



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

Tuesday 15 March 2022

Daylesford Town Hall
76 Vincent Street Daylesford

5:30PM

THIS MEETING WILL BE CONDUCTED IN PERSON. THOSE ATTENDING IN PERSON WILL BE REQUIRED TO PRESENT EVIDENCE OF VACCINATION OR A VALID MEDICAL EXEMPTION.

A LIVE STREAM OF THE MEETING CAN BE VIEWED VIA
[COUNCIL'S FACEBOOK PAGE.](#)

Confirmed at the Ordinary Meeting of Council held 20 April 2022

A handwritten signature in black ink, appearing to read "Tim Drylie".

Chair, Cr Tim Drylie, Mayor

MINUTES

Tuesday 15 March 2022

Daylesford Town Hall

76 Vincent Street Daylesford

Commencing at 5:30PM

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BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

Tuesday 15 March 2022

CONDUCTING HYBRID COUNCIL MEETINGS

Council continues to be guided by government directives and wants to do the right thing for the health of our community during the COVID-19 pandemic. In line with these directives, the public are able to attend this meeting in person or virtually. To protect the health and wellbeing of Councillors, Council Officers, and the community, those attending in person will need to provide evidence of vaccination or a valid medical exemption.

In the spirit of open, transparent and accountable governance, this meeting will be live-streamed on Council's Facebook page. The meeting will also be recorded and made available on Council's website as soon as practicable after the meeting.

Council's meeting will be conducted tonight in accordance with:

- The Local Government Act 2020
- The COVID-19 Omnibus (Emergency Measures) Act 2020
- The Minister's Good Practice Guideline MGPG-1: Virtual Meetings
- Council's Governance Rules; and
- The Hepburn Shire Council Councillor Code of Conduct.

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Hepburn Shire Council acknowledges the Dja Dja Wurrung as the Traditional Owners of the lands and waters on which we live and work. On these lands, Djaara have performed age-old ceremonies of celebration, initiation and renewal. We recognise their resilience through dispossession and it is a testament to their continuing culture and tradition, which is strong and thriving.

We also acknowledge the neighbouring Traditional Owners, the Wurundjeri to our South East and the Wadawurrung to our South West and pay our respect to all Aboriginal peoples, their culture, and lore. We acknowledge their living culture and the unique role they play in the life of this region.

2 SAFETY ORIENTATION

Emergency exits and convenience facilities at the venue to be highlighted to members of the public in attendance.

3 OPENING OF MEETING

COUNCILLORS PRESENT: Cr Brian Hood, Cr Don Henderson, Cr Jen Bray, Cr Juliet Simpson, Cr Lesley Hewitt, Cr Tessa Halliday, Cr Tim Drylie

OFFICERS PRESENT: Mr Bradley Thomas - Chief Executive Officer, Mr Andrew Burgess - Director Organisational Services, Mr Bruce Lucas - Director Infrastructure and Delivery, Ms Leigh McCallum - Director Community and Development, Mr Chris Whyte – Manager Information and Communication Technology, Ms Rebecca Smith - Acting Manager People and Governance.

The meeting opened at 5:33pm.

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”

4 APOLOGIES

Nil

5 DECLARATIONS OF CONFLICTS OF INTEREST

Councillor Tessa Halliday declared a material conflict of interest for Item 14.1 General Business.

6 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 15 February 2022 (as previously circulated to Councillors) be confirmed.

MOTION

That the Minutes of the Ordinary Meeting of Council held on 15 February 2022 (as previously circulated to Councillors) be confirmed.

Moved: Cr Don Henderson

Seconded: Cr Tessa Halliday

Carried

7 NOTICES OF MOTION

There were no Notices of Motion tabled for this meeting.

8 ITEMS OF URGENT BUSINESS

Nil

9 COUNCILLOR AND CEO REPORTS

9.1 MAYOR'S REPORT

Councillor Tim Drylie, Creswick Ward

Cr Tim Drylie presented a verbal report.

9.2 COUNCILLOR REPORTS

Councillor Jen Bray, Birch Ward

Activities since Tue 15 February 2022

February 17 & March 2	Positive Ageing Pop-Up, Daylesford Coles & Hepburn General Store Chatted with a number of locals and heard their feedback and ideas on ways council can improve services and experiences for our older residents.
Saturday 19 & 26 Feb	Sustainable Hepburn Community Reference Group workshops x 2 Session 1: A great start to learning more about what the council is currently doing with Waste, Biodiversity, Climate response, and Reducing Emissions. Meeting our community representatives, councillors and staff. Setting goals and the scope for the project. Session 2 focussed on looking at the past strategies and teasing out ways to improve on that, as well as bringing many new ideas and solutions to the table.
Mon 21 Feb	Western Vic Transmission Line Project Working Group Catch up. Councillors, key staff and members of the various community groups opposing Ausnet Towers have regular monthly meetings to keep up to date on what efforts are being made to oppose this project. Planning for the community day in Kingston is well in hand.
Wed 23 Feb	I attended psychologist Dr Rob Gordon's excellent talk to help those who were impacted by the Creswick Floods. Doug Lindsay Reserve Creswick. Dr Gordon spoke of the need for people to get their routine back to make them feel more secure and safe, even while dealing with the overwhelming clean-up and insurance claims. He said people could expect the healing process could take up to two years, so it is important to reach out to community and council for support.
Friday 25 Feb	Attended Ballarat Art Gallery launch of Next Gen exhibition where top Year 12 Arts, Media and Design students across the region are selected to have their work exhibited. Proudly, Daylesford College had the work of two Year 12 students featured in the exhibition.

- Sunday 6 March Attended Stop Ausnet Towers
 – Community Day Kingston and District Power Alliance.
 Kingston Showgrounds hosted this strong turnout from the local community.
 Speakers including Mayor Tim Drylie, Cr Don Henderson, Catherine King MP, Louise Staley MP, Emma Muir (MCHPA Chair) sent a strong message to oppose the project and send it back to the drawing board. This was followed up by many people attending the Tractor Rally at Parliament Spring St Melb, on Tue 8 March. Making the news on TV, Radio and print.
- Tue 8 March I was delighted to attend the International Women’s Day, Heather Mutimer Honour Roll Awards at Daylesford Town Hall. It was impressive to hear from our local Daylesford College Students who spoke and performed so confidently – Alice Dennis who spoke on ‘Break the Bias’, Lucy Muscat who spoke on “ Gender equality today for a sustainable tomorrow” and Lily Austin who sang and played guitar. Inspiring to see our young women leading the way. Congratulations to Joanne Pegg, the principal of Bullarto Primary school, champion of inclusive learning, and martial arts black belt for her well deserved induction onto the roll.
- Fri 11 March Attended the Central Victorian Goldfields World Heritage Bid briefing with speakers: The Hon John Brumby AO, The Hon Denis Napthine AO and Prof Trevor Budge. Across 13 shires, if successful this nomination to World Heritage Listing would mean acknowledgement of our unique landscape and heritage world wide and a potential tourism drawcard.
- Thur 10 March -
 Sun 13 March ChillOut Festival – Daylesford, Hepburn Springs & surrounds
 Opening: It was a pleasure to hear the Daylesford Primary School Choirs on the street outside the Town Hall, open this colourful festival with their beautiful songs about love and rainbows.
 Youth Sound Shell, Hepburn Mineral Springs: It was incredible to see our young queer community in action. They helped organise the day with bands, and panels. It was amazing to hear them speak so confidently about their experiences and the challenges they face every day. A fun, relaxed day for young people and families – definitely worth making this an annual event.
- It looks like there will be ongoing Sound Shell Saturdays for young people over the next 4 weeks with local bands playing at the Mineral Springs Sound shell on Saturdays from 3pm.
- ChillOut Parade, Main St Daylesford:

Fabulous to take part in this over-the-top event, walking alongside Hepburn Shire council library team, councillors and other staff with the theme

Come Fly With Us at Hepburn Library. The crowd noise and enthusiasm levels suggest people were happy to be out and celebrating after 2 years of lockdowns. Congratulations to the ChillOut organisers and volunteers who worked so hard to pull off this spectacular event.

Community

I have had many conversations with people about council's upcoming decision about Aged Care Services. I can understand their concerns, as our older residents and their families really value the personal touch that council's care workers bring to their task. Council will consider this decision very carefully.

I continue to have people contact me expressing their concerns about the sale of the Rex and wondering about the community engagement process. At the moment I am unable to give any updates.

Many people have been in contact about delays in the planning department. I understand their frustrations. Council are asking the community for their patience and understanding as we work through a large backlog of applications while experiencing (state -wide) planning staff shortages, and extra workload from two storm events in the last 8 months.

Concerns have been raised with me about the exclusion of unvaccinated members of our community from council events and facilities. Currently council are bound by State Govt regulations which still require proof of vaccination status at some settings. Council will inform the community if there are any changes to our current requirements.

Contacts with local action groups with the Stop Ausnet Towers campaign

Promoting

Inviting our young people to be involved in the Sustainable Hepburn Strategy, Youth Strategy, Freeza group, ChillOut Youth Soundshell event and ongoing Sound Shell Saturday's at the Mineral Springs at 3pm.

Stop Ausnet's Towers Community Day and Tractor Rally, Spring St.

Positive Aging Pop-ups – community engagement

Councillor Lesley Hewitt, Birch Ward

I am starting my report by acknowledging Anne E Stewart – Anne E is leaving Daylesford after 31 years of contributing to the community and moving to Brisbane. Anne E is a story teller, who for five years volunteered at the Shire’s International Women’s Day celebration telling the stories of the many women inducted onto the Heather Mutimer Honor Troll. Some of her many contributions to the Daylesford community have included serving as Daylesford Primary School Council for nine years, serving on the Swiss Italian Festa and Words In Winter Committees, re-invigorating the New Year’s Eve Gala, establishing our after school care program and contributing to reconciliation, serving on the Shire’s Reconciliation Advisory Group. It is a remarkable and valued contribution to community life, and I wish her well as she moves to her next adventure.

This month significant work has been done on the Sustainable Hepburn strategy where I have taken part along with other Councillors in the Community Reference Groups. I have been involved in the biodiversity group and have valued the depth of knowledge that we have available to us amongst residents around the Shire. I want to bring attention to the Chill Out Grove of Gratitude, that not only acknowledges the contribution of members of the LGBTQIA+ community to that community, but in assisting to regenerate the area at the bottom end of Lake Daylesford contributes to ensuring biodiversity across the Shire. Last Thursday Chill Out planted sedges which are a food source for a very rare butterfly.

It is good to see that events are back in the Shire - whether it’s large events such as Chill Out or smaller events like the Glenlyon and District Pony Club Horse Trials at the end of February that had over 120 entries. These events would not occur without the contribution of volunteers and add to community life. Council provides in kind support for many of these events that often goes unrecognized, including providing venues and as at Glenlyon, maintaining the grounds.

For me, International Women’s Day started this year for a breakfast with members of the Shire’s Gender Equity Committee and end with the International Women’s Day Celebration. I was pleased to be asked by the International Women’s Day Committee including co-chairs Cr Simpson and Cr Henderson to MC the celebration and to hear guest speaker Claire Keeley talk about her experiences developing services in the western region of Melbourne for women who developed breast cancer, to here Daylesford Secondary School students Lucy Muscat and Alice Dennis talk about the themes of IWD – braking the bias and climate change and to see Joanne Pegg inducted onto the Heather Mutimer Honour Roll. A great celebration of the contribution of women in the Shire.

Ongoing council activities included various Council briefings and meeting with residents and I also attended a session that updated Councillors on the Central Goldfields World Heritage bid.

Councillor Tessa Halliday, Cameron Ward

Presented a verbal report.

Councillor Don Henderson, Creswick Ward

Presented a verbal report.

Councillor Brian Hood, Coliban Ward

Councillors I will comment on 2 positives, one negative and make an observation on perspective.

I was delighted to see Joanne Pegg, principal of Bullarto Primary School, inducted into the Heather Mutimer Honour Roll at the International Womens' Day function. The award fittingly recognises Joanne's remarkable contribution to inclusive learning and she is most deserving of this honour.

Trentham resident Sandy Scheltema had her photo-journalism work on storm recovery interviews with local residents accepted by the State Library of Victoria. This follows the National Library of Australia last year accepting her similar work on Covid lockdowns and experiences. Both sets of interviews will be permanently on display for posterity. Sandy has also recently been engaged by the SLV for ongoing work on the impact of Covid on regional communities. Her work was funded by Council and the Trentham & Districts community bank and generated a \$2000 donation to the CFA through the production of a calendar.

Regrettably I must also note the residents of Trentham and surrounding areas have endured 12 unplanned interruptions to power in the first 10 weeks of 2022. Such disruption causes havoc to day to day lives, working from home and running a business. It is sincerely hoped that privatised power companies invest more substantially in making their infrastructure more robust and reliable.

On an entirely different level....I cannot escape the world around me and nor would I wish to. As an avid user of credible media sources and as I go about my responsibilities as a councillor I am constantly reminded of the concept of perspective.

Australia's death toll from Covid is fast approaching 5600; in Ukraine 564 innocent, unarmed civilians, including 41 children have been slaughtered and tens of thousands rendered homeless; closer to home 22 people have lost their lives in the Qld/NSW floods; and in recent months 12 people, including 4 children, have died in Victoria while waiting for an ambulance.

These tragic realities hang over us and shape our frame of mind. They also serve to remind us of the need for perspective....

Councillor Juliet Simpson, Holcombe Ward

On the 16 February I attended the Glenlyon Recreation Reserve Asset Management Committee meeting.

On Thursday 24 February I attend the Drummond Hall Committee of Management meeting.

On Tuesday 8 March I attended the International Women's Day Heather Mutimer Honour Roll event at the Daylesford Town Hall. Ms Joanne Pegg, the principle of the Bullarto Primary School, was inducted onto the Honour roll.

On Thursday 10 March I attended the Draft Aquatics Strategy pop up at the Daylesford Pool.

RECOMMENDATION

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

MOTION

That Council receives and notes the Mayor's and Councillor Reports.

Moved: Cr Don Henderson

Seconded: Cr Lesley Hewitt

Carried

9.3 CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer Report informs Council and the community of current issues, initiatives and projects undertaken across Council.

- Nil

CHIEF EXECUTIVE OFFICER UPDATE

On 15 February 2022, we held our first Ordinary Council Meeting for 2022.

At the February meeting, Council adopted an Advocacy Statement. The Advocacy Statement contains key projects with estimated costs that we can take to funding bodies as we lobby for investment in our Shire by both levels of government on behalf of our community. This document is important to support our lobbying efforts as we enter into an election cycle of both State and Federal Governments within the next 12 months, and in the lead up to the upcoming 2022 budget. The Advocacy Statement has been published on the Shire's website.

It's been fantastic to see events returning in the Shire. The Daylesford Motorfest took place at Victoria Park, Daylesford on 19 and 20 February and was a huge success and it is fantastic to see this event thriving. This year the event reached capacity for the number of vehicles which could fit without using the Football Oval, therefore making it their biggest year to date. There was a one hundred percent increase in pre-sale tickets and the same increase in people using the free shuttle bus. Overall the organisers were thrilled with how well the whole weekend went, and already they have enquires from attendees for the dates next year so they can book accommodation now.

The organisers thanked our Parks team for the venue looking amazing on the weekend and also Bridgette O'Brien and Rebecca Pedretti in the Events team for their organisation, assistance and communication which made organising an event in the Hepburn Shire a pleasure.

As part of our continued storm recovery work, on 23 February Dr Rob Gordon returned to Hepburn Shire to speak to our community about disaster recovery. Dr Gordon's 40 years' experience is invaluable in helping survivors of traumatic events, such as the June 2021 storms and the January floods, understand trauma and gain insights into responses and ways to move forward. His compelling presentations explain the science and emotion of trauma and the processes and milestones of recovery.

We have held several sessions for community members from Creswick and surrounds to drop in and speak with staff and agency staff about their experiences of the storm in January. We wanted to hear people's stories – to see their photos and videos, to understand what worked well, or didn't work well during the storm, and to hear of any maintenance issues that need addressing and thank the community members who have shared their stories.

We have almost finished tree works and removal of green waste in Creswick and surrounding areas following the storm event in January. Contractors are continuing to clear drains and pits from storm affected streets. You might have noticed that street sweeping is underway and our contractor will follow the drain and pit cleaning crews to remove storm debris from roads and kerbs.

The Creswick Recovery Centre is still open by appointment and is a place for people impacted by the recent storm to find out about available support. This includes residents, property owners, business operators and farmers.

On Monday 28 February our staff returned to work in the office. It was exciting to see colleagues again in person and meet some staff who we'd previously only met via Zoom or Teams meetings during COVID.

Council continues to lobby against the Western Victoria Transmission Network Project (WVTNP). Thank you to everyone who have attended one of our drop-in sessions to discuss the WVTNP and the EES process. Council will be supporting the community to prepare submissions to the Environmental Effects Statement (EES) on the project by hosting a number of drop-in sessions where community members can get advice on making a submission.



On Tuesday 08 March we held our Annual International Women's Day (IWD) Heather Mutimer Honour Roll event in the Daylesford Town Hall. This year's IWD theme was "Break the bias".

The guest speaker at our event was Claire Culley, the CEO of the Otis Foundation, a national not-for-profit organisation that provides retreat accommodation at no cost to anyone dealing with the challenges of breast cancer. Claire has been in the role for

2 years and as a breast cancer survivor herself truly understands the value of having time out to reconnect with loved ones.

Daylesford College student representatives Alice Dennis and Lucy Muscat gave inspirational speeches about the International Women's Themes, and Lily Austin from Daylesford College gave a brilliant performance of 'We won't run' by Sarah Blasko.

Joanne Pegg was announced as the 2022 inductee of the Heather Mutimer Honour Roll, on International Women's Day.

Jo received this recognition for her tireless work toward social inclusion and inclusive learning in the Shire. Jo has changed the lives of many people, particularly in her role as Principal of Bullarto Primary School and her support for students who are on the fringes of mainstream learning.



Monday 14 March will mark the final day of our 2021/2022 Aquatics Season. I hope many of you had the chance to visit and enjoy the pools throughout the season. If you haven't had a chance to look at our draft Aquatics Strategy, it has recommendations and actions, including facility upgrades and ways to get more people using our pools and splash park. The draft strategy also supports the identified need for access to a year-round facility. If you would like to review the draft strategy and complete a survey, the survey is open until Friday 18 March on our participate Hepburn website at <https://participate.hepburn.vic.gov.au/aquatics-strategy>.

As part of the artisan agriculture project we are inviting producers and growers from the Hepburn Shire and broader Central Highlands region to complete the second Artisan Agriculture Survey in a three-year, annual survey. As the voice of producers, the 2022 Artisan Agriculture Survey creates a deeper understanding on the needs of the sector and enable Council's Artisan Agriculture Project Advisory Group to provide

services which best increase sector capability. If you haven't already participated, the survey is open until Sunday 10 April.

Council has recently gone through an IT equipment renewal phase and has replaced some of our laptop and desktop computers. We donated these devices to Flash Drive, a non-profit registered charity committed to reusing and recycling e-devices. Flash Drive offers programs and services designed to help our community access and learn about technology, offering high-quality second-hand computers at affordable rates for people who may be experiencing disadvantage and want to improve their digital literacy. This recycling initiative was a suggestion by members of our ICT team.

We are currently experiencing an all-time high of planning, building and septic applications, general enquiries and information requests. As a result we acknowledge that our responsiveness to enquiries isn't as efficient as it has previously been, but please know we are working hard to turn this around. There is a state-wide shortage of planners, which is also impacting regional councils. It is likely that over the next few months there will continue to be some delays as we work to boost resources in the team and get through the bulk of applications which continue to come in. If you are seeking up to date information on applications, please refer to our webpage.

Across Local Government, and many other industries we are experiencing a shortage of staffing, this is due to a whole range of factors but in particular people are reconsidering their options following the COVID pandemic – this does mean we have a number of employment vacancies and I encourage you to view these opportunities on our website. Also, it does mean we are delayed in responding to customers on a number of occasions, we apologise for this and are working on recruitment as quickly as we can.

Some of the meetings I have attended over the past months include:

- Council briefings
- Council meeting
- Advocacy meeting with Martha Haylett (Labor Candidate for Ripon)
- Meeting with Stuart Grimley MP to discuss concerns or needs of the Shire
- Advocacy meeting between Hepburn Shire Council and Louise Staley
- Introductory meeting with the new Regional Director, Grampians – Mitch Watson
- Trentham Early Years centre opening
- Information and Communication Technology (ICT) strategy meeting
- COVID-19 meetings with various agencies
- Community Bank Meeting – Trentham Community Hub
- Audit and Risk Committee Agenda Planning

- Victorian Planning Authority Stakeholder event with the Minister for Planning, the Hon Richard Wynne
- Gender Equality Action Plan (GEAP) meetings
- Creswick storm debrief meeting, and storm event meetings with various agencies
- Meetings regarding the Western Victoria Transmission Network Project (WVTNP)
- Regular and recurring meetings with Directors and direct reports
- Executive Team and Leadership Team meetings
- Meetings relating to Council's new internet site (expected to launch in June 2022)
- Loddon Campaspe Councils and Central Highlands CEO's meeting
- Enterprise Agreement (EA) staff information meetings
- Round Table Dinner - Committee for Ballarat
- Meeting regarding staff accommodation
- DJPR, CEOs and MAV forum
- International Women's Day morning tea – Staff and Councillors

Next month, due to the long weekend and public holidays falling on Easter Friday and Easter Monday, our Council meeting will be held on **Wednesday 20 April 2022**, rather than on the usual Tuesday.

RECOMMENDATION

That Council receives and notes the Chief Executive Officer's Report for March 2022.

MOTION

That Council receives and notes the Chief Executive Officer's Report for March 2022.

Moved: Cr Jen Bray

Seconded: Cr Tessa Halliday

Carried

10 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 purposes of:

- Tabling petitions
- Responding to questions from members of our community
- Members of the community to address Council

Community members are invited to be involved in public participation time in accordance with Council's Governance Rules.

Individuals may submit written questions or requests to address Council to the Chief Executive Officer by 10:00am the day before the Council Meeting.

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.

Questions received may be taken on notice but formal responses will be provided to the questioners directly. These responses will also be read out and included within the minutes of the next Ordinary Meeting of Council to make them publicly available to all.

BEHAVIOUR AT COUNCIL MEETINGS

Council supports a welcoming, respectful and safe environment for members of the community to participate at Council Meetings regarding issues that are important to them. Council's Governance Rules sets out guidelines for the Mayor, Councillors, and community members on public participation in meetings. It reinforces the value of diversity in thinking, while being respectful of differing views, and the rights and reputation of others.

Under the Governance Rules, members of the public present at a Council Meeting must not be disruptive during the meeting.

Respectful behaviour includes:

- Being courteous when addressing Council during public participation time and directing all comments through the Chair
- Being quiet during proceedings
- Being respectful towards others present and respecting their right to their own views

Inappropriate behaviour includes:

- Interjecting or taking part in the debate
- Verbal abuse or harassment of a Councillor, member of staff, ratepayer or member of the public
- Threats of violence

10.1 PUBLIC QUESTIONS

The Chair will read out responses to questions taken on notice from the last ordinary meeting, and then read and respond to new questions received in accordance with Council's Governance Rules.

Question 1 – Kaye Powell

Last year a group of concerned Glenlyon residents met with Council officers. The Hamlet development was being further subdivided and all we had to protect the town was a plan from the 1860's. Glenlyon was way down the list of future planning.

We quoted the Waste Water Management (WWM) Plan 2014 where Council policy that states blocks under 4,000sq mt are high risk.

We were then told that specific plan was not 'incorporated' so not binding. It was clear from later Council meetings that a vote by Councillors 'endorsed' a plan to make it binding. In combing through earlier minutes I discovered the WWM Plan was 'endorsed' by a Council vote.

What is the process by which Council plans become binding policy?

Response – Mayor Tim Drylie

The Domestic Waste Water Management Plan (DWMP) isn't an incorporated document into the planning scheme and sits as an independent Council reference document. A Council plan is a document of significant reference that officers are to refer to when providing advice or making recommendations/determinations.

The formal process when determining appropriate lot sizes will be when Council commences the Glenlyon Structure Planning process. Following the completion of the Structure Plan a Planning Scheme Amendment will be required to incorporate the findings into the Scheme which will be binding.

Question 2 – Kaye Powell

Is the Waste Water Management Plan 2014 a binding policy and if not why not?

Response – Mayor Tim Drylie

The Domestic Waste Water Management Plan (DWMP) is not a binding policy under the Planning Scheme, however it is an adopted agreement between Council and the relevant water authority as to how wastewater management can be appropriately dealt with within our local government area. The 2014 DWMP is currently being reviewed by Council and water authorities with the intention of having a new DWMP in place shortly. Council Officers are required to refer to the DWMP for waste water management in Hepburn Shire.

Question 3 – Gillian Trebilcock and Gina Lyons

Note: this question is has been asked by both Gillian Trebilcock and Gina Lyons.

During the Community Engagement process will the community be advised details of the Letter of Instruction to valuers tendering for the valuation of The Rex?

Response – Mayor Tim Drylie

No – the community engagement process is to seek community comment on the proposed sale of the building or not. The process for the sale, should council determine to proceed, will be in accordance with the *Local Government Act 2020*.

Question 4 – Gillian Trebilcock

Is Council interested in exploring the establishment of a social enterprise café as an initiative to support young people locally?

Response – Mayor Tim Drylie

Council is currently developing a Youth Strategy which will consider employment and training opportunities for young people, along with the potential to establish a Youth Council or Youth Advisory Committee. The option of a social enterprise cafe as an initiative to support young people locally could be referred to a Youth Council or Youth Advisory Committee for consideration.

Question 5 – Gina Lyons

Will the Letter of Instruction to value The Rex require the approved valuer to include, but not be limited to, the following:

- a) Value the property as is, and
- b) Value the property on completion (as planned) with a lease to Council for, say, 10 years plus the option of 2x5 year extensions – thereby providing book-end valuations?

Response – Mayor Tim Drylie

Council sought formal valuations during 2021 as part of considering available options for the project. These included external and independent valuations for several options including

- the value of the building as is,
- the value of the building, as is, with a pre-commitment to lease back
- the value of the building at completion (based on the plans provided) with a pre-commitment for lease back.

The updated property valuation to be obtained as part of the proposed sale of the building will be for the value of the building, as is, in accordance with Councils decision.

Question 6 - Kate McCrae

Will the Council take this opportunity to take Daylesford's heritage Vincent Street to a new level by protecting the Rex building?

Response – Mayor Tim Drylie

Vincent Street, Daylesford, is protected by a heritage overlay under the planning scheme and this heritage overlay includes the front façade of the Rex Building.

Any additional protections would be considered as part of any future planning permit application received by Council.

Question 7 - Kate McCrae

Will the council make sure the Rex's heritage standing in the planning scheme both internal and external are respected and save it either in private hands or in public hands from the ravages of the bulldozer?

Response – Mayor Tim Drylie

Vincent Street, Daylesford, is protected by a heritage overlay under the planning scheme and this heritage overlay includes the front façade of the Rex Building. No additional protections are proposed.

Any additional protections would be considered as part of any future planning permit application receive by Council.

Question 8 - Jennifer Beacham

Has the Council considered the option of combining Visitor Information with the Library which is done very successfully in South Australia or in Victoria in Sale where it is also combined with the Art Gallery?

Response – Mayor Tim Drylie

No, not at this stage. However, it is an option that could be explored in the scoping of a new project to accommodate Council services as per the decision at the 23 November 2021 Council meeting.

Question 9 - Jennifer Beacham

How many staff need to be relocated to other locations than currently used?

Response – Mayor Tim Drylie

All staff will continue to operate from current sites and no other locations are being considered for immediate needs. It is noted that Council will be considering accommodation options as part of scoping a new project as per the decision of Council at the 23 November 2021 Council meeting.

Question 10 - Edwin Beacham

Has the Council considered setting up a shop to promote local artisan and unique products and produce from the area as is done in the Barossa Made and Food Pantry and in other shires in Victoria and South Australia? Would the Council consider the Rex Complex as a suitable location for such a proposal?

Response – Mayor Tim Drylie

The Artisan Agriculture project is in its preliminary stages of undertaking a scoping exercise with local producers, facilitated by Open Food Network to consider what a 'Hepburn Food and Produce Hub' may look like. This will include what the governance model might be and who would run such an enterprise should it be considered a feasible option.

In terms of the Rex as a possible location for such a proposal, at this stage this has not been considered as Council have determined to commence a process for the sale of this building. If the building is retained by Council this may be further considered.

Question 11 - Julien McDonald

1a. How many council staff have unsatisfactory working conditions in terms of OH&S and where are these staff currently located?

1b. How many council staff require accommodation, what department are they from?

1c. As there is now a trend to working from home, how will this impact staff office requirements?

Response – Mayor Tim Drylie

It is acknowledged that many staff are working in non-ideal conditions, with poor amenities, and a lack of disability access which doesn't meet current day standards.

All staff are currently accommodated within existing sites. All staff will continue to operate from current sites and no other locations are being considered for immediate needs. It is noted that Council will be considering accommodation options as part of scoping a new project as per the decision of Council at the 23 November 2021 Council meeting.

Council has adopted a flexible working from home policy that is available to staff dependent on operational needs.

Question 12 - Julien McDonald

What additional space does the library require and what additional services are envisaged to be incorporated into a new library facility?

Response – Mayor Tim Drylie

The Daylesford Library is currently operating all library services from its current site. Expansion of the Library to accommodate future growth will be further considered as part of a new project to accommodate council services as per the decision at the 23 November 2021 Council Meeting.

Question 1 – Kaye Powell

Last year a group of concerned Glenlyon residents met with Council officers. The Hamlet development was being further subdivided and all we had to protect the town was a plan from the 1860's. Glenlyon was way down the list of future planning.

We quoted the Waste Water Management (WWM) Plan 2014 where Council policy that states blocks under 4,000sq mt are high risk.

We were then told that specific plan was not 'incorporated' so not binding. It was clear from later Council meetings that a vote by Councillors 'endorsed' a plan to make it binding. In combing through earlier minutes I discovered the WWM Plan was 'endorsed' by a Council vote.

What is the process by which Council plans become binding policy?

Response – Mayor Tim Drylie

The Domestic Waste Water Management Plan (DWMP) isn't an incorporated document into the planning scheme and sits as an independent Council reference document. A Council plan is a document of significant reference that officers are to refer to when providing advice or making recommendations/determinations. The formal process when determining appropriate lot sizes will be when Council commences the Glenlyon Structure Planning process. Following the completion of the Structure Plan a Planning Scheme Amendment will be required to incorporate the findings into the Scheme which will be binding.

Question 2 – Kaye Powell

Is the Waste Water Management Plan 2014 a binding policy and if not why not?

Response – Mayor Tim Drylie

The Domestic Waste Water Management Plan (DWMP) is not a binding policy under the Planning Scheme, however it is an adopted agreement between Council and the relevant water authority as to how wastewater management can be appropriately dealt with within our local government area. The 2014 DWMP is currently being reviewed by Council and water authorities with the intention of having a new DWMP in place shortly. Council Officers are required to refer to the DWMP for waste water management in Hepburn Shire.

Question 3 – Gillian Trebilcock and Gina Lyons

Note: this question is has been asked by both Gillian Trebilcock and Gina Lyons.

During the Community Engagement process will the community be advised details of the Letter of Instruction to valuers tendering for the valuation of The Rex?

Response – Mayor Tim Drylie

No – the community engagement process is to seek community comment on the proposed sale of the building or not. The process for the sale, should council determine to proceed, will be in accordance with the *Local Government Act 2020*.

Question 4 – Gillian Trebilcock

Is Council interested in exploring the establishment of a social enterprise café as an initiative to support young people locally?

Response – Mayor Tim Drylie

Council is currently developing a Youth Strategy which will consider employment and training opportunities for young people, along with the potential to establish a Youth Council or Youth Advisory Committee. The option of a social enterprise cafe as an initiative to support young people locally could be referred to a Youth Council or Youth Advisory Committee for consideration.

Question 5 – Gina Lyons

Will the Letter of Instruction to value The Rex require the approved valuer to include, but not be limited to, the following:

- a) Value the property as is, and
- b) Value the property on completion (as planned) with a lease to Council for, say, 10 years plus the option of 2x5 year extensions – thereby providing book-end valuations?

Response – Mayor Tim Drylie

Council sought formal valuations during 2021 as part of considering available options for the project. These included external and independent valuations for several options including:

- the value of the building as is,
- the value of the building, as is, with a pre-commitment to lease back
- the value of the building at completion (based on the plans provided) with a pre-commitment for lease back.

The updated property valuation to be obtained as part of the proposed sale of the building will be for the value of the building, as is, in accordance with the Council's decision.

Question 6 - Kate McCrae

Will the Council take this opportunity to take Daylesford's heritage Vincent Street to a new level by protecting the Rex building?

Response – Mayor Tim Drylie

Vincent Street, Daylesford, is protected by a heritage overlay under the planning scheme and this heritage overlay includes the front façade of the Rex Building. Any additional protections would be considered as part of any future planning permit application received by Council.

Question 7 - Kate McCrae

Will the council make sure the Rex's heritage standing in the planning scheme both internal and external are respected and save it either in private hands or in public hands from the ravages of the bulldozer?

Response – Mayor Tim Drylie

Vincent Street, Daylesford, is protected by a heritage overlay under the planning scheme and this heritage overlay includes the front façade of the Rex Building. No additional protections are proposed. Any additional protections would be considered as part of any future planning permit application received by Council.

Question 8 - Jennifer Beacham

Has the Council considered the option of combining Visitor Information with the Library which is done very successfully in South Australia or in Victoria in Sale where it is also combined with the Art Gallery?

Response – Mayor Tim Drylie

No, not at this stage. However, it is an option that could be explored in the scoping of a new project to accommodate Council services as part of the decision at the 23 November 2021 Council meeting.

Question 9 - Jennifer Beacham

How many staff need to be relocated to other locations than currently used?

Response – Mayor Tim Drylie

All staff will continue to operate from current sites and no other locations are being considered for immediate needs. It is noted that Council will be considering accommodation options as part of scoping a new project as per the decision of Council at the 23 November 2021 Council meeting.

Question 10 - Edwin Beacham

Has the Council considered setting up a shop to promote local artisan and unique products and produce from the area as is done in the Barossa Made and Food Pantry and in other shires in Victoria and South Australia? Would the Council consider the Rex Complex as a suitable location for such a proposal?

Response – Mayor Tim Drylie

The Artisan Agriculture project is in its preliminary stages of undertaking a scoping exercise with local producers, facilitated by Open Food Network to consider what a 'Hepburn Food and Produce Hub' may look like. This will include what the governance model might be and who would run such an enterprise should it be considered a feasible option.

In terms of the Rex as a possible location for such a proposal, at this stage this has not been considered as Council have determined to commence a process for the sale of this building. If the building is retained by Council this may be further considered.

Question 11 - Julien McDonald

1a. How many council staff have unsatisfactory working conditions in terms of OH&S and where are these staff currently located?

1b. How many council staff require accommodation, what department are they from?

1c. As there is now a trend to working from home, how will this impact staff office requirements?

Response – Mayor Tim Drylie

It is acknowledged that many staff are working in non-ideal conditions, with poor amenities, and a lack of disability access which doesn't meet current day standards. All staff are currently accommodated within existing sites. All staff will continue to operate from current sites and no other locations are being considered for immediate needs. It is noted that Council will be considering accommodation options as part of scoping a new project as per the decision of Council at the 23 November 2021 Council meeting.

Council has adopted a flexible working from home policy that is available to staff dependent on operational needs.

Question 12 - Julien McDonald

What additional space does the library require and what additional services are envisaged to be incorporated into a new library facility?

Response – Mayor Tim Drylie

The Daylesford Library is currently operating all library services from its current site. Expansion of the Library to accommodate future growth will be further considered as part of a new project to accommodate council services as per the decision at the 23 November 2021 Council Meeting.

10.2 REQUESTS TO ADDRESS COUNCIL

Members of our community who have submitted a request in accordance with Council's Governance Rules will be heard.

Dr Kerry Proctor and Ms Pat Hopkin addressed Council in relation to their petition for an off-lead dog park for Trentham.

10.3 PETITIONS

The Petition, a dedicated off leash, safe and contained dog area was received on 15 March 2022 and has been signed by 436 people, however 225 signatures are invalid as complete addresses have not been provided and or a surname.

This leaves 211 valid signatures.

The petition reads:

“Due to public demand along with the number of dogs in Trentham and surrounding areas increasing dramatically, we are petitioning the Hepburn Shire Council for a dedicated safe and enclosed dog off leash park. Currently many of us have been exercising our dogs at the Market Street Reserve, the only enclosed area in Trentham and for many, walking distance from their homes. We are very responsible dog owners who pick up after our dogs. The Council recently put signage up to prevent dogs from entering the Reserve. We are petitioning Council to provide some dedicated off leash times at the Reserve while funding is found for a new location, and to take seriously the need for a dog safe area as soon as possible for our Community.”

RECOMMENDATION

That Council:

- 1. Receives and notes the Petition;*
- 2. Refers the request for dedicated off-leash times at the Market Street Reserve to the Chief Executive Officer for consideration, and;*
- 3. Refers the request for future funding to be considered as part of 2022/2023 Council Budget.*

MOTION

That Council:

- 1. Receives and notes the Petition;*
- 2. Refers the request for dedicated off-leash times at the Market Street Reserve to the Chief Executive Officer for consideration, and;*
- 3. Refers the request for future funding to be considered as part of 2022/2023 Council Budget.*

Moved: Cr Brian Hood

Seconded: Cr Lesley Hewitt

Carried

11 A RESILIENT AND SUSTAINABLE ENVIRONMENT

11.1 PROPOSED SPECIAL CHARGE SCHEME FOR SOLAR SAVERS PROGRAM - 2021/2022 DIRECTOR COMMUNITY AND DEVELOPMENT

In providing this advice to Council as the Sustainability Officer, I Manny Pasqualini have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL - Proposed Special Charge Scheme for Solar Savers Program March 2022 [11.1.1 - 33 pages]

EXECUTIVE SUMMARY

Hepburn Shire Council is making solar power more accessible to low-income households through the Solar Savers program. It is among the first programs in Australia enabling households to install solar photovoltaic systems (solar PV) and pay them off through a special charge scheme over 8 years. Council has committed through its Council Plan (2021-2025) and other programs that it supports, to not only reduce greenhouse gas emissions, but to support those most vulnerable to climate change impacts and increasing energy costs. This project was specifically aimed at pensioner households, who are more vulnerable to increasing energy costs.

Solar photovoltaic technology (solar PV) provides a wide range of community benefits including:

- Reduction in household energy bills
- Future-proofing against increasing costs of electricity
- Increasing the value of the home
- Reduction in household carbon footprint

In addition, the community benefits of the Solar Savers SRC program are:

- Addresses the cost barrier of solar - Council pay the up-front costs which households gradually repay at no interest, making solar more affordable.
- Targets more vulnerable households, specifically pension card holders who may have a low income and experience energy bill stress.
- Solar Savers complete an energy bill assessment for the household to advise if solar will be a good financial option and ensure they will not be out-of-pocket during the loan period.
- Solar Savers have independently evaluated and selected a trusted and accredited installer, to ensure the systems installed are of good quality and workmanship.
- Increased take-up of renewable energy increases the sustainability of the community.

This report recommends Council initiate the declaration a Special Charge Scheme under Section 163 of the Local Government Act 1989 for the purposes of defraying

expenses relating to the provision of solar energy systems on residential properties participating in the Solar Savers scheme.

The residential properties included in the proposed scheme have nominated to participate in the proposed scheme and have signed an agreement based on the quoted cost of the provision of a solar energy system at their property.

The total cost of the works is calculated at \$43,595.29 GST exclusive, of which property owners will contribute the entirety over an 8-year period.

OFFICER'S RECOMMENDATION

That Council:

1. *Council gives notice of its intention to declare a special charge in accordance with section 163 of the Local Government Act 1989 (Act) as follows:*
 - a. *A special charge is declared for the period commencing on the day on which Council issues a notice levying payment of the special rate and concluding on the tenth anniversary of that day.*
 - b. *The special charge be declared for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Savers scheme, which project:*
 - i. *Council considers is or will be a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this resolution); and*
 - ii. *arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.*
 - c. *The total:*
 - i. *cost of performing the function described in paragraph 1(b) of this resolution be recorded as \$43,595.29 ex-GST; and*
 - ii. *amount for the special charge to be levied be recorded as \$43,595.29 ex-GST, or such other amount as is lawfully levied as a consequence of this resolution.*
 - d. *The special charge be declared in relation to all rateable land described in the table included as Appendix B to this report, in the amount specified in the table as applying to each piece of rateable land.*
 - e. *The following be specified as the criteria which form the basis of the special charge so declared:*

Ownership of any land described in paragraph 1(d) of this resolution.

- f. *The following be specified as the manner in which the special charge so declared will be assessed and levied:*
 - i. *a special charge calculated by reference to the size of the solar energy system being installed and the particular costs of installation at each property participating in the Solar Savers scheme, in respect of which a Householder Agreement has been executed, totalling \$43,595.29 ex-GST, being the total cost of the scheme to Council;*
 - ii. *to be levied each year for a period of 8 years.*
 - g. *Having regard to the preceding paragraphs of this resolution and subject to section 166(1) of the Act, it be recorded that the owners of the land described in paragraph 1(d) of this resolution will, subject to a further resolution of Council to declare the special rates charge, pay the special charge in the amount set out in paragraph 1(f) of this resolution in the following manner:*
 - i. *payment annually by a lump sum on or before one month following the issue by Council of a notice levying payment under section 163(4) of the Act; or*
 - ii. *payment annually by four instalments to be paid by the dates which are fixed by Council in a notice levying payment under section 163(4) of the Act.*
2. *Council considers that there will be a special benefit to the persons required to pay the special charge because there will be a benefit to those persons that is over and above, or greater than, the benefit that is available to persons who are not subject to the proposed special charge, as a result of the expenditure proposed by the special charge, in that the properties will have the benefit of a solar energy system being installed.*
 3. *Council, for the purposes of having determined the total amount of the special charge to be levied:*
 - a. *considers and formally records that only those rateable properties included in the Solar Savers scheme as proposed will derive a special benefit from the imposition of the special charge, and there are no community benefits to be paid by Council; and*
 - b. *formally determines for the purposes of section 163(2)(a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the special charge to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to the persons who are liable to pay the special charge is 100%.*
 4. *Public notice be given in The Local and The Courier newspapers of Council's intention to declare, at its ordinary meeting to be held on 15 March 2022, the special charge in the form set out above.*

5. *Separate letters, enclosing a copy of this resolution, Appendix C to this report and the public notice referred to in paragraph 4 of this resolution, are to be sent to the owners of the properties included in the scheme, advising of Council's intention to levy the special charge, the amount for which the property owner will be liable, the basis of calculation of the special charge, and notification that submissions and/or objections in relation to the proposal will be considered by Council in accordance with sections 163A, 163B and 223 of the Act.*
6. *The Council's Hearing of Submissions Committee be convened, at a date and time to be fixed, to hear persons who, in their written submissions made under section 223 of the Act, advise that they wish to appear in person, or to be represented by a person specified in the submission, at a meeting in support of their submission.*
7. *The Sustainability Officer be authorised to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under sections 163A, 163(1A), (1B) and (1C), 163B and 223 of the Act.*

MOTION

That Council:

1. *Council gives notice of its intention to declare a special charge in accordance with section 163 of the Local Government Act 1989 (Act) as follows:*
 - a. *A special charge is declared for the period commencing on the day on which Council issues a notice levying payment of the special rate and concluding on the tenth anniversary of that day.*
 - b. *The special charge be declared for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Savers scheme, which project:*
 - i. *Council considers is or will be a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this resolution); and*
 - ii. *arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.*
 - c. *The total:*
 - i. *cost of performing the function described in paragraph 1(b) of this resolution be recorded as \$43,595.29 ex-GST; and*
 - ii. *amount for the special charge to be levied be recorded as \$43,595.29 ex-GST, or such other amount as is lawfully levied as a consequence of this resolution.*

- d. *The special charge be declared in relation to all rateable land described in the table included as Appendix B to this report, in the amount specified in the table as applying to each piece of rateable land.*
- e. *The following be specified as the criteria which form the basis of the special charge so declared:*

Ownership of any land described in paragraph 1(d) of this resolution.

- f. *The following be specified as the manner in which the special charge so declared will be assessed and levied:*
 - i. *a special charge calculated by reference to the size of the solar energy system being installed and the particular costs of installation at each property participating in the Solar Savers scheme, in respect of which a Householder Agreement has been executed, totalling \$43,595.29 ex-GST, being the total cost of the scheme to Council;*
 - ii. *to be levied each year for a period of 8 years.*
 - g. *Having regard to the preceding paragraphs of this resolution and subject to section 166(1) of the Act, it be recorded that the owners of the land described in paragraph 1(d) of this resolution will, subject to a further resolution of Council to declare the special rates charge, pay the special charge in the amount set out in paragraph 1(f) of this resolution in the following manner:*
 - i. *payment annually by a lump sum on or before one month following the issue by Council of a notice levying payment under section 163(4) of the Act; or*
 - ii. *payment annually by four instalments to be paid by the dates which are fixed by Council in a notice levying payment under section 163(4) of the Act.*
2. *Council considers that there will be a special benefit to the persons required to pay the special charge because there will be a benefit to those persons that is over and above, or greater than, the benefit that is available to persons who are not subject to the proposed special charge, as a result of the expenditure proposed by the special charge, in that the properties will have the benefit of a solar energy system being installed.*
 3. *Council, for the purposes of having determined the total amount of the special charge to be levied:*
 - a. *considers and formally records that only those rateable properties included in the Solar Savers scheme as proposed will derive a special benefit from the imposition of the special charge, and there are no community benefits to be paid by Council; and*
 - b. *formally determines for the purposes of section 163(2)(a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of*

the special charge to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to the persons who are liable to pay the special charge is 100%.

- 4. Public notice be given in The Local and The Courier newspapers of Council's intention to declare, at its ordinary meeting to be held on 15 March 2022, the special charge in the form set out above.*
- 5. Separate letters, enclosing a copy of this resolution, Appendix C to this report and the public notice referred to in paragraph 4 of this resolution, are to be sent to the owners of the properties included in the scheme, advising of Council's intention to levy the special charge, the amount for which the property owner will be liable, the basis of calculation of the special charge, and notification that submissions and/or objections in relation to the proposal will be considered by Council in accordance with sections 163A, 163B and 223 of the Act.*
- 6. The Council's Hearing of Submissions Committee be convened, at a date and time to be fixed, to hear persons who, in their written submissions made under section 223 of the Act, advise that they wish to appear in person, or to be represented by a person specified in the submission, at a meeting in support of their submission.*
- 7. The Sustainability Officer be authorised to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under sections 163A, 163(1A), (1B) and (1C), 163B and 223 of the Act.*

Moved: Cr Don Henderson

Seconded: Cr Jen Bray

Carried

BACKGROUND

Hepburn Shire Council is making solar power more accessible to low-income households through the Solar Savers program. It is among the first programs in Australia enabling households to install solar photovoltaic systems (solar PV) and pay them off through a special charge scheme over 8 years. Council has committed through its Council Plan (2021-2025) and other programs that it supports, to not only to reduce greenhouse gas emissions, but to support those most vulnerable to climate change impacts and increasing energy costs. This project was specifically aimed at pensioner households, who are more vulnerable to increasing energy costs.

Solar photovoltaic technology (solar PV) provides a wide range of community benefits including:

- Reduction in household energy bills
- Future-proofing against increasing costs of electricity

- Increasing the value of the home
- Reduction in household carbon footprint

In addition, the community benefits of the Solar Savers SRC program are:

- Addresses the cost barrier of solar - Council pay the up-front costs which households gradually repay at no interest, making solar more affordable.
- Targets more vulnerable households, specifically pension card holders who may have a low income and experience energy bill stress.
- Solar Savers complete an energy bill assessment for the household to advise if solar will be a good financial option, and ensure they will not be out-of-pocket during the loan period.
- Solar Savers have independently evaluated and selected a trusted and accredited installer, to ensure the systems installed are of good quality and workmanship.
- Increased take-up of renewable energy increases the sustainability of the community.

Council included \$125,000 funding for the project in the 2021/2022 budget and resolved to implement the Solar Savers project to install solar energy systems on homes receiving pensioner rate rebates through the establishment of a special charge scheme. Through an open tender process led by Procurement Australia, Macedon Ranges Solar Power was appointed to provide quotes and supply and install the solar energy systems.

The program was promoted to households in receipt of the rebate on their rate payments. To ensure that participating homes were aware of and agreed to the quoted system, price and the proposed special charge scheme, an agreement between Council and participants was developed (see Appendix A) (Householder Agreement). This agreement has been signed by the owner of each of the 8 households included in the proposed special charge scheme.

Solar energy systems of 3.3kW - 6.6kW were available through the program and have been sized to maximise the financial benefits to participating households. It is estimated that the average participating household will save \$100 above their rate repayments in electricity bills over the first year based on current electricity pricing. After 8 years households are expected to save in the order of \$400 - \$500 per year on electricity bills (although this will vary from household to household).

KEY ISSUES

Under Section 163 of the *Local Government Act 1989 (Act)*, Council is empowered to declare a special charge for the purposes of defraying any expenses in relation to the performance of a function or the exercise of a power of Council, if Council considers that the performance of the function or the exercise of the power is, or will be, of special benefit to the persons required to pay the special rate or special charge.

In this case, the installation of solar energy systems on properties as part of the Solar Savers scheme arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district and promotes the social, economic and environmental viability and sustainability of the municipal district. Each participating property has signed a Householder Agreement with Council to participate in the scheme, which includes the overall cost and rate repayments which would be paid by the property should the scheme be approved (see Appendix A).

In September 2004, the Minister for Local Government issued a guideline for the preparation of special charge schemes. The guideline specifically deals with the calculation of the maximum total amount that a council may levy as a special charge.

The guideline requires that Council identify the following:

- a. Purpose of the works
- b. Ensure coherence
- c. Calculate total cost
- d. Identify special beneficiaries
- e. Determine the properties to include
- f. Estimate total special benefits
- g. Estimate community benefits
- h. Calculate the benefit ratio
- i. Calculate the maximum total levy

Full detail can be found in attachment - proposed special charge scheme for solar savers program March 2022

This attachment includes the following Appendices:

- Appendix A - Householder Agreement
- Appendix B - Apportionment of costs
- Appendix C - Letter to households of intention to declare a special rates charge

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A resilient, sustainable and protected environment

1.1 Adapt to and mitigate climate change to reach net-zero community emissions by 2030.

Environmental Sustainability

This project is consistent with Council Plan 2021-2025. The adopted project aims include to:

- Assist low-income households to save money, reduce emissions and stay cool in heatwaves

- Build capability and capacity within Victorian councils to use special rates charges to provide a stable underpinning finance model
- Catalyse private sector investment within a community sector traditionally viewed as high risk to investors
- Capture economies of scale and implementation efficiencies through a shared service delivery model
- Address market failures restricting low income and vulnerable households from installing solar systems

Human Rights, Equity and Inclusion

Council has committed through its Council Plan 2021-2025 not only to reduce emissions, but to support those most vulnerable to climate change impacts and increasing energy costs. This project was specifically aimed at pensioner households, who are more vulnerable to increasing energy costs.

Economic Development

It is estimated that the average participating household will save \$100 above their rate repayments in electricity bills over the first year based on current electricity pricing. After 8 years households can save \$400 - \$500 per year. This represents potential funds that can be spent within the Hepburn Shire Council community rather than on utility bills.

The program has been undertaken with the Solar Savers project, a program delivered by Eastern Alliance for Greenhouse Action. On a longer-term basis this program has the potential to be rolled out Australia-wide creating many more solar installation opportunities for the solar industry, resulting in greater demand/jobs for that industry.

Other

This is consistent with the Council Plan 2021-2025 and 2021-2022 Council Budget.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

This project is consistent with Council Plan 2021-2025 and delivers strong environmental, financial, and social sustainability outcomes as described earlier in this report.

FINANCIAL IMPLICATIONS

Should the proposed special charge scheme proceed, Council will pay \$43,595.29 ex-GST for the supply and installation of the solar PV systems on the properties listed.

In accordance with their respective Householder Agreements, property owners will pay for the cost of the solar energy system by equal installments apportioned over an 8-year period, commencing from 31 October 2022. Council is expected to receive \$43,595.29 ex-GST divided by 8 in special charge repayments annually for the scheme over the 8-year period.

Payments to Council by property owners for works via special charge schemes are GST exempt.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The program was promoted to targeted households in receipt of the rebate on their rate payments.

Fourteen homes have received home visits to provide quotations for the Solar Savers program. Eight participating households have all signed agreements to participate in the program based on quoted prices.

12 A HEALTHY, SUPPORTED, AND EMPOWERED COMMUNITY

12.1 AGED CARE REFORM UPDATE

DIRECTOR COMMUNITY AND DEVELOPMENT

In providing this advice to Council as t Manager Community Life, I Fran Fogarty have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

Hepburn Shire Council is a long-term provider of aged and disability services for its community.

Significant Commonwealth reforms have been implemented in the past decade and these changes to the funding and operating environment have resulted in Council being ill-equipped and not suited to continuing as a provider.

The current Commonwealth Home Support Program (CHSP) will transition to the new Support at Home program after 30 June 2023. The 'Support at Home' program will be a new integrated program commencing 1 July 2023 that combines CHSP, Home Care Packages, Residential Respite and Short-term Restorative Care. This integrated model will likely be client-directed, offer a range of providers (i.e., a market-based model) and require that providers offer a suite of services across in-home, personal, nursing, and allied health.

In January 2022 the Commonwealth released a program overview that provides the first look at the architecture of the future Support at Home programme.

This overview confirms previous advice to Council that the proposed program will be radically different from the existing CHSP program, it will include:

- Individualised support plans for clients linked to funding that is based on assessed need
- A new integrated assessment tool that controls access to all aged care services, from home-based to residential-care services
- An increased reliance on technology and digital services for clients, business systems, and payment platforms
- A service list that will better define the outputs and allow flexibility for clients
- Client being allowed choice and control over the time and place services are provided; this assumes multiple providers being available
- The end of block funding and transition to payment for units of service delivered – a completely different business model
- Introduction of regulated competition between providers

This information released from the Commonwealth confirms that Council would not be able to effectively operate under the new Support at Home program without

significant investment in changes to its operating model and reduction in operating costs.

In November 2021 Council made an in-principle decision that it transitions out of the service delivery function. With that in-principle decision Council also sought to influence the appointment of a values-aligned local provider to build local service system capacity and improve access and outcomes for older residents.

Council has engaged with clients, staff and community and has assured all stakeholders that it will respect all service agreement and industrial obligations. Feedback received will be incorporated into planning for implementation of the Council decision.

In taking this decision Council understands it has responsibilities to clients and families, long service staff and the broader community to manage the transition effectively and to anticipate and mitigate risk.

This report seeks Council consideration of feedback received following an in-principle decision on its future role as a provider of services under the Commonwealth Home Support Programme (CHSP) and Victorian Home & Community Care for Young People Program (HACC-PYP).

The in-principle decision taken by Council in November 2021 triggered engagement and consultation with clients, staff and community. This report provides feedback from these processes and an update on the national aged care reforms.

After consideration of feedback, it is recommended that Council proceed to confirm that it will commence an orderly and well-managed transition out of funded home-based and community-based services for older residents and it will ensure that all obligations to clients, families, staff, and funding bodies are recognised and respected.

OFFICER'S RECOMMENDATION

That Council:

- 1. Notes that since 2011 the Commonwealth has progressed implementation of a consistent and integrated national aged care service system based on increased consumer choice and control and competition between providers to drive quality improvements and service efficiencies with a final transition date of 1 July 2023.*
- 2. Accepts that due to inherent service cost, financial constraints, competition policy and other structural challenges, Hepburn Shire Council along with many other Victorian councils will not be able to play a meaningful future role in service delivery.*

3. *Confirms that it will transition out of direct service delivery roles in the following programs:*
 - a) *All funded Commonwealth Home Support Programme services*
 - i. *Domestic Assistance*
 - ii. *Personal Care*
 - iii. *Flexible Respite*
 - iv. *Social Support – Individual*
 - v. *Home Maintenance and Modifications*
 - vi. *Social Support – Group*
 - vii. *Centre-based Respite Care*
 - viii. *Food Services Other*
 - b) *All HACC-PYP funded services*
 - i. *All funded activities*
4. *Commits to working with the Commonwealth and Victorian governments to negotiate timing and transition processes that will protect the interests of clients, their families, much valued staff, and the broader community.*
5. *Notes that under its service agreements all processes and matters related to the transition process will remain confidential until the Commonwealth and Victorian governments provide consent for release of information.*
6. *Reaffirms that in taking this decision it will continue to play an active role in ensuring its community will receive high-quality aged care services and will advocate for the needs of vulnerable members of the community.*
7. *Commits to the values and principles outlined in Appendix A of the report to underpin and support decision making through the transition process.*
8. *Notes that Council has undertaken an expression of interest process and has identified a values-aligned potential provider that it will recommend to the Commonwealth on a without-prejudice basis.*
9. *Realigns its policy direction towards future investment in age-friendly or positive-ageing initiatives and ensuring that Council’s universal services and facilities are designed to meet the needs of a growing population of older residents. Further policy work and recommended directions will be referred to the 2022/23 budget process for review and approval.*

10. *Notes that Council's policy objective of ensuring that older adults seeking to live independently in the community will be provided with quality home support services will not be compromised by this decision. Services will continue to be provided and Council will be able to reinvest its current ratepayer subsidy into alternative strategic priorities.*
11. *Provides delegated authority to the Chief Executive Officer, or their nominee, to undertake or commission all tasks and activities related to the implementation of this council decision.*
12. *Appoints the Mayor and CEO as spokespersons for all matters related to the Home Support Transition process.*
13. *Approves immediate notification of its final decision to, and appropriate consultation with:*
 - *Clients and families*
 - *Staff and union representatives*
 - *Commonwealth and State funding bodies*
 - *Media and other communications*
 - *Broader community*

MOTION

That Council:

1. *Notes that since 2011 the Commonwealth has progressed implementation of a consistent and integrated national aged care service system based on increased consumer choice and control and competition between providers to drive quality improvements and service efficiencies with a final transition date of 1 July 2023.*
2. *Accepts that due to inherent service cost, financial constraints, competition policy and other structural challenges, Hepburn Shire Council along with many other Victorian councils will not be able to play a meaningful future role in service delivery.*
3. *Confirms that it will transition out of direct service delivery roles in the following programs:*
 - a) *All funded Commonwealth Home Support Programme services*
 - i. *Domestic Assistance*
 - ii. *Personal Care*
 - iii. *Flexible Respite*

- iv. Social Support – Individual*
- v. Home Maintenance and Modifications*
- vi. Social Support – Group*
- vii. Centre-based Respite Care*
- viii. Food Services Other*

b) All HACC-PYP funded services

- i. All funded activities*

4. Seeks Commonwealth permission to continue to operate the following program under its agreement:

- a) Commonwealth Home Support Programme*
- b) Sector Support & Development*
- c) Senior Citizens Groups*

5. Commits to working with the Commonwealth and Victorian governments to negotiate timing and transition processes that will protect the interests of clients, their families, much valued staff, and the broader community.

6. Notes that under its service agreements all processes and matters related to the transition process will remain confidential until the Commonwealth and Victorian governments provide consent for release of information.

7. Reaffirms that in taking this decision it will continue to play an active role in ensuring its community will receive high-quality aged care services and will advocate for the needs of vulnerable members of the community.

8. Commits to the values and principles outlined in Appendix A of the report to underpin and support decision making through the transition process.

9. Notes that Council has undertaken an expression of interest process and has identified a values-aligned potential provider that it will recommend to the Commonwealth on a without-prejudice basis.

10. Realigns its policy direction towards future investment in age-friendly or positive-ageing initiatives and ensuring that Council's universal services and facilities are designed to meet the needs of a growing population of older residents. Further policy work and recommended directions will be referred to the 2022/23 budget process for review and approval.

11. Notes that Council's policy objective of ensuring that older adults seeking to live independently in the community will be provided with quality home support services will not be compromised by this decision. Services will continue to be

provided and Council will be able to reinvest its current ratepayer subsidy into alternative strategic priorities.

12. Provides delegated authority to the Chief Executive Officer, or their nominee, to undertake or commission all tasks and activities related to the implementation of this council decision.

13. Appoints the Mayor and CEO as spokespersons for all matters related to the Home Support Transition process.

14. Approves immediate notification of its final decision to, and appropriate consultation with:

- *Clients and families*
- *Staff and union representatives*
- *Commonwealth and State funding bodies*
- *Media and other communications*
- *Broader community*

15. Council will act as an advocate for the needs of the community and will hold accountable Commonwealth and State Governments and the appointed home support providers for the delivery of quality services to the Hepburn community.

Moved: Cr Lesley Hewitt

Seconded: Cr Brian Hood

Carried

Cr Henderson call for a Division:

For: Cr Brian Hood, Cr Lesley Hewitt, Cr Jen Bray, Cr Tessa Halliday, Cr Juliet Simpson, Cr Tim Drylie

Against: Cr Don Henderson

BACKGROUND

Hepburn Shire Council has been an important provider of home and community care services to assist older people and those recovering from acute care to continue to live independently in the community.

The investment and organisational commitment to provision of services has over time become emblematic of the supportive relationship between Local Government and its community. Investment in services was a means of expressing a strong commitment to many vulnerable members of the community: this included older people, people with a disability or mental illness and people at risk of homelessness.

The National Aged Care reforms

Australia's integrated national aged care program has been undergoing significant reforms over the past 10 years following Commonwealth agreement to take full responsibility for aged care in August 2011 and establishment of the National Disability Insurance Scheme at around the same time.

The Commonwealth Government's key drivers for the aged care reforms included:

- The number of people in Australia requiring aged care (in some form) would increase by 350% between 2011 and 2050
- Significant system weaknesses (difficult navigation, limited services, variable quality, and no consumer choice) and inefficiencies (duplication of effort, no competition, and high-cost structures) that needed to be eradicated, and
- Real concern that the cost of providing adequate care for older people in future would be unaffordable as a nation.

Attributes of the current aged care model include:

- CHSP – 'entry level' basic home support and community-based services – domestic assistance, personal care, shopping etc – this program provides services to 839,400 older Australians nationally
- Home Care – four levels of 'packaged care' funded from basic to high care to maintain independence – services were provided to 175,000 older Australians
- Residential Care – funded residential aged care (respite and permanent) – 310,000 older Australians nationally

In 2019/20 the total Commonwealth aged care budget in 2020/21 was \$21.5 billion or \$5,063 per older person; this comprised Residential Care \$13.64 billion and Home Care and Home Support \$6.7 billion.

Design principles for the aged care reforms have remained very consistent since initiation, these include:

- **Consumer Choice and Control** – funding is provided directly to the clients based on assessed need to support choice and control – the client purchases services from a range of providers. This has a strong human rights and philosophical basis but introduces competition and signals the end of 'block funding' certainty for providers in most circumstances.
- **A Simplified Gateway** – My Aged Care is the single point of entry for all Australians to access aged care services – the 2017 Legislated Review of Aged Care has recommended merging of the RAS (Home Support) and Aged Care Assessment Teams (ACAT) (Residential Aged Care) into a streamlined national assessment service.
- **Demand Driven System** – the current 'block funded' and supply driven system will progressively move to a 'demand driven' funding system to ensure consistent services are delivered to where they are needed rather than what areas funding is allocated.

- **Competition Policy** – there is a renewed national focus on competition policy to drive economic growth, productivity, and efficiency in service delivery. It is more likely than not that future program design will be based on market and competition principles meaning that Local Government will face direct market exposure and ratepayer subsidy will be in effect prohibited.
- **Monopoly Market** – the current protected market arrangements are being completely dismantled to facilitate open competition and improved efficiency. Local Government is not equipped to effectively operate under market conditions. (Block funding may be retained for some niche programs and regional and remote areas, but most of the program will likely be on a ‘most efficient’ multiple provider basis.)
- **Market Efficiencies** – the Commonwealth is seeking to reduce transaction costs by having fewer contracts with larger organisations who can operate across large geographic areas – it is unclear whether there will be direct contracts between the Commonwealth and individual Local Governments after June 2023.
- **Client Contribution** – the Commonwealth expects that all Australians will make a consistent contribution to care depending on their capacity and capability.

Recent reform decisions have reinforced the direction of the Commonwealth, the May 2021 Federal Budget announced a significant response to the Aged Care Royal Commission in its May budget, this included:

- \$6.5 billion for 80,000 additional aged care packages
- \$3.9 billion for improved front line residential care
- \$630 million improved access for vulnerable Australians
- \$365 million for better transition to residential care
- \$230 million to strengthen aged care quality and compliance
- \$49.4 million for aged care training
- \$21 million for improved sector governance
- \$13.4 million to Primary Health Networks to drive better coordination

The budget included an announcement of an extension of the CHSP program to 30 June 2023 to enable the design and roll-out of the new ‘Support at Home’ program. The original reform timing was for completion by 30 June 2018, and this has been subject of four extensions: one to 2019, then to 2020, again to 2022 and now to 2023.

The ‘Support at Home’ program will be a new integrated program commencing 1 July 2023 that combines CHSP, Home Care Packages, Residential Respite and Short-term Restorative Care. This integrated model will most likely be client-directed, offer a range of providers (i.e., a market-based model) and require that providers offer a suite of services across in-home, personal, nursing, and allied health.

The Regional Assessment Service that undertakes intake and assessment for the CHSP and HACCPYP programs was on a pathway to a national streamlined model by 1 July 2020. This initial plan was delayed pending the outcomes of the Aged Care Royal Commission and the Commonwealth announced in May 2021 that it will initiate a unified assessment model in 2022, and this new program will have responsibility for the new 'support at home' program from July 2023.

KEY ISSUES

Reform Update – Support at Home

The Commonwealth released a program overview on 6 January 2022 that provides the first look at the architecture of the future Support at Home programme.

This overview confirms previous advice to Council that the proposed program will be radically different from the existing CHSP program, it will include:

- Individualised support plans for clients linked to funding that is based on assessed need
- A new integrated assessment tool that controls access to all aged care services, from home-based to residential-care services
- An increased reliance on technology and digital services for clients, business systems, and payment platforms
- A service list that will better define the outputs and allow flexibility for clients
- Client being allowed choice and control over the time and place services are provided; this assumes multiple providers being available
- The end of block funding and transition to payment for units of service delivered – a completely different business model
- Introduction of regulated competition between providers

This information release from the Commonwealth confirms that Council would not be able to effectively operate under the new Support at Home program without significant investment in changes to its operating model and reduction in operating costs.

The Commonwealth have also initiated the service transition processes for providers not taking up the 2022/23 service agreement extension. As part of this process, the Commonwealth has advised that transitions must be completed by 30 June 2022.

PATHWAY OPTIONS AVAILABLE TO COUNCIL

The following options are available to Council.

Option 1 – Transition out of direct service delivery and focus on broader policy

This option is recommended as being in the public interest and aligned with Council's broader obligations to the community.

Council accepts that Commonwealth policy is moving towards a consistent national integrated aged care system and that this will require more efficient providers who can deliver services across a broad spectrum of needs.

The decision to transition out of its long-term commitment to service delivery is a significant decision and not taken lightly. Council has an obligation to resource and support an effective transition for clients and staff.

Council will proactively manage an effective transition out of service delivery and ensure that all clients (and especially those clients that are vulnerable or at risk of social isolation) are provided with support.

Council accepts its moral and industrial obligations to all staff affected by this decision.

Council will effectively manage the transition and simultaneously shift focus from service delivery as its primary role to investment in broader age-friendly and positive ageing policy initiatives that are aligned with its health and wellbeing obligations.

Option 2 – Resolve to remain as a service provider until 30 June 2023

If Council does not resolve on the officer recommendation it will retain its service agreements and continue to deliver funded services until the new Support at Home Program initiates in July 2023.

Council will therefore accept that it will transition as part of a wholesale program transition with remaining councils in 2023.

This option is not recommended as Council will:

- Have less influence and control over the mode of transition to the new program
- Not be able to influence the appointment of a successor provider, and
- Continue to be challenged by service and business continuity challenges.

Amended program and service agreement requirements are being implemented for the 2022/23 financial year and there will be a need for additional investment in business systems and administrative support.

Should Council proceed with Option 1, pursuant with council resolution of 23rd November 2021, an expression of interest process has been completed that meets all probity requirements.

The Expression of Interest was advertised on Councils tender portal and was open from 20 December 2021 and closed on 17 January 2022

Six Expressions of Interest were received, and four not for profit service providers were interviewed.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A healthy, supported, and empowered community

2.2 Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing.

The Council Plan 2021-2025 provides as follows:

1. A resilient and sustainable environment

There are no significant environmental implications arising from this report.

2. A healthy, supported, and empowered community

Council's transition from being a provider of home support services will potentially strengthen its capacity to invest in positive ageing and health and wellbeing initiatives for older citizens.

A future focus will need to be on adaptation of universal services (recreation, leisure, libraries, open space etc) to meet the needs of older citizens and people with a disability.

Council will take a strengths-based approach to managing transitions and seek to empower clients, families, and staff in their engagement with the implementation of the decision.

3. Embracing our past and planning for the future

Under the former HACC program Council had a strong history in delivery of integrated services to its community.

Government reforms, creation of the NDIS and future Support at Home program have challenged this role and Council must now plan for its future policy objectives and potential role.

4. Diverse economy and opportunity

It is in the interests of the Commonwealth to have a diverse range of home support and aged care providers servicing regional needs.

Future providers will deliver across aged care planning regions (8 to 10 LGAs) and deliver services to meet entry-level to complex care needs.

5. A dynamic and responsive Council

The Local Government Act 2020 includes service performance principles that mandate that Council services must be responsive to changing needs and emerging trends. This decision is reflective of the radically changed policy environment, anticipates the future design of the Support at Home, and outlines a course of action that will be in the best interests of the community.

Commonwealth Policy

The Commonwealth took full policy, funding, and commissioning responsibility for an integrated aged care program in August 2011 and has proceeded to implement a

range of reforms based on very consistent design principles. The Commonwealth is seeking to design and deliver a nationally consistent consumer centred, integrated, and flexible aged care system that meets the needs of all older Australians.

National Competition Policy

A constraint on Council decision making is the application of National Competition Policy to Local Government in Victoria. The Commonwealth is more than likely to apply market principles to a future Home Support service model and that National Competition Policy and Competitive Neutrality Principles would therefore apply to Local Government operations.

Competitive Neutrality Principles apply to the significant business activities of Councils and not to non-business or non-profit activities. The concept of 'significance' is defined on a case-by-case basis looking at the importance of competition in a specific market.

Given the Commonwealth is more than moving to a market-based model for delivery of future services, it is reasonable to assume that there will be a high degree of focus on ensuring the market is not distorted or disrupted by government subsidised activity.

There is a mandated 'public interest test' that must be undertaken if Council wishes to continue to provide services that are subsidised in competition with other 'not-for-profit' and 'for-profit' providers. There is no viable or significant public interest in Council continuing to be a provider in competition with more efficient and more effective non-government providers.

Industrial obligations

Council has satisfied its industrial obligations to staff to ensure notification of change and consultation and engagement on significant decisions that impact the workplace.

This decision to exit the program will trigger redundancy provisions of the Enterprise Agreement, exploration of redeployment opportunities and payment of retrenchment packages for affected staff.

GOVERNANCE ISSUES

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

One of the Overarching governance principles in section 9 of *The Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

This report has significant financial implications for Council.

The ongoing ratepayer subsidy (estimated at between \$550,000 and \$600,000 in recent years, or ~2.5% of rate income) will not be required to deliver Commonwealth policy objectives of an integrated aged care program.

Council will commit resources to support an effective transition process, this is estimated to be around \$65,000 over the next 12 to 18 months.

Council will realign its policy direction towards future investment in age-friendly or positive-ageing initiatives and ensuring that Council's universal services and facilities are designed to meet the needs of a growing population of older residents. Further policy work and recommended directions will be referred to the 2022/23 budget process for review and approval

Industrial obligations to staff in the form of redundancy payments have been incorporated into long-term financial planning. The indicative cost of redundancy payments was incorporated into the previous report to Council.

It is recommended that Council's Audit Committee receive a review report at the end of the transition process that summarises all costs and addresses lessons learnt.

RISK IMPLICATIONS

A comprehensive risk and community impact analysis has been completed for Hepburn Shire Council; the high-level risks associated with this decision were incorporated into the previous report to Council.

No additional risks have been identified but in making this decision, Council is committed to ensuring that transition related risks are identified on an ongoing basis and addressed in a timely and responsive manner.

Probity and confidentiality

The EOI process has been governed by a probity auditor and will meet the probity and confidentiality requirements of the Commonwealth. This will be an important decision criterion in any 'without prejudice' recommendation to be made to the Commonwealth by Hepburn Shire.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Significant consultation with the community has identified that supporting our ageing population is an important priority for the Hepburn community.

Council officers have engaged with Commonwealth and Victorian government agencies to provide notice and advice of the decision-making process.

Council by taking this confirming decision will trigger a comprehensive communications and consultation exercise; this will include:

- Clients and families will be informed of Council's decision and will be provided with information and a priority contact number to raise any questions or concerns during the process.
- A proactive media engagement strategy to explain the rationale for Council's decision, the transition process, and long-term benefits for the community.
- Staff and union, acting as the industrial representatives of staff will be advised of the determination on this matter. A staff working group will be established to ensure clear communication throughout the transition process.
- A comprehensive 'Frequently Asked Questions' document will be updated and made available via Council's website and customer service centres.

Engagement and feedback from clients

All clients were contacted in writing after the in-principle decision on 23 November 2021. A letter was sent to approximately 317 current clients, at the time. As a follow up, officers made calls directly to approximately 337 clients (or nominated representatives and family members of vulnerable clients) and spoke to at least 300 people. Messages were left to contact the office if anyone wished to discuss for the remaining, which resulted in approximately 10 call backs.

The key themes were:

- A few clients asked whether they could keep their CCSW
- Several asked if the fees would change
- A few did raise their concern about staff employment – but once the options for staff were explained most were reassured.
- Overwhelmingly most were not worried as long as a service continued, and their personal service wasn't disrupted by the transition.

Engagement and feedback from staff and unions

Staff

Staff have been communicated and consulted with throughout the process.

Leadership and Executive team officers met with staff on the 24th of November 2021, the day after the in-principle Council decision to discuss this with affected staff. Staff were provided a letter that outlined what was happening, the rationale, the consultation process, and timelines. It also included an overview of 'Frequently Asked Questions' and a copy of the letter that their clients would be receiving. A consultant from Council's EAP service, Converge, was on-site to provide any support to individual staff as needed.

Staff were provided a formal consultation period to provide feedback on the proposed change and to ask questions by communicating directly with the Manager of Community Life.

The consultation period ran from 24 November – 15 December 2021. During this time one formal response was received from a staff member and various informal questions were answered, and discussions had by both the Manager Community Life and the Coordinator Community Care.

A further internal staff meeting was held on 17 February 2022 to provide the Community Care team with a progress update of the process.

Unions

Officers engaged directly with the ASU through their formal notification process after Council's in-principle decision in November 2021.

The ASU responded with feedback on 20 December 2021.

Council Officers provided a response to the ASU on the 14 of January 2022 and arranged a virtual meeting with ASU organisers, staff representatives and Council Officers on 27 January 2022 to discuss the requested information and feedback in further detail. The meeting included discussion on the following topics:

- Rationale for in-principle decision – key drivers
- Aged care reforms
- Values and principles
- Balance sheet and budgets
- Key financials – overheads
- Key financials – redundancies
- Workforce issues
- Consultation and engagement
- Project timeline
- General discussion and Q&A

At the request of the ASU, Council extended the consultation timeline to 3 February 2022.

The ASU made a presentation to Councillors on 8 February 2022.

Further Briefing and Council Meeting dates:

A Q&A session along with a response to the ASU presentation was held with Councillors on 22 February 2022

A final briefing was held on 1 March 2022

Final decision is the 15 March Council meeting

Engagement and feedback from community

The Participate Hepburn Project Webpage listed many frequently asked questions and answers and overall project information. It received the exposure and traffic listed below throughout the engagement period.

Overview				
Performance Summary				
537 Views	472 Visits	354 Visitors	17 Contributions	16 Contributors

All enquiries were responded to by the appropriate officer or the Mayor if the community member indicated they wished to receive a response and provided contact details.

Some themes identified in the feedback and questions included;

- Continuity of care and relationships with CCSWs
- Communication and transparency
- Maintaining current fees
- Quality of service that will be provided
- General queries about decision rationale and the effects of the aged care reforms
- Impacts on affected Council staff

Seniors and positive ageing groups have also been engaged with directly. A summary of engagement is tabled below.

Organisation	Consultation status	Scheduled	Number of attendees	Feedback
Daylesford Senior Citizens Club	Completed	5 January 2022	7	Participants discussed their current support services.
U3A Hepburn	Completed	11 January 2022	21	An engaged discussion was held. One person felt that it was too early to decide to exit service as the election has not taken place yet and the opposition may have a different view to the current Gov. Positive Ageing – One person indicated they

				did not want to be told that they had to age positively and would age as they decided was best for them.
Daylesford Men's Shed	Completed	13 January 2022	11	One person said that My Aged Care worked well for them. One person questioned if they would be worse off with new organisation running entry level services. Positive Ageing – Wanted a heated pool.
Creswick Men's Friendship Shed	Completed	18 January 2022	8	One person stated that My Aged Care took way too long to get help from. Positive Ageing – all agreed needed more physical space inside a building as Men's Shed numbers are growing and they need to accommodate.
Attitude - Clunes	Completed	20 January 2022	11	Lots of questions around funding and processes also about the use of current CHSP funding to support Positive Ageing into the future. Positive Ageing- Attitude are a great example of a positive ageing group who are willing to continue be involved in the development of the Positive Ageing strategy.
Creswick	Completed	28 January	25	Questions received

Senior Citizens Club and the U3A Creswick		2022		<p>about end to end service options and providers currently in the Hepburn Shire and would a replacement provider deliver equal services.</p> <p>Positive Ageing- Creswick Senior Citizens club are an excellent example of an active positive ageing group. Support sought and will be provided with speakers for topics of Scammers and Elder Abuse awareness.</p>
Trentham Life Activities Club and the Cool Country Men's Shed	Completed	16 February 2022	15	<p>Questions received about My Aged Care process and a lot of questions about Home Care Packages and comments made about the number of providers already in the Shire by residents in receipt of these packages and the competition of the providers.</p> <p>There was also discussion about being a carer and respite options.</p> <p>Positive Ageing- Discussion about the need for pets to be considered as a critical component and supporting older people</p>

				<p>who have pets.</p> <p>Importance of health services including local palliative and hospice care and residential aged care beds so people do not have to leave their town.</p>
Probus Club of Daylesford	Completed	21 February 2022	40	<p>Questions were received regarding how many other service providers there currently in Hepburn Shire and discussion was held about a values aligned provider and the consequences for Council staff.</p> <p>Discussion was also held about the My Aged Care registration process and also the Home Care package program.</p> <p>Positive Ageing discussion identified that lack of public transport is a significant issue for older residents.</p> <p>Discussion was also held regarding health services being important to residents to age well.</p>

APPENDIX ONE – PRINCIPLES AND VALUES

Communication

- Council will be timely in all communications and will ensure that all people affected by a decision will have information provided including the rationale and drivers for all decisions.

- Open and transparent communication between all parties will underpin the partnership and build trust and confidence.

For clients

- The individual needs of all clients will be understood and considered during the transition process. It is recognised that some clients will need additional support during the transition process and Council will ensure that special attention is paid to protecting the rights of vulnerable clients.
- Council will act as an advocate for the needs of all clients and will ensure that additional resources are provided to hear and respond to individual, or group needs during transition and an appropriate time following the date of transition.
- Council will ensure that clients are provided with high quality information before, during and after transition and individual private consultations if required.

For staff

- Council values the contribution of all staff and recognises the commitment made to deliver high quality home support services to the Hepburn community.
- Council understands the unique relationship that develops between carers and clients and will work towards ensuring the continuity of this relationship where possible.
- Council will identify and implement readiness activities and support that will ensure workers are prepared for the transition process.
- Council will establish a transition working group involving affected staff (and their representatives) to ensure the effective two-way flow of information.
- Council will meet all industrial obligations and will ensure investments are made to provide staff with the support and skills they need to make an effective transition to future work or retirement depending on their individual circumstances.

For the appointed provider

- Council will seek to have input into the appointment of a high-quality provider of home support services (understanding that the final appointment is a matter for the Commonwealth and Victorian governments).
- Council will work constructively with the appointed provider to ensure that the service transition occurs in a way that protects the interests of clients, families of clients, staff, and the broader community.
- Council will ensure that quality client and service information will be provided to the appointed provider(s) to inform decisions during the transition process.

For the community

- Council will make decisions that are in the best interests of the broader community, this will include understanding the financial, economic, social, health and wellbeing implications of any decision.
- Council will act as an advocate for the needs of the community and will hold accountable Commonwealth and State Governments and the appointed home support providers for the delivery of quality services to the Hepburn community.

12.2 APPOINTMENT OF MEMBERS TO THE LGBTIQA+ ADVISORY COMMITTEE

DIRECTOR COMMUNITY AND DEVELOPMENT

In providing this advice to Council as the Inclusion Officer, I Brett Dunlop have no interests to disclose in this report.

ATTACHMENTS

1. LGBTIQA Advisory Committee Terms of Reference DEC 2021 docx [12.2.1 - 3 pages]

EXECUTIVE SUMMARY

A public Expression of Interest process for the new LGBTIQA+ Advisory Committee was advertised from December 2021 to January 2022. Six applications were received and have been assessed by a panel comprising two Council Officers and one Councillor. All applications met the advertised criteria and have been recommended for appointment as Members of this Advisory Committee.

The Terms of Reference for this Committee indicate that there will be between eight and ten community representatives.

It is recommended that the Advisory Committee be established with six community representatives and that a second round of Expressions of Interest be advertised, with a focus on complementing the skills, knowledge and experience represented by the recommended six applicants.

OFFICER'S RECOMMENDATION

That Council:

1. *appoints the following community members to the LGBTIQA+ Advisory Committee for a 4-year term:*
 - *Mr Max Primmer*
 - *Belinda Brain*
 - *Mr Dean Whelan*
 - *Ian McKnight*
 - *Mr Lyall Brooks*
 - *Mr Tass Mousaferiadis*
2. *Following the initial establishment of the Committee, a second Expression of Interest round be advertised in order to meet the number of community*

representatives indicated within the Terms of Reference and to enhance the diversity of representation on the Committee.

MOTION

That Council:

1. *appoints the following community members to the LGBTIQ+ Advisory Committee for a 4-year term:*
 - *Mr Max Primmer*
 - *Belinda Brain*
 - *Mr Dean Whelan*
 - *Ian McKnight*
 - *Mr Lyall Brooks*
 - *Mr Tass Mousaferiadis*
2. *Following the initial establishment of the Committee, a second Expression of Interest round be advertised in order to meet the number of community representatives indicated within the Terms of Reference and to enhance the diversity of representation on the Committee.*

Moved: Cr Tessa Halliday

Seconded: Cr Don Henderson

Carried

BACKGROUND

At the June 2021 Ordinary Meeting of Council, a resolution was passed to establish an LGBTIQ+ Advisory Committee of Council. An allocation of resources to support the Committee was approved.

A public advertisement calling for Expressions of Interest for community representatives was held over a six-week period during December 2021 and January 2022.

The Draft Terms of Reference specify that there will be eight to ten community representatives on the Committee. The Selection Panel for community representatives comprised of Council Officer's and a Councillor.

KEY ISSUES

The panel considered the Expression of Interest of each applicant against the selection criteria:

- Knowledge and understanding of the needs and issues relevant to LGBTIQ+ equity.
- An interest and involvement in local and/or broader community partnerships, advocacy, networks or activities.
- The ability to contribute to the strategic development of LGBTIQ+ initiatives at local government level.
- Direct links to local community populations and/or organisations.
- Experience and/or understanding of the role of an advisory committee.

Reference checks were also conducted.

The six recommended candidates are all highly suitable for appointment. However, the Terms of Reference also set out that “Council will aim to ensure that members of the Committee reflect the diversity of the Hepburn community including ethnicity, age, gender and different geographical areas across Hepburn”. An issue is that there is a lack of younger representatives, and only one of six applicants is female. None of the applications self-identified as non-binary, gender-diverse, transgender, intersex, queer or bisexual.

The Terms of Reference require a membership of eight to ten community members so there is potential to add another two to four members to the recommended six members. It is recommended that a second round of Expressions of Interest be advertised, with a focus on attracting up to four candidates who can broaden the diversity and representation of this Advisory Committee.

Council Plan 2021-2025

The LGBTIQ+ community is identified as a Priority Group in the Municipal Health and Wellbeing Plan. The following Priority Statements within the Council Plan are relevant to the role of the LGBTIQ+ Advisory Committee:

A healthy, supported, and empowered community

2.2 Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing.

2.5 Improved mental wellbeing within the community.

Diverse economy and opportunities

4.3 Support and facilitate a diverse and innovative local economy that encourages an increase of local businesses with diverse offerings to achieve positive social, economic and environmental impacts.

A dynamic and responsive Council

5.2 Actively communicate, inform and engage with our community about events and decision-making.

The State Government Strategy – **Pride in our future: Victoria's LGBTIQ+ Strategy 2022-2032** also identifies a number of relevant priorities:

Priority area 1: Equal rights and freedoms

Priority area 2: Equitable, inclusive and accessible services

Priority area 3: Visibility to inform decision making

Priority area 4: Safe, strong and sustainable communities

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

Officer support for administration of the Advisory Committee has been budgeted for as part of the Community Life department.

RISK IMPLICATIONS

As noted in the Minutes of the Ordinary Meeting of Council on 15 June 2021, there has been strong community interest in Council establishing a LGBTIQ+ advisory committee. The establishment of the Committee will assist in identifying issues of concern to the community and in providing advice to Council on how these may be addressed, therefore reducing risk. Council's establishment of the Committee will assist in promoting recognition of its commitment to inclusion and diversity. This commitment is consistent with the high profile of the ChillOut Festival and the reputation of Hepburn Shire being one of the most LGBTIQ+ friendly communities in Australia.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

As noted in the Minutes of the Ordinary Meeting of Council on 15 June 2021, officers have applied the Community Engagement Policy and confirm that community consultation and engagement will underpin the formation and implementation of the proposed Advisory Committee and associated action plan.

The invitation to submit Expressions of Interest was advertised by Council through social media, a media release and was featured in the *Hepburn News* e-newsletter.

1. Introduction

Hepburn Shire Council is proud of its diversity and believes that communities are enriched when all people regardless of their background or identity are embraced and supported to participate and contribute to community life.

The aim of the LGBTIQA+ Advisory Committee is to provide Council with advice and information on inclusion, access and equity issues for the LGBTIQA+ community so that Council can improve programs and services for the community, and inclusion throughout the Shire.

The LGBTIQA+ Advisory Committee is a reference group and not a decision-making body.

2. Objectives

- Advocate on behalf of LGBTIQA+ people within the Hepburn community and beyond.
- Provide feedback and advice to Council on its policies, plans and services that impact on LGBTIQA+ communities.
- Consider and provide advice on key Government initiatives, programs and reviews that impact on LGBTIQA+ communities.
- Consider funding and other opportunities as they may arise.
- Assist Council to promote the benefits of diversity and enhance understanding about the barriers to equality facing LGBTIQA+ communities.
- Promote and assist Council to celebrate LGBTIQA+ days of significance and events.

3. Membership:

The LGBTIQA+ Advisory Committee membership aims to ensure there is representation of our broad community and positions are voluntary.

Membership will comprise of a Councillor who will be the Chair and between eight (8) and ten (10) community members who are committed to working positively to meet the objectives of the Committee.

Membership shall represent the range of interests and needs of LGBTIQA+ people in the Hepburn Shire. Such diversity may include culture, age, sexual orientation, gender identity, ability, employment, life stage, and community groups.

Membership will be invited by way of an expression of interest and members will be appointed by Council resolution.

Members should notify Council in writing if they intend to rescind their membership. If membership numbers fall below four (4), Council may seek to increase membership through another EOI process. Council will otherwise not

accept membership Expressions of Interest after the initial membership has been appointed.

From time to time, the LGBTIQA+ Advisory Committee may establish working groups, and may co-opt additional members, including Council officers, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

3.1 Selection Process

The Selection Committee will include the appointed Councillor representative, Manager Community Life/or Coordinator Community Partnerships and the Inclusion Officer from the Community Life team. The Selection Committee will assess the nominations against the selection criteria and recommend appointments to Council.

3.2 Requirements for Members (Criteria)

Advisory Committee members will be able to demonstrate some (or all) of the following:

- Knowledge and understanding of the needs and issues relevant to LGBTIQA+ equity.
- An interest and involvement in local and/or broader community partnerships, advocacy, networks or activities.
- The ability to contribute to the strategic development of LGBTIQA+ initiatives at local government level.
- Direct links to local community populations and/or organisations.
- Experience and/or understanding of the role of an advisory committee.

Council will aim to ensure that members of the Committee reflect the diversity of the Hepburn community including ethnicity, age, gender and different geographical areas across Hepburn. A high level of LGBTIQA+ representation will be encouraged.

Council will aim to ensure that members of the Committee reflect a balance between individuals and organisations, and the community and business sectors.

3.3 Terms of Appointment

Appointments will be for a minimum four-year term.

Council will appoint a Councillor to chair the meetings.

LGBTIQA+ advisory committee members completing a four-year term may re-apply for a further four-year term.

4. Hepburn Shire Council

Role and Responsibilities

Council will have accountability for management of the LGBTIQA+ Advisory Committee.

Council is committed to working co-operatively with LGBTIQA+ Advisory Committee members to improve LGBTIQA+ equity across the Hepburn Shire Council and community.

5. Administration and Conduct

5.1 Administration

The Committee will receive administration support by a Council Officer in the Community Life Team.

5.2 Conduct

All members of the LGBTIQA+ Advisory Committee will commit to working in a co-operative and positive manner. Members are expected to:

- Actively participate in meetings and offer opinions and views, and attend a minimum of 50% of meetings.
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others.
- Declare any conflicts of interest or perceived conflicts of interest.
- Act with integrity and avoid the release of confidential information.
- Adhere to the principle of clear and open communication.

Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner. Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

Breaches of the Terms of Reference may result in removal from the committee.

13 A DYNAMIC AND RESPONSIVE COUNCIL

13.1 QUARTERLY FINANCE REPORTING - OCTOBER TO DECEMBER 2021 DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Manager Financial Services, I Kathy Fulton have no interests to disclose in this report.

ATTACHMENTS

1. Financial Report for the Period Ending 31 December 2021 [**13.1.1** - 27 pages]
2. Capital Projects Report December 2021 [**13.1.2** - 5 pages]
3. Operational Projects Report December 2021 [**13.1.3** - 3 pages]

EXECUTIVE SUMMARY

The attached report provides a comprehensive picture of Council's financial performance and current financial state, in comparison to the revised budget (inclusive of carry forwards from 2020/2021) adopted by Council. It includes a summary of Council's financial performance and position for the 2021/2022 year up until 31 December 2021, and an update on each operational and capital project as at 31 December 2021.

OFFICER'S RECOMMENDATION

That Council:

1. *Approves the financial position and performance for the six months ending 31 December 2021.*
2. *Notes the operating and capital works project reports effective 31 December 2021, noting that the project reports will be placed on Council's website.*

MOTION

That Council:

1. *Notes the financial position and performance for the six months ending 31 December 2021.*
2. *Notes the operating and capital works project reports effective 31 December 2021, noting that the project reports will be placed on Council's website.*

Moved: Cr Brian Hood

Seconded: Cr Don Henderson

Carried

BACKGROUND

This report provides information of Council's financial performance for the period 1 July 2021 to 31 December 2021 and compares the Income Statement to the revised budget, which includes operating projects carried forward from 2020/2021 and the Balance Sheet and Statement of Cash Flows to last year.

The results in the first half of the financial year have continued to be impacted by the COVID-19 pandemic which has resulted in restrictions on our community and the operations of the Council itself, as well as the impact of the June 2021 storm events. These impacts will continue to be felt and reflected in future reports during the 2021/2022 financial year.

This report does not include any adjustments for the mid-year budget review. These were completed in late February and are being presented at the March Council Meeting.

The Chief Executive Officer, as required under Section 97(3) of the *Local Government Act 2020* is of the opinion a revised budget is not required.

KEY ISSUES

The financial report and attachments provide a comprehensive overview of Council's financial performance and current financial state, for the first half of the 2021/2022 financial year up until 31 December 2021 and an update on the status and progress on each operational and capital project.

The main items to note at the end of the half year, with further details and explanation provided in the attached report:

- The operating surplus for the six months ended 31 December 2021 was \$10.61 million, which \$2.62 million (or 32.8%) favourable to budget of \$7.99 million.
- Capital and operating project reports are being compared to the adopted budget plus carry forwards.
- Year to date capital works expenditure for the six months ended 31 December 2021 was \$4.40 million or 18.9% of the \$23.3million adopted budget plus carry forwards.
- In addition to the actual expenditure of \$4.4 million, Council has committed capital expenditure of \$4.96 million at 31 December 2021.
- Council has spent \$4.8 million on storm recovery works and has received storm clean up grants totalling \$4.10 million to assist with this cost.
- Cash holdings at 31 December are \$1.56 million higher than the same time last year. This is a result of increasing reserve balances, continued unspent funds on capital and operating projects and grants held to complete multiyear projects.

- Trade and other receivables at 31 December 2021 are \$1.46 million higher than the same time last year. This is due to a combination of the annual rate cap rise, the impacts of COVID-19 and offering support package payment extensions on instalments.
- Council is committed to a mid-year review of the entire budget and this is currently being undertaken.
- As the Capital and Project reports are difficult to read in pdf format, they will be provided as A3 hard copies at future face-to-face meetings.

Council officers will remain flexible and agile in the management of their forecasts while responding in the best interests of the community.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

5.3 A sustainable and agile organisation with strong corporate governance that supports excellent operations

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

This report and associated attachments provide the opportunity for review of Council's financial position and forecasts.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

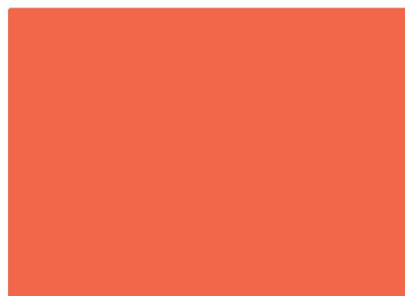
There are no community or stakeholder engagement implications associated with this report.



FINANCIAL REPORT

For the six months ending

31 December 2021



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1. Overview

The December Quarterly Finance Report outlines the financial results for the six months ended 31 December 2021, along with a comparison to the adopted budget plus carry forwards. This report includes the following:

- Income Statement;
- Statement of Capital Works;
- Balance Sheet;
- Statement of Cash Flows;
- Cash, investments and financial reserve schedules;
- Key performance indicators;
- Rates and other debtors; and
- Councillor expenditure.

The current financial position needs to be read in the context of Council's financial plan contained within the 2021/2022 Budget.

The ongoing impacts of COVID-19 on operational costs and recovery support for the community will be monitored throughout the 2021/22 financial year.

This report represents six months of business in the 2021/2022 year.

The main items to note at the end of the half year:

- The operating surplus for the six months ended 31 December 2021 was \$10.61 million, which is \$2.62 million (or 32.76%) favourable to the budget of \$7.99 million.
- Capital and operating project reports are being compared to the adopted budget plus carry forwards.
- Year-to-date Capital works expenditure for the six months ended 31 December 2021 was \$4.40 million or 18.9% of the \$23.31M adopted budget plus carry forwards.
- Cash holdings at 31 December are \$1.56 million higher than the same time last year, and this is the result of increasing reserve balances, continued unspent capital and operating projects, and grants held to complete multi-year projects.
- Trade and other receivables at 31 December 2021 are \$1.46 million higher than the same time last year, and this is due to a combination of the annual rate cap rate rise, the impacts of COVID and offering a support package of payment extensions on instalments.
- As the Capital and Project reports are difficult to read in .pdf form, they will be provided as A3 hard copies at future face-to-face meetings.

2. Financial Statements

The adjusted underlying result seen in the Income Statement is the net surplus/(deficit) for the year adjusted for non-recurrent capital grants, monetary contributions (open space contributions) and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by non-recurrent capital income items, which can often mask the operating result.

2.1. Income Statement for six months ending 31 December 2021

Hepburn Shire Council Comprehensive Income Statement For the Period Ended 31 December 2021

	Note	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	
		\$'000	\$'000	\$'000	%
Income					
Rates and charges		23,505	23,493	(12)	0%
Statutory fees and fines		471	500	29	6%
User fees	1	496	419	(77)	-16%
Grants - operating	2	2,472	7,050	4,578	185%
Grants - capital	3	484	1,057	572	118%
Contributions - monetary	4	139	198	59	42%
Contributions - non monetary		-	-	-	100%
Net gain/(loss) on disposal of assets	5	(15)	40	55	-365%
Other income		613	601	(12)	-2%
Total Income		28,165	33,357	5,192	18%
Expenses					
Employee costs	6	8,529	8,399	130	2%
Materials and services	7	7,562	10,438	(2,877)	-38%
Bad and doubtful debts	8	8	2	5	72%
Depreciation and amortisation		3,523	3,523	(0)	0%
Borrowing costs	9	58	111	(52)	-90%
Other expenses	10	496	277	219	44%
Total Expenses		20,176	22,751	(2,575)	-13%
Surplus/(Deficit) for the year		7,989	10,607	2,617	
Underlying Result adjustment					
Contributions - monetary		(139)	(198)	59	-42%
Grants - capital (non-recurrent)		(484)	(1,057)	572	-118%
Total underlying adjustment		(623)	(1,255)	631	
Adjusted underlying Surplus/(Deficit)		7,366	9,352	1,986	

Commentary is provided for variances greater than \$100,000 and 10%.

Note 1 – User fees

Other fees and charges are unfavourable to budget by \$23K, this is due to traders not being charged for footpath obstruction permits (outdoor dining) to help encourage economic recovery from the COVID-19 pandemic, funded by the State Government grant program to activate outdoor dining. Aged service fees are unfavourable to budget by \$87K due to reduced employee resources to deliver estimated and targeted service hours.

Note 2 – Grants - operating

Operating grants received of \$7.05 million are favourable to budget by \$4.58 million (this amount is also favourable to the full-year budget). Council has received storm clean up grants totaling \$4.10 million, favourable to budget by \$3.93 million, these amounts are offset by material and service expenditure for storm clean up (see note 7). Timing of receipts has also contributed to favourable positions at 31 December 2021; Commonwealth Aged Care funding \$290K favourable and Victoria Grants Commission funding favourable by \$656K.

Note 3 – Grants - capital

Council received Local Government Infrastructure grants favourable to budget by \$399K and local roads, bridges grants favourable to budget by \$533K (this amount is also favourable to the full-year budget) and bushfire recovery grants favourable to budget by \$125K (this amount is also favourable to the full-year budget). This is offset by timing of the Roads to Recovery funding which is unfavourable by \$484K. Capital grant timing is difficult to estimate, and will always be offset by the requirement to complete construction of the projects allocated by the grant.

Note 4 – Contributions - monetary

Council received public open space contributions favourable to budget by \$38K and water sensitive urban design contributions favourable to budget by \$17K (this amount is also favourable to the full-year budget). These funds are transferred to the Open Space Reserve and will offset expenditure in future financial years.

Note 5 – Net gain on disposal of assets

Council has sold items of plant and equipment for \$40K but is yet to book the carrying cost of this asset against the sale proceeds, in order to determine the gain or loss on disposal. This will be completed as part of the asset capitalisation calculations at the end of the financial year.

Note 6 – Employee costs

Permanent salaries and superannuation are favourable to budget by \$736K due to budgeted positions still being vacant, this is partially offset by temporary staff costs which are unfavourable to budget by \$694K. Additional recruitment and advertising costs will be incurred given the number of vacancies but this is expected to be managed within budget.

Note 7 – Materials and Services

Materials and services expenditure totals \$10.44 million which is unfavourable to budget by \$2.88 million. This is primarily due to contractor payments resulting from multiple storm events during the six months to 31 December which are unfavourable to budget by \$2.64 million, with the majority of costs (estimated at 90%) to be reimbursed.

Note 8 – Bad and doubtful debts

Favourable to budget by \$5K.

Note 9 – Borrowing costs

Unfavourable to budget by \$52K due to timing of drawing down loan in previous financial year.

Note 10 – Other expenses

Grants and donations are favourable to budget by \$219K predominately due to timing of payments for Community Grant contributions.

2.2. Statement of Capital Works for the six months ending 31 December 2021

Hepburn Shire Council Statement of Capital Works as at 31 December 2021

<i>Capital Works Category</i>	<i>Original Budget</i>	<i>Carry Forward Budget</i>	<i>Forecast Budget</i>	<i>YTD Actual</i>	<i>% Spent YTD</i>
PROPERTY					
Land improvements	262,200	94,879	357,079	77,514	22%
Buildings	1,748,623	4,998,164	6,746,787	931,114	14%
Building improvements	276,500	2,032,216	2,308,716	129,946	6%
TOTAL PROPERTY	2,287,323	7,125,259	9,412,582	1,138,575	12%
PLANT AND EQUIPMENT					
Plant, machinery and equipment	860,000	973,088	1,833,088	346,675	16%
Computers and telecommunications	917,250	581,458	1,498,708	441,660	29%
Library books	60,000	-	60,000	9,186	15%
TOTAL PLANT AND EQUIPMENT	1,837,250	1,554,546	3,391,796	797,520	24%
INFRASTRUCTURE					
Roads	3,077,151	944,894	4,022,045	1,108,509	28%
Bridges	600,000	560,824	1,160,824	487,569	42%
Footpaths and cycleways	534,053	359,824	893,877	538,734	60%
Drainage	270,000	294,674	564,674	1,126	0%
Recreational, leisure and community facilities	1,765,400	431,951	2,197,351	95,348	4%
Parks, open space and streetscapes	733,000	301,240	1,034,240	132,711	13%
Other infrastructure	548,200	87,503	635,703	95,484	15%
TOTAL INFRASTRUCTURE	7,527,804	2,980,910	10,508,714	2,459,481	23%
TOTAL CAPITAL WORKS	11,652,377	11,660,715	23,313,092	4,395,576	19%
Represented by:					
New asset expenditure	1,229,000	5,066,660	6,295,660	628,932	10%
Asset renewal expenditure	7,804,254	5,450,873	13,255,127	3,081,432	23%
Asset upgrade/expansion expenditure	2,619,123	1,143,182	3,762,305	685,213	18%
TOTAL CAPITAL WORKS EXPENDITURE	11,652,377	11,660,715	23,313,092	4,395,576	19%

Capital Works Expenditure

The capital works expenditure for the six months ended 31 December 2021 was \$4.96M or 18.9% of the \$23.31M adopted budget plus carry forwards. Capital expenditure through the first half of 2021/22 is consistent with the previous two years as a percentage of the forecast budget but has increased in actual spend by \$642K (2020/21) and \$806K (2019/20) respectively, as can be seen in the table below.

Year	Forecast Budget (incl Carry Forwards)	YTD Actual at 31 December 2021	Percentage delivery in second quarter
2021-2022	\$23,313,092	\$4,395,576	18.9%
2020-2021	\$23,265,773	\$3,754,038	16.1%
2019-2020	\$19,324,713	\$3,589,159	18.6%

In addition to the actual expenditure of \$4.36M Council has committed capital expenditure of \$4.96M at 31 December. Conditions in the building construction sector are currently very tight, with Council recently receiving no tenders for two major projects, and one tender with two responses that were significantly over budget and with unusually long delivery timelines

Further details relating to individual operational and capital project status can be found in the Appendix of this document.

2.3. Balance Sheet as at 31 December 2021

Hepburn Shire Council Balance Sheet As at 31 December 2021

	Note	Current Year Actual	Prior Year Actual	Variance Year on Year	
		\$'000	\$'000	\$'000	%
Assets					
Current Assets					
Cash and cash equivalents	11	9,865	8,301	1,564	16%
Trade and other receivables	12	17,278	15,821	1,457	8%
Other financial assets	11	12,202	12,193	9	0%
Inventories		82	10	72	88%
Non-current assets classified as held for sale	13	-	935	(935)	100%
Other assets		23	5	18	80%
Total Current Assets		39,451	37,265	2,186	6%
Non-Current assets					
Property, infrastructure, plant and equipment	14	327,261	294,543	32,718	10%
Intangible assets		416	366	50	12%
Total Non-Current Assets		327,677	294,909	32,769	10%
TOTAL ASSETS		367,128	332,173	34,955	10%
Liabilities					
Current liabilities					
Trade and other payables	15	613	292	(321)	-52%
Trust funds and deposits		2,283	2,207	(75)	-3%
Provisions		2,493	2,558	65	3%
Interest-bearing loans and borrowings	16	683	411	(271)	-40%
Other Liabilities		6,474	1,272	(5,202)	-80%
Total Current Liabilities		12,546	6,741	(5,805)	-46%
Non-Current Liabilities					
Provisions		455	437	(18)	-4%
Interest-bearing loans and borrowings	16	4,170	3,385	(785)	-19%
Other Liabilities		60	45	(15)	-26%
Total Non-Current Liabilities		4,685	3,866	(819)	-17%
TOTAL LIABILITIES		17,231	10,607	(6,624)	-38%
NET ASSETS		349,897	321,566	28,331	8%
Equity					
Accumulated surplus		170,871	175,962	(5,091)	-3%
Reserves	17	179,026	145,605	33,421	19%
TOTAL EQUITY		349,897	321,566	28,331	8%

Commentary is provided for variances greater than \$100,000 and 10%.

Note 11 – Cash and cash equivalents and Other financial assets

Total cash and cash equivalents are \$1.56 million higher than the same time last whilst other financial assets have remained steady. This is the result of increasing reserve balances, continued unspent capital and operating projects, and income received in advance to complete multi-year projects. Refer to section 3.10 for further information in relation to Councils unrestricted cash position.

Note 12 – Trade and other receivables

Receivables are higher than previous year, resulting primarily from annual increases due to rate increases and also that Council is allowing residents to pay rate instalments later than previous years and also working with Commercial tenants regarding waivers and deferral of rental payments. Both of these initiatives are linked to the COVID pandemic and our recovery support provided to communities. This will be rigorously monitored, as Council need to work with businesses and individuals to ensure that they can manage their outstanding debt once life returns to “normal”.

Note 13 – Non-current assets classified as held for sale

Council sold its only asset listed as being held for sale last year, and now does not have any assets being held for sale. With Council's decision to sell the Rex building this asset will be added to this category in the 3rd quarter of the 2021/22 financial year.

Note 14 – Property, infrastructure, plant and equipment

The large increase in property, plant and equipment relates primarily to the revaluation of infrastructure assets (\$32.8M) at the end of the 2020/2021 financial year.

Note 15 – Trade and other payables

Trade and Other Payables have increased by \$321K in comparison to last year due to a \$327K increase in accrued expenses, \$287K of this amount is related to waste costs. Payment to suppliers occur on a weekly basis to assist local suppliers with cashflow, and Council is meeting commitments.

Note 16 – Interest bearing loans and borrowings

Current and non-current interest-bearing loans have increased in comparison to last year as a result of Council taking out additional net borrowings of \$2.6M in last financial year, to fund the Hepburn Hub at the Rex construction. Given Council's decision to terminate this project, officers are currently reviewing options for repayment.

Note 17 – Reserves

Reserves are \$33.421M higher than at the same time last year. This movement is the result of a \$32.826M revaluation of infrastructure assets last year, along with a transfer of \$595K to other reserves.

2.4. Statement of Cash Flows as at 31 December 2021

Hepburn Shire Council
Statement of Cash Flows
For the Period Ended 31 December 2021

	Note	Current	Prior Year	Variance Year on	
		Year Actual	Actual	Year	
		Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	\$'000	%
Cash flows from operating activities					
Rates and charges		12,373	11,919	(454)	-4%
Statutory fees and fines		503	459	(44)	-9%
User fees	18	197	(48)	(245)	-124%
Grants - operating	19	7,050	3,616	(3,434)	-49%
Grants - capital	20	1,057	1,653	597	56%
Contributions - monetary		198	203	5	3%
Interest received	21	196	30	(166)	-85%
Rent received		61	(13)	(74)	-121%
Trust funds and deposits taken		51	93	42	81%
Other receipts		97	45	(52)	-54%
Net GST refund/payment	22	(502)	127	629	-125%
Employee costs		(8,388)	(7,652)	735	-9%
Materials and services	23	(11,328)	(6,587)	4,740	-42%
Other payments		(277)	(333)	(56)	20%
Net cash provided by/(used in) operating activities		1,287	3,511	2,224	173%
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	24	(4,452)	(3,782)	670	-15%
Proceeds from sale of property, infrastructure, plant and equipment	25	40	719	680	1711%
Payments for investments	26	6,000	(11,000)	(17,000)	-283%
Net cash provided by/(used in) investing activities		1,588	(14,063)	(7,430)	-468%
Cash flows from financing activities					
Finance costs		(111)	(94)	17	-15%
Repayment of borrowings	27	(1,738)	(194)	1,544	-89%
Net cash provided by/(used in) financing activities		(1,849)	(288)	1,561	-84%
Net increase (decrease) in cash and cash equivalents		1,026	(10,839)	(11,865)	-1156%
Cash and cash equivalents at the beginning of the financial year		8,839	19,141	10,302	117%
Cash and cash equivalents at the end of the period		9,865	8,301	(1,564)	-16%

Commentary is provided for variances greater than \$100,000 and 10%.

Note 18 – User fees

Outflows in the second quarter of 2020/21 are due to the reversal of health registration permits and footpath obstruction permits. For the current quarter, other fees and charges are unfavourable to budget by \$23K, this is due to traders not being charged for footpath obstruction permits (outdoor dining) to help encourage economic recovery from the COVID-19 pandemic. Aged service fees are unfavourable to budget by \$87K, this is due to reduced employee resources and service demand.

Note 19 – Grants – operating

Operating grants received of \$7.05 million are favourable to budget by \$4.58 million (this amount is also favourable to the full-year budget). Council has received storm clean up grants totaling \$4.10 million, favourable to budget by \$3.93 million, these amounts are offset by material and service expenditure for storm clean ups (see note 7). Timing of receipts has also contributed to favourable positions at 31 December 2021; Commonwealth Aged Care funding \$290K favourable and Victoria Grants Commission funding favourable by \$656K.

Note 20 – Grants - capital

Council received Local Government Infrastructure grants favourable to budget by \$399K and local roads, bridges grants favourable to budget by \$533K (this amount is also favourable to the full-year budget) and bushfire recovery grants favourable to budget by \$125K (this amount is also favourable to the full-year budget).

Note 21 – Interest received

Interest received has increased by \$166K over last year as there was no interest charged on overdue rates for 2020/21, as part of Councils response to the community to assist through the COVID pandemic.

Note 22 – Net GST refund/payment

The value of the GST refund or payment varies depending on the timing and nature of transactions during the previous quarter. The spend on storm clean up during the year would have an impact on this.

Note 23 – Materials and services

Materials and services expenditure totals \$10.44 million which is unfavourable to budget by \$2.88 million. This is primarily due to contractor payments resulting from multiple storm events during the six months to 31 December which are unfavourable to budget by \$2.64 million.

Note 24 – Payments for property, infrastructure, plant and equipment

Payments for property, infrastructure, plant and equipment relate to payments made to suppliers and contractors in relation to capital works. Section 2.2 above and its associated attachment provides detailed commentary on capital works projects.

Note 25 – Proceeds from sale of property, infrastructure, plant and equipment

Proceeds from the sale of property, infrastructure, plant and equipment relate to the sales of land, plant and fleet. 2020/2021 includes the sale of the property at 59 Main Road Hepburn, which has significantly increased this figure as compared to the current year.

Note 26 – Payments for investments

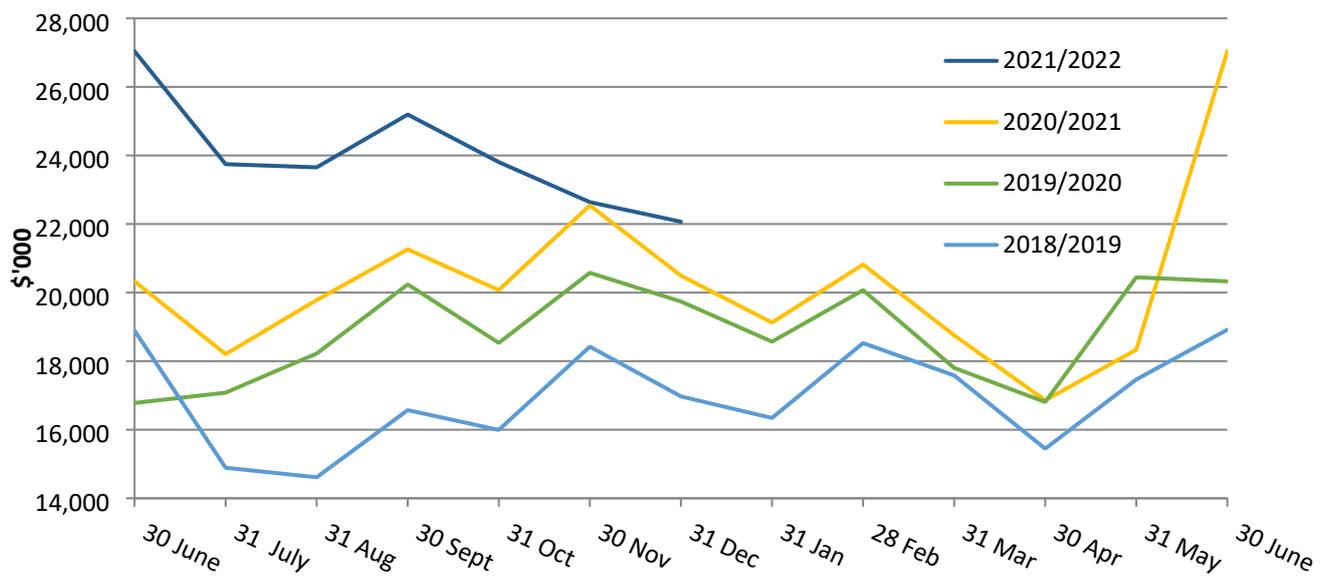
Council has redeemed \$3.0M of short-term investment back to cash, during this current financial year. During the same period last year, Council added \$8.0M to its short-term investments.

Note 27 – Repayment of borrowings

Council took out an interest only loan of \$1.42M in September 2014. The loan was taken out to fund council's defined benefits superannuation liability and was repaid in November 2021 in accordance with the loan contract.

3. Cash Holdings

The following graph shows the monthly balances of cash and investments combined over time. Cash and term deposits held at 31 December 2021 were \$22.07M. The increasing trend, year on year, is the result of increasing reserve balances, continued unspent capital and operating projects, and grants held to complete multi-year projects.



The table below shows the balances of cash and investments as at 31 December 2021.

Cash and investments	Amount \$'000	%
<u>Cash and cash equivalents</u>		
Cash on hand	6	0.0%
Cash at Bank	3,704	16.8%
At call funds	6,081	27.6%
Community Asset Committee Cash at Bank ¹	74	0.3%
Total Cash and cash equivalents	9,865	44.7%
<u>Other financial assets</u>		
Investments	12,069	54.7%
Community Asset Committee Term Deposits ¹	133	0.6%
Total Other financial assets	12,202	55.3%
Total Cash and investments	22,067	100.0%

1. Council incorporates investments held on behalf of Community Asset Committees into our financial position.

3.1. Restrictions on Cash and Investments

Council's working capital (current assets / current liabilities) and unrestricted cash to current liabilities are measures of Council's liquidity. Restrictions on cash and investments does not account for cash liabilities.

The table below should be considered in the context of Council's 2020/2021 financial results and financial plan contained within the 2021/2022 Draft Budget.

	Actuals 30-Jun-19 \$'000	Actuals 30-Jun-20 \$'000	Actuals 30-Jun-21 \$'000	Actuals 31-Dec-20 \$'000	Actuals 31-Dec-21 \$'000
Cash and Investments					
Cash and cash equivalents	12,759	19,141	8,839	8,301	9,865
Other financial assets	6,133	1,192	18,202	12,193	12,202
Total Cash and Investments	18,892	20,333	27,041	20,494	22,067
Restrictions on Cash and Investments¹					
Trust Funds and Deposits	950	1,194	1,205	2,207	2,283
Statutory Reserves	530	1,102	1,526	1,102	1,526
Other Restrictions ²	13,678	16,721	20,927	16,721	20,927
Total Restricted Cash and Investments³	15,158	19,017	23,658	20,030	24,736
Total Unrestricted Cash and Investments	3,734	1,316	3,383	464	(2,669)

1. A statutory requirement for Council to hold in trust. This includes bond payments, development contributions toward Public Open Space and grant income received in advance for future year projects.

2. Other restrictions.

Other Restrictions	\$'000	\$'000	\$'000	\$'000	\$'000
Cash held to fund carry forward capital works	7,670	10,320	12,125	10,320	12,125
Grants and other income received in advance	4,011	4,157	6,386	4,157	6,386
Discretionary Reserves	1,997	2,244	2,416	2,244	2,416
Total other restricted amounts	13,678	16,721	20,927	16,721	20,927

3. Negative unrestricted cash and investment. Council is reporting a negative unrestricted cash and investment balance of \$2.7m as at 31 December 2022, this is not sustainable. The balance as at December is partly due to timing of projects, unbudgeted projects, significant storm recovery expenditure and low level of unrestricted cash for a number of years. Officers are preparing a detailed mid-year review and planning for the 2022/23 year. Officers and Councillors are committed to returning to a positive unrestricted cash balance.

3.2. Unrestricted cash (VAGO ratio)

Measure:

unrestricted cash / current liabilities

2021/22 Budget Calculation:

\$3,179K / \$7,740K = 41.1%

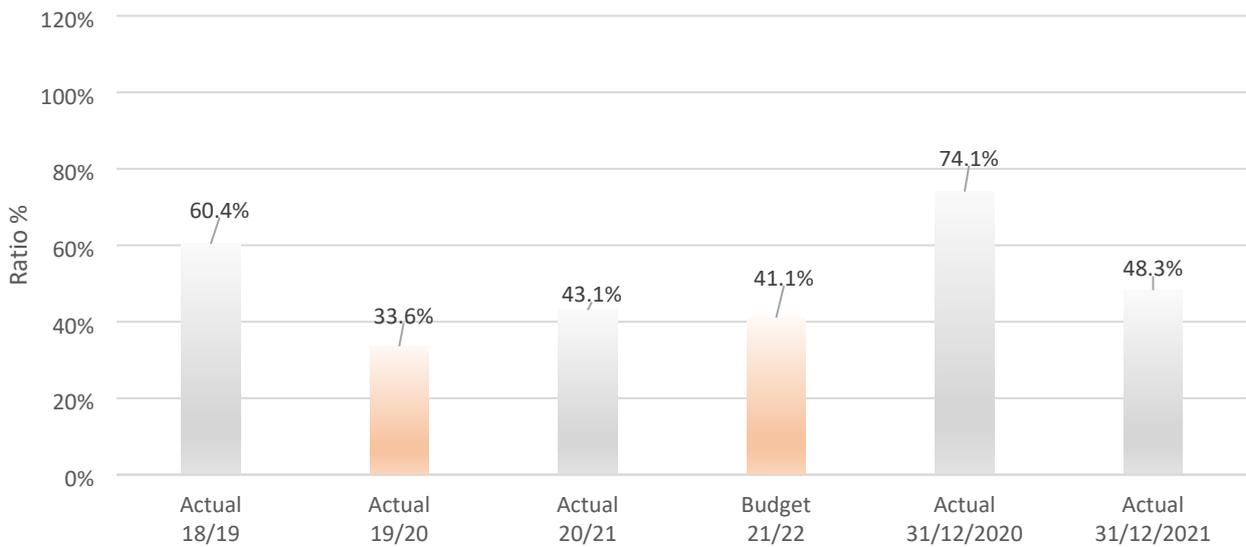
31 December 2021 Actual Calculation:

\$6,056K / \$12,546K = 48.3%

Purpose of ratio:

To assess if Council has enough cash, that is not tied to a reserve or trust account, to meet its obligations for the financial year.

The current forecasted KPI of 41.1% sits below the target of between 50-100%. This was a consideration in the setting of the 2021-22 budget and will also be a factor in the Long-Term Financial Plan (Financial Plan).



4. Financial Reserves

The below table shows reserve balances expected as at 30 June 2022.

Reserve	Opening Balance 30-June-21 ('000)	Budgeted Transfers to ('000)	Budgeted Transfers from ('000)	Closing Balance 30-June-22 ('000)
Statutory Reserves				
Public Open Space Reserve	1,526	250	(250)	1,526
Statutory Reserves Total	1,526	250	(250)	1,526
Discretionary Reserves				
Clunes Caravan Park Reserve	7	-	-	7
Debt Management Reserve	1,792	-	(1,419)	373
Heritage Advisory Fund	20	-	-	20
Mineral Springs Financial Reserve	1,060	505	(431)	1,134
Mt Beckworth Pit Reserve	28	-	-	28
Smeaton Hill Pit Reserve	74	-	-	74
Waste Management Reserve	(565)	144	-	(421)
Discretionary Reserves Total	2,416	649	(1,850)	1,215
Total Reserves	3,942	899	(2,100)	2,741

Public Open Space Reserve

The Public Open Space Reserve is used to hold developer contributions towards public open space infrastructure arising from property developers undertaking property subdivisions. These funds are then used to expand and upgrade Council's public open space facilities. Use of the funds in the Public Open Space Reserve are restricted by legislation.

Clunes Caravan Park Reserve

The Clunes Caravan Park Reserve contains funds reserved for future capital works projects at the Clunes Caravan Park. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Debt Management Reserve

In 2013 Council financed the repayment of its defined benefits superannuation liability with an interest only bond. The Debt Management Reserve was created to hold the notional principal repayment due on this loan over the life of the loan. At the maturity of the interest only bond, the entire bond will be repaid with the proceeds of this reserve. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Council previously made a commitment to transfer \$200K per annum into the Debt Management Reserve to set aside cash to pay back the principal component of a \$1.42M interest only loan taken out in 2013 (maturing in 2023).

Heritage Advisory Reserve

The purpose of this reserve is to provide low interest loans for heritage renovations. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Mineral Springs Financial Reserve

The purpose of this reserve is to fund future works associated with mineral springs across the municipality and the refurbishment of the spa complex. The annual operating surplus of the Hepburn Mineral Springs Reserve is transferred to this reserve each year. Reserve funds are then used for capital projects at the Hepburn Mineral Springs Reserve. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Smeaton Hill Pit Reserve

The Smeaton Hill Pit Reserve contains funds reserved for future gravel pit restoration works at the Smeaton Hill gravel pit. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Mt Beckworth Pit Reserve

The Mt Beckworth Pit Reserve contains funds reserved for future gravel pit restoration works at the Mt Beckworth gravel pit. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

Waste Management Reserve

The annual operating surplus of Council's waste management function is transferred to the Waste Management Reserve each year. Reserve funds are then used for waste management capital projects. Council is undertaking a Waste Strategy during 2021-2022 which will inform future waste management capital projects required by the shire. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

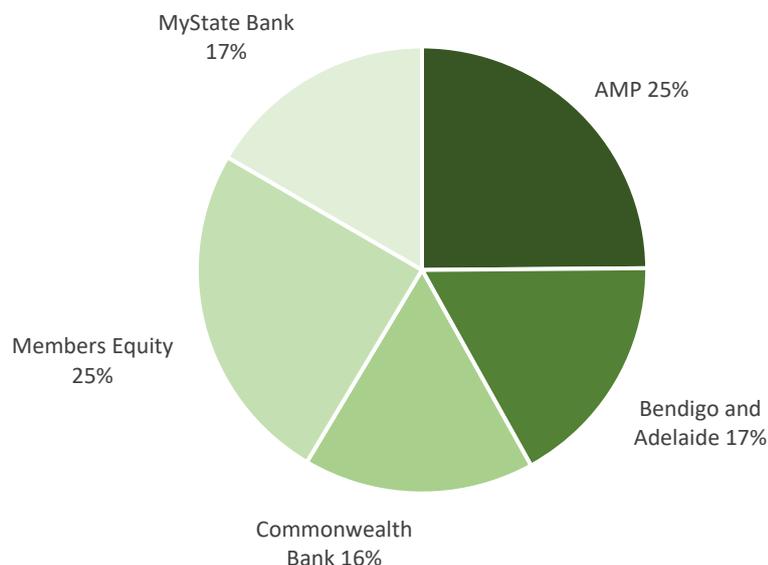
5. Investment Mix

Council invests funds held in Trust and Reserves in short to medium term investments such as term deposits. All investments are made in accordance with the *Local Government Act 2020* and are made with APRA (Australian Prudential Regulation Authority) approved financial institutions.

The table below shows a varied interest rate per investment. This is due to lower interest rates currently offered within the market, combined with maximum allowable investments with financial institutions as per Council's policy.

As at 31 December 2021 investments consisted of the following term deposits:

Institution	Maturity Date	Interest Rate	Term (months)	Amount \$'000
Commonwealth Bank	18-Feb-22	0.43%	8	1,000
Bendigo and Adelaide	21-Feb-22	0.35%	8	1,000
Bendigo and Adelaide	21-Feb-22	0.25%	9	60
Bendigo and Adelaide	24-Feb-22	0.35%	8	1,000
Members Equity	22-Mar-22	0.45%	9	1,000
Commonwealth Bank	19-Apr-22	0.45%	10	1,000
AMP	10-May-22	1.00%	5	1,000
Members Equity	17-Jun-22	0.53%	12	1,000
Members Equity	24-Jun-22	0.52%	12	1,000
MyState Bank	04-Oct-22	0.49%	12	1,000
AMP	04-Oct-22	0.80%	12	1,000
AMP	10-Nov-22	0.80%	12	1,000
MyState Bank	20-Oct-23	0.80%	24	1,000
Total Investments				12,060



6. Financial Performance Indicators

6.1. Adjusted underlying result

Measure:

adjusted underlying surplus (deficit) / adjusted underlying revenue

2021/22 Budget Calculation:

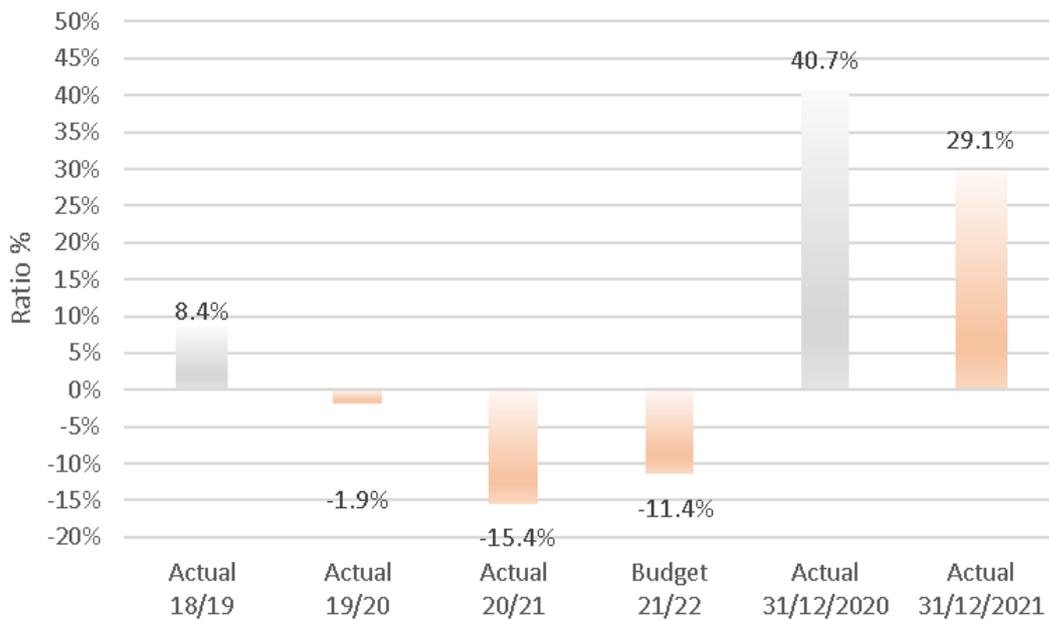
$\$-3,669\text{K} / \$32,121\text{K} = -11.4\%$

31 December 2021 Actual Calculation:

$\$9,352\text{K} / \$32,103\text{K} = 29.1\%$

Purpose of ratio:

This ratio measures Council's ability to meet operating expenditure with operating revenue. The current budget of -11.4% sits below the State Government target of between 0-10%.



A short term negative adjusted underlying result can be managed. Council reviewed the long-term projections as part of the development of the Council Financial Plan 2021-2031.

6.2. Obligations

The 2021/2022 Budget contains borrowings for one capital project that has long term intergenerational benefits that would otherwise be unable to be funded by Council. However, Council has decided to not proceed with the Hepburn Hub at the Rex project so Councils borrowing levels will be reviewed as part of the 2022/23 budget setting.

Borrowing Ratio

Measure:

interest bearing loans and borrowings / rate revenue

2021/2022 Budget Calculation:

$\$5,243\text{K} / \$23,547\text{K} = 22.3\%$

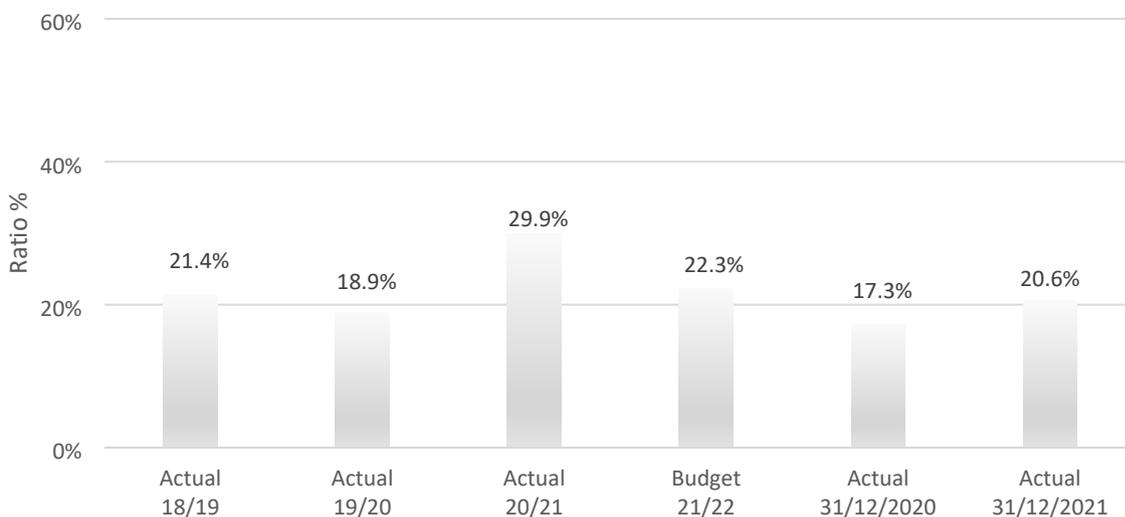
31 December 2021 Actual Calculation:

$\$4,853\text{K} / \$23,505\text{K} = 20.6\%$

Purpose of ratio:

To assess the utilisation of debt to fund Council’s intergenerational works projects, relative to rates and charges revenue.

The budget ratio of 22.3% and the actual ratio as at 31 December 2021 of 20.6% sits well within State Government target of between 0-60%.



Debt Commitment

Measure:

interest and principal repayments on interest bearing loans and borrowings / rate revenue

2021/2022 Budget Calculation:

\$2,341K / \$23,547K = 9.9%

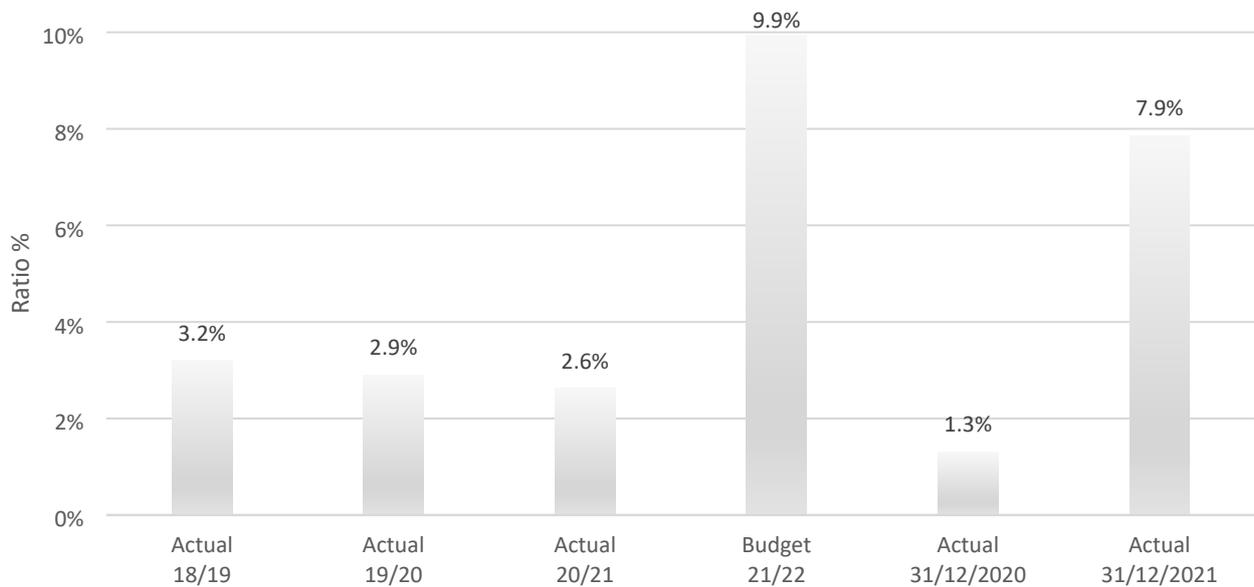
31 December 2021 Actual Calculation:

\$1,849K / \$23,505K = 7.9%

Purpose of ratio:

To assess how reliant Council is on rates and charges revenue to meet interest and principal loan repayments.

The budget ratio of 9.9% and the actual ratio as at 31 December 2021 of 7.9% sits outside of the State Government target of between 0-5%.



Indebtedness

Measure:

non-current liabilities / own source revenue

2021/2022 Budget Calculation:

\$5,043K / \$26,920 = 18.7%

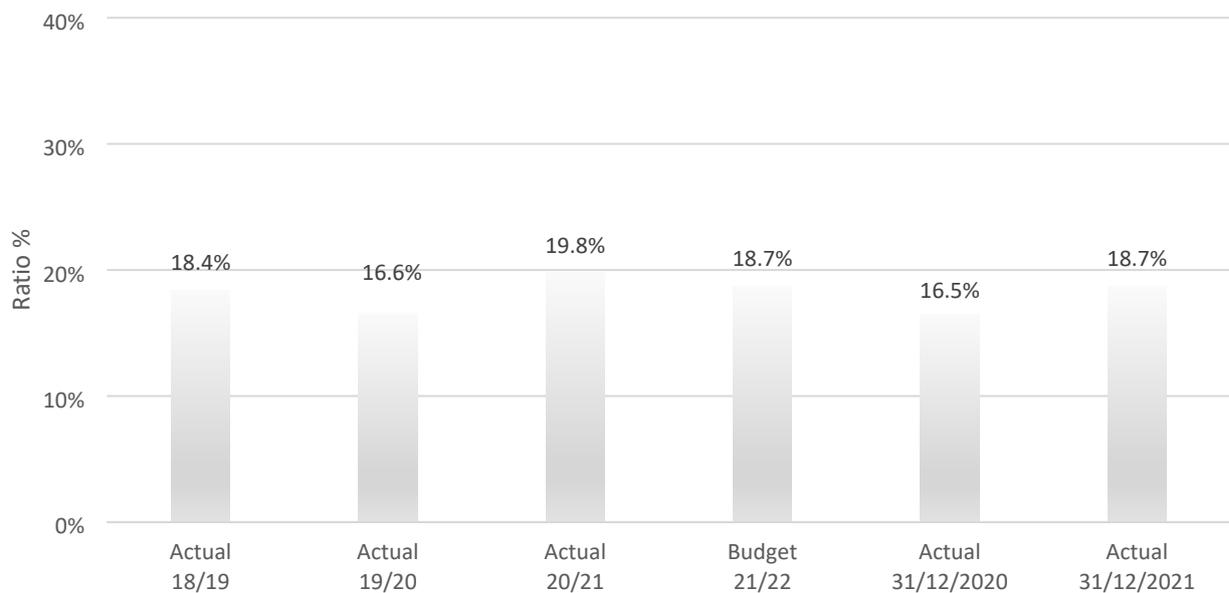
31 December 2021 Actual Calculation:

\$4,685K / \$25,013K = 18.7%

Purpose of ratio:

To assess Council's ability to cover its medium to long-term liabilities with revenue not sourced by grants, monetary contributions, or non-monetary contributions.

This measure is relatively static over time and remains in the middle of the State Government target of between 0-40%.



6.3. Rates and charges

Rates concentration

Measure:

rates and charges / adjusted underlying revenue

2021/2022 Budget Calculation:

\$23,547K / \$32,121K = 73.3%

31 December 2021 Actual Calculation:

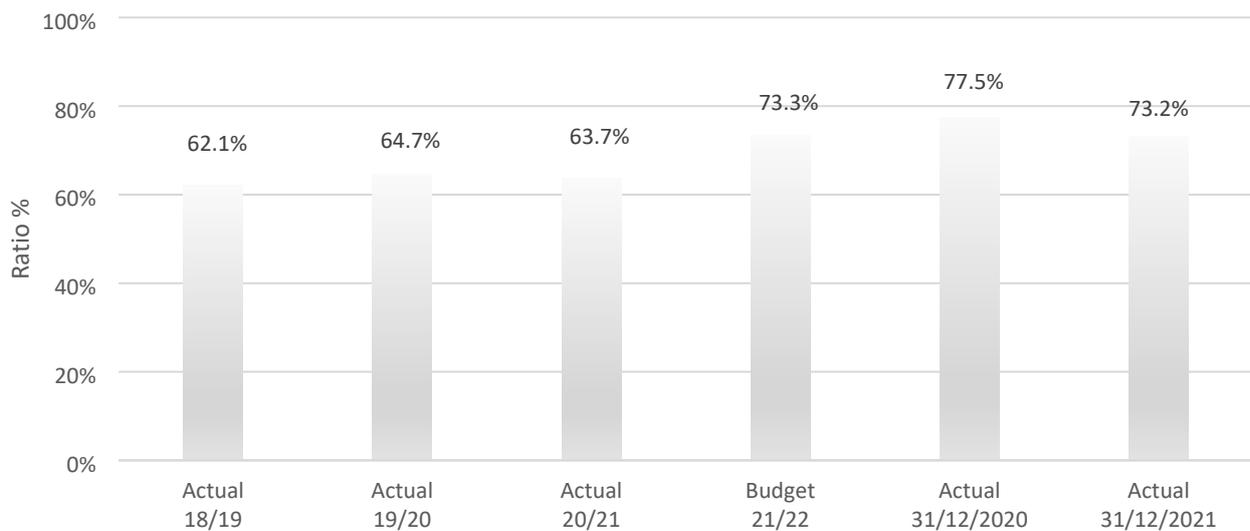
\$23,505K / \$32,103K = 73.2%

Purpose of ratio:

This ratio measures Council’s reliance on rates and charges to fund operating services.

Sitting within the KPI range (30-80%) means that Council is less reliant on operating grants and user fees to fund operating expenditure.

This ratio is higher this year due to only 50% of the Victoria Grants Commission grant being budgeted to be received during the financial year.



7. Rates and Other Debtors

As at 31 December 2021, Council's debtors are summarised below:

Debtor	December 2020 \$'000	December 2021 \$'000	Current \$'000	> 30 Days \$'000
Rates (including FSL debtors) ¹	13,949	15,150	12,897	2,253
Sundry	1,552	937	273	664
Other Debtors	134	172		
-GST	116	779		
-Pension Concession	208	316		
Less: provision for doubtful debts	(138)	(79)		
TOTAL	15,821	17,275	13,170	2,917

1. Any payments made on rates and charges are applied to prior year outstanding balances first. Rates are classified as overdue when payment is not received by instalment date.

Overdue rates debtors were \$2.25M (including Fire Services Levy collected on behalf of the State Government) at 31 December 2021. At the same time last year overdue rates were \$1.80M, and the increase of \$453K in overdue rates debtors is an increase of 25%. This is due to a combination of the annual rate cap rate rise, the impacts of COVID and offering a support package of payment extensions on instalments.

Outstanding sundry debtors of \$937K comprise the following:

Debtor Details	December 2020 \$'000	December 2021 \$'000
Government Grants	620	259
Leases	370	354
Planning	21	14
Environmental Health	14	53
Contract Services	7	5
HACC	6	10
Building	3	2
Fire Hazards	3	3
Local Laws	134	168
Other	374	69
Total	1,552	937

8. Councillor Expenses

Councillor Expenses for the six months ended 31 December 2021.

Councillor	Councillor Allowance	Mobile and Data	Conferences and Training	Travel and Accom	Total
Cr Bray	11,536	486	755		12,777
Cr Drylie	16,475	486	755	798	18,514
Cr Halliday	11,536	486	1,205		13,227
Cr Henderson	11,536	708	755		12,999
Cr Hewitt	29,525	486	755	5,802	36,568
Cr Hood	11,536	486	1,005		13,027
Cr Simpson	11,536	486	1,255		13,277
Total	103,680	3,624	6,485	6,600	120,389

Councillor Allowances and Expenditure

The Victorian Government sets upper and lower limits for all allowances paid to Councillors and Mayors. Hepburn Shire Council is classified as a category two Council and allowances are paid in accordance with section 39 of the *Local Government Act 2020*.

Mobile and Data

The provision of telecommunications services, including phones and laptop/tablet, are paid for by Council.

Travel and Accommodation

This category covers expenses associated with attendance by Councillors at approved short-term training, conferences and/or functions. The travel costs associated with the Mayor are associated with the provision of a council vehicle.

Hepburn Shire Council
Statement of Capital Works as at 31 December 2021

ATTACHMENT 13.1.2

Project Number	Project Name	Original Budget	Carry Forward Budget	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Original Budget	Carry Forward Budget	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking Green = 1 Orange = 2 Red = 3	Project Progress Comments
CEO SERVICES																			
001080	Website Upgrade	75,000	-	75,000	37,500	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	6/30/2021	●	A website developer (OpenCities) has been selected. OpenCities is an Municipal Association of Victoria preferred supplier and has developed websites for councils large and small through Victoria (and beyond). A scope document has been developed and a project control group nominated. A launch meeting will be scheduled shortly, community engagement via a survey is currently open.
Total CEO		75,000	-	75,000	37,500	-	0%	0%	-	-	0%	-	-	-	-				
TOTAL CEO SERVICES		75,000	-	75,000	37,500	-	0%	0%	-	-	0%	-	-	-	-				
COMMUNITY AND DEVELOPMENT																			
000504	Public Art Appropriation	-	33,403	33,403	15,417	-	0%	0%	20,500	20,500	61%	-	-	-	-	In Progress and On Track	1/31/2022	●	Art commission at Glenlyon is complete, awaiting dryer weather to install concrete slab with works expected to be completed in early 2022. Place of art commission for The Rex is currently being assessed.
000964	Hepburn Kindergarten Extension	-	202,778	202,778	93,590	-	0%	0%	35,050	35,050	17%	-	162,128	162,128	-	In Progress and On Track	11/30/2022	●	Successful with new grant to completed revised scope. Further detailed design work to be completed in early 2022 and then release a request for tender for a building contractor in April 2022.
001047	Bullarto Interpretive Sign	-	15,000	15,000	6,923	-	0%	0%	-	-	0%	-	-	-	-	In Progress and Delayed	TBC	●	One quote has been received in January and is being reviewed by builder due to increased material costs. Unable to obtain a second quote due to shortage of builders. Procurement exemption will be sought. Aiming to have project by February 2022.
Total Community Life		-	251,181	251,181	115,930	-	0%	0%	55,550	55,550	22%	-	162,128	162,128	-				
Buildings																			
000970	Hepburn Recreation Pavilion	-	215,847	215,847	99,622	207,575	96%	208%	-	207,575	96%	-	-	-	-	Completed	12/15/2021	●	Original scope completed, minor additional scope complete by 15-12-2021.
001112	Trentham Recreation Reserve Pavilion	748,623	-	748,623	374,312	115,020	15%	31%	1,779,280	1,894,300	25%	1,856,089	-	1,856,089	-	In Progress and On Track	8/31/2022	●	Construction underway, practical completion slated for August 2022.
Building Improvements																			
000553	Sustainability Strategy - Towards Zero - Council Assets	-	190,475	190,475	87,912	17,678	9%	20%	2,045	19,724	10%	-	-	-	-	In Progress and On Track	6/30/2022	●	Funds available for use this financial year or for reinvestment in to Sustainable Hepburn pending further Executive Team discussion.
000741	Calambreen Park Aquatics Project	-	245,704	245,704	113,402	8,506	3%	8%	329,026	337,531	137%	-	16,560	16,560	-	In Progress and Delayed	3/30/2022	●	Construction tender awarded October 21. Contractors finalising required landowner consent and building permits. It is anticipated that construction will commence in mid January 2022 and be completed by end of March 2022.
Off Street Car parks																			
000769	Doug Lindsay Carpark and Traffic Management	167,000	-	167,000	83,500	95,434	57%	114%	112,511	207,945	125%	-	-	-	-	In Progress and On Track	2/28/2022	●	Works are on track and 80% complete. Some defects to be rectified in early January 2022.
Footpaths and Cycleways																			
000838	Clunes Walkability Project Planning	-	1,838	1,838	848	-	0%	0%	-	-	0%	-	-	-	-	In Progress and Delayed	11/30/2022	●	This Project is due to recommence as of February 2022. It is anticipated that project will be completed by November 2022.
001083	Clunes Walkability Project Implementation	30,000	-	30,000	15,000	-	0%	0%	-	-	0%	-	-	-	-	Not Yet Due to Start	11/30/2023	●	This Project has been proposed to be deferred to 22/23 in mid-year budget review. Project implementation works to follow this anticipated adoption of the Clunes Walkability Plan by November 2022.
Parks, Open Space and Streetscapes																			
000898	Playspace Strategy Implementation	-	85,300	85,300	39,369	2,481	3%	6%	910	3,391	4%	-	-	-	-	In Progress and Delayed	6/30/2022	●	Project planning and delivery to commence in February 2022. It is anticipated that project will be completed by 30 June 2022.
000908	Clunes Community Park Masterplan	-	633	633	292	-	0%	0%	-	-	0%	-	-	-	-	In Progress and Delayed	6/30/2022	●	Scoping of additional investigation piece on the provision of the sport and recreation provision in Clunes January 2022. Scope variation to be undertaken in February/March 2022. It is anticipated that project will be completed by 30 June 2022.
001027	Outdoor Fitness Equipment Clunes Creek Walk & Wombat Trail	-	105,569	105,569	48,724	57,184	54%	117%	57,184	114,367	108%	-	-	-	-	In Progress and On Track	4/1/2022	●	Design and equipment order finalised with install date for Trentham Recreation Reserve anticipated to commence in early to mid February 2022 and Clunes anticipated for March 2022. Works will be completed within Local Roads and Community Infrastructure funding requirements.
Recreational, Leisure and Community Facilities																			
000414	Hard Court Renewals	144,000	43,108	187,108	93,354	6,838	4%	7%	3,524	10,362	6%	-	-	-	-	In Progress and On Track	6/1/2022	●	Request for tender has been awarded to ideal for the reconstruction of Hepburn Netball courts. Contractor moved on site in December 2021. Excavation commences 12th January 2022 and will be completed by March 2022, prior to the Netball Season. Trentham Tennis Court audit and inspection report has been completed with recommendations forwarded to Council, Drummond Tennis Court Geotechnical, audit and inspection investigation is currently being undertaken with the final report anticipated to be provided to council by the end of January 2022.
000896	Reserve Entry Enhancement Program	-	26,490	26,490	12,226	625	2%	5%	-	625	2%	-	-	-	-	In Progress and On Track	6/1/2022	●	Designs are finalised and works to commence once the carpark and circuit pathways works have been completed.
000897	Newlyn Cricket Nets	-	1,260	1,260	582	3,797	301%	653%	-	3,797	301%	-	-	-	-	In Progress and On Track	5/1/2022	●	Design completed, contract awarded with works to commence in March 2022 and with works to be completed within the Local Roads and Community Infrastructure funding requirements.
000899	Hepburn Cricket Nets	-	20,011	20,011	9,236	2,665	13%	29%	4,854	7,519	38%	-	10,000	10,000	-	Completed	7/1/2021	●	Completed.
000904	Outdoor Fitness Spaces	-	37,010	37,010	17,082	-	0%	0%	686	686	2%	-	-	-	-	In Progress and On Track	4/1/2022	●	Design and equipment order finalised with install date for Trentham Recreation Reserve anticipated to commence in early to mid February 2022 and Clunes anticipated for March 2022. Works will be completed within Local Roads and Community Infrastructure funding requirements.
000906	Magic Pudding Playground Development	20,000	-	20,000	10,000	-	0%	0%	-	-	0%	-	-	-	-	Not Yet Started and Delayed	11/4/2022	●	Project planning and scope in February 2022. Project delivery and community and stakeholder engagement March - August 2022. It is anticipated that project will be completed by 4 November 2022.
000910	Doug Lindsay - water harvest design	-	19,847	19,847	9,160	13,101	66%	143%	7,755	20,856	105%	-	-	-	-	In Progress and On Track	3/1/2022	●	Works are on track and 80% complete. Some defects to be rectified in early January 2022.
000913	Clunes Recreation Reserve Masterplan	-	6,391	6,391	2,950	-	0%	0%	3,664	3,664	57%	-	-	-	-	In Progress and Delayed	6/30/2022	●	Scoping of additional investigation piece on the provision of the sport and recreation provision in Clunes January 2022. Scope variation to be undertaken in February/March 2022. It is anticipated that project will be completed by 30 June 2022.
000923	Netball Court Hepburn	-	43,100	43,100	19,892	6,556	15%	33%	-	6,556	15%	-	-	-	-	In Progress and On Track	3/1/2022	●	Request for tender has been awarded to Dswala for the reconstruction of Hepburn Netball courts. Contractor moved on site in December 2021. Excavation commences 12th January 2022 and will be completed by March 2022, prior to the Netball Season.
000989	Glenlyon Recreation Reserve Community Pavilion Redevelop.	-	121,000	121,000	55,846	2,418	2%	4%	-	2,418	2%	-	-	-	-	In Progress and Delayed	11/4/2022	●	Draft procurement plan focussing on community consultation and the design phase has been prepared and is anticipated to be approved for tendering late January 2022.

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Project Number	Project Name	Original Budget	Carry Forward Budget	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Original Budget	Carry Forward Budget	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking Green = 1 Orange = 2 Red = 3	Project Progress Comments
000990	Trentham Recreation Reserve Pavilion - detailed design	-	113,734	113,734	52,493	20,830	18%	40%	27,365	48,195	42%	-	-	-	-	Completed	N/A	●	Completed.
001081	Pool Building Renewal Works Program	55,000	-	55,000	27,500	1,050	2%	4%	30,259	31,309	57%	-	-	-	In Progress and On Track	6/1/2022	●	Costings received with painting works scheduled to be completed at Daylesford Pool prior to the pool opening season 2021 with the replacement of the partition and asbestos removal works to be completed following the pool season in March 2022.	
001086	Clunes Recreation Reserve Netball Pavilion Redevelopment	12,000	-	12,000	6,000	-	0%	0%	-	-	0%	-	-	-	In Progress and Delayed	11/4/2022	●	Review of scope and project delivery workplan in January 2022. It is anticipated that project will be completed by November 2022.	
001088	Glenlyon Pavilion Redevelopment Project	24,000	-	24,000	12,000	-	0%	0%	-	-	0%	-	-	-	In Progress and Delayed	6/30/2022	●	Draft procurement plan focussing on community consultation and the design phase has been prepared and is anticipated to be approved for tendering late January 2022.	
001089	Newlyn Cricket Net Construction	240,000	-	240,000	120,000	3,800	2%	3%	-	3,800	2%	-	-	-	In Progress and On Track	6/1/2022	●	Request for quote for the construction of the cricket nets awarded to ASTE with works anticipated to be undertaken in March 2022 with works to be completed within the Local Roads and Community Infrastructure funding requirements.	
001090	Newlyn Recreation Reserve Playground Upgrade Planning	10,800	-	10,800	5,400	-	0%	0%	-	-	0%	-	-	-	Not Yet Started and Delayed	N/A	●	Officer recommendation to cancel project through the mid year budget review due to the required review of a scope change to the project.	
001091	Reserve and Open Space Furniture Renewal and Expansion Progr	51,600	-	51,600	25,800	4,571	9%	18%	27,132	31,703	61%	-	-	-	In Progress and On Track	4/28/2022	●	Furniture procured, contractor engaged to install in conjunction with Calambeen Park Public Amenity and Footpath project.	
001092	Recreation Facility Accessible Carpark and Pathways	24,000	-	24,000	12,000	-	0%	0%	-	-	0%	-	-	-	Not Yet Due to Start	N/A	●	Project recommended to be cancelled as part of the mid-year review as project 000896 exists to complete planning of Reserves Entry program.	
001094	Recreation Lighting Strategy	30,000	-	30,000	15,000	-	0%	0%	-	-	0%	-	-	-	In Progress and On Track	6/1/2022	●	Scope for strategy being finalised and request for quote documentation being prepared.	
001095	Active Recreation Centre (ARC) Masterplan Implementation	22,000	-	22,000	11,000	-	0%	0%	-	-	0%	-	-	-	Not Yet Started and Delayed	11/4/2022	●	Project planning and scoping in January 2022. Project delivery to be undertaken in February to November 2022.	
Total Economic Development and Recreation		1,579,023	1,277,317	2,856,340	1,380,700	570,226	20%	41%	2,393,994	2,964,220	104%	1,856,089	26,560	1,882,649					
TOTAL COMMUNITY AND DEVELOPMENT		1,579,023	1,528,498	3,107,521	1,496,630	570,226	18%	38%	2,449,544	3,019,770	97%	1,856,089	188,688	2,044,777					
ORGANISATIONAL SERVICES																			
000497	Trentham Community Hub Design & Construct	200,000	142,952	342,952	171,476	237,314	69%	138%	51,039	288,353	84%	500,000	-	500,000	-	In Progress and On Track	5/31/2023	●	Construction tender awarded at December Council Meeting. Final construction documentation being prepared prior to possession of site by contractor.
Total Director Organisational Services		200,000	142,952	342,952	171,476	237,314	69%	138%	51,039	288,353	84%	500,000	-	500,000	-				
000423	Library Collection and Technology Renewal	60,000	-	60,000	30,000	9,186	15%	31%	-	9,186	15%	-	-	-	Not Yet Due to Start	TBC	●	Not yet commenced. Expenditure scheduled to occur late in the financial year to ensure new assets are available for the new Daylesford Library.	
000784	Library Equipment	-	-	-	-	-	0%	0%	17,535	17,535		-	-	-	In Progress and Delayed	N/A	●	Equipment purchased and originally held pending Daylesford Library move to the Hepburn Hub at the Rex. Further planning being undertaken as likely to remain at current site, however expenditure will now be reviewed given decision at the Hepburn Hub at the Rex.	
Total Customer Experience		60,000	-	60,000	30,000	9,186	15%	31%	17,535	26,721	45%	-	-	-					
000557	IT Hardware / Technology Renewal Program	345,750	283,591	629,341	314,670	270,431	43%	86%	10,191	280,622	45%	-	-	-	In Progress and On Track	6/30/2022	●	Annual renewal program for ICT assets, ongoing throughout the year. Spend on target for this point in time, and will be further reviewed in early 2022 to gauge progress, and requirements to meet spend to avoid further carry over into 22/23.	
000926	Software Upgrades	-	150,367	150,367	69,400	68,428	46%	99%	63,972	132,400	88%	-	-	-	In Progress and On Track	6/30/2022	●	Carry over budget for software upgrades from 2021 being used for TechOne development. Will discuss with Finance transferring balance as such.	
000979	Hepburn Hub Coworking Space	-	147,500	147,500	68,077	-	0%	0%	-	-	0%	-	17,500	17,500	Not Yet Due to Start	N/A	●	Due to cancellation of Rex project, this project needs to be rescope. Internal working group are working on a mobile digital hub concept. DIPR have advised that any rescope will need to be approved by Minister and funds must be expended by June 30.	
001077	Server Equipment Replacement	264,000	-	264,000	132,000	-	0%	0%	-	-	0%	-	-	-	In Progress and On Track	6/30/2022	●	Request for quote drawn up and pushed out to vendors on the Procurement Australia and Municipal Association of Victoria Panels. End dates is Jan 10th for submission and will be reviewed the week of Jan 10th also. Evaluation panel made up of Chris Whyte, Matt Shaw and Simon Menne (Delivery) given sum is over \$50k but under required tender limit. Project will be completed by end of June.	
001078	Software Development (Non Technology One)	132,500	-	132,500	66,250	2,094	2%	3%	-	2,094	2%	-	-	-	In Progress and On Track	6/30/2022	●	Project not started, will commence in January 2022.	
001079	Technology One Development	100,000	-	100,000	50,000	92,396	92%	185%	34,322	126,718	127%	-	-	-	In Progress and On Track	6/30/2022	●	Overbudget due to contract changes and negotiations early in 21/22 year. Part of this was charged to project. Will review in Q3 and see where shortfall can be transferred from.	
Total ICT		842,250	581,458	1,423,708	700,398	441,660	31%	63%	108,485	550,145	39%	-	17,500	17,500	-				
TOTAL ORGANISATIONAL SERVICES		1,102,250	724,410	1,826,660	901,874	688,159	38%	76%	177,059	865,218	47%	500,000	17,500	517,500	-				
INFRASTRUCTURE AND DELIVERY																			
000551	Hepburn Hub at the Rex	-	4,254,437	4,254,437	1,963,585	285,275	7%	15%	-	285,275	7%	-	-	-	(698)	Not Yet Started and Delayed	N/A	●	Project and required budget to be reviewed in the first quarter of 2022.
001093	Hammon Park Trail Head	750,000	-	750,000	375,000	5,445	1%	1%	4,920	10,365	1%	2,100,000	-	2,100,000	-	In Progress and On Track	7/1/2023	●	A tender to construct the Hammon Park Trailhead has been advertised with a closing date of 20 January 2022. Award of the contract is scheduled for February 2022. This project is on track pending successful tender response.
001103	Town Signage Renewal Program	24,000	-	24,000	12,000	-	0%	0%	-	-	0%	-	-	-	Not Yet Due to Start	TBC	●	Proposed for deferring in mid year review, result TBC. If delivery confirmed, to take place in Q3 and Q4.	
Total Director Infrastructure and Delivery		774,000	4,254,437	5,028,437	2,350,586	290,720	6%	12%	4,920	295,640	6%	2,100,000	-	2,100,000	(698)				
Building Improvements																			
000662	Daylesford Town Hall Community Hub	-	100,000	100,000	46,154	1,052	1%	2%	-	1,052	1%	-	-	-	In Progress and On Track	6/30/2022	●	Assessment of roof and parapet completed with second opinion to be sought. Preliminary estimate sought is up to \$100k.	
000853	Hammon Park toilet upgrade	-	176,834	176,834	81,616	13,260	7%	16%	49,340	62,999	35%	-	-	-	Not Yet Due to Start	TBC	●	Tenders have closed and are under evaluation. Due to be considered by Council at the February 2022 meeting	
Total Major Projects		-	276,834	276,834	127,770	14,312	5%	11%	49,340	63,652	23%	-	-	-	-				

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Bridges																			
000753	Bridge Renewal - Wheelers Bridge	-	120,024	120,024	55,396	80,715	67%	146%	18,535	99,250	83%	-	-	-	-	In Progress and On Track	1/31/2022	●	Final design drawings delivered, internal review underway.
001035	Bridge Renewal - Telegraph Road Bridge	-	252,500	252,500	116,538	203,427	81%	175%	-	203,427	81%	-	126,250	126,250	-	In Progress and On Track	2/25/2022	●	Bridge works are complete. A final seal will be brought forward and completed as part of the 21/22 reseal program to fully expense the grant funding.
001046	Blamipd Mollonghip Road Bridge Strengthening	-	188,300	188,300	86,908	203,427	108%	234%	230	203,657	108%	-	50,000	50,000	-	In Progress and On Track	2/25/2022	●	Bridge works are complete. A final seal will be brought forward and completed as part of the 21/22 reseal program to fully expense the grant funding.
001055	Bridge Renewal - James La - Tylden	100,000	-	100,000	50,000	-	0%	0%	44,168	44,168	44%	-	-	-	-	In Progress and On Track	6/30/2022	●	Contract has been awarded. Project is managed by Macedon ranges Shire Council with co contribution from Hepburn. Construction expect before May 2022
001056	Bridge Renewal - Old Ballarat Rd - Cameron	500,000	-	500,000	250,000	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	6/30/2022	●	Detailed design to be completed in December 2021. Aim to award at Feb 2022 Council meeting and construct this financial year.
Building Improvements																			
000821	Central Springs Master Plan and Cafe works	-	22,957	22,957	10,596	6,732	29%	64%	2,378	9,110	40%	-	-	-	-	Completed	11/30/2021	●	Completed.
Drainage																			
000651	Drainage condition assessment and renewal/upgrade program	60,000	21,244	81,244	40,622	-	0%	0%	6,818	6,818	8%	-	-	-	-	In Progress and On Track	6/30/2022	●	Drainage works package to be tendered in January 2022
001038	Kerb & Channel - Pearman St Creswick	-	273,430	273,430	126,198	1,126	0%	1%	(271)	855	0%	-	-	-	-	In Progress and On Track	4/30/2022	●	Contract to be awarded in February 2022 Ordinary Council meeting with construction expected in Feb/March 2022.
001057	Central Springs Rd - Daylesford	60,000	-	60,000	30,000	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	4/30/2022	●	Project is out for quotation. Anticipate award in Jan/Feb 2022.
001058	Drainage Easement - East & Fraser Street Daylesford	150,000	-	150,000	75,000	-	0%	0%	1,200	1,200	1%	-	-	-	-	In Progress and On Track	6/30/2022	●	Proposal to direction drill the easement should be feasible within project budget. Project is currently being surveyed and a construction scope will be tendered in early 2022.
Footpaths and Cycleways																			
000112	Footpath Renewal Program	504,053	86,864	590,917	295,458	353,700	60%	120%	116,460	470,161	80%	-	-	-	-	In Progress and On Track	4/30/2022	●	Clunes package complete. Creswick package all but complete with minor associated drainage works to finalise the works. Trentham package 60% complete with the final section on Falls Rd expected to be finalised early in 2022. Daylesford package proposed to be completed in Jan 2022.
001023	Doug Lindsay Reserve - Security Lighting & Shared Pathway	-	271,122	271,122	125,133	185,034	68%	148%	30,931	215,964	80%	-	-	-	-	In Progress and On Track	1/31/2022	●	Construction works are continuing on site and are currently 80% complete. Anticipated to be completed early 2022.
Land Improvements																			
000984	Lake Jubilee Path Construction and Improvements	-	59,334	59,334	27,385	8,691	15%	32%	26,470	35,161	59%	-	-	-	-	In Progress and Delayed	2/28/2022	●	Construction delayed due to weather. Construction to begin in December 2021 and finalised early 2022.
Other Infrastructure																			
001020	Local Roads and Community Infrastructure Grant	-	-	-	-	-	0%	0%	-	-	-	-	-	536,410	-	In Progress and On Track	N/A	●	This is an overarching line item, with specific projects spread throughout the report.
001101	Hepburn Mineral Spring Reserve Steps and Retaining Wall Refu	18,000	-	18,000	9,000	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	30/02/2022	●	Design complete. Currently obtaining quotes and heritage permit exemption.
001102	Mineral Springs Priority Projects 2021-22	120,000	39,100	159,100	79,550	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	6/30/2022	●	Projects split into 3. HMSR drainage and pathway repairs - Project scoped and works to be completed with the Park Avenue asphalt overlay. HMSR lighting repair and audit - 90% of lights repaired with new power sourcing required for Locarno spring works underway. Lake Daylesford Weed Management - Currently scoping and seeking quotes works to follow on from fire mitigation works completed 2021.
Parks, Open Space and Streetscapes																			
000775	Jubilee Lake Remedial Works	-	44,750	44,750	20,654	2,680	6%	13%	68,605	71,284	159%	-	-	-	-	In Progress and On Track	2/28/2022	●	Willow removal and native vegetation planting completed. Dam inspection contractor engaged with onsite works to begin December 2021.
000983	Lake Jubilee Furniture renewal	-	6,027	6,027	2,782	2,680	44%	96%	7,755	10,435	173%	-	-	-	-	In Progress and On Track	2/28/2022	●	Community consultation ongoing. Furniture will be installed early 2022.
000985	Creswick Fountain Refurbishment	-	32,834	32,834	15,154	5,906	18%	39%	2,030	7,936	24%	-	-	-	-	Not Yet Started and Delayed	TBC	●	Following an audit undertaken by a Heritage Building Structural Specialist, initial estimates indicate that significantly more budget will be required to complete works. Further investigative work will continue to validate the extra costs expected given the structural issues with the fountain.
000986	Lake Daylesford Amphitheatre Works	24,000	-	24,000	12,000	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	3/30/2022	●	Scope being finalised expected to go to RFQ for design and construct in early 2022.
000994	Creswick Information Centre Irrigation and Turf	-	26,127	26,127	12,059	20,369	78%	169%	-	20,369	78%	-	-	-	-	Completed	N/A	●	Completed.
001073	Wombat Hill Botanic Gardens - Day Basin and Pioneer Tower Ga	242,000	-	242,000	121,000	5,962	2%	5%	87,860	93,822	39%	700,000	-	700,000	-	In Progress and On Track	11/30/2022	●	Procurement for design component. Contract will be signed in December 2021 and design will be finalised end of March 2022. Construction completed in 30 Nov 2022.
001074	Wombat Hill Botanic Gardens - Stairway and Pathway	42,000	-	42,000	21,000	6,686	16%	32%	-	6,686	16%	-	-	-	-	In Progress and On Track	2/28/2022	●	Construction ongoing anticipated for completion in February 2022.
001075	Wombat Hill Botanic Gardens - Conservatory Glass House	96,000	-	96,000	48,000	11,657	12%	24%	53,244	64,901	68%	-	-	-	-	In Progress and On Track	4/29/2022	●	Glass replacement works have been procured and are set to commence immediately post the begonia season in April 2022.
001076	Wombat Hill Botanic Gardens - Amenities Upgrade	120,000	-	120,000	60,000	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	10/28/2022	●	Procurement for design work currently underway. Design expected to be finalised in mid 2022 with construction to follow.
001096	Clunes Streetscape Planning	50,000	-	50,000	25,000	4,571	9%	18%	-	4,571	9%	-	-	-	-	Not Yet Started and Delayed	TBC	●	RFQ went to market in September, however submissions received were well over budget. Scope is being reviewed to look at repackaging.
001097	Creswick Streetscape Planning	36,000	-	36,000	18,000	3,993	9%	19%	3,500	6,893	19%	-	-	-	-	Not Yet Started and Delayed	TBC	●	RFQ went to market in September, however submissions received were well over budget. Scope is being reviewed to look at repackaging.
001098	Lake Daylesford Amphitheatre Repair Works	108,000	-	108,000	54,000	6,926	6%	13%	3,050	9,976	9%	-	-	-	-	In Progress and On Track	6/15/2022	●	Scope being finalised expected to go to RFQ for design and construct in early 2022.

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001099	Water Fountain - Trentham	15,000	-	15,000	7,500	2,216	15%	30%	4,530	6,746	45%	-	-	-	-	In Progress and On Track	3/30/2022	●	Project underway, location scoped onsite with plumber, fountain products investigated.
Recreational, Leisure and Community Facilities																			
001085	Chatfield Reserve Lake Daylesford Landscape Works	162,000	-	162,000	81,000	8,126	5%	10%	9,340	17,366	11%	-	-	-	-	In Progress and On Track	3/30/2022	●	Detailed design review in final stages of completion prior to going out to tender early in 2022.
Roads																			
000100	Road Reseals Program	1,052,459	-	1,052,459	526,230	-	0%	0%	572,273	577,273	55%	1,235,419	-	1,235,419	-	In Progress and On Track	3/31/2022	●	This is year 4 of a 5 year contract with Primal. Roads have been inspected and propose to complete the reseal program in Jan/Feb 2022
000102	Road Reseal Preparation	-	-	-	9,521	72	0%	1%	129,548	129,620	-	1,039,000	-	1,039,000	-	In Progress and On Track	1/31/2022	●	Reseal prep contracted awarded and expected to constructed in December 2021. Final works to be completed in early Jan 2022.
000103	Gravel Road Resheet Program	570,000	-	570,000	294,521	477,699	84%	162%	8,750	486,449	85%	-	-	-	-	Completed	12/23/2021	●	Gravel Road Resheet works were finalised in late December 2021.
000411	Road Reconstruction Program	499,862	-	499,862	259,452	-	0%	0%	-	-	0%	968,830	-	968,830	-	In Progress and On Track	6/30/2022	●	Holding account for R2R income no specific project associated with this line item
000463	Road Safety Improvements	36,000	-	36,000	18,000	19,913	55%	113%	-	19,913	55%	-	-	-	-	Completed	12/31/2021	●	Guardrail installation on Hepburn Newstead road complete in December 2021.
000701	Road Reconstruct - Forward Design Program	110,000	19,200	129,200	64,600	20,633	16%	32%	82,673	103,305	80%	-	-	-	-	In Progress and On Track	6/30/2022	●	All designs for the 21/22 program are actioned. Remaining budgets will be spent on survey and design of proposed projects for the 22/23 program.
001028	Road Rehab - Creswick-Lawrence Road	-	-	-	-	-	0%	0%	-	-	-	-	433,915	433,915	398,906	Completed	4/30/2021	●	Completed.
001029	Road Rehab - Asphalt Overlays	-	80,000	80,000	36,923	-	0%	0%	80,000	80,000	100%	-	-	-	-	In Progress and On Track	3/30/2022	●	Contract has been awarded for Park Avenue, Hepburn and is expected to commence construction in February 2022.
001030	Road Rehab - Orford St, Daylesford	-	178,582	178,582	82,422	176,613	98%	214%	15,120	191,733	107%	-	-	-	-	Completed	12/31/2021	●	Works completed.
001032	Road Rehab - Clunes-Mt Cameron Rd	-	25,380	25,380	11,714	-	0%	0%	2,800	2,800	11%	-	-	-	-	In Progress and On Track	6/30/2022	●	Future year program, aiming to have detailed designs by end of financial year
001045	Glengower/Cotswald Rd Intersection	-	141,870	141,870	65,478	226	0%	0%	4,417	4,643	3%	-	37,500	37,500	-	In Progress and On Track	3/30/2022	●	Contract awarded, expected to commence construction in Feb 2022.
001048	Daylesford-Smeaton Road	-	499,862	499,862	230,706	406,854	81%	176%	87,840	494,694	99%	-	249,931	249,931	-	Completed	9/30/2021	●	Road reconstruction complete. A final seal will be brought forward and completed as part of the 21/22 reseal program to fully expense the grant funding.
001070	Lone Hand Rd	585,900	-	585,900	292,950	6,500	1%	2%	22,970	29,470	5%	-	-	-	-	In Progress and On Track	4/30/2022	●	This project will be constructed by the in house works team in Feb/March 2022.
001071	Railway Pde	222,930	-	222,930	111,465	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	4/30/2022	●	Final detailed design expected in December 2021. Aim to award contract in Feb 2022 for construction this financial year.
Total Operations		5,484,204	2,389,507	7,873,711	3,879,914	2,232,532	28%	58%	1,498,123	3,730,655	47%	3,943,249	897,596	4,840,845	935,316				
Buildings																			
000975	Creswick Mechanics Institute Building upgrades	-	(12,490)	(12,490)	(5,765)	5,191	-42%	-90%	-	5,191	-42%	-	-	-	-	In Progress and On Track	6/30/2022	●	Architects due to inspect before Christmas. Design Package 1 - Remedial stormwater issues and some vegetation to be delivered January 2022. Design Package 2 - Structural and fabric repairs to follow. The founding material will require a period to dry and building settle once stormwater is rectified. Structural and fabric repair works can progress once this is complete.
000977	Stage One Public Toilet Additions	-	194,640	194,640	89,834	6,055	3%	7%	-	6,055	3%	-	-	-	-	In Progress and Delayed	TBC	●	Procurement methodology in review after several unsuccessful tender processes. Individual sites to be tendered early 2022.
001072	Bullarto Station Project	400,000	-	400,000	200,000	54,043	14%	27%	32,880	86,923	22%	550,000	-	550,000	-	In Progress and On Track	7/31/2022	●	Construction contract awarded at the December meeting, works to begin early 2022.
001082	Creswick Town Hall	400,000	-	400,000	200,000	20,641	5%	10%	26,650	47,291	12%	500,000	-	500,000	-	In Progress and On Track	12/31/2022	●	Schematic issue for design finalised. Completed Heritage Impact Statement due 10-12-2021, with Architect lodging application with HW shortly after. Procurement and remaining approvals to be achieved early 2022 with the intention to start works early April 2022.
Building Improvements																			
000287	Building and Structures Renewal Program	176,500	274,244	450,744	225,372	29,010	6%	13%	41,368	70,378	16%	-	-	-	-	In Progress and On Track	6/30/2022	●	Replaced AC at Daylesford depot. Got quotes to replace roofing at Daylesford Kindergarten, planning to complete in December.
000729	Lee Medlyn - Building condition upgrade	-	-	-	-	136	0%	0%	-	136	-	-	-	-	-	In Progress and On Track	12/31/2022	●	Electricians engaged to repair lighting conductor on 'Tleche' 14-12-2021. Contractor engaged to remove old literature from attic space above Bottle Museum foyer 13-12-2021. Geotech has assessed footings on NE corner with Structural report due
000731	Clunes Victoria Park Toilets	-	113,972	113,972	52,602	6,055	5%	12%	400	6,455	6%	-	-	-	-	In Progress and Delayed	TBC	●	Procurement methodology in review after several unsuccessful tender processes. Individual sites to be tendered early 2022.
000737	Lee Medlyn Toilet Replacement	-	138,371	138,371	63,864	6,055	4%	9%	6,400	12,455	9%	-	-	-	-	In Progress and Delayed	TBC	●	Procurement methodology in review after several unsuccessful tender processes. Individual sites to be tendered early 2022.
000739	Quarry St Reserve Shelter & Toilet	-	215,389	215,389	99,410	8,035	4%	8%	14,765	22,799	11%	-	-	-	-	In Progress and Delayed	TBC	●	Procurement methodology in review after several unsuccessful tender processes. Individual sites to be tendered early 2022.
000740	Glenlyon Public Toilets	-	73,968	73,968	34,139	8,860	12%	26%	7,940	16,799	23%	-	-	-	-	In Progress and Delayed	TBC	●	Procurement methodology in review after several unsuccessful tender processes. Individual sites to be tendered early 2022.
000823	Pavilion Cafe floor Repairs	30,000	-	30,000	15,000	-	0%	0%	8,950	8,950	30%	-	-	-	-	In Progress and Delayed	6/30/2022	●	Works methodology for repairs being developed
000825	Vic Park toilet (Netball/Table Tennis)	-	141,787	141,787	65,440	6,055	4%	9%	6,800	12,855	9%	-	-	-	-	In Progress and Delayed	TBC	●	Procurement methodology in review after several unsuccessful tender processes. Individual sites to be tendered early 2022.
000850	Clunes Town Hall Renovation	-	338,515	338,515	156,238	18,189	5%	12%	492	18,681	6%	-	-	-	-	In Progress and On Track	12/31/2022	●	Structural Engineer has completed report for inspection of leaning chimney, subfloors and roof frame at southern end of building. Procurement for design package underway.
000948	Creswick Transfer Station - Refurbishment Works	-	-	-	-	-	0%	0%	29,800	29,800	-	-	-	-	-	Not Yet Started and Delayed	N/A	●	Budget not allocated. PO being cancelled.

Hepburn Shire Council
Statement of Capital Works as at 31 December 2021

ATTACHMENT 13.1.2

Project Number	Project Name	Original Budget	Carry Forward Budget	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Original Budget	Carry Forward Budget	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking Green = 1 Orange = 2 Red = 3	Progress Comments
000950	Creswick Mechanics Institute - Condition Survey	70,000	-	70,000	35,000	-	0%	0%	5,700	5,700	8%	-	-	-	-	In Progress and On Track	6/30/2022	●	Architects due to inspect before Christmas. Design Package 1 - Remediating stormwater issues and some vegetation to be delivered January 2022; Design Package 2 - Structural and fabric repairs to follow. The founding material will require a period to dry and building settle once stormwater is rectified. Structural and fabric repair works can progress once this is complete.
Land Improvements																			
000963	Glenlyon Rec Res Land Remediation	262,200	35,545	297,745	148,872	68,823	23%	46%	23,610	92,433	31%	-	-	-	-	In Progress and On Track	6/30/2022	●	Clean Up Plan finalised and submitted to EPA in October, EMP required has been procured by Daylesford Field and Game and will be submitted to EPA 20 December 2020. Further work implementing CUP has begun.
Other Infrastructure																			
000991	Transfer Station Infrastructure Upgrades	-	-	-	-	-	0%	0%	8,018	8,018	-	-	-	-	-	Not Yet Started and Delayed	9/30/2022	●	Awaiting minister decision on allocation of transfer station upgrade grant funding.
001100	Building Efficiency Upgrades	50,000	-	50,000	25,000	50	0%	0%	-	50	0%	-	-	-	-	In Progress and On Track	6/30/2022	●	Sustainability & Facilities team working together on a list of priority buildings eligible for Vic Gov grant funding in early 2022.
001104	Transfer Station Upgrades 2021-22	169,200	-	169,200	84,600	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	6/30/2022	●	Upgrading waste oil collection at Daylesford Transfer station being planned. Seeking quotes on toilet blocks for Trentham and Creswick transfer station. Seeking quotes on hard stands for Creswick Transfer Station.
Plant and Machinery																			
000131	Vehicle and Plant Replacement	860,000	750,708	1,610,708	805,354	317,919	20%	39%	443,573	761,493	47%	140,000	151,225	291,225	39,729	In Progress and On Track	6/30/2022	●	Multiple vehicles purchased in November. Auditing of fleet ongoing.
000599	National Flagship Bioenergy Facility	-	222,380	222,380	102,637	28,755	13%	28%	110,948	139,703	63%	-	-	-	-	In Progress and On Track	9/30/2022	●	Clunes FOGO trial is continuing without issue. Pending outcome of Sustainable Hepburn Strategy, expect Clunes FOGO service may need to extend to meet rollout of FOGO shire wide. There is some budget for this. Will assess during Sustainable Hepburn community engagement.
Recreational, Leisure and Community Facilities																			
001084	Lee Medlyn Bottle Museum	220,000	-	220,000	110,000	15,429	7%	14%	1,510	16,939	8%	-	-	-	-	In Progress and On Track	12/31/2022	●	Electricians engaged to repair lighting conductor on "leche" 14-12-2021. Contractor engaged to remove old literature from attic space above bottle Museum foyer 13-12-2021. Geotech has assessed footings on NE corner with Structural report due.
Total Waste, Facilities and Community Safety		2,637,900	2,487,029	5,124,929	2,507,598	599,626	12%	24%	781,330	1,380,956	27%	1,190,000	151,225	1,841,225	39,729				
TOTAL INFRASTRUCTURE AND DELIVERY		8,896,104	9,407,807	18,303,911	8,865,868	3,137,190	17%	35%	2,333,712	5,470,903	30%	7,233,249	1,048,821	8,282,070	974,347				
TOTAL CAPITAL WORKS		11,652,377	11,660,715	23,313,092	11,301,871	4,395,576	19%	39%	4,960,315	9,355,891	40%	9,589,338	1,255,009	10,844,347	974,347				
Represented by:																			
New asset expenditure		1,229,000	5,066,660	6,295,660	2,958,457	628,932	10%	21%	255,571	884,502	14%	2,600,000	27,500	2,627,500	535,712				
Asset renewal expenditure		7,804,254	5,450,873	13,255,127	6,504,727	3,081,432	23%	47%	2,414,170	5,495,601	41%	3,883,249	1,027,881	4,911,130	438,635				
Asset upgrade/expansion expenditure		2,619,123	1,143,182	3,762,205	1,838,688	685,212	18%	37%	2,290,572	2,975,787	79%	3,106,089	195,628	3,301,717	-				
Total capital works expenditure		11,652,377	11,660,715	23,313,092	11,301,871	4,395,576	19%	39%	4,960,315	9,355,891	40%	9,589,338	1,255,009	10,844,347	974,347				
TOTAL CAPITAL WORKS (LESS HEPBURN HUB AT THE REX)		11,652,377	7,691,553	19,343,930	9,338,285	4,395,576	23%	47%	4,960,315	9,355,891	48%	9,589,338	1,255,009	10,844,347	974,347				

Hepburn Shire Council
Operational Projects Report as at 31 December 2021

ATTACHMENT 13.1.3

Project Number	Project Name	Original Budget	Carry Forward Budget	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Original Budget	Carry Forward Budget	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking Green = 1 Orange = 2 Red = 3	Progress Comments
Non-Recurrent Projects																			
COMMUNITY AND DEVELOPMENT																			
000388	HACC Growth and Minor Capital	-	24,423	24,423	11,272	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	6/1/2022	●	Project funding will be used to purchase additional office furniture and office upgrades for Raglan st. Will be finalised and invoices paid by June 2022.
000570	RAP Development 2021-24	29,000	5,000	34,000	17,000	-	0%	0%	-	-	0%	-	-	-	-	Not Yet Started and Delayed	6/1/2022	●	Project is due to commence in new calendar year. Has been delayed due to Creek renaming project. Further delay due to Reconciliation Officer vacancy.
000778	Communities of Respect and Equality CORE training	-	12,700	12,700	5,862	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	6/1/2022	●	Training has been conducted for staff as part of 16 days Activism campaign.
000888	Significant Renaming Project - Jim Crow Creek	-	4,420	4,420	2,040	5,481	124%	269%	-	5,481	124%	-	-	-	-	In Progress and On Track	6/1/2022	●	Project is on track and scheduled for a Special Council Meeting in March.
000968	Pride Brigayed 2020	-	2,728	2,728	1,259	-	0%	0%	-	-	0%	-	-	-	-	Completed	6/1/2021	●	Error with carry forward. Project completed June 2021. To be removed as part of mid year budget review.
000996	Arts and Culture Strategy	40,000	-	40,000	20,000	-	0%	0%	-	-	0%	-	-	-	-	Not Yet Started and Delayed	6/1/2022	●	Consultants for project have been engaged, project to commence late January 2022.
001017	DHHS Community Activation and Social Isolation initiative	-	53,517	53,517	24,700	1,510	3%	6%	-	1,510	3%	-	30,760	30,760	-	Completed	6/1/2021	●	Project completed June 2021. Grant acquittal completed. To be removed as part of Mid Year budget review.
001105	Christmas Community Planning	10,000	-	10,000	5,000	-	0%	0%	-	-	0%	-	-	-	-	Not Yet Started and Delayed	TBC	●	Project has not started and requires scoping and project plan. Will be scoped when new Coordinator Community Partnerships commences in role in January 2022.
001108	Future Of Aged Care	20,000	-	20,000	10,000	9,078	45%	91%	-	9,078	45%	-	-	-	-	In Progress and On Track	6/30/2022	●	This project is tracking to schedule as per the project plan. Invoices have been received and paid on schedule.
Total Community Life		99,000	102,788	201,788	97,133	16,070	8%	17%	-	16,070	8%	-	30,760	30,760	-				
000676	Implement biodiversity strategy actions	-	49,147	49,147	22,683	2,453	5%	11%	-	2,453	5%	-	-	-	-	In Progress and On Track	6/30/2022	●	Assessment of strategy being developed as part of update of Strategy in 2022. Significant works on Actions 1, 7, 12, 16, 20, 23.
000962	Wildlife Protection Increasing Capacity	-	14,407	14,407	6,649	13,359	93%	201%	-	13,359	93%	-	-	-	-	Completed	N/A	●	Project Completed according to variation- final report submitted
001003	Flora and Fauna assessments	45,000	-	45,000	22,500	-	0%	0%	-	-	0%	-	-	-	-	In Progress and Delayed	31/06/2022	●	Request for quote developed for Creswick Flora & Fauna assessment for review and release in January 2022.
001044	Lake Daylesford Gully Fuel Management Project	-	68,667	68,667	31,692	45,666	67%	144%	-	45,666	67%	-	-	-	-	Completed	1/31/2022	●	Project completed - final report to be submitted January 2022. In January some costs that had been incorrectly allocated to the Wheatsheaf Firescape Project were identified that address underspend on this project.
001049	Wheatsheaf Firescape	-	25,957	25,957	11,980	50,800	196%	424%	116	50,916	196%	-	-	-	-	Completed	1/31/2022	●	Project completed - final report developed. In January some costs incorrectly allocated from the Lake Daylesford Gully Fuel Management Project were identified that address overspend on this project.
001054	Streamlining for Growth	-	20,000	20,000	9,231	-	0%	0%	-	-	0%	-	-	-	-	In Progress and Delayed	6/30/2022	●	Project relates to whole of Shire, however scope is covered in consultant's work for the Creswick Structure Plan and committed costs are reflected under the respective Cost Centre.
Total Planning and Development		45,000	178,178	223,178	104,736	112,278	50%	107%	116	112,394	50%	-	-	-	-				
000578	Sustainability Strategy - Towards Zero - Community Buildings	-	46,328	46,328	21,474	41,721	90%	194%	-	41,721	90%	-	-	-	-	In Progress and On Track	6/30/2022	●	Also known as the Towards Zero Community Grants - an annual grant round for local community non-profit organisations to apply for and if successful, implement emissions reduction projects within the shire. The 2021 grant round was \$56,000 - the annual 40k + 16k of unspent funding from the previous year carried over. In 2021, \$37,721 was paid to 3 successful applicants - leaving \$18,279 to be rolled over in to the 2022 round (March/April 2022).
000672	Rail Trail and Rail Line Feasibility	-	40,697	40,697	18,783	14,259	35%	76%	57,700	71,959	177%	-	-	-	-	Completed	N/A	●	Daylesford to Tylden Rail Trail Feasibility study complete with Council briefed in December 2021. This report continued a feasibility level investigation into a rail trail connecting Daylesford to Tylden and then on to Hanging Rock as well as extending the tourist rail from Bullarto to Trentham. The feasibility stage is complete.
000680	Glenlyon Recreation Reserve - master plan	-	21,176	21,176	9,774	-	0%	0%	-	-	0%	-	-	-	-	In Progress and Delayed	11/30/2022	●	Project scope and delivery review in January 2022. Project delivery anticipated February to November 2022.
000875	Solar Savers	125,000	62,293	187,293	93,647	42,194	23%	45%	100	42,294	23%	125,000	149,347	274,347	-	In Progress and On Track	6/30/2022	●	8 participating households have all signed agreements to participate in the program based on quoted prices to a value of \$45,146.97. This figure is lower than seen in previous years, likely due to the COVID impact. A Special Rates Charge proposal is currently being prepared for the 15 Feb Council meeting to formally endorse the special rates charge and enable install of solar systems at participating households.
000878	Hub For Premium Produce	179,148	323,500	502,648	251,953	73,856	15%	29%	-	73,856	15%	-	-	-	196	In Progress and On Track	6/30/2023	●	Project progressing, end of year event attended by 20+ people. Online hub request for quote being drafted and scoping for physical hub underway, pulse survey ready to be distributed pending approval (after storm event), significant carry-forward will be required as project is fully grant funded and funds will require to be fully insured.
000881	Management of Council Own Recreation Facilities	-	7,971	7,971	3,679	-	0%	0%	-	-	0%	-	-	-	-	In Progress and Delayed	6/30/2023	●	Project delivery review to be undertaken in February 2022. Officers will advise on the proposed amended scope and timeframe in March 2022.
000918	Streetlights Towards Zero	-	120,788	120,788	55,748	92,164	76%	165%	-	92,164	76%	-	-	-	-	In Progress and On Track	6/30/2022	●	Project 90% complete with final LED lighting installs taking place in early 2022. Final project report to be distributed to relevant Hepburn Shire Council staff and Councillors when project is complete.
000969	This Girl Can Marketing and Promotion	-	-	-	-	-	0%	0%	500	500	-	-	-	-	-	Completed	11/30/2020	●	This Project was completed in November 2020.
000973	Visit Victoria Grant Program	-	100,000	100,000	46,154	-	0%	0%	-	-	0%	-	90,000	90,000	-	In Progress and Delayed	12/31/2022	●	Funding variation received from State government, remaining funds will be allocated to the approved events for their 2022 event.
000998	Hepburn Shire Aquatics strategy	-	49,864	49,864	23,014	18,256	37%	79%	-	18,256	37%	-	3,000	3,000	-	In Progress and Delayed	4/30/2022	●	Issues and Opportunities Report discussed at Councillor Briefing in December 2021. Draft Hepburn Shire Council Aquatics Strategy has been developed by Consultants and will be presented to Executive Team on 19 January seeking approval to progress to Council in February for release for public exhibition.
001011	Hepburn Energy Savvy Upgrades 2020	-	12,116	12,116	5,592	36,652	303%	655%	74,725	111,377	919%	-	-	-	27,282	In Progress and On Track	6/30/2022	●	Project nearing completion. The Department of Environment, Land, Water and Planning has extended the project delivery date to 30 June 2022 due to significant COVID-19 delays.
001041	Covid Outdoor Dining	-	47,639	47,639	21,987	65,289	137%	297%	8,496	73,784	155%	-	-	-	300,000	In Progress and On Track	TBC	●	\$300,000 additional funding has been received from the State Government to respond to the COVID Pandemic. Plans for Part A funding submitted to State government and approved for roll-out February. Plans for Part B funding to be scoped and sent for approval by State government in February. This additional funding and corresponding expenditure will be referred to the mid-year budget process.

Hepburn Shire Council
Operational Projects Report as at 31 December 2021

ATTACHMENT 13.1.3

Project Number	Project Name	Original Budget	Carry Forward Budget	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Original Budget	Carry Forward Budget	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking Green = 1 Orange = 2 Red = 3	Progress Comments
001106	Walking and Cycling Strategy 2021-22	90,000	-	90,000	45,000	-	0%	0%	-	-	0%	-	-	-	-	Not Yet Due to Start	6/30/2023	●	The project has been proposed to be deferred to 22/23 through the mid year budget review to allow the project brief to be rescoped and costed to include a comprehensive physical audit of walking and cycling tracks within the Shire as recommended in the recent Trails Audit.
Total Community & Economic Development		394,148	892,572	1,226,720	596,805	384,390	31%	64%	141,521	525,911	43%	125,000	242,347	367,347	327,478				
TOTAL COMMUNITY AND DEVELOPMENT		538,148	1,113,538	1,651,686	798,674	512,737	31%	64%	141,637	654,374	40%	125,000	273,107	398,107	327,478				
ORGANISATIONAL SERVICES																			
000883	Customer Experience Service Review	-	-	-	-	-	0%	0%	773	773		-	-	-	-	Completed	N/A	●	Project completed in October 2021.
Total Customer Experience		-	-	-	-	-	0%	0%	773	773		-	-	-	-				
000572	Installation of free Public WiFi	-	55,289	55,289	25,518	-	0%	0%	-	-	0%	-	-	-	-	In Progress and Delayed	9/30/2022	●	Ongoing with sites including Libraries and VIC's all now having Public access via Wi-Fi, reviewing need to plan to push out into the main street areas with changes after decisions with Daylesford Hub project. Council Plan stated 2022 for this project and will work with this timeline to have completed. Building review also underway and vendors discussions being held. Work to upgrade wireless connections to offsite now needing better connectivity, Daylesford Library and Community Care Raglan Street office taking precedence given same vendor.
001002	Security Penetration Testing	-	25,000	25,000	11,538	20,409	82%	177%	1,855	22,264	89%	-	-	-	-	Completed	N/A	●	Completed, remediation plan being developed in line with ICT Strategy once formalised.
001018	ICT Infrastructure Support Program	-	-	-	-	-	0%	0%	-	-		-	10,000	10,000	-	Completed	N/A	●	Project Completed, April 2021.
Total ICT		-	80,289	80,289	37,056	20,409	25%	55%	1,855	22,264	28%	-	10,000	10,000	-				
TOTAL ORGANISATIONAL SERVICES		-	80,289	80,289	37,056	20,409	25%	55%	2,628	23,037	29%	-	10,000	10,000	-				
INFRASTRUCTURE AND DELIVERY																			
001008	COVID-19 Response Costs	-	-	-	-	3,318	0%	0%	8,244	11,562		-	-	-	-	In Progress and Delayed	Ongoing	●	Ongoing minor costs to respond to COVID Pandemic, majority of costs are now incurred as part of "business as usual" within individual business unit budgets.
001111	Storm clean up costs 2021 NDFA	-	-	-	-	4,700,384	0%	0%	3,866,268	8,566,652		-	-	-	3,340,727	In Progress and On Track	6/30/2022	●	Major works asset repair works have been completed and secondary works are planned to continue for the third quarter including the reinstatement of the Rothes Road timber processing area. Distribution of firewood is expected to continue also through the third quarter. All works are anticipated to be completed by June 2022.
001113	Storm 2021 BRV	25,000	-	25,000	-	94,061	376%	0%	-	94,061	376%	-	-	-	583,100	In Progress and On Track	6/30/2022	●	Major works asset repair works have been completed and secondary works are planned to continue for the third quarter including the reinstatement of the Rothes Road timber processing area. Distribution of firewood is expected to continue also through the third quarter. All works are anticipated to be completed by June 2022.
001114	Storm 29 October 2021	-	-	-	-	20,039	0%	0%	20,645	40,685		-	-	-	-	In Progress and On Track	1/31/2022	●	Roadside clean up works are currently underway specifically related to the October storm event. These are expected to be completed in late January 2022.
Total Director Infrastructure and Delivery		25,000	-	25,000	-	4,817,803	19271%	0%	3,895,157	8,712,960	34852%	-	-	-	3,923,827				
000616	Creswick Trails	-	1,874,624	1,874,624	865,211	223,040	12%	26%	38,141	261,180	14%	-	1,272,000	1,272,000	-	In Progress and Delayed	6/30/2024	●	Planning permit for the project awarded Notice of Decision at the December 2021 Council Meeting. Any Victorian Civil and Administrative Tribunal (VCAT) appeal to the Notice of Decision must be lodged by 18 January 2022. Work continues on reports and plans that need to be in place prior to construction start. The Request for Tender documents are being developed. Discussions continue regarding the Land Use Activity Agreement with Sjarra.
000876	Calembeen to Hammon Park Connection	-	12,480	12,480	5,760	-	0%	0%	-	-	0%	-	-	-	-	In Progress and Delayed	4/30/2022	●	Works coordinated with Pearman Street road works, contract Hepbu.RFT.2021.06 awarded anticipated in February 2022 with works to commence straight after.
Total Major Projects		-	1,887,104	1,887,104	870,971	223,040	12%	26%	38,141	261,180	14%	-	1,272,000	1,272,000	-				
000577	Street Decorations Banner Brackets	7,500	-	7,500	7,500	2,860	38%	38%	2,711	5,591	75%	-	-	-	-	Completed	12/10/2021	●	Christmas street pole banners are now up in all major towns.
000633	Street Tree Planting Program	25,000	-	25,000	12,500	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	6/30/2022	●	Following Executive briefing trees are to be planted evenly through out each ward with internal staff. Currently defining scope as recommended by the Homewood consultant Street tree strategy. Trees to be planted late May 2022.
000635	Turf Playing Surface Renewal Program	32,000	-	32,000	16,000	26,634	83%	166%	-	26,634	83%	-	-	-	-	Completed	30/02/2022	●	This years turf project is being undertaken on the Newlyn Recreation Reserve main oval. The physical works were completed with ongoing monitoring and maintenance continuing. Growth rate slower than expected due to cooler soil temperatures although the oval is expected to be available for the 2022 local football season commencement.
000690	Development & implementation of Vegetation Management Plans	-	-	-	-	9,500	0%	0%	-	9,500		-	-	-	-	Not Yet Started and Delayed	6/30/2022	●	Project is in scoping stage and will be part of biodiversity strategy. First Vegetation Management Plan to be developed will be Hepburn Mineral Springs.
000781	Tree management strategy development	-	13,132	13,132	6,061	-	0%	0%	6,762	6,762	51%	-	-	-	-	In Progress and On Track	1/30/2022	●	Public feedback via Hepburn Together closed. Currently considering feedback with CEO endorsement anticipated early 2022.
000938	Weed Management Hepburn Mineral Springs	-	160,421	160,421	74,040	31,401	20%	42%	8,032	39,433	25%	-	-	-	-	In Progress and On Track	6/30/2022	●	All major weeding on both sides of Spring Creek completed. Follow up blackberry spraying will begin shortly. Procurement for pine wildling weed removal begun in December 2021. Further works have been identified by Mineral Springs Committee.
Total Operations		174,500	173,553	348,053	171,101	196,188	56%	115%	27,807	223,994	64%	-	-	-	-				
000869	Waste Services Planning	-	15,499	15,499	7,153	-	0%	0%	999	999	6%	-	-	-	-	In Progress and On Track	6/30/2022	●	Expressions of Interest closing date extended to allow more submissions. Planning to brief council in December.
001004	Land Exchange - 8 Victoria St Trentham	29,000	-	29,000	14,500	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	6/30/2022	●	Planning to form a project group in the new year to complete a project plan.
001005	Organic Waste Kerbside Collection	-	26,400	26,400	12,185	-	0%	0%	-	-	0%	-	-	-	-	In Progress and Delayed	9/30/2022	●	Cluses trial is progressing well. Expecting results of kerbside bin audit in December. Pending outcome of Sustainable Hepburn/Food Organics and Garden Organics (FOGO) rollout plan. Cluses trial was scheduled to complete 31/3/2022 however if rolling out Food Organics and Garden Organics (FOGO) shire wide in July-Sept there is budget to continue the service until then.

Hepburn Shire Council
Operational Projects Report as at 31 December 2021

ATTACHMENT 13.1.3

Project Number	Project Name	Original Budget	Carry Forward Budget	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Original Budget	Carry Forward Budget	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking Green = 1 Orange = 2 Red = 3	Progress Comments
001006	Weed Management Plan - HSC Transfer Stations	-	9,476	9,476	4,374	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	6/30/2022	●	Completing mowing and spraying. Suggest moving to ongoing general budget item to maintain weeds at transfer stations.
001107	Waste And Recycling Improvements	49,500	-	49,500	24,750	-	0%	0%	-	-	0%	-	-	-	-	In Progress and On Track	6/30/2022	●	Upgrades have occurred at transfer stations including to staff areas.
001109	Waste Strategy 2021-25	44,000	-	44,000	22,000	-	0%	0%	42,215	42,215	96%	-	-	-	-	In Progress and On Track	6/30/2022	●	Expressions of interest closing date extended to allow more submissions. Planning to brief council in December.
Total Waste, Facilities and Community Safety		122,500	51,375	173,875	84,962	8,564	5%	10%	43,214	51,777	30%	-	-	-	-				
TOTAL INFRASTRUCTURE AND DELIVERY		322,000	2,112,032	2,434,032	1,127,034	5,245,594	216%	465%	4,004,318	9,249,912	380%	-	1,272,000	1,272,000	3,923,827				
TOTAL NON-RECURRENT PROJECTS		860,148	3,305,859	4,166,007	1,962,765	5,778,740	139%	294%	4,148,583	9,927,323	238%	125,000	1,555,107	1,680,107	4,251,305				
Recurrent Maintenance Programs																			
000245	Gravel Road Management (3244)	-	-	-	-	445	0%	0%	-	-	445	-	-	-	-				
000250	Footpath Maintenance (3244)	-	-	-	-	71	0%	0%	-	-	71	-	-	-	-				
000251	Urban Drainage Management (3244)	-	-	-	-	720	0%	0%	-	-	720	-	-	-	-				
000252	Rural Drainage Management (3244)	-	-	-	-	51	0%	0%	-	-	51	-	-	-	-				
000305	Street Cleaning (Internal Staff) (3244)	90,350	-	90,350	45,175	48,305	53%	107%	-	-	48,305	53%	-	-	-				
000359	Signs Maintenance	-	-	-	-	436	0%	0%	-	-	436	-	-	-	-				
000591	Weed Eradication	112,200	-	112,200	56,100	16,595	15%	30%	2,706	19,301	17%	33,853	-	33,853	36,827				
000691	Sealed Road Management	597,348	-	597,348	340,327	216,289	36%	64%	92,033	308,322	52%	-	-	-	-				
000692	Unsealed Road Management	840,741	-	840,741	473,925	562,266	67%	119%	37,633	599,899	71%	-	-	-	-				
000693	Footpath Management	86,094	-	86,094	51,378	27,415	32%	53%	-	27,415	32%	-	-	-	-				
000694	Drainage Management (Urban & Rural)	712,421	-	712,421	440,475	162,785	22%	37%	3,200	165,985	22%	-	-	-	-				
000695	Road Furniture Management	203,337	-	203,337	118,330	83,479	41%	71%	-	83,479	41%	-	-	-	-				486
000696	Roadside Management	354,907	-	354,907	202,446	152,955	43%	70%	3,720	156,676	44%	-	-	-	-				
000697	Emergency Management (Response)	71,260	-	71,260	35,630	24,814	35%	70%	-	24,814	35%	-	-	-	-				
000698	Works Coordination	203,296	-	203,296	102,731	57,831	28%	56%	-	57,831	28%	-	-	-	-				
000699	Works Maintenance Supervision	217,500	-	217,500	109,828	59,362	43%	85%	-	59,362	43%	-	-	-	-				
000700	Non Chargeable Time - Works Maintenance	20,234	-	20,234	87,435	0	0%	0%	-	0	0%	-	-	-	-				
Total Works Maintenance		3,549,688	-	3,549,688	2,063,779	1,447,818	41%	70%	139,293	1,587,111	45%	33,853	-	33,853	37,263				
000521	P&G - Mowing	609,080	-	609,080	385,223	170,380	28%	44%	20,681	191,061	31%	-	-	-	-				740
000522	P&G - Garden Beds	151,664	-	151,664	90,727	79,397	52%	88%	6,176	85,573	56%	-	-	-	-				15,000
000523	P&G - Tree Maintenance	250,894	-	250,894	140,342	90,152	36%	61%	-	90,152	36%	-	-	-	-				
000524	P&G - Spraying	95,312	-	95,312	56,345	42,891	45%	76%	-	42,891	45%	-	-	-	-				
000525	P&G - Paths	75,722	-	75,722	45,309	23,964	32%	53%	-	23,964	32%	-	-	-	-				
000526	P&G - Turf	98,251	-	98,251	54,091	118,811	121%	220%	6,707	125,518	128%	-	-	-	-				
000527	P&G - Litter/Rubbish	23,300	-	23,300	14,810	20,267	87%	137%	-	20,267	87%	-	-	-	-				
000528	P&G - Tree Inspections	38,712	-	38,712	23,644	83,857	217%	355%	-	83,857	217%	-	-	-	-				
000529	P&G - BBQ's/Furniture	102,147	-	102,147	61,044	36,211	35%	59%	-	7,863	44,173	43%	-	-	-				
000531	P&G - Utilities	198,420	-	198,420	99,210	56,099	28%	57%	4,625	60,724	31%	-	-	-	-				
000532	Non Chargeable Time - Parks and Open Space	119,869	-	119,869	65,693	388	0%	1%	-	388	0%	-	-	-	-				
000533	P&G - Playground/Outdoor Fitness	70,000	-	70,000	35,000	21,680	31%	62%	-	21,680	31%	-	-	-	-				
Total Parks and Open Space Maintenance		1,833,371	-	1,833,371	1,071,397	743,997	41%	69%	46,151	790,149	43%	-	-	-	15,740				
000259	Large Plant Maintenance (3259)	335,309	-	335,309	168,831	152,010	45%	90%	6,830	158,840	47%	-	-	-	-				
000260	Fleet Maintenance (3259)	19,000	-	19,000	3,900	(4,575)	-23%	-234%	-	7,210	(17,360)	-197%	-	-	-				
000369	Small Plant Maintenance (3259)	8,160	-	8,160	4,080	1,433	18%	35%	-	1,433	18%	-	-	-	-				
Total Plant and Fleet Maintenance		363,119	-	363,119	174,811	108,868	30%	62%	14,140	123,007	34%	-	-	-	-				
000258	Building Maintenance (3258)	400,217	-	400,217	200,614	193,167	48%	96%	51,817	244,984	61%	-	-	-	-				
000342	Public Convenience Building Maintenance (3258)	38,790	-	38,790	19,375	12,671	33%	65%	1,024	16,695	35%	-	-	-	-				
Total Building Maintenance		438,967	-	438,967	219,989	205,838	47%	94%	52,841	258,679	59%	-	-	-	-				
TOTAL RECURRENT MAINTENANCE PROGRAMS		6,185,145	-	6,185,145	3,529,976	2,506,521	41%	71%	252,425	2,758,946	45%	33,853	-	33,853	53,003				
TOTAL OPERATIONAL PROJECTS		7,045,293	3,305,859	10,351,152	5,492,741	8,285,261	80%	151%	4,401,008	12,686,269	123%	158,853	1,555,107	1,713,960	4,304,308				

13.2 2021/2022 MID-YEAR BUDGET REVIEW DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Manager Financial Services, I Kathy Fulton have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The attached report provides a summary of all Capital and Operational projects that have been identified for deferral or cancellation following a review by Council officers.

The review also provided the opportunity to rationalise the number of projects by combining project numbers for different stages of the same project.

OFFICER'S RECOMMENDATION

That Council approves the Mid-year budget adjustments as detailed in tables below.

MOTION

That Council approves the Mid-year budget adjustments as detailed in tables below.

Moved: Cr Brian Hood

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

Each year an analysis of the adopted budget occurs mid-year to quantify changes to income and expenditure forecasts. These changes may be as a result of additional grants received, formal advice of budgeted grant allocations, or project activities reflecting priorities that Council has responded to as the result of events or information obtained after the budget is adopted.

The detailed projects identified as part of the review are listed in the three tables below.

Given the continuing financial impact of COVID-19, pressure of Council's cash position, changing priorities of Council and the increasing number of projects being carried forward a detailed review of current projects was undertaken. This is a prudent undertaking by Officers and Councillors to ensure the long-term financial sustainability of Council. It is a response to the continuing impact of COVID-19 and ensuring that adequate resources are in place to deliver projects, rather than

projects continuing to be “carry-forward” and delivered in subsequent financial years.

A number of projects are being deferred to future financial years and will be considered as part of the priorities in the setting of the 2022-23 budget. Some identified projects are being recommended to be cancelled.

KEY ISSUES

Unrestricted Cash Position

Council reported as at 31 December 2021 an unrestricted cash position of negative \$2.669M. This unrestricted cash position exists even though the reported cash balance at the same time was \$22.067M due to restrictions for grants, carry-forward projects and reserves.

It should be noted that the unrestricted cash position is at a point in time and has a number of factors that can impact. Noting that a major contributing factor to the unrestricted cash is the payment of costs associated with storm events, with reimbursement currently forecast at 90%.

It is important that the unrestricted cash position is carefully managed and returned to a surplus. This requirement can be managed through the mid-year budget, the setting of the 2022/23 budget and further planning within Councils Financial Plan (10 year plan).

Summary of proposed budget changes:

Operational Budget	\$161,210	Additional costs
Non-Recurrent Projects	\$937,990	Additional costs*
Capital Work Projects	\$2,625,402	Savings
Total Savings	\$1,526,202	

*The major cause of these additional costs is \$1,021,127 currently estimated as Councils out of pocket costs to respond to the June 2021 and January 2022 storm events and recovery. Without this storm funding requirement \$2.50M of potential savings are presented to Councillors.

Capital Works Projects

Project #	Project Description	Dollar Impact Savings / (additional)	Comment
000970	Hepburn Recreation Pavilion	8,272	Completed with minor saving
001112	Trentham Recreation Reserve Pavilion	(120,000)	Funding required for temporary facilities during construction
000741	Calembeen Park Aquatics	(116,107)	Additional expenditure for contract

	Project		awarding as per Council resolution 19/10
001083	Clunes Walkability Project Implementation	30,000	Construction works cancelled, however to be re-prioritised once planning completed (2022)
000898	Playspace Planning and Design	40,000	Reduce project budget to align that one playspace will be designed each financial year
000897	Newlyn Cricket Nets	106,000	Savings Identified
000906	Magic Pudding Playground Development	10,000	Undertake equipment renewal and defer the masterplan review for future budget consideration
000913	Clunes Recreation Reserve Masterplan	(8,000)	Additional funding required to complete review with slight change to scope
000989	Glenlyon Recreation Reserve Community Pavilion Redevelopment	142,582	Defer construction until masterplan is finalised (2022) - remains a Council priority project
001081	Pool Building Renewal Works Program	(337,000)	Additional funding for emergency maintenance works as indicated in the Aquatics Strategy
001090	Newlyn Recreation Reserve Playground Upgrade Planning	10,800	Change of scope required
001092	Recreation Facility Accessible Carpark and Pathways	24,000	Covered by another program
000557	IT Hardware / Technology Renewal Program	50,000	Minor savings identified
000551	Hepburn Hub At the Rex	3,967,532	Project Cancelled
	Rex Planning, sale of property, office improvement works	(150,000)	Estimated costs to June 2022
	Loan repayment	(2,877,000)	Repayment of loan (options to repurpose this loan for other projects will be considered)
001103	Town signage renewal program	24,000	To be reviewed as a possible 2022-23 project
001058	Drainage Easement – East & Fraser Street Daylesford	150,000	Reconsider in the development of 2022-23 budget
000775	Jubilee Lake Remedial Works	20,000	Minor savings
000985	Creswick Fountain Refurbishment	26,926	Scope needs to significantly change, so rescope and rebudget
000994	Creswick Information Centre Irrigation & Turf	5,758	Minor saving

001085	Chatfield Reserve Lake Daylesford Landscape Works	149,170	Construction to commenced in 2022-23
000103	Gravel Road Resheet Program	60,000	Minor savings
000463	Road Safety Improvements	16,088	Minor savings
001071	Railway Parade	192,000	Complete planning and budget in 2022-23
	Public Toilet Program	398,127	Review of costings and priority to be undertaken in future years.
000287	Building and Structural Renewal Program	250,000	Identified savings
000850	Clunes Town Hall Restoration	300,000	Defer and source government funding to complete
000963	Glenlyon Rec Reserve Land Remediation	150,000	Costs not expected to be as high as budget
00110	Building Efficiency Upgrade	50,000	Other sustainability and renewal budgets exist so not required and won't be delivered pre-30 June
000131	Vehicle and Plant Replacement	100,000	Reduce scope with commitments and tenders basically completed. Look at reducing 2022-23 budget as well.
		2,625,402	Total Net Savings

Non- Recurrent Projects

Project #	Project Description	Dollar Impact	Comment
000570	RAP Development 2021-24	34,000	Defer due to vacant position and priority of Creek Renaming project - include as a priority project in the budget 2022-23
000968	Pride Brigayed 2020	2,728	Project completed
001017	DHHS Community Activation and social isolation initiative	21,247	Project completed
000680	Glenlyon Recreational Reserve – master plan	(30,000)	Additional funds to review and complete in 2022
000875	Solar Savers	(87,054)	Correction of carry-forwards and tie budget to expected actuals
000881	Management of Council Own Recreation Facilities	7,971	Defer – needs to be rescoped and determine how best to deliver the project

001011	Hepburn Energy Savvy Upgrades 2020	Nil	Grant funded
001041	COVID Outdoor Dining	Nil	Grant funded
001106	Walking and cycling strategy 2021-22	90,000	Defer to 2022-23
	Daylesford Park Master plan	(40,000)	Correction to budget, project was to be included in 2021/22 but was incorrectly removed as a administrative error.
000572	Installation of Free Public WiFi	55,289	Defer and re-budget when contractor availability allows
001002	Security Penetration Testing	4,591	Completed – Minor savings
001111	Storm clean up costs - June 2021 NDFA	(500,000)	Estimate of costs and council contribution to recovery works
001114	Storm 29 October 2021	(31,127)	Based on current costs and no reimbursement expected
001115	Storm 5 January 2022	(500,000)	Very early estimate of costs and council contribution to recovery works
000635	Turf Playing Surface Renewal Program	5,366	Completed and minor saving
001004	Land Exchange – 8 Victoria Street Trentham	29,000	Project needs to be fully rescoped given possible land use issues
		(937,990)	Total Additional Costs

Operational Budget

Project Description	Dollar impact	Comment
COVID Business Concierge program	Nil	Extension of State Government Grant, Business Concierge program for additional 3 months.
Victorian Grants Commission	312,605	Additional funding from the Federal Government, part of annual grant to LG's
Workcover Insurance	(134,585)	Additional costs associated with Worksafe decision to remove workcover licence from the MAV and our requirement to transfer
Freedom of Information	(100,000)	Additional costs associated with increased FOI's
Software Licences	(190,000)	Additional annual costs, as most software transitions to new ongoing annual costs rather than large upfront costs
COVID commercial Tenancy Rent Relief Scheme	(49,230)	State Government requirement for commercial tenants to offer rental support due to COVID.

	(161,210)	Total Additional Costs
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Operational Budget

It is very difficult to recommend changes to the operational budget, as these require services to be changed. We will discuss an option at a future briefing of conducting service reviews. However, to give Councillors a 'feel' of the operational budgets we have provided an attachment that details the net cost of each 'cost centre'. The possibility of conducting service reviews will be discussed at a future briefing, however these will come at a cost to Council to undertaken.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

5.3 A sustainable and agile organisation with strong corporate governance that supports excellent operations

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

Financial implications associated with this report will be discussed during the briefing.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report. Any changes to projects will have individual impacts depending on the project and if Councillors amend the budget, this communication with stakeholders will occur.

The mid-year revised budget was undertaken in consultation with Council officers and the Executive Team.

13.3 RECORDS OF COUNCILLOR ATTENDANCE DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Governance Advisor, I Danielle Kraak have no interests to disclose in this report.

ATTACHMENTS

1. Attachment - Draft Records of Councillor Attendance - November 2021 - March 2022 [13.3.1 - 42 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to receive and note Records of Councillor Attendance, formerly known as Assemblies of Councillors records required to be presented under provisions of the *Local Government Act 1989*.

OFFICER'S RECOMMENDATION

That Council receives and notes the Records of Councillor Attendance as detailed in the report.

MOTION

That Council receives and notes the Records of Councillor Attendance as detailed in the report, noting the updated version of the Record for Councillor Briefing on 22 February 2022, as circulated.

Moved: Cr Don Henderson

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

Under the *Local Government Act 1989 (1989 Act)*, Council was required to keep records of assemblies of Councillors as defined under the Act:

...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:

- *the subject of a decision of the Council; or*
- *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.

With this section of the 1989 Act now repealed, Council's Governance Rules, chapter 6 section 1, requires that:

If there is a meeting of Councillors that:

- 1. is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;*
- 2. is attended by at least one member of Council staff; and*
- 3. is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- a. tabled at the next convenient Council meeting; and*
- b. recorded in the minutes of that Council meeting.*

To full-fill this requirement and promote transparency, records of councillor attendance are kept where the above definition is met and brought to Council for noting, as attached.

KEY ISSUES

The following records of Councillor attendance are reported:

Date	Committee Name	Location
23 November 2021	Pre-Council Meeting Briefing	Virtual
30 November 2021	Councillor Briefing	Virtual
7 December 2021	Councillor Briefing	Virtual
14 December 2021	Councillor Briefing	Virtual
20 December 2021	Ad-Hoc Briefing	Virtual
1 February 2022	Councillor Briefing	Virtual
8 February 2022	Councillor Briefing	Virtual
15 February 2022	Pre-Council Meeting Briefing	Virtual
22 February 2022	Councillor Briefing	Virtual
1 March 2022	Councillor Briefing	Town Hall

POLICY AND STATUTORY IMPLICATIONS

The report full fills Council's requirements under the Governance Rules.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

SUSTAINABILITY IMPLICATIONS

The inclusion of the attached records of Councillor attendance in the Council Agenda and their availability to the public will increase awareness of the activities of Council and promote community involvement in decision making at Council level.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

If records of Councillor attendance are not included in the Public Agenda at a Council Meeting, Council would be in breach of its Governance Rules as adopted on the 25 August 2020.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Using Council's adopted Community Engagement Framework, International Public Participation Consultation, this report presents information via the Council Agenda.

Cr Tessa Halliday left the meeting at 7:29pm due to a material Conflict of interest for item 14.1 General Business.

RECORD OF COUNCILLOR ATTENDANCE

MEETING	Pre-Council Meeting Briefing	DATE	Tuesday, November 23, 2021
LOCATION	<input type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	3pm – 5pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Delivery – Bruce Lucas <input checked="" type="checkbox"/> Director Organisational Services – Andrew Burgess <input checked="" type="checkbox"/> Director Community and Development – Leigh McCallum Others (Position Title and Name): Statutory Planner – James McInnes Project Manager – Bruce MacIsaac Property Officer – Karen Menne		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/70380

OR

List matters considered:

[Click or tap here to enter text.](#)

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

NOTES:

<Record late arrivals or early departures>

RECORD COMPLETED BY

- Director Organisational Services – Andrew Burgess
 Director Infrastructure and Delivery – Bruce Lucas

☐ RECORD OF COUNCILLOR ATTENDANCE

Director Community and Development – Leigh McCallum

CEO – Bradley Thomas

Other:

Click or tap here to enter text.

Signed:



RECORD OF COUNCILLOR ATTENDANCE

MEETING	Planning Briefing	DATE	Tuesday, November 30, 2021
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	9am – 3:05pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Delivery – Bruce Lucas <input checked="" type="checkbox"/> Director Organisational Services – Andrew Burgess <input checked="" type="checkbox"/> Director Community and Development – Leigh McCallum Others (Position Title and Name): Manager Planning and Development – Bronwyn Southee External Stakeholder – Justin (Ausnet Mondo) Statutory Planner – James McInnes Coordinator Statutory Planning – Katy Baker Principal Strategic Planner – Glenn Musto Strategic Planner – Caroline Reisacher External Paul Buxton - Plan 2 Place		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/71787

OR

List matters considered:

Click or tap here to enter text.

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

NOTES:

Briefing suspended @ 12.30 pm

▶ RECORD OF COUNCILLOR ATTENDANCE

Briefing recommenced @ 2.07 pm

- 2.15 pm Cr Hood returned to chamber
- 2.40 pm Cr Haliday left briefing

RECORD COMPLETED BY

X Director Organisational Services – Andrew Burgess

Director Infrastructure and Delivery – Bruce Lucas

Director Community and Development – Leigh McCallum

CEO – Bradley Thomas

Other:

Click or tap here to enter text.

Signed:



Tuesday 30 November 2021
Virtual Meeting, via Video Conference
9:00am – 12:15pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward Councillor Jen Bray, Birch Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Director Organisational Services Bruce Lucas – Director Infrastructure and Delivery Leigh McCallum – Director Community and Development
CHAIR:		Councillor Tim Drylie - Mayor Bradley Thomas – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.0	9:00am	Briefing Only	Update - Ausnet/Mondo	Ausnet Mondo	3
	10:30am		Break		
1.2	10:45am	Briefing Only	PA 3294 – 33 West Street DAYLESFORD - extension to a dwelling and associated works	Coordinator Statutory Planning	26
1.3	11:15am	Briefing Only	PA 3353 – 66 High Street TRENTHAM - Alterations and extensions to an existing community facility, including partial demolition, removal of two trees, reduction in car parking requirement, and alteration of access to Road Zone Category	Coordinator Statutory Planning	133
1.4	11:45am	Briefing Only	General Planning Matters update	Manager Planning and Development Strategic Planner	188
2	12:15pm		Close of Meeting		190

▶ RECORD OF COUNCILLOR ATTENDANCE

XMEETING	Councillor Briefing	DATE	Tuesday, December 07, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other: <i>Click or tap here to enter text.:</i>	TIME	9am – 5.36pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Delivery – Bruce Lucas <input checked="" type="checkbox"/> Director Organisational Services – Andrew Burgess <input checked="" type="checkbox"/> Director Community and Development – Leigh McCallum Others (Position Title and Name): Project Manager, Creswick Trails – Alison Breach Manager Projects – Ben Grounds Coordinator Economic Development – Rebecca Pedretti Community Development Officer – Inga Hamilton Manager Community Life – Fran Fogarty Emergency Management Officer – Travis Dixon Senior Accountant (Contractor) – Paul Brumby Manager People and Culture – Krysten Forte Senior Finance Advisor – Glenn Owens Associate Partner, Crowe Australasia – Gabrielle Castree Senior HR Advisor – Kerrie Addison		

MATTERS CONSIDERED

x Agenda attached – CM Reference: DOC/21/73583

OR

List matters considered:

Presenters: Daylesford Spa Country Rail – Steve Fiume / Ian Grenfell

Presenters: TRC Rail Trail Presentation – Chris Halstead / Alistair Henchman

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Cr Tim Drylie	Item 1.2 Neighbourhood House	11.05 am	11.07 am
Choose an item.	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>

RECORD OF COUNCILLOR ATTENDANCE

Choose an item.

Click or tap here to enter text.

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NOTES:

1.20 pm recommenced briefing

1.22 pm Cr Henderson returned

1.28 pm Cr Simpson returned

1.46 pm Cr Hood returned

3.44 pm Cr Bray left briefing

3.48 pm Cr Henderson left briefing

4.21 pm Cr Henderson returned to briefing

4.52 pm Cr Bray returned to briefing

Record late arrivals or early departures>

RECORD COMPLETED BY

Director Organisational Services – Andrew Burgess

Director Infrastructure and Delivery – Bruce Lucas

Director Community and Development – Leigh McCallum

CEO – Bradley Thomas

Other:

Click or tap here to enter text.

Signed:



Tuesday 7 December 2021
Council Chamber, 76 Vincent Street Daylesford VIC 3460
9:00am – 5:00pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward Councillor Jen Bray, Birch Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Director Organisational Services Bruce Lucas – Director Infrastructure and Delivery Leigh McCallum – Director Community and Development
CHAIR:		Councillor Tim Drylie - Mayor Bradley Thomas – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.0	9:00am	Presentation	Presentation by Daylesford Spa Country Rail	Project Manager - Creswick Trails, Daylesford Spa Country Railway	5
1.1	9:15am	Report External Presentation	Daylesford Macedon Rail Trail / Daylesford Spa Country Rail Extension Feasibility Study	Project Manager Creswick Trails Manager Major Projects TEC Tourism Consultants	6
1.2	10:00am	Report	Community Grants Program 2021 2022 Round 2	Community Development Officer Manager Community Life	21
1.3	10:30am	Report Discussion	Jim Crow Creek Rename	Reconciliation Officer Manager Community Life	28
	11:00am		Break		
1.4	11:15am	Report	Contract Award HEPBU.RFT2021.138 - Trentham Community Hub	Manager Projects Project Manager	47
1.5	12:00pm	Report	International Women's Day Honour Roll Recommendations	Events Officer Coordinator Economic Development	60

1.6	12:15pm	Briefing Only	2021/2022 Fire Season Forecast	Emergency Management Officer	64
	12:45pm	Lunch			
1.7	1:15pm	Briefing Only	Rating Strategy Review	Senior Accountant Manager Financial Services	76
1.8	2:00pm	Report	Procurement Policy 2021	Senior Finance Advisor Manager People and Governance	98
1.9	2:30pm	Report	Determining Risk Appetite	Manager Governance and Risk Associate Partner Crowe	131
	3:00pm	Break			
1.10	3:15pm	Report	CEO Employment and Remuneration Policy	Manager People and Governance Manager People and Governance	147
1.12	3:45pm	Report	Workforce Plan	Senior HR Advisor Manager People and Governance	192

1.13	4:30pm	Discussion	Councillor "Burning Issues" Discussion	Chief Executive Officer	228
1.14	4:45pm	Discussion	Executive Issues Update	Chief Executive Officer	229
1.15	4:50pm	Discussion	External Committees Update	Chief Executive Officer	230
1.16	4:55pm	Discussion	Minutes of Advisory Committees	Chief Executive Officer	231
2	5:00pm	Close of Meeting			232

RECORD OF COUNCILLOR ATTENDANCE

MEETING	Strategic Councillor Briefing	DATE	Tuesday, December 14, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	9am – 4pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Delivery – Bruce Lucas <input checked="" type="checkbox"/> Director Organisational Services – Andrew Burgess <input checked="" type="checkbox"/> Director Community and Development – Leigh McCallum Others (Position Title and Name): Coordinator Sport and Active Recreation – Kathie Schnur Manager Economic Development and Recreation – Kendall Sinclair Project Consultants – Otium Planning Group Manager People and Governance – Krysten Forte Governance Advisor – Dannielle Kraak Governance Officer – Brigitte Longmore Sustainability Officer – Maree Grenfell Manager Environment and Waste – Simon Mennie Engagement Specialist – Michelle Whyte Manager Planning and Development – Bronwyn Southee Projectura Consultant – Kate McRae Projectura Consultant – Karina Bonnitcha Strategic Planner – Caroline Reisacher		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/75139

OR

List matters considered:

[Click or tap here to enter text.](#)

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

☐ RECORD OF COUNCILLOR ATTENDANCE

Choose an item.

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NOTES:

<Record late arrivals or early departures>

RECORD COMPLETED BY

- Director Organisational Services – Andrew Burgess
- Director Infrastructure and Delivery – Bruce Lucas
- Director Community and Development – Leigh McCallum
- CEO – Bradley Thomas

Other:

Click or tap here to enter text.

Signed:



Tuesday 14 December 2021
Council Chamber, 76 Vincent Street Daylesford VIC 3460
9:00am – 4:00pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Lesley Hewitt, Birch Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Tim Drylie, Creswick Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward Councillor Jen Bray, Birch Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Director Organisational Services Bruce Lucas – Director Infrastructure and Delivery Leigh McCallum – Director Community and Development
CHAIR:		Councillor Tim Drylie - Mayor Bradley Thomas – Chief Executive Officer
APOLOGIES:		

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:00am	Report	Hepburn Shire Aquatics Strategy - Issues and Options Workshop	Coordinator Sport and Active Recreation Manager Economic Development and Recreation Otium Planning Group	4
	11:00am		Break		
1.2	11:15am	Discussion	Nominations for the Community Awards 2022	Manager People and Governance Governance Advisor Events Officer Governance and Information Officer	107
1.3	11:45am	Report	Sustainable Hepburn - Nominations Received for Sustainable Hepburn Community Reference Group	Sustainability Officer Manager Environment and Waste Engagement Specialist	173
1.4	12:00pm	Briefing Only	Creswick Trails - Place holder	Manager Planning and Development	208
	12:30		Lunch		
1.5	1:00pm	Discussion	Workshop - Community Vision and Council Plan Project Review	Engagement Specialist Projectura (Consultant)	210

	3:00	Break			
1.6	3:15pm	Report	Amendment C82hepb Old Hepburn Hotel Independent Planning Panel Hearing Outcomes and Next Steps	Strategic Planner Manager Planning and Development	213
2	4:00pm	Close of Meeting			359

RECORD OF COUNCILLOR ATTENDANCE

MEETING	Adhoc Councillor Briefing	DATE	Monday, December 20, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	1.05pm – 5.46 pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Delivery – Bruce Lucas <input checked="" type="checkbox"/> Director Organisational Services – Andrew Burgess <input checked="" type="checkbox"/> Director Community and Development – Leigh McCallum Others (Position Title and Name): Senior HR Advisor – Kerrie Addison Sustainability Officer – Manny Pasqualini Manager S&AR and Eco Dev – Kendall Sinclair Grants and Projects Officer – Kelly Lewis Manager Planning – Bronwyn Southee		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/76460

OR

List matters considered:

[Click or tap here to enter text.](#)

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

NOTES:

1.15 pm Cr Hood arrived

1.30 pm Cr Hewitt arrived

5.39 pm Cr Hewitt left meeting

☐ RECORD OF COUNCILLOR ATTENDANCE

Ausnet / Mondo Presentation: Barton Napier / Jack Krohn / Ausnet staff member

RECORD COMPLETED BY

- Director Organisational Services – Andrew Burgess
- Director Infrastructure and Delivery – Bruce Lucas
- Director Community and Development – Leigh McCallum
- CEO – Bradley Thomas

Other:

Click or tap here to enter text.

Signed:



No	Time	Type	Agenda Item	Presenter	Page No
1.1	1:00pm	Report	Workforce Plan	Senior HR Advisor Manager People and Governance	3
1.2	1:45pm	Report Presentation	CVGA, Hepburn Wind and Hepburn Z-NET - partner overview, governance and impact	Sustainability Officer	39
	2:15pm		Break		
1.3	2:30pm	Presentation	Community Vision and Council Plan Advocacy Statement	Grant and Projects Officer Director Organisational Services	103
1.4	3:00pm	Report	PLACEHOLDER Review of Capital and Operational Expenditure	Director Organisational Services	104
1.5	4:00pm	Presentation	EES for the Western Victoria Transmission Project (DEWLP)	DEWLP Ausnet/Mondo	105
2	5:30pm		Close of Meeting		106

RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, February 01, 2022
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	9am – 2:36pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Delivery – Bruce Lucas <input checked="" type="checkbox"/> Director Organisational Services – Andrew Burgess <input checked="" type="checkbox"/> Director Community and Development – Leigh McCallum Others (Position Title and Name): Manager Economic Development and Recreation – Kendall Sinclair Coordinator Sport and Active Recreation – Kathie Schnur Otium Planning Group – Kate Maddock Otium Planning Group – Mal Kuhn Senior Accountant – Paul Brumby Manager Finance – Kathy Fulton		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/22/3560

OR

List matters considered:

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CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

NOTES:

Recommended briefing after lunch break at 1.15 pm

Councillor Henderson returned at 1.42 pm

▶ RECORD OF COUNCILLOR ATTENDANCE

RECORD COMPLETED BY

- Director Organisational Services – Andrew Burgess
- Director Infrastructure and Delivery – Bruce Lucas
- Director Community and Development – Leigh McCallum
- CEO – Bradley Thomas

Other:

Click or tap here to enter text.

Signed:



Tuesday 1 February 2022
Virtual Meeting, via Video Conference
9:00am – 2:15pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Director Organisational Services Bruce Lucas – Director Infrastructure and Delivery Leigh McCallum – Director Community and Development
CHAIR:		Councillor Tim Drylie - Mayor Bradley Thomas – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:00am	Presentation	Draft Hepburn Shire Aquatics Strategy for Public Exhibition	Manager Economic Development and Recreation Coordinator Sport and Active Recreation Otium Planning Group Otium Planning Group	4
1.2	10:00am	Briefing Only	Proposed Changes to Differential Rating System	Senior Accountant	166
1.3	10:45am	Report	Creswick Flood Event Update	Director Infrastructure and Delivery	199
	11:00am		Break		
1.4	11:15am	Report	WW1 Mortar Restoration - Wombat Hill Botanic Gardens	Director Infrastructure and Delivery Director Infrastructure and Delivery	203
1.5	11:45am	Report	Annual Plan 2021/2022 - Quarter 2 update - October- December 2021	Director Organisational Services Grants and Projects Officer	207
1.6	12:15pm	Report	Quarterly Corporate Reporting 2021/22 - Q2	Director Organisational	210

			(October-December)	Services Grants and Projects Officer	
	12:45pm		Lunch		270
1.7	1:15pm	Discussion	Councillor "Burning Issues" Discussion	Chief Executive Officer	271
1.8	1:30pm	Discussion	Executive Issues Update	Chief Executive Officer	272
1.9	1:45pm	Discussion	External Committees Update	Chief Executive Officer	273
1.10	2:00pm	Discussion	Minutes of Advisory Committees	Chief Executive Officer	274
2	2:15pm		Close of Meeting		275

RECORD OF COUNCILLOR ATTENDANCE

MEETING	Strategic Councillor Briefing	DATE	Tuesday, February 08, 2022
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	10:15am – 4:15pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Delivery – Bruce Lucas <input checked="" type="checkbox"/> Director Organisational Services – Andrew Burgess <input checked="" type="checkbox"/> Director Community and Development – Leigh McCallum Others (Position Title and Name): Senior Engagement Officer – Donna Mongan – DJPR Kate Bassano – DJPR John Dunleavy - DJPR ASU representative, Australian Services Union – Ty Lockwood / Tuffy Morwitzer ASC rep HSC Oscar Violante Manager Community Care – Fran Fogarty Mach2 Consulting – Craig Kenny Manager People and Governance – Krysten Forte Acting Coordinator People and Culture – Stacey Martin Coordinator Community Life – Kate Proctor Consultant, Right Lane – Chloe Mitchell Manager Financial Services – Kathy Fulton Coordinator Governance – Rebecca Smith		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/22/5198

OR

List matters considered:

[Click or tap here to enter text.](#)

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

RECORD OF COUNCILLOR ATTENDANCE

Choose an item.

Click or tap here to enter text.

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NOTES:

10.15 am briefing commenced

10.20 am Cr Halliday attended.

12.47 pm Break

1.20 pm briefing recommenced

1.27 pm Cr Bray returned.

4.15 pm concluded.

<Record late arrivals or early departures>

RECORD COMPLETED BY

- Director Organisational Services – Andrew Burgess
- Director Infrastructure and Delivery – Bruce Lucas
- Director Community and Development – Leigh McCallum
- CEO – Bradley Thomas

Other:

Click or tap here to enter text.

Signed:



Tuesday 8 February 2022
Virtual Meeting, via Video Conference
10:15am – 4:15pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Director Organisational Services Bruce Lucas – Director Infrastructure and Delivery Leigh McCallum – Director Community and Development
CHAIR:		Councillor Tim Drylie - Mayor Bradley Thomas – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.1	10:15am	External Presentation	Resources Branch of the Department of Jobs, Precincts and Regions (DJPR) briefing session on minerals exploration within Hepburn Shire Council	Senior Engagement Officer Earth Resources Policy & Programs Minerals Development Victoria Manager, Stakeholder and Community Engagement Minerals Development Victoria	4
	11:00am		Break		
1.2	11:15am	Presentation	Aged Care Reforms	Australian Services Union	8
	12:45pm		Lunch		
1.3	1:15pm	Report	Gender Equality Action Plan Development - Compliance with the Gender Equality Act 2020	Manager People and Governance Acting Coordinator People and Culture Consultant, Right Lane	9
	2:15pm		Break		
1.4	2:30pm	Report	Quarterly Finance Reporting - October to December 2021	Manager Financial Services Senior Accountant	79

1.5	3:30pm	Report	MAV Rules of Association Review - 2021 - 2022	Manager People and Governance Coordinator Governance	117
1.6	4:00pm	Report	Recommendations from the Audit and Risk Committee meeting held on 13 December 2021	Manager People and Governance	162
2	4:15pm		Close of Meeting		206

RECORD OF COUNCILLOR ATTENDANCE

MEETING	Pre-Council Meeting Briefing	DATE	Tuesday, February 15, 2022
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other: <i>Click or tap here to enter text.:</i>	TIME	3.05pm – 4:45pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Delivery – Bruce Lucas <input checked="" type="checkbox"/> Director Organisational Services – Andrew Burgess <input checked="" type="checkbox"/> Director Community and Development – Leigh McCallum Others (Position Title and Name): Project Manager Major Projects – Alison Breach Coordinator Governance & Risk – Rebecca Smith Coordinator Sport and Active Recreation – Kathie Schnur Manager Waste, Facilities and Community Safety Simon Mennie Coordinator Facilities – Victoria O’Halloran OTIUM Contractor Malcolm Kuhn / Kate Maddock		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/22/6951

OR

List matters considered:

Click or tap here to enter text.

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Choose an item.	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
Choose an item.	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
Choose an item.	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>

NOTES:

<Record late arrivals or early departures>

▶ RECORD OF COUNCILLOR ATTENDANCE

RECORD COMPLETED BY

- Director Organisational Services – Andrew Burgess
- Director Infrastructure and Delivery – Bruce Lucas
- Director Community and Development – Leigh McCallum
- CEO – Bradley Thomas

Other:

Click or tap here to enter text.

Signed:



▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Planning Briefing	DATE	Tuesday, February 22, 2022
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	10:15am – 3.00pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Delivery – Bruce Lucas <input checked="" type="checkbox"/> Director Organisational Services – Andrew Burgess <input checked="" type="checkbox"/> Director Community and Development – Leigh McCallum Others (Position Title and Name): Manager Community Life – Fran Fogarty Mach2 Consultant – Craig Kenny Senior Statutory Planner – Anita Smith Statutory Planner – James McInnes Manager Planning & Development – Bronwyn Southee Acting Coordinator – Pauline Maltzis DEWLP – Director Ben Fergusson DEWLP – Partnership Coordinator Catherine Gip DEWLP – Director Steve Foster		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/22/8950

OR

List matters considered:

[Click or tap here to enter text.](#)

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Cr Lesley Hewit	1.2 70 Camp Street, Daylesford	11.50 am	12.20 pm
Cr Tessa Halliday	1.3 280 Learmonth Rd, Clunes	12.20 pm	1.00 pm
Cr Tessa Halliday	1.3 – resumed	2.06 pm	2.28 pm

▶ RECORD OF COUNCILLOR ATTENDANCE

NOTES:

2.28 pm Bruce Lucas - Director Infrastructure and Delivery left meeting

<Record late arrivals or early departures>

RECORD COMPLETED BY

- Director Organisational Services – Andrew Burgess
- Director Infrastructure and Delivery – Bruce Lucas
- Director Community and Development – Leigh McCallum
- CEO – Bradley Thomas

Other:

Click or tap here to enter text.

Signed:



Tuesday 22 February 2022
Virtual Meeting, via Video Conference
10:15am – 2:00pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Director Organisational Services Bruce Lucas – Director Infrastructure and Delivery Leigh McCallum – Director Community and Development
CHAIR:		Councillor Tim Drylie - Mayor Bradley Thomas – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.1	10:15am	Presentation	Aged Care Reforms - Councillor Q & A	Manager Community Life Mach 2 Consulting	3
1.2	11:15am	Report	PA 3333 - Use and development of the land for group accommodation - 70 Camp Street Daylesford	Senior Statutory Planner	55
1.3	12:00pm	Report	PA 3196 - Use and development of a dwelling and shed - 280 Learmonth Road, Clunes	Statutory Planner	265
1.4	12:15pm	Report	PA 3334 - Four lot subdivision - 7A Gunyah Drive Trentham	Statutory Planner	501
	12:30pm		Lunch		
1.5	1:00pm	Presentation	DELWP Presentation - Renewable Energy Zones work program	DEWLP	619
2	2:00pm		Close of Meeting		620

RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, March 01, 2022
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other: Click or tap here to enter text.:	TIME	9am – 4:21pm
COUNCILLORS PRESENT	<input checked="" type="checkbox"/> Cr Jen Bray <input checked="" type="checkbox"/> Cr Tim Drylie <input checked="" type="checkbox"/> Cr Tessa Halliday <input checked="" type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input checked="" type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input checked="" type="checkbox"/> CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Delivery – Bruce Lucas <input checked="" type="checkbox"/> Director Organisational Services – Andrew Burgess <input checked="" type="checkbox"/> Director Community and Development – Leigh McCallum Others (Position Title and Name): Manager Financial Services – Kathy Fulton Manager Projects – Ben Grounds Senior Accountant – Paul Brumby Inclusion Officer – Brett Dunlop Coordinator Community Partnerships – Rosalie Hastwell Senior Statutory Planner – Anita Smith Manager Planning – Bronwyn Southee Coordinator Planning Pauline Maltzis Manager Community Life – Fran Fogarty Mach2 Consulting – Craig Kenny		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/22/10870

OR

List matters considered:

[Click or tap here to enter text.](#)

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
Cr Tim Drylie	1.5 PA 3219 – 47 Albert Street, Creswick	12.39 pm	1.21 pm
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

▶ RECORD OF COUNCILLOR ATTENDANCE

NOTES:

9.05 pm Cr Halliday attended
10.31 pm Cr Henderson left briefing
10.37 pm Cr Henderson returned to briefing
11.25 pm Cr Hewitt left briefing
12.39 pm Cr Drylie left briefing – see Conflict of Interest
1.21 pm Lunch
1.54 pm Briefing recommenced
1.54 pm Cr Hewitt returned
1.54 pm Cr Halliday / Cr Simpson absent
1.57 pm Cr Simpson returned
2.06 pm Cr Halliday returned
2.42 pm Cr Henderson left briefing
3.09 pm Cr Henderson returned

RECORD COMPLETED BY

- Director Organisational Services – Andrew Burgess
- Director Infrastructure and Delivery – Bruce Lucas
- Director Community and Development – Leigh McCallum
- CEO – Bradley Thomas

Other:

[Click or tap here to enter text.](#)

Signed:



Tuesday 1 March 2022
Daylesford Town Hall, 76 Vincent Street Daylesford
9:00am – 3:30pm

Councillors, I advise that I have assessed the following information in the briefing papers and associated attachments as being confidential information.

The information is considered to be confidential information under section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (Section 3(1)(a)).

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

INVITED:	Councillors	Councillor Jen Bray, Birch Ward Councillor Tim Drylie, Creswick Ward Councillor Tessa Halliday, Cameron Ward Councillor Don Henderson, Creswick Ward Councillor Lesley Hewitt, Birch Ward Councillor Brian Hood, Coliban Ward Councillor Juliet Simpson, Holcombe Ward
	Officers	Bradley Thomas – Chief Executive Officer Andrew Burgess – Director Organisational Services Bruce Lucas – Director Infrastructure and Delivery Leigh McCallum – Director Community and Development
CHAIR:		Councillor Tim Drylie - Mayor Bradley Thomas – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:00am	Report	2021/2022 Mid-year Budget Review	Director Organisational Services Manager Financial Services	4
1.2	10:30am	Briefing Only	Proposed Changes to Differential Rating System	Senior Accountant	17
	11:15am		Break		
1.3	11:30am	Report	Appointment of Members - Mineral Springs Reserve Advisory Committee	Director Infrastructure and Delivery	64
1.4	12:00pm	Report	LGBTIQA+ Advisory Committee	Inclusion Officer Coordinator Community Partnerships	73
1.5	12:30pm	Report	PA 3219 - 47 Albert Street Creswick - Alterations and additions to an existing building, display of signage, waiver of on-site car parking and the sale and consumption of liquor associated with a supermarket	Senior Statutory Planner	80
	1:00pm		Lunch		

1.6	1:30pm	Report	Aged Care Reform update	Manager Community Life	191
1.7	2:30pm	Discussion	Councillor "Burning Issues" Discussion	Chief Executive Officer	215
1.8	2:45pm	Discussion	Executive Issues Update	Chief Executive Officer	216
1.9	3:00pm	Discussion	External Committees Update	Chief Executive Officer	217
1.10	3:15pm	Discussion	Minutes of Advisory Committees	Chief Executive Officer	218
2	3:30pm		Close of Meeting		219

14 GENERAL BUSINESS

RECOMMENDATION

That Council:

1. *Grants Cr Tessa Halliday a leave of absence from 26 March 2022 to 26 June 2022 inclusive, noting that under the Local Government Act 2020 Section 35(6)(a), a Councillor is not to be taken to be absent from a Council meeting during the period of 6 months after the Councillor or their spouse or domestic partner becomes the natural parent of a child, and;*
2. *Appoints the following Councillors to the listed committees, boards and external bodies, for the period of Cr Halliday's leave:*
 - a. *Cr Jen Bray to the LGBTIQ+ Advisory Committee*
 - b. *Cr Tim Drylie to the Public Art Committee*
 - c. *Cr Lesley Hewitt to the Hepburn Shire Health and Wellbeing Working Group*
 - d. *Cr Brian Hood to the Sustainable Hepburn Community Reference Group*

MOTION

That Council:

1. *Grants Cr Tessa Halliday a leave of absence from 26 March 2022 to 26 June 2022 inclusive, noting that under the Local Government Act 2020 Section 35(6)(a), a Councillor is not to be taken to be absent from a Council meeting during the period of 6 months after the Councillor or their spouse or domestic partner becomes the natural parent of a child, and;*
2. *Appoints the following Councillors to the listed committees, boards and external bodies, for the period of Cr Halliday's leave:*
 - a. *Cr Jen Bray to the LGBTIQ+ Advisory Committee*
 - b. *Cr Tim Drylie to the Public Art Committee*
 - c. *Cr Lesley Hewitt to the Hepburn Shire Health and Wellbeing Working Group*

d. Cr Brian Hood to the Sustainable Hepburn Community Reference Group

Moved: Cr Don Henderson

Seconded: Cr Jen Bray

Carried

Cr Tessa Halliday returned to the meeting at 7:31pm.

15 CONFIDENTIAL ITEMS

15.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Pursuant to section 66(1) of the *Local Government Act 2020* (the Act) Council or delegated committee must keep a meeting open to the public unless the Council or delegated committee considers it necessary to close the meeting to the public because a circumstance specified in subsection (2) applies.

The circumstances detailed in section 66(2) of the Act are:

- a) the meeting is to consider confidential information; or
- b) security reasons; or
- c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

RECOMMENDATION

That in accordance with sections 66(1) and 66(2)(a) of the Local Government Act 2020, the meeting to be closed to members of the public for the consideration of the following confidential items:

1. AGED CARE EXPRESSION OF INTEREST PROCESS

This agenda item is confidential information for the purposes of section 3(1) of the Local Government 2020:

Because it is:

- *(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;*
- *(e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;*
- *(g) private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;*
- *These grounds apply because it contains information regarding the continuation of a council service, staffing matters related that service, and details of the responses to the Expression of Interest process.*

2. APPOINTMENT OF MEMBERS - MINERAL SPRINGS RESERVE ADVISORY COMMITTEE

This agenda item is confidential information for the purposes of section 3(1) of the Local Government 2020:

- *Because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)); and*

- *This ground applies because applications received by Council for appointments to the Mineral Springs Reserves Advisory Committee include personal information of those applicants.*

MOTION

That in accordance with sections 66(1) and 66(2)(a) of the Local Government Act 2020, the meeting to be closed to members of the public for the consideration of the following confidential items:

1. AGED CARE EXPRESSION OF INTEREST PROCESS

This agenda item is confidential information for the purposes of section 3(1) of the Local Government 2020:

Because it is:

- *(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;*
- *(e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;*
- *(g) private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;*
- *These grounds apply because it contains information regarding the continuation of a council service, staffing matters related that service, and details of the responses to the Expression of Interest process.*

2. APPOINTMENT OF MEMBERS - MINERAL SPRINGS RESERVE ADVISORY COMMITTEE

This agenda item is confidential information for the purposes of section 3(1) of the Local Government 2020:

- *Because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)); and*
- *This ground applies because applications received by Council for appointments to the Mineral Springs Reserves Advisory Committee include personal information of those applicants.*

Moved: Cr Don Henderson

Seconded: Cr Tessa Halliday

Carried

Meeting closed to the public at 7:36pm for the hearing of confidential items and did not reopen to the public.

The Confidential Meeting opened at 7:36pm.

The Council determined to release information to the public on item 2 detailed below.

2. APPOINTMENT OF MEMBERS - MINERAL SPRINGS RESERVE ADVISORY COMMITTEE

MOTION

That Council:

1. *Appoints the following community representatives to the Mineral Springs Reserves Advisory Committee for a period of 3 years expiring on 28 February 2025.*
 - *Lisa Rodier*
 - *Bill Guest*
 - *Nathan Lundmark*
 - *Brenden Loton*
2. *Acknowledges the involvement and input provided by community members during the previous term of the Mineral Springs Advisory Committee and formally notes its appreciation.*
3. *Pursuant to Section 125(2) of the Local Government Act 2020, that the information should be publicly available for the limited purpose of communicating the effect of the resolution to the extent necessary to give effect to it; and*
4. *That the Chief Executive Officer communicate the effect of this resolution to the extent necessary to give effect to it.*

Moved: Cr Juliet Simpson

Seconded: Cr Brian Hood

Carried

16 CLOSE OF MEETING

The Meeting closed at 7:50pm.