



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC AGENDA

Tuesday 21 February 2023

Daylesford Town Hall
76 Vincent Street Daylesford

5:30PM

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

AGENDA

Tuesday 21 February 2023

Daylesford Town Hall

76 Vincent Street Daylesford

Commencing at 5:30PM

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BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

Tuesday 21 February 2023

CONDUCTING HYBRID COUNCIL MEETINGS

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

- Council's meeting will be conducted tonight in accordance with:
- The Local Government Act 2020
- The Minister's Good Practice Guideline MGPG-1: Virtual Meetings
- Council's Governance Rules; and
- The Hepburn Shire Council Councillor Code of Conduct.

1 **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

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

2 **SAFETY ORIENTATION**

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

3 **OPENING OF MEETING**

COUNCILLORS PRESENT:

OFFICERS PRESENT:

STATEMENT OF COMMITMENT

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

4 **APOLOGIES**

5 **DECLARATIONS OF CONFLICTS OF INTEREST**

6 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 20 December 2022 (as previously circulated to Councillors) be confirmed.

7 ITEMS OF URGENT BUSINESS

8 COUNCILLOR AND CEO REPORTS

8.1 MAYOR'S REPORT

Councillor Brian Hood, Coliban Ward

8.2 COUNCILLOR REPORTS

Councillor Juliet Simpson, Holcombe Ward

Councillor Jen Bray, Birch Ward

Councillor Lesley Hewitt, Birch Ward

Councillor Tessa Halliday, Cameron Ward

Councillor Don Henderson, Creswick Ward

Councillor Tim Drylie, Creswick Ward

RECOMMENDATION

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

8.3 CHIEF EXECUTIVE OFFICER'S REPORT

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

ATTACHMENTS

- Nil

CHIEF EXECUTIVE OFFICER UPDATE

Welcome to our first Council Meeting for 2023. I hope everyone has had an enjoyable summer and a restful break over the holiday period.

In December 2022, schools around the Shire received Citizenship Awards from Council for students showing leadership. These Awards are aimed at promoting literacy. Congratulations to all the students who were recipients of these awards.



Riley Craig was presented with a citizenship award by Cr Don Henderson on graduation night at the Creswick Primary School.



Cr Tim Drylie presented Jett Burrell with his award at Creswick North Primary School

Many students will have recently started Prep or commenced High School and I wish them all the best for school year ahead.

Last year the Daylesford Men's Shed created a series of festive Christmas trees which were installed on Vincent Street for the month of December. This project was made possible with a community grant and was done in partnership with the community. The Rotary Club approached childcare centres, community groups and aged care services to decorate the trees.



Round 3 of Community Grants are open until 22 February 2023 and categories include:

- Active and Engaged Communities
- Quality Community Infrastructure (including small equipment)
- Sustainable Environments
- Children's Program (specifically for 8 - 12 years)
- Charitable Purposes

You can find the guidelines on our website - <http://ow.ly/em7S50Myw64>

In December our wonderful Visitor Information Centre volunteers attended an end-of-year Christmas celebration. This was an opportunity to thank them for their dedication and to acknowledge their support to Council and our region. Thanks to the Convent Gallery for hosting the event.



Late last year we were saddened to learn of the passing of Allan Wolf-Tasker. Allan and Alla have created a wonderful legacy in the Lakehouse, and they have been incredible ambassadors for Daylesford and the region. On behalf of Councillors and Staff at Hepburn Shire, our thoughts are with the family during this difficult time.



On January 25 we announced the winners of our 2023 Community Awards. Congratulations to:

- John Drife – Citizen of the Year
- Atticus Punt-Trethewey – Young Citizen of the Year
- The Great Dividing Trail Association (GDTA) Reconciliation Walks – Event of the Year. Represented by GDTA President Tim Bach.



Thank you so much to all nominees for their amazing contribution over many years. We also welcomed 21 people who took the pledge to become Australian citizens.



We have a busy events calendar within the Shire again this year with several major events set to take place within the first half of 2023.

The Lyonville Wood Chop will be celebrating its 50th anniversary Saturday, 25 February 2023 from 10:30am at the Lyonville Hall. Chillout, Clunes Booktown, CresFest, The Great Trentham Spudfest, and the Heather Mutimer International Women's Day event are all upcoming events attracting visitors from all over Australia and sometimes further afar.

RECOMMENDATION

That Council receives and notes the Chief Executive Officer's Report for February 2023.

9 PUBLIC PARTICIPATION TIME

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

9.1 PETITIONS

9.2 PUBLIC QUESTIONS

The CEO will read questions received in accordance with Council's Governance Rules and the Mayor will respond on behalf of Council.

9.3 REQUESTS TO ADDRESS COUNCIL

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

10 A RESILIENT AND SUSTAINABLE ENVIRONMENT

10.1 SOLAR SAVERS 2022/2023 - INTENTION TO DECLARE A SPECIAL RATES CHARGE DIRECTOR INFRASTRUCTURE AND DELIVERY

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

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Proposed Special Charge Scheme for Solar Savers Program [10.1.1 - 12 pages]

EXECUTIVE SUMMARY

Hepburn Shire Council is making solar power more accessible to low-income households through the Solar Savers program. The program was first delivered in Hepburn in 2018, and 2022/2023 is the fifth round offered to eligible residents. Solar Savers enables households to install solar photovoltaic systems (solar PV) and pay them off through a special charge scheme over 8 years.

This report recommends Council initiate the declaration of a Special Charge Scheme under Section 163 of the *Local Government Act 1989* for the purposes of defraying expenses relating to the provision of solar energy systems on residential properties participating in the Solar Savers scheme. It is noted that provisions for declaring a Special Charge Scheme were not updated in the Local Government Act 2020.

The 15 residential properties listed in the attachment of this report have nominated to participate in the proposed scheme and have signed an agreement based on the quoted cost of the provision of a solar energy system at their property.

Council allocated \$100,000 in the 2022/2023 budget to deliver the program. The total cost of the works is calculated at \$85,672.48 GST exclusive, of which property owners will contribute the entirety over an 8-year period. The total cost of the program including the project management fee is \$98,672.48 ex-GST.

OFFICER'S RECOMMENDATION

That Council:

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

BACKGROUND

The program was first delivered in Hepburn Shire in 2018, and 2022/2023 is the fifth round offered to eligible residents. Solar Savers is amongst the first programs in

Australia enabling households to install solar photovoltaic systems (solar PV) and pay them off through a special charge scheme over 8 years. Council has committed through its Council Plan (2021-2025) and other programs that it supports, to not only reduce greenhouse gas emissions, but to support those most vulnerable to climate change impacts and increasing energy costs. This project is specifically aimed at pensioner households, who are more vulnerable to increasing energy costs. Over the four previous rounds, 86 solar systems have been installed for pensioner and health care card holders' properties in Hepburn Shire. Total greenhouse gas savings of approximately 650 tCO₂e/year has been achieved through the Solar Savers program to date, as well as energy bill savings and improvements to residents' comfort and health.

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

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

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

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

The program was promoted to households in receipt of the rebate on their rate payments. To ensure that participating homes were aware of and agreed to the quoted system, price and the proposed special charge scheme, an agreement between Council and participants was developed (Householder Agreement available upon request). This agreement has been signed by the owner of each of the 15 households included in the proposed special charge scheme.

Solar energy systems of 3.3kW - 6.6kW were available through the program and have been sized to maximise the financial benefits to participating households. It is estimated that the average participating household will save \$100 above their rate repayments in electricity bills over the first year based on current electricity pricing.

After 8 years households are expected to save in the order of \$400 - \$500 per year on electricity bills (although this will vary from household to household).

KEY ISSUES

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

It should be noted that this was not changed with the updated *Local Government Act 2020*. Section 163 of the *Local Government Act 1989* is still current.

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

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

The guideline requires that Council identify the following:

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

Full detail on the requirements and obligations of Section 163 of the *Local Government Act 1989* (Act) can be found in attachment - Proposed Special Charge Scheme for Solar Savers Program February 2023.

This attachment includes the following Appendices:

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

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A resilient, sustainable and protected environment

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

Environmental Sustainability

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

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

Human Rights, Equity and Inclusion

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

Economic Development

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

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Council allocated \$100,000 for the project in the 2022/2023 annual budget to enable the Solar Savers project to install solar energy systems on homes receiving pensioner rate rebates through the establishment of a special charge scheme. The total program budget of \$100,000 includes a \$13,000 program management fee paid to the Solar Savers delivery team. The total cost of the program including the project management fee is \$98,854.30 ex-GST.

Through an open tender process led by Procurement Australia and Solar Savers, Macedon Ranges Solar Power was appointed to provide quotes and supply and install the solar energy systems.

Should the proposed special charge scheme proceed, Council will pay \$85,672.48 ex-GST for the supply and installation of the solar PV systems on the properties listed.

In accordance with their respective Householder Agreements, property owners will pay for the cost of the solar energy system by equal installments apportioned over an 8-year period, commencing from 31 October 2023.

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

RISK IMPLICATIONS

As with any rates-based payment to Council, there is a risk that repayments of the Solar Savers special rates charge is not paid by a particular household. To minimise this risk, the program aims to reduce the cost of electricity to each household through the provision of a solar system. The entirety of the loan is effectively becomes a charge on the property and can be recovered in full when the property is sold.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

Home visits have been provided to 27 homes to provide quotations for the Solar Savers program. The 15 participating households have all signed agreements to participate in the program based on quoted prices.

11 A HEALTHY, SUPPORTED, AND EMPOWERED COMMUNITY

11.1 ADOPTION OF THE DISABILITY ACTION PLAN 2023-2026 DIRECTOR COMMUNITY AND DEVELOPMENT

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

ATTACHMENTS

1. Disability Action Plan 2023 - 2026 [11.1.1 - 28 pages]

EXECUTIVE SUMMARY

The purpose of this report is to present the Disability Action Plan 2023-2026 for formal consideration and adoption.

The Disability Act 2006 (the Act) requires public authorities, state government departments and local governments to prepare disability action plans. As the Council's Disability Access and Inclusion Plan 2018-2022 has expired, a Disability Action Plan 2023-2026 has been developed to meet the requirements of the Act 2006. Council officers have researched new national and state policies on disability and consulted with the Council's Disability Advisory Committee throughout 2022 to draft the Disability Action Plan 2023-2026.

The draft plan was on public exhibition from 21 December 2022 to 22 January 2023 and minor revisions have been made, based on community feedback.

It is recommended that Council adopts the Disability Action Plan 2023-2026.

OFFICER'S RECOMMENDATION

That Council:

1. *Adopts the Disability Action Plan 2023-2026, and;*
2. *Acknowledges the valuable input received from the Disability Advisory Committee and community members in developing the action plan.*

BACKGROUND

Much has changed since the Disability Access and Inclusion Plan 2018-2022 was developed – including a review of the National Disability Insurance Scheme (NDIS), a new national disability strategy - *Australia's Disability Strategy 2021–2031*, new state disability plan - *Inclusive Victoria: State disability plan 2022-2026 (Inclusive Victoria)*, and the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. Hepburn Shire Council has also exited the provision of Home Care Services.

The state plan has an emphasis on human rights perspectives and the social model of disability, both of which align with Council values. It provides a suitable framework

for Hepburn Shire Council's Disability Action Plan 2023-2026. Members of Hepburn Shire's Disability Advisory Committee have contributed to the development of the new plan through workshops and meetings. Community feedback was also sought during the exhibition period, which was held from 21 December 2022 to 22 January 2023.

KEY ISSUES

The draft Disability Action Plan 2023-2025 has a stronger focus on so-called 'invisible disabilities' such as neurological, cognitive and sensory disabilities. This focus will require more, and different, officer training in universal design principles to improve the design of communications and built environments.

The draft Plan meets the requirements of the *Disability Act 2006*. A new Disability Inclusion Act is anticipated in 2023, with additional requirements for Disability Impact Assessments and regular reporting to the Commissioner for Disability Inclusion. The Disability Action Plan 2023-2026 if submitted prior to the introduction of the new Act will be deemed sufficient for the 4-year duration of the Plan.

Five respondents made submissions during the community consultation period. Feedback was generally positive and included:

- A request for simplified language in the plan;
- A request to spread the activities more evenly across the 4 years of the plan;
- A request for activities for neuro-divergent kids. (This will be considered in ongoing service planning and programming.); and
- The poor state of patient transport options getting to and from hospital.

POLICY AND STATUTORY IMPLICATIONS

It is a requirement of Victoria's *Disability Act 2006* that every Local Government Authority develops, implements and reports on a four-year Disability Action Plan.

Council Plan 2021-2025

A healthy, supported, and empowered community

2.1 Support appropriate land use and accommodate more affordable long-term housing within townships, that conforms with the character of the area.

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

2.3 Optimise the use of public spaces to increase participation and community connection.

2.5 Improved mental wellbeing within the community.

Embracing our past and planning for the future

3.3 Build and maintain quality infrastructure that supports and promotes liveability and active living in the community.

Diverse economy and opportunities

4.2 Advocate for improved internet infrastructure to support business, residents who work from home, students, and other citizens for the Hepburn Shire area.

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

A dynamic and responsive Council

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

5.4 Improve staff resourcing, support, and capacity building.

5.5 Strong asset management and renewal.

5.6 Be a leader in gender equality and equity, and promote respect and safety in our community.

It is a requirement of Victoria's *Disability Act 2006* (and a new Disability Inclusion Act anticipated in 2023) that every Local Government Authority develops, implements and reports on a four-year Disability Action Plan.

GOVERNANCE ISSUES

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities. This report proposes actions to address the Human Rights of people with disability.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

All actions will be funded through existing budget, grant opportunities, and collaboration with external stakeholders.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community and stakeholder engagement was achieved through consultation with Council's Disability Advisory Committee and internal stakeholders.

Community feedback was gathered via Participate Hepburn surveys (online and in hard copy), at 'pop-up sessions' in Clunes, Creswick and Daylesford (on 1 and 2 December), and by email.



Hepburn
SHIRE COUNCIL

Disability Action Plan

▶ ▶ ▶ 2023 - 2026



Acknowledgement of Country

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

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



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1

Message from the Mayor



Hepburn Shire Council has prepared this Disability Action Plan in partnership with our Disability Advisory Committee. Through the development of the action plan, we have identified opportunities to improve access to Council services and facilities to eliminate barriers that may prevent or inhibit access and inclusion by people living with disability.

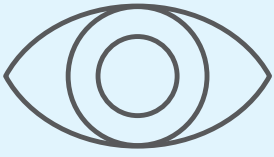
The action plan reflects Council's commitment to the principles of the Disability Discrimination Act (1992) and the Victorian Disability Act (2006). Through this we are seeking to provide equitable and dignified access to all Council's services, facilities, programs, communication, planning and employment processes.

Our Disability Access and Inclusion Plan 2018 – 2022 contributed to a number of positive outcomes for the better inclusion of people with a disability into the life of the Shire. This new Plan will take us to the next level by considering people with invisible disabilities – be they sensory, cognitive, neurological or psychological.

We extend our thanks to everyone who helped to inform this action plan, which will assist us to provide services and facilities that are accessible to all people who live, work in or visit our Shire.

A handwritten signature in black ink, appearing to read 'Brian Hood', written in a cursive style.

Cr Brian Hood
Mayor



Our Vision

Hepburn Shire - an inclusive rural community in Dja Dja Wurrung Country where all people are valued, partnerships are fostered, environments protected, diversity supported and innovation embraced.



Our Diversity

We are proud of our Shire's diversity. We are enriched when all people, regardless of background or identity, are embraced and supported to participate and contribute to the life of their community.



Contributors

We would like to express our sincere thanks to the members of the Disability Advisory Committee for their contribution to the development of this Plan, and all community members who provided feedback in person or via the Participate Hepburn survey, particularly those with a lived experience of disability.

2

Introduction

When we talk about ‘people with disability’ we mean people with any kind of impairment, whether existing at birth or acquired through illness, accident or the ageing process, including cognitive impairment and physical, sensory, intellectual and psycho-social disability.

People are different! There is a wide spectrum of ability in our community. ‘Disability’ arises from the way people interact with the world. Individuals may encounter physical barriers, digital barriers and barriers of attitudes and communication that impact on their ability to equitably participate in society.

Our focus in this Plan is on removing barriers and implementing adjustments that provide an equitable experience for people with disability.

We recognise that disability is not the only factor that can impact on equitable participation. By applying an intersectional lens, we recognise and address the ways in which systems, structures and attitudes can lead to multiple and overlapping forms of structural discrimination and disadvantage. For example, historically disadvantaged

groups such as women and girls; Aboriginal and Torres Strait Islander people; people from culturally and linguistically diverse backgrounds; older people; and people from LGBTIQ+ communities may require different approaches to achieve equity.

Much has changed in the four years since the last Plan was developed. There has been a review of the NDIS, a new national disability strategy (Australia’s Disability Strategy 2021-2031), state disability plan (Inclusive Victoria: state disability plan 2022–2026), and the first Victorian Autism Plan. A significant development was the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. At a local level, Council has a new Community Vision 2021-2030 and Council Plan 2021-2025, incorporating a Municipal Public Health and Wellbeing Plan.

What is the purpose of this Disability Action Plan?

The Victorian Disability Act 2006 Section 38 mandates that:

A public sector body must ensure that a Disability Action Plan is prepared for the purpose of —



- a) reducing barriers to persons with a disability accessing goods, services and facilities
- b) reducing barriers to persons with a disability obtaining and maintaining employment
- c) promoting inclusion and participation in the community of persons with a disability
- d) achieving tangible changes in attitudes and practices which discriminate against persons with a disability.

The State plan has an emphasis on human rights perspectives and the social model of disability, both of which align with Council values. It provides a framework upon which we can build our Disability Action Plan 2023-2026.



Disability doesn't make you exceptional, but questioning what you think you know about it does.

Stella Young

3

About people with disability

What is a Disability?

The Victorian Public Sector Commission recognises 'disability' as including those who have long-term physical, mental, intellectual or sensory impairments that, in interaction with various attitudinal and environmental barriers, may hinder their full and effective participation in society on an equal basis with others.

This social model of disability underpins this Plan. It understands that negative attitudes and environmental barriers impact the ability to participate in work and life. The Plan builds capacity and removes barriers to the workforce and respects the human rights of people with disability.

Throughout this document, we use 'People First' language, unless a disability community has requested an 'Identity First' approach. We will strive to make our communication more inclusive and accessible.

Facts and Figures on People with Disability

Victorian people with disability are diverse in their culture, language, sexuality, gender identity, age, ability, socioeconomic status and life experiences.

They are parents, children and young people and live in all parts of the state. Some people's disability is hidden, while other people's disability is visible.

People with disability have the right to expect the same opportunities as people without disability and live lives of their own choosing.

- 17% of Victorians are people with disability.
- Only 10% of the 1.1 million Victorians with disability are eligible for an NDIS plan.
- 77% of people with disability have a physical disability.
- 32% of people with disability sometimes or always need support with daily self-care, mobility or communication activities.
- 24% of Aboriginal and Torres Strait Islander people have a disability
- 39% of LGBTIQ+ people aged 14 to 21 identify as having disability or long-term health condition.
- 7.7% of children under 15 have disability.

(Source: Inclusive Victoria: state disability plan 2022–2026)

7.7%
of children under
15 have disability

77%
of people with
disability have a
physical disability

17%
of Victorians
are people with
disability

10%
of the 1.1 million Victorians
with disability are eligible
for an NDIS plan

24%
of Aboriginal and Torres
Strait Islander people
have a disability

32%
of people with disability
sometimes or always
need support with daily
self-care, mobility or
communication activities

39%
of LGBTIQ+ people aged
14 to 21 identify as having
disability or long-term
health condition

4

Methodology

Planning

To prepare for the new Disability Action Plan, we reviewed charters, policies, strategies and plans about disability from the United Nations, Australian Government, Victorian Government and advocacy groups.

This Plan aligns most closely with the Victorian plan because Council is accountable to the state government to deliver on state priorities for disability access and inclusion.

Consultation

The Disability Advisory Committee members have been instrumental in shaping this Plan. Executive Management and Councillors have commented. A draft Plan was put on public exhibition and a modest number of responses was received.

Key Strategic Actions

The four main pillars for action are:

- Inclusive communities
- Health, housing and wellbeing
- Fairness and safety
- Opportunity and pride

Summary of Relevant Council Plans, Strategies and Policies

- Council Plan 2021-2025
- Municipal Public Health and Wellbeing Plan
- Access and Inclusion Policy
- Affordable Housing Policy
- Events Policy
- Our Commitment to the Human Rights Charter
- Placement of Fixed and Temporary Furniture, Signs and Outdoor Dining Facilities on Road Reserves
- Recreation Policy
- Staff Recruitment and Selection Policy
- Staff Training and Development Policy
- Tourism Policy
- No Barriers: Positive Ageing Strategy
- Recreation and Open Space Strategy
- ACE Youth Development Strategy
- Early Years Strategy
- Middle Years Strategy
- Affordable Housing Action Plan
- Gender Equality Action Plan



My disability exists not because I use a wheelchair but because the broader environment isn't accessible.

Stella Young

4

Summary of the Results of Community Consultation

The Disability Action Plan 2023-2026 has been developed with the members of Council's Disability Advisory Committee, comprising ten community members with a lived experience of disability, or working with people with disability.

Public feedback was sought via a survey on the Participate Hepburn website, available in regular and large-print versions, with hard copies also available from our libraries and customer service centres. The survey was open from 21 December 2021 to 22 January 2023 and was promoted in Council advertisements, social media and email.

In particular, we encouraged responses from community members living with disability, and their friends, family members or carers. Perhaps due to the time of year, few responses were received.

The feedback on the draft Plan was generally positive, with positive comments on some physical access improvements as well as suggestions for areas still to be addressed.

Respondents were asked for their suggested priorities within the draft Plan. In the priority area of Inclusive Communities, most respondents selected Changing Attitudes and Transport as areas for Council to prioritise. In Health, Housing and Wellbeing, the most-selected priorities were Housing and Mental Health. In the Fairness and Safety area, the majority of respondents mentioned Safety in Emergencies and Disability Advocacy as their priorities. Finally, in the area of Opportunity and Pride, the most-mentioned priorities were Employment and Economic Participation, and Pride and Recognition.





If all you see when you meet me is a blind guy with a cane ... you're the one that is blind.

Karan Nagrani



Photo – Guide Dogs



5

Accountability

The Hepburn Shire Council is committed to leadership in the areas of Access and Inclusion, beyond merely meeting legislative requirements.

Hepburn Shire Council Managers are responsible for the implementation of this DAP and an Internal Reference Group will report and monitor progress on an annual basis which will be reported in Council's annual report.

The Victorian Disability Act

This Plan was developed under the Victorian Disability Act 2006. A replacement bill, tentatively titled the Disability Inclusion Act is expected to be introduced to Victorian Parliament in 2023. Because this DAP for Hepburn Shire was adopted by Council under the 2006 legislation, we are accountable for delivering on the requirements of that Act, until the end of 2026.

What we will do

We will continue to break down the barriers that limit people with disability from fully participating in all aspects of our community.

We will ensure that policies, programs and services are accessible to as many people as possible, inclusive of age, ability, gender identity, culture, language and any other social characteristics.

How we will do it

We will work to change attitudes through public awareness campaigns and staff education.

We will advocate to governments and government-funded organisations to obtain the health, housing and transport services needed by local people with disability.



We will ensure that people with disability are safe in emergencies and are protected from abuse.

We will encourage opportunities for inclusion in education, recreation, the arts, tourism and employment.

We will support people with disability to express all parts of their identity authentically and celebrate who they are.



6 Actions

1. Inclusive Communities

Hepburn Shire Council actions for 2023-2026	Lead area or position	Timeframe
▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026		
▶ 1.1 Changing attitudes		
<ul style="list-style-type: none"> • Improve access to information for people with disability that enables them to make informed decisions about their lives. Refer <i>Positive Ageing Strategy 1.1</i>. 	Communications, Information Technology, Inclusion Officer	Communications Plan by June 2023
<ul style="list-style-type: none"> • Implement a mandatory training module for Council staff and volunteers on disability awareness and inclusion. 	People and Culture	June 2023
<ul style="list-style-type: none"> • Offer further training for customer-facing staff on better service for people with specific disabilities. 	Customer Experience	June 2024
<ul style="list-style-type: none"> • Embed Universal Design types of principles in Council processes by adopting the <i>Whole of Victorian Government Universal Design Policy 2022</i>. 	Leadership Team, Governance	June 2025
<ul style="list-style-type: none"> • Take a leadership role in modelling inclusive practice. 	Leadership Team	Ongoing from 2023

Hepburn Shire Council actions for 2023-2026	Lead area or position	Timeframe
▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026		
▶ 1.2 Transport		
<ul style="list-style-type: none"> • Support initiatives that provide effective, safe, affordable and accessible transport options. Refer <i>Positive Ageing Strategy 5.1</i>. 	CEO and Directors	Ongoing
<ul style="list-style-type: none"> • Improve the community’s knowledge of existing local accessible transport options available in Hepburn Shire. Refer <i>Positive Ageing Strategy 5.2</i>. 	Community Life	Communications Plan by December 2023
<ul style="list-style-type: none"> • Support initiatives that provide effective, safe, affordable and accessible transport options. Refer <i>Positive Ageing Strategy 5.1</i>. 	CEO and Directors	Ongoing
<ul style="list-style-type: none"> • Improve the community’s knowledge of existing local accessible transport options available in Hepburn Shire. Refer <i>Positive Ageing Strategy 5.2</i>. 	Community Life	Communications Plan by December 2023
<ul style="list-style-type: none"> • Advocate, promote and investigate solutions to the continual improvement of an accessible transport and mobility system that supports the wellbeing of people with disability. Refer <i>Positive Ageing Strategy 5.3</i>. 	Community Life	Ongoing
<ul style="list-style-type: none"> • People with disability contribute to the development and implementation of a new Integrated Transport Strategy (incorporating walking and cycling). 	Strategic Planning	Q2 2023
<ul style="list-style-type: none"> • Support people experiencing transportation barriers to attend Council programs and events. 	Community Life, Events	2024

Hepburn Shire Council actions for 2023-2026	Lead area or position	Timeframe
▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026		
▶ 1.3 Digital inclusion		
<ul style="list-style-type: none"> • Increase support for internet access and digital technology (accessible technology). Refer <i>Positive Ageing Strategy 1.2</i>. 	Community Life	Refer <i>Positive Ageing Strategy 1.2</i>
▶ 1.4 Assistance animals		
<ul style="list-style-type: none"> • Inform staff, community and businesses of new national accreditation standards for assistance animals. 	Community Safety	December 2023
<ul style="list-style-type: none"> • Update Council documents to reflect new accreditations. 	Community Safety, Governance	March 2024
<ul style="list-style-type: none"> • Review registration fees for any new categories of assistance animals. 	Community Safety	June 2024
<ul style="list-style-type: none"> • Share stories of assistance animals in Council publications. 	Communications	September 2024

Hepburn Shire Council actions for 2023-2026	Lead area or position	Timeframe
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▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026

▶ 1.5 Sport and recreation

<ul style="list-style-type: none"> • Support accessible transport to sport and recreation facilities. 	Community Life	2023 ongoing
<ul style="list-style-type: none"> • As Council sports facilities are redeveloped, upgrade them to be accessible for competitors and spectators (indoor and outdoor venues). 	Major Projects	2023 ongoing
<ul style="list-style-type: none"> • Promote inclusion at Hammon Park Bike Trails and trailhead facilities, leveraging public interest in sports (of all abilities) around the 2026 Commonwealth Games. 	Communications	2023 ongoing
<ul style="list-style-type: none"> • Contribute to the development and implementation of Council’s <i>Recreation and Open Space Strategy</i>. 	Strategic Planning	2023

▶ 1.6 Parks and tourism

<ul style="list-style-type: none"> • Complete Hammond Park Trailhead and Creswick Trails facility as best-practice for inclusion and accessibility. 	Major Projects	2023
<ul style="list-style-type: none"> • Launch and celebrate Hammon Park and Creswick Trails. 	Communications	2023
<ul style="list-style-type: none"> • Promote accessible tourism to our region. 	Economic Development, Comms	2024 ongoing
<ul style="list-style-type: none"> • As maps of paths/trails are developed, include a rating to communicate degree of difficulty for all users, and accessibility for wheelchair users. 	Customer Experience	2024 ongoing

2. Health, housing and wellbeing

Council actions to support the State Plan	Lead area or position	Timeframe
▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026		
▶ 2.1 Health		
<ul style="list-style-type: none"> • Advocate for improved health services, including hospital upgrade, and for these to be fully accessible. 	Council and CEO	2023 ongoing
<ul style="list-style-type: none"> • Share information with residents on visiting health services for people with disability. 	Community Life	2023 with annual review
<ul style="list-style-type: none"> • Ensure Council's Child and Maternal Health service continue to be inclusive. 	Community Life and contractor	2023 with annual review
▶ 2.2 Mental health		
<ul style="list-style-type: none"> • Integrate accessibility considerations into Council's mental health initiatives, eg, <i>Municipal Public Health and Wellbeing Plan, Positive Ageing Strategy and ACE Youth Development Strategy.</i> 	Community Life	2023 with annual review
▶ 2.3 Housing		
<ul style="list-style-type: none"> • Include accessible housing in Council's <i>Affordable Housing Strategy and Action Plan.</i> 	Strategic Planning	June 2023
<ul style="list-style-type: none"> • Advocate for wholistic housing solutions that consider access to health services, employment opportunities and transport options. 	Council, CEO	2024 and ongoing
<ul style="list-style-type: none"> • Encourage the early adoption of 'Gold' and 'Platinum' levels of <i>Liveable Housing Design Guidelines</i>, before these are mandated by state government. 	Planning, Communications	June 2024
<ul style="list-style-type: none"> • Advocate for improved accessibility standards in public housing stock in the Shire. 	Council and CEO	December 2024

Council actions to support the State Plan	Lead area or position	Timeframe
▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026		
▶ 2.4 Supporting a high-quality NDIS		
<ul style="list-style-type: none"> • Maintain our awareness of changes to the NDIS at Federal and State government levels. 	Community Life	2023 with annual review
<ul style="list-style-type: none"> • Promote links to NDIS service providers working in our region. 	Community Life, Communications	2023 with annual review
▶ 2.5 Children and families		
<ul style="list-style-type: none"> • Integrate accessibility into activities undertaken in the <i>Early Years, Middle Years and ACE Youth Development</i> strategies. 	Community Life	2023 with annual review
<ul style="list-style-type: none"> • Ensure Child and Maternal Health services are accessible. 	Community Life and contractor	2023 with annual review

3. Fairness and safety

Council actions to support the State Plan	Lead area or position	Timeframe
▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026		
▶ 3.1 Safety in emergencies		
<ul style="list-style-type: none"> • Ensure Emergency Relief Centres are accessible for people with disability. 	Emergency Management	June 2023
<ul style="list-style-type: none"> • Investigate the development of person-centred Emergency Management Plans for people with disability. 	Emergency Management	June 2024
▶ 3.2 Disability advocacy		
<ul style="list-style-type: none"> • Advocacy by Council’s Disability Advisory Committee, bringing to Council’s attention issues requiring action or external advocacy. 	Community Life, Chair of DAC	2023 ongoing
▶ 3.3 Preventing abuse and neglect		
<ul style="list-style-type: none"> • Train staff and volunteers to ‘call out’ and report abusive or neglectful behaviours that they observe in the community. 	People and Culture	2023 and annually
<ul style="list-style-type: none"> • Ensure that Council’s Anti-Violence programs are accessible and inclusive. 	Community Life	2024 and annually
<ul style="list-style-type: none"> • Show images of people with disability in Council communications when discussing groups experiencing higher rates of abuse and neglect. 	Communications	2025 ongoing

Council actions to support the State Plan	Lead area or position	Timeframe
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▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026

▶ 3.4 Family and sexual violence

<ul style="list-style-type: none"> • Train staff and volunteers to ‘call out’ and report violent behaviours that they observe in the community. 	People and Culture	2023 and annually
<ul style="list-style-type: none"> • Ensure that Council’s Anti-Violence programs are accessible and inclusive. 	Community Life	2024 ongoing
<ul style="list-style-type: none"> • Show images of people with disability in Council communications about groups experiencing higher rates of family and sexual violence. 	Communications	2025 ongoing
<ul style="list-style-type: none"> • Advocate for respectful relationships education for people with disability and incorporate content relevant to people with disability. 	Council and CEO	June 2024

▶ 3.5 Right to expression of sexuality and gender identity

<ul style="list-style-type: none"> • Ensure that the rights of people with disability have been considered in the development of all relevant Policies, Strategies and Action Plans recommended for Council approval. 	Governance	From 2023 onward
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4. Opportunity and pride

Council actions to support the State Plan	Lead area or position	Timeframe
▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026		
▶ 4.1 Education		
<ul style="list-style-type: none"> • Increase opportunities and decrease barriers of engagement in a range of education and continual learning activities. Refer <i>Gender Equality Action Plan 2021-2025, Priority 2</i>. 	People and Culture	June 2023 - June 2025
<ul style="list-style-type: none"> • Advocate for improved specialised education services in Hepburn Shire for people with disability. 	Council and CEO	September 2024
<ul style="list-style-type: none"> • Advocate for improved accessible transport to education facilities. 	Council and CEO	September 2024
<ul style="list-style-type: none"> • Ensure that accessibility is built into activities undertaken for the Early Years Strategy, Middle Years Strategy and ACE Youth Development Strategy. 	Community Life	2023 with annual review
<ul style="list-style-type: none"> • Advocate for respectful relationships education for people with disability and incorporate content relevant to people with disability. 	Council and CEO	March 2025
<ul style="list-style-type: none"> • Ensure that staff and volunteers with disability have access to training opportunities. 	People and Culture	June 2023 - June 2025
▶ 4.2 Employment and economic participation		
<ul style="list-style-type: none"> • Increase opportunities and decrease barriers of engagement in a range of employment and volunteering activities. Refer <i>Gender Equality Action Plan 2021-2025 (GEAP), Priority 2</i>. 	People and Culture, Inclusion Officer	June 2023 - June 2025

4. Opportunity and pride (cont.)

Council actions to support the State Plan	Lead area or position	Timeframe
▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026		
▶ 4.2 Employment and economic participation (cont.)		
<ul style="list-style-type: none"> • Gather data on the level and types of disability for Council staff and volunteers. Refer <i>GEAP, Priority 3</i>. 	People and Culture	June 2023
<ul style="list-style-type: none"> • Promote the value of inclusion and diversity demonstrated within our staff. Refer <i>GEAP, Priority 3</i>. 	Communications	June 2023
<ul style="list-style-type: none"> • Build awareness and train Coordinators and Managers on inclusive recruitment benefits and practices. 	People and Culture, Inclusion Officer	June 2024
<ul style="list-style-type: none"> • Explore external funding opportunities and government subsidy to employ people with disability. 	People and Culture, Grants Officer	June 2025
▶ 4.3 Voice and leadership		
<ul style="list-style-type: none"> • Support the Disability Advisory Committee and engage them to advise on significant Council decisions affecting people with disability. 	Council (via Inclusion Officer)	2023 ongoing
<ul style="list-style-type: none"> • Promote the work of the members of the Disability Advisory Committee. 	Inclusion Officer, Communications	2023 ongoing
<ul style="list-style-type: none"> • Encourage recruitment of people with disability to various Council advisory and consultative groups. 	Governance, Inclusion Officer. People and Culture	2023 ongoing

4. Opportunity and pride (cont.)

Council actions to support the State Plan	Lead area or position	Timeframe
▶ Priority areas of Inclusive Victoria: State Disability Plan 2022-2026		
▶ 4.3 Voice and leadership		
<ul style="list-style-type: none"> • Support the Disability Advisory Committee and engage them to advise on significant Council decisions affecting people with disability. 	Council (via Inclusion Officer)	2023 ongoing
<ul style="list-style-type: none"> • Promote the work of the members of the Disability Advisory Committee. 	Inclusion Officer, Communications	2023 ongoing
<ul style="list-style-type: none"> • Encourage recruitment of people with disability to various Council advisory and consultative groups. 	Governance, Inclusion Officer. People and Culture	2023 ongoing
▶ 4.4 Creative industries		
<ul style="list-style-type: none"> • As venues are upgraded, make them fully accessible for artists, performers and audiences (indoor & outdoor venues). 	Major Projects	2023 with annual review
<ul style="list-style-type: none"> • Engage with organisers of cultural festival for Commonwealth Games 2026 to advocate for works by and/or for people with disability. 	Economic Development, Community Life	2023-2026
▶ 4.5 Pride and recognition		
<ul style="list-style-type: none"> • Encourage applications and nominations of people with disability for Council's existing Award programs. 	Communications	2023 with annual review
<ul style="list-style-type: none"> • Propose an Award category to celebrate the achievements of people with disability, in all fields. 	Community Life	December 2024
<ul style="list-style-type: none"> • Propose an Award category for improving access/inclusion for people with disability. 	Community Life	December 2025

Glossary

Ableism	Describes discrimination based on a person's disability.
Accessibility	The extent to which people with disability can access something like an office, worksite or public area.
CEO	Chief Executive Officer
Changing Places	Public toilets with full-sized change tables and hoists in major public spaces that meet the needs of people with disability.
Co-design	The process of involving people with disability in designing, delivering and evaluating a policy, program or service.
DAC	Disability Advisory Committee
DAP	Disability Action Plan
Disability Act	The Disability Act 2006 (Vic) provides a whole-of-government and community response to the rights and needs of people with disability including a requirement to have four-year state disability plans.
Disability Action Plans	An important way that state government departments and local governments ensure they are delivering inclusive and accessible services.
GEAP	Gender Equality Action Plan
LGBTIQA+	Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning/Queer, Agender/Asexual/Ally
NDIS	Jointly funded by the Commonwealth and state and territory governments, the National Disability Insurance Scheme provides access to disability supports for eligible people with disability.
Person-first language	Person-first language puts the person before their disability – for example, 'person with disability'. Person-first language is used to emphasise a person's right to an identity beyond their disability.
Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability	Seeks to understand the experiences of people with disability and recommend important safeguards. The commission is due to conclude in September 2023.
Universal design	Making spaces, policies and programs that are inclusive, accessible and can be used independently by all people.
Wellbeing	Wellbeing includes physical, mental and social health. Wellbeing can be described as how you feel about yourself and your life.



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11.2 ADOPTION OF THE GENDER EQUITY ADVISORY COMMITTEE TERMS OF REFERENCE DIRECTOR COMMUNITY AND DEVELOPMENT

In providing this advice to Council as the Health and Wellbeing Officer, I George Martin have no interests to disclose in this report.

ATTACHMENTS

1. Terms of Reference - Gender Equity Advisory Committee - 2023 [11.2.1 - 7 pages]

EXECUTIVE SUMMARY

A 12-month review has been undertaken of the Gender Equity Advisory Committee (GEAC). As a result, revised Terms of Reference (ToR) for the Committee has been created. The recommended changes to the ToR aim to resolve feedback, attendance, and operational issues. The new ToR must be endorsed prior to the commencement of the Expression of Interest process to ensure three new members meet the new Membership Selection Criteria outlined in the ToR (4.5) and understand and comply with obligations of membership.

All memberships will be appointed by Council following an Expression of Interest process.

OFFICER'S RECOMMENDATION

That Council:

1. *Endorses the revised Terms of Reference for the Gender Equity Advisory Committee.*
2. *Thanks the Gender Equity Advisory Committee for their input and review of the Terms of Reference.*

BACKGROUND

The *Gender Equity Act 2020* requires certain organisations including Local Government with more than 50 employees to complete 5 key tasks to meet their obligations under the Act:

1. Promote gender equality
2. Conduct gender impact assessments
3. Undertake a workplace gender audit
4. Create a Gender Equality Action Plan
5. Report on progress

Hepburn Shire Council has a strong commitment to Gender Equity and in recognition of the importance of Gender Equity decided to appoint a Gender Equity Advisory Committee.

A 12-month review workshop with members of the GEAC was conducted in September of 2022. There are vacancies in the membership and these are proposed to be filled by an Expression of Interest process.

Several recommendations regarding the GEAC's function and structure were reported to Council in November 2022. This included a recommendation to update the Terms of Reference.

KEY ISSUES

The members provided feedback that there was a lack of understanding when it came to the function of the GEAC and how it fits into Council objectives. Revisions have been made to ToR to clearly defines *Gender Equity*, the purpose and authority of the Committee, composition of the Committee and roles and responsibilities of members.

The current ToR does not contain any means for disqualification from membership, creating a lack of accountability for poor attendance amongst members. The resultant resource implications of this are severe, however they could be mitigated with a stringent and firm ToR. A disqualification of membership (4.7) clause has been recommended. The current ToR contains no privacy and confidentiality requirements. A confidential and sensitive Information (8) clause has also been included.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council:

5.1 Harness community expertise.

5.6 Be a leader in gender equality and equity and promote respect and safety in our 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 Act (2006) and the *Local Government Act 2020*.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications for this report.

FINANCIAL IMPLICATIONS

Administering and facilitating committees is a resource heavy obligation for Officers. Eliminating rescheduling of GEAC Meetings through a stringent Terms of Reference will reduce this resource burden.

RISK IMPLICATIONS

Identified risks include inability to garner additional expressions of interest, disqualification of current members due to new Terms of Reference, members are unable to comply with set schedule for 2023 and attendance remains low. Current members of the committee are all still within their 4-year term, therefore the Expression of Interest will be for current vacant positions only. This risk has been mitigated by an externally facilitated review of the committee that all current and previous committee members were invited to participate.

The outcome of the review was recommendations as stated in this report and an updated Terms of Reference.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

These recommendations have been made following a facilitated workshop with current members of the GEAC and benchmarking against other Councils.

GEAC members will receive the new TOR at the next Advisory Committee meeting and upon advertising for new members of the committee.

GENDER EQUITY
ADVISORY COMMITTEE
TERMS OF REFERENCE

2023

1. Introduction

- 1.1 The Gender Equity Advisory Committee was formed in 2021 as part of the *Hepburn Shire Council Vision and Plan (2021-2025)* and the ongoing commitment of Hepburn Shire Council to the *Gender Equality Act 2020*.
- 1.2 The aim of the Gender Equity Advisory Committee (GEAC) is to provide Council with advice on improving Gender Equity within the Hepburn Shire Council and Community.
 - 1.2.1 Gender equality is defined by the *Gender Equality Act 2020* as the “equality of rights, opportunities, responsibilities and outcomes between persons of different genders”.
 - 1.2.2 Gender equity acknowledges that people may have different needs and power relating to their gender and that these differences should be identified and addressed in a manner that rectifies gender related imbalances.

2. Purpose

- 2.1 The Committee will advocate for gender equity within the Hepburn community through the provision of community-centric gender equity advice to Council on policies, plans, strategies, and programs that assist in the reduction of gender related imbalances.
- 2.2 The scope of the Gender Equity Advisory Committee is to assist and advise Council on the review of policies, programs and services that will have a direct and significant impact on the community.

3. Authority

- 3.1 The GEAC is an advisory committee, not a decision-making body, and will make recommendations to Council on matters of Gender Equity for consideration.
- 3.2 The GEAC, through the Chair or Councillor representative, has the capacity to put forward recommendations to Council for discussion that will be tabled and presented by the Councillor at the subsequent Council meeting.

4. Membership

- 4.1 The Hepburn Shire Council will seek members who are knowledgeable and prepared to engage in exploring issues and opportunities and provide advice to Council.
 - 4.2 It is preferable to have members who work or reside in a range of geographical areas across the Hepburn region and represent the diverse demographics, skills and expertise within the municipality. Hepburn Shire Council will seek members that are representative of the diversity of the community with reference to disability, age, sexuality and gender identity, Aboriginal and Torres Strait Islander, cultural and linguistic background and socio-economic status.
-

4.3 Composition

- 4.3.1 Up to ten (10) voluntary community members with broad representation of residents of the Hepburn Shire who are committed to working positively to achieve the Committees defined Purpose,
- 4.3.2 Up to two (2) professional representatives with expertise from Gender Equity/Equality organisations operating in the region,
- 4.3.3 One Councillor representative, and
- 4.3.4 Council Officers, as required.
- 4.3.5 The GEAC may invite relevant industry stakeholders with specific skills and expertise to participate in discussion from time to time. Other Councillors may participate in meetings and Council Officers may attend in order to service the Committee.

4.4 Selection Process and Appointment

- 4.4.1 Membership will be invited by way of publicly advertised expression of interest.
- 4.4.2 The Selection Committee will assess the applications against the Membership Selection Criteria (4.5) and recommend appointments as per Council resolution.
- 4.4.3 The Selection Committee will include:
 - 4.4.3.1 Manager Community Life
 - 4.4.3.2 Council Officers
- 4.4.4 Recommendations of appropriate members will be presented to Council for consideration and appointment.
- 4.4.5 Professional/expert representatives shall be invited members by Hepburn Shire Council Officers.
- 4.4.6 The Council shall appoint a Councillor representative as Chair and Deputy Chair at the beginning of each Council term.

4.5 Membership Selection Criteria

- 4.5.1 Advisory Committee members will be able to demonstrate some of the following:
 - 4.5.1.1 Knowledge, understanding and/or lived-experience of the needs and issues relevant to gender equity;
 - 4.5.1.2 An interest and involvement in local and/or broader community partnerships, advocacy, networks, or activities;
 - 4.5.1.3 The ability to contribute to the strategic development of gender equity initiatives at local government level;
 - 4.5.1.4 Direct links to local community populations and/or organisations; and
 - 4.5.1.5 Experience and/or understanding of the role of an advisory committee.

4.6 Tenure

- 4.6.1 Appointments will be for a minimum four-year (4) term
-

4.6.1.1 Members may seek reappointment for a further four-year term through participation in a public Expressions of Interest process.

4.6.2 The maximum tenure will be two full terms (up to eight years).

4.6.2.1 There is no maximum term for professional expert representatives.

4.6.3 The membership of the Committee will be reviewed as part of the on-going review and implementation of the Gender Equality Action Plan (GEAP) and the broader Council Plan.

4.7 Disqualification of Membership

4.7.1 If the Council proposes to remove a member from the GEAC, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard if that member so requests.

4.7.2 If a member misses two consecutive advisory committee meetings without an Apology, they will have disqualified themselves from membership.

4.7.3 Any vacancies will be filled by reviewing the previous applicants or through the defined Selection Process (4.5).

5. Roles and Responsibilities

5.1 Duties of Hepburn Shire Council

5.1.1 Council will have accountability for facilitation and administration of the GEAC, including responsibilities defined in Meetings (6).

5.1.2 Council will keep an up-to-date register of members and their contact details.

5.1.3 Council is committed to working co-operatively with GEAC members to improve gender equity across the Hepburn Shire Council and its region.

5.2 Duties of Committee Members

5.2.1 Bring local knowledge and broad community experience or technical and evidence-based research and experience (as relevant) to the Committee;

5.2.2 Attend and participate in a compulsory induction workshop, as required;

5.2.3 Understand the role and responsibility of members and Council;

5.2.4 Abide by the Council's Code of Conduct and other related policies and protocols;

5.2.5 Attend and participate in meetings of the Advisory Committee;

5.2.6 Work co-operatively with other members in achieving the aims of the Advisory Committee;

5.2.7 Contribute ideas and suggestions relating to items on the Agenda;

5.2.8 Provide advice and recommendations to Council on Agenda items;

5.2.9 Action and follow up tasks established by the Advisory Committee and resolved by Council;

- 5.2.10 Where required, report back to existing networks within the region about any decisions relating to the Advisory Committee; and
- 5.2.11 Use existing networks to remain informed regarding the views and interests of the particular community they represent.
- 5.2.12 If a Member wishes to rescind their Membership, they must do so by way of written community to either the Chair or a Council representative.

5.3 Duties of the Chair

- 5.3.1 Chair meetings in accordance with the Terms of Reference, Code of Conduct and Meeting Agenda;
- 5.3.2 In the event of Apology, the Chair must advise Council Officers and ensure the Deputy Chair attends the meeting;
- 5.3.3 Liaise with the Council Officer convening the Advisory Committee to determine the Agenda for each meeting;
- 5.3.4 Facilitate the discussion of items on the Agenda in a timely manner;
- 5.3.5 Facilitate the moving of recommendations and voting by Committee members;
- 5.3.6 Ensure all committee members have the opportunity to participate.

6. Meetings

6.1 Conduct of Meetings

- 6.1.1 A Council Officer will:
 - 6.1.1.1 Provide the support required to enable the meetings of the Advisory Committee and invite members of staff or others to attend meetings to provide pertinent information as necessary;
 - 6.1.1.2 Co-ordinate meetings, Agendas and minutes; and
 - 6.1.1.3 Provide policy and secretarial support to the Advisory Committee.
 - 6.1.1.4 As far as is reasonably practical, provide a hybrid model of meetings to reduce barriers to attendance.

6.2 Scheduling

- 6.2.1 The Committee will meet a minimum of four (4) times annually, with provision for additional meetings as required.
- 6.2.2 The schedule of meetings will be set in the first quarter of each year.

6.3 Attendance & Quorum

- 6.3.1 All Members are expected to attend each meeting.
 - 6.3.2 In the event a Member cannot attend a meeting, they must inform the Council Officer at their earliest opportunity in the form of a written Apology.
 - 6.3.3 In the absence of the Chair from a meeting, the Deputy Chair will attend.
-

- 6.3.4 Total annual time commitment for Committee Members is approximately eight (8) hours.

6.4 Meeting Papers

- 6.4.1 Documents will be sent to members with a minimum of five (5) business days, in advance of the Advisory Committee meeting. This will include:
- 6.4.1.1 Agenda for the upcoming meeting;
 - 6.4.1.2 Minutes of the previous meeting; and
 - 6.4.1.3 Any other documents, information or resources to be considered at the meeting of that may support the Committee Members to provide advice.

7. Conduct

7.1 Members

- 7.1.1 All members of the GEAC will work in a co-operative and positive manner. Members are expected to:
- 7.1.1.1 Actively participate in meetings and offer opinions and views;
 - 7.1.1.2 Attend a minimum of 75% of meetings;
 - 7.1.1.3 Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
 - 7.1.1.4 Declare any conflicts of interest or perceived conflicts of interest;
 - 7.1.1.5 Act with integrity and avoid the release of confidential information;
 - 7.1.1.6 Adhere to the principle of clear and open communication;
- 7.1.2 Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner;
- 7.1.2.1 Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

8. Confidential and Sensitive Information

8.1 Members

- 8.1.1 Members are expected to comply with the confidential information provisions contained in sections 3(1) and 125 of the *Local Government Act 2020*.
- 8.1.2 Members must treat information they receive as confidential unless otherwise advised. The documents presented to the Advisory Committee will often be in draft format and not suitable for wider distribution.
- 8.1.3 Members must not use confidential information other than for the purpose of performing their function as a Member of the GEAC.
- 8.1.4 Draft documents cannot be referred to or used in any Grant applications, presentations or in the private working roles of Members.
- 8.1.5 Any Member who breaches this agreement will have disqualified themselves from Membership.
-

9. Reporting

9.1 Hepburn Shire Council

9.1.1 The Hepburn Shire Council will report to the GEAC on activities and issues as they arise.

9.2 The Gender Equity Advisory Committee

9.2.1 The GEAC will provide advice to Hepburn Shire Council through the Chair.

9.2.2 The GEAC will report to Council through the meeting minutes.

12 A DYNAMIC AND RESPONSIVE COUNCIL

12.1 QUARTERLY FINANCE REPORTS - QUARTER 2 2022/2023 DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Director Organisational Services, I Andrew Burgess have no interests to disclose in this report.

ATTACHMENTS

1. Financial Report for the Period Ending 31 December 2022 [**12.1.1** - 26 pages]
2. Capital Projects Report - December 2022 [**12.1.2** - 5 pages]
3. Special Projects Report - December 2022 [**12.1.3** - 4 pages]

EXECUTIVE SUMMARY

The December Quarterly Finance Report outlines the financial results for the six months ended 31 December 2022, along with a comparison to the revised budget adopted by Council (inclusive of carry forwards from 2021/2022 and additional funding identified to complete projects).

It includes a summary of Council's financial performance and position for the 2022/2023 year up until 31 December 2022, and an update on each special and capital project as at 31 December 2022.

The current financial position needs to be read in the context of Council's financial plan contained within the 2022/2023 Budget.

The financial impact of three storm events is reflected in these results.

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the financial position and performance for the six months ending 31 December 2022; and*
2. *Notes the special and capital works project reports effective 31 December 2022, noting the project reports will be placed on Council's website.*

BACKGROUND

This report provides information of Council's financial performance for the period 1 July 2022 to 31 December 2022 and compares the Income Statement to the revised budget and the Balance Sheet and Statement of Cash Flows to the prior year.

The results for the first half of the financial year have continued to be impacted by the June 2021 and January 2022 storm events as rectification works continued. Another storm event in October 2022 has had some financial impact on these half year results, and all these events will continue to impact the results in future reports during 2022/2023 financial year.

The December Quarterly Finance Report along with the special and capital project reports have been prepared in comparison to the revised budget that was adopted at the Ordinary Meeting of Council, 22 November 2022.

This report does not include any adjustments for the mid-year budget review, which will be considered in February/March 2023.

KEY ISSUES

The financial report and attachments provide a comprehensive overview of Council's financial performance and current financial state, for the first half of the 2022/2023 financial year up until 31 December 2022 and an update on the status and progress of each special and capital project.

The main items to note at the end of Quarter 2 are as follows, with further details and explanation provided in the attached report:

- Year-to-date Capital works expenditure for the six months ended 31 December 2022 was \$5.62M or 53% of the YTD (year to date) budget and 25.4% of the 22.16M revised budget
- In addition to the actual expenditure of \$5.62M, Council has committed capital expenditure of \$10.0M at 31 December 2022.
- Council has spent \$2.37M on storm recovery works and has received storm clean up grants totalling \$0.90M to assist with this cost.
- Cash holdings as at 31 December 2022 are \$4.92M lower than the same time last year. This is primarily due to grant funding received in the prior year being used to fund capital projects being delivered in 2022/2023 however Councils unrestricted cash position has significantly improved in the last 12 months.
- Council is committed to a midyear review of the budget, and this is currently being undertaken.

As the Capital and Special project reports are difficult to read in .pdf format, they will be provided as A3 hard copies at face-to-face meetings.

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

These statements do not take into account the sale of the Rex, paydown of the outstanding loan and creation of a financial reserve of the remaining funds. Settlement is due in the first quarter of 2023 and financials will be updated once complete.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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



FINANCIAL REPORT
For the six months ending
31 December 2022



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1. Overview

The December Quarterly Finance Report outlines the financial results for the six months ended 31 December 2022, along with a comparison to the Carry forward budget. 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 2022/2023 Budget.

The ongoing impacts of COVID-19 on operational costs and recovery support for the community will be monitored throughout the 2022/2023 financial year.

This report represents six months of business in the 2022/2023 financial year.

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

- The operating surplus for the six months ended 31 December 2022 was \$13.10 million, which is \$5.68 million (or 76.5%) favourable to the carry forward budget of \$7.42 million. This is primarily driven by materials and services expenditure budget being favourable by \$5.67 million. This is due to lower than expected storm recovery expenditure during six months ended 31 December 2022.
- Capital and special project reports are being compared to the carry forward budget.
- Year-to-date Capital works expenditure for the six months ended 31 December 2022 was \$5.62 million or 25.4% of the \$22.156M carry forward budget.
- Cash holdings as at 31 December 2022 are \$4.92 million lower than the same time last year, this is due to increased expenditure on capital works and special projects in the current year and an additional \$1.80M received in grant funding for the period to 31 December 2021 in the prior year.
- Trade and other receivables as at 31 December 2022 are \$1.44 million higher than the same time last year, and this is due to a combination of the annual rate cap rate rise and an increase in Sundry Debtors.
- As the Capital and Special Project reports are difficult to read in .pdf form, they will be provided as A3 hard copies at future face-to-face meetings.

2. Financial Statements

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

2.1. Income Statement for six months ending 31 December 2022

Hepburn Shire Council Comprehensive Income Statement For the Period Ended 31 December 2022

	Note	YTD Budget 2022/23 \$'000	YTD Actual 2022/23 \$'000	YTD Variance \$'000 %	
Income					
Rates and charges		24,644	24,623	(21)	0%
Statutory fees and fines		525	517	(8)	-1%
User fees		395	360	(35)	-9%
Grants - operating	1	2,286	2,633	347	15%
Grants - capital		5,466	5,923	456	8%
Contributions - monetary	2	380	647	267	70%
Net gain/(loss) on disposal of assets		178	202	24	13%
Other income	3	683	1,086	403	59%
Total Income		34,557	35,990	1,432	4%
Expenses					
Employee costs		8,490	9,134	(645)	-8%
Materials and services	4	14,692	9,017	5,675	39%
Bad and doubtful debts		6	79	(73)	-1332%
Depreciation and amortisation	5	3,428	4,235	(807)	-24%
Borrowing costs		102	69	33	32%
Other expenses		419	359	60	14%
Total Expenses		27,137	22,894	4,243	16%
Surplus/(Deficit) for the year		7,420	13,096	5,676	
Underlying result adjustment					
Contributions Monetary		(380)	(647)	267	-70%
Grants - capital		(5,466)	(5,923)	456	-8%
Total underlying adjustment		(5,846)	(6,570)	723	
Adjusted underlying Surplus/(Deficit)		1,574	6,527	4,953	

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

Note 1 – Grants - operating

Operating grants are favourable to year to date (YTD) budget by \$347k, this is due to timing of the receipt of grants and receiving additional grants for storm recovery costs.

Note 2 – Contributions Monetary

Monetary contributions are \$267k favourable to budget due to additional open space contributions being received for subdivisions community contributions towards facilities.

Note 3 – Other income

Other income is favourable to YTD budget by \$403k, this is primarily due to insurance claim reimbursements totaling \$174k, interest on investments favourable \$141k due to rising interest rates and lease rental income being paid in advance.

Note 4 – Materials and services

Materials and services expenditure is favourable to YTD budget by \$5.68M. This is primarily due to lower than anticipated expenditure on storm recovery projects during the first six months. Materials

and services expenditure not including storm recovery is favourable to YTD budget by \$1.1M which is due to the timing differences of expenditure.

Note 5 – Depreciation and amortisation

Depreciation and amortisation is unfavourable to YTD budget by \$807k. This is due to revaluations of land and buildings completed after the formalisation of the budget and higher than anticipated capitalisation of assets during the year-end process for the 2021/2022 financial year.

Note 6 – Storm Impact

The initial two storm events are impacting on the current year results due to timing of response and recovery works and the third storm event in October 2022 is all unbudgeted expenditure.

The table below outlines the impact the three storm events have had on the financial results.

Income YTD	Actual	Budget	Variance to Budget	Expenditure YTD	Actual	Budget	Variance to Budget
	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000
				Employee Benefits	300	60	(240)
				Materials	12	1,973	1,961
June 2021 Storm	400	1,800	(1,400)	June 2021 Storm	312	2,032	1,720
				Employee Benefits	219	74	(145)
				Materials	68	4,856	4,788
January 2022 Storm	-	-	-	January 2022 Storm	287	4,930	4,643
				Employee Benefits	117	-	(117)
				Materials	1,651	-	(1,651)
October 2022 Storm	500	-	500	October 2022 Storm	1,768	-	(1,768)
Total	900	1,800	(900)	Total	2,367	6,962	4,595

Statement of Capital Works for the six months ending 31 December 2022

Hepburn Shire Council

Statement of Capital Works as at 31 December 2022

<i>Capital Works Category</i>	<i>Carry Forward Budget</i>	<i>YTD Actual</i>	<i>% Spent YTD</i>
Property			
Buildings	8,710,706	2,167,562	25%
Building improvements	1,079,706	607,741	56%
Total Property	9,790,412	2,775,303	28%
Plant and Equipment			
Plant, machinery and equipment	1,174,430	776,852	66%
Computers and telecommunications	467,032	129,665	28%
Library books	20,000	13,538	68%
Total Plant and Equipment	1,681,462	933,594	56%
Infrastructure			
Roads	3,372,699	231,146	7%
Bridges	749,309	484,051	65%
Footpaths and cycleways	632,211	30,265	5%
Drainage	497,280	51,921	10%
Recreational, leisure and community facilities	4,025,953	850,709	21%
Parks, open space and streetscapes	1,365,279	251,251	18%
Other infrastructure	61,173	30,284	50%
Total Infrastructure	10,703,904	1,929,627	18%
Total Capital Works	22,175,778	5,638,523	25%
Represented by:			
New asset expenditure	7,117,989	1,522,189	21%
Asset renewal expenditure	9,844,938	2,957,181	30%
Asset upgrade/expansion expenditure	5,192,851	1,145,615	22%
Total capital works expenditure	22,155,778	5,624,985	25%

Capital Works Expenditure

Capital works expenditure for the six months ended 31 December 2022 was \$5.62M or 25.4% of the \$22.155M carry forward budget. Capital expenditure through the first half of 2022/23 has increased on previous three years as a percentage of the carry forward budget and in actual spend as can be seen in the table below.

Year	Forecast Budget (inc. Carry Forwards)	YTD Actual at 31 December	Percentage delivery in first quarter
2022/23	\$22,155,778	\$5,622,569	25.4%
2021/22	\$23,313,092	\$4,395,576	18.9%
2020/21	\$23,265,773	\$3,754,038	16.1%
2019/20	\$19,324,713	\$3,589,159	18.6%

In addition to the actual expenditure of \$5.62M Council has committed capital expenditure of \$10.0M as at 31 December.

Increased spending has been driven by council's investment in Vehicle and Plant Replacement (\$726k) and infrastructure projects, including Trentham Community Hub (\$857k), Trentham Sportsground Pavilion (\$767k), Bullarto Station (\$204k), Hammon Park Trail Head (\$559k), Creswick Town Hall (\$320k) and bridge renewal (\$475k).

Despite positive results in the first six months, conditions in the building construction sector remain challenging. Council has major projects where tender submissions have not been received and projects where tender submissions that have been received have been significantly over budget and with long delivery timelines. High inflation has also placed additional pressure on project budgets.

Further details relating to individual capital and special project status can be found in the Attachments 1.6.2 and 1.6.3.

2.2. Balance Sheet as at 31 December 2022

Hepburn Shire Council Balance Sheet For the Period Ended 31 December 2022

	Note	Current Year Actual \$'000	Prior Year Actual \$'000	Variance Year on Year \$'000 %	
Assets					
Current Assets					
Cash and cash equivalents	6	4,975	9,890	(4,915)	-99%
Trade and other receivables		18,711	17,259	1,452	8%
Other financial assets		12,202	12,202	0	0%
Inventories		44	82	(38)	-86%
Other assets	7	162	23	139	86%
Total Current Assets		36,094	39,456	(3,362)	-9%
Non-Current assets					
Property, infrastructure, plant and equipment		344,747	327,262	17,485	5%
Intangible assets	8	-	416	(416)	100%
Total Non-Current Assets		344,747	327,678	17,069	5%
TOTAL ASSETS		380,841	367,134	13,707	4%
Liabilities					
Current liabilities					
Trade and other payables	9	909	716	(194)	-21%
Trust funds and deposits		2,390	2,283	(108)	-4%
Provisions	10	2,772	2,493	(270)	-10%
Interest-bearing loans and borrowings		629	683	54	9%
Other Liabilities	11	1,580	6,474	4,894	310%
Total Current Liabilities		8,281	12,648	4,376	53%
Non-Current Liabilities					
Provisions		492	455	(30)	-6%
Interest-bearing loans and borrowings	12	5,090	4,170	(920)	-18%
Other Liabilities		60	60	-	0%
Total Non-Current Liabilities		5,642	4,685	(949)	-17%
TOTAL LIABILITIES		13,923	17,333	3,426	25%
NET ASSETS		366,918	349,801	17,133	5%
Equity					
Accumulated surplus		168,234	170,775	(2,525)	-2%
Reserves	13	198,684	179,026	19,658	10%
TOTAL EQUITY		366,918	349,801	17,133	5%

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

Note 6 – Cash and cash equivalents

Cash and cash equivalents are lower than at the same time last year. This is primarily due to grant funding received in the prior year being utilised on capital projects being delivered in 2022/2023.

Note 7 – Other assets

Other assets are higher than the same time last year, this is due to interest being accrued on investments until 31 December 2022.

Note 8 – Intangible assets

Council no longer holds the rights to any intangible assets. Intangible assets held during prior years were written off at the end last year as council now has software as a service (SAAS) arrangements in place for the majority of its software applications.

Note 9 – Trade and other payables

Trade payables is higher than previous year due to larger volume of invoices being processed after the final payment run.

Note 10 – Provisions

Provisions is higher than prior year due to EA increase on salaries and minor increase in employee numbers.

Note 11 – Other liabilities

Other liabilities are lower than prior year due to Income in advance being recognized during the year rather than at year end.

Note 12 – Interest-bearing liabilities

A new loan for \$1.5M was drawn down during December 2022.

Note 13 – Other liabilities

Reserves are \$19.66M higher than at the same time last year. This movement is the result of a \$20.11M revaluation of land and building assets last year, along with a transfer of \$450k from other reserves.

2.3. Statement of Cash Flows as at 31 December 2022

Hepburn Shire Council Statement of Cash Flows For the Period Ended 31 December 2022

		Current Year	Prior Year	Variance Year on Year	
		Actual	Actual	\$'000	%
		Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000		
Cash flows from operating activities					
Rates and charges		12,115	11,999	116	1%
Statutory fees and fines		518	503	(15)	-3%
User fees		867	185	(682)	-79%
Grants - operating	14	2,633	7,050	4,416	168%
Grants - capital	15	26	1,057	(1,031)	-98%
Contributions - monetary	16	647	198	(449)	-69%
Interest received		234	196	(38)	-16%
Rent received	17	574	471	(103)	-18%
Trust funds and deposits taken		115	51	(64)	-55%
Other receipts	18	241	97	(144)	-60%
Net GST refund/payment	19	389	(506)	(895)	-230%
Employee costs		(9,124)	(8,478)	646	-7%
Materials and services		(11,170)	(11,232)	(62)	1%
Other payments		(359)	(277)	82	-23%
Net cash provided by/(used in) operating activities		(2,295)	1,313	3,608	-157%
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	20	(5,635)	(4,453)	(1,182)	27%
Proceeds from sale of property, infrastructure, plant and equipment	21	202	40	(162)	-80%
Payments for investments	22	5,000	6,000	1,000	20%
Net cash provided by/(used in) investing activities		(433)	1,587	4,073	-941%
Cash flows from financing activities					
Finance costs		(69)	(111)	(42)	60%
Proceeds from borrowings	23	1,500	-	(1,500)	-100%
Repayment of borrowings	24	(307)	(1,738)	(1,431)	466%
Net cash provided by/(used in) financing activities		1,124	(1,849)	(2,973)	-265%
Net increase (decrease) in cash and cash equivalents		(1,604)	1,051	2,655	-166%
Cash and cash equivalents at the beginning of the financial year		6,579	8,839	2,260	34%
Cash and cash equivalents at the end of the period		4,975	9,890	4,915	99%

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

Note 14 – Grants – operating

Inflows of operating grants are lower than the same time last year primarily due to additional funding received to reimburse storm recovery costs in 2021/2022. Another contributing factor is 75% of financial assistance grants allocation being received in 2021/2022.

Note 15 – Grants – capital

Capital grants inflows are below last year primarily due to timing of receipt of grants expected for 2022/2023 and the recognition as income grants received in 2021/2022.

Note 16 – Contributions - monetary

An increase in subdivision has resulted in increased contributions being received for public open space. There has also been contributions to community facilities capital projects.

Note 17 – Rent received

Rent being received from the bathhouse is favourable to the prior year.

Note 18 – Other receipts

Increased inflows from other receipts are due to insurance claim reimbursements received during the first half of the year.

Note 19 – Net GST refund/payment

The value of the GST refund or payment varies depending on the timing and nature of transactions during the previous quarter.

Note 20 – Payments for property, infrastructure, plant and equipment

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

Note 21 – Proceeds from sale of property, infrastructure, plant and equipment

Proceeds from the sale of property, infrastructure, plant and requirement relate to the sales of land, plant and fleet. This has increased in comparison to last year by \$162k due to additional investment in new plant and fleet vehicles.

Note 22 – Payments for investments

Council has redeemed \$5.00M of short-term investment back to cash, during this current financial year. During the same period last year, Council had redeemed \$6.00M.

Note 23 – Proceeds from borrowings

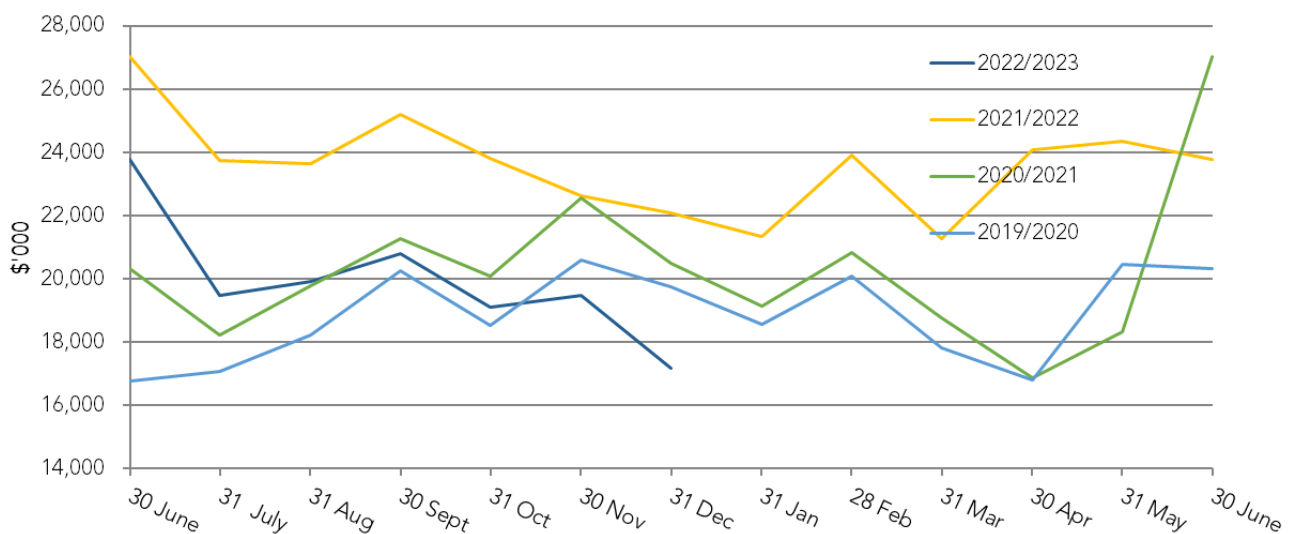
Council drew down a \$1.5M loan in December 2022.

Note 24 – Repayment of borrowings

Repayment of borrowings is lower as Council repaid a loan totaling \$1.42M in the prior year.

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 were \$17.18M. Cash holdings in the 2021/2022 financial year were above normal levels due to COVID and challenges completing projects, cash holdings have decreased primarily due to increased capital project expenditure and additional costs from increased inflation.



The table below shows the balances of cash and investments as at 31 December 2022.

Cash and investments	Amount \$'000	%
Cash and cash equivalents		
Cash on hand	5	0.0%
Cash at Bank	771	4.5%
At call funds	4,156	24.2%
Community Asset Committee Cash at Bank ¹	43	0.3%
Total Cash and cash equivalents	4,975	29.0%
Other financial assets		
Investments	12,069	70.3%
Community Asset Committee Term Deposits ¹	133	0.8%
Total Other financial assets	12,202	71.0%
Total Cash and investments	17,177	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 2021/2022 financial results and financial plan contained within the 2022/2023 Budget.

	Actuals 31-Dec-21 \$'000	Actuals 31-Dec-22 \$'000
Cash and Investments		
Cash and cash equivalents	9,865	4,975
Other financial assets	12,202	12,202
Total Cash and Investments	22,067	17,177
Restrictions on Cash and Investments¹		
Trust Funds and Deposits	2,283	2,390
Statutory Reserves	1,526	2,007
Other Restrictions ²	20,927	12,007
Total Restricted Cash and Investments	24,736	16,404
Total Unrestricted Cash and Investments	(2,669)	773

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

2. Other restrictions.

Other Restrictions	\$'000	\$'000
Cash held to fund carry forward projects	12,125	6,139
Grants and other income received in advance	6,386	4,389
Discretionary Reserves	2,416	1,479
Total other restricted amounts	20,927	12,007

3.2. Unrestricted cash (VAGO ratio)

Measure:

unrestricted cash / current liabilities

2022/23 Budget Calculation:

\$2,637K / \$5,806K = 45.4%

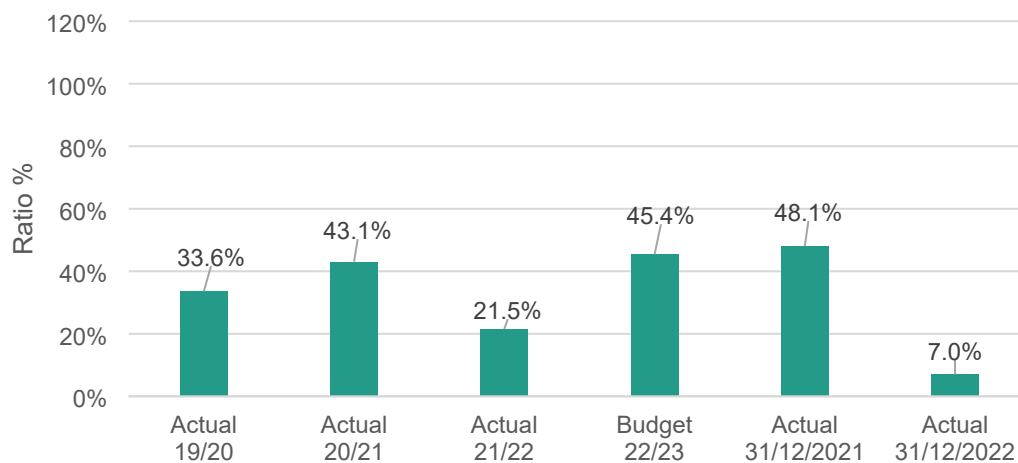
31 December 2022 Actual Calculation:

\$577K / \$8,281 = 7.0%

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 45.4% sits below the target of between 50-100%. This was a consideration in the setting of the 2022/23 budget and will also be a factor in the Long-Term Financial Plan (Financial Plan).



4. Financial Reserves

The below table shows reserve balances expected as at 30 June 2023.

Reserve	Opening Balance 30-June-22 ('000)	Budgeted Transfers to ('000)	Budgeted Transfers from ('000)	Closing Balance 30-June-23 ('000)
Statutory Reserves				
Public Open Space Reserve	2,007	500	(850)	1,657
Statutory Reserves Total	2,007	500	(850)	1,657
Discretionary Reserves				
Clunes Caravan Park Reserve	7	-	-	7
Heritage Advisory Fund	20	-	-	20
Mineral Springs Financial Reserve	1,272	368	(814)	826
Mt Beckworth Pit Reserve	28	-	-	28
Smeaton Hill Pit Reserve	74	-	-	74
Waste Management Reserve	77	380	(368)	89
Discretionary Reserves Total	1,478	748	(1,182)	1,044
Total Reserves	3,485	1,248	(2,032)	2,701

Public Open Space Reserve

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

Clunes Caravan Park Reserve

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

Heritage Advisory Reserve

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

Mineral Springs Financial Reserve

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

Smeaton Hill Pit Reserve

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

Mt Beckworth Pit Reserve

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

Waste Management Reserve

The annual operating surplus of Council's waste management function is transferred to the Waste Management Reserve each year. Reserve funds are then used for waste management capital projects. Council is continuing with the Waste Strategy during 2022/2023 which will inform future waste management capital projects required by the shire. The use of funds in this reserve is not restricted by legislation and is at the discretion of Council.

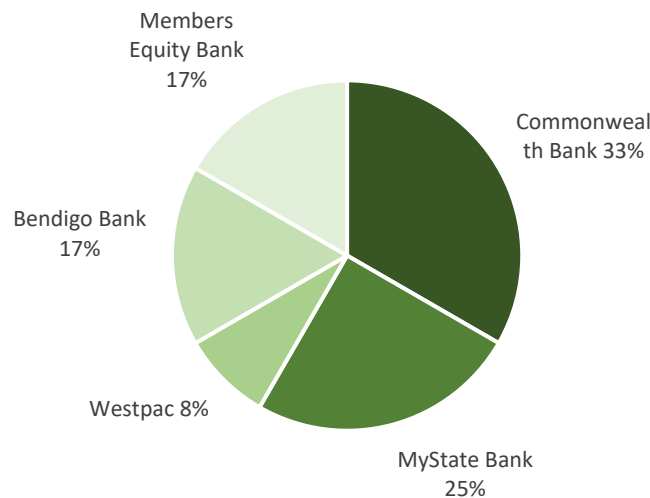
5. Investment Mix

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

The table below shows a varied interest rate per investment. This is primarily due to historically lower interest rates combined with maximum allowable investments with financial institutions as per Council's policy. It is expected that council will be able to invest at higher interest rates as we move into the new calendar year.

As at 31 December 2022 investments consisted of the following term deposits:

Institution	Maturity Date	Interest Rate	Term (months)	Amount \$'000
MyState Bank	02-Jun-23	4.35%	6	1,000
Commonwealth Bank	14-Feb-23	0.80%	12	1,000
Westpac	15-Feb-23	1.01%	11	1,000
Commonwealth Bank	21-Feb-23	3.72%	8	1,000
Bendigo Bank	23-Feb-23	0.85%	12	1,000
Commonwealth Bank	21-Mar-23	3.91%	9	1,000
Bendigo Bank	23-Mar-23	1.35%	12	1,000
Commonwealth Bank	14-Apr-23	1.91%	12	1,000
MyState Bank	10-May-23	3.00%	12	1,000
Members Equity Bank	17-Jun-23	3.95%	12	1,000
Members Equity Bank	24-Jun-23	3.95%	12	1,000
MyState Bank	20-Oct-23	0.80%	24	1,000
Total Investments				12,000



6. Financial Performance Indicators

6.1. Adjusted underlying result

Measure:

adjusted underlying surplus (deficit) / adjusted underlying revenue

2022/23 Budget Calculation:

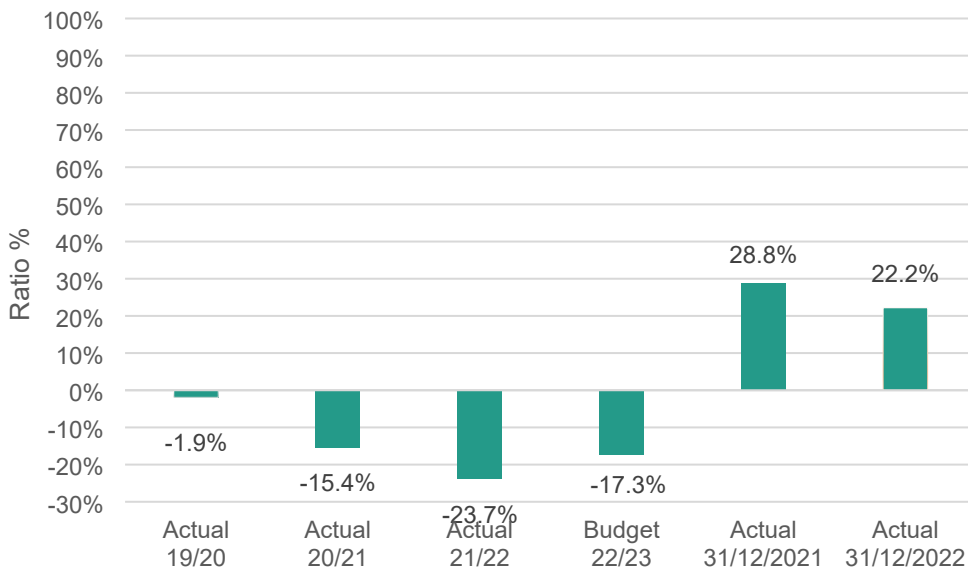
$\$-6,466\text{K} / \$37,385\text{K} = -17.3\%$

31 December 2022 Actual Calculation:

$\$6,526\text{K} / \$29,420\text{K} = 22.2\%$

Purpose of ratio:

This ratio measures Council’s ability to meet operating expenditure with operating revenue. The current budget of -17.3% sits below the State Government target of between 0-10%.



Actual calculation is within the State Government target, this is due to recognition of rates revenue in the first quarter of the 2023 financial year. As expenditure increases throughout the year this percentage is expected to decrease.

6.2. Obligations

Borrowing Ratio

Measure:

interest bearing loans and borrowings / rate revenue

2022/2023 Budget Calculation:

\$5,282K / \$24,804K = 21.3%

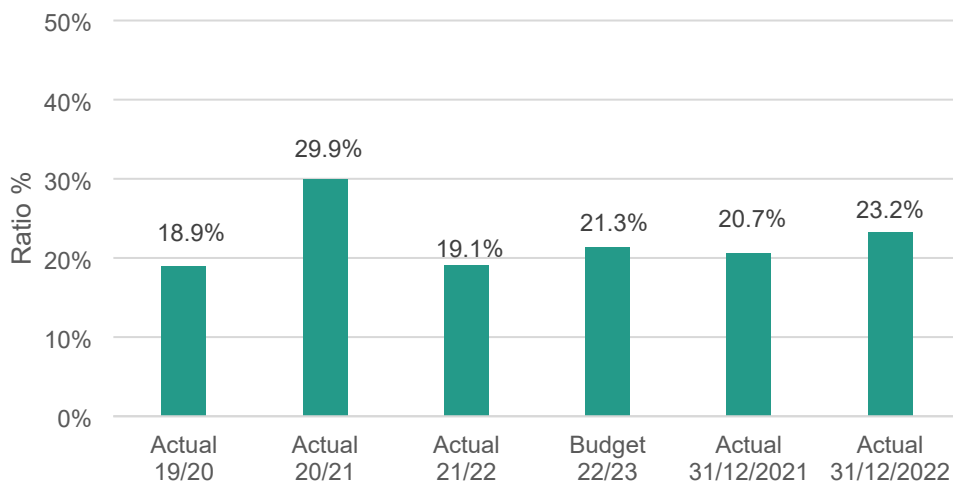
31 December 2022 Actual Calculation:

\$5,718K / \$24,622K = 23.2%

Purpose of ratio:

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

The budget ratio of 21.3% and the actual ratio as at 31 December 2022 of 23.2% sits well within State Government target of between 0-60%.



Debt Commitment

Measure:

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

2022/2023 Budget Calculation:

$\$942\text{K} / \$24,804\text{K} = 3.8\%$

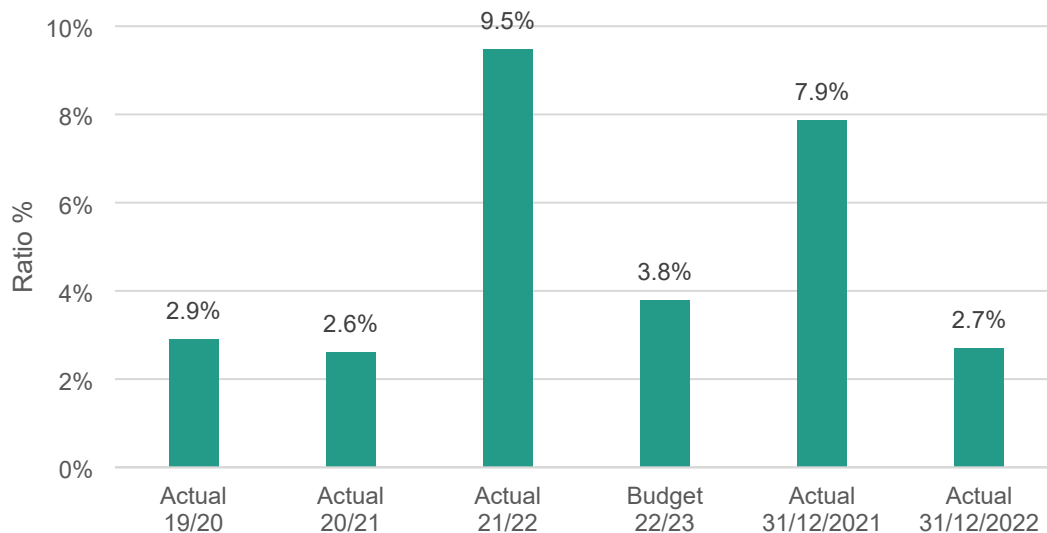
31 December 2022 Actual Calculation:

$\$666\text{K} / \$24,622\text{K} = 2.7\%$

Purpose of ratio:

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

The budget ratio of 3.8% and the actual ratio as at 31 December 2022 of 2.7% sits within the State Government target of between 0-5%.



Indebtedness

Measure:

non-current liabilities / own source revenue

2022/2023 Budget Calculation:

$\$4,975\text{K} / \$28,139 = 17.7\%$

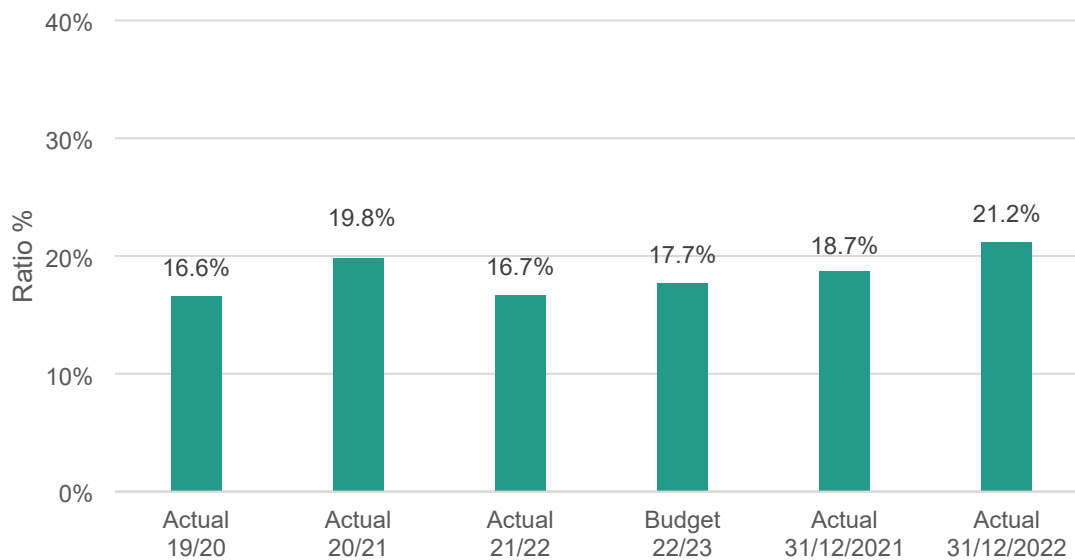
31 December 2022 Actual Calculation:

$\$5,642\text{K} / \$26,585\text{K} = 21.2\%$

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.

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



6.3. Rates and charges

Rates concentration

Measure:

rates and charges / adjusted underlying revenue

2022/2023 Budget Calculation:

\$24,804K / \$37,385K = 66.3%

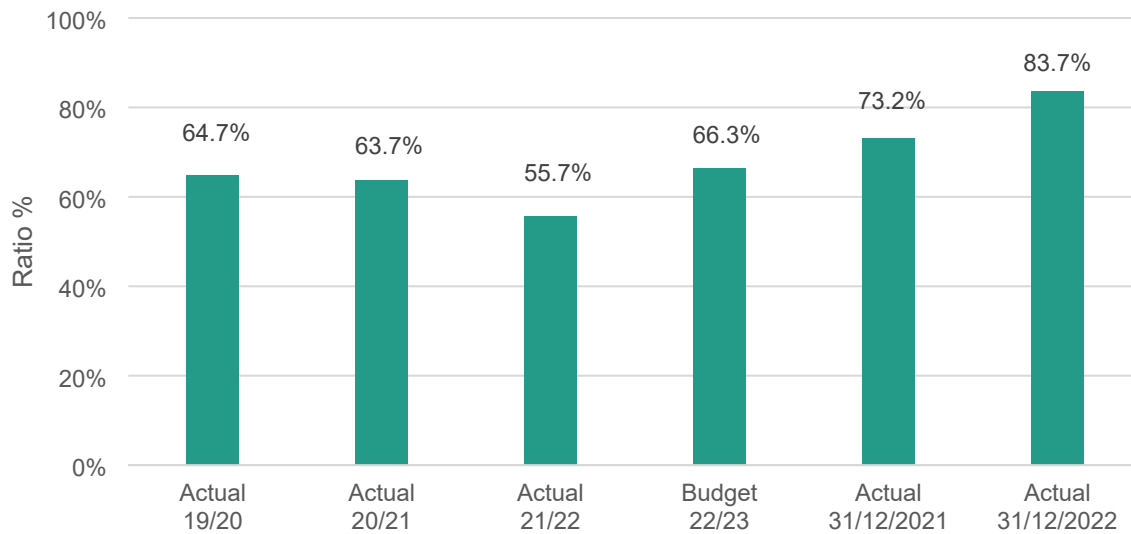
31 December 2022 Actual Calculation:

\$24,622K / \$29,420K = 83.7%

Purpose of ratio:

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

Sitting slightly above the KPI range (30-80%) means that Council is less reliant on operating grants and user fees to fund operating expenditure. This measure is generally higher early in the financial year as rates revenue has already been recognised, as other user fees and charges are received during the year the actual result is expected to decrease and be within the State Government target by year end, which is consistent with prior years.



7. Rates and Other Debtors

As at 31 December 2022, Council's debtors are summarised below:

Debtor	December 2021 \$'000	December 2022 \$'000	Current \$'000	> 30 Days \$'000
Rates (including FSL debtors) ¹	15,150	16,492	13,776	2,716
Sundry	937	1,371	264	1,107
Other Debtors	172	287		
-GST	779	352		
-Pension Concession	316	317		
Less: provision for doubtful debts	(79)	(110)		
TOTAL	17,275	18,710	14,040	3,824

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

Overdue rates debtors were \$2.7M (including Fire Services Levy collected on behalf of the State Government) at 31 December 2022. At the same time last year overdue rates were \$2.25M, and the increase of \$451K in overdue rates debtors is an increase of 20%. This is due to a combination of the annual rate cap rate rise, the impacts of increased inflationary pressures and offering a support package of payment extensions on instalments.

Outstanding sundry debtors of \$1,356K comprise the following:

Debtor Details	December 2021 \$'000	December 2022 \$'000
Government Grants	259	909
Leases	354	172
Planning	14	5
Environmental Health	53	37
Contract Services	5	1
HACC	10	-
Building	2	4
Fire Hazards	3	3
Local Laws	168	171
Other	69	70
Total	937	1,371

8. Councillor Expenses

Councillor Expenses for the three months ended 31 December 2022.

Councillor	Councillor Allowance	Mobile and Data	Conferences and Training	Travel and Accom	Mayoral Car Allowance	Total
Cr Bray	15,831	650	686	-	-	17,167
Cr Drylie	29,048	650	3,213	3,188	-	36,098
Cr Halliday	11,134	650	686	1,007	-	13,478
Cr Henderson	11,134	762	686	-	-	12,583
Cr Hewitt	12,574	650	686	-	-	13,911
Cr Hood	16,628	992	686	-	1,396	19,703
Cr Simpson	11,134	1,030	686	-	-	12,851
Total	107,485	5,384	7,331	4,194	1,396	125,790

Councillor Allowances and Expenditure

The Victorian Government sets upper and lower limits for all allowances paid to Councillors and Mayors. Hepburn Shire Council is classified as a category one Council and allowances are paid in accordance with section 39 of the *Local Government Act 2020*. These allowances increased on 18 December 2022.

Mobile and Data

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

Travel and Accommodation

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

Hepburn Shire Council
Statement of Capital Works as at 31 December 2022

ATTACHMENT 12.1.2

Project Number	Project Name	Current Budget FY23	YTD Actual Expenses to DEC22	% of Annual Budget Spent	Current Budget Income	YTD Actual Income	% of Annual Budget Received	Project Status	Current Expected Completion Date	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Summary
		2022/23 Expenditure			2022/23 Income								
COMMUNITY AND DEVELOPMENT													
000504	Public Art Appropriation	32,903	2,360	7%	-	-		In Progress and Delayed	31 March 2023	F Fogarty	F Fogarty	D Spiller	Project delayed due to weather and contractor availability. Project expected to be completed by March 2023
000964	Hepburn Kindergarten Extension	-	9,836		-	-		Project On Hold	On Hold	F Fogarty	K Proctor	E Atkin	Awaiting feedback on building condition report. Grant funding previously received returned in 2021-22 year.
001047	Bullarto Interpretive Sign	3,996	-	0%	-	-		Hand Over Completed	30 June 2023	F Fogarty	F Fogarty	F Fogarty	Site works complete, capitalisation of asset and closeout to be finalised by June.
001174	Big Rainbow installation	-	1,790		-	-		In Progress and On Track	31 March 2023	F Fogarty	B Dunlop	E Reid	New project with expected installation by March 2023.
Total Community Life		36,899	13,987	38%	-	-							
Buildings													
001112	Trentham Sportsground Reserve Pavilion	2,341,658	768,020	33%	1,431,750	1,233,049	86%	In Progress and On Track	30 June 2023	K Sinclair	T McCarthy	E Atkin	Construction resuming mid-January. Water main upgrade contract awarded prior to Christmas with works expected to be completed by end of February to coincide with the completion of the pavilion. Contractor delay and variation claim outstanding. Official opening and grants acquittal to follow to complete the project.
Building Improvements													
000741	Calembreen Park Aquatics Project	212,456	208,899	98%	16,560	-	0%	Hand Over Completed	30 June 2023	K Sinclair	T McCarthy	E Reid	Practical completion has been achieved, asset has been handed over to Facilities Management and the facilities are open to the public. A Ministerial Opening is required as per the funding agreement, event date to be confirmed.
Footpaths and Cycleways													
001130	Daylesford to Hanging Rock Rail Trail	57,000	7,500	13%	-	-		In Progress and On Track	30 June 2023	K Sinclair	B Grounds	A Breach	Progress continues toward preparation of an Economic and Visitation modelling for the entire proposed length of the Trail. This report will form part of future grant funding applications. Savings expected as costs for consultants to prepare the report were less than anticipated.
Parks, Open Space and Streetscapes													
000898	Playspace Planning & Design	10,000	2,420	24%	-	-		In Progress and On Track	28 February 2023	K Sinclair	K Schnur	K Schnur	The Daylesford Skatepark signage artwork has been approved by internal and external stakeholders. Sign is in production with installation anticipated by February 2023.
001027	Outdoor Fitness Equipment	45,000	-	0%	-	-		In Progress and Delayed	30 June 2023	K Sinclair	K Schnur	J Carr	Clunes Outdoor Fitness Equipment LUAA offer has been accepted by DJAARA. Close out tasks to finalise accepted offer is being undertaken. An updated work plan to install the Clunes OFE within the 2nd half of the 2022/2023 financial year is being prepared by the playspace contractor.
Recreational, Leisure and Community Facilities													
000414	Hard Court Renewals	5,340	5,340	100%	-	-		Close Out tasks Completed	Completed	K Sinclair	K Schnur	J Carr	2021/2022 Hard Court Renewal Project now completed.
000906	Magic Pudding Playground Development	15,000	25	0%	-	-		In Progress and On Track	30 April 2023	K Sinclair	K Schnur	T McCarthy	Proludic has been appointed as contractor for supply and install of equipment. Works to commence in March 2023. Project completion anticipated for April 2023.
000913	Clunes Recreation Reserve Masterplan	23,664	17,099	72%	-	-		In Progress and Delayed	30 June 2023	K Sinclair	K Schnur	J Carr	First draft of Clunes Master planning report being reviewed. Officers also undertaking desktop site assessment research. Project is on track to present a draft Clunes Master planning Report to the Executive Team and Councillors in January and February 2023 to consider the next phase of community engagement.
001081	Pool Building Renewal Works Program	578,880	43,836	8%	-	-		In Progress and On Track	30 June 2023	K Sinclair	K Schnur	T McCarthy	OHS/Compliance works are at various stages of completion, with further works to be scheduled around the pool operation hours. The RFQ for the Granular Chlorine conversion to the Daylesford and Clunes outdoor pool is in the approval phase and anticipated for release in January 2023.
001088	Glenlyon Pavilion Redevelopment Project	50,000	-	0%	-	-		In Progress and On Track	30 June 2023	K Sinclair	K Schnur	T McCarthy	Initial site investigation works to inform the project brief is being undertaken in conjunction with the Glenlyon Recreation Reserve Masterplan Project. Procurement of Architectural Services is being undertaken in February 2023 with project completion anticipated by June 2023.

Hepburn Shire Council
Statement of Capital Works as at 31 December 2022

Project Number	Project Name	Current Budget FY23	YTD Actual Expenses to DEC22	% of Annual Budget Spent	Current Budget Income	YTD Actual Income	% of Annual Budget Received	Project Status	Current Expected Completion Date	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Summary
		2022/23 Expenditure			2022/23 Income								
001089	Newlyn Cricket Net Construction	5,000	4,466	89%	-	-		Close Out tasks Completed	Completed	K Sinclair	J Carr	E Reid	Close out tasks completed.
001094	Recreation Lighting Strategy	30,000	-	0%	-	-		In Progress and On Track	30 June 2023	K Sinclair	K Schnur	J Carr	Project commencement meeting held with consultant to finalise project work plan and timeframes with electrical audits anticipated to be completed in January 2023. Project completion is anticipated for mid June 2023
001133	Jubilee Lake Playground Upgrade	24,000	300	1%	-	-		In Progress and On Track	30 June 2023	K Sinclair	K Schnur	J Carr	Project Planning has commenced with intention to undertake procurement of a contractor for design and construct of the playspace in Jan-Feb 2023. Design works to be undertaken in FY 22-23 and construction to occur in FY 23-24.
001137	Creswick Bowls Club - Green Redevelopment	399,000	6,728	2%	569,000	139,450	25%	In Progress and Delayed	To be confirmed	K Sinclair	K Schnur	T McCarthy	Tender evaluation for bowling green redevelopment currently underway. Tender award has been delayed due to contractor negotiations and anticipated to be awarded in early February 2023. Project completion to be updated upon awarding of contract.
001143	Shade Sail - Quarry St Reserve Playground	35,000	35,000	100%	-	-		Close Out tasks Completed	Completed	K Sinclair	K Schnur	K Schnur	All close out tasks completed.
001159	Aquatics Strategy Implementation	100,000	20,967	21%	-	-		In Progress and On Track	30 November 2023	K Sinclair	K Schnur	K Schnur	A project introduction was presented at the 13 December 2022 Councillor Briefing. Currently finalising the Community and Stakeholder Engagement Plan for anticipated approval workflow reporting in February 2023. Project is on track to be completed by November 2023.
Total Economic Development and Recreation		3,931,998	1,120,600	28%	2,017,310	1,372,499							
TOTAL COMMUNITY AND DEVELOPMENT		3,968,897	1,134,587	29%	2,017,310	1,372,499							
ORGANISATIONAL SERVICES													
000497	Trentham Community Hub Design & Construct	4,260,727	857,129	20%	3,545,655	1,255,940	35%	In Progress and On Track	31 December 2023	A Burgess	A Burgess	E Atkin	Car park works being brought forward whilst waiting for steel fabrication to be completed. Expected budget carry forward to FY24 resulting from delays in time taken to approve the Contractor's extension of time and associated variation for the rectification works to the existing hall.
000979	Hepburn Hub Coworking Space	-	-		(80,000)	-	0%	Project Cancelled	30 June 2023	K Sinclair	H Fitzpatrick	H Fitzpatrick	Proposal to cancel project and return funding received adopted by Council in November meeting as part of Projects and Finance review - refund of Grants received in prior years to be processed.
Total Director Organisational Services		4,260,727	857,129	20%	3,465,655	1,255,940							
000423	Library Collection and Technology Renewal Program	20,000	13,538	68%	-	-		In Progress and On Track	30 June 2023	I McCreevy	A Perrett	A Perrett	Library collection and Technology renewal program for 2022-23 year. Collection renewal on track to be completed by 30 June 2023.
Total Culture and Performance		20,000	13,538	68%	-	-							
000557	IT Hardware / Technology Renewal Program	390,056	121,135	31%	-	-		In Progress and On Track	30 June 2023	A Burgess	C Whyte	C Whyte	This is a rolling equipment replacement program. On track with orders to begin being processed. Some items pending adoption of the ICT Strategy before issues orders or going to market.
001077	Server Equipment Replacement	76,976	8,530	11%	-	-		In Progress and On Track	28 February 2023	A Burgess	C Whyte	C Whyte	Disaster Recovery (DR) active in Creswick and work completed. Major core systems being replicated every 3 hours, others daily. Generator being proposed by end of February due to lack of availability of equipment and labour.
Total ICT		467,032	129,665	28%	-	-							
TOTAL ORGANISATIONAL SERVICES		4,747,759	1,000,333	21%	3,465,655	1,255,940							
INFRASTRUCTURE AND DELIVERY													

Hepburn Shire Council
Statement of Capital Works as at 31 December 2022

ATTACHMENT 12.1.2

Project Number	Project Name	Current Budget FY23	YTD Actual Expenses to DEC22	% of Annual Budget Spent	Current Budget Income	YTD Actual Income	% of Annual Budget Received	Project Status	Current Expected Completion Date	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Summary
		2022/23 Expenditure			2022/23 Income								
001072	Bullarto Station Project	703,239	204,378	29%	433,612	433,612	100%	In Progress and On Track	31 May 2023	K Sinclair	H. Fitzpatrick	E Atkin	Construction resuming mid-January. Practical completion expected by April 2023 and financial acquittal by May 2023. Construction works progressing well.
001093	Hammon Park Trail Head	2,149,000	559,280	26%	1,842,262	1,717,262	93%	In Progress and On Track	30 April 2023	B Lucas	B Grounds	A Breach	Following some delays due to waterlogging of the site, construction resumed in early January. In December 2022, Council accepted practical completion of the jumps course to allow for part of the reserve to be online for the end of year holidays.
Total Director Infrastructure and Delivery		2,852,239	763,657	27%	2,275,874	2,150,874							
Bridges													
000753	Bridge Renewal - Wheelers Bridge	239,309	8,790	4%	-	-		In Progress and On Track	30 June 2024	T May	T Powell	T Powell	Final design work is underway with a specialised consultant engaged to prepare planning permit application. Construction contract to be tendered this financial year with construction anticipated for 23/24.
001056	Bridge Renewal - Old Ballarat Rd - Cameron	510,000	475,261	93%	-	-		In Progress and On Track	31 January 2023	T May	T Powell	P O'Leary	Works onsite have reached practical completion.
Drainage													
000410	Kerb & Channel Upgrade & Renewal Program	180,000	-	0%	-	-		In Progress and On Track	30 June 2023	T May	T Powell	P O'Leary	Design works to be completed this month and the Request for Tender to be released to the market in February for April construction.
001038	Kerb & Channel - Pearman St Creswick	-	-		-	-		In Progress and On Track	31 January 2023	T May	T Powell	T Powell	Asphalting surfacing works were completed in late 2022 with the final linemarking works scheduled to be completed in early 2023. Minor over expenditure due to costs increases in asphalt works since budget developed, to be offset by reseal program.
001131	Drainage Upgrade and Renewal Program	317,280	51,921	16%	-	-		In Progress and On Track	30 June 2023	T May	T Powell	P O'Leary	Drainage construction works are now complete on Moore Street, Creswick and White Hills Rd, Creswick. Further design works are underway for other minor drainage projects.
Footpaths and Cycleways													
000112	Footpath Renewal Program	155,000	10,750	7%	-	-		In Progress and On Track	30 June 2023	T May	T Powell	P O'Leary	Project in tender phase. Construction works expected to be complete by end of financial year.
001096	Clunes Pedestrian Crossing Point	44,552	-	0%	-	-		Not yet Started but On Track	Design by June 2023	T May	T Powell	P O'Leary	Budget allocated to allow for design a crossing which would be constructed in future years. Consideration being given to an asphalt overlay and line marking of this section of Fraser Street under the annual reseal program as part of any future construction.
001132	Footpath Expansion Program	375,659	11,695	3%	367,000	183,500	50%	In Progress and On Track	30 June 2023	T May	T Powell	P O'Leary	The first footpath package closed early January 2023 with the remaining packages to be released in the coming weeks. Construction works are all anticipated to be finalised by the end of financial year.
Other Infrastructure													
001116	Central Springs Bore Investigation	24,274	24,274	100%	24,274	-	0%	Close Out tasks Completed	Completed	T May	S Ludeke	S Ludeke	Project completed.
Parks, Open Space and Streetscapes													
000985	Creswick Fountain Refurbishment	-	2,287		-	-		Project On Hold	Deferred to FY24	T May	S Ludeke	E Reid	Construction delayed until 2023/24 with anticipated additional budget allocation as per Council's "Finance and Projects Review" adopted in November.
001073	Wombat Hill Botanic Gardens	688,079	67,087	10%	526,701	526,701	100%	In Progress and Delayed	30 October 2023	T May	S Ludeke	L Kosky	Tenders received beyond budget with officers currently working with designers & tenderers to reduce scope. Expected award in March council meeting with construction anticipated to begin in April/May 2023 and completion late 2023.
001098	Lake Daylesford Amphitheatre Works	239,200	172,820	72%	-	-		In Progress and On Track	28 February 2023	T May	S Ludeke	E Reid	Construction complete. Final invoices and asset handover to be completed early February.
001171	Central Springs Masterplan - Detailed Design	383,000	8,394	2%	350,000	-	0%	In Progress and On Track	Design complete by June 2023	T May	S Ludeke	E Reid	Contract for design services awarded prior to Christmas. Design expected to be complete by end of the financial year. Any under expenditure is anticipated to be utilised for the construction of Stage 1 once this has been determined.

Hepburn Shire Council
Statement of Capital Works as at 31 December 2022

ATTACHMENT 12.1.2

Project Number	Project Name	Current Budget FY23	YTD Actual Expenses to DEC22	% of Annual Budget Spent	Current Budget Income	YTD Actual Income	% of Annual Budget Received	Project Status	Current Expected Completion Date	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Summary	
		2022/23 Expenditure			2022/23 Income									
Recreational, Leisure and Community Facilities														
001085	Chatfield Reserve Lake Daylesford Landscape Works	280,018	144,860	52%	-	-		In Progress and On Track	31 March 2023	T May	S Ludeke	L Kosky	Under construction, expected completion date delayed to March due to utilities infrastructure alterations.	
001172	Doug Lindsay Recreation Reserve Masterplan Implementation	-	-		330,000	-	0%	Not yet Started but On Track	To be determined	T May	K Schnur	B Grounds	Works not expected to commence until early FY24 - accordingly any Grant monies received in FY23 likely to be treated as Income in Advance and recognised in future years.	
Roads														
000100	Road Reseals Program	1,050,000	12,833	1%	968,831	-	0%	In Progress and On Track	28 February 2023	T May	T Powell	P O'Leary	Reseal works are programmed for January/February 2023. Current year program being revised due to storm events with some roads requiring excessive works to repair recent damage. This budget covers both the reseal & reseal preparation (below).	
000102	Road Reseal Preparation	-	43,689		-	-		In Progress and On Track	28 February 2023	T May	T Powell	P O'Leary	Reseal preparation works commenced December 2022 and are scheduled to be completed prior to the reseal program commencing.	
000103	Gravel Road Resheet Program	627,000	88,471	14%	-	-		In Progress and Delayed	31 March 2023	T May	T May	M Grant-Allan	Season works delayed by wet weather conditions prior to Christmas. Expected completion date delayed until March 2023	
001045	Road Rehab - Glengower-Cotswald Rd Intersection	-	-		37,500	-	0%	Hand Over Completed	30 June 2023	T May	T Powell	P O'Leary	Works complete. Grant income to be reconciled which will finalise the project.	
001122	Intersection Upgrade - Kingston Rd	411,421	19,022	5%	415,872	-	0%	In Progress and On Track	31 March 2023	T May	T Powell	P O'Leary	Construction program further delayed due to contractor's availability. This is next job to commence and expected to be completed within a four week program.	
001138	Road Rehab - Dean-Newlyn Rd	416,130	292	0%	-	-		In Progress and Delayed	To be confirmed	T May	T Powell	P O'Leary	Tender closed with prices in excess of \$300K over budget due to a combination of a factors. Officers are currently assessing options for consideration.	
001139	Road Rehab - Ullina-Kooroocheang Rd	697,593	23,686	3%	465,062	-	0%	In Progress and On Track	31 March 2023	T May	T Powell	P O'Leary	External funding received. Project is surveyed and design drawings completed. Work expected to be delivered in house by Council works crew in February/March 2023	
001140	Road Rehab - Design for FY24 Projects	120,555	41,450	34%	-	-		In Progress and On Track	30 June 2023	T May	T Powell	P O'Leary	Annual program to facilitate design work for infrastructure renewal programs. Design work for 2023-24 construction program is ongoing.	
001142	Road Upgrade - Fourth St, Hepburn	50,000	-	0%	-	-		In Progress and On Track	31 March 2023	T May	T Powell	P O'Leary	Contractor price receive and aim to deliver under the existing panel contracts in March 23	
Total Operations		6,809,070	1,207,583	18%	3,485,240	710,201								
Buildings														
000975	Creswick Mechanics Institute Building upgrades	280,659	7,805	3%	-	-		In Progress and On Track	30 June 2025	S Mennie	V O'Halloran	S Hattam	Contract awarded. Works expected to commence late January.	
001082	Creswick Town Hall	1,124,423	320,102	28%	873,406	655,770	75%	In Progress and On Track	30 June 2023	B Lucas	B Grounds	S Hattam	Scaffold complete, works on Water Street and Albert Street facades progressing with wash down, window stripping and render repairs well underway. Roof and gutter replacement above kitchen also progressing well. Project on budget and on track.	
Building Improvements														
000287	Building and Structures Renewal Program	-	46,467		-	31,100		In Progress and On Track	30 June 2023	S Mennie	V O'Halloran	V O'Halloran	FY23 budget allocated to Newlyn Hall Project (PJ001161). YTD Actual expenses to December include Library building renewal works undertaken in late FY22.	
000553	Sustainability Strategy - Towards Zero - Council Assets	61,500	15,127	25%	18,461	-	0%	In Progress and On Track	31 May 2023	S Mennie	M Pasqualini	M Pasqualini	Overarching administration of various initiatives, including expansion of public EV charging stations network and building upgrades.	

Hepburn Shire Council
Statement of Capital Works as at 31 December 2022

ATTACHMENT 12.1.2

Project Number	Project Name	Current Budget FY23	YTD Actual Expenses to DEC22	% of Annual Budget Spent	Current Budget Income	YTD Actual Income	% of Annual Budget Received	Project Status	Current Expected Completion Date	Project Sponsor (Leadership Team Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Summary	
		2022/23 Expenditure			2022/23 Income									
000662	Daylesford Town Hall External Review	120,750	9,618	8%	-	-		In Progress and On Track	31 March 2023	S Mennie	V O'Halloran	V O'Halloran	Building permit had to be submitted for porch repairs which are scheduled to be completed end of January. Roof repairs have been escalated.	
000739	Public Toilets Program - Quarry St	480,000	317,440	66%	-	-		In Progress and On Track	31 January 2023	S Mennie	B Grounds	S Hattam	On track for completion in Jan 2023	
000740	Glenlyon Public Toilets	5,000	-	0%	-	-		Project On Hold	On Hold	S Mennie	V O'Halloran	B Grounds	Preliminary investigation works to be undertaken to determine further scope required.	
001158	Hammon Park Pavilion Repairs	50,000	-	0%	-	-		Not yet Started and Delayed	30 June 2023	S Mennie	V O'Halloran	S Pinzon	Planning to begin in early 2023	
001161	Newlyn Main Hall Floor Replacement	150,000	10,968	7%	-	-		In Progress and On Track	31 March 2023	V Halloran	V O'Halloran	S Hattam	Contract awarded with commencement mid-January .	
Plant and Machinery														
000131	Vehicle and Plant Replacement	1,020,000	725,577	71%	177,932	201,906	113%	In Progress and On Track	30 June 2023	S Mennie	V O'Halloran	V O'Halloran	Income to cover variance to budget. Tracking well.	
000599	National Flagship Bioenergy Facility	124,430	51,275	41%	-	-		In Progress and On Track	30 June 2023	S Mennie	S Mennie	S Mennie	Tracking to line up with shire wide FOGO rollout planned for mid 2023.	
001173	EV Charging Stations for HSC Fleet - Daylesford	30,000	-	0%	-	2,250		In Progress and On Track	28 February 2023	S Mennie	V O'Halloran	V O'Halloran	Charging stations procured and put in place in Duke St. Further electrical connection works planned for completion in February 23.	
Recreational, Leisure and Community Facilities														
001084	Lee Medlyn Bottle Museum	291,051	12,029	4%	-	-		In Progress and Delayed	30 November 2023	S Mennie	V O'Halloran	S Hattam	Receiving stakeholder approvals has delayed progress and further consultation is underway. Planning application now potentially delayed until late January - early February 2023.	
001144	Dog Parks Master Planning	40,000	-	0%	-	-		Not yet Started and Delayed	30 June 2023	S Mennie	Major Projects	S Pinzon	Desktop analysis and strategic review currently underway. Site analysis to occur February-March, with draft options to be proposed in April for community consultation.	
Total Waste, Facilities and Community Safety		3,777,813	1,516,410	40%	1,069,799	891,026								
TOTAL INFRASTRUCTURE AND DELIVERY		13,439,122	3,487,650	26%	6,830,913	3,752,101								
TOTAL CAPITAL WORKS		22,155,778	5,622,569	25%	12,313,878	6,380,541								
Represented by:														
	New asset expenditure	7,117,989	1,522,189	21%	5,699,191	3,158,952	55%							
	Asset renewal expenditure	9,844,938	2,954,765	30%	2,986,124	888,776	30%							
	Asset upgrade/expansion expenditure	5,192,851	1,145,615	22%	3,678,563	2,332,812	63%							
	Total capital works expenditure	22,155,778	5,622,569	25%	12,363,878	6,380,541	52%							

Hepburn Shire Council
Special Projects Report as at 31 December 2022

ATTACHMENT 12.1.3

Project Number	Project Name	Current Budget FY23	YTD Actual Expenses to DEC22	% of Annual Budget Spent	Current Budget Income	YTD Actual Income	% of Annual Budget Received	Project Status	Current Expected Completion Date	Project Sponsor (Leadership Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Summary
		2022/23 Expenditure			2022/23 Income								
Non-Recurrent (Special Operating) Projects													
COMMUNITY AND DEVELOPMENT													
000570	RAP Development 2021-24	34,000	-	0%	-	-		In Progress and Delayed	31 December 2023	F Fogarty	F Fogarty	D Spiller	A new Reconciliation Advisory Committee has been formed and development of commencement of a new Reconciliation Action Plan has been made a priority and commenced with registration with Reconciliation Australia
000996	Arts and Culture Strategy Development	22,500	17,533	78%	-	-		In Progress and On Track	30 June 2023	F Fogarty	F Fogarty	F Fogarty	Consultation component completed. Balance of Strategy is still under development.
001105	Christmas Community Planning	10,000	5,653	57%	-	-		In Progress and On Track	31 January 2023	F Fogarty	F Fogarty	F Fogarty	Seasonal decorations installed in Trentham, Clunes and Creswick with assistance from Community Groups and contractors. Remainder of costs expected to be accounted for in January.
Total Community Life		66,500	23,186	35%	-	-							
000676	Implement biodiversity strategy actions	46,694	-	0%	-	-		In Progress and On Track	30 June 2023	D Kennedy	B Bainbridge	B Bainbridge	Draft RFQ developed, awaiting feedback on engagement strategy, expect to release late January
001003	Flora and Fauna assessments	25,080	25,080	100%	-	-		Hand Over Completed	30 June 2023	D Kennedy	B Bainbridge	B Bainbridge	This report has been finalised. Balance of assessments to be managed as part of Strategic planning projects. RFQ for other township assessments has been released and is due January 30
001044	Lake Daylesford Gully Fuel Management Project	40,550	16,151	40%	40,455	40,455	100%	In Progress and Delayed	31 January 2023	D Kennedy	B Bainbridge	B Bainbridge	Final spray works commenced in December and expect to complete January. Projected 2022-23 costs in line with grant from CFA already received.
001049	Wheatsheaf Firescape	23,000	-	0%	22,727	5,645	25%	In Progress and Delayed	31 January 2023	D Kennedy	B Bainbridge	B Bainbridge	Final spray works commenced in December and expect to complete January. Projected 2022-23 costs in line with grant from CFA already received.
001054	Streamlining for Growth	64,600	-	0%	50,000	50,000	100%	In Progress and On Track		D Kennedy	B Southee	B Southee	RFQ for Urban Design & Neighbourhood Character issued Dec 22
001147	Western Transmission Line Strategy	88,725	33,569	38%	-	-		In Progress and On Track	30 June 2023	D Kennedy	D Kennedy	D Kennedy	Balance of funds held for EES review advice and preparation.
001160	Settlement Strategy and Township Structure Plans	396,052	55,759	14%	-	-		In Progress and Delayed	30 June 2023	D Kennedy	A Blacket	A Blacket	Project review undertaken with project funding reprioritised to ensure expenditure of funds by 30 June 2023
Total Strategic Planning		684,701	130,559	19%	113,182	96,100	85%						
000680	Glenlyon Recreation Reserve - master plan	51,176	5,098	10%	-	(50)		In Progress and On Track	30 June 2023	K Sinclair	K Schnur	T McCarthy	Refresh and Revisit Community Engagement was completed in October and November 2022. Draft masterplan development is now underway. Public exhibition of draft Masterplan anticipated in March 2023 with community engagement to follow and adoption to be considered in June 2023.
000878	Hub For Premium Produce	288,497	127,612	44%	-	-		In Progress and On Track	28 February 2023	K Sinclair	H. Fitzpatrick	S Hebbard	Grants invoices have now been paid. Final Reports, Ag Vic, Council and Physical Hub Business Plan to be completed. Acquittal to State Government by May 24, 2023. 6% Underspend flagged in November is still projected. Funds flagged to be returned to State Government by May 23.
000973	Visit Victoria Grant Program	20,000	-	0%	-	-		In Progress and On Track	30 June 2023	K Sinclair	H. Fitzpatrick	B O'Brien	Working with Visit Victoria on grant recipients for this fund
000998	Hepburn Shire Aquatics Strategy	-	-	0%	3,000	3,000	100%	Close Out tasks Completed		K Sinclair	K Schnur	K Schnur	All close out tasks completed
001164	Outdoor Activation Program	245,581	240,331	98%	272,518	272,518	100%	In Progress and Delayed	31 January 2023	K Sinclair	H. Fitzpatrick	H. Fitzpatrick	Project finalised awaiting single invoice been delayed due to faulty product for installation and contractors over holiday period. Pending this program has been finalised.

Hepburn Shire Council
Special Projects Report as at 31 December 2022

Project Number	Project Name	Current Budget FY23	YTD Actual Expenses to DEC22	% of Annual Budget Spent	Current Budget Income	YTD Actual Income	% of Annual Budget Received	Project Status	Current Expected Completion Date	Project Sponsor (Leadership Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Summary
		2022/23 Expenditure			2022/23 Income								
001166	Walking and Cycling Strategy 2022-23	45,000	-	0%	-	-		In Progress and On Track	30 June 2023	K Sinclair	K Schnur	K Schnur	A project brief to seek consultants to undertake a Hepburn Shire Wide Integrated Transport Strategy was developed that incorporates the key objectives of the strategy. In December 2022, a public request for tender was released to seek consultants to undertake the Shire Wide strategy.
Total Community & Economic Development		650,254	373,041	57%	275,518	275,468	100%						
TOTAL COMMUNITY AND DEVELOPMENT		1,401,455	526,786	38%	388,700	371,568	96%						
ORGANISATIONAL SERVICES													
001167	Hepburn Pulse Software	69,076	44,115	64%	-	-		In Progress and On Track	30 June 2023	A Burgess	K Lewis	K Lewis	Council Plan Reporting module and Audit Actions module have been fully implemented and final invoice for these modules has been receipted. The next module LGPRF, is scheduled to be rolled out in March 2023, following government changes to LGPR Framework.
Total Director Organisational Services		69,076	44,115	64%	-	-							
001110	Electoral Representation Review 2021-22	35,000	-	0%	-	-		In Progress and On Track	30 June 2023	A Burgess	R Smith	R Smith	This project is being run by the VEC and is expected to be completed by 30 June 2023. Costs for the review are passed on to Council, and the VEC has provided an estimate of \$62,769.41 for the project. Budget line will be adjusted at the mid-year review.
Total Governance		35,000	-	0%	-	-							
001150	Technology One Development	17,550	-	0%	-	-		In Progress and Delayed	30 June 2023	C Whyte	C Whyte	C Whyte	Project commenced. Will be finalised upon adoption of the ICT Strategy.
001151	Tech One - Cloud Migration	30,000	-	0%	-	-		In Progress and Delayed	30 June 2023	A Burgess	C Whyte	C Whyte	Project commenced. Will be finalised upon adoption of the ICT Strategy.
001152	Tech One - ESS Augmentation	38,000	14,979	39%	-	-		In Progress and Delayed	30 June 2023	A Burgess	C Whyte	C Whyte	Project commenced. Will be finalised upon confirmation of ICT Strategy adoption.
001153	Tech One - Purchasing and Contract Admin	59,000	-	0%	-	-		Not yet Started and Delayed	30 June 2024	A Burgess	C Whyte	C Whyte	Project pending ICT Strategy adoption.
001154	Tech One - eProperty	33,000	-	0%	-	-		Not yet Started and Delayed	31 July 2024	A Burgess	C Whyte	C Whyte	Project pending ICT Strategy adoption.
001155	Tech One - Finance and Fixed Assets Management	112,000	-	0%	-	-		Not yet Started and Delayed	31 August 2024	A Burgess	C Whyte	C Whyte	Project pending ICT Strategy adoption.
001156	Tech One - HRP	109,000	-	0%	-	-		Not yet Started and Delayed	30 September 2024	A Burgess	C Whyte	C Whyte	Project pending ICT Strategy adoption.
001157	Tech One - eRecruitment	36,000	-	0%	-	-		Not yet Started and Delayed	31 October 2024	A Burgess	C Whyte	C Whyte	Project pending ICT Strategy adoption.
Total ICT		434,550	14,979	3%	-	-							
TOTAL ORGANISATIONAL SERVICES		538,626	59,094	11%	-	-							
INFRASTRUCTURE AND DELIVERY													

Hepburn Shire Council
Special Projects Report as at 31 December 2022

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Project Number	Project Name	Current Budget FY23	YTD Actual Expenses to DEC22	% of Annual Budget Spent	Current Budget Income	YTD Actual Income	% of Annual Budget Received	Project Status	Current Expected Completion Date	Project Sponsor (Leadership Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Summary
		2022/23 Expenditure			2022/23 Income								
001008	COVID-19 Response Costs	-	-	0%	-	12,922		In Progress and On Track	30 June 2023	B Lucas	B Lucas	B Lucas	Extension of Grant Funding from DJPR received in December
001129	New Office Accommodation Planning	30,000	-	0%	-	-		In Progress and On Track	31 December 2023	B Lucas	B Lucas	B Lucas	Project planning is underway, and a project plan will be presented to Councillors at a briefing in March
Total Director Infrastructure and Delivery		30,000	-	0%	-	12,922	#DIV/0!						
001111	Storm clean up - Trentham 2021 NDFA	1,999,991	35,763	2%	2,485,539	-	0%	In Progress and On Track	30 June 2023	M McDonald	T Scarsi	J Mitchell	Scope of remaining clean up works less significant than expected at time of budget. Significant underspend expected to be redistributed to subsequent storm events as part of Mid Year Budget review.
001113	Storm Recovery 2021 - BRV	88,732	276,144	311%	-	399,997		In Progress and On Track	31 July 2023	M McDonald	T Scarsi	T Scarsi	\$399,997 additional Council Support funding received. Six month progress report due to ERV 20 January. Final acquittal due 19 July 2023.
001114	Storm 29 October 2021	-	-	0%	38,439	-	0%	Hand Over Completed	31 March 2023	M McDonald	T Scarsi	T Scarsi	Total clean up expenditure didn't reach threshold for reimbursable costs grant. Income budget to be redistributed in Mid Year review.
001115	Storm Recovery - January 2022 - NDFA	4,999,953	287,208	6%	6,233,185	4,106	0%	In Progress and On Track	30 June 2023	M McDonald	T Scarsi	J Mitchell	Many works completed and now being rescoped again following October flood event. Expenditure for this recovery is expected to be significantly lower than initially forecast. Budget realignment between events to be considered in Mid Year Budget Review.
001145	Targeted Recovery Fund Initiative	147,400	106,524	72%	147,400	147,400	100%	In Progress and On Track	28 February 2023	M McDonald	T Scarsi	T Scarsi	Project extension granted to end of February 2023 for Community Recovery Events. Events scheduled for February, may not consume all remaining funds.
001168	Storm Recovery - Disaster Relief Australia	-	-	0%	-	218,889		In Progress and Delayed	30 June 2023	M McDonald	T Scarsi	T Scarsi	Project delayed due to weather. Properties now identified for assistance. Total funding \$218,889 for FY23.
001169	Storm Recovery - Community Led Recovery Projects	-	1,649	0%	-	-		Not yet Started and Delayed	30 June 2024	M McDonald	T Scarsi	T Scarsi	Project extension granted by ERV until Jun 2024. Confirmation of funding received 21/09/22. Funds not yet received. Total approved funding \$151,830.00. Project delivery timetable to be confirmed, assume some expenses to be incurred FY24.
001170	Storm Recovery - October 22 Storm Clean-up - NDFA	-	1,768,311	0%	-	500,000		In Progress and On Track	30 June 2024	M McDonald	T Scarsi	J Mitchell	Preliminary estimate of total costs \$16.5m provided to NDFA, initial assistance instalment of \$500,000 received with additional funds expected in January. Works proceeding whilst balance of preliminary claim under assessment.
Total Emergency Management		7,236,076	2,475,599	34%	8,904,563	1,270,392							
000616	Creswick Trails	1,550,690	57,898	4%	572,000	-	0%	In Progress and On Track	31 December 2024	B Lucas	B Grounds	A Breach	Contract to construct has been awarded and works are expected to begin on the ground in February 2023.
Total Major Projects		1,550,690	57,898	4%	572,000	-	0%						
001118	WHBG Collections Policy and Plant Labels	22,647	8,000	35%	18,383	18,383	100%	Close Out tasks Completed		T May	S Ludeke	S Ludeke	Project and acquittal completed
001119	HMSR Lighting Audit and Repairs	8,790	8,790	100%	-	-		Close Out tasks Completed		T May	S Ludeke	S Ludeke	Project completed
Total Operations		31,437	16,790	53%	18,383	18,383	100%						
000875	Solar Savers	100,000	13,000	13%	179,756	-	0%	In Progress and On Track	30 June 2023	S Mennie	M Pasqualini	M Pasqualini	Program currently in householder recruitment stage with 9 households progressing through agreement signing. Likely to present results and seek declaration of special rates charge at Council meetings in February and April 2023 subject to confirmation.

Hepburn Shire Council
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Project Number	Project Name	Current Budget FY23	YTD Actual Expenses to DEC22	% of Annual Budget Spent	Current Budget Income	YTD Actual Income	% of Annual Budget Received	Project Status	Current Expected Completion Date	Project Sponsor (Leadership Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Summary
		2022/23 Expenditure			2022/23 Income								
001005	Organic Waste Kerbside Collection	18,701	660	4%	-	-		In Progress and On Track	30 September 2023	S Mennie	S Mennie	S Mennie	To align with FOGO rollout, with Councillors briefed in March and rollout expected with the 2023/24 financial year
001109	Sustainable Hepburn	150,000	4,977	3%	-	-		In Progress and On Track	30 June 2023	S Mennie	S Mennie	S Mennie	Balance of activities expected to be undertaken before June with costs to be incurred accordingly.
001126	Rex Sale Costs	21,945	60,583	276%	-	-		In Progress and On Track	30 April 2023	S Mennie	K Menne	K Menne	Sale complete. Currently in settlement period.
001128	Office Improvements	69,961	69,469	99%	-	-		In Progress and On Track	31 March 2023	S Mennie	V O'Halloran	V O'Halloran	Continuation of works to maintain functional office facilities. Carry over works from 2021-22 year nearing completion. Completion date adjusted to reflect further remediation scope identified.
001134	Circular Economy Stage 2	35,000	-	0%	-	-		Not yet Started but On Track	30 June 2023	S Mennie	M Pasqualini	M Pasqualini	As Stage 1 activates finalised, Stage 2 planned for commencement in January 2023.
001135	Regenerative Agriculture	20,000	-	0%	-	-		Not yet Started but On Track	30 June 2023	S Mennie	M Pasqualini	M Pasqualini	Planning activity to be undertaken in January and costs associated with rollout to follow as per initial project timeline.
001175	Household Recycling Education and Behavioural Change	-	-	0%	-	30,450		Not yet Started but On Track	31 December 2023	S Mennie	S Mennie	S Mennie	Planned expenditure to match grant received through Sustainability Victoria's Recycling Victoria Household Education and Behavioural Change Fund. Educational activities to prepare and support community for future FOGO rollout.
Total Waste, Facilities and Community Safety		415,607	148,689	36%	179,756	30,450	17%						
TOTAL INFRASTRUCTURE AND DELIVERY		9,263,810	2,698,976	29%	9,674,702	1,332,147	14%						
TOTAL NON-RECURRENT PROJECTS		11,203,891	3,284,855	29%	10,063,402	1,703,715	17%						

12.2 ANNUAL PLAN 2022/2023 - QUARTER 2 PROGRESS REPORT

DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Director Organisational Services, I Andrew Burgess have no interests to disclose in this report.

ATTACHMENTS

1. HSC Annual Plan Progress Report 2022-2023 Quarter 2 [**12.2.1** - 16 pages]

EXECUTIVE SUMMARY

The attached report provides an update on the progress against projects and initiatives included in the Annual Plan 2022/2023.

Significant progress on the majority of actions has been undertaken, which is pleasing given the constraints of a tight recruitment market, price escalations, lack of available contractors and impacts of storm works.

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the Annual Plan 2022/2023 Quarter 2 Progress Report; and*
2. *Notes that this report will be published on Council's website.*

BACKGROUND

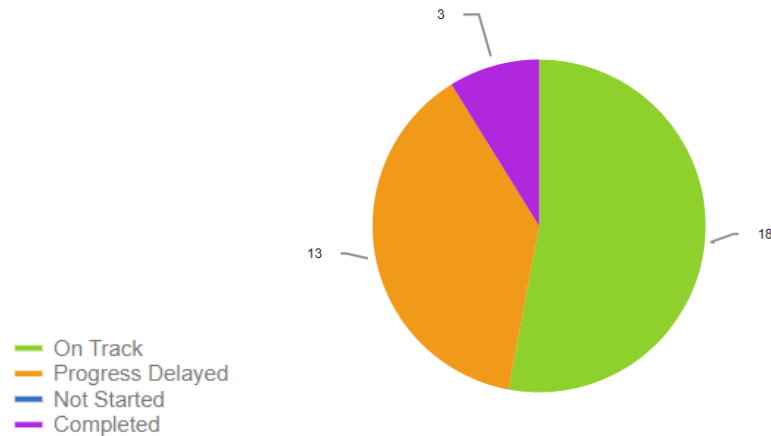
The Annual Plan outlines the actions for 2022/2023 that will be implemented as priorities from the Council Plan 2021-2025 and Annual Budget 2022/2023. The Annual Plan was adopted by Council at its Ordinary Meeting on 28 June 2022.

The Annual Plan details on the progress of actions in the Council Plan, and the quarterly report updates Councillors and the Community on the progress on the actions.

KEY ISSUES

The attached report provides a list of the projects included in the Annual Plan 2022/2023 and a progress comment has been provided for each project by the responsible officer, for the second quarter period.

The following graph provides a snapshot of the current status of projects as of 31 December 2022. Significant progress has been made on many of the projects this quarter, with the following changes from last quarter:



<i>STATUS</i>	Q1	Q2
<i>On Track</i>	20	18
<i>Progress Delayed</i>	10	13
<i>Not Started</i>	1	0
<i>Completed</i>	3	3

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

3. Embracing our past and planning for the future

- o 3.3 Build and maintain infrastructure that supports liveability and activity in our community.

5. A dynamic and responsive Council

- o 5.2 A sustainable and agile organisation with strong corporate governance that supports excellent operations.
- o 5.3 Actively communicate, inform and engage with our community about events and decision-making.

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. Individual projects will consider sustainability implications where appropriate.

FINANCIAL IMPLICATIONS

All Annual Plan 2022/2023 Projects and Initiatives have been budgeted for in this current financial year.

RISK IMPLICATIONS

Project comments have been updated to confirm status as of 31 December 2022.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community Engagement in accordance with the adopted policy is considered on a project-by-project basis. This progress report will be placed on Council's website.

Annual Plan 2022/2023

Progress Report Q2

October - December 2023

Hepburn Shire - an inclusive rural community located in Dja Dja Wurrung country where all people are valued, partnerships are fostered, environment is protected, diversity supported, and innovation embraced.

Our five focus areas:




STATUS

- On Track
- Progress Delayed
- Completed
- Not Started
- Cancelled

A resilient, sustainable and protected environment

A responsive, adaptive, and resilient community that addresses climate change and biodiversity.

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.1	Vehicle Charging Stations: Partner with Hepburn Energy and Chargefox to install three electric charging stations in Creswick, Hepburn Springs and Trentham.	Waste, Facilities and Community Safety	01/01/2023	Now moving into the installation phase of the project with Creswick being the first site to be installed.	
AP23.2	Sustainable Hepburn: Develop and implement the 'Sustainable Hepburn Strategy' to align waste, sustainability and biodiversity strategies. This includes \$150,000 for Waste initiatives and \$75,000 for Sustainability initiatives.	Waste, Facilities and Community Safety	01/06/2023	Community engagement for roll out of organic waste service and glass waste service will occur in February/March, with the actual service roll out the service in the 2023/24 financial year. Currently reviewing transfer station operations, including testing, tagging and sale of e-waste. Have purchased a third Electric Vehicle for Council fleet.	
AP23.3	Destination Management Plan: Partner with DMT to develop a regional destination management plan which will include local tourism action plans to ensure community needs are understood and addressed.	Economic Development and Recreation	01/06/2023	In December a proposal was developed by Daylesford Macedon Tourism and sent to market for the development of a 5-year Destination Management Plan (DMP) and supporting Local Area Action Plans for both Hepburn Shire and Macedon Ranges Shire with submissions due in February 2023. Council officers are working with DMT on the	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

				DMP Project Control Group in addition to implementing the 2023 workforce strategy which will feed into the broader destination management plan.	
AP23.4	Linking sustainability and public health: Develop a MOU with Central Highland Rural Health to ensure a collaborative approach to resource management and community messaging regarding the link between sustainability and public health.	Community Life	01/06/2023	Memorandum of Understanding developed and signed by Central Highlands Rural Health and Hepburn Shire Council. The collaborative partnership continues in the implementation of the Hepburn Shire Council Municipal Health and Wellbeing Plan and the Central Highlands Rural Health Population Health Plan.	
AP23.5	Flora and Fauna Assessment: Conduct a biodiversity assessment as part of the Creswick Structure Plan.	Strategic Planning	01/09/2022	The Creswick draft biodiversity assessment report has been received, following site inspections and mapping. The draft assessment will be reviewed and will inform the Creswick Structure Plan.	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

A healthy, supported and empowered community

A community that values connection, supports diversity, health, and wellbeing, and is inclusive of all people and their needs

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.6	Affordable long-term housing: Advocate for involvement in the Victorian State Government's Big Housing Build Program.	Strategic Planning	01/06/2023	First phase of engagement on A Home in Hepburn discussion paper completed December 2022. The draft action plan is being developed for consideration by Councillors.	
AP23.7	Trentham Community Hub: Continue constructing the new multi-purpose community facility, featuring the new library and Council Customer Services.	Projects	01/06/2023	Construction of the Community Hub is well underway, with some delays from poor state of existing Mechanics Institute. Expected completion date is now early 2024.	
AP23.8	Disability Access Inclusion Plan: Develop and adopt a new plan.	Community Life	01/12/2022	A new Disability Action Plan was developed with the Disability Advisory Committee. The plan is on public exhibition until 20 January 2023. The Plan will be considered by Council in 2023.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.9	Aquatics Strategy Implementation: Undertake further detailed investigation and development of a feasibility Study and Business Case for Indoor Aquatics Provision.	Economic Development and Recreation	01/06/2023	In October consultants commenced in the development of the Indoor Aquatics Provision Feasibility Study and Business Case, including background and research work and the development of a project framework, and a stakeholder and community engagement plan. A formal overview of the project framework and timeframe was presented to Councillors in December. In December key external stakeholders and the broader community were provided with a project update.	
AP23.10	Walking and Cycling Strategy: Develop and adopt a Walking and Cycling Strategy.	Economic Development and Recreation	01/06/2023	In October Council received formal advice from the Victorian Government that the Local Sports infrastructure Funding Program submission made to seek a co-contribution to develop the Hepburn Shire Council Walking and Cycling Strategy was unsuccessful. In November a project brief to seek consultants to undertake a Hepburn Shire Wide Integrated Transport Strategy was developed that incorporates the key objectives of the walking and cycling strategy. Submissions close 31 January 2023.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.11	Creating a circular food economy in the Hepburn Shire: Partner with local organisations to increase access to healthy and affordable food.	Community Life	01/06/2023	Council is working closely with partners to build awareness and programs to support a circular food economy in the Hepburn Shire. Council is also working with emergency food relief agencies to understand the demand and access challenges for affordable food within the region for vulnerable populations.	
AP23.12	Improved mental wellbeing within the community: Establish a mental health support network for organisations that have a focus on mental health support and referral processes throughout the Hepburn region	Community Life	01/06/2023	Currently undertaking analysis of all mental health service providers in the region, including accessibility, referral pathways, and Initial Assessment and Referrals (IAR) service levels. This will assist Council in promoting current providers to residents and identifying gaps in service provision for advocacy work to ensure funding parity. Additionally, this gives us an initial engagement with service providers who may be approached during the establishment of the Mental Health Support Network.	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

Embracing our past and planning for the future

We acknowledge and empower the Traditional Owners and other cultures of our area to protect our historical roots while planning for future generations.

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.13	COVID Stimulus Infrastructure Projects: Continue to deliver key stimulus funded projects including, Bullarto Station Tourist Precinct, Creswick Town Hall and Wombat Hill Botanical Gardens	Projects	01/06/2023	Range of projects mostly on track, although some delays experienced due to construction industry challenges. Bullarto Station and Creswick Town Hall construction works well underway; Wombat Hill Botanical Gardens construction stage procurement underway.	
AP23.14	Reconciliation Action Plan: Develop and adopt a Reconciliation Action Plan.	Community Life	01/12/2022	A new Reconciliation Advisory Committee has been formed and development of commencement of a new Reconciliation Action Plan has been made a priority and commenced with registration with Reconciliation Australia	

STATUS



On Track



Progress Delayed






Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.15	UNESCO Goldfields World Heritage: Partner with other Council's to advocate for UNESCO World Heritage Listing of the Central Victorian Goldfields.	Economic Development and Recreation	01/06/2023	In October an Economics Assessment for the Victorian Goldfields World Heritage Bid was launched at the Creswick Visitor Information Centre. A World Heritage Listing is worth \$1 billion to the Central Victorian Goldfields Region. There was also an announcement that the \$500,000 application for the Regional Development Investment Fast Track funding application was successful. The funding will deliver a region-wide investment Master Plan and list of tentative World Heritage sites for the state to take to the Commonwealth Government.	
AP23.16	Strategic Planning Work Program: Implement year 2 of council program of strategic planning work to be delivered in accordance with financial budget allocations, including continued work on Creswick Structure Plan and commencement of Trentham Structure Plan.	Strategic Planning	01/06/2023	Request for Quote for major background studies advertised in December 2022. Community engagement program under development.	
AP23.17	Hammon Park Trailhead, Creswick - Construct: Complete construction of the Trailhead at Hammon Park in Creswick	Projects	01/03/2023	Construction of the trailhead at Hammon Park is well underway, despite weather and flooding impacts. Completion is expected early 2023.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.18	Trentham Sportsground Pavilion - Construct: Complete construction of the pavilion and change facilities.	Projects	01/12/2022	Construction is well underway, with some delays in completion date due to construction sector challenges. Completion expected early 2023.	
AP23.20	Key Projects Advocacy: Continued advocacy for State and Federal Government funding of Councils key projects identified in the HSC Advocacy Statement.	Grants and Corporate Reporting	01/06/2023	Council's advocacy efforts were well rewarded with the bid announcement in October that Creswick would host the 2026 Commonwealth Games Mountain Biking Event. Construction of Creswick Trails network is set to commence in early 2023 for completion in mid-2024. The mountain bike network will increase visitation to Creswick and the Shire creating benefits for the local economy, employment and tourism, not just for the Commonwealth Games, but also for many years after with the world class infrastructure that will be in place.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Diverse economy and opportunities

Our community is enhanced by a diverse and resilient economy that supports local aspirations through opportunity.

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.19	Youth "ACE" Strategy 2021-2025 Implementation: Implement Youth Strategy to support the delivery and opportunities to young people in the Shire.	Community Life	01/06/2023	Creation of the "ACE" youth development Action Plan is complete with a range of activities planned under the following focus areas: Mental Health, Climate Action, Gender Equity, Inclusion and Diversity, Youth Health and Wellbeing, Social Community Connection, Personal Growth and Development, Youth Agency and Empowerment. The actions are strongly aligned with Advocating, Celebrating and Elevating young people aged 12 - 25 living, working, or studying within Hepburn Shire	
AP23.21	Hepburn Shire Traineeships Program: Creation of new traineeship opportunities within Council.	Culture and Performance	01/06/2023	Council has advertised for four trainee roles and appointed one. Three roles remain vacant, currently reviewing and re-advertising while also working with alternate areas within Council including Outdoor crews to expand the program to attract more trainees. Also, working with LGPro to expand program awareness into marginalised groups as adult traineeship opportunity.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

AP23.22	Artisan Agriculture: Finalise the pilot project of the Artisan Agriculture Project to support producers more broadly.	Economic Development and Recreation	01/02/2023	November Project Advisory Group meeting held. The Small-scale Artisan Agriculture Grants Program has been implemented. Project evaluation for the project commenced.	
AP23.23	Attraction of significant events: Advocacy and attraction of significant events that align with Council's Event Strategy.	Economic Development and Recreation	01/10/2022	A number of community events took place including the Dean Sheepdog Trials, Lyonville Hall Bake Off, Remembrance Day Services, Glenlyon Antiques and Collectables Fair, Daylesford and Kingston Agricultural Shows, Creswick Garden Lovers weekend, Christmas in Clunes and Daylesford New Years Eve Parade.	
AP23.24	Circular Economy Officer: Employment of a Circular Economy officer to investigate and drive investment in circular economy initiatives relevant to the Shire.	Waste, Facilities and Community Safety	01/09/2022	Currently in recruitment phase, with role anticipated to be filled in March.	

STATUS



On Track



Progress Delayed



Completed






Not Started



Cancelled

A dynamic and responsive Council

Council and the community partner to achieve their aspirations through excellent communication and engagement, the delivery of effective services, strong financial management, and governance.

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.25	Western Victoria Transmission Network Project: Continue to work in partnership with the community in support of their opposition to AusNet's 24ha terminal station location and the above ground transmission lines.	Strategic Planning	01/06/2023	Responses provided to draft EES chapters and reports through the DELWP Technical Reference Group.	
AP23.26	Customer Service Strategy Development: Develop and adopt a whole of Council Customer Service Strategy and Charter.	Culture and Performance	01/10/2022	Consultant engaged and staff consultation has occurred with the draft strategy produced and undergone consultation with staff. A revised draft Customer Service Strategy to be presented to the Executive Team in February for adoption.	
AP23.27	Governance Rules Review: Undertake review of Governance and Risk rules to ensure compliance with the Local Government Act 2020.	Governance and Risk	01/10/2022	Council reviewed its Governance Rules and undertook public consultation during July 2022. The Rules were updated to embed arrangements for virtual and hybrid Council Meetings that had become common practice during COVID-19 along with some minor administrative amendments. The Rules were adopted at the Ordinary Meeting of Council on 16 August 2022.	

STATUS



On Track



Progress Delayed






Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.28	Community Engagement Staff Training Program: Deliver a Community Engagement training program for staff.	Engagement Specialist	01/06/2023	In September 2022 thirty Council Officers participated in Community Engagement Training, with engagement experts MosaicLab. MosaicLab utilised our Community Engagement Policy, Matrix, and other tools so that the training delivered supported the professional development needs of our staff and organisation. An ongoing program is currently under development that will continue to build the capacity, confidence and skills of staff to deliver quality community engagement activities.	
AP23.29	ICT Transformation Project: Implementation of the ICT Strategy.	ICT	01/06/2023	The ICT Strategy and Roadmap is being finalised and will be presented to Councillors briefing by March 2023 prior to finalisation and adoption. Core activities including disaster recovery works have occurred and a number of security upgrades have already been completed.	
AP23.30	Review of Council Services and Programs: Providing options to Councillors for undertaking service reviews of programs, and services offered by Council.	Grants and Corporate Reporting	01/04/2023	Contractor appointed to undertake a high level review of Council services in order to identify, rank and prioritise services for a detailed review. Ranking and prioritisation to be completed by March 2023 for consideration as part of the 2023/24 budget process.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.31	Employer Value Proposition: Develop Employer Value Proposition and tools to market HSC more effectively as an employer.	Culture and Performance	01/03/2023	Work to identify possible additional benefits completed, identified benefits to be analysed to assess feasibility to Council. A number of tools have been implemented and will be formalised in an Employer Value Proposition.	
AP23.32	Daylesford Community Facilities and Staff Accommodation: Planning and scoping of Daylesford Community facilities and staff accommodation options.	Waste, Facilities and Community Safety	01/06/2023	The project to review short term accommodation requirements including minor improvement and interim team locations is underway. Planning has begun for the longer-term community and staff accommodation project, now the REX sale is finalised.	
AP23.33	Asset Condition Assessments: Undertake building condition assessment on Council owned facilities.	Operations	01/06/2023	All building inspections and assessments have been completed. The Consultant is now preparing the draft condition audit report for review by Council which is expected in early 2023. The Consultant is also preparing Council's Building Asset Management Plan in line with Council's Asset Management Framework.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.34	Gender Equity Action Plan: Implement 2022-23 actions detailed in the Gender Equity Action Plan.	Culture and Performance	01/06/2023	Actions delivered on this plan include; implementing anonymous online reporting; conducted respectful behaviours training to staff; recruitment process and recruitment panel review; and a mentoring program established. Additional actions being undertaken currently include the investigation of training for all staff and the development of a special measures recruitment policy.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

12.3 RECOMMENDATIONS FROM THE AUDIT AND RISK COMMITTEE DECEMBER MEETING AND APPOINTMENT OF NEW CHAIR DIRECTOR ORGANISATIONAL SERVICES

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

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Confidential Minutes - Audit and Risk Committee - 15 December 2022 [**12.3.1** - 89 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider advice from the Audit and Risk Committee (ARC) meeting that was held on 15 December 2022, including the confirmation of the Chair for 2023.

OFFICER'S RECOMMENDATION

That Council:

1. *Receives the draft minutes of the Audit and Risk Committee Meeting that was held on the 15 December 2022;*
2. *Notes the recommendations of the Audit and Risk Committee that were moved at the meeting on 15 December 2022;*
3. *Notes the Annual Assessment of the Committee included in the minutes; and,*
4. *Confirms Ms Linda McNeill as the chair of the Audit and Risk Committee for a further term until 30 November 2023.*

BACKGROUND

The purpose of the Audit and Risk Committee is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management and risk, good corporate governance, provide experience in public sector management, and the maintenance of systems of internal control, and the fostering of an ethical environment.

The Audit and Risk Committee is not a delegated committee and cannot exercise statutory functions and powers of the Council under delegation, and essentially acts as an advisory body on behalf of Council.

The Audit and Risk Committee meetings are closed to the public.

KEY ISSUES

The Audit and Risk Committee held its quarterly meeting on 15 December 2022. The Confidential Minutes of the meeting are attached for Council consideration.

The Committee voted to re-appoint Ms Linda McNeill as the chair of the Committee until 30 November 2023. Council will need to confirm this appointment at the next Ordinary Meeting of Council.

The Committee also completed their annual assessment of the performance and function of the committee, as included in the minutes.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

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

Local Government Act 2020

The Audit and Risk Committee is governed by section 53 of the *Local Government Act 2020*, and operates in line with the Audit and Risk Committee Charter. A Workplan is developed to align with their obligations.

GOVERNANCE ISSUES

The Audit and Risk Committee was established by Council resolution on 28 August 2020 in line with section 53 of the *Local Government Act 2020*.

The Committee is made up of four independent committee members – Ms Linda McNeill (Chair), Mr Jason Young, Mr Robert Taylor and Ms Carol Pagnon.

Two of these committee members, Mr Robert Taylor and Ms Carol Pagnon, will finish their terms in December 2023 and will not be eligible for reappointment. A recruitment process will be undertaken in 2023/2024 to appoint new members.

The Councillor delegates of the Committee are Cr Brian Hood (Mayor) and Cr Juliet Simpson.

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 major risk implications associated with this report.

The Audit and Risk Committee were duly briefed on all reports and a robust discussion was had. Should Council disagree with any recommendations that the Audit and Risk Committee present for its consideration, then Council will need to, via a resolution of Council and in line with Council's good governance framework, state which motions Council do not accept.

If officers do not present this report to Council at the next practicable Council meeting for consideration, then there will be a breach of the Audit and Risk Committee Charter.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report. The Audit and Risk Committee, and representatives from Council's external and internal auditors respectively have been engaged and consulted on reports that relate to their function and duty to Council.

All members of the Audit and Risk Committee were presented with agenda papers and were all present at the Meeting.

13 CLOSE OF MEETING