

The Committee shall arrange annually a meeting with the broader stakeholders/strategic partners.

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 of.

- a Councillor from Birch Ward, who will be the Chair of the Committee
- 3 members nominated by the Friends of Wombat Hill Botanic Gardens.
- 3 community representatives, who shall have an interest in botanical gardens and/or landscape.

Selection Criteria for Nominations of Community Members

The Committee should be a mix of community and skills based members and aim to reflect the diversity of the whole community and a variety of geographic areas. Community members of the Committee should be able to represent the needs and interests of the whole community and should be able to:

- Demonstrated broad understanding of community needs, concerns and issues relating to botanic gardens and/or landscape on a Shire wide basis;
- Be able to objectively consider community and botanic/landscape issues;
- Demonstrate ability to work as part of a team and be solution focused.

Nominations are invited from people who are able to represent the needs and interests of the whole community.

Nominees should:

1. Be residents of Hepburn Shire ;
2. Be able to demonstrate an understanding of the role of local government in botanic gardens/landscape matters;
3. Be able to communicate effectively with a wide range of individuals, organisations and professionals.

Legal Coverage for Members of Committee

Council's Insurance provides indemnity coverage for members of Council Committees who are acting on behalf of Council in good faith and in accordance with the relevant terms of reference.

Quorum

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

Reporting

The Committee will forward minutes of meetings to Council.

The Committee will forward any recommendations to Council on the template provided.

The Committee will make at least one presentation and report to Council annually.

The Committee is appointed by Council to provide advice to Council on conservation management and future development of the Wombat Hill Botanic Gardens. Council is responsible to determine the outcomes on any recommendations made by the Committee.

**9.16. WOMBAT HILL BOTANIC GARDENS ADVISORY COMMITTEE –
APPOINTMENT OF COMMITTEE MEMBERS
GENERAL MANAGER INFRASTRUCTURE**

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

PURPOSE

The purpose of this report is for Council to consider the appointment of members to the Wombat Hill Botanic Gardens Advisory Committee.

BACKGROUND

As indicated in the Terms of Reference, members of the Wombat Hill Botanic Gardens Advisory Committee are appointed for a maximum period of two years.

The terms of office for this Committee have expired.

Councillor Jon Barrell is Council's representative on this Committee and was appointed in December 2010.

ISSUE / DISCUSSION

Council advertised calling for nominations for community representatives in *The Advocate* on Wednesday 20 July 2011 and *The Courier, Ballarat* on Saturday 30 July 2011 and on its website during August 2011. Nominations closed on Friday, 26 August 2011.

Council received three nominations to fill vacancies for community representatives from Lisa Gervasoni, Kythe Mackenzie and David Marshall.

Council also wrote to the Friends of Wombat Hill Botanic Gardens inviting them to nominate three committee members for representation on the Wombat Hill Botanic Gardens Advisory Committee.

The Friends of Wombat Hill Botanic Gardens nominated the following representatives:

- Gael Shannon
- Robert Hewat
- Susan Clabburn

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Wombat Hill Botanic Gardens Advisory Committee – Terms of Reference

Council Plan 2019-2013 – Good Governance

21. Council embracing community knowledge and expertise to help guide its decision making and implementation.

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The Wombat Hill Botanic Gardens Advisory Committee plays an important role in providing advice to Council on the implementation of the Wombat Hill Botanic Gardens, Daylesford Conservation Management Plan dated December 2007, providing advice to Council on ways of broadening awareness of the Gardens and increasing its use.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Nominations to the Committee were advertised in July/August 2011 in local newspapers and on Council's website.

CONCLUSION

The Wombat Hill Botanic Gardens Advisory Committee will continue to provide advice to Council on the conservation management and future development of the Gardens and will play a vital role in the planning and preparation for celebrations of the 150th birthday of the Gardens in 2013.

OFFICER'S RECOMMENDATION

That Council:

- 9.16.1. Appoint the following three nominees as community members of the Wombat Hill Botanic Gardens Advisory Committee for a period of two years:
- Lisa Gervasoni
 - Kythe Mackenzie
 - David Marshall.
- 9.16.2. Appoint the following Members of the Friends of Wombat Hill Botanic Gardens to the Wombat Hill Botanic Gardens Advisory Committee:
- Gael Shannon
 - Robert Hewat

- Susan Clabburn.
- 9.16.3. Appoint the following Council officers to attend the Wombat Hill Botanic Gardens Advisory Committee to provide support and professional advice:
- General Manager Infrastructure
 - Parks and Gardens Co-ordinator.

MOTION

That Council:

9.16.1. *Appoint the following three nominees as community members of the Wombat Hill Botanic Gardens Advisory Committee for a period of two years:*

- *Lisa Gervasoni*
- *Kythe Mackenzie*
- *David Marshall.*

9.16.2. *Appoint the following Members of the Friends of Wombat Hill Botanic Gardens to the Wombat Hill Botanic Gardens Advisory Committee:*

- *Gael Shannon*
- *Robert Hewat*
- *Susan Clabburn.*

9.16.3. *Appoint the following Council officers to attend the Wombat Hill Botanic Gardens Advisory Committee to provide support and professional advice:*

- *General Manager Infrastructure*
- *Parks and Gardens Co-ordinator.*

Moved: Councillor Sebastian Klein

Seconded: Councillor Don Henderson

Carried.

A handwritten signature in the bottom right corner of the page.

9.18. PETITIONS RECEIVED UPDATE
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

The purpose of this report is to provide Council with an update on the status of the following petitions received:

1. Victorian Independent Speedway Drivers Association
2. Rea Lands Park
3. Clunes Caravan Park

BACKGROUND

Three petitions have been received by Council and currently lay on the table. The petitions were received by Council at the following meetings:

1. 16 August 2011 Ordinary Council Meetings - Victorian Independent Speedway Drivers Association
2. 28 June 2011 Ordinary Council Meeting - Rea Lands Park
3. 28 June 2011 Ordinary Council Meeting - Clunes Caravan Park

ISSUE / DISCUSSION

The current status of these petitions is as follows:

Victorian Independent Speedway Drivers Association

The Victorian Independent Speedway Drivers Association (VISDA) petition requested renewal of the lease for the speedway reserve. It was signed by more than 660 people. The petition was received by Council at the 16 August 2011 Ordinary Council Meeting. At the same meeting Council as Committee of Management of Crown Land resolved to seek from the Department of Sustainability and Environment approval in principle from the minister to grant a new lease for a five year term to Victorian Independent Speedway Drivers Association (VISDA)

Rea Lands Park

The petition received regarding Betty Rea's gift to the Community of Daylesford stated we, the undersigned, strongly object to Rea Lands Park in Daylesford being sold. The petition was signed by 66 people. The petition was received by Council at the 28 June 2011 Ordinary Council Meeting. At the same meeting Council resolved to allow the Daylesford Gardeners to develop a Community food garden at Rae Lands Community Park; 42 Raglan Street, Daylesford, subject to a signed occupancy agreement.

Clunes Caravan Park

The petition received regarding the Clunes Caravan Park requested the Hepburn Shire Council to retain the Caravan Park. The petition was received by Council at the 28 June 2011 Ordinary Council Meeting. A Review of the Caravan Park is currently being undertaken. Regional development consulting company, Street Ryan has been appointed to undertake the Review of the Clunes Caravan Park. Regional Development Victoria (RDV) approved Hepburn Shire Council's application under the Planning For Tomorrow Program in respect of the Clunes Caravan Park Review. The approved grant is for \$25,000 and will be used to conduct a Review of the Clunes Caravan Park. It is expected that the Review will be completed in late September with a report to be presented to an Ordinary Council Meeting in October - November.

The Review will consider damage and changes to the Park as a result of 2010-11 floods and will assist Council to make a decision about the future of the Park. The Review is being conducted during July to September 2011, and it will involve:

- Consultations (in the form of meetings and discussions) with Park residents and other users, and the wider Clunes Community, to understand the impact of the floods and the outlook for the Caravan Park.
- Assessing the works and costs required to bring buildings, park fixtures and other park assets to a reasonable standard, both in terms of commercial use and safety standards.
- Determining whether the Park has the potential to be a sustainable operation in the long term.
- Finding commercial and/or Community opportunities that could improve, or change, the way the Park operates in the future.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

The three petitions received have been presented to Council. Council has received two reports (Victorian Independent Speedway Drivers Association and Rea Lands Park) and is awaiting a third report (Clunes Caravan Park).

FINANCIAL IMPLICATIONS

The financial implications of each petition have and will be considered when the individual items are presented to Council

RISK IMPLICATIONS

The risk implications of each petition have and will be considered when the individual items are presented to Council

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The environmental, social and economic implications of each petition have and will be considered when the individual items are presented to Council

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community and Stakeholder engagement has and will be considered when the individual items are presented to Council

CONCLUSION

This report provides an update on the three petitions that are currently laying on the table

OFFICER'S RECOMMENDATION

That Council:

- 9.18.1. Considers matters of the Victorian Independent Speedway drivers association petition and the Rea Lands Park petition having been determined.
- 9.18.2. Receive the status update on the Clunes Caravan Park.
- 9.18.3. Write to petitioners informing them of the outcome of Council's determination.

MOTION

That Council:

- 9.18.1. *Considers matters of the Victorian Independent Speedway drivers association petition and the Rea Lands Park petition having been determined.*
- 9.18.2. *Receives the status update on the Clunes Caravan Park.*
- 9.18.3. *Writes to petitioners informing them of the outcome of Council's determination.*

Moved: Councillor Jon Barrell
Seconded: Councillor Neil Newitt
Carried.

**9.19. OATH OF OFFICE COUNCILLOR NEIL NEWITT
CHIEF EXECUTIVE OFFICER**

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

PURPOSE

This report documents the Oath of Office recently elected Councillor Neil Newitt made on 30 August 2011.

BACKGROUND

A by-election was called for the Cameron Ward of Hepburn Shire following the resignation of Councillor Tim Hayes in May 2011.

The administration, management and conduct of the by-election were the responsibility of the Victorian Electoral Commission (VEC).

All electors enrolled on the Commonwealth/State electoral roll as at 4.00pm Friday 1 July 2011 residing in Cameron Ward of the Hepburn Shire were included on the roll for the election.

The election conducted by VEC was Saturday 27 August 2011 resulting in Neil Newitt being declared as elected to Hepburn Shire Council.

Councillor Neil Newitt made the Oath of Office before the Chief Executive Officer on 30 August 2011 at 2 pm in the Council Chambers, Daylesford Town Hall.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Under section 63 of Local Government Act 1989 (the "Act") each newly elected Councillor is required to make an Oath of Office to enable them to act as a Councillor.

The Act provides that if the person elected fails to make an Oath of Office within three months after he or she is declared elected, their position will become vacant.

The Oath of Office is as follows:

I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people of the municipal district of Hepburn Shire and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1989 or any other Act to the best of my skill and judgment.

As required by section 63(2) of the Local Government Act, the Oath of Office must be made before the Chief Executive Officer, be dated and signed before the Chief Executive Officer, and recorded in the Minutes of the Council.



CONCLUSION

Councillor Neil Newitt was elected to Hepburn Shire Council Cameron Ward on 27 August 2011. In accordance with section 62 of the Local Government Act, the Oath of Office of Councillor Neil Newitt was made before the Chief Executive Officer on 30 August 2011, dated and signed. Council is asked to receive the signed Oath of Office for incorporation into the minutes.

OFFICER'S RECOMMENDATION

9.19.1. That Council receive the signed Oath of Office of Councillor Neil Newitt, made before the Chief Executive Officer on 30 August 2011.

MOTION

9.19.1 That Council receives the signed Oath of Office of Councillor Neil Newitt, made before the Chief Executive Officer on 30 August 2011.

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

9.20. ASSEMBLIES OF COUNCILLORS – MAY, JULY – AUGUST 2011

CHIEF EXECUTIVE OFFICER

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

PURPOSE

This report summarises Assemblies of Councillors for May and July – August 2011.

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as

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

(a) the subject of a decision of the Council; or

(b) subject to the exercise of a function, duty of power of the Council that has been delegated to a person or committee –

but does not include a meeting of the Council, a special committee of the Council, as audit committee established under Section 139, a club, association, peak body, political party of other organisation;

Assemblies of Councillors – Advisory Committees		
Date	Location	Committee Name
10 May 2011	Senior Citizens Centre, Daylesford	Special Meeting of Council* – Clunes Community & Interpretive Centre Project
4 July 2011	Council Chamber, Daylesford	Hepburn Shire Agriculture Advisory Committee
6 July 2011	Council Chamber, Daylesford	Environmental Sustainability Advisory Committee
12 July 2011	Council Chamber, Daylesford	Councillor Briefing
12 July 2011	Council Chamber, Daylesford	Councillor/CEO Meeting
19 July 2011	Council Chamber, Daylesford	Pre-Council Meeting
26 July 2011	University of Melbourne, Creswick Campus	Development of Council Action Plan
26 July 2011	Council Chamber, Daylesford	Environmental Sustainability Advisory Committee
9 August 2011	Council Chamber, Daylesford	Councillor/CEO Meeting
9 August 2011	Council Chamber, Daylesford	Councillor Briefing Session
16 August 2011	Council Chamber, Daylesford	Pre-Council Meeting
30 August 2011	Mayor's Room	CEO Annual Review



30 August 2011	Council Chamber, Daylesford	Oath of Office – New Councillor
30 August 2011	Daylesford Neighbourhood Centre	Daylesford Streetscape Revitalisation Project Steering Committee

* This meeting was a Councillor Briefing and not a Special Meeting of Council.

ISSUE/DISCUSSION

1. The *Local Government Act 1989* (as amended) requires the record of an Assembly of Councillors to be reported at an Ordinary meeting of the Council.
2. The *Local Government Act 1989* (as amended) requires the record of an Assembly of Councillors to be incorporated in the minutes of that Council Meeting.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

There are implications with regards to council's compliance with the Local government Act 1989 (as amended) if written records of councillor Assemblies are not reported to Council

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The inclusion of the attached record of Councillor Assembly in the Council Agenda and their availability to the public will increase awareness of the activities of Council and could increase community involvement in decision making at Council level.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Using Council's adopted Community Engagement Framework, International Public Participation Consultation, this report presents information via the Council Agenda.

CONCLUSION

Information provided for noting.



OFFICER'S RECOMMENDATION

9.20.1. That the information be received.

MOTION

9.20.1. *That Council notes that the Special Meeting of Council listed on 10 May 2011 was in fact a Councillor Briefing, and that the record of Assembly of Councillors for 10 May 2011 show the attendance of Councillor Tim Hayes.*

9.20.2. *That the information be received.*

Moved: Councillor Bill McClenaghan

Seconded: Councillor Don Henderson

Carried.



ATTACHMENT 21 - RECORDS OF ASSEMBLIES OF COUNCILLORS

A handwritten signature or initials, possibly "RA", located in the bottom right corner of the page.

RECORD OF ASSEMBLY OF COUNCILLORS



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

Date of Meeting: 10 May 2011
Councillor Briefing

Time: 3.30 pm – 4.00 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Janine Booth | <input checked="" type="checkbox"/> Cr Jon Barrell |
| <input checked="" type="checkbox"/> Cr Tim Hayes | <input checked="" type="checkbox"/> Cr Rod May |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Bill McClenaghan |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure, Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input type="checkbox"/> A/GM Community Development, Kathleen Brannigan | <input checked="" type="checkbox"/> Other, please specify: Michelle Read, Project Consultant |

Conflict of Interest Disclosures:

Matters Considered:
(Heading only)

- Clunes Community and Interpretive Centre Project

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure, Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input type="checkbox"/> A/GM Community Development, Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: 

RECORD OF ASSEMBLY OF COUNCILLORS



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

Date of Meeting: 4/07/2011

Time: 7.00 PM

Venue: Council Chamber Daylesford.
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Cr Janine Booth | <input type="checkbox"/> Cr Jon Barrell |
| <input type="checkbox"/> Cr Don Henderson | <input type="checkbox"/> Cr Rod May |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | <input type="checkbox"/> Cr Bill McClenaghan |

Members of Council Staff present:

- | | |
|--|---|
| <input type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> Barry Green |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input checked="" type="checkbox"/> Other, please specify:
Manager Economic Development and
Tourism, <u>John Collins</u>
<i>DEB SHADDOCK</i> |
| <input type="checkbox"/> A/GM Community Development,
Kathleen Brannigan | |
| <input type="checkbox"/> GM Infrastructure, Jeff Saker | |
| <input checked="" type="checkbox"/> GM Sustainable Development, | |

Conflict of Interest Disclosures:

Matters Considered:
(Heading only)

- Refer *Hepburn Shire Agriculture Advisory Committee Agenda* – 4 July 2011

**Name and title of Officer responsible
for this written record:**

- | | |
|--|--|
| <input type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure, Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input checked="" type="checkbox"/> GM Sustainable Development,
Barry Green |
| <input type="checkbox"/> A/GM Community Development,
Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: 





**HEPBURN SHIRE
AGRICULTURE ADVISORY COMMITTEE**

Date:	Monday, 4 July 2011
Time:	7.00 pm
Venue:	Council Chamber Daylesford Town Hall, 76 Vincent Street, Daylesford

Members: Cr Sebastian Klein (Chair), Joy Durston, Stephen Glen, Elizabeth Hak, David Holmgren, Damian Leonard, Paul Righetti, Norm Suckling

Council Officers: Barry Green, John Collins

AGENDA – Meeting No 10

1. **Welcome and Apologies**
2. **Victorian Farmers' Federation Presentation**
3. **Adoption of Minutes of Last Meeting – Monday, 21 March 2011**
(Previously circulated 28 March 2011)
4. **Business Arising from Minutes**
5. **LandCare Forum**
6. **Dung Beetles Project**
7. **Caring for Country Grants**
8. **LandCare Grants**
9. **Locusts**
10. **Hepburn Shire – Agriculture Extension Officer**
11. **Parliamentary Inquiry into Farm Sector Workforce Capacity**
12. **Items for Next Agenda**
13. **Next Meeting – Monday, 3 October 2011 – 8.00 pm**

FOL/11/142

RECORD OF ASSEMBLY OF COUNCILLORS



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

Date of Meeting: 6/07/2011

Time: 6:00 PM

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|--|
| <input type="checkbox"/> Cr Janine Booth | <input type="checkbox"/> Cr Jon Barrell |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input type="checkbox"/> Cr Rod May |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | <input type="checkbox"/> Cr Bill McClenaghan |

Members of Council Staff present:

- | | |
|--|--|
| <input type="checkbox"/> CEO Kaylene Conrick | <input checked="" type="checkbox"/> GM Sustainable Development,
Barry Green |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> Other, please specify:
Sustainability Co-ordinator, Jill Berry |
| <input type="checkbox"/> A/GM Community Development,
Kathleen Brannigan | Sustainability Project Officer, Laurel
Freeland |
| <input checked="" type="checkbox"/> GM Infrastructure, Jeff Saker | <input checked="" type="checkbox"/> <i>JOHN COLLINS</i> |

Conflict of Interest Disclosures:

**Matters Considered:
(Heading only)**

- Refer *Environmental Sustainability Advisory Committee* Agenda – 6 July 2011

**Name and title of Officer responsible
for this written record:**

- | | |
|--|--|
| <input type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure , Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input checked="" type="checkbox"/> GM Sustainable Development,
Barry Green |
| <input type="checkbox"/> A/GM Community Development,
Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: 





RECORD OF ASSEMBLY OF COUNCILLORS

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

Date: 12 July 2011

Time: 11.50am - 1pm.

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

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Janine Booth | <input checked="" type="checkbox"/> Cr Jon Barrell |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Rod May |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | <input checked="" type="checkbox"/> Cr Bill McClenaghan |

Members of Council Staff present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure, Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input type="checkbox"/> A/ General Manager Community Development, Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

*See attached Agenda - Councillor/CEO Session
12 July 2011*

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input type="checkbox"/> A/GM Community Development, Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: *KCB*

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.

Tuesday 12 July 2011	Council Chamber Daylesford Town Hall
<p>Chair: Mayor</p> <p>Attendees: Councillors</p> <p style="padding-left: 100px;">Officers</p>	<p>Cr Rod May</p> <p>Jon Barrell, Bill McClenaghan, Don Henderson, Sebastian Klein, Janine Booth</p> <p>Chief Executive Officer</p>

1.		Committee Minutes/Committee Recommendations	Cr Klein	
2.		Tree Removal Protocol	C Klein	
3.		Newlyn Roundabout	C Barrell	
4.		Australasia Chinese Sister Cities Summit, Sydney	Cr May	
5.		Mayors & CEO Regional Forum	Cr May	
6.		Councillor/EMT Strategic Planning Session July	Cr May	
7.		Country Towns Adaptation Program/Deputy Premier Launch 13 Jul 2011	CEO	
8.		Environmental Projects	CEO	
9.		Organisational Structure/GM Community Development	CEO	
10.		CLOSE OF MEETING		



RECORD OF ASSEMBLY OF COUNCILLORS

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

Date: 12/7/11

Time: 1-00 pm

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

Councillors present:

- Cr Janine Booth
 Cr Don Henderson
 Cr Sebastian Klein

- Cr Jon Barrell
 Cr Rod May
 Cr Bill McClenaghan

Members of Council Staff present:

- CEO Kaylene Conrick
 GM Corporate Services, Evan King
 A/ General Manager Community Development, Kathleen Brannigan

- GM Infrastructure, Jeff Saker
 GM Sustainable Development, Barry Green

Other, please specify:

- SUSAN FIDDES
 - Glenelg Action Group
 - VFF

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

AS PER AGENDA
 COUNCILLOR BRIEFING

Name and title of Officer responsible for this written record:

- CEO Kaylene Conrick
 GM Corporate Services, Evan King
 A/GM Community Development, Kathleen Brannigan

- GM Infrastructure Jeff Saker
 GM Sustainable Development, Barry Green
 Other, please specify:

Signature: Evan King

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.





RECORD OF ASSEMBLY OF COUNCILLORS

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

Date: 19/7/11

Time: 3-00

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

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Janine Booth | <input checked="" type="checkbox"/> Cr Jon Barrell |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Rod May |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | <input checked="" type="checkbox"/> Cr Bill McClenaghan |

Members of Council Staff present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CEO Kaylene Conrick | <input checked="" type="checkbox"/> GM Infrastructure, Jeff Saker |
| <input checked="" type="checkbox"/> GM Corporate Services, Evan King | <input checked="" type="checkbox"/> GM Sustainable Development, Barry Green |
| <input checked="" type="checkbox"/> A/ General Manager Community Development, Kathleen Brannigan | <input checked="" type="checkbox"/> Other, please specify:
Richard Russell |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Klein - item public questions	4-00 - 4-05
Hepburn Wind 9.2	4-19 - 4-40
Cr McClenaghan left the meeting	5-00 5-21

Matters Considered:

AS PER AGENDA (PRE COUNCIL MEETING)

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure Jeff Saker |
| <input checked="" type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input type="checkbox"/> A/GM Community Development, Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: Evan King

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.



Hepburn Shire Council

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor Sebastian Klein hereby disclose
a conflict of interest in the following matter: Rates setting for Hepburn
Wind

This matter is being considered at a meeting of Council ~~Special Committee or Assembly of Councillors~~

on 19-7-11
(insert name of any Special Committee)

The class of the interest is (tick as appropriate):

- a direct interest
- OR
- an indirect interest (see below)

The following is the type of indirect interest:

- indirect interest by close association (section 7B)
- indirect financial interest (section 78A) OR
- indirect interest because of conflicting duty (section 78B) OR
- indirect interest because of receipt of gift(s) (section 78C) OR
- indirect interest through civil proceedings (section 78D) OR

[NB all references to sections are references to sections in the Local Government Act 1989].

The nature of the interest is as follows:

o Share owner
o My Partner Tanya is an employee of the
organisation in question.

Print Name: SEBASTIAN KLEIN
Signed: [Signature]
Date: 19-7-11



Hepburn Shire Council
DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor Sebastian Klein hereby disclose
a conflict of interest in the following matter: Proposed Rates for Hepburn
Wind.

This matter is being considered at a meeting of Council Special Committee or Assembly of Councillors
(Insert name of any Special Committee)
on 19-7-11

The class of the interest is (tick as appropriate):

- a direct interest
- OR
- an indirect interest (see below)

The following is the type of indirect interest:

- Indirect Interest by close association (section 78)
- indirect financial interest (section 78A) OR
- indirect interest because of conflicting duty (section 78B) OR
- Indirect Interest because of receipt of gift(s) (section 78C) OR
- indirect interest through civil proceedings (section 78D) OR

[NB all references to sections are references to sections in the Local Government Act 1989].

The nature of the interest is as follows:
Ownership of Shares in Hepburn Wind
My partner Jeremy is also an employee of
Hepburn Wind

Print Name: SEBASTIAN KLEIN
Signed: [Signature]
Date: 19-7-11



Hepburn Shire Council
DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor POD MAY hereby disclose
a conflict of interest in the following matter:

Appointment of Rec Committee

This matter is being considered at a meeting of Council/ Special Committee or Assembly of Councillors

July meeting
(insert name of any Special Committee)
on 19 July

The class of the interest is (tick as appropriate):

- a direct interest
- OR
- an indirect interest (see below)

The following is the type of indirect interest:

- indirect interest by close association (section 78)
- indirect financial interest (section 78A) OR
- indirect interest because of conflicting duty (section 78B) OR
- indirect interest because of receipt of gift(s) (section 78C) OR
- indirect interest through civil proceedings (section 78D)

[NB all references to sections are references to sections in the *Local Government Act 1989*].

The nature of the interest is as follows:

Brother on committee rec

Print Name: POD MAY
Signed: [Signature]
Date: 19/7/11

[Signature]



RECORD OF ASSEMBLY OF COUNCILLORS

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

Date: 26/7/11

Time: 9-00

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) CRESWICK UNI (FACILITATION + DEVELOPMENT OF COUNCIL ACTION PLAN)

Councillors present:

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

Members of Council Staff present:

- CEO Kaylene Conrick
- GM Corporate Services, Evan King
- A/ General Manager Community Development, Kathleen Brannigan
- GM Infrastructure, Jeff Saker
- GM Sustainable Development, Barry Green
- Other, please specify:
ADRIAN KENNELT

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

AS PER AGENDA

Name and title of Officer responsible for this written record:

- CEO Kaylene Conrick
- GM Corporate Services, Evan King
- A/GM Community Development, Kathleen Brannigan
- GM Infrastructure Jeff Saker
- GM Sustainable Development, Barry Green
- Other, please specify:

Signature: Evan King

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.

Hepburn Shire Council Facilitation and development of Council Action Plan

Stage 2 Seminar Room
University of Melbourne, Creswick
9.00 am – 4.00 pm Tuesday 26 July 2011

AGENDA

9.00 am	Welcome and introduction ✓	Cr Rod May
9.10 am	Agenda and purpose ✓	Adrian Kennelly
9.30 am	Review progress to date ✓ - activity and achievements ✓ - performance against Council Plan ✓	All
10.30 am	Morning tea	
11.00 am	Environmental scan - roles and responsibilities - priorities for the remainder of the Council term	All
12.30 pm	Lunch	
1.30 pm	Develop action plan - priorities and outcomes - actions and responsibilities	All
3.00 pm	Afternoon tea	
3.30 pm	Conclusion	Adrian/Cr May
4.00 pm	Close	



RECORD OF ASSEMBLY OF COUNCILLORS



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

Date of Meeting: 26/07/2011
Time: 6:00 PM
Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|--|
| <input type="checkbox"/> Cr Janine Booth | <input type="checkbox"/> Cr Jon Barrell |
| <input type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Rod May |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | <input type="checkbox"/> Cr Bill McClenaghan |

Members of Council Staff present:

- | | |
|--|---|
| <input type="checkbox"/> CEO Kaylene Conrick | <input checked="" type="checkbox"/> GM Sustainable Development,
Barry Green |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input checked="" type="checkbox"/> Other, please specify:
Sustainability Co-ordinator, Jill Berry |
| <input type="checkbox"/> A/GM Community Development,
Kathleen Brannigan | Sustainability Project Officer, Laurel
Freeland |
| <input type="checkbox"/> GM Infrastructure, Jeff Saker | |

Conflict of Interest Disclosures:

NIL

**Matters Considered:
(Heading only)**

- Refer *Environmental Sustainability Advisory Committee* Agenda – 26 July 2011

**Name and title of Officer responsible
for this written record:**

- | | |
|--|--|
| <input type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure , Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input checked="" type="checkbox"/> GM Sustainable Development,
Barry Green |
| <input type="checkbox"/> A/GM Community Development,
Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: 

HEPBURN SHIRE SUSTAINABILITY ADVISORY COMMITTEE

Meeting No. 10

Date:	Tuesday, 26 July 2011
Time:	6.00 pm
Venue:	Daylesford Town Hall –Council Chambers

Attending Members:

Cr Rod May, Cr Don Henderson, Cr Sebastian Klein, Russell Fisher, David Grigg, David Stephens, Elizabeth Hak, Paula Collard, Su Dennett, and Russell Fisher.

John Collins-Manager Economic Development and Tourism

Jeff Saker-General Manager Infrastructure

Barry Green -General Manager Sustainable Development

Jill Berry – Sustainability Co-ordinator

Laurel Freeland – Sustainability Project Officer

Apologies:

AGENDA

Chair: Cr Sebastian Klein

No.	<u>Item</u>	<u>Speaker</u>	Time
	Informal discussion and presentation from David Grigg on energy		6:00-6:30
1.	Welcome and Apologies	Cr. Klein	6:30-6:35
2.	Last meeting minutes and updates	Jill Berry	6:35-6:40
3.	ESS update	Laurel Freeland	6:40-6:50
4.	Environment budget breakdown	Jill Berry	6:50-7:00
5.	Pesticide and herbicide use and ESAC recommendation to Council: Process initiation	Jill Berry Cr. May	7:00-7:30
6.	Other Items:	Cr. Klein Cr. May	Close

Next Meeting: 23 August

Next Presenter:





RECORD OF ASSEMBLY OF COUNCILLORS

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

Date: Tuesday 9 August 2011

Time: 12.30 pm

- Venue:** Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|---|
| <input type="checkbox"/> Cr Janine Booth | <input checked="" type="checkbox"/> Cr Jon Barrell |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Rod May |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | <input checked="" type="checkbox"/> Cr Bill McClenaghan |

Members of Council Staff present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CEO Kaylene Conrick | <input checked="" type="checkbox"/> GM Infrastructure, Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input checked="" type="checkbox"/> A/GM Sustainable Development, Barry Green |
| <input checked="" type="checkbox"/> A/ General Manager Community Development, Kathleen Brannigan | <input checked="" type="checkbox"/> Other, please specify:
Officers: Justin Fiddes, Richard Russell
Richard Pekin, Eric Wright & Jill Berry |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Councillor Briefing Session Agenda attached.

Guests in attendance in relation to Fire Management Planning included Regional Manager Don Kelly, Jenny Taylor, Fire Planning Network Manager Grampians Region and Rachel Murname, Communications Officer, Red Consulting.

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input type="checkbox"/> A/GM Community Development, Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: 

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.



Councillor Briefing Agenda 9 August 2011



Tuesday 9 August 2011	Council Chamber Daylesford Town Hall
<p>Chair: Mayor Attendees: Councillors</p> <p style="margin-left: 100px;">Officers</p>	<p>Cr Rod May Jon Barrell, Bill McClenaghan, Don Henderson, Sebastian Klein, Janine Booth</p> <p>Chief Executive Officer, A/General Manager Community Services, General Manager Infrastructure & General Manager Sustainable Development. Other officers as required.</p>

	12:00 noon	LUNCH			
1.	12:30pm	Verbal Presentation	Introductory Briefing	General Manager Sustainable Development	Page 3
2.	12:45pm	Report	Sale of Former Depot Site – 59 Main Rd, Hepburn Attachment 1 Attachment 2	Richard Pekin – Resource Officer & Richard Russell – Manager Assets & Engineering Services	Page 4 Page 6 Page 7
3.	1:15pm	Report & Presentation	Ongoing Use of Basin Reserve, Daylesford as Speedway Attachment 3 Attachment 4 Attachment 5 Attachment 6	A/General Manager Community Services	Page 9 Page 12 Page 13 Page 17 Page 26
4.	1:45pm	Verbal Presentation	Sustainability Program	General Manager Sustainable Development & Sustainability Co- ordinator	Page 27
5.	1:55pm	Verbal Presentation	Strategic Land Use Planning Program	General Manager Sustainable Development	Page 27
6.	2:15pm	Verbal Presentation	Victorian Planning System Ministerial Advisory Committee	General Manager Sustainable Development	Page 27
7.	2:25pm	Report	Amendment C55 – Rezoning of Parcel of Land at 2 Jory St, Creswick Attachment 7	General Manager Sustainable Development & Manager Planning	Page 28 Page 30

Councillor Briefing Agenda 9 August 2011



8.	2:45pm	Report	Community Grants Policy Attachment 8	A/General Manager Community Services	Page 31 Page 32
9.	3:00PM	Verbal Presentation	ARC Management Arrangements Update	Councillor Jonathan Barrell	Page 39
10.	3:15pm	Verbal Briefing	Country Roads & Bridges Program Update	General Manager Infrastructure	Page 39
11.	3:45pm	Verbal Briefing	Newlyn Roundabout Update	General Manager Infrastructure	Page 39
12.	4:00pm	External Presentation	CFA – Municipal Fire Management Plan	General Manager Sustainable Development	Page 40
13.	4.20pm		CLOSE OF MEETING		

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a single name.



RECORD OF ASSEMBLY OF COUNCILLORS

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

Date: 16/8/11

Time: 3:00pm

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

Councillors present:

- | | |
|--|---|
| <input type="checkbox"/> Cr Janine Booth | <input checked="" type="checkbox"/> Cr Jon Barrell |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Rod May |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | <input checked="" type="checkbox"/> Cr Bill McClenaghan |

Members of Council Staff present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure, Jeff Saker |
| <input checked="" type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input checked="" type="checkbox"/> A/ General Manager Community Development, Kathleen Brannigan | <input checked="" type="checkbox"/> Other, please specify:
Richard Petin |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Henderson (Item 9.7)	4:30 - 4:33

Matters Considered:

A.S PER AGENDA

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Kaylene Conrick | <input type="checkbox"/> GM Infrastructure Jeff Saker |
| <input checked="" type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input type="checkbox"/> A/GM Community Development, Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: Evan King

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.



Hepburn Shire Council
DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor CR. DON HENDERSON hereby disclose
a conflict of interest in the following matter: CUBE IN CARRIVICK
ITEM 9.10

This matter is being considered at a meeting of Council/ Special Committee or Assembly of Councillors
COUNCIL AND ASSEMBLY
(insert name of any Special Committee)
on 16/08/2011

The class of the interest is (tick as appropriate):

- a direct interest
- OR
- an indirect interest (see below)

The following is the type of indirect interest:

- indirect interest by close association (section 78)
- indirect financial interest (section 78A)
- indirect interest because of conflicting duty (section 78B)
- indirect interest because of receipt of gift(s) (section 78C)
- indirect interest through civil proceedings (section 78D)

[NB all references to sections are references to sections in the Local Government Act 1989].

The nature of the interest is as follows:

SPOUSE IS AN OFFICE BEARER
OF CARRIVICK

Print Name: DONALD ROY HENDERSON
Signed: [Signature]
Date: 16/08/2011



RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: OATH OF OFFICE

Date: 30/8/11

Time: 2-00pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- Cr Janine Booth
- Cr Don Henderson
- Cr Sebastian Klein

- Cr Jon Barrell
- Cr Rod May
- Cr Bill McClenaghan
- CR NEWITT

Members of Council Staff present:

- CEO Kaylene Conrick
- GM Corporate Services, Evan King
- A/ General Manager Community Development, Kathleen Brannigan

- GM Infrastructure, Jeff Saker
- GM Sustainable Development, Barry Green
- Other, please specify:
PUBLIC

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

OATH OF OFFICE

Name and title of Officer responsible for this written record:

- CEO Kaylene Conrick
- GM Corporate Services, Evan King
- A/GM Community Development, Kathleen Brannigan

- GM Infrastructure Jeff Saker
- GM Sustainable Development, Barry Green
- Other, please specify:

Signature: Evan King

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.



RECORD OF ASSEMBLY OF COUNCILLORS

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

Date: Tuesday 30 August 2011

Time: 10.30 am – 11.30am

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) *Mayor's Room*

Councillors present:

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

Members of Council Staff present:

- CEO Kaylene Conrick
- GM Corporate Services, Evan King
- GM Community Development, Kathleen Brannigan
- GM Infrastructure, Jeff Saker
- A/GM Sustainable Development, Barry Green
- Other, please specify:
Facilitator - Fiona McAllister

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: (attach Agenda if relevant)

CEO Annual Review

Name and title of Officer responsible for this written record:

- CEO Kaylene Conrick
- GM Corporate Services, Evan King
- GM Community Development, Kathleen Brannigan
- GM Infrastructure Jeff Saker
- GM Sustainable Development, Barry Green
- Other, please specify:

Signature: _____

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.

RECORD OF ASSEMBLY OF COUNCILLORS

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

Title of Meeting: DAYLESFORD STREETScape RENOVATION PROJECT
Date: 20 AUGUST 2011
Time: 1.30 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) DAYLESFORD NEIGHBOURHOOD CENTRE.

Councillors present:

- | | |
|---|--|
| <input type="checkbox"/> Cr Janine Booth | <input checked="" type="checkbox"/> Cr Jon Barrell |
| <input type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Rod May |
| <input type="checkbox"/> Cr Sebastian Klein | <input type="checkbox"/> Cr Bill McClenaghan |
| <input type="checkbox"/> Cr Neil Newitt | |

Members of Council Staff present:

- | | |
|--|---|
| <input type="checkbox"/> CEO Kaylene Conrick | <input checked="" type="checkbox"/> GM Infrastructure, Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input checked="" type="checkbox"/> A/ General Manager Community Development, Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
NIL.	

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Kaylene Conrick | <input checked="" type="checkbox"/> GM Infrastructure Jeff Saker |
| <input type="checkbox"/> GM Corporate Services, Evan King | <input type="checkbox"/> GM Sustainable Development, Barry Green |
| <input type="checkbox"/> A/GM Community Development, Kathleen Brannigan | <input type="checkbox"/> Other, please specify: |

Signature: 

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.



File: FOL/10/3733

DAYLESFORD STEETScape REVITALISATION PROJECT

Date:	Tuesday, 30 August 2011
Time:	4.30 pm
Venue:	Daylesford Neighbourhood Centre 13 Camp Street, Daylesford

Attendees: Cr Rod May, Cr Jon Barrell

Council Officers: Kathleen Brannigan, Jeff Saker, John Collins

AGENDA – Meeting No 1

- 1. Welcome and Apologies**
Apologies: John Collins
- 2. Appointment of Chairperson**
- 3. Adoption of Terms of Reference**
- 4. Community Engagement Plan**
- 5. Community Reference Group**
 - 5.1 Membership
 - 5.2 Terms of Reference
- 6. Local Design Committee**
 - 6.1 Membership
 - 6.2 Role of the Committee
- 7. Discussion with Village Well – Gilbert Rochecouste and Jac Robinson**
- 8. Other Business**
- 9. Items for Next Agenda**
- 10. Date of Next Meeting – To be advised**

10. COUNCIL SPECIAL COMMITTEES (SECTION 86)

**10.1. MINUTES OF SPECIAL 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

Special (Section 86) Committee minutes are tabled for noting.

BACKGROUND

Special committees are established by Council and their function and responsibilities outlined in an Instrument of Delegation. Under the Instrument of Delegation, special committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

Please see listed below the minutes and other reports of Special Committees, as provided by the Committees over the past month, for your information:

- Minutes from the Lee Medlyn Home of Bottles Special Committee - General Meeting - 01/06/2011
- Minutes from the Lee Medlyn Home of Bottles Special Committee - General Meeting – 03/08/2011
- Minutes from the Creswick Museum Special Committee - General Meeting – 01/08/2011
- Minutes from the Drummond Hall Special Committee - Annual General Meeting – 26/08/2011
- Minutes from the Lyonville Hall Special Committee - General Meeting – 02/08/2011

These minutes have been provided to Councillors under a separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

10.1.1. That Council notes the minutes of the Special Committees listed above which have been distributed under separate cover.

MOTION

10.1.1. *That Council notes the minutes of the Special Committees listed above which have been distributed under separate cover.*

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

11. COUNCIL ADVISORY COMMITTEES

**11.1. MINUTES OF 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

Advisory Committee minutes are tabled for noting.

BACKGROUND

Advisory committees are established by Council and their responsibilities outlined in Terms of Reference. Advisory Committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

Please see listed below the minutes and other reports Advisory Committees, as provided by the Committees over the past month, for your information:

- Minutes from the Culture and Arts Advisory Committee Meeting - 07/07/2011

These minutes have been provided to Councillors under a separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

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

MOTION

- 11.1.1. *That Council notes the minutes of the Advisory Committees listed above which have been distributed under separate cover.*

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

11.2. ADVICE FROM RECREATION ADVISORY COMMITTEE ACTION GENERAL MANAGER COMMUNITY SERVICES

This recommendation to Council is based on a resolution by the Recreation Advisory Committee from a meeting held on 31 August 2011.

PURPOSE

The purpose of this report is to provide to Council advice from the Recreation Advisory Committee (RAC) to submit the Newlyn Community Complex Multi Purpose Facility Upgrade application for Sport and Recreation Capital Works Minor Funding Program.

BACKGROUND

On 20 October 2009 the Council moved to accept and support the grant applications of the Recreation Advisory Committee for the Department of Planning and Community Development Sport and Recreation Grants Program for 2010/2011. One of the projects was the Newlyn Community Complex Multi Purpose Facility Upgrade, to be submitted to the Country Football and Netball Program. Council agreed to contribute \$15,000 to this project

The Newlyn Community Complex Multi Purpose Facility Upgrade application to the Country Football Netball Grants Program for 2010/2011 was not successful. Advice from Grampians Region, Department of Planning and Community Development (Sport and Recreation) was that this application better met the guidelines for Sport and Recreation Capital Works Minor Funding Program.

ADVISORY COMMITTEE RECOMMENDATION

That Council:

Subject to further advice from the Department of Planning and Community Development (DPCD) Regional Team, the Recreation Advisory Committee recommends to Council that the Newlyn Community Complex Multi Purpose Facility Upgrade be submitted to the Community Facilities Funding Minor Funding Program.

Allocate \$15,000 in funds toward the Newlyn Community Complex Multi Purpose Facility Upgrade in the 2012-13 budget.

Moved: Greg May
Seconded: Georgie Patterson
Carried

RECOMMENDATION

11.2.1. That Council supports the Recreation Advisory Committee's recommendation and resolves to allocate \$15,000 from the 2012-12 budget and endorse the Newlyn Community Complex Multi Purpose Facility Upgrade application for submission to the Community Facilities Funding Minor Funding Program

MOTION

11.2.1. That Council supports the Recreation Advisory Committee's recommendation and resolves to allocate \$15,000 from the 2012-13 budget and endorse the Newlyn Community Complex Multi Purpose Facility Upgrade application for submission to the Community Facilities Funding Minor Funding Program

Moved: Councillor Janine Booth
Seconded: Councillor Don Henderson
Carried.

12. CONFIDENTIAL ITEMS

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

RECOMMENDATION

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

- 89(2)(d) Contractual matters:

Tender for Contract H264-2011 – Restoration of Flood Affected Bridges and Culverts within the Hepburn Shire;

Tender for Contract 1206/0905 – Supply and Delivery of One 15000GVM Cab Chassis Complete with Horizontal Discharge Body and Tow Smooth Drum Towed Combination Rollers; and

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

Jubilee Lake Holiday Park Lease Payment Waiver for Twelve Months;

Clunes Caravan Park Lease Payment Waiver.

MOTION

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

- 89(2)(d) Contractual matters:
Tender for Contract H264-2011 – Restoration of Flood Affected Bridges and Culverts within the Hepburn Shire;
- *Tender for Contract 1206/0905 – Supply and Delivery of One 15000GVM Cab Chassis Complete with Horizontal Discharge Body and Tow Smooth Drum Towed Combination Rollers; and*
- 89(2)(h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person:
Jubilee Lake Holiday Park Lease Payment Waiver for Twelve Months;
Clunes Caravan Park Lease Payment Waiver.

Moved: Councillor Bill McClenaghan

Seconded: Councillor Janine Booth
Carried.

The Meeting closed to Members of the Public at 8.59 pm.

13. RE-OPENING OF MEETING TO PUBLIC

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 Bill McClenaghan

The Meeting re-opened to the Public at 9.32 pm.

In accordance with Council resolutions, the following information is provided to the public on matters resolved by Council during the confidential section of the Meeting.

12.2. *Tender for Contract H264-2011 – Restoration of Flood Affected Bridges and Culverts within the Hepburn Shire*

- 12.2.1 *That Council awards the Tender for Contract H264-2011 for Restoration of Flood Affected Bridges and Culverts within the Hepburn Shire to Richstone Group/Novotel Group Join Venture for the sum of \$456,109 (excluding GST).*

12.3. Tender for Contract 1206/2005 – Supply and Delivery of One 15000GVM Cab Chassis complete with Horizontal Discharge Body and Two Smooth Drum Towed Combination Rollers

- 12.3.1. *That Council awards the tender for Contract Number 1206/0905 for one 15000GVM Cab Chassis complete with Horizontal Discharge Body (Flocon) to UD Trucks – CMV Laverton for the sum of \$159,271 (excluding GST).*
- 12.3.2. *That Council accepts the quotation of \$85,400 (excluding GST) from JA Cox Engineering for the supply of two smooth drum towed combination Rollers.*

14. CLOSE OF MEETING

The Meeting closed at 9.35 pm.