

Hepburn

SHIRE COUNCIL

Confirmed at the Ordinary Meeting of Council held 20 April 2021



Chair, Cr Lesley Hewitt, Mayor

HEPBURN SHIRE COUNCIL

ORDINARY MEETING OF COUNCIL

PUBLIC MINUTES

Tuesday 16 March 2021

Daylesford Town Hall
76 Vincent Street Daylesford

6:00PM

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

The meeting will be conducted in person, but members of the public will not be able to attend in person due to the COVID-19 Pandemic restrictions.

MINUTES

Tuesday 16 March 2021

Daylesford Town Hall

76 Vincent Street Daylesford

Commencing at 6:00PM

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MR BRADLEY THOMAS

INTERIM CHIEF EXECUTIVE OFFICER

Tuesday 16 March 2021

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

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

2 OPENING OF MEETING

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 - Interim Chief Executive Officer, Mr Andrew Burgess - Acting Director Community and Corporate Services, Mr Bruce Lucas - Director Infrastructure and Development Services, Ms Krysten Forte - Manager Governance and Risk. Mr Chris Whyte - Manager ICT

The meeting opened at 6:00pm.

STATEMENT OF COMMITMENT

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

3 APOLOGIES

Nil.

4 DECLARATIONS OF CONFLICTS OF INTEREST

Cr Tim Drylie declared a general interest for Item 11.1 Proposed Special Charge Scheme Solar Saver Program due to an association with the Z-NET Program.

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 16 February 2021 and the Minutes of the Special Meeting of Council held on 23 February 2021 (as previously circulated to Councillors) be confirmed.

MOTION

That the Minutes of the Ordinary Meeting of Council held on 16 February 2021 and the Minutes of the Special Meeting of Council held on 23 February 2021 (as previously circulated to Councillors) be confirmed.

Moved: Cr Don Henderson

Seconded: Cr Tessa Halliday

Carried

6 ITEMS OF URGENT BUSINESS

Nil.

7 COUNCILLOR AND CEO REPORTS

7.1 MAYOR'S REPORT

Councillor Lesley Hewitt, Birch Ward

During March 2021, the Shire has held a civic event for International Women's Day which was the first opportunity for a large group of people to attend an event since COVID restrictions started in March 2021. Approximately 120 people attended at Daylesford Town Hall to hear Bianca Chatfield speak about her experiences in having women's sport recognized and to see Frances Fiddian, Betty Johns and Verena Doyle inducted onto the Heather Mutimer Women's Honour Roll. I want to publicly acknowledge the work of Bridget O'Brien in organising this well attend and inspirational event.

Chill Out went ahead under difficult circumstances and I was pleased to represent the Shire at two events. The first, the Grove of Gratitude involve planting 100 trees at Wombat Flat, Lake Daylesford. Chill Out have offered to plant 100 trees every year for 5 years to recognise and remember those who have contributed to the community. Again, congratulations on behalf of the Shire, not only to Chill Out for this initiative but to Brian Bainbridge and the Parks and Gardens team for the site preparation and to Friends of Cornish Hill for assisting.

The Hepburn Together Pop Ups have continued around the Shire and have been well attended by Councillors and staff. Briefings continue on the Hepburn Planning Scheme Review.

Below is a summary of activities that I have undertaken in an official capacity.

Probus AGM – guest speaker and returning officer

Hepburn Together Pop-Ups – Creswick, Daylesford, and Clydesdale. Verbal briefings on project at Daylesford Rotary, Daylesford, and District Horticultural Society and Probus.

Chill Out – In conversation with Patricia Karvelas; Grove of Gratitude

Central Highlands Water Board Meeting with Chair and CEO and Bradley Thomas

Central Highlands Councils Victoria Mayors and CEO's meeting

International Women's Day Civic Event

Councillor Briefings

Creswick Youth Activation Project

Glenlyon Progress Association Dinner

MASH/Hepburn Solar Bulk Buy Program

Trentham Customer Service Desk

Media – 1. Interview Alex Forde, Courier 2. Fortnightly column for The Local
Swiss Italian Festa Representatives Meeting
Special Council Meeting to adopt the Community Engagement Strategy
Audit and Risk Committee Meeting
CEO Recruitment meetings
Loddon Campaspe Councils Group Meeting
Mediation session in relation to planning permit applications for 764 Daylesford-
Malmsbury Rd. Glenlyon
Reconciliation Action Plan Advisory Committee - Chair

7.2 COUNCILLOR REPORTS

Councillor Don Henderson, Creswick Ward

No written report presented.

Councillor Brian Hood, Coliban Ward

I am very pleased to report on two important initiatives implemented in the past month in Coliban ward. Firstly, a Council customer service desk has been created in the Trentham Library, allowing for a wide range of customer services to be transacted locally. This brings Coliban up to par with other wards in Hepburn Shire. Secondly, after much hard work and anxious delays the Trentham early learning centre recently opened, providing child care services in conjunction with the highly successful kindergarten. It took months to employ suitably skilled staff but the perseverance and diligence of Council staff Fran Fogarty and Kate Procter enabled this much-needed facility to open. Thank you Fran and Kate.

I attended a workshop on safe and affordable housing in the past month. The study undertaken by a PhD student to quantify the scope of underlying problems in these two areas is compelling and alarming. Council has undertaken to prepare a policy on safe and affordable housing and I will be keen to see this work progress and for Council to play its role in alleviating the challenges we as a community face in these areas.

Significant work has been undertaken in the past month on the commencement of our critically important work to develop a vision for the shire, in partnership with the community, and to develop sustainable and achievable long term plans. At the completion of a recent presentation and discussion with grade-four primary school students on the role of councils I posed the question – what was important to them and what did they value most in living in and around Trentham. It was instructive and

encouraging to hear the ten year old's emphasise, in their own words, the natural environment, the sense of community and the desire to preserve the unique and characterful feel of our townships. We would do well to heed those words of wisdom.

Councillor Juliet Simpson, Holcombe Ward

On Thursday 4 March, I was the MC for the Heather Mutimer International Women's Day Honour Roll 2021 awards at the Daylesford Town Hall.

I attended pop ups for the 10 year Community Vision and the 4 Year Council plan on 2 March at the Drummond Hall and the 11 March at the Clydesdale Hall.

Councillor Jen Bray, Birch Ward

- 17 Feb Attended Reconciliation Action Plan group meeting
- 20 Feb Met with resident at Old Hepburn Hotel site to discuss the proposed heritage overlay.

Met with local Hepburn residents at footy and cricket oval discuss Old Hepburn Hotel and Hepburn Together Community Vision.
- 27 Feb Attended Exhibition at Convent Gallery – Serving in Silence, as part of ChillOut festival., The exhibition documented the experiences of LGBTI people in the Australian military. A very moving forum with 3 excellent speakers who shared their experiences.
- 28 Feb Attended Hepburn Together pop up at the Daylesford Market and heard from many members of the community about their vision for the shire.

Met with local artist regarding a collaborative project with schools
- 1 March Attended Hepburn Together Pop Up at Hepburn General Store and heard from many members of the community.
- 2 March Briefly observed the Daylesford College Swimming Carnival at the Daylesford Pool in relation to the Pool Plaza project.
- 4 March Attended the Forum on Social and Affordable Housing run by Safe Place group. 36 people from the community turned up. We workshopped priorities for the next steps in an action plan.
- 4 March Attended International Women's Day and Heather Mutimer Honour Roll induction. Highlight was netballer Bianca Chatfield's address. I was very impressed with the presentations of Daylesford College students Nioka Newton and Lucinda Lowe who spoke about equity for

women in science and sport, and also Yemayah Greenwood who entertained us beautifully singing and playing guitar.

- 11 March Attended Community Vision Pop Up at Clydesdale Hall and heard from local residents about their priorities.
- 12 March Attended the opening of the Next Generation Art exhibition at the Ballarat Art Gallery showcasing the outstanding works of Top Year 12 students in the western district. Three students from Daylesford College were represented. Well worth a look as the art is all of a very high standard. Met with the Mayor of Ballarat who opened the event.
- 13 March Attended Community Vision Pop Up at Coles, Daylesford and heard from many local residents about their vision for Hepburn Shire.
- 14 March Observed the Daylesford Speedway in action during Race Day
- 15 March Met with Robyn Rogers, President of Swiss Italian Festa to hear about the planning for the revival of this much loved event.
- 15 March Attended the Community Vision Pop Up at Trentham and met with locals in the main street to hear their views.

Have had contact via email, phone or in person with local community members on matters relating to: Community Vision, Planning Scheme, Planning matters, Dog attack, Bike Trails, Agriculture projects, Mt Franklin, Daylesford Speedway, Transmission lines and the Rex.

Promoted council activities including Hepburn Together, Planning Scheme report, Transmission Lines, Catchment Review and Youth Hip Hop classes at the town hall.

Councillor Tim Drylie, Creswick Ward

The smell of autumn is in the air with a crisp cooling edge finding its way into the evenings and a bountiful harvest season coming to an end with the change of seasons. It is a great time of year to get out and about in the Hepburn Shire and thankfully with the easing of the COVID threat here we are able to enjoy some of our old ways again – however, for many (including our businesses) there is a long road to recovery ahead and for some irreversible change is inevitable. The past twelve months has cut hard and tested our resourcefulness and our capacity to respond adequately and with resilience. At a council level, we have been forced to make some hard choices to cut, or delay, some of our scheduled programs and projects to balance our budget and ease an overheated officer workload. However, alongside these setbacks come a raft of new opportunities as in the past month we have been busy, as both a council and community, creating a vision, and plan for our future

together. I think we can learn from the lessons of the past year and respond appropriately and strategically, where required.

In the past month, I have been involved in the rollout of the community engagement for our 10 Year Community Vision and four-year Community Plan that will be implemented later this year as part of our Hepburn Together project. It is not too late to have your say and I encourage you, or your community group, to jump online and fill in our community survey by Friday 19th March:

<https://participate.hepburn.vic.gov.au/hepburn-together>. Council is also calling for expressions of interest for our Hepburn Together Community Panel. The people recruited to the panel will play an important role in shaping the future direction of our Shire. Our last pop-up session, which I will attend, will happen this Thursday 18th March from 4-6pm at the Creswick Hub if you would like to have your say in person. Our session last Saturday, outside Le Peche Gourmand, was well received by community members and some interesting and important ideas and suggestions were made and discussed. We have noted them to be included in the overall survey results.

Other events and activities I attended this month are as follows:

- 2021 International Women's Day Heather Mutimer Women's Honour Roll Event - congratulations to local inductees Frances Fiddian, and Verena Doyle.
- Safe Place Community Housing Forum to look at issues of affordable housing in the shire
- Grampians Central West Local Government Forum for sustainable waste and resource recovery planning and management in Ararat
- Met with the local member for Ripon, Louise Staley to discuss issues such as the problems with local school bus connections, community concerns over the planned route of The Western Victorian Transmission Network Project and a possible revegetation project
- Met with Kingston locals at the Commercial Hotel to discuss local matters of interest including the WVTNP
- Participated in two workshops as part of the Creswick Youth Activation Project to better understand the needs and improve the long-term outcomes for young people in and around Creswick
- Attended a Chillout Festival in conversation event hosted by ABC journalist, Patricia Karvelas
- Community Pop-Up Sessions: Front of Creswick IGA; Daylesford Sunday Market; Front of Le Peche Gourmand, Creswick

Councillor Tessa Halliday, Cameron Ward

This month the focus has been on the community engagement for stage 2 of Hepburn Together and the council have run two sessions in Clunes and one in

Smeaton. The attendance has been varied with 36 at the first session, none at the second session and 4 at the third.

You still have till the end of the week to fill out the online survey and have your say and I'd encourage everyone to get involved.

I attended the International Women's Day Heather Mutimer Women's Honour Roll event. Congratulations to the organisers, it was a fantastic and well attended event. Hopefully we can increase the capacity for next year. The highlight for me was the talks and performances from the students of Daylesford secondary. Congratulations, you are inspirational young women.

It was fantastic to see the Clunes Market return on Sunday. There were 30 stalls, great weather and great crowds. I am looking forward to volunteering at the next market. Look out for the next market, every second Sunday of the month.

The planning scheme panel report came back this month. The council officers have done a lot of work on implementing the panels' recommendations and making sure the amendment is the best it can be before it is adopted.

I am satisfied that we have done as much as we can do at this stage without completing the in depth strategic work that will commence later in the year.

RECOMMENDATION

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

MOTION

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

Moved: Cr Juliet Simpson

Seconded: Cr Brian Hood

Carried

7.3 CHIEF EXECUTIVE OFFICER'S REPORT

1. Interim CEO Report [7.3.1.1 - 4 pages]

RECOMMENDATION

That Council receives the Interim Chief Executive Officer's Report for March 2021.

MOTION

That Council receives the Interim Chief Executive Officer's Report for March 2021.

Moved: Cr Don Henderson

Seconded: Cr Jen Bray

Carried

INTERIM CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting of Council on 16 March 2021

The Interim CEO Report is a report to inform Council and the community of current issues, initiatives and projects undertaken across Council.

Interim CEO Update

At the meeting on 23 February 2021, Council adopted the Community Engagement Policy (Policy), part of the Hepburn Together project. The Policy was drafted after significant input and feedback from the community. All Victorian Councils are required to have a Community Engagement Policy under the Local Government Act 2020 (the Act).

Following analysis of the engagement findings, ten recommendations were developed and used to inform the Policy and future engagement practices. Key areas considered included Planning, Communication, Continuous Improvement/Reporting, Transparency and Consistent Engagement. The detailed recommendations for each section are contained in the Hepburn Together Engagement Summary Report available on Council's Participate Hepburn website. Council have accepted all recommendations and have undertaken to implement them all.

We have nearly concluded our community engagement for the 'Hepburn Together - Council Plan and Community Vision Engagement'. Hepburn Together is a major strategic planning project that will capture our goals and aspirations and will see the development of the 10 Year Community Vision and the four-year Council Plan.

The Chillout Festival was held this year under very difficult circumstances. Some activities have taken place and some activities will be rescheduled to run later in the year. This change was necessary because of uncertainty as to how COVID restrictions might apply after the current Victoria-wide lockdown. Council is proud to sponsor this event which celebrates diversity and inclusion.

Council have appointed consultants Otium Planning Group to assist with the development of the Hepburn Shire Aquatics Strategy. Otium are industry leaders in the planning for aquatic facilities and service and are assisting Council in the development of the strategy. They are currently undertaking audit work, and consultation work with the community begins next month.

The International Women's Day civic function was held on Thursday 04 March at the Daylesford Town Hall. Congratulations to the 2021 International Women's Day Heather Mutimer Honour Roll for 2021, pictured below.

▶ CEO REPORT



L-R: Verona Doyle, Betty Johns & Francis Fiddian

The Hepburn Planning Scheme Review project is now nearing the next stages. The independent panel hearing for Amendment C80hepb (Planning Scheme Review) has now been completed and the final recommendations of the panel has been received. We were planning a community session on 23 March. Unfortunately, legal advice received 15 March has confirmed there is a very clear and strict statutory processes for a undertaking a Planning Scheme Amendment as detailed in the Planning & Environment Act and it is beyond Council's power to consider a further community engagement session.

Council will consider the recommendations of the panel within 40 days of its receipt (17 February) as required under Ministerial direction and make a determination on the progression of the Amendment at a proposed Special Council Meeting to be confirmed shortly.

Our staff have continued to transition back into the workplace and most meetings continue to be a mix of attendance by video conferencing and in person with some people working in the office and some from home. Over the past month some of the meetings I've participated in include:

- Council briefings
- Audit and Risk Committee (ARC) meeting
- Budget meetings
- Meeting with Mayor, and Central Highlands Water Chair and CEO
- Community pop-up sessions & Hepburn Together Pop-up sessions across the Shire where we have been discussing how Council engages with you on works, projects and news going forward.
- Hepburn Together project control group meetings
- Leadership Workshop
- COVID-19 relief and recovery meetings with various agencies and Council staff
- Emergency Management Team meetings
- Loddon Campaspe Councils group meeting

▶ CEO REPORT

- 'Local Government Victoria Connects' meetings
- Western Victoria Transmission Network Project (WVTNP) meetings
- Project meetings for the Hepburn Hub at The Rex
- Regular and recurring meetings with Directors and direct reports
- Executive Team and Leadership Team meetings, and an Executive Team and Coordinators meeting
- Meeting with the Chair of Central Highlands Regional Partnerships
- Customer Service Desk launch at Trentham Library
- Local Government Rating System review – sector Technical briefing
- Transition to the Hepburn Hub at the Rex – Project Control Group meetings
- Meeting with Hutchinson Builders re Hepburn Hub at the Rex
- Hepburn & Ararat wastewater shedding de-brief
- Regional Partnerships welcome event
- International Women's Day Civic event
- Central Highlands Council Victoria – Mayor & CEO meeting
- Central Highlands Council Victoria – CEO Meeting
- Meeting with Mary-Anne Thomas
- Meeting with Regional Development Victoria (RDV)
- Media interviews (print, and on camera)
- Kerbside reform briefing - Rural and regional transfer station upgrade fund
- Meeting with Maddocks Lawyers

8 PUBLIC PARTICIPATION TIME

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

8.1 PETITIONS

8.1.1 PETITION - INSTALL CC TV AT COLLINS PLACE CLUNES TO DETER VANDALISM

The Petition was received on 3 March 2021 and has been signed by 129 number of people, however 45 number of signatures are invalid as a complete address has not been provided.

The petition reads:

“To install CCTV in Collins Place, Clunes, due to the ongoing and frequent vandalism events in this park and at the toilet block.”

RECOMMENDATION

The Council:

- 1. Receives and notes the Petition; and,*
- 2. Refers the Petition to the Director Infrastructure and Development Services for investigation and response.*

MOTION

The Council:

- 1. Receives and notes the Petition; and,*
- 2. Refers the Petition to the Director Infrastructure and Development Services for investigation and response.*

Moved: Cr Tessa Halliday

Seconded: Cr Don Henderson

Carried

8.1.2 PETITION - CHANGE LOCATION FOR THE GLENLYON PUBLIC ART PROJECT

The Petition was received on 9 March 2021 and has been signed by 103 people, however 1 of signatures is invalid as a complete address has not been provided.

The petition reads:

“The petitioners hereby request that the Council take all necessary steps to ensure that the sculpture by Yu Fang Chi called “The Drop” is not installed at the Glenlyon Dam, or if installed is removed and relocated to the Glenlyon Mineral Springs.

A better site is available (the Mineral Springs site previously proposed and identified by Council as Site A), which is liked by the artist, offers better accessibility and facility to visitor and would be enhanced by the artwork.

Installation of the sculpture at the Glenlyon Dam, by nature of its size and material, presents a danger of interruption to operations by emergency services vital to the Glenlyon District, may deter native wildlife and would irrevocably change the character of the historic Glenlyon Dam.

The design of the sculpture (as promoted) at the dam location is counterintuitive to the symbolism being water droplet. Drops emerge from the pump; water does not primarily take droplet form coming in or out of a dam which is spring fed.”

RECOMMENDATION

The Council:

- 1. Receives and notes the Petition;*
- 2. Refers the Petition to the Acting Director Community and Corporate Services to coordinate a response; and,*
- 3. Requests that Officers prepare a report regarding the Petition for the April Ordinary Meeting of Council.*

MOTION

The Council:

- 1. Receives and notes the Petition;*
- 2. Refers the Petition to the Acting Director Community and Corporate Services to coordinate a response; and,*
- 3. Requests that Officers prepare a report regarding the Petition for the April Ordinary Meeting of Council.*

Moved: Cr Juliet Simpson

Seconded: Cr Jen Bray

Carried

8.2 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: Ms Noela Sweeney

Under the risk assessment category set down by Council in its "Domestic Wastewater Management Plan" June 2014, an allotment size of less than 125,000 square metres is assessed to be a High Risk for Onsite Wastewater Treatment Systems.

Glenlyon's Hamlet development average allotment size is less than 125,000 square metres.

How could a property be unsuitable in Council's Plan in 2014 and yet under the same 2014 Plan, be suitable today?

Response: Mayor Lesley Hewitt

Council's Domestic Wastewater Management Plan 2014 includes a risk matrix to enable prioritisation of audits of existing wastewater management systems in the Shire. The matrix includes several factors, one being that a property under 4000m² could be considered high risk. It does not imply that a property below this size could not be developed. The intention of the risk matrix is to provide a risk classification to individual properties with existing systems, for which to focus on for an audit program.

Question 2: Ms Noela Sweeney

Will the Council make public the current rules it is using for Domestic Wastewater Management for development in unsewered towns?

Response: Mayor Lesley Hewitt

Council does not create its own rules for Domestic Wastewater Management. Council is guided by the Environment Protection Act 1970, the EPA's Code of Practice for Onsite Wastewater Management, the State Environment Protection Policy – Waters of Victoria, and through the Statutory Planning process – the requirements of the relevant Water Authority.

Question 3: Ms Gina Lyons

On the first page of the report into the Rex update, it states:

"The forecast date for completion of the works is currently the 14 August 2021, two months beyond the baseline. This is due to the contractor not commencing works on site." However, Table 4 Project Program Summary indicates a Current Program Forecast End Date for Construction of 22 June 2021 and for Occupation 29 June 2021. This is contradictory to the 14 August date in the first page of the report.

If the builder has not commenced works and the build time is 5 months, how can the Council be credibly claiming that Construction will finish on 22 June and Occupation will be 29 June 2021?

Response: Mayor Lesley Hewitt

It is essentially the difference between the formally approved date under the contract and the forecast actual date.

The first date is a legal date known as the Date for Practical Completion under the contract. It is calculated in accordance with the terms of the building contract and is amended from time to time by adding additional days where that is appropriate. In a similar way, where variations to the works are required, they are valued and added to the original contract sum.

The forecast date is the likely Date of Practical Completion. As the builder has not commenced works it is unlikely the works will be complete before mid-August.

Question 4: Ms Gina Lyons

Under the heading of Program Risks in the Rex update, it states that 3 Extension of Time claims have been received. What were the specific matters associated with EOT001 and EOT002?

Response: Mayor Lesley Hewitt

The specifics of these claims are contractual in nature and it is not appropriate to discuss them here in detail. What can be said is that they have been appropriately assessed and a total of nine (9) working days have been awarded to the Contractor in accordance with the contract.

Question 5: Dianne Sharpe

On page 18 under the heading Scope Risks, it states:

'On the 9 February 2021 the builder raised a number of queries regarding the existing conditions claiming that they vary significantly from those they inspected

during the tender period. These issues are being investigated to determine if further works are required or if the builder should have been aware of them before submitting their tender from their own site investigations.'

What conditions and issues and why wasn't the builder aware of these prior to submitting their tender?

Response: Mayor Lesley Hewitt

The builder has raised a number of concerns with Council that relate to work undertaken in the initial Stage 1 - early works and queries that pre date councils purchase of the building. Council is continuing *to negotiate these contractual matters with the builder and is not able to elaborate further at this stage.*

Question 6: Dianne Sharpe

On page 20 under the heading Project Program, it states:

'The builder was provided with a Notice to Proceed in early January but is effectively claiming that the condition of the site is materially different to one inspected by them during the tender period due to incomplete and defective base building conditions.'

What does this mean and is it linked to water running down the walls and leakage from the roof, consequently affecting the base building?

Response: Mayor Lesley Hewitt

Under the existing contract the builder is responsible to deliver the full scope of works under the contract.

Council believes that the site is not materially different to the one inspected by all tenderers during the tender process. Council has completed the Stage 1 early works and obtained a certificate of final inspection from the Building Surveyor in the time since the tender process however these works are not considered materially different.

Your reference to water running down walls is a known issue and additional items were included in the contract awarded by council to rectify this concern and are deemed part of the contracted works.

Question 7: Linda Carroll

Has the Council built into the contract a penalty clause with the builder; i.e.: if the build is not completed by the stated date, is the Council able to be compensated from the builder? If not - why not?

Response: Mayor Lesley Hewitt

Yes the contract has provision for the granting of penalties for late delivery known as liquidated damages. These have to be a reasonable amount to compensate council for late delivery and are calculated for every day the actual Date of Practical Completion falls behind the contractual Date for Practical Completion.

Question 8: Marc Dankers

The report states: "The decision by the builder not to actually commence works on site now represents a material risk that the date for practical completion cannot be achieved." Given that the build is two months behind schedule, and the report does not inspire confidence that the issues with the builder will be resolved soon, has the Council briefed lawyers to initiate action under breach of contract?

If Question 1 was answered in the negative, why not?

Response: Mayor Lesley Hewitt

Lawyers have been briefed on the circumstances and are providing advice to Council. This exchange follows the dispute process set out in the contract which has as its objective the settlement of disputes so that works can continue.

8.3 REQUESTS TO ADDRESS COUNCIL

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

No requests to address Council were received.

9 QUALITY COMMUNITY INFRASTRUCTURE

9.1 RENEWAL OF LEASE FOR LIENA'S KITCHEN - SHOP 1 THE REX, 47-53 VINCENT STREET DAYLESFORD DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this report to Council as the Acting Manager Environment and Waste, I Simon Mennie have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL - Draft Deed of Renewal of Lease - Liena's Kitchen [9.1.1 - 6 pages]

EXECUTIVE SUMMARY

The tenant, Tong Qing Xu & Liena Li t/as Liena's Kitchen, occupies Shop 1 of The Rex building at 47-53 Vincent Street, Daylesford under a Lease which commenced 1 December 2012. The Lease was for a period of 3 years and contained options for a further two terms of 3 years each.

Whilst the Tenant's exercise of the second option for a further term of the lease was received late, Council has proceeded with the drafting of a Deed of Renewal of Lease whilst it has continued to operate in hold over provisions. The attached Deed of Renewal has been prepared to confirm the details of the further term, which is for the period 1 December 2018 to 30 November 2021.

Council approval is required to proceed with the Renewal of the Lease in order for it to be offered to the Tenant for execution.

OFFICER RECOMMENDATION

That Council:

1. *Grants the Renewal of Lease to Liena's Kitchen in accordance with the attached Deed of Renewal of Lease; and,*
2. *Authorises the Chief Executive Officer and the Mayor to execute and seal the renewal of lease documentation for and on behalf of Council.*

MOTION

That Council:

1. *Grants the Renewal of Lease to Liena's Kitchen in accordance with the attached Deed of Renewal of Lease; and,*
2. *Authorises the Chief Executive Officer and the Mayor to execute and seal the renewal of lease documentation for and on behalf of Council.*

Moved: Cr Brian Hood

Seconded: Cr Tessa Halliday
Carried

BACKGROUND

Liena's Kitchen (a Chinese restaurant & takeaway) commenced the lease of the premises at Shop 1, 47-53 Vincent Street, Daylesford on 1 December 2012. The Lease was for a period of 3 years with 2 further terms of 3 years. The lease was novated to Council, as landlord, upon the purchase of The Rex building.

The original term of the lease was for the period 1 December 2012 to 30 November 2015. The first option term was for the period 1 December 2015 to 30 November 2018.

The exercise of the second and final term option by the tenant should have been received by Council before 31 August 2018. The second and final option term is for the period 1 December 2018 to 30 November 2021. The tenant's request for the extension of the lease for the final 3 year term was received by Council in a letter dated 21 April 2020.

Council has proceeded with a Deed of Variation of Lease in order to document the COVID-19 Rent Relief provided to the tenant for the period March – December 2020, which acknowledges there is a active Lease and suggests that the option to renew has been implemented.

KEY ISSUES

The late exercise of option for the final further term means that, despite the tenant exercising a 3 year lease extension, it has operated in hold over provisions for a period and the current lease will end this year on 30 November 2021.

Council will continue discussions with the tenant regarding the current lease end dates and consider options for future use of this tenancy.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Strategic Objective – High Performing Organisation

Key Strategic Activity:

Deliver sustainable financial management and developing additional income streams. This is achieved by leasing available commercial spaces resulting from the Hepburn Hub in order to increase rental income.

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

The Council will receive the annual rental as detailed in the attached confidential Deed of Renewal of Lease.

RISK IMPLICATIONS

The risk implications are mitigated by not disputing the renewal of lease with the existing tenant. It enables Council to formalise the current arrangements in a current lease. Council will then consider the future options for the tenancy at the end of the lease term, which is 30 November 2021.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

**9.2 RENEWAL OF LEASE FOR STOCKDALE & LEGGO - SHOP 2 & 3 THE REX, 47-53 VINCENT STREET DAYLESFORD
DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES**

In providing this report to Council as the Acting Manager Environment and Waste, I Simon Mennie have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL - Draft Deed of Renewal of Lease - Stockdale & Leggo [9.2.1 - 7 pages]

EXECUTIVE SUMMARY

The tenant, Stockdale & Leggo Daylesford Pty Ltd, occupies Shops 2 & 3 of The Rex building at 47-53 Vincent Street, Daylesford under a Lease which commenced 15 February 2010. The Lease was for a period of 5 years and contained options for a further four terms of 5 years each.

Whilst the Tenant's exercise of the second option for a further term of the lease was received late, Council have proceeded with the drafting of a Deed of Renewal of Lease. The attached confidential Deed of Renewal has been prepared by Council's solicitors to confirm the details of the further term, which is for the period 15 February 2020 to 14 February 2025. There remain two further terms of 5 years each following this proposed term that may be exercised.

Council approval is required to proceed with the Renewal of Lease in order for it to be offered to the Tenant for execution.

OFFICER RECOMMENDATION

That Council:

1. *Grants the Renewal of Lease to Stockdale & Leggo in accordance with the attached Deed of Renewal of Lease; and,*
2. *Authorises the Chief Executive Officer and the Mayor to execute and seal the renewal of lease documentation on behalf of Council.*

MOTION

That Council:

- 1. Grants the Renewal of Lease to Stockdale & Leggo in accordance with the attached Deed of Renewal of Lease; and,*
- 2. Authorises the Chief Executive Officer and the Mayor to execute and seal the renewal of lease documentation on behalf of Council.*

Moved: Cr Brian Hood

Seconded: Cr Tim Drylie

Carried

BACKGROUND

Stockdale & Leggo operate a licensed Real Estate Agency and commenced the lease of the premises at Shops 2 & 3, 47-53 Vincent Street, Daylesford on 15 February 2010. The lease was for a period of 5 years with 4 further terms of 5 years each. The lease was novated to Council, as landlord, upon the purchase of The Rex building.

The original term of the lease was for the period 15 February 2010 to 14 February 2015. The first option term was for the period 15 February 2015 to 14 February 2020.

The second option term is for the period 15 February 2020 to 14 February 2025.

Council has instigated the process of confirming that the tenant wished to proceed with the second term and the tenant has replied in the affirmative. Council's solicitors were then instructed to draft the attached Deed of Renewal of Lease. There are two additional further terms of 5 years each remaining.

KEY ISSUES

The main terms to consider in the Renewal of Lease are:

- Annual Rental;
- Proposed lease term of 5 year term; and
- A Market Rent Review available at the commencement of each further term.

This information is detailed in the confidential Deed of Renewal of Lease as attached.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Strategic Objective – High Performing Organisation

Key Strategic Activity:

13. Deliver sustainable financial management, supported by effective long term financial planning (10 Years), cost savings and efficient purchasing, and developing additional income streams beyond rates revenue.

This contributes to the objective of delivering sustainable financial management by developing additional income streams. This is achieved by leasing available commercial spaces resulting from the Hepburn Hub in order to increase rental income.

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

The Annual Rental is considered appropriate and a market rent review is available at the commencement of each further term.

Due to COVID-19, it was determined that the rent should remain at its existing amount for the commencement of the further term.

RISK IMPLICATIONS

Risk implications are mitigated by continuing the lease with the existing tenant who is considered a quality tenant.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

9.3 HEPBURN HUB AT THE REX - MARCH UPDATE DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as the Project Manager – Hepburn Hub, I Bruce MacIsaac have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The purpose of this report is:

- To provide an appropriate level of information to allow Council to properly monitor the progress of the project against the Project Plan endorsed on the 18 February 2020 and as amended on 15 September 2020.
- To acquit Council's resolution that management provide periodic reporting to Council on the progress of the Hepburn Hub at the Rex.

OFFICER'S RECOMMENDATION

That Council receives and notes the March 2021 project update report regarding the Hepburn Hub at the Rex Project.

MOTION

That Council receives and notes the March 2021 project update report regarding the Hepburn Hub at the Rex Project.

Moved: Cr Jen Bray

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

On the 18 February 2020 Council endorsed the Project Plan for the Hepburn Hub at the Rex setting out the governance for the project. This Plan was revised on the 15 September 2020 and outlines the project scope, budget, funding and program.

In summary, the Project Scope includes a library, community auditorium, coworking space, customer service and council offices. The Project Budget is \$7.130M and the building works were scheduled for completion on the 14 June 2020.

Further, in terms of management and reporting, on the 18 February 2020 Council resolved the following:

"Endorses the Project Control Group (PCG) to administer the project in accordance with the project plan. The PCG be chaired by the Chief Executive Officer and progress reports be provided to Council at each quarterly meeting of Council."

This report represents the acquittal of this resolution of Council.

KEY ISSUES

As at the end of February the Project Control Group advises that: the project scope remains 2,052 Sqm of enclosed space and the expenditure budget is \$7.130M. The builder has not yet commenced works on site which represents a material risk that the date for practical Completion will not be achieved. The forecast date for completion of the works is currently the 14 August 2021, two months beyond the baseline. This is due to the contractor not commencing works on site. (Refer **Table 1** below).

Table 1 Project Plan Summary

Project Metric	Current Endorsed Metric	Current Forecast Outcome	Current Forecast Variance
Project Scope (Enclosed Area)	2,052Sqm	2,052Sqm	NIL Sqm
Project Budget (Estimate Cost)	\$7.130M	\$7.130M	\$NIL
Project Program (Date for PC)	14/06/21	14/08/21	8 weeks

Project Scope

The current forecast functional areas endorsed by Council are outlined in the table below. (Refer **Table 2** below). The risks associated with the Project Scope are outlined below the table.

Table 2 Project Scope Summary

Scope Element	Endorsed Area 15/09/20 Sqm	Current Forecast Area Sqm	Current Forecast Variance Sqm
Council Offices	944	944	NIL
Customer Services	122	122	NIL
Library	348	348	NIL
Community Auditorium	106	106	NIL
Tenancies 1, 2 & 3	111	111	NIL

Tenancies 4	136	136	NIL
Entry & Amenities	285	285	NIL
Enclosed Area	2,052	2,052	NIL
Carpark	1,298	1,298	NIL
Open Space	120	120	NIL
External Space	1,418	1,418	NIL
Total	3,470	3,470	NIL

Scope Risks

The scope was confirmed in September 2020 and remains substantially the same as that endorsed by Council in February 2020 in terms of the overall areas of each activity.

The stakeholder engagement process was completed to ensure the facility is fit for purpose and to manage *Acceptance Risk*. A final query being resolved is associated with access to the public amenities. Although this is compliant with the relevant Australian Standard the request is to enhance the access beyond that requirement.

On the 9 February 2021 the builder raised a number of queries regarding the existing conditions claiming that they vary significantly from those they inspected during the tender period. These issues are being investigated to determine if further works are required or if the builder should have been aware of them before submitting their tender from their own site investigations.

Value management is continuing with the builder and the consultant team to see if these savings can be realised and added to the contingency.

These risks and any forecast variations to the scope associated with them shall be monitored by the Project Control Group and reported to Council.

Any resultant changes to the scope which will not have a significant impact on the project cost are intended to be managed as minor variations to the construction contract. These risks and any forecast variations to the endorsed project scope shall be monitored by the Project Control Group and reported to Council monthly.

Project Budget

The endorsed Project Budget is \$7.130M (refer **Table 3** below). The risks associated with the Project Budget are outlined in the table below.

Table 3 Project Budget Summary

Budget Element	Endorsed Budget 15/09/20 \$M	Current Forecast Cost \$M	Current Forecast Variance \$M
Total Stage 1	\$2.022	\$2.022	\$NIL
Construction Stage 2	\$4.658	\$4.449	\$0.209
Consultants Stage 2	\$0.450	\$0.450	\$NIL
FFE/ICT (included in construction)	\$NIL	\$NIL	\$NIL
Contingency	\$NIL	\$0.209	(\$0.209)
Total Stage 2	\$5.108	\$5.108	\$NIL
Total Project Budget	\$7.130	\$7.130	\$NIL

Budget Risks

A construction contract has been entered into for a fixed price of \$4,449,084 (ex GST) which provides certainty in relation to the great majority of the remaining budget to be spent.

This price allows for several provisional sums for items that were not fully specified at tender. Further it allows for tender options associated with the re-tanking and resurfacing of the carpark and the replacement of the metal roof above the co-working space along the frontage to Vincent Street. These shall be resolved during the construction process.

The fixed price does not allow for any variations identified during the construction period which are associated with:

- Latent (hidden) conditions

- Documentation omissions
- Principal generated changes
- Prolongation of the program

These variations are usually funded from an allowance in the budget known as a contingency. At the September Council meeting it was resolved to remove the allowance for a contingency from the project budget previously approved in February. This decision was made on the basis that funds for a contingency would be created through a value management process undertaken with the builder. This has been partially completed with the identification of \$209,000 of savings.

In line with the endorsed governance structure, these variations and offsetting value management savings, shall be monitored and administered by the Project Control Group within the endorsed scope and budget and reported to Council.

Variations outside the endorsed scope and budget shall be reported to Council for consideration.

Project Program

From the endorsed program, the PCG have approved an eight-day time extension. There is a risk that the forecast date for completion is possible to be a minimum of 8 weeks after the endorsed date. This is due to the fact that the builder has not actually commenced works on site and has not advised when they intend to do so.

The builder was provided with a Notice to Proceed in early January but is effectively claiming that the condition of the site is materially different to one inspected by them during the tender period due to incomplete and defective base building conditions.

The program summary, is outlined in the table below which sets out the period for construction followed by the decanting period for the staff and equipment associated with the library and various offices to be relocated into the facility. (Refer **Table 4** below). Tasks that have been completed are highlighted.

Risks to the program are noted below the table.

Table 4 Project Program Summary

Project Stage	W	Endorsed Program Start Date	Endorsed Program 15/09/20 End Date	Current Program Forecast End Date	Current Program Variance Weeks
Endorsement			18/02/20	18/02/20	NIL
Documentation	13	19/02/20	03/05/20	03/05/20	NIL

Tender	16	04/05/20	15/09/20	15/09/20	NIL
Planning Amend.	13	16/09/20	15/12/20	22/12/20	1 Week
Mobilisation	3	16/12/20	11/01/21	18/01/21	1 Week
Construction	22	15/01/20	14/06/21	22/06/21	8 days
Occupation	1	14/06/21	21/06/21	29/06/21	8 days
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Program Risks

Any forecast variations to the endorsed program shall be monitored by the Project Control Group and reported to Council monthly.

The risks with the project program are now mostly associated with the construction of the works and governed by the building contract entered into by Council with the contractor. The risks associated with the contract include the following:

- Delays encountered on site associated with variations or other valid extensions of time
- Delays associated with the implementation of more stringent COVID-19 controls during construction
- Delays agreed to by Council for convenience by negotiation.

Specifically, delays may be associated with changes or events outside of the control of the contractor such as:

- Directions to complete variations to the documented works
- Inclement weather
- Industry wide industrial issues
- State government required COVID-19 restrictions

The builder may issue a Notice of Delay followed by a claim for a variation in time known as an Extension of Time (EOT) claim. We have received 3 EOT claims:

- EOT001 - 4 weeks open ended associated mostly with claimed issues prior to the issuance of the Notice to Proceed.
- EOT002 - 6 weeks open ended associated with claimed site conditions not present during the site inspections prior to tender.
- EOT003 – 4 days associated with state government COVID-19 restrictions

In response to the first claim 8 working days have been granted. The others are currently being assessed.

The decision by the builder not to actually commence works on site now represents a material risk that the date for practical completion cannot be achieved.

Recent Activities

Recent activities over the past period include:

- Investigation and response to Requests for Information and other contract administration activities such as responding to Requests for Information from the builder
- Review of additional value management items
- Review of provisional sums
- Review of tender options

NEXT STEPS

Foreshadowed activities over the next period include:

- Continuation of contract administration activities
- Negotiation if required to resolve issues raised
- Completion of builder's mobilisation
- Commencement on site of construction of the proposed Stage 2 works

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

1. Responsibly manage our assets portfolio including roads and transport infrastructure, buildings, recreation and sporting facilities and public toilets by inspecting and monitoring maintenance and renewal needs. This is achieved through planning for and implementing asset renewal and upgrade programs or new facilities that meet community expectations such as hubs, streetscapes, roads and building assets.

Strategic Objective – Active & Engaged Communities

Key Strategic Activity:

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Art and Culture, Events and Community Grants. Monitor emerging social issues impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

Strategic Objective – Vibrant Economy

Key Strategic Activity:

10. Contribute to the strength of the economy through the ongoing development of key regional attractions and events that enable marketing of our region, attraction of visitors, business opportunities and underpin a strong community.

Strategic Objective – High Performing Organisation

Key Strategic Activity:

12. Enhance our processes and systems to deliver excellent customer service. To achieve this, we will focus on internal collaboration and new ways of working, combined with a continued focus on effective and timely communications, engagement and consultation. We will focus on achieving higher customer satisfaction through making it easier to work with Council and by closing the loop on requests received from our community and other customers.
14. Develop our staff to enhance their work experience and enable them to deliver great outcomes to our community. Through a focus on their careers and developing new skills, we will build a positive culture and develop new leaders of the future.
15. Make Occupational, Health, Safety and Wellbeing an embedded part of our culture and the number one focus every day. We will continuously improve our systems and actions to make sure people go home safe and well every day.

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 proposed facility will comply with contemporary standards of environmental design and improve the sustainability of Council operations.

FINANCIAL IMPLICATIONS

The contract will be funded from the approved Council Budget and the 2020/2021 Capital Program and \$740,000 referred to the Mid-Year Budget review.

RISK IMPLICATIONS

Due to the value of the contract, and in accordance with Council's Procurement Policy, the preferred tenderer was subject to an independent financial check. On behalf of Hepburn Shire Council, Equifax Australasia Credit Ratings Pty Limited was engaged to provide a Financial Viability Assessment on the recommended tenderer in relation to the Hepburn Hub at the Rex Stage 2 Works. This assessment is based on the most recent audited financial statements and more recent management accounting reports. The report indicated that the builder achieved a score indicating a *Strong Financial* capacity to undertake the contract in question.

Construction related risks shall be addressed in the builder's Construction Management Plan and pre-commencement site meetings. The builder will be required to confirm that the risks have been addressed and responded to appropriately. This will include managing the work site safely and providing Traffic Management Plan in accordance with AS 1742.3.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Stakeholders have been consulted during the design process with updates provided to the community. Council's decision has been communicated in a media release and regular updates on progress shall be made during the works. Directly affected property owners and adjacent businesses will be informed prior to construction commencing.

9.4 MINUTES OF COMMUNITY ASSET COMMITTEES ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL - Minutes - Glenlyon Recreation Reserve Committee Meeting Minutes - 25 November 2020 [9.4.1 - 2 pages]
2. CONFIDENTIAL - Minutes - Creswick Museum Community Asset Committee - 3 February 2021 [9.4.2 - 2 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to note the minutes from Council's Community Asset Committees.

OFFICER'S RECOMMENDATION

That Council receives and notes the minutes of the Community Asset Committees which have been distributed to Councillors:

- *Glenlyon Recreation Reserve Community Asset Committee - 25 November 2020*
- *Creswick Museum Community Asset Committee – 3 February 2021*

MOTION

That Council receives and notes the minutes of the Community Asset Committees which have been distributed to Councillors:

- *Glenlyon Recreation Reserve Community Asset Committee - 25 November 2020*
- *Creswick Museum Community Asset Committee – 3 February 2021*

Moved: Cr Juliet Simpson

Seconded: Cr Tim Drylie

Carried

BACKGROUND

Community Asset Committees are established by Council under section 65 of the *Local Government Act 2020* and their function and responsibilities outlined in an Instrument of Delegation. Under the Instruments of Delegation, committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council.

Council has the following Community Asset Committees:

- Dean Recreation Reserve and Tennis Courts Community Asset Committee
- Drummond Hall Community Asset Committee
- Creswick Museum Community Asset Committee
- Glenlyon Recreation Reserve Community Asset Committee
- Lee Medlyn Home of Bottles Community Asset Committee
- Lyonville Hall Community Asset Committee

KEY ISSUES

Listed below are the minutes Community Asset Committees for information:

- Glenlyon Recreation Reserve Community Asset Committee - 25 November 2020
- Creswick Museum Community Asset Committee – 3 February 2021

These minutes have been provided confidentially to Council.

POLICY AND STATUTORY IMPLICATIONS

Community Asset Committees are established by Council under section 65 of the *Local Government Act 2020* and operate in line with their issued instrument of delegation as executed by the Chief Executive Officer.

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

There are no financial implications associated with this report.

RISK IMPLICATIONS

There are no risk implications associated with this report. The governance requirement under each instrument of delegation is for the community asset committees to submit to the Manager Governance and Risk a copy of the minutes of all meetings. Providing these to Council formally is a good governance process.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees and should be reflective of community aspirations, needs and diversity in the management and oversight of the respective asset.

10 ACTIVE AND ENGAGED COMMUNITIES

10.1 SWISS ITALIAN FESTA AGREEMENT

ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Events Officer, I Bridgette O'Brien have no interests to disclose in this report.

ATTACHMENTS

1. Hepburn Shire Council - Events Strategy - 2020-2025 [**10.1.1** - 32 pages]
2. 2021 Festa - MOU Application [**10.1.2** - 8 pages]
3. DRAFT MOU Agreement Swiss Italian Festa 2021 [**10.1.3** - 10 pages]

EXECUTIVE SUMMARY

Council's Event Strategy 2020-2025 outlines a five year plan to increase visitation, length of stay and expenditure within the region to position Hepburn Shire to be the Premier Regional Victoria Events destination.

A key pillar in the strategy is to provide event funding and operational support through Council's event funding framework. The Event funding framework identifies specific event categories, criteria and level of Council support.

The categories are:

- Signature/Iconic Events,
- Regional Events, and
- Local Community Events.

Memorandum of Understanding (MOU's) between Council and event organisers are required for all Signature/Iconic Events.

The organisers of Swiss Italian Festa are seeking to negotiate a new one year agreement with Council.

OFFICER'S RECOMMENDATION

That Council authorises the Chief Executive Officer to enter into a one year Memorandum of Understanding (MOU) with the Swiss Italian Festa Incorporated; which includes \$10,000 funding and \$5,000 in-kind/operational support.

MOTION

That Council authorises the Chief Executive Officer to enter into a one year Memorandum of Understanding (MOU) with the Swiss Italian Festa Incorporated; which includes \$10,000 funding and \$5,000 in-kind/operational support.

Moved: Cr Brian Hood

Seconded: Cr Don Henderson

Carried

BACKGROUND

Council's Event Strategy acknowledges that events play a significant role in supporting the visitor economy and community wellbeing. In Hepburn Shire, events annually deliver \$15M in visitor expenditure, 128,000 overnight stays, 62 event days and 27 separate tourism events.

The Swiss Italian Festa (SIF) commenced in 1992, it celebrates the legacy of Swiss Italian migrants who came to the Daylesford Hepburn Springs goldfields in the 1850's. The Festa celebrates the regions exceptional food and wine, vibrant arts and cultural life, heritage buildings, and the springs, baths and spa.

Council first formalised a funding agreement with the SIF in 2010 and continued this until the event was cancelled in 2018 and 2019 due to lack of volunteer support.

In 2019 Council Officers assisted the outgoing committee to call for new committee members and a new committee was formed. Plans were made to hold a 2020 event however due to COVID the event did not proceed. Council supported the committee to obtain funding from Visit Victoria to engage a consultant to develop an Event Strategy for the Swiss Italian Festa. This strategy was completed in December 2020 and the committee are now planning a Swiss Italian Festa in 2021.

The committee have expressed that they would like to negotiate an MOU with Council for the 2021 event.

According to the guidelines in Council's Events Strategy, the SIF could be categorised as a Signature/Iconic Event. In previous years, this event has demonstrated that they are a Signature/Iconic Event. The criteria for this category include established events of significant scale that:

- Attract more than 5,000 attendees
- Have the capacity to attract intrastate and interstate visitation
- Have the capacity to drive overnight stays and/or increase visitor spend in the region
- Are part of the character and culture of the Hepburn Shire
- Must be reinvigorating itself and/or continually improving/enhancing the event

Support available in this category includes financial support between \$5,000-\$20,000 and in-kind Council support to a maximum value of \$10,000. The maximum length of funding agreement is five years.

KEY ISSUES

Council Officers recommend that the Swiss Italian Festa committee's request to enter into a MOU is supported, based on the following:

- Council's support will enable the Swiss Italian Festa committee to re-establish the event to be exciting and successful.
- The committee are passionate and dedicated, as demonstrated through their delivery of the Event Strategy.

- Plans are in place to introduce some new program elements and expand on their marketing so they can build a reputation which will ultimately attract a larger intrastate audience at future events.
- The community involvement and benefit is clearly evident through the involvement of local schools, community groups and businesses.
- It is challenging to use previous Economic data to support this application as the event has not run for a four year period, the event was classified as a Signature event for the Hepburn Shire, running for a period of 25 years.
- The request for a one year agreement is a reasonable one which will allow for the collection of data at the 2021 event. This will enable organises to measure and demonstrate the Economic and Community benefits. Future agreements with Council can be revisited once this evidence is provided.
- The Festa is planning an event in October which will fill a gap in the annual events calendar for our region.
- The Festa is actively seeking support from other partners including Visit Victoria who committed \$10,000 for the Event Strategy and \$20,000 to the event of a one year period. This is a very positive sign of an active and engaged committee, who understand that they cannot wholly rely on Council only for financial support.
- Council Officers have committed significant time into this event over the past two years. Council has previously shown support of this event in endorsing the above mentioned Visit Victoria funding.
- Council officers believe the next step in the process is to invest in the 2021 event so that it can relaunch and become an annual event which is successful and sustainable providing economic and community benefit to the region.

Key performance indicators would be built into the Memorandum of Understanding with the Swiss Italian Festa:

- Continue significant engagement of local community groups and business
- Continue to align with the character and culture of the Hepburn Shire and the relevant strategies ie: Council's Event Strategy
- Increase the number of attendees, particularly focusing on the intrastate and interstate markets
- Increase the percentage of overnight visitors, the length of stay and daily visitor expenditure
- Attract media coverage from intrastate, interstate and/or international media.
- Strengthen the brand of the event and the Hepburn Shire by building on partnerships with Daylesford Macedon Tourism and Visit Victoria.
- Year on year, continue to reinvigorate, improve, grow and/or enhance the event

- Produce a business plan incorporating an event marketing strategy demonstrating that the event support and drives year round visitation
- Produce an annual report incorporating a financial profit & loss statement for the event
- Participate in an annual review with Council Officers

To support and deliver on other actions outlined in Council's Event Strategy, the following requirements would also be included in a MOU:

- Measures must be put in place to ensure each event is welcoming, inclusive and accessible to all (by referring to Council's Accessible Events Guide).
- Ensure that measures are put in place to minimise the impact each event has on the environment (for example, providing alternatives to single use plastics).
- Acknowledge the Dja Dja Wurrung, traditional owners of the land by including an Acknowledgement of Country or Welcome to Country into the event schedule.

COVID-19 continues to be an on-going issue for events. To ensure COVID Safe events, all event organisers must follow the Victoria COVID Safe Public Event Framework. The Public Events Framework allows larger gatherings of people at public events.

The first phases allow for seated events, before later progressing to standing and roaming events as the easing of restrictions allows. There are different attendee limits for outdoor and indoor settings, with the total attendees per event limited in each phase.

Public events will also be assessed as Tier 1, Tier 2 or Tier 3 according to their size, complexity, and associated risk factors.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Vibrant Economy

10. Contribute to the strength of the economy through the ongoing development of key regional attractions and events that enable marketing of our region, attraction of visitors, business opportunities and underpin a strong community.

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

It will be a requirement of each event to put measures in place to minimise the impact the event has on the environment (for example, providing alternatives to single use plastics).

FINANCIAL IMPLICATIONS

The Hepburn Swiss Italian Festa committee have requested \$15,000 funding and \$10,000 worth of in-kind/operational support.

Officer's recommendation is that \$10,000 funding and \$5,000 in-kind support be provided.

These requests can all be delivered out of the existing events budget, given that there will be savings this financial year due to COVID-19.

The payment terms set out in the MOU are as follows:

Payment 1 – of 50% (Plus GST) to be paid within two weeks of the signing of this MOU, and within 14 days of receipt of invoice from the Swiss Italian Festa.

Payment 2 – of 40% (Plus GST) to be paid upon approval by Council of traffic, risk and other pre-event plans required within this MOU.

Payment 3 – of 10% (Plus GST) to be paid when the Swiss Italian Festa has fulfilled all obligations contained in this MOU, including the provision of a post event report.

RISK IMPLICATIONS

With the COVID-19 pandemic changing daily, it is unknown what the impact will be on future events. Officers are working with Visit Victoria, Daylesford Macedon Tourism and operators to identify opportunities to support, evolve and deliver quality events within the Shire. At this time Officers anticipate events will be able to progress in 2021 however acknowledge that it is possible that these Signature/Iconic event organisers may need to reshape or change their event, which will mean that they may be challenged to meet their KPI's. If this occurs event organisers will be required to apply for a variation to their MOU and Council Officers will bring each individual amendment request back to Council for consideration.

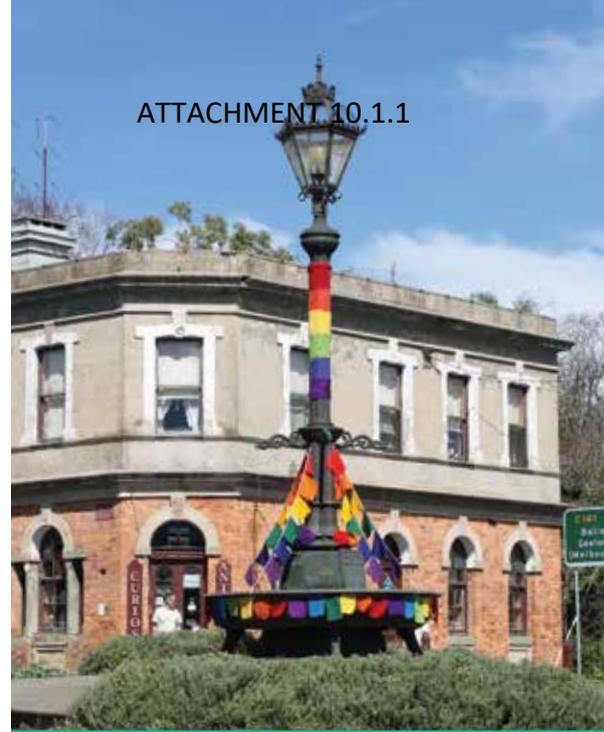
COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council Officers have worked directly with the Swiss Italian Festa Committee in development of the MOU details outlined above. Discussion has also occurred with Visit Victoria and Daylesford Macedon Tourism.

Cr Tim Drylie left the meeting at 7:05pm due to a conflict of interest.

HEPBURN SHIRE EVENTS STRATEGY

ATTACHMENT 10.1.1



2020-2025



ACKNOWLEDGEMENTS

The development of this strategy was informed through consultation with individual event organisers, tourism operators, Daylesford Macedon Regional Tourism Board, local business operators and community members from across the Shire.

We thank you for taking the time to provide your feedback and sharing your aspirations for Events within our municipality.

Hepburn Shire Council respectfully acknowledges the Jaara people country, of which members and elders of the Dja Dja Wurrung community and their forebears have been custodians for many centuries. On this land, the Jaara people have performed age old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and their unique roles in the life of this region.



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We thank you for taking the time to provide your feedback and sharing your aspirations for Events within our municipality.



EXECUTIVE SUMMARY

Tourism is effectively Hepburn Shire's largest employer when associated industries are aggregated and is crucial to the Shire's economy.



The Hepburn Shire Events Strategy 2020 – 2025 presents a clear vision for Hepburn Shire to become a Premier Regional Victoria Events destination.

In an increasingly competitive event and tourism market this strategy delivers a framework and aligned actions that support the attraction, retention and growth of a balanced portfolio of events that delivers strong economic, social and cultural benefit to our community.

The Event Strategy builds on the 'Visit' pillar identified in the Hepburn Shire Economic Development Strategy (EDS 2016-2021). The 'Visit' pillar invites the world to experience Hepburn Shire and all it has to offer. Mineral springs, forests, tracks and trails, food and wine, events, arts and culture; these assets are part of the unique experience that can be found in our Shire.

Events provide an opportunity to better leverage these assets to connect and invigorate our communities, attract visitors, increase business for event related suppliers and performers, reduce seasonality, encourage mid-week stays, increase visitor expenditure and extend length of stay. Supported by a thriving tourism industry and world class natural assets, our Shire is well placed to achieve the vision of becoming the Premier Regional Victoria Events destination.



HEPBURN TOURISM BRAND PILLARS

Indulge (Food & Drink)
Refresh (Escape & Rejuvenate)
Learn (History & Culture)
Make (Art & Artisans)

VISION

Hepburn Shire will be a premier regional Victoria events destination, that features a diverse, vibrant and inclusive calendar of events, that drive visitation, deliver positive social, cultural and economic benefit for our community and enhance community pride.

PURPOSE OF THE STRATEGY

This strategy provides a 5 year plan to attract, retain and grow events that drive a vibrant visitor economy and activate and engage communities across our Shire. It will also guide Council in the development of specific policies and actions to address recommendations and priorities identified for the event categories outlined within the strategy.

STRATEGIC DIRECTION

Tourism Brand Pillars

The event strategy builds onto the existing calendar of events and aligns to the regions tourism brand pillars which include **Indulge** (Food & Drink), **Refresh** (Escape & Rejuvenate), **Learn** (History & Culture) and **Make** (Art & Artisans). Strategically aligning events to these brand pillars with a view to increasing visitation, length of stay and increased expenditure aligns with our vision to position Hepburn Shire as the Premier Regional Victoria Events destination.

INTRODUCTION

Located in Central Victoria and located within easy access from Melbourne, Ballarat, Bendigo and Geelong, the Hepburn Shire is ideally located for the event market, whether it is for a day trip, weekend away or extended regional getaway.



Our Shire is well placed to achieve our vision of being the Premier Regional Victoria Events destination.

This Event Strategy builds on the 'Visit' pillar identified in the Hepburn Shire Economic Development Strategy (EDS 'Fertile Ground' 2016-2021).

The 'Visit' pillar invites the world to experience Hepburn Shire and all it has to offer. Mineral springs, forests, tracks and trails, food and wine, events, arts and culture; these assets are part of the unique experience that can be found in our Shire.

Events provide an opportunity to better leverage these assets to connect and invigorate our communities, attract visitors, increase business for event related

suppliers and performers, reduce seasonality, encourage mid-week stays, increase visitor expenditure and extend length of stay.

We recognise and value the social and economic benefits that events bring to our region and Council currently support in excess of 50 events annually in a range of different ways. This strategy and supporting action plan will enhance our current events and assist with attracting new ones. The strategy focusses on supporting and enabling events, building capacity of the event industry and identifying opportunities for sustainable

tourism outcomes in collaboration with event organisers and our community.

Importantly, the strategy delivers a framework and aligned actions that support the attraction, retention and growth of a balanced portfolio of events that delivers a strong economic and social return on investment.

Supported by a thriving tourism industry, combined with world class natural assets, our Shire is well placed to achieve our vision of being the Premier Regional Victoria Events destination.

STRATEGIC CONTEXT

STRATEGY DEVELOPMENT PROCESS

To inform the development of this strategy a five stage process was undertaken with significant consultation undertaken with event organisers, visitor economy stakeholders, internal stakeholders, local businesses and the broader community.

STAGE ONE: REVIEW

Review, map and incorporate considerations of relevant local, state, regional policies, strategies and plans, priorities and initiatives.

STAGE TWO: CONSULT

Interviews conducted with event organisers, industry and government representatives.

Survey of residents and local businesses undertaken.

Survey of event organisers that currently liaise with Council undertaken.

Consultation with Council internal stakeholders to discuss issues and implications across the broader Shire.

Workshop undertaken with Hepburn Shire Councillors.

STAGE THREE: COLLATE INFORMATION

Develop Event Categories, Framework and Actions based on information provided.

STAGE FOUR: IMPLEMENT

Finalise with Council and implement strategy.

STAGE FIVE: REPORT

Report back to Council on an annual basis on progress of actions.



STRATEGIC CONTEXT

STRATEGIC ALIGNMENT

The Strategy aligns with existing local, state and regional strategies and plans along with relevant sector strategies and plans including;

Hepburn Shire Council Strategies and Plans

- Hepburn Shire Council Plan 2017 – 2021
- Hepburn Shire Council Economic Development Strategy 2016-2021
- Visitor Servicing Strategy
- Walking and Cycling Strategy 2011 Part 1
- Walking and Cycling Strategy 2011 Part 2
- Hepburn Shire Council Youth Strategy 2016-2021
- Hepburn Shire Council Disability Access and Inclusion Plan 2018-2022
- Hepburn Shire Council Municipal Public Health and Wellbeing Plan 2017-2021

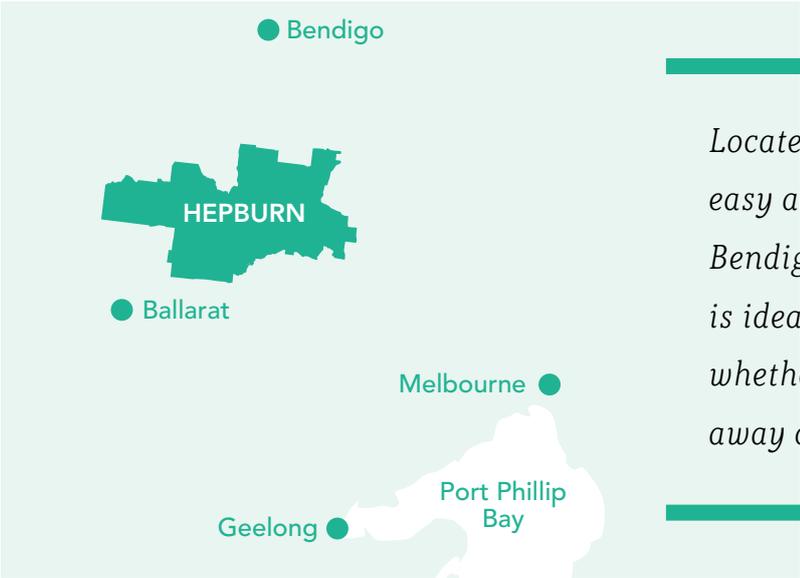
State, Regional and Sector Plans

- Victorian Tourism and Events Industry Strategy 2020
- Victoria Events Industry Development Plan
- Victorian Visitor Economy Strategy
- Central Highlands Regional Growth Plan
- Daylesford Macedon Tourism (DMT) Product Development Plan (AEC Group 2016)



HEPBURN SHIRE AT A GLANCE

OUR STORY



Located in Central Victoria within easy access from Melbourne, Ballarat, Bendigo and Geelong the Hepburn Shire is ideally located for the event market, whether it is for a day trip, weekend away or extended regional getaway.



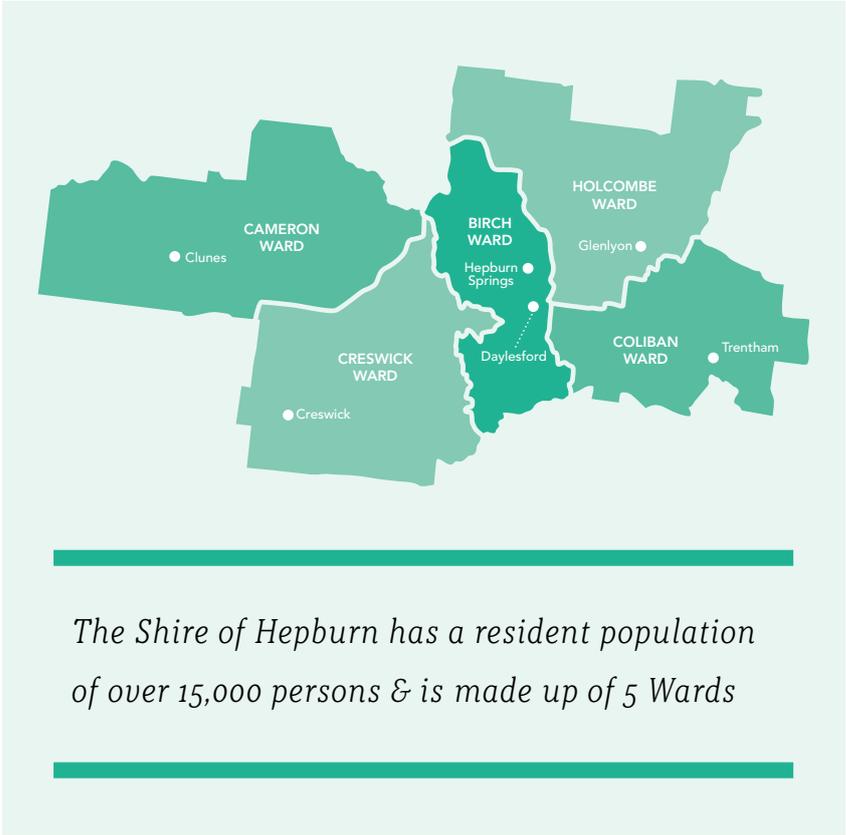
Hepburn Shire sits on the traditional lands of the Dja Dja Wurrung people, covering 1473km² in the Central Highlands of Victoria.



The municipality encompasses a range of small to medium towns and villages across the region including, but not limited to, Bullarto, Clunes, Creswick, Daylesford, Glenlyon, Hepburn Springs, Lyonville, Newlyn, Smeaton and Trentham.



The Shire of Hepburn is made up of 5 wards being Cameron, Creswick, Birch, Holcombe and Coliban.



The Shire of Hepburn has a resident population of over 15,000 persons & is made up of 5 Wards

“Events do a number of things to support the visitor economy but the primary two functions are to (a) act as a catalyst for visitation by triggering demand, and (b) increase length of stay, which significantly increases visitor spend in region, or ‘yield’.”

Steve Wroe, CEO Daylesford
Macedon Tourism



HEPBURN SHIRE AT A GLANCE

OUR STORY

Tourism is effectively one of Hepburn Shire's largest employer when associated industries are aggregated and is crucial to the Shire's economy. Tourism based events are an economic strength we must continue to develop.

15,330

residents make up our community

848

residents employed in tourism, accommodation & food services

92

businesses in tourism, accommodation & food services

\$106 Mil

annual economic contribution from tourism, accommodation & food services

54

number of events Council currently support annually

85%

of Australia's natural occurring mineral springs are located in Daylesford Macedon Ranges

Mineral springs, forests, tracks and trails, food and wine, events, arts and culture; these assets are all part of the unique experience that can be found in our Shire.

\$15 Mil

annually contributed from Visitor Expenditure due to events in our region

WHAT IS AN EVENT?

An event is an organised activity which is open to the public being held on public or private land, where an open area, facility, venue, road or temporary structure is being used by more people than are usually found in that location.

WHAT IS NOT CONSIDERED AN EVENT

The following activities are not considered an event:

- A regular activity like a weekly or monthly market or park run
- A private party like a wedding, birthday party
- A regular user group activity like a sporting grand final
- Filming

WHAT IS A BUSINESS EVENT?

It is a Meeting, Incentive, Convention/Conference and/ or Exhibition (MICE). MICE visitors are usually on business and not leisure.

WHAT IS A COMMERCIAL EVENT?

An event run by a commercial organisation who are a group with a particular set of skills, resources or priorities, geared towards turning a profit.

WHAT IS A NOT FOR PROFIT EVENT?

An event run by a not for profit organisation who do not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect.

BENEFITS OF EVENTS

COMMUNITY & SOCIAL

- Community connectedness, engaging volunteers, local schools and clubs, social interaction
- Health and wellbeing for the community (mental/physical)
- Encourages residents to participate in activities that reinforce local traditions and pride in their community
- Promote tolerance diversity and inclusion in the community
- Encourages community leadership, develops young people and fosters local artistic talent

ECONOMIC

- Events contribute approximately \$15m to the local economy
- Attract visitors to the Hepburn Shire
- Increases visitor expenditure (day tripper & overnights)
- Improve destination awareness which encourages repeat visitation (both people who attend and marketing exposure)
- Increase business for event related suppliers/performers
- Provide employment opportunities and skills development
- Reducing seasonality
- Increase awareness of region for potential investment and commercial activity



ROLE OF COUNCIL

Council plays a significant role in working directly with Event Organisers in Hepburn Shire. More specifically Council's role is to:

PROVIDE

Venues, open spaces, other event infrastructure

PARTNER

Support event organisers, attract new events

FUND

Sponsor

PROMOTE

Event marketing, further developing regions brand

LEAD

By example hosting civic events

APPROVE

Event plans, permits

EVALUATE

Post event with organisers (return on investment) and encouraging them to continue



“The committee values the support given to us by the Shire and we feel that we have a good working relationship to make this annual day a success.”

Evan Davis, Glenlyon New Year's Day Sports Day

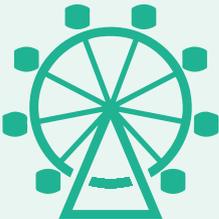
THE OPPORTUNITY

Events play a huge role in supporting the visitor economy and community wellbeing. In Hepburn Shire, events annually deliver:

\$15M
IN VISITOR
EXPENDITURE



OVERNIGHT
STAYS



27
TOURISM
EVENTS



62
EVENT
DAYS

THE CURRENT LANDSCAPE

The event strategy builds onto the existing calendar of events and aligns to the regions tourism brand pillars which include **Indulge** (Food & Drink), **Refresh** (Escape & Rejuvenate), **Learn** (History & Culture) and **Make** (Art & Artisans). Strategically

aligning events to these brand pillars with a view to increasing visitation, length of stay and increased expenditure aligns with our vision to position Hepburn Shire as the Premier Regional Victoria Events destination.

Indulge	Refresh	Learn	Make
Food & Drink	Escape & Rejuvenate	History & Culture	Art & Artisans
Brand Attributes			
<ul style="list-style-type: none"> • Rich Soil and water • Beautiful produce (food and drink) • Farm to table • Provenance • Producers and growers 	<ul style="list-style-type: none"> • Nature • Tracks and Trails • Healing: Spa, massage and treatments • Heritage • Mineral Springs • Indulgence: eat/drink local produce • Amazing accommodation 	<ul style="list-style-type: none"> • Charming villages • Gold era history • Swiss-Italian influence • Indigenous culture 	<ul style="list-style-type: none"> • Thriving art scene • Lost Trades • Classes & workshops • Outdoor – Sculptures and installations • Performing arts and live music • Literature

ANNUAL TOURISM EVENTS

Indulge	Refresh	Learn	Make
Food & Drink	Escape & Rejuvenate	History & Culture	Art & Artisans
Annual Events*			
<ul style="list-style-type: none"> • Lavandula Harvest Festivals • The Great Trentham Spudfest • Clunes, Daylesford, Kingston Agricultural shows 	<ul style="list-style-type: none"> • ChillOut Festival • Daylesford Polo • Brackenbury Mountain Bike Challenge • Creswick Garden Lovers Weekend • Goldrush Trail Run • Paul Bangay's Stonefields Open Garden (bi-annual) 	<ul style="list-style-type: none"> • Swiss Italian Festa • Glenlyon New Years Day Sports event • Glenlyon Antique & Collectables Fair • Lyonville Woodchop • Daylesford Motorfest • Bullarto Tractor Pull • Clunes Historic Vehicle Show • Anderson Mill Heritage Festival • Dean Kite Festival • Dean Sheep Trials • Kingston Truck Show • Daylesford Highland Gathering • Daylesford New Years Eve Parade & Gala 	<ul style="list-style-type: none"> • Clunes Booktown • Words in Winter • Winter Sounds • Trentham Easter Art & Craft Show • Clunes Ceramic Awards Exhibition (bi-annual) • DMR Open Studios

**Annual Events list does not include Civic events or Christmas Events*

THE CURRENT LANDSCAPE

OUR CHALLENGES

- Competing with other regions in Victoria who have large event budgets
- Impacts of Pandemics / Natural Disasters ie: COVID-19
- Limited venues/event spaces to hold large events
- Volunteer Burnout
- Lack of strategic direction/succession planning for events
- Inconsistent reporting on visitor numbers/overnight stays
- Lack of contingency plans for event cancellation
- People are time-poor
- Lack of telecommunication coverage
- Lack of tools and resources to assist events in the shire
- Lack of public transport
- Economic climate of Victoria

OUR OPPORTUNITIES

- Revitalising current events
- Event attraction ie: The Business Events industry
- Elevate current key annual events to 'Signature' events
- Prioritise investment and advocacy related to event infrastructure
- Promote engagement with youth
- Connecting stakeholders to promote collaboration
- Leverage off the product strengths of the region



*An event is an **organised activity** which is open to the public being held on public or private land, where an open area, facility, venue, road or temporary structure is being used by more people than are usually found in that location.*

OUR EVENTS

This strategy outlines a 5 year plan to increase visitation, length of stay and expenditure within the region to position Hepburn Shire as the Premier Regional Victoria Events destination.

The Event Funding Framework is a key pillar of the strategy and has been developed based on consultation and research. The Event Funding Framework identifies specific event categories, criteria and level of council support.

The nominated categories within the event funding framework are tiered and include:

- i) Signature / Iconic Events
- ii) Regional Events, and
- iii) Local Community Events

Table 1

EVENT FUNDING FRAMEWORK

Description	Criteria to be met	Council support provided
Signature/Iconic Events	<p>Established events of significant scale, that:</p> <ul style="list-style-type: none"> • Attract more than 5000 attendees • Have the capacity to attract intrastate and interstate visitation • Have the capacity to drive overnight stays and/or increase visitor spend in the region • Part of the character and culture of the Hepburn Shire • Must be reinvigorating itself and/or continually improving/enhancing the event 	<ul style="list-style-type: none"> • Funding: \$5,000 > \$20,000 • Funding tied to event growth • Up to 5 year funding agreement • Possible sliding funding scale • Maximum in-kind Council support valued at \$10,000 • Not for profit and commercial events can apply • Not available to new or start up events • Memorandum of Understanding

Description	Criteria to be met	Council support provided
Regional Events	<p>New or established event of medium to large scale, that:</p> <ul style="list-style-type: none"> • Attract more than 2500 attendees • Have the capacity to attract intrastate visitation • Have a minimum of one community group participating 	<ul style="list-style-type: none"> • Funding: \$2,500 > \$5,000 • Funding tied to event growth • 1 to 3 year funding agreement • Possible sliding funding scale • Maximum in-kind Council support valued at \$5,000 • Not for profit and commercial events can apply • Available to new or start up events • Memorandum of Understanding
Local Community Events	<p>Community events or days of celebration, that:</p> <ul style="list-style-type: none"> • Be a new or one-off event, or a new initiative for an existing event • Have a local audience • Events that promote culturally or artistically vibrant communities 	<ul style="list-style-type: none"> • Funding: Up to \$2,500 • Maximum in-kind Council support valued at \$3,500 • Applicants can apply for funding through a community event support process, applications will be accessed against the criteria and a decision made • Not for profit events can only apply • 1-year funding agreement • Open year round

STRATEGIC PILLARS

Six strategic pillars have been identified which will play a critical role in the achievement of the vision. The strategic pillars include:

- 1. Support and Enable**
- 2. Enhance and Measure**
- 3. Build Capacity**
- 4. Collaboration**
- 5. Attract New Events**
- 6. Improve Infrastructure**

A number of key actions fall under each of these strategic pillars and are listed in the Action Plan for this strategy. Recommendations and actions detailed within the strategy are short term (1-2 years), medium term (3-4 years) and long term (5 years).



SUPPORT & ENABLE

Council play a role in providing efficient and cost-effective support to a diverse range of events throughout the shire.

Strategy 1	Provide event funding and operational support through Councils framework	Timeline
Action 1.1	Fund events as per the Event Funding Framework (see table 1 on page 20) by developing Memorandum of Understanding funding agreements with eligible events.	Year 1
Action 1.2	Support community events through providing waiver of venue hire fees & charges.	Ongoing
Action 1.3	Offer operational support to Community events (ie: bins etc).	Ongoing
Action 1.4	Offer professional advice and guidance to all events.	Ongoing
Action 1.5	Review and update Council's Event Policy to reflect the above.	Year 2



“We recognise and value the social and economic benefits that events bring to our region. Currently Council supports over 50 events annually in a range of different ways.”

Cr Licia Kokocinski,
Mayor of Hepburn Shire Council

ENHANCE & MEASURE

For Council to make informed decisions about investment and for event organisers to monitor the performance of their event it is important that event evaluation takes place. This includes assessing economic, social, cultural and environmental impacts.

Strategy 2	Enhancing and measuring the value and impacts of events	Timeline
Action 2.1	Provide templates and tools (as they are developed – ie: Apps) to organisers to ensure consistent reporting (ie: surveys, acquittals, evaluation).	Year 1
Action 2.2	Develop a suite of Council logos for event organisers to include on event collateral.	Year 2
Action 2.3	Facilitate economic profile modelling using Remplan and or ABS data.	Year 1
Action 2.4	Improving environmental sustainability by encouraging best practice in waste management, providing alternative suggestions to single use plastics and use of eco-friendly portable toilets.	Ongoing
Action 2.5	Communicate available grants from other government bodies to the events industry, specifically to leverage growth opportunities.	Ongoing

BUILD CAPACITY

In order for events to grow, enhance and/or have on-going sustainability, Council plays a role in building the capacity of event organisers through the development of different tools and resources.

'Council recognises and supports volunteering opportunities as an important social connection opportunity, this is identified in our Municipal Public Health and Wellbeing Plan'

Evan King
CEO Hepburn Shire Council

Strategy 3	Build the capacity of the event industry	Timeline
Action 3.1	Create an Event Planning Guide including information on Risk, Emergency Management and other compliance requirements.	Year 2
Action 3.2	Provide training opportunities and/or tools on practicing good governance (ie: committees, partnerships, volunteers).	Year 1
Action 3.3	Provide training opportunities and/or tools on succession planning and developing strategic/business plans.	Year 2
Action 3.4	Promote cultural awareness by connecting events with Dja Dja Wurrung Clans Aboriginal Corporation and providing 'Acknowledgement' information.	Ongoing
Action 3.5	Encourage events to celebrate excellence and elevate their status through participating in the Hepburn Shire Council Business Awards or The Victorian Tourism Awards.	Year 2
Action 3.6	Facilitate event promotion through Council's social media platforms and visithepburnshire.com.au and keep event industry informed on new marketing opportunities.	Ongoing
Action 3.7	Prepare event organisers to have cancellation and contingency plans in place, for when unexpected circumstances arise.	Year 1
Action 3.8	Encourage and incentivise volunteerism to foster social connections and wellbeing.	Ongoing

COLLABORATION

Council play a role in connecting event organisers with each other and other key industry partners and stakeholders, this will ultimately promote an enhanced experience for both visitors and the community.

Strategy 4	Encourage event industry to collaborate	Timeline
Action 4.1	Maximise region-wide promotional opportunities by encouraging event to partner with key tourism bodies: Daylesford Macedon Tourism, Visit Victoria and Australia Tourism Data Warehouse.	Ongoing
Action 4.2	Promote welcoming, inclusive and accessible events, by promoting the Accessible Events Guide, the portable ramps and working with the Disability Advisory Committee (DAC).	Ongoing
Action 4.3	Connect local community organisations with the event industry, in order for both stakeholders to gain benefit.	Ongoing
Action 4.4	Identify opportunities for Youth to be involved in events.	Ongoing
Action 4.5	Assist with the concept of networking for the local event industry including assisting with scoping the sharing of individual event resources.	Year 2
Action 4.6	Leverage the benefit of events to local businesses, by encouraging 'packaging' local experiences and/or services to enhance the visitor experience.	Year 3
Action 4.7	Identify opportunities to collaborate with Council's Visitor Information Centres, to have mobile visitor servicing and/or roving ambassadors at events.	Year 3
Action 4.8	Connect educational institutes with the event industry to encourage young people to volunteer at events.	Year 5

Did you know?

Listing your event with Australian Tourism Data Warehouse will automatically link your events to national and state tourism organisations' websites.

Tourism Research Australia –
Get Social and Improve
Your Event 2011



ATTRACT

In order to activate the off peak and shoulder seasons and to encourage visitor dispersal across the Shire, Council needs to provide incentives and promotional information to attract new events.

Strategy 5	Attract new major and regional events	Timeline
Action 5.1	Ensure events we bid for align with the values of the community.	Ongoing
Action 5.2	Obtain additional funding of up to \$25,000 to support bidding for new event opportunities.	Year 2
Action 5.3	Develop an event attraction prospectus to promote our event venues, businesses and infrastructure.	Year 1
Action 5.4	Advocate to Business Events Victoria (BEV) to attract the Meetings, Incentives, Conferences/Conventions and Events (MICE) market.	Year 3
Action 5.5	Focus on the product strengths of the region when attracting events ie: Creswick Mountain Bike Trails.	Year 3



INFRASTRUCTURE

Continuous improvement in event services and facilities across the Shire is required to enable events to keep thriving. Council can also support and assist the event industry to overcome key issues and barriers in relation to infrastructure.

Strategy 6	Event Infrastructure opportunities	Timeline
Action 6.1	Advocate on behalf of the event industry to improve telecommunications and public transport services.	Ongoing
Action 6.2	Audit key event venues, develop information factsheets and event site layout (ie: capacity).	Year 2
Action 6.3	Identify areas within key Council event venues that need improvement and liaise with facility manager to develop a pipeline of projects for funding.	Year 3
Action 6.4	Work with event organisers for a solution for barriers to stop vehicle entry and comply with the Victoria Police public gathering guidelines.	Ongoing

“Events are an opportunity to attract large numbers of visitors in a compressed timeframe and can encourage revisitation. Events can also be timed to boost demand in low demand periods.”

Daylesford Macedon Tourism's (DMT)
Product Development Plan, AEC
Group, 2016



CONCLUSION

The Hepburn Shire Council Events Strategy recognises and values the social, cultural and economic benefits that events bring to our region. The strategy and supporting action plan will enhance our current events and assist with attracting new ones.

The strategy focusses on supporting and enabling events, building capacity of the event industry and identifying opportunities for sustainable tourism outcomes in collaboration with event organisers and our community.

Our **'Signature Events'** attract more than 5000 attendees and have the capacity to attract intrastate, interstate and international visitation. They will drive increased overnight stays and/or increase visitor spend in the region. They form part of the character and culture of the Hepburn Shire.

Our **'Regional Events'** attract more than 2500 attendees and have the capacity to attract interstate and intrastate visitation. Importantly they will support the local community with a minimum of one community group participating in event operations.

Our **'Local Community Events'** or days of celebration, target a local audience and are usually categorised as events that promote culturally or artistically vibrant communities.

Importantly, the strategy delivers a framework and aligned actions that support the attraction, retention and growth of a balanced portfolio of events that delivers a strong cultural, social and economic return on investment to our community.

Supported by a thriving tourism industry, combined with world class natural assets, our Shire is well placed to achieve our vision of being the **Premier Regional Victoria Events destination.**

For further information contact events@hepburn.vic.gov.au



REFERENCES

- Hepburn Shire Council Plan 2017-2021
- Hepburn Shire Council Economic Development Strategy 2016-2021
- Daylesford Macedon Tourism's (DMT) Product Development Plan, AEC Group, 2016
- Victoria's Tourism and Events Industry Strategy 2020
- Hepburn Shire Council's Disability Access and Inclusion Plan 2018-2022
- Hepburn Shire Council Youth Strategy 2016-2021
- Hepburn Shire Council Municipal Public Health and Wellbeing 2017-2021
- Tourism Research Australia – Get Social and Improve Your Event 2011
- Australia Bureau of Statistics Data - 2016

Hepburn

SHIRE COUNCIL

Hepburn Shire Council

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www.facebook.com/hepburncouncil

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Corner Duke & Albert Streets,
Daylesford

Creswick

68 Albert Street,
Creswick

Clunes

The Warehouse - Clunes
36 Fraser Street, Clunes

HEPBURN SHIRE EVENTS FUNDING PROPOSAL HEPBURN SWISS ITALIAN FESTA 2021

1. CONTACT DETAILS

Organisation Name

Hepburn Swiss Italian Festa Inc

ABN

33 515 457 605

Legal Structure of Organisation

Not-for-profit incorporated community association

Postal Address

PO Box 58

Hepburn Springs VIC 3461

Website

swissitalianfesta.com

Contact Name

John Stanwell

Position within Organisation

Vice-President

Contact Phone Number

0421 605 817

Contact Email

john.stanwell@gmail.com

2. EVENT DETAILS

Event name

Hepburn Swiss Italian Festa 2021 (Festa 2021)

Event Location

Hepburn Shire (particularly Hepburn Springs, Daylesford, Hepburn, Shepherd's Flat, Yandoit, Guildford and Blampied).

Event Start Date

Thursday 21 October 2021

Event Finish Date

Sunday 24 October 2021

3. EVENT DESCRIPTION

The Hepburn Swiss Italian Festa is a regional community festival that celebrates the enduring legacy of Swiss Italian migrants who came to the Daylesford-Hepburn Springs goldfields in the 1850s. Of all those who came to the goldrushes, it was the Swiss Italians who lead the fight to protect the underground mineral waters that so define Victoria's Spa Country today.

The Festa has been celebrated in Hepburn Shire for 25 years, promoting the region's exceptional food and wine, vibrant arts and cultural life, heritage buildings, and the springs, baths and spas. These are the very elements which make the region so attractive to residents and visitors alike. They are also the contemporary legacy of the cultural and economic activities begun by those original Italian-speakers who came to our region from both sides of the Swiss-Italian border.

Unfortunately, the event was cancelled in 2018 and 2019 because of lack of financial and volunteer support, and again in 2020 because of COVID. It is essential that Festa 2021 is a success with both locals and visitors if it is to return as an anticipated annual event for the region. The Committee is planning a bold but deliverable program to excite volunteers and supporters, but cannot do this without the backing and realistic financial support of Council.

Core elements of the Festa program will involve local schoolchildren, reflecting that Italian is taught in all local schools. School workshops will develop costumes, performances and lanterns for the grand opening, parades and fireworks. There will be two Primary School art exhibitions, and Senior students will create Festa Lit Up, a program of projections on important heritage buildings.

For 2021, a proposed new Friday night event will bring together the major community elements of the Festa in a fresh and more cohesive approach. It will provide a strong and very public beginning to the Festa, a perceived weakness in many eyes. It will also target potential visitors, encouraging them to extend their stay by one night; where appropriate, Sunday night may also be targeted.

In addition to their traditional appeal to Hepburn residents, a range of major events on Saturday and Sunday will target visitors to the Shire. The Salumi e Vino Fair, at the Mineral Springs Reserve, will feature the food and wine of the region, while the Festa Salami Competition will welcome entries from all comers. The Festa Long Table, at a secret location, will serve a feast of regional and Swiss Italian delicacies.

Key partners Lavandula, Bellinzona and Palais-Hepburn will present events attractive to both visitors and locals. Local restaurants will be encouraged to offer special Swiss Italian dishes. Street decorations, shop-window displays, soccer and bocce, heritage and art exhibitions, heritage walks, music and theatre events and spot performances will create a sense of excitement across Daylesford and Hepburn Springs.

The 2021 Swiss Italian Festa will offer a unique and exciting cultural experience for all – a signature event that will revive local support while it builds interest for potential visitors.

4. ALIGNMENT WITH HEPBURN SHIRE EVENTS STRATEGY

The overarching vision for Hepburn's Events Strategy reads:

Hepburn Shire will be the premier regional Victoria events destination, that features a diverse, vibrant and inclusive calendar of events, that drive visitation, deliver positive social, cultural and economic benefit for our community and enhance community pride.

The Hepburn Swiss Italian Festa is a Signature/Iconic Event that comprehensively addresses all aspects of this vision, and all of the key goals of the new Hepburn Shire Events Strategy. Our festival embraces all four of the regional tourism brand pillars – Food & Drink, Escape & Rejuvenate, History & Culture, and Art & Artisans. The Festa also delivers all of the highlighted Benefits of Events – both Economic, and Community & Social.

The Swiss Italian Festa has been held in late October for several years, and its recent absence has been noted by visitor-focussed businesses and the general community alike, particularly in feedback to our planning consultants. There are no comparable events at this time of year, and the Festa balances extremely well with Daylesford-Hepburn Springs' other major event – the ChillOut Festival in March.

Along with a continuing emphasis on Daylesford, the Festa is the only major event in the region that focuses on Hepburn Springs, Hepburn and Shepherd's Flat. The Festa also plans to involve Yandoit, Guildford, Eganstown and Blampied – modest expansion is critical to an event's survival.

A range of migrant communities and the Traditional Owners have contributed to the development of our district. However, as Daylesford Museum curator Gary Lawrence told the consultants, the particular emphasis on the heritage of the early Swiss Italian migrants is warranted because their presence here was unique, and in numbers large enough to make a lasting impact on the Hepburn region.

The Swiss Italian Festa is an event that is based in our history and culture, a unique heritage that grew from the goldfields, and lead to the protection of the mineral springs that define our massive wellness and rejuvenation brand. The event is also rooted in two of our region's other great strengths, food and wine, and the arts and artisans.

The Festa has recently undertaken strategic planning work funded by Visit Victoria and supported by Hepburn Council. The consultants recommended: "In 2021 a reimagined Festa will need to reposition itself as an event that connects with the wider Hepburn Shire community and increases visitation from Greater Melbourne to the area to celebrate its Swiss Italian food, wine and culture. Driven by the four tourism pillars of Indulge, Refresh, Learn and Make, a clear and defined vision will involve business, community and schools." This direction is fully consistent with Council's Events Strategy.

An important part of the Committee's plan for 2021 is to begin building financial sustainability for future Festas. The collection of data on visitor, business and community experiences and expectations will be a priority to help shape the 2022 and '23 Festas.

The Festa is identified as significant in both the Hepburn Shire Events Strategy 2020-2025 and the Hepburn Heritage Strategy 2020-2030. Council is the most logical and important partner for the Swiss Italian Festa. Strong support, in both policy and financial terms, is critical to the successful return of the Festa in 2021, and its contribution in years to come as a key player in the Shire's cultural and economic life.

5. ECONOMIC BENEFITS

The Swiss Italian Festa has always been a locally-relevant community event, but with broad appeal to those considering a weekend in regional Victoria, and with quite specific appeal for those interested in Swiss Italian, and wider Swiss and Italian heritage and culture.

Previous Festa Committees have indicated that attendance figures have been difficult to determine, but numbers around 5,000 have been confidently claimed for recent years. Anecdotal evidence from accommodation and visitor businesses has been clear that considerable numbers from outside the region have attended previous Festas and stayed over at least one night. In particular, they report attendance from organised groups from Melbourne, Geelong, Ballarat and even Sydney who have Swiss Italian heritage, alongside those seeking a lifestyle weekend-away. In response to consultation with the strategic planning consultants for Festa 2021, local businesses have expressed strong support for the Festa as an event likely to attract visitors. As with most visitors to the region, these attendees purchase accommodation, food and drink, event tickets, fuel, and specialist retail.

Local attendees and volunteers tend to be most interested in the non-ticketed events, particularly those that involve schoolchildren. They too purchase food and drink and fuel, and the range of materials required by their children's participation in the parades, food fair and art competitions.

The planning consultants noted: "All businesses love the Festa and speak fondly of it. They would all like it to succeed and grow in appeal, and of course attract more visitation to the region."

6. COMMUNITY BENEFITS

The strategic planning consultants also noted: "The Hepburn Swiss Italian Festa is a much loved and admired event throughout the region. Everyone we spoke to expressed their love of the festival, highlighted its importance, and grieved its absence over the last three years."

The Swiss Italian Festa is steeped in the unique history of the Hepburn region dating back to the 1850's. The Festa is being revived because many interested in Swiss Italian heritage have worked to bring it back to the Shire. The Festa Committee is seeking input from these important stakeholders via direct approaches to community leaders, and a general call for input and suggestions. Three members of the Committee have Swiss Italian heritage. Stephen Carr in particular is pursuing personal engagement with descendants, and Jack Larm brings the benefit of years organising the Lavandula festival events. Many other local residents and groups, without any Swiss Italian heritage, are actively involved because they believe in the significance of such a unique celebration for our region.

We are in discussion with key local businesses and groups, particularly those with strong heritage links, including Lavandula Swiss Italian Farm, Bellinzona Hotel, Villa Parma, The Pavilion, the

Macaroni Factory, and the Daylesford Historical Society. Local restaurants and wineries are in discussion with us, as are accommodation businesses considering ways to extend visitor nights.

Representatives of local schools had already begun working on their involvement in the 2020 Festa when it was cancelled due to COVID-19. Discussions have already begun re Festa 2021 with key participant Trudi Blick of Daylesford Primary.

The origin of the Festa is in promoting an awareness of the significant contribution early Swiss Italian migrants made to our region, and to demonstrate the value of their legacy that endures today. In celebrating this cultural heritage, the Festa also acknowledges the contribution of other early settler groups, such as the Cornish, Scots and Chinese.

The massive impact on the environment made by the goldrushes is also recognised, as seen by the Dja Dja Wurrung, as “upside down country”. All Festa meetings begin with an Acknowledgement of Country, and a full Welcome to Country ceremony will begin the Launch of Festa 2020 on Friday 23 October.

7. MARKETING THE EVENT

The Swiss Italian Festa aligns exceptionally well with the region’s tourism strategies and brands, and a successful Festa in 2021 will only build on this.

The Marketing Plan for the 2021 Festa directly responds to our approach to the event itself – to build and deliver a signature cultural event that is rooted in the unique local history, lifestyle and economy of the Hepburn region, but also to present an event that has undeniable appeal to potential visitors to the region, particularly to Hepburn Springs and Daylesford.

The planning consultants used the Roy Morgan Helix to identify “Buyer Personas”, groups that are a likely fit with the Festa Program, particularly potential visitors from Melbourne.

Market segments that will be targeted include those with an interest in food and wine, spas and wellness, sport and physical activity, talks, books & films, heritage buildings, a diverse range of arts and performance experiences, and those with an interest in Swiss Italian heritage. Where appropriate, packages will be developed with accommodation and event providers.

Our media spend will be modest, with our emphasis being on strategic partnerships with business, tourism and community supporters, and on a major overhaul of our online and social media platforms.

Our revamped online and social media platforms will promote the wide appeal of the 2021 Festa to people of all backgrounds. Localised marketing activity will focus on our region’s popular free print publications and on-line forums. Daylesford Macedon Tourism will help market the Festa to relevant market segments in Melbourne. Local accommodation, spa & wellness, and food & wine businesses will market directly to potential visitors. A renewed effort will be made to generate coverage to attract Victorian multicultural groups via Il Globo, SBS and non-commercial radio. Lifestyle-focussed media outlets such as Broadsheet and Good Food will be used to target food & wine lovers.

9. DELIVERING THE EVENT

The 2020 Swiss Italian Festa will draw on the 25-year history of the Festa, while capitalising on the excitement and opportunities derived from presenting a “new” event given the four-year gap since the 2018 Festa.

Festa 2021 will be managed by a skilled Festa Committee and an experienced and committed Festa Director. Newly-appointed Director Michele Bauer is a highly experienced festival director, including of Hepburn’s ChillOut Festival, and has extensive experience in theatrical and festival production.

Volunteers help throughout the year, and significantly on the Festa weekend. The Director will also be supported by a volunteer coordinator, and casual production staff.

Our event-delivery plan stems from careful and creative planning, with an appropriate balance between excitement and public safety. We will ensure that Hepburn Council and other appropriate authorities have endorsed the logistics of all relevant elements of the Festa program.

Michele has direct experience in tailoring a large event to meet current COVID-Safe requirements through her background in staging ChillOut 2021. Comprehensive Public Liability cover is provided via our membership of Regional Arts Victoria. It is our intention to make the Festa environmentally sustainable into the future.

We are partnering with experienced presenters such as Lavandula, Bellinzona and Palais-Hepburn, and are working closely with local schools who have been actively involved in many previous Festas. Local businesses have been forthcoming with both sponsorship support, and with advice on how to better run attractive and safe events.

We will place a greater emphasis on heritage buildings & locations. Using street decorations, projections and spot performances, we will seek to create a sense of critical mass in Hepburn Springs and Daylesford that many have said was missing from past Festas.

Festa Committee members will also ensure relevant Council officers are kept fully aware of our progress.

Despite the ongoing issues associated with COVID-19, we are confident that we will be able to deliver a Swiss Italian Festa in 2021 that lives up to the proud boast of 25 years of Festas before this.

Full Bios of the new Festa Committee and Director are attached. The Committee comprises:

Robyn Rogers (President)	Stephen Carr (Descendants)
John Stanwell (Vice-President)	Lack Larm (Heritage)
Helen Hambling (Secretary)	Joe Manariti (Marketing & Communications)
Jacinta Tori (Treasurer)	Leanne Reynolds (Education)
Michele Bauer (Director – Ex Officio)	Catherine Woodfield (Fundraising & Sponsorship)

10. FUNDING REQUEST

As a Hepburn Shire Signature/Iconic Event, the Swiss Italian Festa is eligible to seek a funding Memorandum of Understanding with Council of up to five years, as has been offered to the three other signature events supported under Council's Events Strategy. However, given the four-year gap in delivery of the Festa, the Festa Committee understands that Council may see that it is more appropriate to help re-establish the Festa in 2021, and then consider a five-year MOU from 2022 onwards.

Hepburn Shire Council is the most significant partner of the Hepburn Swiss Italian Festa, and strong support from Council is both appropriate and essential. Even more significantly, if we are not able to mount an exciting and successful Festa in 2021, this iconic community celebration will never return to the region.

Therefore, for Festa 2021, the Hepburn Swiss Italian Festa requests:

* **Funding of \$15,000;**

* **in-kind services of \$10,000.**

Appropriately, Council will be one of the main sources of income for the Festa, alongside Festa fundraising, business sponsorship, and State Government grants. As in previous years, major costs for the event are the Festa Director's salary, event staging costs, and marketing. While the rebuilt 2021 Festa will be rooted in the local community, the focus of funds sought in this application will assist in particular with the delivery of new/reconfigured Program elements, and expanding our marketing to better target a visitor audience. This will help build attractive and sustainable Festas into the future.

In-kind services requested from Council will be directed towards public safety, road closures, waste management, and street decorations. These are all elements done best by Council, and essential for the delivery of an attractive and safe festival.

11. DECLARATION & CONSENT

I declare that the details provided in this application are correct and I am authorised to sign on behalf of the organisation applying to the Hepburn Shire Events Funding.

I agree to the Hepburn Council Privacy Policy.

Name

John Stanwell

Position

Vice-President, Hepburn Swiss Italian Festa Inc

Date

HEPBURN SWISS ITALIAN FESTA 2021 - FUNDING PROPOSAL

LIST OF ATTACHMENTS

Swiss Italian Festa – Event Strategy, CULTIVATE VICTORIA

(Draft) Festa 2021 Program Outline

Festa Marketing Plan

Event Management Plan

Festa Sustainability Statement

Festa Director Duty Statement

Festa Committee & Director Bios

(Draft) Festa 2021 Budget

▶ **MEMORANDUM OF UNDERSTANDING**

Memorandum of Understanding

Between

Hepburn Shire Council and the Swiss Italian Festa Incorporated

Purpose: The Memorandum of Understanding (MOU) is intended to clarify the roles and responsibilities and to create a working relationship between the Hepburn Shire Council (Council) and the Swiss Italian Festa Incorporated to ensure the future sustainability and growth of the event in the Hepburn Shire.

It seeks to ensure that a transparent and accountable agreement is in place between the Hepburn Shire Council and the Swiss Italian Festa Incorporated.

Term: This MOU is for a 1-year period (2021 Festival) to be reviewed on an annual basis.

Parties: Committee - refers to the Swiss Italian Festa Incorporated
Council - refers to Hepburn Shire Council

1. Hepburn Shire Sponsorship Support

The Council will provide sponsorship to the amount of \$10,000 funding and a further operational contribution of up to \$5,000 for the 2021 event. Subject to the requirements and provisions of this Memorandum of Understanding (MOU).

The Swiss Italian Festa is a festival that celebrates the enduring contribution of Swiss Italian migrants who came to the Hepburn Springs/ Daylesford region during the 1850s gold rushes. Core elements of the Festa program will involve local schoolchildren, reflecting that Italian is taught in all local schools. School workshops will develop costumes, performances and lanterns for the grand opening, parades and fireworks. There will be two Primary School art exhibitions, and Senior students will create Festa Lit Up, a program of projections on important heritage buildings.

▶ MEMORANDUM OF UNDERSTANDING

The funding will be provided by the Council to assist the committee to conduct a safe, accessible and professionally run event.

Subject to the receipt of a tax invoice from the committee at least 14 days prior to the due date, Council will make the sponsorship payments for the Swiss Italian Festa event as follows:

- 1.1 Payment 1 – of 50% (Plus GST) to be paid within 2 weeks of the signing of this MOU, and within 14 days of receipt of invoice from The Swiss Italian Festa within the 2021 financial years.
- 1.2 Payment 2 – of 40% (Plus GST) to be paid upon approval by Council of traffic, risk and other pre-event plans required within this MOU.
- 1.3 1.3 Payment 3 – of 10% (Plus GST) to be paid when The Swiss Italian Festa has fulfilled all obligations contained in this MOU, including the provision of a post event report.

2. **Operational Support provided by Council**

The Hepburn Shire Council will provide the following operational support and services (summarised maximum costings detailed in Appendix A) for the term of the MOU, subject to the outcome of annual evaluations and reviews.

2.1 **Waste Management**

The Committee will develop a Waste Management Plan in conjunction with Council, outlining the type and amount of wastes generated, waste management strategies and responsibilities.

- a. Council will provide bins (combination of rubbish and recycling) for the Swiss Italian Festa to the value of \$1,000. Bins will be delivered on the days prior to the event and collected following the event. The bins will be delivered to a site negotiated between Hepburn Shire Council and the Committee

2.2 **Traffic, Parking, Signage, Pedestrian and Transport Management Plans**

- a. The Committee is responsible for developing a Traffic Management Plan (TMP) incorporating parking, pedestrian management and the road closures required for the weekend.

▶ MEMORANDUM OF UNDERSTANDING

- b. The Committee must participate in event planning meetings with Council and relevant external authorities to assist in reviewing and developing the plan. Planning must commence 6 months prior to the event to ensure timely and sufficient notice of traffic management requirements, the Traffic Management Plan is to be completed at least 8 weeks prior to the event.
- c. Road closure signs and equipment for the road closures will be provided by Council, (or contractor engaged by Council), including their installation, delivery and collection in accordance with the time schedule as outlined in the TMP.
- d. Council will engage a suitably qualified and experienced Traffic Management Company to assist in implementing and maintaining the TMP throughout the event, to the value of \$3,500. If the costs exceeds this amount the Committee will be required to pay for the additional costs. All event marshals and traffic controllers must be qualified and familiar with the TMP and implement it in accordance with the Plan and instructions from relevant authorities (including Victoria Police).
- e. The Committee must develop a Parking and Pedestrian Plan for the event weekend. It is the Committees responsibility to provide suitably qualified and experienced personnel to implement the Parking and Pedestrian Plans. Council will provide advice to the Committee in the development of the Plans.

2.3 Venue and Venue Infrastructure

- a. The Committee will provide adequate toilet and washroom facilities (including accessible toilets) in accordance with the requirements of the relevant section of Council (Environmental Health and/or Building). Council will provide additional toilet cleaning of Council Toilet Facilities across the weekend to the value of \$500.

2.4 Marketing and Communications

- a. Council will provide promotion of the Swiss Italian Festa at the Daylesford Regional Visitor Information Centre, including one free display, Creswick Visitor Information

▶ MEMORANDUM OF UNDERSTANDING

Centre and The Warehouse – Clunes. This will be on-going as assessed by the Visitor Services Team Leader.

- b. Council will allocate the Committee the events signage frames at key entry points to Clunes four weeks prior to the event. The Committee will supply, install and remove the signs during the approved period.
- c. Council will provide links to the Swiss Italian Festa website on Councils tourism website visitheburnshire.com and will include the festival in event calendar listings. The Committee is required to submit all information required for these listings.
- d. Where possible, Council will support the marketing activities of the Committee via promotion on Councils social media platforms.
- e. The Committee agrees to provide recognition to Council via the following mechanism:
 - Recognition of the Hepburn Shire Council as a Major and/or Government Partner (or equivalent) in all information relating to the Swiss Italian Festa including its website, marketing material, media releases and communications. The usage of Council's logo must be in accordance with the directions provided by Council.
 - Provide Councillors and Council officer's invitations to official festival functions, events and launches with a minimum of 6 week's notice.
 - Provision of a stall throughout festival weekend.
 - Logo placement on program & advertisement
 - Promotion of Councils official tourism website: visitheburnshire.com.au
 - Use of relevant hashtags on social media: #visitheburnshire #daylesfordmacedonlife #daylesfordmacedonranges #visitvictoria #daylesfordvictoria
 - Half page advertisement in the event guide/program for each event, if a guide is produced (art work to be supplied by Council at its expense according to production deadlines and graphical standards).

2.5 General Event Requirements

▶ MEMORANDUM OF UNDERSTANDING

- a. The Committee agrees to:
- Ensure that measures are put in place to ensure your event is welcoming, inclusive and accessible to all (for example: Council has an Accessible Events Guide available on its website)
 - Ensure that measures are put in place to minimise the impact your event has on the environment (for example: providing alternatives to single use plastics)
 - Acknowledge the Dja Dja Wurrung traditional owners of the land by including an Acknowledgement of Country or Welcome to Country into the event schedule. (please note: Council can provide advice on acknowledgement information)

3. Occupational Health and Safety, Risk and Compliance

- a. The Committee must comply with all of Councils and other authority's requirements in relation to occupational health and safety, local laws, legislation, regulations, standards and codes, and the conditions of use as outlined in facility booking forms.
- b. The Committee must obtain and pay all fees associated with all the necessary permits, permissions and licenses required to conduct the event from Council and other authorities. These include, but are not limited to liquor licensing, temporary food premises permits, traffic related permits/permissions, fire safety requirements, plant and equipment use and temporary building permits.
- c. The Committee must participate in Councils Event Management Planning process including risk and safety planning meetings with Council and other authorities, and provide a detailed Risk, Safety and Emergency Management Plan to Council in accordance with Council guidelines and pro-forma plans where available, at least 8 weeks prior to the event. Plans must be updated continuously as the event date nears, and must be reviewed as soon as practical following the event.
- d. The Committee must notify the Council in writing of any incident or accident occurring on Council land or property including any road, reserve or building as soon as possible after the incident or accident has occurred.

▶ MEMORANDUM OF UNDERSTANDING

4. Indemnity and Insurance

- a. The Committee must indemnify and keep indemnified and hold harmless the Hepburn Shire Council, its servants and agents from and against all actions, costs, damages, loss or claims from any activities or decisions arising from the conduct of the Committee.
- b. The Committee and/or its auspice must maintain up to date insurances applicable to the event, including Public Liability Insurance for a minimum of \$20 million. The insurance policy must be maintained for the duration of the event (including the planning stages) and a copy of the certificate of compliance must be provided at least one month in advance of the event date. Stallholders and contractors involved with the event should also have Public Liability Insurance.
- c. The Committee agrees that if there is any loss or damage to Council land or property as a result of the event, the Committee will immediately notify Council by making contact with the Events Officer (or other Council officer if Events Officer is not available) and cover restoration, replacement or repair costs of the loss or damage.

5. Strategic and Business Planning

- a. The Committee agrees to develop a Business Plan and an operational Event Management Plan to be reviewed and updated annually. The Business Plan will include the key objectives for the Festival and specific performance indicators. It must be provided to Council at least four months prior to the event date.

6. Key Performance Indicators

The Committee must aim to meet the following annual KPI's, which have a focus on developing tourism and economic impacts within Hepburn Shire:

- Attract visitors, particularly focusing on the intrastate markets
- Attract overnight visitors, the length of stay and daily visitor expenditure
- Attract media coverage from intrastate, interstate and/or international media
- Engage with local community groups and business
- Re-establish the brand of the Swiss Italian Festa and the Hepburn Shire by building on partnerships with Daylesford Macedon Tourism and Visit Victoria.

▶ MEMORANDUM OF UNDERSTANDING

- Continue to align with the character and culture of the Hepburn Shire and the relevant strategies ie: Council's Event Strategy
- Reinvigorate the Swiss Italian Festa

7. Review and Evaluation

- a. Council will assess the achievements against the outcomes within this MOU, and the key objectives contained in the Swiss Italian Festa Business Plan with input from the Committee.
- b. The Committee will attend a post event evaluation meeting with Council and other Authorities (if necessary) following the conclusion of the event.
- c. The Committee will provide a preliminary report to Council within 8 weeks of the conclusion of the event using a template provided by Council, detailing the following information providing estimates of the information below:
 - i. Attendance numbers for the Swiss Italian Festa
 - ii. Details of the origin and estimated length of stay of visitors to the Swiss Italian Festa
 - iii. Estimates of the economic and tourism impact of the festival applying a jointly agreed methodology used to produce results.
 - iv. Impact assessment on the Hepburn community (positive and negative impacts).
 - v. Media and marketing obtained for the Hepburn Shire region as a result of the event.
 - vi. Detailed event budget, including a financial profit and loss statement for the event.
 - vii. Details of specific event operational and other issues associated with the event including recommendations for improvements in future years.

8. Dispute resolution

- a. In the event of a dispute arising out of a failure to meet any of the obligations required by this MOU, either party may give the other party written notice specifying

▶ MEMORANDUM OF UNDERSTANDING

- the details of the dispute. Within 7 days, a representative of both parties will agree to meet to resolve the issue.
- b. If a dispute occurs within two weeks of the event date, both parties will agree to meet to resolve the issue within 2 working days of the notice.
 - c. If the dispute is unable to be resolved, the matter will be referred to any form of alternative dispute resolution procedure on which the parties agree. Where a mediator is involved, the parties must agree to comply with the mediators instructions.
 - d. The charges for the mediation will be paid equally by the parties.
 - e. Council will not enter into a dispute resolution procedure for the following issues:
 1. The level of Council's financial and in-kind contribution
 2. The requirement for the Committee to comply with Council's local laws, and other regulations and legislation relating to the conduct of the event.

9. Amendment / Termination of MOU

- a. If the Committee need to re-shape or change the event, Council Officers will review the proposed changes and how this will impact on the KPI's in this MOU. If the change means that the Committee will be unable to meet the KPI's set out in this MOU, an amendment to the MOU will be required, which will be taken to Council for approval.
- b. If the Committee is unable to deliver the outcomes specified in this MOU, Council may review the level of sponsorship and in-kind support provided to the event.
- c. If Council or the Committee is in breach of the terms of this MOU this MOU maybe terminated in writing by the Chief Executive Officer of Council.

▶ **MEMORANDUM OF UNDERSTANDING**

- d. In the case of last-minute cancellation due to emergency (i.e weather, fire, pandemic), Council will work with the event organisers to amend the MOU as required.

MOU between Hepburn Shire Council and the Swiss Italian Festa Incorporated

Signed for and on behalf of the Hepburn Shire Council:

Signature of CEO Print Name Date

Witness signature Witness Name Date

Signed for and on behalf of the Swiss Italian Festa:

Signature of President Print Name Date

Witness signature Witness Name Date

▶ MEMORANDUM OF UNDERSTANDING

Appendix A: Estimate of Hepburn Shire Council’s Operational Support

Support provided	Details	Estimated Cost to Council
Waste Management	Supply, delivery, collection of rubbish bins	\$1000
Traffic Management	Qualified traffic management	\$3500
Additional cleaning of toilet facilities	Additional cleaning of Council managed toilet facilities across the weekend	\$500
	Total estimated in-kind support value	\$5,000

Additional in-kind support provided by Council's Events Officer and other officers (details below). The value of this support has not been costed.

10. General Marketing support
11. Advertising of road closures
12. COVID Safe equipment
13. Pre-event preparation of locations/venues
14. Advice on development of event Memorandum of Understanding
15. Advice on development of Traffic Management Plan for Road Closures
16. Advice on development of Risk Management Plan for Event
17. Advice on development of an Emergency Management Plan
18. Inspection (if required) of event by an Environmental Health Officer to ensure all temporary food premises have relevant permits.

11 SUSTAINABLE ENVIRONMENT

11.1 PROPOSED SPECIAL CHARGE SCHEME SOLAR SAVER PROGRAM DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to Council as Sustainability Officer, I Manny Pasqualini confirm that there are no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL - Proposed Special Charge Scheme for Solar Savers Program [11.1.1 - 36 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to approve the list of properties and special rates charge for those properties which have successfully applied for the Solar Saver program.

The Solar Saver program has been very well received in the community and can deliver beneficial environmental, economic and social outcomes within the Hepburn Shire. Contract specifics and reference documents are provided as a confidential attachment to this report.

OFFICER'S RECOMMENDATION

That Council:

1. *Agrees to proceed with the provided list of applicants to the Solar Savers program; and,*
2. *Gives notice of its intention to declare a special charge to the impacted properties in accordance with Section 163 of the Local Government Act 1989.*

MOTION

That Council:

1. *Agrees to proceed with the provided list of applicants to the Solar Savers program; and,*
2. *Gives notice of its intention to declare a special charge to the impacted properties in accordance with Section 163 of the Local Government Act 1989.*

Moved: Cr Don Henderson

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

Solar Saver is a program which involves Council purchasing solar photovoltaics (PV) systems for homeowners which are eligible for a rates rebate, such as pension, concession and healthcare card holders. The cost of these systems is then reclaimed through a special rates charge to the property, at 0% interest over a period of 8 years.

KEY ISSUES

Solar Saver has been well subscribed and based on high levels of interest in the previous round, Council has allocated budget in the 2020/2021 financial year to continue the program.

The contractor for this program has been appointed after an open tender process. Homeowners have received quotations, based on the recommended system size and installation specifics for their property. They have signed an agreement to proceed with the program, pending Council approval.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

Active and Engaged Communities

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Art and Culture, Events and Community Grants. Monitor emerging social issues impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

Sustainable Environment

8. Respond to climate change through the reduction of energy use, emissions and other resource use, and helping the community to adapt to the impacts of increase floods and fires. Undertake fire and flood risk reduction works across Council managed facilities and roads, in collaboration with other agencies and landowners to reduce fire risk to our 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

The program aims to reduce reliance on fossil fuels while reducing the cost of energy for participating residents, through providing behind-the-meter renewable energy generation technology to vulnerable households within the Hepburn Shire.

The program effectively addresses issues of environmental sustainability, social equity and climate change resilience by enabling vulnerable residents to access renewable solar powered electricity generation with no upfront cost. The solar system can be paid off over 8 years through a special rates charge which is in turn offset by the electricity savings provided by the solar system. By enabling access to solar generated electricity, residents are able to save significant funds over the 20 year lifetime of the system, resulting in an increased ability to run heating and cooling systems during times of extreme weather and increasing their household disposable budget.

FINANCIAL IMPLICATIONS

Council has allocated budget to deliver the program in the 2020/2021 financial year. The total cost of this round is \$103,242.55 exclusive of GST. This will be recouped over a period of 8 years at 0% interest, through a special rates charge tied to the participating properties.

RISK IMPLICATIONS

The successful contractor, Macedon Ranges Solar Power, has been awarded the contract after a full public tender process managed by Municipal Association of Victoria (MAV). Due diligence was carried out by the Solar Saver team to ensure that the provider is capable of program delivery and that workmanship and components are to an acceptably high standard. The system warranties and Householder agreement specifics ensure that Council is not liable for system performance or failures, installation or maintenance.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A Council mail out was sent to eligible household in November 2020 inviting pensioner households to contact Solar Savers. During the initial stages, Solar Savers conducted bill assessments and ensured that households met the Solar Homes rebate criteria. A modelling tool was used to provide approximate savings, and where reasonable savings were not identified, householders were recommended to review their energy retailer plan or other energy efficiency options, such as draughtproofing, to increase their thermal comfort.

Macedon Ranges Solar Power conducted site inspections on all properties to ensure that all installation costs are included in the Householder agreement and system quotation. Householders will also be contacted throughout the Council special charge process and solar energy system installation process.

Cr Tim Drylie returned to the meeting at 7:15pm.

12 HIGH PERFORMING ORGANISATION

12.1 2020/2021 MID-YEAR BUDGET AND DECEMBER FINANCIAL REPORTS ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

ATTACHMENTS

1. Financial Report for the period ending 31 December 2020 [**12.1.1** - 27 pages]
2. Proposed 2020-2021 Mid Year Budget Adjustments [**12.1.2** - 2 pages]
3. Capital Projects - December 2020 [**12.1.3** - 5 pages]
4. Operational Projects - December 2020 [**12.1.4** - 3 pages]

EXECUTIVE SUMMARY

The purpose of this report and attachments is for Councillors to review a summary of:

- Council's financial performance and position for the 2020/2021 financial year up until 31 December 2020;
- changes as part of the mid-year review which will become a revised forecast up until 30 June 2021; and
- operational and capital project reporting as at 31 December 2020.

OFFICER'S RECOMMENDATION

That Council:

1. *Approves the financial position and performance for the three months ending 31 December 2020;*
2. *Notes the operating and capital works project reports effective 31 December 2020, noting that the project reports will be placed on Council's website;*
3. *Approves mid-year budget adjustments as detailed in the attachment; and*
4. *Approves amendments to projects as detailed in Table A and B and includes minor amendments as authorised by the CEO.*

MOTION

That Council:

1. *Notes the financial position and performance for the six months ending 31 December 2020;*
2. *Notes the operating and capital works project reports effective 31 December 2020, noting that the project reports will be placed on Council's website;*
3. *Approves mid-year budget adjustments as detailed in the attachment; and*
4. *Approves amendments to projects as detailed in Table A and B and includes minor amendments as authorised by the CEO.*

Moved: Cr Brian Hood

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

This report and the supporting attachments provide information on Council's financial performance for the period 1 July 2020 to 31 December 2020.

The results in the first half of the financial year have been impacted by the supports that Council has put in place in response to the COVID-19 pandemic which are in addition to those that strict restrictions have had on the operations of the Council itself, and amendments made as part of the mid-year budget review. Costs and reduced income as a result of COVID-19 is estimated at a minimum of \$526,000 for the 2020/2021 financial year.

The Interim 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 aim of this report combined with the attachments is to provide assurance that Council is prudently managing its financials in an open and transparent way, in order to meet the requirements of the Local Government Act 2020. The attachments form a package which gives a comprehensive picture of Council's financial performance and current financial state, in comparison to the revised budget (inclusive of carry forwards from 2019/2020) by Council.

This report represents 6 months of business in the 2020/2021 year. Council currently reports an adjusted underlying surplus of \$11.4M, which is \$1.7M above budget. This is predominately due to delays in projects and thus a current underspend in materials and services of \$1.57M, particularly due to delays with the Creswick Trails projects.

Council proposes an adjusted underlying deficit result of \$2.96M, which is a \$829,000 unfavourable variance compared to the revised budget. The variances that contribute to this result are described further in the following sections of the report. An underlying deficit is acceptable in the short term but is not financially sustainable long-term. The attached reports contain further detail; however, the revised result variance of \$1.06M is mainly due to:

- increased operational grants of \$490K, offset by corresponding expenditure to deliver grant outcomes;
- additional costs to deliver waste services (\$466K);
- rent and fee waivers associated with Council's COVID-19 relief support package (\$219K);
- direct COVID-19 recovery costs (\$200K);
- reduced interest income forecasted to be charged on overdue rates and charges (\$110K); and

- reduced income on investments due to lower than anticipated interest rates (\$100K).

Capital works expenditure for the 6 months ended 31 December 2020 was \$3.75M. However, as at 28th February 2021, actuals and commitments totalled \$8.22M which is 33% of the mid-year budget. Capital works expenditure forecast will be refined further during quarter four, with any project savings to be reported in the 30 June 2021 finance report.

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

Mid-Year Budget Review

Each year 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. This is prudent financial practice.

The attachment provides the detailed projects proposed as part of the review, which is a net cost of \$1.70M. Projects include:

5. Salary and operational savings of over \$315,000 – these have occurred particular as a result of COVID-19 and a number of staff working from home.
6. Additional waste costs of \$538,000 – this is due to additional costs relating to new contract rates, transportation costs and an increase in waste volumes (linked to COVID-19).
7. Additional capital works projects of \$2.13M which have been funded by Government stimulus.

Budget Review

Given the financial impact of COVID-19, pressure of Councils cash position, changing priorities of Council and the increasing number of projects being carry-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, responding to the current financial situation especially as a result 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 priorities in the setting of each budget. A few projects are being recommend to be cancelled.

As a result, the following is being proposed in the mid-year budget review:

8. 6 operational projects with a net cash impact of \$207,000 being deferred to future financial years;
9. 1 operation project with a net cash impact of \$22,480 being cancelled;
10. 16 capital works projects with a net cash impact of \$1,382,753 being deferred to future financial years; and
11. 8 capital works projects with a net cash impact of \$1,175,222 being cancelled.
12. Project specifics are detailed in table A and B.

The largest project to be recommended to be cancelled is that of the Daylesford Pool and Civic Complex. This project is currently budgeted at a cost of \$1.59M with significant grant funding from the State Government. Following a tender process the proposed cost was substantially higher. Councillors have also heard from the community surrounding concerns that the project will not deliver the benefits expected. Council is currently undertaking a shire wide Aquatic Strategy and therefore it is recommended that this project is cancelled, funding be returned to the State Government and any works at the Daylesford Pool (or any aquatic facility) is reviewed as part of the Aquatic Strategy work.

Table A –

Operational Projects		
Project #	Project Name	Budget (net)
<i>Recommended to be deferred</i>		
000570	RAP Development 2021-24	\$ 5,000.00
000996	Arts and Culture Strategy	\$ 40,000.00
001003	Flora and Fauna assessments	\$ 50,000.00
000690	Development & implementation of Vegetation Management Plans	\$ 23,000.00
001004	Land Exchange - 8 Victoria St Trentham	\$ 29,000.00
001007	Clunes Landfill Site management	\$ 60,000.00
<i>Recommended to be cancelled</i>		
000674	Agriculture development plan	\$ 22,480.00
	Total	\$ 229,480.00
	- deferred	\$ 207,000.00
	- cancelled	\$ 22,480.00

Table B –

Capital Works Projects		
Project #	Project Name	Budget (net)
<i>Recommended to be deferred</i>		
000769	Doug Lindsay Carpark and Traffic Management	\$ 166,477.88
000917	Recreation Facilities Accessible Carpark & Pathways	\$ 27,000.00
000915	Daylesford Community Park Masterplan	\$ 20,000.00
000987	Glenlyon Recreation Reserve Masterplan Implementation	\$ 80,250.00
000986	Lake Daylesford Amphitheatre Works	\$ 24,200.00
000975	Creswick Mechanics Institute Building upgrades	\$ 99,279.20
000729	Lee Medlyn - Building condition upgrade	\$ 246,557.20
000823	Pavilion Cafe floor Repairs	\$ 98,632.30
000821	Central Springs Master Plan and rotunda works	\$ 124,656.70
000903	Clunes Walkability Plan Implementation	\$ 20,000.00
001032	Road Rehab - Clunes-Mt Cameron Rd	\$ 237,840.00
000948	Creswick Transfer Station - Refurbishment Works	\$ 69,300.00
000608	Waste Management Facility Construction	\$ 35,159.00
000855	Park Lake Caretakers Cottage renovation	\$ 78,643.24
000992	Queens Park Clunes Irrigation	\$ 36,300.00
000947	Wombat Hill Glasshouses	\$ 18,458.02
<i>Recommended to be cancelled</i>		
000609	Daylesford Pool Upgrade and Civic Plaza	\$ 698,466.68
001021	Daylesford Civic Plaza & Access Path Lighting Project	\$ -
000906	Magic Pudding Playground Development	\$ 10,000.00
000662	Daylesford Town Hall Community Hub	\$ 311,571.00
000978	Daylesford, Coomoora & Glenlyon – Walking Trail feasibility	\$ 48,400.00
000649	Daylesford street trees and Parklet prototype	\$ 51,255.00
000643	Climate Resilient Recreation Facilities	\$ 47,529.36
000949	Trentham Transfer Station - Scoping works	\$ 8,000.00
	Total	\$ 2,557,975.58
	- deferred	\$ 1,382,753.54
	- cancelled	\$ 1,175,222.04

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2017-2021

High Performing Organisation

13. Deliver sustainable financial management, supported by effective long term financial planning (10 Years), cost savings and efficient purchasing, and developing additional income streams beyond rates revenue.

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

This report is developed in accordance with Councils Community Engagement Policy. There are no community engagement implications associated with this report.

The mid-year revised budget was undertaken in consultation with Council officers and the Executive Team. The report is publicly available on Council's website.

Hepburn

SHIRE COUNCIL

FINANCIAL REPORT

For the six months ending 31 December 2020



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1. Overview

The December Quarterly Finance Report outlines the financial results for the six months ended 31 December 2020, along with a comparison to the adjusted budget (including carry forwards from (2019/20). 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 2020/2021 Budget.

The ongoing impacts of COVID-19 on operational costs and recovery support for the community will be monitored throughout the 2020/2021 financial year. Costs and reduced income as a result of COVID-19 is estimated at \$526K for the 2020/21 financial year.

Directors and staff have reviewed the budgets and year to date data in detail to ensure the mid-year forecast is more reflective of anticipated year end results. Changes that impact on the ongoing recurrent operational budget will be considered when setting the proposed 2021/22 budget.

Given the financial impact of COVID, pressure of Councils cash position, changing priorities of Council and the increasing number of projects being carry-forward a detailed review of current projects was undertaken. As a result, the following is being proposed in the mid-year budget review:

- 6 operational projects with a net cash impact of \$207,000 being postponed to future financial years;
- 1 operation project with a net cash impact of \$22,480 being cancelled;
- 15 capital works projects with a net cash impact of \$1,382,753 being postponed to future financial years; and
- 9 capital works projects with a net cash impact of \$1,175,222 being cancelled.

This report represents six months of business in the 2020/2021 year. Council currently reports an adjusted underlying surplus of \$11.4M, which is \$1.7M above budget. This is predominately due to delays in projects and thus a current underspend in materials and services of \$1.57M, particularly due to delays with the Creswick Trails projects.

Council proposes an adjusted underlying deficit result of \$2.96M, which is a \$829,000 unfavourable variance compared to the revised budget. The variances that contribute to this result are described further in the following sections of the report. An underlying deficit is acceptable in the short term but is not financially sustainable long-term.

The main changes impacting the adjusted underlying result during quarter two are:

- Increased operational grants of \$490K, offset by corresponding expenditure to deliver grant outcomes;
- Additional costs to deliver waste services (\$466K);
- Rent and fee waivers associated with Council's COVID relief support package (\$219K);
- Direct COVID recovery costs (\$200K);
- Reduction of interest income to be charged on overdue rates and charges \$110K; and
- Reduced income on investments due to lower than anticipated interest rates (\$100K).

For a summary listing of Mid-Year budget adjustments, please refer to Appendix 1.

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.

Analysis is detailed in the notes below.

2.1. Income Statement for the six months ending 31 December 2020

	Notes	YTD Budget	YTD Actuals	YTD Variance		Adjusted Budget	Mid-Year Budget	Mid-Year v Adjusted Budget
		\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000 Fav/(unfav)
Revenues								
Rates and charges	1	22,110	21,972	(138)	(0.6%)	22,348	22,235	(113)
Statutory fees and fines	2	418	524	106	25.4%	915	880	(35)
User fees		461	466	5	1.1%	964	1,047	83
Grants - Operating	3	3,810	3,616	(194)	(5.1%)	10,386	10,876	490
Grants - Capital	3	2,718	1,653	(1,065)	(39.2%)	3,255	4,688	1,433
Contributions - Monetary	4	140	203	63	45.0%	375	375	-
Other Income	5	498	462	(36)	(7.2%)	1,485	1,094	(391)
Net gain on disposal of property, infrastructure, plant and equipment	6	199	719	520	261.3%	(243)	(243)	-
Total Income		30,354	29,615	(739)	(2.4%)	39,485	40,952	1,467
Expenses								
Employee costs	7	8,018	7,928	90	1.1%	15,518	15,397	121
Materials and services	8	6,314	4,744	1,570	24.9%	15,054	15,732	(678)
Bad and doubtful debts	9	189	75	114	60.3%	18	308	(290)
Depreciation and amortisation		3,634	3,634	-	0.0%	7,269	7,269	-
Borrowing costs		85	94	(9)	(10.6%)	206	206	-
Other expenses	10	520	333	187	36.0%	888	904	(16)
Total Expenses		18,760	16,808	1,952	111.7%	38,953	39,816	(863)
Net Surplus/(Deficit)		11,594	12,807	1,213	10.5%	532	1,136	604
Underlying Result Adjustment:								
Contributions - Monetary		140	203	63	45.0%	375	375	-
Grants - Capital (non-recurrent)		1,749	1,203	(546)	(31.2%)	2,286	3,719	1,433
Total Underlying Adjustment		1,889	1,406	(483)	13.8%	2,661	4,094	1,433
Adjusted Underlying Surplus/(Deficit)		9,705	11,401	1,696	17.5%	(2,129)	(2,958)	(829)

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

Note 1 – Rates and charges

Rates and charges are lower than the year to date budget by \$138K (0.6%), due to:

- supplementary rates down, due to timing (\$56K); and
- Solar Savers Scheme not yet charged due to delays in finalising charges (\$82K). These charges are due to be raised during quarter three and four 2020/21.

Rates and charges are expected to be \$22.24M for the year, which is \$113K lower than the adjusted budget. This is mainly due to the reduction in interest for overdue rates and charges (\$110K) and reduction in debt collection fees recovered (\$98K) which is in line with Council's COVID relief package, with no debt collection pursued or interest charged on outstanding rates for 2019/20 and 2020/21 rates until 30 June 2021.

Note 2 – Statutory fees and fines

Statutory fees and fines income is greater than the year-to-date budget by \$106K (25.4%). This is mainly due to planning fees up by \$88K due to additional activity.

Despite year-to-date income being favorable, it is expected that statutory fees and fines will be \$35K lower than the adjusted budget for the 2021/22 financial year. This is mainly due to the following:

Increases	Amount \$'000
Additional storm water fees	35
Subtotal	35

Decreases	Amount \$'000
Local Laws fees not charged due to COVID-19	(37)
Reduced planning, certificate and enforcement fee income	(33)
Subtotal	(70)

Total	(35)
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Note 3 – Grants – operating and capital

Grants include all monies received from State and Federal sources for the purpose of funding the delivery of Council's programs, services and capital projects.

Operating and capital grant income is lower than the year to date budget by \$194K (5.1%) and \$1.07M (39.2%) respectively. The timing of grants received can be difficult to determine, particularly regarding those that relate to project milestone or completion payments. Payment of these grants are still anticipated; however, they will occur later than originally planned.

Overall, the level of operating grants is expected to be \$10.88M for the year which is \$490K higher than the revised budget. This is mainly due to the following:

Increases	Amount \$'000
COVID Outdoor Dining Grant	250
Visit Victoria Grant	100
Extension of Social Activation Initiative Program	65
Free Public Wi-Fi	40
Additional Community Care Grants	25
Australia Day COVID Safe Grants	21
Total	501

Overall, the level of capital grants is expected to be \$4.69M for the year which is \$1.43M higher than the revised budget. This is mainly due to the following:

Increases	Amount \$'000
Local Government Infrastructure Funding Grant - Stage 1	969
Bridges and Heavy Vehicles Safety Program	810
Agrilinks Upgrade Program	350
Total	2,129

The above additional capital grants are offset by additional expenditure (see note 11).

As part of the mid-year budget review, it is proposed to not proceed with the Daylesford Pool and Civic Plaza Upgrade. Council will instead complete the current Aquatic Strategy before any proposed works are undertaken. This reduces the capital works spend by \$1.44M and reduces the capital grants by \$750,000 as these funds would be 'returned' to funding bodies.

Note 4 – Contributions - monetary

Other monetary contributions are greater than the year to date budget by \$63K (45.0%). The timing of public open space contributions received during the year can be difficult to determine, so the budget is phased across the entire year evenly. Funds received are transferred to the Open Space Reserve to contribute towards future year projects.

Note 5 – Other income

Other income includes, but is not limited to, income from interest on bank deposits, rent and facility hire.

Other income is expected to be \$1.09M for the year, which is \$391K lower than the revised budget. This is mainly due to the following:

Decreases	Amount \$'000
Commercial turnover rent reduction due to COVID	(168)
Interest on investments	(120)
Debt recovery fees reimbursement (offset by decrease in expenditure - see note 9)	(98)
Tourism related sales income	(31)
Total	(417)

Note 6 – Net gain on disposal of assets

Proceeds from the disposal of assets are favourable compared to the year to date budget by \$520K. This has been impacted by the timing of sales of plant and fleet, and a parcel of land. Disposal entries for these assets will occur at year end, when all asset accounting entries are finalised.

Note 7 – Employee costs

Employee costs expenditure is expected to be \$15.40M for the year, which is \$121K lower than the revised budget, which is mainly due to the following:

Increases	Amount \$'000
Staff costs to deliver Creswick Trails (offset by reduction in materials and services - see note 8)	247
Additional COVID-19 related staffing costs including the appointment of a Pandemic Manager	134
Community Activation and Social Isolation initiative (offset by grant income - see note 4)	58
Additional aquatics coordinator role	46
Additional costs in Youth Programs to plan and deliver programs as COVID-19 restrictions ease (offset by reduction in materials and services - see note 8)	28
Junior Lifeguard Program (offset by reduction in Youth Programs - see note 8)	15
Subtotal	528

Decreases	Amount \$'000
Customer Experience - existing vacancies and a reduction in services that could not be provided during COVID	(173)
People and Culture - reduced due to a role being funded through the Working For Victoria grant, offset by a 12-month fixed term role, with eight months to be budgeted for in 2021/22	(108)
Parks and Open Space - reduced due to utilising contractors instead (offset by increase in materials and services - see note 8)	(79)
Waste Management - reduced due to vacancies and minor reductions in service hours during COVID	(72)
Emergency Management - reduced due to vacancy (offset by increase in materials and services - see note 8)	(57)
Minor overs and unders within departments due to vacancies	(48)
Building Services - reduced to fund contractor surveyor costs (offset by increase in materials and services - see note 8)	(45)
Information Management - reduced due to vacant role during first half of 2020/21	(38)
Facilities - cleaning costs reduced due to roles being vacant and reduced capacity during COVID	(17)
Procurement - reduced due to short term vacancy	(12)
Subtotal	(649)

Total	(121)
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Note 8 – Materials and Services

Materials and services are lower than the year to date budget by \$1.57M (24.9%). A significant component of this budget line relates to operating project expenditure and includes carry forwards from 2019/20. Historically this expenditure category will be underspent, with most of the underspend being carried forward to the following year to complete these projects. The magnitude of the underspend this year will most likely be a result of COVID with some projects being delayed.

Materials and services expenditure is expected to be \$15.73M for the year, which is \$678K higher than the revised budget. The variance is mostly due to the following:

Increases	Amount \$'000
Additional cost of waste services contracts	538
Additional costs relating to external funding received (COVID Outdoor Dining, Visit Victoria, Public Wi-Fi, Australia Day - see note 3)	405
Streetlights Toward Zero Project - now classified as an operational project, rather than capital	126
COVID additional direct costs including purchases of PPE etc	65
Additional requirement to continue Planning Scheme program	60
Integrated Strategic and Reporting Framework implementation	50
Emergency Management - offset against salary saving (see note 7)	57
Property Services - additional legal costs (includes Creswick Caravan Park and COVID rent waiver advice)	52
Building Services - offset against salary reduction (see note 7)	45
Creswick Caravan Park management costs (interim arrangement)	42
Additional recruitment (CEO) costs	40
Additional pool maintenance	35
Old Hepburn depot site clean up project costs (offset by land sales income)	33
Additional legal and valuation fees related to planning matters	25
Insurance costs	25
Local Law community working groups	25
Postage and Storage	19
Subtotal	1,642

Decreases	Amount \$'000
Contractor costs moved to salary for Creswick Trails Project (see note 7)	(247)
Reduction in delivery of programs carried forward from 2019/20	(152)
Savings across the organisation mainly relating to training, marketing and other operating expenditure	(141)
Debt recovery fees (offset by reduced income - see note 1)	(98)
Working For Victoria budget transferred to IT renewal budget due to a misallocation in 2019/20	(39)
Youth Program reduction (offset by increase in employee costs - see note 7)	(28)
Operational Projects (postponed or cancelled) due to mid-year budget review	(236)
Subtotal	(941)
Total	701

Note 9 – Bad and doubtful debts

The year-to-date variance is due to a timing difference in when rent waivers were raised and when it was budgeted. This variance will be resolved prior to the third quarter report.

Bad and doubtful debts expenditure is expected to be \$308K for the year, which is \$290K higher than the revised budget. The variance is mostly due to the following:

Increases	Amount \$'000
Commercial rent waivers	230
Environmental Health fee waivers	61
Total	291

Note 10 – Other expenses

Other expenses are greater than the year to date budget by \$187K (36.0%). COVID has impacted event and tourism costs which are down by \$66K and \$40K respectively. Community grants and the L2P program are behind budget by \$49K, however these grants are anticipated to be distributed prior to 30 June 2021. There are a number of one-off expenditure items to occur late in the financial year (audit fees etc.), with the expected total Other Expenses to be \$904k, \$16k above budget.

2.2. Statement of Capital Works for the six months ending 31 December 2020

Asset Class	Notes	YTD Budget	YTD Actuals	YTD Variance		Adjusted Budget	Mid-Year Budget	Mid-Year v Adjusted Budget
		\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000 Fav/(unfav)
Land		71	78	7	9.9%	169	252	83
Buildings		3,601	1,652	(1,949)	(54.1%)	10,363	10,976	613
Bridges		157	47	(110)	(70.1%)	424	767	343
Drainage		165	14	(151)	(91.5%)	330	330	-
Footpaths and Cycleways		820	329	(491)	(59.9%)	756	1,684	928
Roads		1,387	1,058	(329)	(23.7%)	4,308	5,127	819
Offstreet Car Parks		109	5	(104)	(95.4%)	219	219	-
Recreation, Leisure and Community Facilities		1,199	85	(1,114)	(92.9%)	2,426	2,451	25
Parks, Open Space and Streetscapes		313	170	(143)	(45.7%)	601	644	43
Plant, Machinery and Motor Vehicles		794	183	(611)	(77.0%)	1,589	1,589	-
Computers and Telecommunications		423	91	(332)	(78.5%)	874	913	39
Library Books		28	-	(28)	(100.0%)	61	61	-
Other Capital	11A	61	42	(19)	(31.1%)	125	(3,196)	(3,321)
Sub Total	11	9,128	3,754	(5,374)	(58.9%)	22,245	21,817	(428)
Renewal		6,310	2,919	(3,391)	(53.7%)	14,698	15,007	309
New Assets		1,709	563	(1,146)	(67.1%)	5,830	7,211	1,381
Upgrade		1,109	272	(837)	(75.5%)	1,717	2,935	1,218
To be allocated	11A	-	-	-	-	-	(3,336)	(3,336)
Sub Total		9,128	3,754	(5,374)	(58.9%)	22,245	21,817	(428)

Note 11 – Capital Works Expenditure

The capital works expenditure for the six months ended 31 December 2020 was \$3.75M or 17% of the revised budget and 15% of the mid-year budget.

As at 28th February 2021, capital works expenditure was \$4.61M with a further \$3.61M in commitments, which is equivalent to 33% of the mid-year budget.

The below represents the comparison year on year of capital expenditure. We are tracking higher than the past three financial years for expenditure within the first half of the financial year:

Financial Year	Amount \$'000
2020/21	3,754
2019/20	3,589
2018/19	2,293
2017/18	1,963

By default, the carry forward project budgets were scheduled to be undertaken or completed early in the current financial year. This was unrealistic and has further been impacted by COVID.

Over the past 18 months Council has invested in additional resources to assist in the delivery of capital projects and also reduce the backlog which has grown over the past four years. COVID has had some impact on project delivery in the first half of this financial year, however, as Council returns to a more "normal" operating environment, management is confident that the remainder of the year will result in the commencement and completion of a number of these projects.

Further details relating to individual operational and capital project status can be found in the other attachments.

Any uncompleted projects at 30 June 2021 will be carried forward and completed into 2021/22.

Note 11A – Capital Works Expenditure Forecast

Given the financial impact of COVID, pressure of Councils cash position, changing priorities of Council and the increasing number of projects being carry-forward a detailed review of current projects was undertaken. As a result, the following is being proposed in the mid-year budget review:

- 15 capital works projects with a net cash impact of \$1,362,753 being postponed to future financial years; and
- 9 capital works projects with a net cash impact of \$1,195,22 being cancelled.

The total capital works forecast for the year is \$21.825M, which is \$428K less than the current budget. This is mainly due to the following changes:

Increases	Amount \$'000
Local Government Infrastructure Funding Program - Stage 1*	969
Bridges and Heavy Vehicles Safety Program*	810
Hepburn Hub	740
Agrilinks Upgrade Program*	350
Glenlyon Recreation Reserve Land Remediation	200
IT Hardware Renewal	40
Subtotal	3,109

Decreases	Amount \$'000
Streetlights Toward Zero Project - now classified as an operational project, rather than capital (see note 8)	(126)
Capital Works Projects (postponed or cancelled)	(3,336)
Subtotal	(3,462)

Total	(353)
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* These projects are new additional projects which are funded through grants (see income in note 3)

2.3. Balance Sheet as at 31 December 2020

	Notes	Current Year	Prior Year	Variance		Adjusted	Mid-Year
		Actual 31-Dec-20 \$'000	Actuals 31-Dec-19 \$'000	\$'000	%	Budget 30-Jun-21 \$'000	Budget 30-Jun-21 \$'000
Assets							
Current assets							
Cash and cash equivalents	12	8,301	18,607	(10,306)	(124%)	8,310	6,515
Trade and other receivables	13	15,821	13,962	1,859	12%	4,585	4,585
Other financial assets	12	12,193	1,133	11,060	91%	1,192	5,000
Inventories		10	7	3	30%	15	15
Non-current assets classified as held for sale	14	935	-	935	100%	(545)	-
Other assets		5	12	(7)	(140%)	39	39
Total current assets		37,265	33,721	3,544	10%	13,596	16,154
Non-current assets							
Property, infrastructure, plant and equipment	15	294,543	269,353	25,190	9%	309,440	307,485
Intangible Assets		366	382	(16)	(4%)	692	692
Total non-current assets		294,909	269,735	25,174	9%	310,132	308,177
Total Assets		332,174	303,456	28,718	9%	323,728	324,331
Liabilities							
Current liabilities							
Trade and other payables		294	282	(12)	(4%)	2,177	2,176
Trust funds and deposits	16	2,206	2,079	(127)	(6%)	1,194	1,194
Provisions	17	2,558	2,213	(345)	(13%)	2,318	2,318
Interest bearing loans and borrowings		411	427	16	4%	2,231	2,231
Other liabilities	18	1,272	254	(1,018)	(80%)	1,671	1,671
Total current liabilities		6,741	5,255	(1,486)	(22%)	9,591	9,590
Non-current liabilities							
Provisions		437	442	5	1%	401	401
Interest bearing loans and borrowings	19	3,385	3,803	418	12%	4,400	4,400
Other liabilities		45	63	18	40%	45	45
Total Non-current liabilities		3,867	4,308	441	11%	4,846	4,846
Total Liabilities		10,608	9,563	(1,045)	(10%)	14,437	14,436
NET ASSETS		321,566	293,893	27,673	9%	309,291	309,895
Represented by:							
Accumulated Surplus	20	175,961	173,342	2,619	1%	163,879	164,148
Reserves		145,605	120,551	25,054	17%	145,412	145,747
Equity		321,566	293,893	27,673	9%	309,291	309,895

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

Note 12 – Cash and cash equivalents and Other financial assets

Cash and cash equivalents and other financial assets are higher than this time last year, with more cash being invested in short and longer-term instruments. The main reason for the higher level of cash (\$754K) is due to unspent operational and capital works project budgets and grant income received in advance.

The forecast cash position is \$11.51M as at 30 June 2021, \$2.01M higher than the budget. Further analysis of the cash position is available in section 3 of the report.

Note 13 – Trade and other receivables

Trade and other receivables are higher than this same time last year (31 December 2019) by \$1.86M. This is mainly due to:

- Working For Victoria grant invoiced but not paid as at 31/12/2020 \$620K;
- deferment of rate payments due to COVID hardship applications; and
- pending commercial tenants' waivers and deferral of rental payments.

The latter two are both initiatives linked to the COVID pandemic and our recovery support provided to communities. This will be monitored, as Council need to work with businesses and individuals to ensure that they can manage their outstanding debt once living returns to “normal”. Receivables are forecast to be per the budget.

Note 14 – Non-current assets classified as held for sale

The asset listed as being held for sale has now been sold and removed from the balance sheet as part of the year-end asset accounting process.

Note 15 – Property, infrastructure, plant and equipment

The large increase (\$25.19M) in assets relates mainly to the revaluation of infrastructure assets (\$24.23M) at the end of the 2019/20 financial year. The year-end forecast is expected to be \$307.49M, \$1.96M below budget due to the number of projects postponed to future financial years.

Note 16 – Trust funds and deposits

Trust Funds and deposits have increased in comparison to last year by \$127K, with the increase being held for the Fire Services Levy and contractor retentions. Trust funds and deposits are forecast to be per the budget.

Note 17 – Provisions

Provisions have increased from last year by \$345K as a result of additional employee leave entitlements. As a result of the COVID pandemic, leave taken has reduced significantly. Management will be monitoring and managing this as working conditions return to a new “normal”.

Provisions are forecast to be per the budget, however this may be impacted by staff ability to take leave in late 2020/21.

Note 18 – Other liabilities

Other liabilities have increased by \$1.02M as a result of a change in application of accounting standards. Council now holds a significant amount of grant income on the balance sheet as Council is yet to deliver outcomes of such grants which are set out in funding agreements. As at 30 June 2020 there was \$1.40M being held for future delivery of grant outcomes.

Note 19 – Interest bearing loans and borrowings

There have been no new borrowings in the past two financial years, and therefore there has been a principal debt reduction. Borrowings associated with the Hepburn Hub are budgeted and expected to occur in June 2021.

Note 20 – Reserves

Reserves have increased by \$25.05M since 31 December 2019. Of this, \$24.23M relates to the asset revaluation reserve which is a result of an inhouse revaluation of roads (30 June 2020). Section 4 of this report provide greater detail on the movements and balances expected at 30 June 2021.

2.4. Statement of Cash Flows as at 31 December 2020

	Notes	Current Year	Prior Year	Variance		Adjusted	Mid-Year	Variance	
		Actual 31-Dec-20 \$'000	Actuals 31-Dec-19 \$'000	\$'000	%	Budget 30-Jun-21 \$'000	Budget 30-Jun-21 \$'000	\$'000	%
Cash flows from operating activities									
Rates and charges	21	11,919	11,264	655	5%	22,238	22,235	(3)	(0%)
Statutory fees and fines		459	425	34	7%	898	693	(205)	(23%)
User fees	22	(48)	1,144	(1,192)	2483%	850	934	84	10%
Grants - operating	23	3,616	2,721	895	25%	10,386	10,876	490	5%
Grants - capital	24	1,653	691	962	58%	3,255	4,688	1,433	44%
Contributions - monetary		203	278	(75)	(37%)	375	375	-	0%
Interest received	25	30	217	(187)	(623%)	320	110	(210)	(66%)
Rent received	26	(13)	311	(324)	2492%	1,048	760	(288)	(27%)
Trust funds and deposits taken	27	94	202	(108)	(115%)	-	-	-	0%
Other receipts		45	73	(28)	(62%)	227	104	(123)	(54%)
Net GST refund/payment		127	57	70	55%	-	-	-	0%
Employee costs	28	(7,652)	(6,708)	(944)	12%	(15,518)	(15,397)	121	(1%)
Materials and services		(6,588)	(6,384)	(204)	3%	(15,054)	(14,998)	56	(0%)
Other payments		(333)	(353)	20	(6%)	(888)	(904)	(16)	2%
Net cash provided by/(used in) operating activities		3,512	3,938	(426)	(12%)	8,137	9,476	1,339	16%
Cash flows from investing activities									
Payments for property, infrastructure, plant and equipment	29	(3,782)	(2,957)	(825)	22%	(22,114)	(21,440)	674	(3%)
Proceeds from sale of property, infrastructure, plant and equipment	30	719	146	573	80%	712	712	-	0%
Payments for investments	31	(11,000)	5,000	(16,000)	145%	-	(3,808)	(3,808)	0%
Net cash provided by/(used in) investing activities		(14,063)	2,189	(16,252)	116%	(21,402)	(24,536)	(3,134)	15%
Cash flows from financing activities									
Finance costs		(94)	(95)	1	(1%)	(206)	(206)	-	0%
Repayment of borrowings		(194)	(185)	(9)	5%	2,640	2,640	-	0%
Net cash provided by/(used in) financing activities		(288)	(280)	(8)	3%	2,434	2,434	-	0%
Net increase (decrease) in cash and cash equivalents	31	(10,839)	5,847	(16,686)	154%	(10,831)	(12,626)	(1,795)	17%
Cash and cash equivalents at the beginning of the financial year		19,141	12,759	6,382	33%	19,141	19,141	-	0%
Cash and cash equivalents at the end of the period	31	8,302	18,606	(10,304)	(124%)	8,310	6,515	(1,795)	(22%)

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

Note 21 – Rates and charges

Rates and charges payments have increased as compared to the previous year by \$655K. This is due to:

- rate and charges increasing in line with the rate cap of 2.0%; and
- there was a greater number of ratepayers who hadn't paid the 4th instalment for 2019/20 as compared to the prior year, some of whom then paid during the 1st quarter of 2020/21.

Note 22 – User fees

User fees in the prior year were overstated as the result of an anomaly in the classification of invoices raised to some government departments. The current year inflows are more in line with expectations of cash collected from user fees.

Note 23 – Grants - operating

Grant amount and timing can vary significantly from year-to-year. In the current year, the Working For Victoria program has had a significant impact, with over \$1 million of additional funds being received in the first half of 2020/21 when comparing to 2019/20.

Further to this, 2019/20 is understated as per the anomaly in classification of invoices raised to some government departments, as stated in note 22.

Note 24 – Grants - capital

Additional capital grants have been received as a result of the government injecting funds into the economy through different infrastructure programs. A budget adjustment will be made as part of the mid-year budget review to reflect this within the Income and Capital Works Statements.

Note 25 – Interest received

The interest rates Council has been able to secure are holding steady at around 0.4%-0.8%, which is lower than expected and budgeted. Furthermore, the timing of investments maturing also impacts on the when cash is received and recognised.

Note 26 – Rent received

Rent received has been severely impacted by COVID. Council is working closely with tenants through this period to provide relief and financial support.

Note 27 – Trust funds and deposits taken

Trust funds and deposit receipts vary year-on-year, items such as contractor retentions often vary in their timing throughout the year based on completion of capital works projects.

Note 28 – Employee costs

Employee costs are greater than at the same time last year, which is mainly due to the Working For Victoria employees coming on board. This program is fully funded.

Note 29 – 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. With a larger program of capital works to deliver in 2020/21, it is expected that payments are higher than last year.

Note 30 – Proceeds from sale of property, infrastructure, plant and equipment

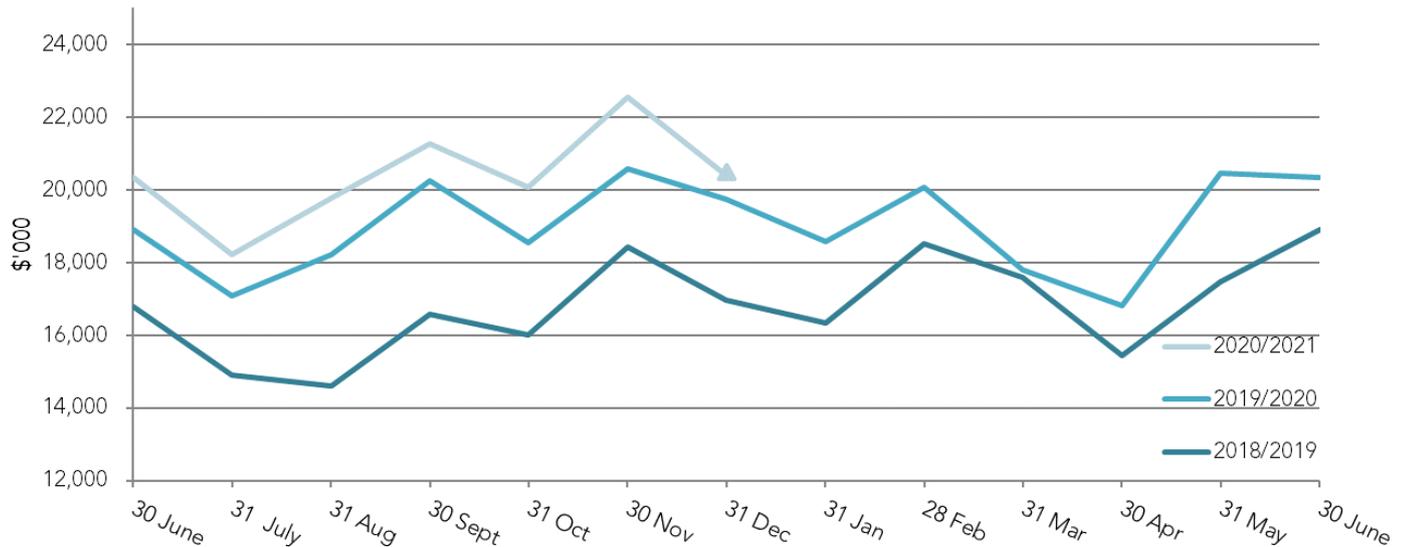
Proceeds from sale relate to the sale of land, plant and fleet. 2020/21 includes the sale of the property at 59 Main Road Hepburn, which has increased these figures as compared to last year.

Note 31 – Payments for investments, Net increase (decrease) in cash and cash equivalents and Cash and cash equivalents at the end of the period

These items highlight the impact on cash, moving funds from cash and short-term deposits to other investments. Total cash and investments at 31 December 2020 is \$20.40M compared to \$19.70M at 31 December 2019.

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 2020 were \$20.40M. The increasing trend, year on year, is the result of increasing reserve balances, continued unspent capital and operating projects, and grant held to complete multiyear projects.



The table below shows the balances of cash and investments as at 31 December 2020.

	Amount \$'000	%
Investments	12,060	59.1%
CAC Cash at Bank ¹	133	0.7%
At call funds	6,712	32.9%
Cash at bank	1,493	7.3%
Total	20,398	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 2019/20 financial results and financial plan contained within the 2020/21 Budget.

	Actuals	Actuals	Mid-Year Budget	Projections 2021-2024		
	30-June-19 \$'000	30-June-20 \$'000	30-Jun-21 \$'000	30-Jun-22 \$'000	30-Jun-23 \$'000	30-Jun-24 \$'000
Cash and Investments						
Cash and cash equivalents	12,759	19,141	6,515	3,419	3,939	4,383
Other financial assets	6,133	1,192	5,000	4,733	2,733	1,233
Total Cash and Investments	18,892	20,333	11,515	8,152	6,672	5,616
Restrictions on Cash and Investments¹						
Trust Funds and Deposits	950	1,194	1,194	966	970	974
Statutory Reserves	530	1,102	1,361	829	899	849
Other Restrictions ²	11,681	14,477	2,851	46	26	9
Total Restricted Cash and Investments	13,161	16,773	5,406	1,841	1,895	1,832
Total Unrestricted Cash and Investments	5,731	3,560	6,109	6,311	4,777	3,784
Discretionary Reserves ³	1,997	2,244	2,068	1,701	1,826	1,951
Unrestricted Cash after discretionary reserves⁴	3,734	1,316	4,041	4,610	2,951	1,833

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 expected to apply as at 30 June 2021 include:

Other Restrictions	\$'000
Grants received in advance for future year projects	2,788
Rental income received in advance	63
Total	2,851

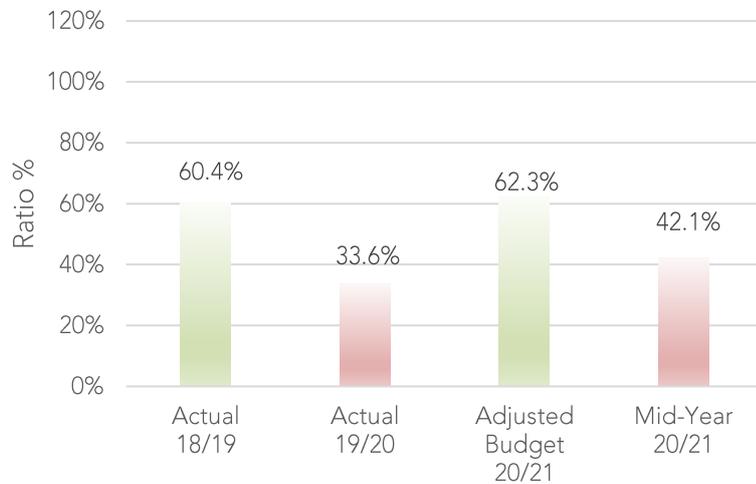
Other restriction held as at 30 June 2020 were:

Other Restrictions	\$'000
Cash held to fund carry forward capital works	10,320
Grants and other income received in advance for future year projects	4,157
Total	14,477

3. Discretionary reserves are internal reserves such as Waste Management, Debt Management and Mineral Springs. These are at the discretion of Council to account for, with no statutory obligations.

4. Council needs to ensure a positive unrestricted cash position to fund operations, repayment of debts and planning for the future. Prior to the mid-year review and the postponing or cancelling of a number of projects there was a negative cash position in 2023/24.

3.2. Unrestricted cash



Measure:

unrestricted cash / current liabilities

2020/21 Mid-Year Budget Calculation:

4,041 / 9,590 = 42.1%

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 42.1% sits below the State Government target of between 50-100% and will be reviewed as part of setting the 2021/22 budget and the 2021-31 Long Term Financial Plan (Financial Plan).

4. Financial Reserves

The below table shows reserve balances expected as at 30 June 2021.

Reserve	Opening Balance 1-July-20 ('000)	Transfers to ('000)	Transfers from ('000)	Closing Balance 30-June-21 ('000)
Statutory Reserves				
Public Open Space Reserve	1,102	364	(105)	1,361
Statutory Reserves Total	1,102	364	(105)	1,361
Discretionary Reserves				
Clunes Caravan Park Reserve	7	-	-	7
Debt Management Reserve	1,592	200	-	1,792
Heritage Advisory Fund	20	-	-	20
Mineral Springs Financial Reserve	824	351	(365)	810
Mt Beckworth Pit Reserve	28	-	-	28
Smeaton Hill Pit Reserve	74	-	-	74
Waste Management Reserve	(300)	3,992	(4,355)	(663)
Discretionary Reserves Total	2,245	4,543	(4,720)	2,068
Total Reserves	3,347	4,907	(4,825)	3,429

Public Open Space (POS)

POS contributions are for the provision and maintenance of open space.

Levies collected are based on conditions placed on planning permits requesting contributions, usually 5% of site value in accordance with the Subdivision Act 1988.

Debt Management Reserve

Council previously made a commitment to transfer \$200K per annum into a 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). Council staff are currently investigating the early repayment of this and other loans, utilising the funds within the reserve.

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 reserve is supported through commercial rental income from the Hepburn Bathhouse and Spa.

Waste Management Reserve

Waste Management operations and capital works are to be fully funded by waste charges. A reserve in deficit will need to be recouped in future years.

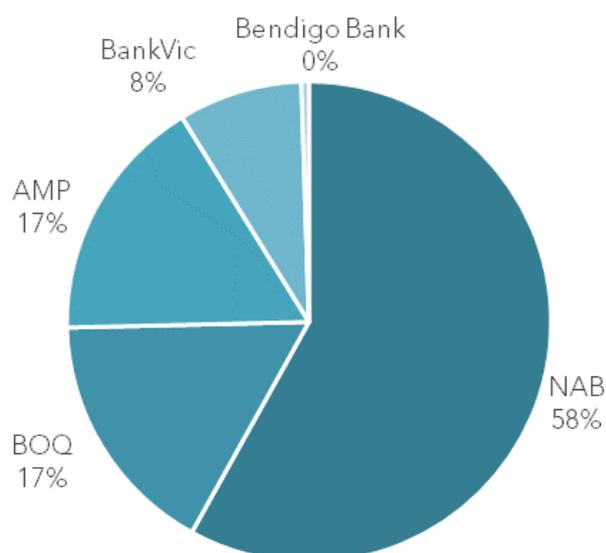
5. Investment Mix

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.

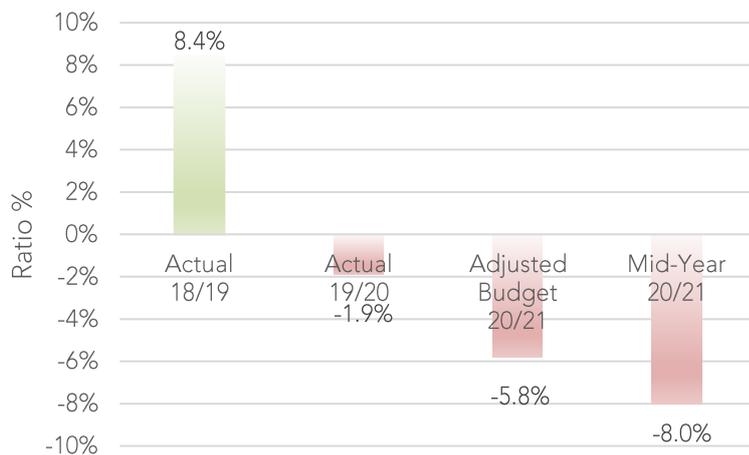
As at 31 December 2020 investments consisted of the following term deposits:

Institution	Maturity Date	Interest Rate	Term (months)	Amount \$'000
National Australia Bank	11/01/2021	0.70%	4	1,000
AMP	14/01/2021	1.55%	7	1,000
National Australia Bank	2/03/2021	0.70%	6	1,000
National Australia Bank	29/03/2021	0.60%	6	1,000
National Australia Bank	9/04/2021	0.45%	4	1,000
Bank of Queensland	3/05/2021	0.75%	8	1,000
Bendigo and Adelaide Bank	20/05/2021	0.65%	9	60
Bank of Queensland	31/05/2021	0.65%	8	1,000
National Australia Bank	9/06/2021	0.72%	9	1,000
National Australia Bank	10/08/2021	0.45%	8	1,000
My State Bank	1/10/2021	0.75%	12	1,000
AMP	10/11/2021	0.75%	12	1,000
National Australia Bank	9/12/2021	0.50%	12	1,000
Total				12,060



6. Financial Performance Indicators

6.1. Adjusted underlying result



Measure:

adjusted underlying surplus (deficit) / adjusted underlying revenue

2020/21 Mid-Year Budget Calculation:

= -8.6%

Purpose of ratio:

This ratio measures Council's ability to meet operating expenditure with operating revenue.

The current forecasted KPI of (8.0)% sits below the State Government target of between 0-10%.

A short term negative adjusted underlying result can be managed, Council will review the long term projections as part of the development of a financial plan (10-year financial plan), due by October 2021.

6.2. Obligations

The 2020/21 Budget outline borrowings for capital projects that have long term intergenerational benefits that would otherwise be unable to be funded by Council.

Borrowing Ratio

Measure:

interest bearing loans and borrowings / rate revenue

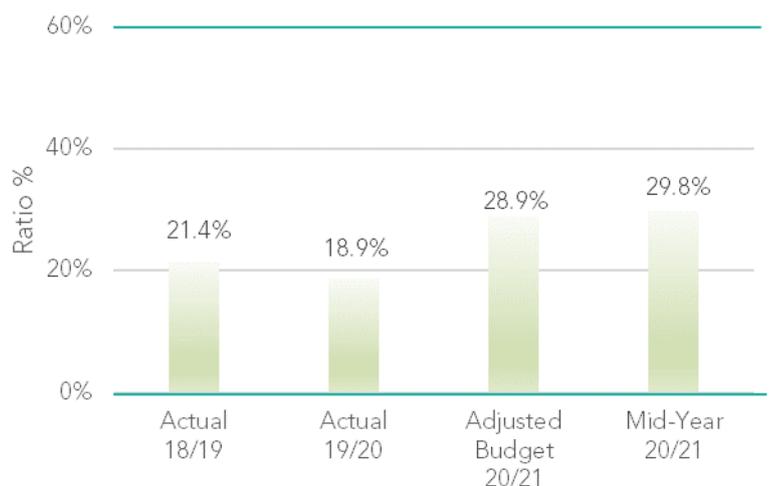
2020/21 Mid-Year Calculation:

6,631 / 22,235 = 29.8%

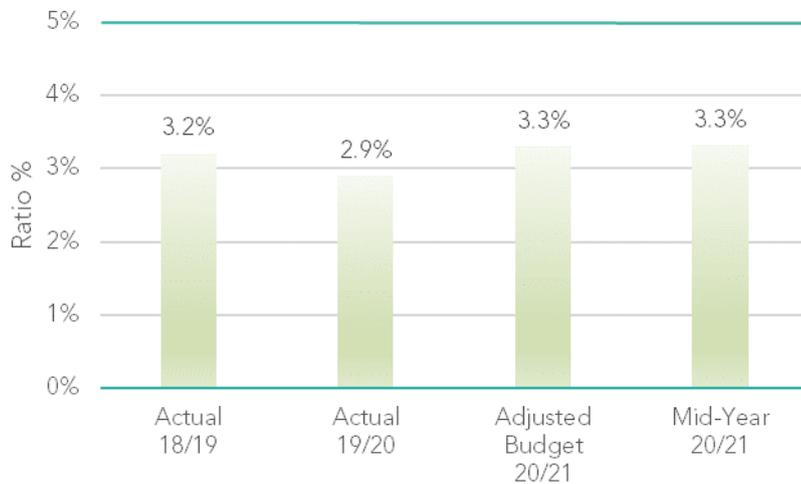
Purpose of ratio:

To assess the utilisation of debt to fund Council's intergenerational works projects, in relation to rates and charges revenue.

The current forecast KPI of 29.8% is higher than the revised budget due to reduced rates income (see note 1); and sits well within State Government targets of between 0-60%.



Debt Commitment



Measure:

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

2020/21 Mid-Year Calculation:

$738 / 22,235 = 3.3\%$

Purpose of ratio:

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

The ratio of 3.3% remains unchanged as at 31 December 2020 as borrowing schedules and repayments remain as per the Mid-Year budget; and remains within State Government targets of between 0-5%.

Indebtedness

Measure:

non-current liabilities / own source revenue

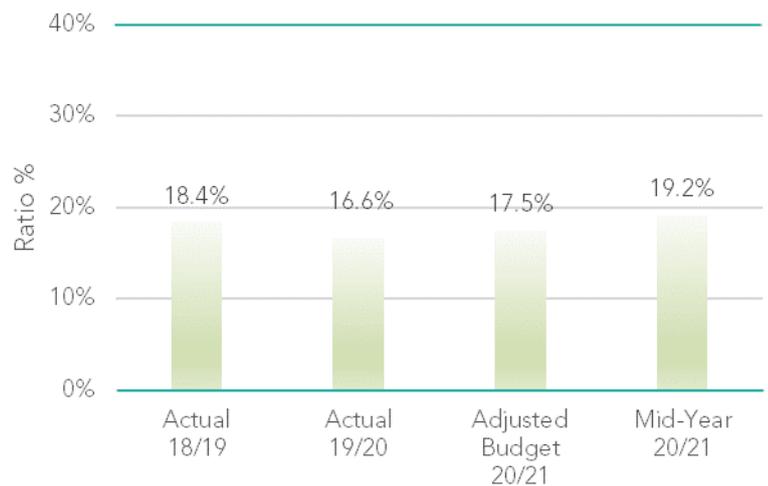
2020/21 Mid-Year Calculation:

$4,846 / 25,256 = 19.2\%$

Purpose of ratio:

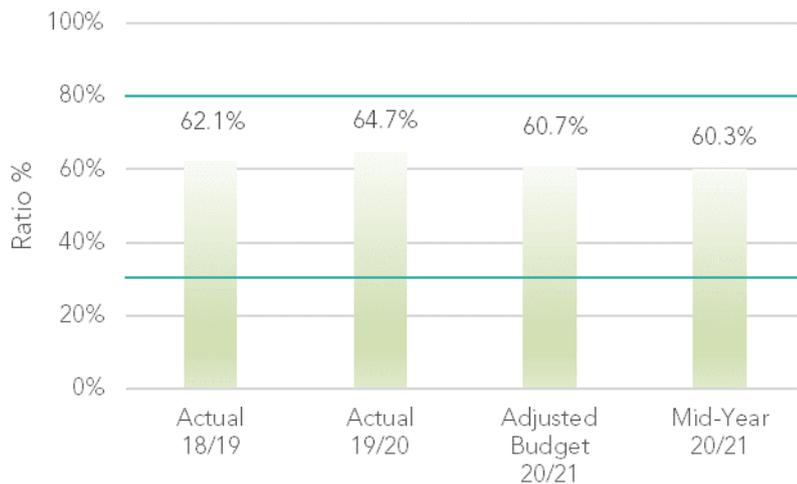
To assess Council's ability to cover its medium to long-term liabilities with revenue not sourced by grants, monetary contributions, or non-monetary contributions.

The KPI change is mainly due to a slight decrease in anticipated non-current liabilities as at 30 June 2021; and remains within State Government targets of between 0-40%.



6.3. Rates and charges

Rates concentration



Measure:

rates and charges / adjusted underlying revenue

2020/21 Mid-Year Calculation:

$22,235 / 36,865 = 60.3\%$

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.

Our reliance on operating grants and user fees has not changed. Additional grant expenditure is usually once off and project specific.

7. Rates and Other Debtors

As at 31 December 2020, Council's debtors are summarised below:

Debtor	December 2019 \$'000	December 2020 \$'000	Current \$'000	> 30 Days \$'000
Rates (including FSL debtors) ¹	13,027	13,949	12,154	1,795
Sundry	338	1,413	808	605
Other Debtors	282	271	118	153
-GST	156	118	118	
-Pension Remission	205	208	208	
Less: provision for doubtful debts	(50)	(138)		(138)
TOTAL	13,958	15,821	13,406	2,415

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 installment date.

Overdue rates debtors were \$1.80M (including Fire Services Levy collected on behalf of the State Government) at 31 December 2020. As at 31 December 2019 overdue rates were \$1.36M which is a 32% increase in outstanding rates. This is mainly due to, the rate cap and the impacts of COVID and offering a support package of payment extensions on installments.

Outstanding sundry debts of \$1.41M include the following:

Debtor Details	Notes	December 2019 \$'000	December 2020 \$'000
Government Grants	1	130	903
Leases	2	16	85
Planning		7	21
Environmental Health	3	31	14
Contract Services		13	7
HACC		4	6
Building		2	3
Fire Hazards		3	3
Local Laws	4	6	-
Other		126	371
Total		338	1,413

Note 1 – Government Grants

Of the \$903K outstanding \$620K relates to invoices raised for the Working For Victoria grant, which will be paid in line with the funding agreement.

Note 2 – Leases

The \$85K outstanding for leases income will be assessed and reduced accordingly in line with COVID waivers.

Note 3 – Environmental Health

Outstanding income related to Environmental Health permits has reduced from December 2019, due to fees only being charged at 50% as part of Council's COVID relief package.

Note 4 – Local Laws

Outstanding income related to Local Laws is \$0 compared to \$6K in December 2019. This is due to fees being waived on outdoor furniture and a-frame permits, as part of Council's COVID relief package.

8. Councillor Expenses

Councillor Expenses for the six months ended 31 December 2020.

Councillor	Councillor Allowance	Councillor Super	Mobile and Data	Travel and Accom	Total
Cr Cottrell (2016-2020)	6,856	650	39	-	7,545
Cr Henderson (2016-2020)	6,856	650	273	-	7,779
Cr Kokocinski (2016-2020)	20,405	2,020	66	4,125	26,616
Cr May (2016-2020)	6,856	650	39	-	7,545
Cr Newitt (2016-2020)	6,856	650	540	-	8,046
Cr Redwood (2016-2020)	6,856	650	50	-	7,556
Cr Robson (2016-2020)	6,856	650	24	-	7,530
Cr Bray	2,247	213	-	-	2,460
Cr Drylie	2,247	213	-	-	2,460
Cr Halliday	2,247	213	-	-	2,460
Cr Henderson	2,247	213	-	-	2,460
Cr Hewitt	6,139	583	-	2,475	9,197
Cr Hood	2,247	213	-	-	2,460
Cr Simpson	2,247	213	-	-	2,460
Total	81,160	7,783	1,031	6,600	96,573

Councillor Allowances and Superannuation

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.

Due to unavailable information, mobile and data costs for current Councillors has not been provided. However, this information will be provided as part of the financial reporting for the period ending 31 March 2021.

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.

Proposed Mid-Year Budget Review Adjustments

	Income	Expenditure	Net	Comment
Cleaning Salary Costs		\$16,649	\$16,649	Reduction in costs relative to the original budget.
Procurement Salary		\$12,185	\$12,185	A role has been vacant for the first half of the current year, partially filled by a contractor.
Waste costs		-\$538,001	-\$538,001	Additional costs relating to new contract rates, transportation costs and an increase in waste volumes (linked to COVID).
Creswick Caravan Park income associated with managing the facility	\$81,000	\$0	\$81,000	Income received directly to Council during the caretaker period.
Contract to manage Creswick Caravan Park (external provider)		-\$42,000	-\$42,000	Contract cost to run the Caravan park on an interim arrangement. This is offset by income received, noted above.
Property - Additional Legal Costs (Caravan Park, COVID rental advice, lease advice)		-\$52,000	-\$52,000	Additional costs incurred as a result of COVID. The additional costs relating to the caravan Park has been offset by additional income above.
Local Law Community reference groups facilitator		-\$25,000	-\$25,000	Budget bid - to proceed with reference groups
Insurance Costs		-\$25,291	-\$25,291	Significant increase in cost as compared to 2019/20.
CEO Recruitment		-\$40,000	-\$40,000	Allowance for recruitment cost
Aquatic Maintenance Program		-\$35,000	-\$35,000	Increase in line with 2020/21 requirements
Planning Services - Planning Scheme costs		-\$60,000	-\$60,000	Additional budget required to commence and continue Planning Scheme projects
Planning - Additional Legal Fees		-\$25,000	-\$25,000	Additional costs in comparison to original budget expectations.
Municipal Fire and Emergency Carry forward from 2019/20 to 2020/21		\$152,847	\$152,847	Budget carried forward, expenditure had occurred in previous years under other project and cost centre budgets.
Integrated Planning and Reporting Framework		-\$50,000	-\$50,000	Additional cost of the Hepburn Together project, above original budget allowance.
Social Activation Initiative Program	\$65,000	-\$65,000	\$0	Additional project funding and associated expenditure
Installation of free Public WiFi	\$40,000	-\$40,000	\$0	Additional project funding and associated expenditure
Visit Victoria	\$100,000	-\$100,000	\$0	Additional project funding and associated expenditure
Old Hepburn Depot site cleanup for property sale		-\$40,396	-\$40,396	Additional cost to finalise sale, not included in original budget.
Postage and Storage		-\$19,000	-\$19,000	Additional mailouts sent and scheduled
Streetlights Towards Zero		-\$125,906	-\$125,906	Offset - Towards Zero Council Assets
Sustainability Strategy - Towards Zero - Council Assets		\$125,906	\$125,906	Offset - Streetlights Towards Zero
Savings across the organisation mainly relating to training, marketing and other operating expenditure		\$141,000	\$141,000	Program of targeted expenditure reductions
Other Minor Variances (Net)		\$146,426	\$146,426	Made up of a significant number of smaller savings and overspends including \$48K salary savings

Capital Works Projects

Bridges and Heavy Vehicles Safety Program (\$810,096)

Hepburn Shire Council
Statement of Capital Works as at 31 December 2020

Project Number	Project Name	New / Renew / Upgrade	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange = 2, Red = 3)	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments	
2020/21 Expenditure											2020/21 Income									
COMMUNITY & CORPORATE SERVICES																				
000497	Trentham Community Hub Design & Construct	New	229,720	114,860	49,870	22%	43%	160,690	210,560	92%	-	-	Plan and Design	Sep-21		B Thomas	A Burgess	B Grounds	Working with architect to explore alternative design that increases hall size, and to understand implications of that design. Decision on which design to proceed with will be made in coming months.	
Total Coporate Services			229,720	114,860	49,870			160,690	210,560		-	-								
000733	Trentham Child Care Construction for In-Venue Family DayC	Renew	521,692	260,846	513,355	98%	197%	5,702	519,057	99%	153,539	137,250	Closure	Mar-21		B Thomas	F Fogarty	B Grounds	Construction complete, final grant income and acquittal to occur in February 2021.	
000964	Hepburn Kindergarten Extension	Upgrade	229,138	114,568	8,145	4%	7%	12,410	20,555	9%	162,128	-	Plan and Design	Jan-22		B Thomas	F Fogarty	E Atkin	Currently investigating scope and design, with details expected in March 2021.	
000965	Creswick Kindergarten Accessibility	Upgrade	50,138	25,070	50,400	101%	201%	2,133	52,532	105%	54,529	54,529	Closure	Jul-20		B Thomas	F Fogarty	S Hattam	Project completed and acquitted.	
000972	Daylesford Community Childcare Centre Refurbishment	Renew	117,403	58,702	95,658	81%	163%	27,985	123,643	105%	113,351	50,598	Delivery	Jan-21		B Thomas	F Fogarty	S Hattam	Installation of additional balustrade has incurred delays. Project on track to be acquitted in February 2021.	
Total Community Care			918,371	459,186	667,557			48,230	715,787		483,547	242,377								
000557	IT Hardware / Technology Renewal Program	Renew	476,391	210,528	82,616	17%	39%	41,556	124,171	26%	-	-	Delivery	Jun-21		C Whyte	C Whyte	C Whyte	Ongoing project of equipment renewals over 12 months. Currently behind schedule due to Working For Victoria program and work required to get these employees on board. Phone, tablets and PC replacement will launch again in January 2021. Backup server will be reviewed and purchased during the first six months of 2021. This is an internal project for renewal and no external community engagement is required.	
000926	Software Upgrades	Upgrade	275,459	137,730	-	0%	0%	85,183	85,183	31%	-	-	Plan and Design	Jun-21		C Whyte	C Whyte	C Whyte	Software renewal and purchase program. Ongoing project with more purchases to be made throughout the year. Some major upgrades to come in the coming months. This is an internal project for renewal and no external community engagement is required.	
000979	Hepburn Hub Coworking Space	New	147,500	68,076	-	0%	0%	-	-	0%	97,500	30,000	Delivery	Sep-21		C Whyte	A Burgess	S Boyle	Project plan updated and project team established. Project to be completed in line with Hepburn Hub construction works. Main project team and Project Control Group are working through community engagement aspects of this project.	
000981	Councillor ICT Equipment Renewal	Renew	14,600	6,738	8,139	56%	121%	6,019	14,158	97%	-	-	Delivery	Dec-20		C Whyte	C Whyte	C Whyte	Project equipment purchases completed and laptop and phone equipment implemented and training with councillors completed.	
Total ICT			913,950	423,072	90,755			132,757	223,512		97,500	30,000								
Buildings																				
000970	Hepburn Recreation Pavilion	Renew	582,839	291,420	24,457	4%	8%	493,350	517,807	89%	190,000	100,000	Delivery	May-21		A Burgess	J Carr	S Hattam	Construction phase to commence January 2021, due to delays with building permit. Project on track to be completed and acquitted May 2021.	
Building Improvements																				
000741	Calambeen Park Aquatics Project	Renew	256,019	128,010	6,593	3%	5%	-	6,593	3%	171,000	154,440	Plan and Design	Nov-21		A Burgess	K Schnur	A Rousset	Project planning and design in progress. Project is on track to be completed within funding timelines.	
Off Street Car parks																				
000769	Doug Lindsay Carpark and Traffic Management	Upgrade	171,189	85,594	4,711	3%	6%	3,000	7,711	5%	-	-	Plan and Design	Jun-21		A Burgess	J Carr	B Lohse	Contractor engaged to develop drainage plan for the site. This will determine if new pipe is required under carpark. Carpark design drawings being produced for RFQ.	
000917	Recreation Facilities Accessible Carpark & Pathways	Upgrade	27,000	13,500	-	0%	0%	-	-	0%	-	-	Consultation	Jun-21		A Burgess	J Carr	T Powell	Concept designs for Trentham, Victoria Park and Hepburn Recreation Reserves sent to user groups for comment.	
Footpaths and Cycleways																				
000838	Walking+ Cycling - Clunes Walkability Project - Planning Clu	New	1,838	920	-	0%	0%	-	-	0%	-	-	Consultation	Jun-21		A Burgess	J Phiddan	K Schnur	Draft Clunes Walkability Plan scheduled for community engagement in January and February 2021. Community engagement has been delayed in order to respond to community feedback on the preferred timing of consultation. Reporting to adopt the final draft plan is anticipated for April 2021.	
000903	Clunes Walkability Plan Implementation	New	20,000	10,000	-	0%	0%	-	-	0%	-	-	Not Started	Dec-21		A Burgess	J Phiddan	K Schnur	Clunes Walkability Plan Implementation to commence following the adoption of the Clunes Walkability Plan.	
001023	Doug Lindsay Reserve - Security Lighting & Shared Pathway	Upgrade	280,000	140,000	4,353	2%	3%	-	4,353	2%	-	-	Plan and Design	Dec-21		A Burgess	J Carr	B Lohse	Path design drawings being produced for RFQ.	
Land Improvements																				
000646	Gateway signage - permanent market sign in each town	New	4,584	2,292	7,403	162%	323%	-	7,403	162%	-	-	Procurement	Mar-21		A Burgess	R Pedretti	B Lohse	Sign design and locations have been determined. Planning permits have been granted. Installation planned for February 2021.	
000915	Daylesford Community Park Masterplan	Upgrade	20,000	10,000	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21		A Burgess	K Schnur	K Schnur	RFQ to engage consultants to commence January 2021. On track to completed masterplan to final draft stage by June 2021	
Library Collection																				
000423	Library Collection Renewal	Renew	59,771	27,586	-	0%	0%	-	-	0%	-	-	Not Started	Jun-21		A Burgess	S Boyle	S Boyle	Project expenditure is expected to be incurred in the first half of 2021. Delays experienced sur to COVID and libraries not being open.	
Other Infrastructure																				
000504	Public Art Appropriation	New	77,533	38,766	24,130	31%	62%	10,000	34,130	44%	-	-	Delivery	Jun-21		A Burgess	M Whyte	D Spiller	A) Glenlyon: Progressing application of landowner consent with DELWP. Communication plan in development. B) The Rex: In second stage of contract. Artist notified of variation to schedule according to Rex estimated completion date.	
001047	Bullarto Interpretive Sign	New	15,000	-	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21		A Burgess	M Whyte	I Hamilton	Currently planning for an installation of a new sign.	
Parks, Open Space and Streetscapes																				
000871	Daylesford Skate Park Redevelopment	Upgrade	-	-	-	-	-	-	-	-	24,000	24,000	Closure	Jul-20		A Burgess	K Schnur	S Hattam	Project completed and acquitted.	
000898	Playspace Strategy Implementation	New	86,300	43,150	1,000	1%	2%	-	1,000	1%	-	-	Plan and Design	Jun-21		A Burgess	J Phiddan	K Schnur	Implementation of the Playspace Strategy has commenced. On track to complete Year 1 Strategy Priorities by June 2021. - Planning phase for the upgrade of the Jubilee Lake, Daylesford Playground - Renewal works to the Hepburn Recreation Reserve Playground - Design and installation of the Daylesford Skate Facility informational signage - Daylesford Skate Facility improvement works to provide a more inclusive all ages environment	

Hepburn Shire Council
Statement of Capital Works as at 31 December 2020

Project Number	Project Name	New / Renew / Upgrade	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange=2, Red=3)	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments	
			2020/21 Expenditure			2020/21 Expenditure			2020/21 Income											
000905	Rod May Reserve	Upgrade	4,000	2,000	-	0%	0%	-	-	0%	-	-	Plan and Design	Apr-21	●	A Burgess	J Phiddan	J Carr	Project remains on track to be completed by April 2021 inline with ideal planting conditions.	
000908	Clunes Community Park Masterplan	Upgrade	10,000	5,000	-	0%	0%	9,367	9,367	94%	-	-	Consultation	Jun-21	●	A Burgess	J Phiddan	K Schnur	Community engagement has commenced and to be undertaken throughout December 2020 - February 2021. Community engagement has been delayed in order to respond to community feedback on the preferred timing of consultation. Project on track to achieve final draft masterplan by June 2021.	
001027	Outdoor Fitness Equipment Clunes Creek Walk & Wombat T New		41,630	20,816	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	A Burgess	J Phiddan	J Carr	Project remains on track with RFQ to be released in January 2021 and community consultation to be undertaken January/ February 2021. Supply and install of equipment is expected to be completed by end of May 2021.	
Recreational, Leisure and Community Facilities																				
000414	Hard Court Renewals	Renew	56,700	28,350	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	A Burgess	J Phiddan	J Carr	Project remains on track with RFQ to be released in early January 2021 with works anticipated to commence late February.	
000609	Daylesford Pool Upgrade and Civic Plaza	Renew	1,499,240	749,620	60,773	4%	8%	3,500	64,274	4%	580,000	60,000	Procurement	Nov-21	●	A Burgess	K Schnur	E Atkin	RFT for construction was readvertised. Procurement of construction remains on track to award contract at February 2021 Council meeting and commence works following the completion of the pool season in mid-March 2021. Construction expected to be complete by end of October 2021.	
000766	Reserve Benches and Tables Renewal and Expansion Program	Renew	-	-	1,916	-	-	-	1,916	-	-	-	Closure	Dec-20	●	A Burgess	K Schnur	B Lohse	Planning permit consideration in progress. Progress of project dependent on tender submissions and budget.	
000896	Reserve Entry Enhancement Program	Upgrade	28,789	14,394	2,299	8%	16%	-	2,299	8%	-	-	Consultation	Jun-21	●	A Burgess	J Carr	B Lohse	Project complete	
000897	Newlyn Cricket Nets	New	1,260	630	-	0%	0%	-	-	0%	-	-	Consultation	May-21	●	A Burgess	J Carr	B Lohse	Doug Lindsay Reserve will be the pilot site. There is a need for community / stakeholder engagement which is expected to happen for the multiple projects on the site in early 2021.	
000899	Hepburn Cricket Nets	New	115,073	57,536	1,532	1%	3%	87,098	88,630	77%	60,000	-	Procurement	Mar-21	●	A Burgess	J Carr	B Lohse	Draft design being finalised following consultation with stakeholders in December 2020.	
000904	Outdoor Fitness Spaces	New	100,949	50,474	-	0%	0%	-	-	0%	25,000	-	Plan and Design	May-21	●	A Burgess	J Phiddan	J Carr	Site preparation to begin January 2021. Net construction scheduled for February 2021.	
000906	Magic Pudding Playground Development	Renew	20,000	10,000	-	0%	0%	-	-	0%	10,000	-	Plan and Design	Jun-21	●	A Burgess	J Phiddan	K Schnur	Project remains on track with RFQ to be released in January 2021 and community consultation to be undertaken January/ February 2021. Supply and install of equipment expected to be completed by end of May 2021, and in line with the Local Roads Community Infrastructure funding agreement.	
000910	Doug Lindsay Stage 2 - Masterplan	Upgrade	34,540	17,270	5,343	15%	31%	9,050	14,393	42%	-	-	Plan and Design	Mar-21	●	A Burgess	J Carr	B Lohse	RFQ to engage consultants to be released in January 2021. On track to be completed and Stage 1 implementation by June 2021.	
000913	Clunes Recreation Reserve Masterplan	Upgrade	30,000	15,000	10,992	37%	73%	16,281	27,273	91%	-	-	Consultation	Jun-21	●	A Burgess	J Phiddan	K Schnur	Consultant has been engaged to develop drainage and water harvesting plan.	
000920	Fencing Glenlyon Recreation Reserve	Upgrade	18,008	9,004	-	0%	0%	909	909	5%	-	-	Plan and Design	Mar-21	●	A Burgess	K Schnur	B Lohse	Community engagement has commenced and to be undertaken throughout December 2020 - February 2021. Community engagement has been delayed in order to respond to community feedback on the preferred timing of consultation. Project on track to achieve final draft masterplan by June 2021.	
000923	Netball Court Hepburn	Upgrade	45,300	8,650	-	0%	0%	-	-	0%	-	-	Plan and Design	Mar-21	●	A Burgess	J Phiddan	J Carr	Contractors have been engaged and project to commence pending their availability to undertake the project in early 2021.	
000987	Glenlyon Recreation Reserve Masterplan Implementation	Upgrade	80,250	40,126	937	1%	2%	-	937	1%	-	-	Plan and Design	Dec-21	●	A Burgess	K Schnur	D Owe-Young	Project remains on track with RFQ to be released in early January 2021 with works anticipated to commence in late February.	
000989	Glenlyon Recreation Reserve Community Pavillion Redevelopment	Renew	121,000	55,846	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	A Burgess	K Schnur	D Owe-Young	Planning and design of projects have commenced with aim to have projects ready to deliver once the soil contamination remediation project is completed.	
000990	Trentham Recreation Reserve Pavillion - detailed design	Renew	199,650	92,146	826	0%	1%	-	826	0%	-	-	Plan and Design	Jun-21	●	A Burgess	K Schnur	E Atkin	RFQ for detailed design and construction documentation to be released in January 2021.	
Total Community & Economic Development			4,008,462	1,968,100	157,265			632,555	789,820		1,060,000	338,440								
TOTAL COMMUNITY & CORPORATE SERVICES			6,070,503	2,965,218	965,447			974,233	1,939,679	32%	1,641,047	610,817								
INFRASTRUCTURE AND DEVELOPMENT																				
000551	Hepburn Hub at the Rex	New	4,962,899	600,414	336,386	7%	56%	-	336,386	7%	-	-	Delivery	Jul-21	●	B Lucas	B Lucas	B MacIsaac	Notice to commence was issued in early January 2021.	
Total Infrastructure and Development Services			4,962,899	600,414	336,386			-	336,386		-	-								
Total Development and Community Safety			-	-	-			-	-		-	-								
Building Improvements																				
000662	Daylesford Town Hall Community Hub	Renew	411,571	205,786	-	0%	0%	-	-	0%	-	-	Not Started	Dec-21	●	S Mennie	P Lee	P Lee	Scoping yet to commence - will recommence following completion of the Hepburn Hub.	
000853	Hammon Park toilet upgrade	Renew	188,644	94,322	6,593	3%	7%	-	6,593	3%	-	-	Consultation	Dec-21	●	S Mennie	P Lee	A Rousset	Delays experienced during the Head Consultant procurement stage. Post tender negotiation and clarifications are being sought. The project timelines may be effected depending on direction received.	
Total Major Projects			600,215	300,108	6,593			-	6,593		-	-								
Bridges																				
000114	Bridge Renewal Program	Renew	-	-	16,533			100	16,633		-	-	Closure	Nov-20	●	T May	T Powell	T Powell	Guardrail relocation expenses costs are yet to be moved into correct PJ during Q3.	
000714	Bridge Renewal - Beaconsfield Rd	Renew	-	-	-			-	-		21,690	21,690	Closure	Jul-21	●	T May	T Powell	T Powell	Project Complete	
000753	Bridge Renewal - Wheelers Bridge	Renew	164,019	82,010	17,520	11%	21%	100,145	117,665	72%	-	-	Delivery	Jun-21	●	T May	T Powell	T Powell	Design works have begun and initial brief complete by consultant	
000803	Bridge Renewal - Drummond Lauriston Rd Drummond	Renew	70,000	35,000	-	0%	0%	60,000	60,000	86%	-	-	Delivery	Jun-21	●	T May	T Powell	T Powell	Joint venture with Macedon Ranges Shire Council. Awaiting improved weather and dry stream. Procurement stage complete. Expected to be delivered before June 2021.	
000957	Bridge Renewal - Newstead Road	Renew	40,000	20,000	-	0%	0%	-	-	0%	126,250	-	Delivery	Apr-21	●	T May	T Powell	P O'Leary	Works scheduled for Autumn 2021	
001035	Bridge Renewal - Telegraph Road Bridge	Renew	252,500	-	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	T May	T Powell	T Powell	Designs underway. Initial notifications sent to surrounding landholders in December 2020.	
001036	Bridge Renewal - West Parade Bridge	Renew	40,000	20,000	13,250	33%	66%	-	13,250	33%	-	-	Closure	Sep-20	●	T May	T Powell	T Powell	Construction works were completed in September 2020 with final financial processing to complete the project.	
001046	Blampied Mollonghip Road Bridge Strengthening	Renew	200,000	-	-	0%	0%	-	-	0%	200,000	-	Not Started	May-22	●	T May	T Powell	T Powell	This project was funded in December 2020 through the the AgriLinks Upgrade Program and is expected to be delivered in the 21/22 Financial year.	

Hepburn Shire Council
Statement of Capital Works as at 31 December 2020

ATTACHMENT 12.1.3

Project Number	Project Name	New / Renew / Upgrade	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange = 2, Red = 3)	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments	
			2020/21 Expenditure			2020/21 Expenditure			2020/21 Income											
Building Improvements																				
000821	Central Springs Master Plan and Cafe works	Renew	176,101	88,050	21,444	12%	24%	1,418	22,862	13%	-	-	Procurement	Jun-21	●	T May	T May	E Atkin	Preferred consultant identified and will formally commence in February 2021. Feature and level survey and arborist investigation to occur during February 2021.	
Off Street Car parks																				
000907	Accessible Parking Improvement Program	Upgrade	20,415	10,208	-	0%	0%	-	-	0%	-	-	Procurement	May-21	●	T May	T Powell	T Powell	Creswick, Clunes and Trentham works completed last financial year. Planning and design currently underway for Daylesford, with works planned for April 2021. Width compliance to Australian standards an issue for all parallel parks in township zone.	
Drainage																				
000651	Drainage condition assessment and renewal/upgrade progr	Renew	31,331	15,666	10,087	32%	64%	-	10,087	32%	-	-	Delivery	May-21	●	T May	T Powell	T Powell	This project is currently waiting on easement registration through the titles office. Construction works are set to commence in 2021 once approval is granted.	
001038	Kerb & Channel - Pearman St Creswick	Renew	276,870	138,436	3,440	1%	2%	-	3,440	1%	-	128,280	Plan and Design	May-21	●	T May	T Powell	T Powell	Finalising design based on stakeholder input.	
001039	Drainage Upgrade - Fifteenth Street Hepburn	Renew	22,000	11,000	-	0%	0%	-	-	0%	-	-	Delivery	Mar-21	●	T May	T Powell	T Powell	Quotes received, order to be raised with works expected in February 2021	
Footpaths and Cycleways																				
000112	Footpath Renewal Program	Renew	500,722	231,102	212,916	43%	92%	58,699	271,615	54%	-	-	Delivery	Apr-21	●	T May	T Powell	T Powell	Clunes package completed November 2020. Creswick package is 90% complete. Daylesford Hepburn package tendered and awarded, should commence construction in January/ February 2021. Trentham package under development	
000836	Walking+Cycling - Daylesford to Coomoora Trail (Stage1)	New	60,000	30,000	3,365	6%	11%	34,500	37,865	63%	-	-	Delivery	Mar-21	●	T May	T Powell	T Powell	Trail was constructed in 19/20 with the sealing works postponed for suitable conditions, with the trail now expected to be sealed in early 2021.	
000958	Fairview Trail Alfred Street Clunes	Renew	125,000	62,500	3,300	3%	5%	-	3,300	3%	-	-	Procurement	Apr-21	●	T May	T Powell	T Powell	Anticipated for the contract to be awarded in January 2021.	
000978	Daylesford, Coomoora & Glenlyon – Walking Trail feasibility	New	48,400	22,338	-	0%	0%	-	-	0%	-	-	Plan and Design	Apr-21	●	T May	T Powell	T Powell	Matts Lane project has been funded by the LRCI Program and will commence construction in early 2021.	
001021	Daylesford Civic Plaza & Access Path Lighting Project	Upgrade	60,000	30,000	245	0%	1%	-	245	0%	-	-	Plan and Design	Nov-21	●	A Burgess	K Schnur	E Atkin	Delivery of scope is incorporated into the delivery of the wider pool and plaza project and follows the same timelines. See Project 000609.	
001022	Fairview Estate Trail Loop	New	210,000	105,000	226	0%	0%	-	226	0%	-	-	Procurement	Feb-21	●	T May	T Powell	T Powell	Anticipated for the contract to be awarded in January 2021.	
001024	Daylesford - Coomoora Trail Construction - Stage 2	New	228,000	114,000	2,540	1%	2%	980	3,520	2%	-	-	Procurement	Mar-21	●	T May	T Powell	P O'Leary	Tender anticipated to be released in January 2021	
001025	Clunes Railway Station to Township - Connecting Footpath	New	100,000	50,000	100,000	100%	200%	-	100,000	100%	-	-	Closure	Nov-20	●	T May	T Powell	P O'Leary	Project Complete	
001026	Bald Hills Road connecting footpath	New	49,200	24,600	2,255	5%	9%	-	2,255	5%	-	-	Delivery	Jan-21	●	T May	T Powell	P O'Leary	Works underway	
Land Improvements																				
000944	Mineral Springs Pit Closure	Upgrade	20,000	-	19,696	98%	-	-	19,696	98%	-	-	Closure	Dec-20	●	T May	T May	S Ludeke	Project completed	
000974	Central Springs Lake Reserve - Footbridge and Signage	Upgrade	26,620	12,286	18,240	69%	148%	5,120	23,360	88%	-	-	Delivery	Mar-21	●	T May	S Ludeke	B Lohse	Footbridge has been repaired. Signs have been installed. Contractor engaged to clear walking paths, with first stage of path clearing completed.	
000984	Lake Jubilee Path Construction and improvements	Upgrade	61,050	28,176	-	0%	0%	-	-	0%	-	-	Plan and Design	Jul-21	●	T May	S Ludeke	D Owe-Young	Planning and design begun. Community consultation required. Construction expected to commence 2021.	
Other Infrastructure																				
001020	Local Roads and Community Infrastructure Grant	New	-	-	-	-	-	-	-	-	968,830	484,415				B Lucas	B Lucas	B Lucas	Income acknowledged here - Individual projects being delivered are listed separately within this report.	
Parks, Open Space and Streetscapes																				
000543	Trentham Streetscape Implementation	Upgrade	176,478	88,240	108,715	62%	123%	67,274	175,989	100%	-	-	Delivery	Feb-21	●	T May	B Grounds	B Lohse	Works on High Street/Market Street completed. Albert Steet works scheduled to commence in January 2021.	
000563	Hepburn Streetscape construction	Upgrade	-	-	1,045	-	-	-	1,045	-	-	-	Closure	Jul-20	●	T May	T Powell	S Hattam	Project Complete	
000595	Mineral Springs Improvement Works	Renew	23,807	11,904	10,950	46%	92%	280	11,230	47%	-	-	Closure	Dec-20	●	T May	S Ludeke	S Ludeke	Project Complete	
000649	Daylesford street trees and Parklet prototype	Renew	51,255	25,628	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	T May	S Ludeke	B Lohse	Project scope still to be finalised. Project will be scoped and delivered in parallel with the Hepburn Hub at the Rex	
000775	Jubilee Lake Remedial Works	Renew	47,382	21,868	2,632	6%	12%	48,349	50,981	108%	-	-	Delivery	Jul-21	●	T May	S Ludeke	D Owe-Young	Works completed for 65% project. Stakeholder consultation possible for remaining 35% to determine scope.	
000925	Jubilee Lake Revegitation	Upgrade	25,391	12,410	13,880	55%	112%	-	13,880	55%	-	-	Delivery	Jul-21	●	T May	S Ludeke	D Owe-Young	Works Completed for 65% project. Stakeholder consultation possible for remaining 35% to determine if it will be completed.	
000939	Clunes Dog Park	Renew	18,394	9,196	17,003	92%	185%	-	17,003	92%	-	-	Closure	Dec-20	●	T May	S Ludeke	B Lohse	Project Complete	
000983	Lake Jubilee Furniture renewal	Renew	32,670	15,078	1,066	3%	7%	15,836	16,903	52%	-	-	Consultation	Jun-21	●	T May	S Ludeke	B Lohse	Contractor engaged to undertake repairs to existing furniture. Location of new furniture still being determined in consultation with stakeholders.	
000985	Creswick Fountain Refurbishment	Renew	42,350	19,546	2,499	6%	13%	6,750	9,249	22%	-	-	Plan and Design	Jun-21	●	T May	S Ludeke	B Lohse	Structural engineer's report shows fountain is structurally unsound. Contractor engaged to rectify.	
000986	Lake Daylesford Amphitheatre Works	Renew	24,200	11,170	2,888	12%	26%	-	2,888	12%	-	-	Plan and Design	Dec-21	●	T May	S Ludeke	B Lohse	Extent of works to make site safe greater than anticipated in original project budget. Working with geotechnical engineer to develop a solution.	
000993	Chatfield Reserve Lake Daylesford - Develop Landscape Plan	Renew	8,800	4,062	8,743	99%	215%	360	9,103	103%	-	-	Consultation	Mar-21	●	T May	S Ludeke	B Lohse	Draft design completed with good input from Friends of Lake Daylesford. Next step is wider community engagement.	
000994	Creswick Information Centre Irrigation and Turf	Renew	49,610	22,896	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	T May	S Ludeke	D Owe-Young	The project is expected to be delivered in 2021.	
Recreational, Leisure and Community Facilities																				
000929	Drinking Fountain Queens Park	New	5,500	2,750	-	0%	0%	-	-	0%	-	-	Procurement	Jun-21	●	T May	S Ludeke	S Ludeke	Awaiting fountain from Central Highlands Water which was put on hold due to COVID-19.	
000982	Hepburn Recreation Reserve irrigation controller	New	13,200	6,092	-	0%	0%	-	-	0%	-	-	Delivery	Feb-21	●	T May	S Ludeke	S Ludeke	Contractor engaged for installation.	
000992	Queens Park Clunes Irrigation	Renew	36,300	16,754	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	T May	S Ludeke	S Ludeke	Project will commence following adoption of the Queens Parks Masterplan.	
Roads																				
000100	Road Reseals Program	Renew	886,000	-	30,579	3%	-	53,685	84,264	10%	-	-	Delivery	Feb-21	●	T May	T Powell	P O'Leary	The reseal program is expected to take place in January/February 2021. This is year 4 of a 6 year contract. Work are usually completed within a three-week window.	
000102	Road Reseal Preparation	Renew	126,808	69,963	27,563	22%	39%	30,652	58,215	46%	-	-	Delivery	Feb-21	●	T May	T Powell	P O'Leary	Preparation works have commenced and will be complete before the reseal program commences.	
000103	Gravel Road Resheet Program	Renew	432,890	225,748	348,223	80%	154%	-	348,223	80%	-	-	Closure	Dec-20	●	T May	T May	P Healy	Project Complete	
000411	Road Reconstruction Program	Renew	-	-	-	-	-	-	-	-	968,830	450,000				T May	T Powell	T Powell	Placeholder Project for income. No works will be undertaken within this Project	
000463	Road Safety Improvements	Renew	51,078	25,540	1,100	2%	4%	-	1,100	2%	-	-	Delivery	Jun-21	●	T May	T Powell	P O'Leary	Intersection safety upgraded planned at corners of Kingston-Werona and Daylesford-Clunes Roads.	
000701	Road Reconstruct - Forward Design Program	Renew	142,726	71,362	35,360	25%	50%	68,487	103,847	73%	-	-	Delivery	Jun-21	●	T May	T Powell	T Powell	Majority of design work contracted. Current availability of suitable and cost efficient designers becoming an issue in the region and may affect preparations for next financial year (2021/22).	
000952	Road Reconstruct - Back Glenlyon Road Coomoora	Renew	268,604	134,302	-	0%	0%	171,481	171,481	64%	-	-	Closure	Dec-20	●	T May	T Powell	P O'Leary	Major works complete. Some further works to be finalised.	

Hepburn Shire Council
Statement of Capital Works as at 31 December 2020

ATTACHMENT 12.1.3

Project Number	Project Name	New / Renew / Upgrade	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange = 2, Red = 3)	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments		
			2020/21 Expenditure						2020/21 Expenditure			2020/21 Income									
000953	Road Reconstruct - Old Ballarat Road Daylesford	Renew	700,000	350,000	416,136	59%	119%	241,382	657,518	94%	-	-	Delivery	Jan-21	●	T Powell	T Powell	P O'Leary	Final section of seal due to be completed in January 2021		
001019	Clunes Community Liveability Stage 2 – Angus Street	Renew	200,000	100,000	190,373	95%	190%	158	190,532	95%	-	-	Closure	Sep-20	●	T Powell	T Powell	P O'Leary	Project Complete		
001028	Road Rehab - Creswick-Lawrence Road	Renew	867,830	-	1,590	0%		699,278	700,868	81%	433,915	-	Closure	Dec-20	●	T Powell	T Powell	T Powell	Works complete. Some adjoining works on West Berry Road due to be undertaken in January 2021		
001029	Road Rehab - Asphalt Overlays	Renew	31,340	15,670	-	0%	0%	-	-	0%	-	-	Delivery	Mar-21	●	T Powell	T Powell	T Powell	Creswick Town Hall Carpark completed December 2020. Remaining scope to be delivered by March 2021		
001030	Road Rehab - Orford St, Daylesford	Renew	178,808	89,404	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	T Powell	T Powell	P O'Leary	Design underway. Anticipate tendering in February 2021		
001031	Road Rehab - Kingston-Werona & Whitehills Rd	Renew	124,200	62,100	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	T Powell	T Powell	T Powell	Design underway. Anticipate tendering in February 2021		
001032	Road Rehab - Clunes-Mt Cameron Rd	Renew	267,840	133,920	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	T Powell	T Powell	T Powell	Investigative design shows in order to get a conforming safe intersection sight distance, works will need to include land acquisition. Need to engage with DELWP to investigate		
001033	Sealed Road Upgrade	Upgrade	100,000	54,652	-	0%	0%	-	-	0%	-	-	Plan and Design	Apr-21	●	T Powell	T Powell	P O'Leary	Works scheduled for March/April 2021		
001034	Sealed Road Upgrade - Eldon St, Glenlyon	Upgrade	100,000	54,652	-	0%	0%	-	-	0%	-	-	Plan and Design	Apr-21	●	T Powell	T Powell	P O'Leary	Works scheduled for March/April 2021		
001045	Glengower/Cotswald Rd Intersection	Upgrade	150,000	-	-	0%		-	-	0%	150,000	-	Not Started	Jun-22	●	T Powell	T Powell	P O'Leary	This project was funded in December 2020 through the the AgriLinks Upgrade Program and is expected to be delivered in the 21/22 Financial year.		
001048	Daylesford-Smeaton Road	Upgrade	499,862	-	-	0%		-	-	0%	249,931	-	Plan and Design	Dec-21	●	T Powell	T Powell	P O'Leary	Currently being designed and is proposed to be tendered over winter with a construction window between October and December 2021.		
Total Operations			8,465,552	2,785,279	1,665,401			1,664,933	3,330,334		3,119,446	1,084,385									
Buildings																					
000608	Waste Management Facility Construction	New	35,159	17,580	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	S Mennie	S Mennie	S Mennie	This project will repair the old MRF shed, enclose the fourth wall with roller doors, and repairs to second building. Project is in the early stages of planning.		
000849	E-waste Infrastructure - Daylesford Transfer Station	Upgrade	-	-	-			-	-		4,148	4,148	Closure	Jul-20	●	S Mennie	S Mennie	S Mennie	Project Complete		
000975	Creswick Mechanics Institute Building upgrades	Upgrade	100,000	46,154	721	1%	2%	-	721	1%	-	-	Plan and Design	Jun-21	●	S Mennie	P Lee	S Hattam	Engaging Geologist to provide soil report and to investigate depth of existing footings. Procurement of consultants to follow which this will provide documentation adequate to achieve approvals and engage a suitably qualified commercial builder to complete the works.		
000976	Clunes Stadium Kitchen Minor Upgrade	Upgrade	44,770	20,664	4,353	10%	21%	18,927	23,279	52%	-	-	Procurement	Mar-21	●	S Mennie	P Lee	B Lohse	Stakeholder engagement and design completed. Appliances and benches ordered with works scheduled to commence early 2021.		
000977	Stage One Public Toilet Additions	Upgrade	199,000	91,846	-	0%	0%	-	-	0%	-	-	Plan and Design	Dec-21	●	S Mennie	P Lee	A Rousset	Delays experienced during the Head Consultant procurement stage. Post tender negotiation and clarifications are being sought. The project timelines may be effected depending on direction received.		
Building Improvements																					
000287	Building and Structures Renewal Program	Renew	316,200	158,100	13,116	4%	8%	22,880	35,996	11%	-	-	Delivery	Jun-21	●	S Mennie	P Lee	P Lee	Works progressing. Completed works: - Hepburn Spa and Bathhouse pump replacement - Daylesford Library brick works and internal steel structure - Creswick Caravan Park electrical, plumbing, general repairs and clean up works		
000553	Sustainability Strategy - Towards Zero - Council Assets	Renew	194,287	97,143	-	0%	0%	2,045	2,045	1%	-	-	Plan and Design	Jun-21	●	S Mennie	M Paqualini	M Paqualini	Investigation regarding solar installation on the Hepburn Hub is underway. Also, working with Z-NET on Electric Vehicle Charging (EVC) strategy for part funding.		
000725	Swimming Pool Painting Program	Renew	13,800	13,800	13,800	100%	100%	-	13,800	100%	-	-	Closure	Nov-20	●	S Mennie	S Ritchie	S Ritchie	Project Complete		
000726	Building Essential Safety Measures (ESM)	Renew	20,000	10,000	16,255	81%	163%	-	16,255	81%	-	-	Delivery	Jun-21	●	S Mennie	P Lee	P Lee	This is ongoing requirement that is being addressed.		
000729	Lee Medlyn - Building condition upgrade	Renew	247,278	123,640	721	0%	1%	-	721	0%	-	-	Plan and Design	Jun-21	●	S Mennie	P Lee	S Hattam	Procurement phase for design and documentation is underway.		
000731	Clunes Victoria Park Toilets	Renew	122,091	61,046	4,477	4%	7%	-	4,477	4%	-	-	Plan and Design	Dec-21	●	S Mennie	P Lee	A Rousset	Delays experienced during the Head Consultant procurement stage. Post tender negotiation and clarifications are being sought. The project timelines may be effected depending on direction received.		
000737	Lee Medlyn Toilet Replacement	Renew	146,490	73,246	4,477	3%	6%	-	4,477	3%	-	-	Plan and Design	Dec-21	●	S Mennie	P Lee	A Rousset	Delays experienced during the Head Consultant procurement stage. Post tender negotiation and clarifications are being sought. The project timelines may be effected depending on direction received.		
000739	Quarry St Reserve Shelter & Toilet	Renew	236,781	118,390	11,737	5%	10%	1,540	13,277	6%	-	-	Plan and Design	Dec-21	●	S Mennie	B Grounds	A Rousset	Delays experienced during the Head Consultant procurement stage. Post tender negotiation and clarifications are being sought. The project timelines may be effected depending on direction received.		
000740	Glenlyon Public Toilets	Renew	86,223	43,112	5,463	6%	13%	-	5,463	6%	-	-	Plan and Design	Dec-21	●	S Mennie	P Lee	A Rousset	Delays experienced during the Head Consultant procurement stage. Post tender negotiation and clarifications are being sought. The project timelines may be effected depending on direction received.		
000820	Building Painting program	Renew	17,093	8,546	18,432	108%	216%	-	18,432	108%	-	-	Closure	Jul-20	●	S Mennie	P Lee	P Lee	Project Complete		
000823	Pavilion Cafe floor Repairs	Renew	103,193	51,596	4,561	4%	9%	8,950	13,511	13%	-	-	Procurement	Apr-21	●	S Mennie	P Lee	A Rousset	Currently working with the builder on scope and options with regards to heritage, prior to receiving formal quote. Heritage approval for works initiated and exploring the possibility of heritage grants to complete a larger package of works.		
000824	Smeaton Recreation Reserve Public Toilets	Renew	1,202	602	4,477	372%	744%	-	4,477	372%	-	-	Plan and Design	Dec-21	●	S Mennie	P Lee	A Rousset	Delays experienced during the Head Consultant procurement stage. Post tender negotiation and clarifications are being sought. The project timelines may be effected depending on direction received.		
000825	Vic Park toilet (Netball/Table Tennis)	Renew	149,906	74,954	4,477	3%	6%	-	4,477	3%	-	-	Plan and Design	Dec-21	●	S Mennie	P Lee	A Rousset	Delays experienced during the Head Consultant procurement stage. Post tender negotiation and clarifications are being sought. The project timelines may be effected depending on direction received.		
000850	Clunes Town Hall Renovation	Renew	1,032,968	516,484	428,827	42%	83%	204,922	633,749	61%	317,000	-	Delivery	Feb-21	●	S Mennie	P Lee	S Hattam	Painters applying finishing touches to façade. Scaffold 80% removed. Final preparation and paint underway internally. Lead roof and additional box gutter replacement to be completed by plumbers in early 2021.		
000855	Park Lake Caretakers Cottage renovation	Renew	81,004	40,502	2,361	3%	6%	-	2,361	3%	-	-	Plan and Design	May-21	●	S Mennie	P Lee	A Rousset	Currently co-ordinating site visits and inspections by structural engineer, electrician and plumber to ascertain the condition of the buildings. The report will allow an accurate appreciation of works involved, cost and feasibility of renovation.		
000946	Market Street Toilet Removal	Renew	2,000	1,000	-	0%	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	S Mennie	P Lee	P Lee	Removal will be considered as part of toilet upgrade program community consultation. Essential painting will be undertaken before is decision made.		
000947	Wombat Hill Glasshouses	Renew	23,892	11,946	5,434	23%	45%	-	5,434	23%	-	-	Procurement	Jul-21	●	S Mennie	P Lee	D Owe-Young	Procurement and engagement on hold. Initial budget insufficient for project, further funds required to complete project. Options being investigated. Project includes replacing the glass panels, the frame is unable to take the weight of the new standard glass.		
000948	Creswick Transfer Station - Refurbishment Works	Renew	69,300	34,650	2,600	4%	8%	-	2,600	4%	-	-	Delivery	Apr-21	●	S Mennie	P Lee	S Mennie	Recycled oil tank relocated. Additional quote being sought for repairs to shed walls and damaged concrete.		
000949	Trentham Transfer Station - Scoping works	Renew	8,000	4,000	-	0%	0%	-	-	0%	-	-	Plan and Design	Apr-21	●	S Mennie	S Mennie	S Mennie	In scoping phase for delivery in early 2021		

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Project Number	Project Name	New / Renew / Upgrade	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	% of YTD Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status (select from drop down list)	Expected Completion Date	Project Tracking (Green = 1, Orange=2, Red=3)	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments	
			2020/21 Expenditure			2020/21 Expenditure			2020/21 Income											
Land Improvements																				
000963	Glenlyon Rec Res Land Remediation	Renew	120,000	18,210	32,414	27%	178%	12,676	45,090	38%	-	-	Procurement	Jul-21		B Lucas	S Mennie	D Owe-Young	Procurement for Stage 3 of works underway. Auditor to be engaged in early January 2021. Possible remediation to occur next financial year (2021/22)	
Other Infrastructure																				
000991	Transfer Station Infrastructure Upgrades	Upgrade	47,180	21,776	18,316	39%	84%	40	18,356	39%	-	-	Delivery	Jun-21		S Mennie	S Mennie	S Mennie	Boom gates have been installed at Creswick and Daylesford. Now assessing all stations for further upgrades. Site hut relocation now proposed to be undertaken in 2021/22 with new budget submission.	
Plant and Machinery																				
000131	Vehicle and Plant Replacement	Renew	979,130	489,566	148,665	15%	30%	49,524	198,189	20%	192,000	7,000	Procurement	Jun-21		S Mennie	J Mitchell	J Mitchell	Tipper Crane Truck evaluation and recommendation currently being assessed. Awaiting approval of tipper ute purchase order. Awaiting procurement evaluation to be approved for two compliance utilities. Flocon tender due to close end of January 2021. Tractor RFT expected to be advertised mid-January 2021. Large plant purchases will be committed prior to 30 June 2021, but expect carry forward due to build delays.	
000599	National Flagship Bioenergy Facility	New	603,684	301,842	34,286	6%	11%	30,000	64,286	11%	375,000	50,000	Procurement	Jun-21		S Mennie	M Paqualini	M Paqualini	Procurement process started for purchase of units. Milestone 5 due to DELWP and in progress. Initial stakeholder discussion with Clunes key stakeholders planned and follow up in January. On track.	
000777	Transfer Stations CCTV	New	5,736	2,868	-	0%	0%	-	-	0%	-	-	On Hold	Dec-21		S Mennie	S Mennie	S Mennie	CCTV installed at Creswick and Daylesford. Trentham due for installation following site hut move. With this now on hold until 2021/22 funding will be carried forward.	
Recreational, Leisure and Community Facilities																				
000643	Climate Resilient Recreation Facilities	New	47,774	23,888	245	1%	1%	-	245	1%	-	-	Plan and Design	Jul-21		S Mennie	M Schlegler	D Owe-Young	Currently in scoping stage. Possibly affected by Central Highlands Water Integrated Urban Water Management Strategy.	
Total Waste and Environment			5,054,141	2,477,151	780,211			351,504	1,131,715		888,148	61,148								
TOTAL INFRASTRUCTURE AND DEVELOPMENT			19,082,807	6,162,952	2,788,591			2,016,437	4,805,028	25%	4,007,594	1,145,533								
TOTAL CAPITAL WORKS			25,153,310	9,128,170	3,754,038			2,990,670	6,744,707	27%	5,648,641	1,756,350								
Represented by:																				
New asset expenditure		New	7,210,939	1,708,892	563,237			323,268	886,505	12%	1,526,330	564,415								
Asset renewal expenditure		Renew	15,007,793	6,310,308	2,918,413			2,437,708	5,356,121	36%	3,477,575	1,109,258								
Asset upgrade/expansion expenditure		Upgrade	2,934,577	1,108,970	272,388			229,694	502,081	17%	644,736	82,677								
Total capital works expenditure			25,153,310	9,128,170	3,754,038			2,990,670	6,744,707	27%	5,648,641	1,756,350								

Hepburn Shire Council
Operational Projects Report as at 31 December 2020

Project Number	Project Name	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status	Expected Completion Date	Project Tracking	Project Sponsor (Leadership Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments	
		2020/21 Expenditure			2020/21 Expenditure			2020/21 Income										
Non-Recurrent Projects																		
CEO SERVICES																		
000263	Sale of Land	-	-	-	-	-	-	-	712,360	712,360	Closure	Aug-20	●	S Mennie	S Mennie	S Mennie	Project complete	
000999	Councillor Induction Program	20,000	10,000	4,517	23%	400	4,917	25%	-	-	Delivery	Apr-21	●	K Forte	K Forte	K Forte	Councillor induction program is 95% complete. Remaining elements to be provided to councillors in early 2021 including media and communications training and cultural awareness.	
001000	Integrated Planning and Reporting Framework	55,000	10,000	12,973	24%	84,549	97,522	177%	-	-	Delivery	Jun-21	●	B Thomas	B Thomas	B Thomas	Project on track. Projectura have been engaged to assist with the project. Mid-year budget review will allocate additional resources to ensure Hepburn Together project is delivered with detailed community consultation.	
001001	Council Elections 2020	211,000	-	-	0%	195,455	195,455	93%	18,000	-	Closure	Apr-21	●	B Thomas	K Forte	K Forte	Project on track and costs associated with milestones set by the VEC. Payments expected in 2021	
Total Governance, Compliance and Risk		286,000	20,000	17,490	6%	280,403	297,894	104%	730,360	712,360								
TOTAL CEO SERVICES		286,000	20,000	17,490	6%	280,403	297,894	104%	730,360	712,360								
COMMUNITY & CORPORATE SERVICES																		
001008	COVID-19 Response Costs	240,000	115,962	118,486	49%	16,962	135,448	56%	-	-	Delivery	Jun-21	●	B Thomas	B Lucas	B Lucas	Ongoing costs to respond to COVID-19 pandemic, total costs and proposed budget will be reviewed as part of the mid-year budget process.	
Total Coporate Services		240,000	115,962	118,486	49%	16,962	135,448	56%	-	-								
000959	Prevention Lab	8,940	4,470	9,500	106%	-	9,500	106%	-	-	Closure	Jul-20	●	B Thomas	F Fogarty	K Procter	Project completed	
000968	Pride Brigayed 2020	10,000	5,000	-	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	F Fogarty	J Van Der Ploeg	J Van Der Ploeg	Working party to be established for 'Queer Dance' to be run during chill out 2021	
001015	Kindergarten Central Enrolment Project Plan	9,050	9,050	9,050	100%	-	9,050	100%	-	-	Closure	Jul-20	●	B Thomas	F Fogarty	K Procter	Project completed	
001016	3 y.o Kindergarten infrastructure building blocks grants	34,775	17,388	-	0%	-	-	0%	-	-	Procurement	Jun-21	●	B Thomas	F Fogarty	K Procter	Early Years Strategy is out for RFQ, closing February 2021	
001017	DHHS Community Activation and Social Isolation initiative	157,503	53,855	31,027	20%	8,275	39,302	25%	123,860	50,000	Delivery	Aug-21	●	B Lucas	F Fogarty	F Fogarty	Project on track, with funding extension received for 6 months	
Total Community Care		220,268	89,763	49,577	23%	8,275	57,852	26%	123,860	50,000								
000572	Installation of free Public WiFi - Creswick and Clunes	75,901	37,950	1,745	2%	-	1,745	2%	40,000	-	Plan and Design	Mar-21	●	C Whyte	C Whyte	C Whyte	Ongoing project. Initial setup completed in background with servers built at minimal cost. Seeking vendors during COVID has been difficult. Grant has been extended until end of March 2021. Project also expanded to Trentham with additional funding.	
001002	Security Penetration Testing	25,000	-	-	0%	-	-	0%	-	-	Plan and Design	Mar-21	●	C Whyte	C Whyte	C Whyte	Initial quotes sought with project expected to be completed in early 2021	
001018	ICT Infrastructure Support Program	100,000	-	5,964	6%	8,832	14,796	15%	100,000	100,000	Plan and Design	Jun-21	●	C Whyte	C Whyte	C Whyte	Initial vendor meetings in place. Some test equipment purchased and used successfully during Councillor inductions. Further large room systems purchased. Looking at test systems for small and medium rooms, including Creswick and Clunes.	
Total ICT		200,901	37,950	7,709	4%	8,832	16,541	8%	140,000	100,000								
000570	RAP Development 2021-24	5,000	2,500	4,834	97%	-	4,834	97%	-	-	Not Started	Jun-21	●	A Burgess	M Whyte	D Spiller	RAP Advisory Committee term has been extended and planning for the development of new RAP will begin late in 2020/21.	
000672	Daylesford - Macedon rail trail	95,697	47,849	-	0%	135,000	135,000	141%	-	-	Delivery	Jun-21	●	A Burgess	R Pedretti	A Breach	Groundwork for feasibility study and audit underway with consultant firm undertaking research and benchmarking.	
000674	Agriculture development plan	22,480	11,240	-	0%	-	-	0%	-	-	Procurement	Jun-21	●	A Burgess	R Pedretti	R Pedretti	RFQ scoping document currently being developed, for procurement in February 2021.	
000680	Glenlyon Recreation Reserve - master plan	21,176	10,588	-	0%	-	-	0%	-	-	Consultation	Jun-21	●	A Burgess	J Phiddan	K Schnur	Preparation of final draft Glenlyon Recreation Reserve Masterplan to recommence in January 2021. Community engagement for this phase of the project to be undertaken during February 2021. Ontrack to have final draft masterplan by June 2021.	
000685	Clunes Town Hall activation	3,442	1,721	-	0%	-	-	0%	-	-	On Hold	Jun-21	●	A Burgess	M Whyte	I Hamilton	Speaker and microphone available to community - project will be completed once Hall is renovated.	
000780	Play space strategy development	1,830	915	-	0%	-	-	0%	-	-	Closure	Mar-21	●	A Burgess	J Phiddan	K Schnur	Playspace Strategy adopted September 2020. Plan on a Page is in development and anticipated for community release in January/February 2021.	
000878	Hub For Premium Produce	421,355	40,805	35,098	8%	955	36,053	9%	-	-	Delivery	Feb-23	●	A Burgess	R Pedretti	S Hebbard	3 year project, with project plan in place. Year one actions achieved. Year 2 work plan under development. Current pulse survey extended until 31 January 2021, due to falling across Christmas/New Year period.	
000881	Management of Council Own Recreation Facilities	16,587	8,294	-	0%	8,207	8,207	49%	-	-	Plan and Design	Dec-21	●	A Burgess	J Phiddan	J Phiddan	Progressing development of the reserve management model for all facilities within the scope. Finalising report to be presented to Council in early 2021. Further consultation and finalisation of the model to be undertaken in March-May 2021.	
000883	Customer Experience Service Review	30,000	-	-	0%	-	-	0%	-	-	Delivery	May-21	●	A Burgess	S Boyle	S Boyle	Project has commenced with a number of workshops already undertaken. Community and staff survey to be conducted in late January.	
000888	Significant Renaming Project - Jim Crow Creek	5,000	-	-	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	A Burgess	M Whyte	D Spiller	Internal working group re-established, next meeting in February 2021. Communication plan to be confirmed based on budget. Awaiting clarification from Geographic Names regarding dual Council process.	
000930	Table Creswick Museum	5,760	2,880	-	0%	-	-	0%	-	-	Delivery	Mar-21	●	A Burgess	M Whyte	D Spiller	Stage two (final) expected in quarter 3. COVID travel restrictions have delayed completion of this project.	

Hepburn Shire Council
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Project Number	Project Name	Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual	Project Status	Expected Completion Date	Project Tracking	Project Sponsor (Leadership Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments	
		2020/21 Expenditure			2020/21 Expenditure			2020/21 Income										
000969	This Girl Can Marketing and Promotion	10,240	10,240	9,341	91%	686	10,027	98%	-	-	Closure	Dec-20	●	A Burgess	J Phiddan	K McMahon	Project Complete	
000971	Aboriginal Peoples Memorial Avenue	5,000	2,500	4,545	91%	-	4,545	91%	-	-	Delivery	May-21	●	A Burgess	M Whyte	D Spiller	Confirmed assistance with signage graphics and typeset. Awaiting language approval following Christmas closure.	
000973	Visit Victoria	100,000	-	-	0%	-	-	0%	100,000	10,000	Plan and Design	Jun-21	●	A Burgess	R Pedretti	B O'Brien	Draft strategy complete.	
000996	Arts and Culture Strategy	40,000	-	-	0%	-	-	0%	-	-	Procurement	Jun-21	●	A Burgess	M Whyte	M Whyte	Scheduled for commencement in Q3. RFQ will be released Jan/Feb 2021 with strong community engagement.	
000997	Artist in Residence Pilot	18,500	9,250	-	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	A Burgess	M Whyte	D Spiller	Project brief to be developed and further works undertaken at Cottage. Scheduled for commencement in Q3	
000998	Hepburn Shire Aquatics strategy	80,290	-	-	0%	-	-	0%	30,000	27,000	Consultation	Jun-21	●	A Burgess	J Phiddan	J Phiddan	Consultant appointment to be finalised January 2021. Project delivery to commence shortly after. Delivery program to be confirmed and broader community consultation to occur in February - April 2021.	
001041	Covid Outdoor Dining	250,000	40,000	10,793	4%	19,024	29,817	12%	250,000	250,000	Delivery	Jun-21	●	B Lucas	B Lucas	B Lucas	Main street safety in place. Grant funds are expected to be fully utilised.	
Total Community & Economic Development		1,132,357	188,782	64,611	6%	163,871	228,483	20%	380,000	287,000								
TOTAL COMMUNITY & CORPORATE SERVICES		1,793,526	432,457	240,383	13%	197,940	438,323	24%	643,860	437,000								
INFRASTRUCTURE AND DEVELOPMENT																		
000894	Hepburn Planning Scheme Review	-	-	54,017		38,911	92,928		-	-	Delivery	Jun-21	●	B Lucas	B Southee	B Southee	Awaiting on the formal panel report which will then be presented to Council for consideration.	
Total Infrastructure and Development Services		-	-	54,017		38,911	92,928		-	-								
000962	Wildlife Protection Increasing Capacity	14,407	7,203	-	0%	-	-	0%	-	-	Not Started	Jun-21	●	B Southee	D George	D George	COVID has caused delays in being able to progress this project. The project is expected to commence in early 2021.	
001003	Flora and Fauna assessments	50,000	25,000	-	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	S Mennie	B Bainbridge	B Bainbridge	Initial planning work has commenced for two assessments.	
Total Development and Community Safety		64,407	32,203	-	0%	-	-	0%	-	-								
000616	Creswick Trails	2,173,737	395,482	167,962	8%	54,510	222,472	10%	1,638,000	-	Plan and Design	Jun-24	●	B Lucas	B Grounds	A Breach	Council meeting in December 2020 confirmed staged delivery methodology. Approvals progressed to RDV and State Government for final approvals ahead of planning permit application.	
000876	Calembeen to Hammon Park Connection	12,480	6,240	-	0%	-	-	0%	-	-	Delivery	Jun-21	●	T May	B Grounds	B Lohse	Path along Pearman Street to be completed in conjunction with Engineering upgrade. Contract expected to be awarded in February 2021, with works to commence March 2021.	
Total Major Projects		2,186,217	401,722	167,962	8%	54,510	222,472	10%	1,638,000	-								
000577	Street Decorations Banner Brackets	7,500	4,000	-	0%	5,642	5,642	75%	-	-	Delivery	Mar-21	●	T May	T Powell	T Powell	Christmas street banners were erected for Christmas period and are scheduled for removal in January 2021.	
000635	Turf Playing Surface Renewal Program	32,000	-	29,190	91%	19	29,209	91%	-	-	Delivery	Apr-21	●	T May	S Ludeke	S Ludeke	Turf conversion works at Victoria Park, Daylesford are progressing well and are on track to be complete early April 2021.	
000690	Development & implementation of Vegetation Management Plans	30,000	15,000	1,283	4%	-	1,283	4%	7,000	-	Plan and Design	Jul-21	●	T May	B Bainbridge	D Owe-Young	Proposed maintenance budgets to be developed as a result of Management Plans. Estimated to have a carry forward into 2021/22 as only 2 plans out of 4 are expected to be delivered this financial year.	
000781	Tree management strategy development	27,500	13,750	14,368	52%	6,752	21,120	77%	-	-	Delivery	Jun-21	●	T May	S Ludeke	S Ludeke	Strategy is in draft form with stakeholder engagement currently underway. Strategy adoption expected in mid 2021.	
000890	Newlyn Oval Alternative Water Supplies	15,000	7,500	-	0%	-	-	0%	-	-	Delivery	Jun-21	●	T May	S Ludeke	S Ludeke	Central Highlands Water are leading this project and are currently facilitating further discussion with water authorities to determine the appropriate way forward.	
000938	Weed Management Hepburn Mineral Springs	180,154	-	4,104	2%	14,486	18,590	10%	-	-	Delivery	Jul-21	●	T May	S Ludeke	D Owe-Young	West Side of Spring Creek is complete. Creek near Café is complete. Remaining stages - ongoing and will require procurement and delivery Works will continue, however it is expected that there will be a carry forward into 2021/22.	
Total Operations		292,154	40,250	48,945	17%	26,899	75,844	26%	7,000	-								
000578	Sustainability Strategy - Towards Zero - Community Buildings	56,753	28,377	2,727	5%	5,000	7,727	14%	-	-	Plan and Design	Jun-21	●	S Mennie	M Paqualini	M Paqualini	Grants program - not yet initiated. Start promotion in Feb for March release.	
000757	Old Hepburn Depot site cleanup for property sale	40,396	7,600	40,396	100%	-	40,396	100%	-	-			●	S Mennie	S Mennie	S Mennie	Project Complete	
000869	Waste Services Planning	15,499	7,749	-	0%	999	999	6%	-	-	Delivery	Jun-21	●	S Mennie	S Mennie	S Mennie	Waste contracts tender documents being developed with solicitor input for July 21 start. Remaining funds will directed to FOGO trial and recycling changes.	
000875	Solar Savers	206,525	103,263	57,184	28%	-	57,184	28%	206,530	-	Consultation	Jun-21	●	S Mennie	M Paqualini	M Paqualini	Installations complete for 2019/20 round. Promotion for 2020/21 round generating interest. Ongoing and on target.	
000918	Streetlights Towards Zero	215,906	-	-	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	S Mennie	M Paqualini	M Paqualini	Waiting final pricing from Powercor and arrangements from Department of Transport are pending.	
001004	Land Exchange - 8 Victoria St Trentham	29,000	14,500	-	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	S Mennie	S Mennie	S Mennie	No progress made. Expected to commence in early 2021.	
001005	Organic Waste Kerbside Collection	26,400	-	-	0%	-	-	0%	-	-	Procurement	Jun-21	●	S Mennie	S Mennie	S Mennie	In line with the shift from the Biodigestion project to the Composting project, this is progressing towards a trial in early 2021. Currently collecting quotes.	

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		2020/21 Expenditure			2020/21 Expenditure			2020/21 Income										
001006	Weed Management Plan - HSC Transfer Stations	25,080	-	15,604	62%	-	15,604	62%	-	-	Delivery	Jun-21	●	S Mennie	S Mennie	S Mennie	Significant work done at Creswick, Trentham and Daylesford. More works to be scheduled and delivered.	
001007	Clunes Landfill Site management	60,000	-	-	0%	-	-	0%	-	-	Plan and Design	Jun-21	●	S Mennie	S Mennie	S Mennie	Plan being developed for secure fencing, slashing, and undertake assessment to confirm management.	
001011	Hepburn Energy Savvy Upgrades 2020	13,345	6,672	800	6%	-	800	6%	-	-	Delivery	Aug-21	●	S Mennie	M Paqualini	M Paqualini	Assessments to resume after lifting of COVID restrictions. Variation to funding agreement proposed due to COVID delays will be implemented.	
Total Waste and Environment		688,904	168,161	116,711	17%	5,999	122,710	18%	206,530	-								
TOTAL INFRASTRUCTURE		3,231,682	642,336	387,635	12%	126,318	513,954	16%	1,851,530	-								
TOTAL NON-RECURRENT PROJECTS		5,311,208	1,094,793	645,509	12%	604,662	1,250,171	24%	3,225,750	1,149,360								

12.2 RECORDS OF COUNCILLOR ATTENDANCE ACTING DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. Record of Councilor Attendance - Disability Advisory Committee - 1 February 2021 [**12.2.1** - 4 pages]
2. Record of Councillor Attendance - Councillor Briefing - 2 February 2021 [**12.2.2** - 5 pages]
3. Record of Councillor Attendance - Councillor Briefing - 10 February 2021 [**12.2.3** - 3 pages]
4. Record of Councillor Attendance - Pre-Council Meeting Briefing - 16 February 2021 [**12.2.4** - 1 page]
5. Record of Councillor Attendance - Councillor Briefing - 23 February 2021 [**12.2.5** - 3 pages]
6. Record of Councillor Attendance - Mineral Springs Reserve Advisory Committee - 1 March 2021 [**12.2.6** - 3 pages]
7. Record of Councillor Attendance - Councillor Briefing - 2 March 2021 [**12.2.7** - 5 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.

MOTION

That Council receives and notes the Records of Councillor Attendance.

Moved: Cr Brian Hood

Seconded: Cr Don Henderson

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
1 February 2021	Disability Advisory Committee	Clunes Warehouse
2 February 2021	Councillor Briefing	Council Chamber
10 February 2021	Councillor Briefing	Council Chamber
16 February 2021	Pre-Council Meeting Briefing	Council Chamber
23 February 2021	Councillor Briefing	Virtual
1 March 2021	Mineral Springs Reserve Advisory Committee	Council Chamber
2 March 2021	Councillor Briefing	Council Chamber

POLICY AND STATUTORY IMPLICATIONS

The report fulfils 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.

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING		DATE	Monday, February 01, 2021
LOCATION	<input type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input checked="" type="checkbox"/> Other: Clunes Ulumbarra Room	TIME: 12:00 pm	
COUNCILLORS PRESENT	<input type="checkbox"/> Cr Jen Bray <input type="checkbox"/> Cr Tim Drylie <input type="checkbox"/> Cr Tessa Halliday <input type="checkbox"/> Cr Don Henderson <input checked="" type="checkbox"/> Cr Lesley Hewitt <input type="checkbox"/> Cr Brian Hood <input type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input type="checkbox"/> Interim CEO – Bradley Thomas <input type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input type="checkbox"/> Director Community and Corporate Services – Bradley Thomas Others (Position Title and Name): Manager of Community Care: Fran Fogarty, Coordinator of Early Years and Health Community: Kate Procter		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/6582 Meeting Notes - Disability Advisory Committee - Feb 2021

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

- Interim CEO – Bradley Thomas
- Director Infrastructure and Development Services – Bruce Lucas
- Director Community and Corporate Services – Bradley Thomas

▶ RECORD OF COUNCILLOR ATTENDANCE

Other:

Kate Procter

Signed:

Disability Advisory Committee

MEETING NOTES

Date: 1st February 2021
 Time: 12.30pm – 3pm
 Location: Clunes Warehouse
 Facilitator: Kate Procter – Early Years and Healthy Communities
 Chair: Cr. Mayer Hewitt

1. **Attendees:** Cr Lesley Hewitt (Mayor), Darren Manning, John Condon, Andrew Brown, Graham Downie, Kaylene Howell, Steve Kelly, David Moten, Fran Fogarty (Council Officer), Yusuf Kasap (council officer) and Kate Procter (Council Officer), Kathie Schnur (Council Officer), Alison Breach (Council Officer), Pamela Lee (Council Officer).
2. **Apologies:**
Elizabeth Atkins, Adrian Rousset

Agenda Items:

Item: Topic:	Actions:
1. 12:30pm - Acknowledge custodians of the land - past and present - Introductions Cr. Mayor Hewitt	
2. Minutes of the previous meeting - Moved: Seconded: Actions arising from previous meeting:	
3. Individual Reports: Andrew Steven David Steve John Darren Kayleen	

4. General Business Updates:

Kathie Schnur: Sport & Active Recreation Project Officer

Alison Breach: Project Manager

Pamela Lee: Coordinator Facilities Environment and Waste

5. General Business:

- **Terms of Reference**
- **Strategic focus for projects for 2021**
- **Recruitment of new members and discussing the current members' status**
- **Covid-Safe 2021**

6. Meeting closed:**7. Next meeting details:**

29th March in Creswick 12-3pm

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, February 02, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	9:30am to 3pm
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"/> 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"/> Interim CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Manager Community Care – Fran Fogarty Manager Major Projects – Ben Grounds Project Manager – Elizabeth Atkins Acting Manager Community and Economic Development – Rebecca Pedretti Coordinator Sport and Active Recreation – Jacquie Phiddian Project Officer Sport and Active Recreation – Kathie Schnurr Biodiversity Officer – Brian Bainbridge Manager People and Culture – Sharon Link Manager Financial Services – Hannah White		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/4987

OR

List matters considered:

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

CONFLICT OF INTEREST DISCLOSURES

Nil.

NOTES:

RECORD COMPLETED BY

- Interim CEO – Bradley Thomas
 - Director Infrastructure and Development Services – Bruce Lucas
 - Acting Director Community and Corporate Services – Andrew Burgess
- Other:

▶ RECORD OF COUNCILLOR ATTENDANCE

Signed:



Tuesday 2 February 2021
Hepburn Shire Council Offices, Council Chamber
9:30am – 3:00pm

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

DIRECTOR COMMUNITY AND CORPORATE SERVICES

Date issued to councillors: Thursday 28 January 2021

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 – Interim Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Interim Chief Executive Officer
APOLOGIES:		

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:30am	Report	Proposed Gender Equity Committee	Manager Community Care	4
1.2	10:00am	Report	Hepburn Shire Health & Wellbeing Working Group - Councillor Representation	Manager Community Care Coordinator Early Years and Healthy Communities Community Care Project Officer	10
1.3	10:15am	Report	Daylesford Pool and Civic Plaza Redevelopment Project	Manager Major Projects Project Manager Manager Community and Economic Development Coordinator Sport and Active Recreation	13
	11:00am		Break		
1.4	11:15am	Report	Gardens for Wildlife Partnership	Biodiversity Officer	22
1.5	11:45am	Report	Recommendations from the Audit and Risk Committee meeting held on 21 December 2020	Acting Chief Executive Officer	26
1.6	12:00pm	Report	VAGO results into sexual harassment and draft action plan	Manager People and Culture	32
	12:30pm		Lunch		

1.7	1:00pm	Report	Mid-Year Budget and December Financial Reports	Manager Financial Services	34
1.8	2:00pm	Report	Annual Plan - 2020/2021 Quarter 2 Update	Acting Chief Executive Officer	35
1.9	2:30pm	Presentation	Hepburn Together Update	Acting Chief Executive Officer	37
1.10	2:45pm	Discussion	Advisory Committee Minutes	Acting Chief Executive Officer	38
2	3:00pm		Close of Meeting		39

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Wednesday, February 10, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	9:00am to 2pm
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"/> 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"/> Interim CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Manager Governance and Risk – Krysten Forte Governance Specialist – Rebecca Smith Strategic Planner – Glenn Musto Manager Financial Services – Hannah White		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/6387

OR

List matters considered:

Click or tap here to enter text.

CONFLICT OF INTEREST DISCLOSURES

Nil.

NOTES:

Cr Tessa Halliday arrived at 10:15am.

Cr Don Henderson left the meeting at 11:30am.

RECORD COMPLETED BY

- Interim CEO – Bradley Thomas
- Director Infrastructure and Development Services – Bruce Lucas
- Acting Director Community and Corporate Services – Andrew Burgess

Other:



Signed:

Wednesday 10 February 2021
Daylesford Town Hall, Council Chamber
9:00am – 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)).

MR BRADLEY THOMAS

INTERIM 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 – Interim Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Interim Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:00am	Report	Revised Councillor Code of Conduct - Requirements of the Local Government Act 2020	Manager Governance and Risk	3
1.2	9:45am	Discussion	Council Submission to Environmentally Sustainable Development of buildings and subdivisions: A roadmap for Victoria's planning system	Manager Development and Community Safety Strategic Planner	88
	10:15am		Break		
1.3	10:30am	Presentation	Hepburn Together Presentation	Acting Director Community and Corporate Services Senior Consultant Projectura	157
	12:00pm		Lunch		
1.4	12:30pm	Presentation	2020/2021 Mid-Year Budget and December Financial Reports	Manager Financial Services	158
1.5	1:00pm	Presentation	Budget and Long Term Financial Plan	Manager Financial Services	196
2	2:00pm		Close of Meeting		160

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Pre-Council Meeting Briefing	DATE	Tuesday, February 16, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	3:00pm to 5:00pm
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"/> 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"/> Interim CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Manager Governance and Risk – Krysten Forte Manager ICT – Chris Whyte		

MATTERS CONSIDERED

Agenda attached –

OR

List matters considered:

As per Council Meeting Agenda for 16 February 2021.

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
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NOTES:

RECORD COMPLETED BY

- Interim CEO – Bradley Thomas
 Director Infrastructure and Development Services – Bruce Lucas
 Acting Director Community and Corporate Services – Andrew Burgess
 Other:

Signed:



▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, February 23, 2021
LOCATION	<input type="checkbox"/> Council Chamber <input checked="" type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	9:30am to 2:30pm
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"/> 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"/> Interim CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Manager Development and Community Safety - Bronwyn Southee Strategic Planner – Glenn Musto Coordinator Planning – Nathan Aikman Development Services Enforcement Officer - Wallie Cron		

MATTERS CONSIDERED

Agenda attached – CM Reference: TBC

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 Drylie	Tyre Power Creswick	1.53 pm	2 pm

NOTES:

RECORD COMPLETED BY

- Interim CEO – Bradley Thomas
 Director Infrastructure and Development Services – Bruce Lucas
 Acting Director Community and Corporate Services – Andrew Burgess

Other:



Signed:

Tuesday 23 February 2021
Virtual Meeting via Video Conference
9:30am – 2:30pm

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)).

MR BRADLEY THOMAS

INTERIM 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 – Interim Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Interim Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:30am	Discussion	C80 Hepburn Planning Scheme Review	Strategic Planner Manager Development and Community Safety Plan 2 Place	3
	12:30pm		Lunch		
1.2	1:00pm	Briefing Only	Enforcement Activities Update	Development Services Enforcement Officer	4
1.3	2:00pm	Discussion	VCAT Update	Coordinator Planning	10
2	2:30pm		Close of Meeting		12

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING:	Mineral Springs Reserve Advisory Committee	DATE	Monday, March 01, 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	
COUNCILLORS PRESENT	<input type="checkbox"/> Cr Jen Bray <input type="checkbox"/> Cr Tim Drylie <input type="checkbox"/> Cr Tessa Halliday <input type="checkbox"/> Cr Don Henderson <input type="checkbox"/> Cr Lesley Hewitt <input type="checkbox"/> Cr Brian Hood <input checked="" type="checkbox"/> Cr Juliet Simpson		
OFFICERS PRESENT	<input type="checkbox"/> CEO - Evan King <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input type="checkbox"/> Director Community and Corporate Services – Bradley Thomas Others (Position Title and Name): Click or tap here to enter text.		

MATTERS CONSIDERED

Agenda attached – CM Reference: doc/21/6447

OR

List matters considered:

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.

NOTES:

Lisa Rodier arrive 1.45pm

RECORD COMPLETED BY

- CEO – Evan King
- Director Infrastructure and Development Services – Bruce Lucas
- Director Community and Corporate Services – Bradley Thomas

Other:

Paulette Pleasance – EA to Director Infrastructure and Development Services

Signed: 

MINERAL SPRINGS RESERVE ADVISORY COMMITTEE

Monday 1 March – Council Chambers - 1.00pm – 3.00pm

Attendees: Cr Juliet Simpson, Bruce Lucas, Bill Guest, Lisa Rodier, Nathan Lundmark, Paulette Pleasance, Sean Ludeke

Guests: Dan Owe-Young – Project Manager, Brian Bainbridge – Biodiversity Officer

No	Time	Agenda Item	Presenter
1	1.00pm	Welcome and Apologies ACKNOWLEDGEMENT OF TRADITIONAL OWNERS We would like to acknowledge we are meeting on Jaara people country, of which members and elders of the Dja Dja Wurrung community and their forebears have been custodians for many centuries. On this land, the Jaara people have performed age old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and their unique role in the life of this region.	Cr Juliet Simpson
2	1.05pm	Adoption of Minutes –14 December 2020	Cr Juliet Simpson
3	1.10pm	Review of Action Register Items	Cr Juliet Simpson
4	1.20pm	Updates on 2020/21 Current Budget Projects by Reserve <ul style="list-style-type: none"> • HMSR Weeding project • HMSR – Vegetation Management Plans • Jubilee Lake – Willow Removal & Native Vegetation • Lake Daylesford – Native Vegetation Management Plan 	Dan Owe-Young Brian Bainbridge Dan Owe-Young Brian Bainbridge
5	1.40pm	Proposed bids for Council’s 2020/21 Budget	Bruce Lucas
6	2.00pm	Proposed Visits to Jubilee Lake, Lake Daylesford and Central Springs	Cr Juliet Simpson
7	2.10pm	Media Articles on 2020/21 Current Projects	Bill Guest
8	2.15pm	Maintenance Report for all Reserves	Sean Ludeke
9	2.30pm	Other Business	Cr Juliet Simpson

▶ AGENDA

		•	
	3.00pm	Meeting close	
Next meeting – Monday 12 April – Council Chambers			

▶ RECORD OF COUNCILLOR ATTENDANCE

MEETING	Councillor Briefing	DATE	Tuesday, March 02, 2021
LOCATION	<input checked="" type="checkbox"/> Council Chamber <input type="checkbox"/> Video Conference <input type="checkbox"/> Other:	TIME	9:30am to 2:45pm
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"/> 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"/> Interim CEO – Bradley Thomas <input checked="" type="checkbox"/> Director Infrastructure and Development Services – Bruce Lucas <input checked="" type="checkbox"/> Acting Director Community and Corporate Services – Andrew Burgess Others (Position Title and Name): Acting Manager Environment and Waste – Simon Mennie Property Officer – Karen Menne Sustainability Officer – Maree Grenfell Sustainability Officer – Manny Pasqualini Arts, Culture and Reconciliation Officer – Donna Spiller Acting Manager Community and Economic Development – Rebecca Pedretti Events Officer – Bridgette O’Brien Governance Specialist – Rebecca Smith Governance Administration Officer – Ashlea Bence		

MATTERS CONSIDERED

Agenda attached – CM Reference: DOC/21/10967

OR

List matters considered:

As per Councillor Briefing for 2 March 2021

CONFLICT OF INTEREST DISCLOSURES

Declared by	Item being considered	Time left meeting	Time Returned
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NOTES:

Cr Henderson absent for majority of Solar Savers and Sustainability Update – returned to Chamber at 12.06 pm

RECORD COMPLETED BY

- Interim CEO – Bradley Thomas
- Director Infrastructure and Development Services – Bruce Lucas
- Acting Director Community and Corporate Services – Andrew Burgess

▶ RECORD OF COUNCILLOR ATTENDANCE

Other:

Signed:



Tuesday 2 March 2021
Daylesford Town Hall, 76 Vincent Street Daylesford
9:30am – 2:45pm

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

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MR BRADLEY THOMAS

INTERIM 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 – Interim Chief Executive Officer Andrew Burgess – Acting Director Community and Corporate Services Bruce Lucas – Director Infrastructure and Development Services
CHAIR:		Councillor Lesley Hewitt - Mayor Bradley Thomas – Interim Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.1	9:30am	Report	Deed of Renewal of Lease - Liena's Kitchen - Shop 1 The Rex, 47-53 Vincent St, Daylesford	Acting Manager - Environment and Waste Property Officer	4
1.2	10:00am	Report	Renewal of Lease for Stockdale & Leggo - Shop 2 & 3 The Rex, 47-53 Vincent Street Daylesford	Coordinator Facilities	6
1.3	10:30am	Report	Creswick Caravan Park Notice to Vacate	Acting Manager Environment & Waste	9
	11:00am	BREAK			
1.4	11:15am	Presentation	Introduction to the Solar Savers Program	Coordinator Waste, Environment and Waste Sustainability Officer, Environment and Waste Sustainability Officer, Environment and Waste	12
1.5	11:45am	Report	Reconciliation Action Plan Advisory Committee Update	Arts, Culture and Reconciliation Officer	16
1.6	12:15pm	Report	Swiss Italian Festa Agreement	Acting Manager Community and Economic Development Events Officer	19
	12:30pm	LUNCH			
1.7	1:00pm	Presentation	Docs on Tap Training	Manager Governance and Risk Governance Specialist	25

1.8	1:30pm	Report	Corporate Reporting	Director Community and Corporate Services	26
1.9	2:00pm	Discussion	Executive Issues Update	Chief Executive Officer	28
1.10	2:15pm	Discussion	External Committee Update	Chief Executive Officer	29
1.11	2:30pm	Discussion	Councillor "Burning Issues" Discussion	Chief Executive Officer	30
2	2:45pm	CLOSE OF MEETING			31

13 CLOSE OF MEETING

The Meeting closed at 7:35pm.