



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC AGENDA

Tuesday 21 May 2024

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 May 2024

Daylesford Town Hall

76 Vincent Street Daylesford

Commencing at 5:30PM

TABLE OF CONTENTS

1	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	4
2	SAFETY ORIENTATION	4
3	OPENING OF MEETING	4
4	APOLOGIES	5
5	DECLARATIONS OF CONFLICTS OF INTEREST	5
6	CONFIRMATION OF MINUTES	6
7	ITEMS OF URGENT BUSINESS	6
8	COUNCILLOR AND CEO REPORTS	6
8.1	MAYOR'S REPORT	6
8.2	COUNCILLOR REPORTS	6
8.3	CHIEF EXECUTIVE OFFICER'S REPORT	7
9	PUBLIC PARTICIPATION TIME	13
9.1	PETITIONS	14
9.2	PUBLIC QUESTIONS	14
9.3	REQUESTS TO ADDRESS COUNCIL	14
10	A RESILIENT AND SUSTAINABLE ENVIRONMENT	15
10.1	SUSTAINABLE HEPBURN ACTION PLAN	15
10.2	SOLAR SAVERS - DECLARATION OF A SPECIAL RATES CHARGE	25
11	EMBRACING OUR PAST AND PLANNING FOR OUR FUTURE	30
11.1	DAYLESFORD COMMUNITY FACILITIES PROJECT ADVISORY GROUP – MEMBERSHIP APPOINTMENT	30
11.2	CONTRACT AWARD FOR HEPBU.RFT2024.11 – ARCHITECTURAL AND DESIGN SERVICES – DAYLESFORD COMMUNITY FACILITIES	44

12 A DYNAMIC AND RESPONSIVE COUNCIL.....	48
12.1 CHIEF EXECUTIVE OFFICER'S ANNUAL LEAVE AND APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER	48
12.2 QUARTERLY FINANCE REPORTS – QUARTER 3 2023/2024	50
12.3 ANNUAL PLAN PROGRESS REPORT Q3 - 2023/2024.....	98
12.4 RECOMMENDATIONS FROM THE AUDIT AND RISK COMMITTEE MEETINGS HELD ON 27 MARCH 2024 AND 13 MAY 2024.....	138
12.5 INSTRUMENT OF APPOINTMENT TO AUTHORISED OFFICERS UNDER THE ENVIRONMENT PROTECTION ACT 2017	141
13 CONFIDENTIAL ITEMS.....	145
13.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC.....	145
14 CLOSE OF MEETING	146

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

Tuesday 21 May 2024

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 16 April 2024 (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 Tim Drylie, Creswick Ward

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

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.

CHIEF EXECUTIVE OFFICER UPDATE

Over the past month, and in coming months, we celebrate the completion of several projects. Last month Newlyn Recreation Reserve sports lighting upgrade was officially opened by Martha Haylett MP – Member for Ripon. The project included the upgrade of the oval lighting to compliant AFL competition standard to 100 lux level LEDs. Following the removal of the existing light poles, the installation of the new oval lighting included four 30 metre light tower poles and efficient LED lighting. The upgrade to the oval lighting is important to the Newlyn community because it improves the overall experience for players and spectators, increasing programming opportunities and contributing to the sustainability of the reserve. Thanks to the Club and Community for co-funding contribution along with Council and the State Government.



On 24 April, the refurbished bowling green at Doug Lindsay Recreation Reserve was opened by Catherine King MP, the Minister for Infrastructure, Transport, Regional Development and Local Government. The new design combats the site's reactive soil conditions by using a suspended concrete slab base.



The next stage of the project will tackle significant improvements to the drainage and irrigation of the main oval to increase use and enjoyment of the oval and reduce flood occurrence. The Australian Federal Government have provided \$750,000 towards stages 1 and 2. Council contributions for the two projects is estimated at \$540,000.

Catherine King also inspected works at the Central Springs Reserve in Daylesford. This is the first stage of implementation of the masterplan which was adopted following community consultation in 2021 and sees three new mineral spring pumps (1 accessible), complemented by Djaara artwork. The project will also include:

- A paved picnic area with a BBQ, picnic tables and an indigenous-inspired shelter
- Rejuvenation of the hydroelectric pump infrastructure and the Hard Hills spring
- Directional and interpretative signage
- Landscaping with plenty of seating opportunities to take in the beautiful surrounds.
- The design of the works takes into account the health and safety of the significant trees within the reserve.



L-R: Tim (Naturform), Bradley Thomas, Cr Jen Bray, Catherine King MP, Cr Brian Hood, Bruce Lucas, Lizzy Atkin, Matthew (Naturform)

At last month's Council meeting, Council adopted the Masterplan for the Glenlyon Recreation Reserve, shaping the future of this much-loved community asset. We will now work through options and partnerships to fund the projects.



We are pleased The Mechanics Trentham is on track for its final inspection, expected to be this month. The community are invited to the official opening on 21 June 2024 at 4:30pm.



We've been making steady progress on the Creswick Trails, working our way toward the full network of 60 kilometres of trail opening later in 2024. It won't be long now until you'll be out riding on Victoria's newest mountain bike trails.

Council and Djaara, through the Dja Dja Wurrung Clans Aboriginal Corporation, are proud to announce the name for the network of mountain bike trails in Creswick as "Djuwang Baring", meaning 'long track' in Dja Dja Wurrung language.

Creswick's Djuwang Baring consists of a series of skill-rated riding experiences along approximately 70 trail segments. These segments will also be named with half of the names featuring words in the Dja Dja Wurrung language and the other half proposed by the community. This trail naming process is underway with a draft list of trail names to be released later this month.

ANZAC Day services around the Shire were well attended and reminder of the importance of this day to our community. Councillors attended commemorative events in Creswick, Clunes, Daylesford, Hepburn Springs, Kingston, Eganstown, Trentham and others across the Shire.



One of the shire's annual events, the Great Trentham Spudfest, was held on the first weekend of May. This year the event was held over two days.



L-R: Cr Don Henderson, Mayor Brian Hood, The Hon Mary-Anne Thomas MP

Last week Councillors met with representatives from community groups that secured funding through the second round of Community Grants for 2024. We are very pleased to award more than \$25,000 to community groups who are doing fantastic work in their communities. This round of funding included the Charitable Purposes Category and grants were awarded to support charities operating in the Cameron and Creswick wards.

Thank you to the Mt Prospect and District Tennis Association for hosting the event and giving attendees an insight into the history and progress of the club, along with explaining their plans and vision for its future. Council has now funded over \$35,000 to community groups in 2023/2024 as part of the Community Grants Program. Round three for 2023/2024 Community Grants has now closed and successful applicants will be announced shortly. If your club or organisation would like to check

your eligibility, or apply for a Community Grant, more information is available on the Grants section of our website.

We are currently holding a six-week engagement period on the draft township structure plans for Clunes, Creswick, Daylesford and Hepburn Springs, Glenlyon and Trentham, and the draft Rural Hepburn: Agricultural Land and Rural Settlement strategy. Submissions for both these projects are open until 12 June 2024.

Our Health and Wellbeing Survey is now live. We want to work towards better outcomes for our community, so I encourage you to complete the survey and help to ensure that the work we are doing is meaningful. You will also inform our next Municipal Public Health and Wellbeing Plan. I encourage you to participate - the survey is open until 19 June 2024.

Some of the meetings I have attended in past weeks include:

- Joint State/Local Government monthly CEO Forum
- Loddon Campaspe Councils CEOs meeting
- Budget and Long-Term Financial Planning (LTFP) workshops
- Staff inductions – CEO welcome
- GBAC CEOs meeting
- Executive Leadership Team meetings
- Senior Leadership Team meeting
- Weekly meeting with Mayor Brian Hood
- Meetings with direct reports
- 2024 Federal Budget event
- Briefing on the transmission infrastructure network and community benefits fund
- Tourism Midwest Board Meeting and Creswick Famil
- Young Mayors Program
- Strategic Planning meetings
- Site visit to 24 Vincent Street
- Audit and Risk Committee meeting
- LGPro Annual Conference
- CEO Employment and Remuneration committee meeting (quarterly meeting)
- Confidential Councillor Briefings
- Virtual Special Council meeting re Township Structure Plans and Rural Strategy
- Various interviews
- Various openings/site inspections
- Introduction of new CEOs to Rural Councils Victoria board
- Western Renewables Link – VNI West monthly catch up

RECOMMENDATION

That Council receives and notes the Chief Executive Officer's Report for May 2024.

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 SUSTAINABLE HEPBURN ACTION PLAN DIRECTOR INFRASTRUCTURE AND DELIVERY

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

ATTACHMENTS

- Nil

OFFICER'S RECOMMENDATION

That Council notes the report detailing the progress on delivery of the Sustainable Hepburn Strategy 2022-2026 and proposed actions over the next six months.

EXECUTIVE SUMMARY

This report provides an update on the implementation of each of the five Sustainable Hepburn Strategy action plans for Q1 and Q2 of the 2023/2024 financial year, and a snapshot of which actions will be delivered or commenced over the next six months. The Sustainable Hepburn action plans cover delivery across the four key areas of the strategy plus the 'overarching actions' for a total of five action plans, which are:

- Beyond zero emissions
- Natural environment and biodiversity
- Low waste
- Climate resilience
- Overarching

Across the five action plans, in the first half of the current financial year there were a total of 74 actions being delivered.

Of these 74 actions, 66 actions (89%) are either on track or completed.

BACKGROUND

Sustainable Hepburn 2022-2026 is a strategy referenced in Council's 2021-2025 Council Plan.

It falls under Focus Area 1 – A resilient, sustainable and protected environment:

- 1.5.1 Develop and implement the Sustainable Hepburn strategy to align waste, sustainability and biodiversity.

Additionally, it has high relevance to several other Council Plan focus areas, as described in detail in the 'Council Policy and Legislative Considerations' section below.

Sustainable Hepburn acknowledges the interconnected relationship between many facets of environmental sustainability and as such, proposes action on four key themes. Each theme shares elements of crossover with each other, providing an

opportunity for deeper collaboration and partnership both within Council and between Council and community.

- Beyond zero emissions
- Natural environment and biodiversity
- Low waste
- Climate resilience.

Action plans

The action plans developed for Sustainable Hepburn provide strategic and operational direction for three existing work areas: Sustainability (including corporate emissions, overarching sustainability and partnerships), Biodiversity, and Waste/Resource recovery. Climate resilience was a new 'theme' included in the strategy and significant work has also been progressed in this space via Sustainability, Community Life, Planning, and other teams.

Implementation governance approach

Sustainability is not considered the sole responsibility of a specific person or department and requires collaborative governance to ensure leadership, budgeting and accountability for implementing the strategy actions. Given multiple directorates 'own' the strategy actions, it is important to develop a governance model that enables collaborative action.

To achieve this a governance model has been developed, consisting of:

- Steering Committee (Executive Team) – meeting three times a year
- Project Control Group – meeting quarterly
- Four working groups – meeting monthly
- Sustainable Hepburn Advisory Committee (SHAC) – meeting at least three times a year.

KEY ISSUES

The Sustainable Hepburn Action Plans cover delivery across the four key areas of the strategy plus the 'overarching actions' for a total of five action plans:

- Beyond zero emissions
- Natural environment and biodiversity
- Low waste
- Climate resilience
- Overarching

Across the five action plans, in the first half of 2023/2024 financial year there were a total of 74 actions being addressed.

Of the 74 actions currently active, 66 actions (89%) are on track or have been completed in the first half of the year.

- 3 completed

- 63 on track
- 6 delayed
- 2 not started

Highlights snapshot across the five action plans

Overarching actions

In Q1 and Q2 of the 2023/2024 financial year there was a total of 8 actions being addressed across this action plan.

Highlights

- Sustainable Hepburn e-News produced quarterly during this period in conjunction with internal and external communications updates across a variety of platforms.
- The Sustainable Hepburn Advisory Committee (SHAC) was established and held its first meeting on 30 November 2023 with a fully subscribed membership.
- Governance model established for implementation of Sustainable Hepburn – successful consolidation of the governance model to help deliver Sustainable Hepburn and provide transparency and accountability. Internally, a Steering Group (Executive Team), Project Control Group and technical working groups met regularly.
- Initiated work as part of Future Hepburn project to review Hepburn Shire's Planning Scheme and related Strategic and Statutory Planning controls to improve and further embed Ecologically Sustainable Design (ESD) and related principles into Council's Planning Scheme. The outputs of this work will combine with the Climate Emergency and Risk Policy work which has commenced.

Beyond Zero Emissions Council

In Q1 and Q2 of the 2023/2024 financial year there was a total of 15 actions being addressed across this action plan.

Highlights

- Continued reductions in Council's corporate emissions in the first half of the 2023/2024 financial.
- Tender for the remaining electricity load with the VECO power purchase agreement.
- The 2023/2024 financial year greenhouse gas emissions inventory is scheduled to be completed in early July 2024 and another reduction in emissions is expected.

Circular Economy

In Q1 and Q2 of the 2023/2024 financial year there were six circular economy actions pursued across these themes.

Highlights:

- Circular Economy Toolkit completed with several businesses trialling a beta version and providing feedback
- First Circular Economy business breakfast held in Creswick and the second planned for March 2024 as an official launch of the toolkit.
- 16 businesses signed up to the ASPIRE Platform and over 100 businesses in a growing circular economy contacts database
- Circular Economy Framework and Roadmap completed and designed, ready for online publishing.

Natural Environment and Biodiversity

In Q1 and Q2 of the 2023/2024 financial year there was a total of 18 actions being addressed across this action plan.

Highlights

- Wildlife corridor mapping was developed to support Township Structure Planning that will also be useful for non-Planning activities of Council and community.
- North Central Catchment Management Authority commenced negotiations for Council to oversee biodiversity supportive works on waterways in Trentham and Clunes.
- The Storm Recovery and Biodiversity teams facilitated an exciting and informative co-design workshop with Djaara, Hepburn Shire and Bald Hills – Creswick Landcare group for a Biodiversity Grant-funded yarning circle project at Calambeen Lake.

Low Waste Shire

In Q1 and Q2 of the 2023/2024 financial year there was a total of 15 actions being addressed across this action plan.

Highlights

- Food and Garden Organic kerbside service commenced on 8 April 2024 with media announcement and ongoing communication and education.
- The Transfer Station Upgrade Project completed with drop-off facilities for separate glass and Food and Garden Organics. CCTV cameras upgraded at Creswick Transfer Station helping to concerns with illegal dumping. Signage improved and the e-waste 'test and tag' trial in Daylesford has been successful.

- Rebranding of Council's Waste team is proceeding well with new titles for the Manager Facilities and Circular Economy and Coordinator Resource Recovery formally known as Manager Waste, Facilities and Community Safety and Coordinator Waste.

Climate Resilience

In Q1 and Q2 of the 2023/2024 financial year there was a total of 18 actions being addressed across this action plan.

Highlights

- Work completed to determine the viability of the Community Carbon Pilot (in-setting program), which will be linked with an appropriate carbon off-setting strategy. A business case for the in-setting piece completed in early 2024 which is required to inform the broader strategy.
- Installation of two Energy Backup Systems (EBS), fully funded by DEECA. Sites in Daylesford and Trentham installed in Quarter 2. These systems consist of solar PV, a large battery storage system, a diesel back-up power generator, and smart cloud controls.

Action plan outlook – next six months

Overarching actions

- The review of Hepburn Shire's Planning Scheme and related Strategic and Statutory Planning controls to improve and further embed Ecologically Sustainable Design (ESD) and related principles into Council's Planning Scheme is a major priority, along with the 'Climate Emergency and Risk Policy and Decision-Making Framework' to guide sustainability and climate change (emergency) decision-making across the Organisation.
- Continue to facilitate a Sustainable Hepburn Steering Committee, Project Control Group and Community Advisory Committee to aid collaboration and momentum in implementing actions.
- Explore options to reduce social impacts of a changing climate and extreme weather by future-proofing social services such as social housing and mapping existing community groups and services, identifying gaps.
- Complete a review of Sustainable Hepburn Day held on 16 March 2024 at Victoria Park, Daylesford.
- Continue to release regular communications through local media and Council channels, Council website and the Sustainable Hepburn e-news.

Beyond Zero Emissions Council

- Deliver the Sustainable Hepburn Community Grants program.
- Present options to reach net-zero emissions from Council operations.
- Partner and support local carbon sequestration (in-setting) projects through the Community Carbon Pilot to generate local carbon credits for Council to utilise in future, while providing biodiversity and other local community benefits.
- Enable electric vehicle charging infrastructure across the Shire – install 50kW public charging station at Trentham Hub and a 25kW charger in Clunes.
- Continue to pursue energy storage, efficiency, and renewable generation options across Council operations to further drive down emissions.
- Deliver the Solar Savers program, to continue supporting Hepburn Shire pensioners to access the benefits of solar power.
- Support Hepburn Z-NET to reach its 2025 goal of net-zero emissions from energy use Shire-wide – continue to provide secretariat support to Hepburn Z-NET.

Circular Economy

The main priority and effort will be given to delivering a Circular Economy roadmap. Actions delivered alongside this include:

- Building a web presence for circular economy
- Onboarding Council staff and businesses to the ASPIRE platform for waste avoidance/re-use.
- Workshopping circular economy opportunities with internal operations.
- Disseminating our circular economy toolkit.
- Building up a knowledge base including internal and external case studies.

Natural Environment and Biodiversity

Planning

- Complete interpretation of biodiversity input and recommendations to township structure planning and Rural Hepburn for internal and community review processes in first half of 2024.

On-ground Projects

- Implement first year of the state government's three-year Roadside Weed and Pest Plan Funding (\$38,000 annual state grant) and support the Environmental Works Officer to implement Council's Roadside Vegetation Management Program.

- Collaborate with the Environmental Works Officer and Parks and Open Space teams to oversee NCCMA-funded works at China Springs, Trentham and on Creswick Creek, Clunes.

Community Support

- Open Council's updated Biodiversity Grant (\$28,000) and Landcare Grant (\$20,000) programs in February 2024 to ensure projects are able to commence in July 2024.
- Have a substantial presence at Sustainable Hepburn Day event in March 2024 including a collaboration with Hepburn Wildlife Shelter to have a joint marquee to support participation by the Shire's many environmental and Landcare groups.
- Develop engagement resources for the Shire website on Agroforestry and Agroecology.
- Support a Nature Stewards Program with adjoining shires, to support ten Shire residents to participate in this educational program.

Low Waste Shire

Kerbside Reform

- Investigate FOGO for rural areas within the 2024/2025 financial year.

Upgrade and Optimise Transfer Stations

- Continue to investigate removal of glass from commingled recycling.
- Review Transfer Station hours and capture granular data of material flows.
- Annual waste audits to track performance and areas for improvement.
- Review tip voucher system and minimise illegal dumping.
- Review Clunes Hard Waste service.
- Investigate social enterprises at transfer stations and the opportunity for a Resource Education Centre.
- Investigate offering other resource recovery opportunities, e.g. textiles, soft plastics, solar panels, etc.
- Update Procurement Policy to avoid purchase of disposable single-use goods, minimal waste in products and packaging and waste-free events.

Communications and Engagement

- Develop and deliver community education program and celebrate success stories.
- Promotion around salvaging guidelines and opportunities at transfer stations and functioning of tip shops.
- Develop schools and early-childhood initiatives to include resource recovery education

- Assist community and businesses in reducing contamination.

COUNCIL POLICY AND LEGISLATIVE 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.
- 1.2 Prioritise environmental management, protection and regeneration.
- 1.3 Transition to ecologically sustainable and accountable tourism.
- 1.4 Development meaningful policies and strategic partnerships that link sustainability and public health
- 1.5 Protect and regenerate the natural resources of the Shire including soils, water and ecological systems from both current and future threats

A healthy, supported, and empowered community

- 2.4 Assist our community to increase access to healthy food to improve nutrition, reduce chronic disease, improve mental wellbeing and strengthen the local food production system
- 2.5 Improved mental wellbeing within the community.

Embracing our past and planning for the future

- 3.1 Partner with and empower our Traditional Owners and broader community to acknowledge, understand, celebrate and preserve our area's cultures, traditions and environs.

Diverse economy and opportunities

- 4.1 Work in partnership to attract and retain young people in our area through the provision of improved digital connectivity, education opportunities, employment pathways, affordable housing, improved public and active transport options, and leadership opportunities.
- 4.3 Support and facilitate a diverse and innovative local economy that encourages an increase of local businesses with diverse offerings to achieve positive social, economic and environmental impacts.
- 4.4 Develop and promote the circular economy to diversify our local economy and support our sustainability goals

A dynamic and responsive Council

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

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.

FINANCIAL IMPLICATIONS

The actions delivered as part of Sustainable Hepburn are generally based on the premise that if we act early, we can reduce future costs to Council, the community, and local businesses.

Strategy implementation is funded within existing budget allocations. Larger projects can be delivered with the assistance of external funding and/or project delivery partnerships.

Being active in targeting appropriate grant funding and collaborating with our local community and key local partners (such as neighbouring councils) further reduces effort, replication and funding needed to implement projects that are good for the environment, local community and economy, and Hepburn Shire Council's operating budget.

It is important to keep in mind that sustainability projects often have strong business cases whereby investment up front in many cases saves considerable levels of funding being spent in future as greater efficiencies are achieved, lowering operating costs, the cost of offsetting carbon in the long term, or completely avoiding future costs altogether due to sustainability principles being implemented at the design phase.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

During the Hepburn Together process in 2020/2021, we heard from our community that environmental sustainability is the number one priority closely followed by liveability.

Sustainable Hepburn 2022-2026 was developed with community engagement and co-design at its heart. With over 400 touch points of participation and collaboration with the community, the four-year strategy was developed.

Since the strategy was adopted in August 2022, community and stakeholder engagement has occurred through various events undertaken. This has included the inaugural Sustainable Hepburn Day in Trentham in late 2022 and joint planning sessions with community for the 2024 Sustainable Hepburn Day, multiple engagements through the Circular Economy, Sustainability and Climate Resilience work, climate adaptation workshops, implementation of a quarterly Sustainable Hepburn e-news, and most recently the establishment of the Sustainable Hepburn Community Advisory Committee (SHAC) – a key driver for ongoing community engagement activities.

RISK AND GOVERNANCE IMPLICATIONS

There are no risk and governance implications associated with this report.

ENVIRONMENTAL SUSTAINABILITY

Sustainable Hepburn 2022-2026 is Council's updated commitment to environmental sustainability and provides actions for Council to take to comply with Section 9 of the *Local Government Act 2020*.

GENDER IMPACT ASSESSMENT

There are no gender equity implications associated with this report as it is a regular update on the five Sustainable Hepburn action plans, however gender impact assessments will continue to be made on a case-by-case basis as part of the delivery of specific initiatives within the action plans.

10.2 SOLAR SAVERS - DECLARATION OF A SPECIAL RATES CHARGE DIRECTOR INFRASTRUCTURE AND DELIVERY

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

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Declaration of a Special Charge Scheme for Solar Savers Program - 21 May 2024 [**10.2.1** - 10 pages]

OFFICER'S RECOMMENDATION

That Council:

1. *Agrees to proceed with the list of applicants to the Solar Savers program; and,*
2. *Declares the special charge to the affected properties in accordance with Section 163 of the Local Government Act 1989, for implementation of the Solar Savers program.*

EXECUTIVE SUMMARY

Council is making solar power more accessible to low-income households through the Solar Savers program. The program was first delivered in Hepburn Shire in 2018, and the 2023/2024 financial year is the sixth 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 eight years.

This report recommends that Council declares 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*. Council allocated \$120,000 in the 2023/2024 budget to deliver the program. The total cost of the works is calculated at \$57,254.01 GST exclusive, of which six residential property owners will contribute the entirety over an eight-year period. The total cost of the program including the project management fee, program recruitment costs, and public exhibition costs is estimated to be approximately \$74,000 ex-GST.

BACKGROUND

The program was first delivered in Hepburn Shire in 2018, and the 2023/2024 financial year is the sixth 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 eight years. Council has committed through its Council Plan 2021-2025, Sustainable Hepburn 2022-2026, 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 five previous rounds, 102 solar systems have been installed for pensioner and Healthcare card holders' properties in Hepburn Shire. Total greenhouse gas savings of approximately 800 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 PV technology provides a wide range of community benefits, including:

- Reduction in household energy bills;
- Futureproofing against increasing costs of electricity;
- Increasing the value of the property; and
- Reduction in household carbon footprint.

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

- Addressing the cost barrier of solar. Council pays the up-front costs which households gradually repay at no interest, making solar more affordable;
- Targeting 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; and
- 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 six 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.

KEY ISSUES

Under Section 163 of the 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 1989 Act is still current.

Notice has been given of Council's intention to declare a special charge in accordance with section 163 of the *Local Government Act 1989* (the Act) and no objections have been received.

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 1: Declaration of a Special Charge Scheme for Solar Savers Program – 21 May 2024. This attachment includes Appendix A – Apportionment of costs.

COUNCIL POLICY AND LEGISLATIVE 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.

1.2 Prioritise environmental management, protection and regeneration.

1.4 Development meaningful policies and strategic partnerships that link sustainability and public health

A healthy, supported, and empowered community
2.5 Improved mental wellbeing within the community.

Sustainable Hepburn 2022-2026

FINANCIAL IMPLICATIONS

Council allocated \$120,000 for the project in the 2023/2024 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 cost of the program including the project management fee, program recruitment costs, and public exhibition costs is estimated to be approximately \$74,000 ex-GST.

The 2024 program was under-subscribed, despite thorough promotion of the program, including a mail out to 50% of households currently receiving a rates concession. A combination of cost-of-living pressures and the program already having delivered over 100 solar systems to pensioner households are two factors that may have contributed to a lower take-up. The reduced value of a standalone solar system in terms of its effectiveness in reducing electricity costs is expected to be another key factor in lower take-up this year given the reduction of the solar feed-in tariff to negligible levels (typically five cents per hour of electricity fed back to the grid). Many households are now including a solar battery storage system to maximise the value and effectiveness of solar systems, however the up-front costs associated with adding battery storage are beyond many low-income households and cannot be integrated into the Solar Savers program.

As in previous years, procurement of the solar supplier was managed through an open tender process led by Maroondah City Council, and Specialized Solar and Electrical was appointed to provide quotes and supply and install the solar energy systems in the 2024.

Should the proposed special charge scheme proceed, Council will pay \$57,254.01 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 instalments apportioned over an eight-year period, commencing from 31 October 2024.

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The program was promoted to targeted households in receipt of the rebate on their rates payments. Home visits have been provided to fifteen homes to provide quotations for the Solar Savers program. The six participating households have all signed agreements to participate in the program based on quoted prices.

Council gave notice of its intention to declare a special charge scheme on 27 March 2024 and made relevant documentation available for public viewing between 28 March and 1 May 2024. No submissions or objections were received, enabling Council to proceed to the special charge scheme declaration stage of the Solar Savers program.

RISK AND GOVERNANCE IMPLICATIONS

As with any rates-based payment to Council, there is a risk that repayments of the Solar Savers special rates charge are 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 effectively becomes a charge on the property and can be recovered in full when the property is sold.

ENVIRONMENTAL SUSTAINABILITY

This project is consistent with Council Plan 2021-2025 and Sustainable Hepburn 2022-2026, delivering strong environmental, financial, and social sustainability outcomes as described earlier in this report.

GENDER IMPACT ASSESSMENT

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report.

11 EMBRACING OUR PAST AND PLANNING FOR OUR FUTURE

11.1 DAYLESFORD COMMUNITY FACILITIES PROJECT ADVISORY GROUP – MEMBERSHIP APPOINTMENT DIRECTOR INFRASTRUCTURE AND DELIVERY

In providing this recommendation to Council as the Project Officer, I Thomas McCarthy have no interests to disclose in this report.

ATTACHMENTS

1. Terms of Reference - Daylesford Community Facilities Project Advisory Group [11.1.1 - 3 pages]
2. Expression of Interest form - Daylesford Community Facilities Project Advisory Group [11.1.2 - 7 pages]
3. CONFIDENTIAL REDACTED - Evaluation Report - Daylesford Community Facilities Project Advisory Group [11.1.3 - 5 pages]
4. CONFIDENTIAL REDACTED - Evaluation Summary - Daylesford Community Facilities Project Advisory Group [11.1.4 - 2 pages]

OFFICER'S RECOMMENDATION

That Council:

1. *Endorses the appointment of the following community members to the Daylesford Community Facilities Project Advisory Group:*

...
2. *Delegates to the CEO to appoint a youth representative to the Project Advisory Group, after officers undertake a targeted youth representative recruitment campaign and evaluation process; and,*
3. *Resolves that the Evaluation Report and Evaluation Summary attachments to this report remain confidential.*

EXECUTIVE SUMMARY

At the Council Meeting on 19 March 2024, Council endorsed the establishment of the Daylesford Community Facilities Project Advisory Group (PAG) and the PAG's Terms of Reference (ToR) and Expression of Interest (Eoi) form.

After conducting an Eoi and evaluation process, officers recommend the appointment of seven community members to the PAG.

Officers recommend commencing a targeted recruitment campaign for a youth representative to fill the eighth PAG position.

BACKGROUND

The endorsement of the PAG establishment at the March 2024 Council meeting preceded the advertisement and promotion of the EoI to the community, which occurred from Wednesday 20 March 2024 to Wednesday 24 April 2024. The EoI was promoted widely, including via the following channels:

- Participate Hepburn
- Hepburn Life
- Media release
- Council's Facebook page.

Additionally, hard copies of the ToR and EoI were made available at the Daylesford Customer Service counter and Daylesford Library.

The EoI questions were developed to help evaluate the quality of EoIs in relation to the ToR, with the aim of attracting and appointing a Project Advisory Group that represents a broad diversity of both Daylesford and the Birch Ward's interests in the project outcomes. Gaining community input and disseminating project information to the community are also important responsibilities of the PAG.

A register of submitted EoIs is maintained, and all EoIs were evaluated by a panel in reference to the ToR. The confidential evaluation summary table is attached to this report.

17 EoIs were received, and seven community members are recommended for appointment to the PAG. The adopted ToRs specifies a membership of between four and eight members.

The recommended membership demonstrates connections to and/or representation of:

- Gender diversity
- LGBTQI+ people
- People living with a disability
- Children and young people
- Young families
- Community groups
- Seniors' groups
- Arts, library, tourism, and events interests
- Broader community connections.

Additionally, the recommended PAG membership encompasses individuals possessing a diverse array of skills. These skills include project management, community engagement, marketing and communication, local government, as well as technology and innovation.

KEY ISSUES

The diversity of the community is well represented by the recommended members. These recommended members were chosen using a combination of evaluation of submissions as well as taking a group-wide diversity approach. This included ensuring any single community group is represented with no more than two members on the PAG.

Due to the age profile of the recommended members, officers also recommend awarding membership to seven members with the intention to undertake targeted recruitment of a younger person (≤ 25 y.o.) or a youth representative, to fill the final PAG position.

Following the Council decision, all community members who submitted an EoI will receive notification regarding the outcome. Unsuccessful submitters will receive a letter detailing their unsuccessful submission and offering an opportunity to discuss the outcome with the Project Manager.

Officers will additionally commence a targeted recruitment campaign for a youth representative to fill the final PAG position. It is recommended that Council delegate authority to the CEO to appoint this final member to the PAG. If a youth representative cannot be identified, it is recommended that the CEO may appoint an eighth member from the original submissions.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Council Plan 2021-2025

A healthy, supported, and empowered community

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

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.

A dynamic and responsive Council

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

FINANCIAL IMPLICATIONS

The costs associated with this element of the project will be covered within the existing project budget.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The proposed PAG is intended to implement the principles set out in the Hepburn Shire Community Engagement Policy.

The PAG allows community members to be involved in the design, construction and occupation phases of the project. The PAG will provide a forum where questions from the community can be raised and answered.

The PAG will complement the other planned community and stakeholder engagement activities for this project, as set out in the project Community Engagement Plan and Communications Plan.

RISK AND GOVERNANCE IMPLICATIONS

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

ENVIRONMENTAL SUSTAINABILITY

There are no sustainability implications associated with this report.

GENDER IMPACT ASSESSMENT

A gender impact assessment has been developed for the PAG. To address the diverse needs of the community, the recommended membership of the PAG aims to reflect the wide range of interests and requirements within the Shire.

This diversity encompasses various factors such as age, gender, accessibility and inclusivity, employment status, life stage, and affiliation with community groups.

The PAG will assist in developing a Gender Impact Assessment for the broader design stages and objectives of the project once appointed.

► TERMS OF REFERENCE

1. INTRODUCTION

The Daylesford Community Facilities project will see the design and development of a multi-function assembly hall and contemporary library at the Daylesford Town Hall site which includes the Town Hall, office accommodation, and Senior Citizens' room.

Project delivery is to be dependent on feasibility of delivering the project scope within the confines of the site. Project construction is subject to external funding availability.

The Project Advisory Group is a reference group and not a decision-making body.

2. PROJECT OBJECTIVES

The project aims to:

- Undertake feasibility to develop a new Daylesford Library on the Daylesford Town Hall site.
- Upgrade the existing assembly hall to be a high quality, multi-purpose performance and events space.
- By executing the above, create a community hub in the historic site, in the centre of Daylesford.
- Maximise the activation of the Daylesford Town Hall site by community.

3. PROJECT ADVISORY GROUP

3.1 Roles and Responsibilities

The Project Advisory Group (PAG) will assist in successfully delivering the project by constructively informing the concept design process and possible future stages of the project. Areas of responsibility are:

1. Representing broad community interests and needs, to help the Daylesford Community Facilities project realise the vision and community needs.
2. Engaging in the concept design process and providing input and ideas to the designers.
3. Providing advice about how to effectively engage the broader Daylesford community on the project design.
4. Sharing information about the project to the community through various community channels and groups.

3.2 Membership

The membership of the Project Advisory Group aims to ensure there is representation of broad community needs relevant to this facility.

Membership will comprise of between four (4) and eight (8) community members (not including the chairs and Council officers) who are committed to working positively to see this project completed successfully.

► TERMS OF REFERENCE

Membership shall represent the range of interests and needs of people in Daylesford. Such diversity may include cultural, age, gender, access and inclusion, employment, life stage, and community groups.

Membership will also aim to include people who bring a range of skills to the group. Such skills may include community engagement, marketing and communication, tourism and economic development, community program development, and technology and innovation.

The Project Advisory Group will be co-chaired by the Birch Ward Councillors. A decision on chairing of the group post-2024 local government elections will be made by the new Council as part of the determination of committee membership.

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

Members should notify Council in writing if they intend to rescind their membership. If membership numbers fall below four (4), Council may seek to increase membership through another Expression of Interest process. Council will otherwise not accept membership Expressions of Interest after the initial membership has been appointed.

4. HEPBURN SHIRE COUNCIL

4.1 Role and Responsibilities

Council will have accountability for management of the contract with the architect and ensuring satisfactory achievement of key deliverables for each of the project stages. Council will be required to approve any significant or material changes to scope, budget, or timelines.

Council is committed to working co-operatively with community organisations and the community in the development of the Daylesford Community Facilities project.

5. ADMINISTRATION AND CONDUCT

5.1 Administration

- The Project Advisory Group will be co-chaired by both Birch Ward Councillors, with each undertaking chairing duties at alternate meetings.
- The Project Advisory Group will be administered and supported by Hepburn Shire Council. Council will be responsible for calling meetings and circulating minutes and written material as required.
- Minutes will be utilised only for the purpose of the PAG managing the project and will not be routinely published.
- Meetings of the Project Advisory Group are planned to occur monthly.
- A review period will apply to the Project Advisory Group at the end of Stage 1 (concept design complete, approximately 6-12 months) and will be undertaken by Council.
- A quorum will be a majority of the group present at a Project Advisory Group meeting.

► TERMS OF REFERENCE

5.2 Conduct

All members of the Daylesford Community Facilities Project Advisory Group will work in a co-operative and positive manner. Members are expected to:

- Actively participate in Project Advisory Group meetings, offer opinions and views, and attend a minimum of 50% of meetings.
- Treat all persons with respect and have due regard to the opinions, rights, and responsibilities of others.
- Declare any conflicts of interest or perceived conflicts of interest.
- Act with integrity and not release confidential information.
- Adhere to the principle of clear and open communication.
- Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner.
- Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

Breaches of the Terms of Reference may result in removal from the Project Advisory Group.

► EXPRESSION OF INTEREST

Please review the Daylesford Community Facilities – Project Advisory Group – Terms of Reference, prior to submitting an Expression of Interest. Expressions of Interest close at 5pm Wednesday 24 April 2024 and members will be appointed at the Council Meeting on 21 May 2024. Complete your Expression of Interest by responding to the following questions online at <https://participate.hepburn.vic.gov.au/daylesford-facilities> or via hard copy. Hard copy Expressions of Interest are to be submitted via email to shire@hepburn.vic.gov.au or dropped into a Council customer service centre.

1. Name

2. Phone Number

3. Email Address

4. Postal Address

5. Identify As (please circle)
<ul style="list-style-type: none">• Woman• Man• Non-binary• Prefer to not say• Prefer to self-describe (please describe):
6. Age (please circle)

► EXPRESSION OF INTEREST

- 0-19 years of age
- 20-39 years of age
- 40-59 years of age
- 60-79 years of age
- 80+ years of age

7. Ward of Residence (please circle)

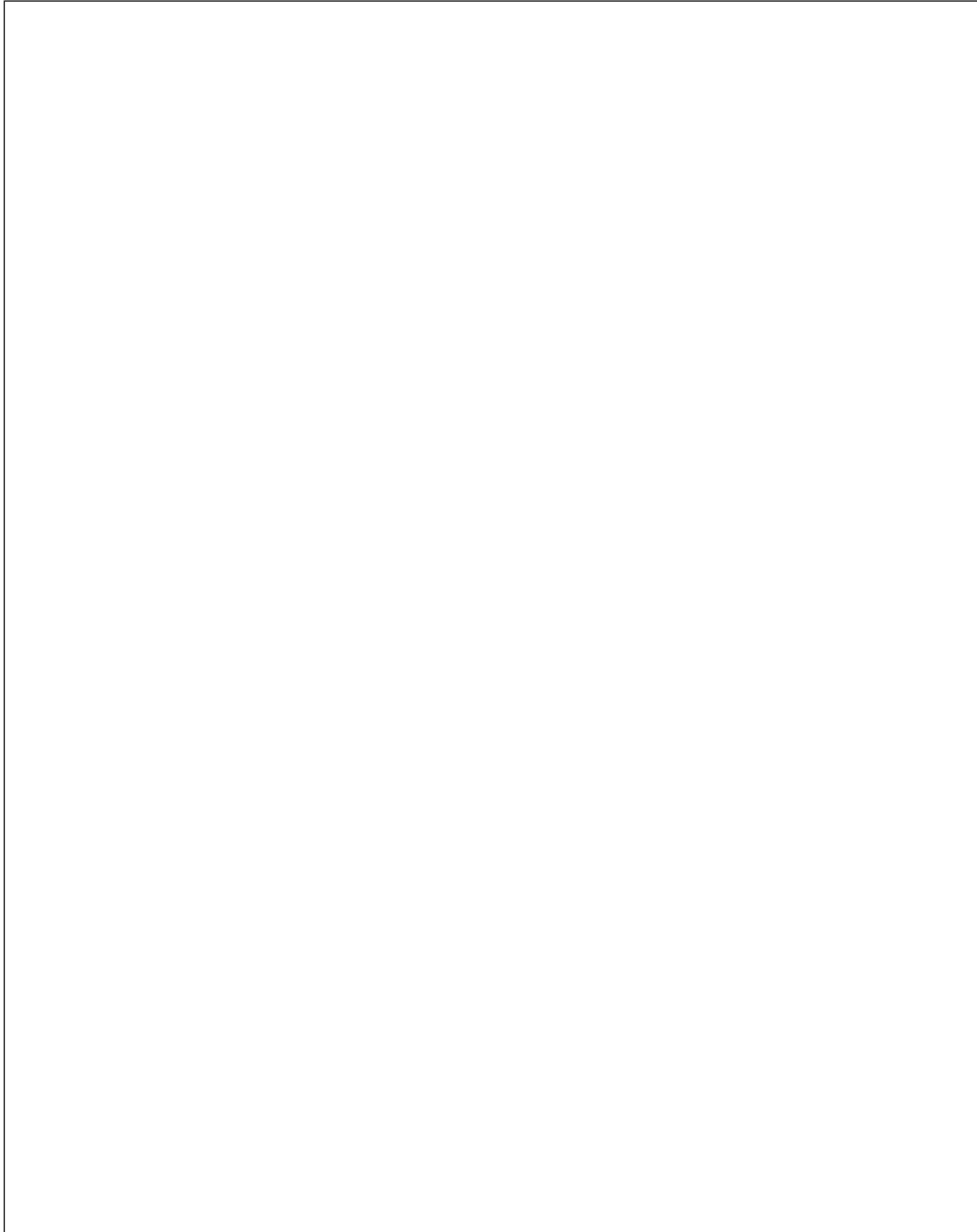
- Birch Ward, *including Daylesford, Hepburn, Basalt, Kooroocheang, Leonards Hill, Musk Vale, Sailors Falls, Shepherds Flat, and Yandoit*
- Cameron Ward, *including Clunes, Campbelltown, Evansford, Glengower, Lawrence, Mount Beckworth, Smeaton, Ullina, and Werona*
- Coliban Ward, *including Trentham, Bullarto, Fern Hill, Little Hampton, Lyonville, Musk, Newbury, North Blackwood, Spring Hill, Trentham East, and Tylden*
- Creswick Ward, *including Creswick, Allendale, Blampied, Broomfield, Cabbage Tree, Creswick North, Dean, Eganstown, Kingston, Langsdon Hill, Mollonghip, Mount Prospect, Newlyn, Smokey Town, Springmount, Sulky, and Rocklyn*
- Holcombe Ward, *including Glenlyon, Coomoora, Clydesdale, Denver, Drummond, Drummond North, Mount Franklin, Porcupine Ridge, Strangways, and Wheatsheaf*
- I am a Hepburn Shire Council ratepayer but live outside the Shire
- I work or participate in Hepburn Shire but live outside the Shire
- None of the above

8. Identify As (please circle)

- Aboriginal or Torres Strait Islander
- A person with a disability
- LGBTIQA+
- Parent or guardian of a child under 18 years
- English is not my first language
- None of the above

9. Explain why you want to be a part of the Daylesford Community Facilities Project Advisory Group

▶ EXPRESSION OF INTEREST



▶ EXPRESSION OF INTEREST

10. Outline your connections to the Daylesford and Hepburn communities and any interests you would bring to the Project Advisory Group

▶ EXPRESSION OF INTEREST

11. Outline the skills or expertise you have that you believe will be beneficial to the Project Advisory Group

► EXPRESSION OF INTEREST

12. Outline how you will gather ideas from, and disseminate project information to, the Daylesford and Hepburn communities

► EXPRESSION OF INTEREST

13. Indicate how you represent the diversity of the Daylesford and Hepburn communities, as described in Terms of Reference Section 3.2

11.2 CONTRACT AWARD FOR HEPBU.RFT2024.11 – ARCHITECTURAL AND DESIGN SERVICES – DAYLESFORD COMMUNITY FACILITIES DIRECTOR INFRASTRUCTURE AND DELIVERY

In providing this report to Council as the Manager, Projects, I Ben Grounds have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - HEPBU RFT2024 11 Tender Evaluation Report Daylesford Community Facilities [11.2.1 - 8 pages]
2. Hepburn Shire Daylesford Community Facilities - Probity Confirmation Letter [11.2.2 - 1 page]

OFFICER'S RECOMMENDATION

That Council:

1. *Awards contract HEPBU.RFT2024.11 - Architectural and Design Services - Daylesford Community Facilities, to k20 Architecture for \$146,848 excl. GST to undertake Stage 1 of the project;*
2. *Delegates authority for the Chief Executive Officer to sign and seal the contract documents on behalf of Council;*
3. *Delegates the approval of contract variations to Officers within their financial delegation for each variation, up to a cumulative total of 30% of the original contract sum; and,*
4. *Resolves that the attached Tender Evaluation Report remains confidential and that the Minutes record the successful tenderer and the accepted tender price.*

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider awarding of contract HEPBU.RFT2024.11 - Architectural and Design Services - Daylesford Community Facilities (stage 1).

BACKGROUND

Council is procuring specialist support to undertake design services for the development of a community facilities hub at the Daylesford Town Hall.

The project is to be delivered across three stages including Stage 1 - Feasibility and Schematic Design, Stage 2 - Detailed Design, and Stage 3 - Construction Administration. Officers recommend the award the first stage of the contract. The

delivery of Stages 2 and 3 are subject to both the outcome of Stage 1 and future project funding.

To ensure integrity, fairness, and transparency in the procurement process, Council appointed a Probity Advisor to oversee this procurement. The probity report identified that the process was fair, rigorous, and compliant with policy requirements.

KEY ISSUES

In March - April 2024, officers undertook a public request for tender to engage a suitably qualified consultant to undertake HEPBU.RFT2024.11 - Architectural and Design Services - Daylesford Community Facilities. Eighteen (18) tender proposals were received.

The submissions were generally of a high-quality, detailed nature, allowing officers to shortlist and interview tenderers with significant expertise for the project.

A Tender Evaluation Panel evaluated the submissions against established evaluation criteria, in line with Council's Procurement Policy.

The recommended tenderer for contract HEPBU.RFT2024.11 - Architectural and Design Services - Daylesford Community Facilities provides the best value outcomes related for the specific requirements of this important community project. They can meet the required timelines, present good value, are experienced with large and similar projects, and come highly recommended by their references.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Council Plan 2021-2025

A healthy, supported, and empowered community

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

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.

FINANCIAL IMPLICATIONS

Typical of a project of this nature, it will be delivered in several stages across financial years. Stage 1 of the project is being delivered with the endorsed 2023/2024 project budget of \$160,000 (excl. GST) and will also draw on the proposed 2024/2025 budget allocation.

The delivery of Stage 2 is subject to a proposed 2024/2025 allocation to be considered as part of the annual budget process (as well as the outcomes of stage 1).

The delivery of Stage 3 is subject to future Council budget allocations and external funding.

Based on the pricing provided by the preferred tenderer, the anticipated cost to deliver the entire contract (including construction stage involvement) will be in the order of \$715,000 excl. GST.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The contracted services include involvement in the project's extensive community and stakeholder engagement throughout project delivery, as set out in the project Community Engagement Plan and Communications Plan. They will also work closely with the Project Advisory Group (PAG), which is comprised of community members.

The projects' engagement will implement the principles set out in the Hepburn Shire Community Engagement Policy.

RISK AND GOVERNANCE IMPLICATIONS

Structuring the contract in stages reduces risk by giving Council the options for full project service, without committing to unknown stages up front.

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

ENVIRONMENTAL SUSTAINABILITY

The inclusion of environmentally sustainable design principles is a key element within the scope of this project. The tender evaluation considered the sustainability credentials and experience of tenderers.

GENDER IMPACT ASSESSMENT

A gender impact assessment has been developed for this project to address the diverse needs of community.

The inclusion of universal design, accessibility, and best practice facility design principles are key elements within the scope of this project. As such, tenderers have been assessed against these elements to ensure the design work is undertaken with adequate expertise and experience in these areas.

Additionally, the successful tenderer will work in partnership with the Project Advisory Group to develop a Gender Impact Assessment for the broader design stages and objectives of the project once appointed.

Tom McCarthy
Project Officer
Hepburn Shire Council
PO Box 21
Daylesford VIC 3460

Via email: tmccarthy@hepburn.vic.gov.au

15 May 2024

Dear Tom

Subject: Probity Confirmation – Daylesford Community Facilities Architectural and Design Services (HEPBU.RFT2024.11)

Landell Probity Pty Ltd (**Landell**) was engaged in February 2024 to provide probity advisory services to Hepburn Shire Council (**Council**) in relation to a procurement process for Daylesford Community Facilities Architectural and Design Services.

The full Probity Report is currently being prepared, which sets out the probity methodology applied and our detailed findings. In the meantime, I am pleased to confirm that Landell considers that the procurement process was sound, conducted in accordance with Council's Procurement Policy and the applicable requirements of the Local Government Act 2020, and that the recommendation of the Tender Evaluation Panel to appoint K20 Architecture to deliver the services would be defensible from a probity perspective.

I can be contacted directly on 0437 941 682 if any further information is required in relation to this matter.

Yours sincerely



Mary Dunne
Director, Probity

Landell Probity Pty Ltd

PO Box 11273
Frankston VIC 3199

ABN 27 650 782 264

12 A DYNAMIC AND RESPONSIVE COUNCIL

12.1 CHIEF EXECUTIVE OFFICER'S ANNUAL LEAVE AND APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER EXECUTIVE MANAGER PEOPLE AND TRANSFORMATION

In providing this advice to Council as the Executive Manager People and Transformation, I Brooke Holmes have no interests to disclose in this report.

ATTACHMENTS

1. Nil

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the approved annual leave for the Chief Executive Officer for the period 10 July 2024 to 13 August 2024 inclusive; and*
2. *Endorses the recommendation from the CEO Employment and Remuneration Committee to appoint Director Community and Corporate, Dr Karina Lamb, to be the Acting Chief Executive Officer for the period 10 July 2024 to 13 August 2024 inclusive.*

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the recommendation from the CEO Employment and Remuneration Committee to appoint an Acting CEO during the CEO's approved leave.

BACKGROUND

The CEO is appointed under section 44 of the *Local Government Act 2020* (the Act). Under the Act, the definition of Chief Executive Officer includes any person acting in that position, and all CEO powers and delegations are extended to any person appointed as the Acting CEO.

KEY ISSUES

The CEO has been approved to take annual leave for the period 10 July 2024 to 13 August 2024 inclusive (25 working days and 35 calendar days). During this period of leave, Council is required to appoint an Acting CEO.

Is it proposed that the Director Community and Corporate, Dr Karina Lamb, is appointed as the Acting CEO for this period. This recommendation has been endorsed by the CEO Employment and Remuneration Committee.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Under the Schedule 5 Delegation from Council to the Chief Executive Officer the CEO is empowered to appoint an acting CEO for a period not exceeding 28 days. Appointments longer than 28 days require a resolution of Council.

FINANCIAL IMPLICATIONS

There are no additional cost implications as leave is budgeted and allowed for.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

RISK AND GOVERNANCE IMPLICATIONS

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

ENVIRONMENTAL SUSTAINABILITY

There are no sustainability implications associated with this report.

GENDER IMPACT ASSESSMENT

There are no gender equity implications associated with this report.

12.2 QUARTERLY FINANCE REPORTS – QUARTER 3 2023/2024 DIRECTOR COMMUNITY AND CORPORATE

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

ATTACHMENTS

1. Quarterly Finance Report - Quarter 3 2023/2024 [**12.2.1** - 28 pages]
2. Capital Projects - YTD to March 2024 [**12.2.2** - 4 pages]
3. Special Operating Projects - YTD to March 2024 [**12.2.3** - 13 pages]

OFFICER'S RECOMMENDATION

That Council notes the financial position and performance for the nine months ending 31 March 2024, including the special and capital projects.

EXECUTIVE SUMMARY

The March 2024 Quarterly Finance Report outlines the financial results for the nine months ended 31 March 2024, along with a comparison to the amended budget adopted by Council (inclusive of carry forwards from 2022/2023 and additional funding identified to complete projects).

It includes a summary of Council's financial performance and position for the 2023/2024 financial year up until 31 March 2024, and an update on each special and capital project as at 31 March 2024.

The current financial position needs to be read in the context of Council's financial plan contained within the 2023/2024 Budget.

BACKGROUND

This report provides information on Council's financial performance for the period 1 July 2023 to 31 March 2024 and compares the Income Statement to the amended budget, the Balance Sheet and Statement of Cash Flows to the prior year.

The results in the nine months of the financial year have continued to be impacted by current cost inflations, high CPI and contractor availability, as well as natural disaster recovery. These impacts will continue to be felt and reflected in future reports during the 2023/2024 financial year.

The March 2024 Quarterly Finance Report along with the special and capital project reports have been prepared in comparison to the amended budget being the original adopted budget and carry-forward budget together with the mid-year review adjustments combined that was adopted at the Ordinary Meeting of Council on 19 September 2023 and 19 March 2024 respectively.

KEY ISSUES

The financial report and attachments provide a comprehensive overview of Council's financial performance and current financial state, for the nine-month period of the

2023/2024 financial year up until 31 March 2024, and an update on the status and progress of each special and capital project.

The main items to note at the end of Quarter 3, with further details and explanation provided in the attached report, are as follows:

- The operating surplus for the nine months ended 31 March 2024 was \$3.5 million, which is \$4.8 million favourable to the amended year to date budgeted deficit of \$1.3 million. This is primarily driven by materials and services expenditure budget being favourable by \$6.0 million which is due to lower-than-expected expenditure on storm recovery projects during the nine months ended 31 March 2024.
- Year-to-date Capital works expenditure for the nine months ended 31 March 2024 was \$11.13 million which is 43% of the \$25.82 million amended budget. This level of expenditure is marginally behind by \$160k at this time last year.
- Cash holdings as at 31 March 2024 are \$1.5 million lower than the same time last year, this is due to increased expenditure on capital works, special projects and storm recovery in the current year.
- Trade and other receivables as at 31 March 2024 are \$3.7 million lower than the same time last year. An increase in sundry debtors in the previous financial year resulting from the storm recovery funding \$4.0M has contributed to this variance.

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

COUNCIL POLICY AND LEGISLATIVE 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

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

RISK AND GOVERNANCE IMPLICATIONS

There are no risk implications associated with this report, and it has been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

ENVIRONMENTAL SUSTAINABILITY

There are no sustainability implications associated with this report.

GENDER IMPACT ASSESSMENT

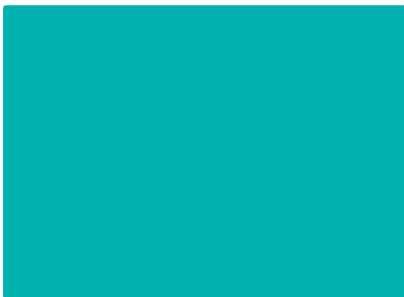
There are no gender equity implications associated with this report.



FINANCIAL REPORT

For the nine months ending

31 March 2024



Contents

Contents	1
1. Overview	1
2. Financial Statements.....	2
2.1. Income Statement for nine months ending 31 March 2024.....	3
Note 1 – User Fees	3
Note 2 – Operating Grants.....	3
Note 3 – Capital Grants.....	4
Note 4 – Materials and Service	4
Storm Impact	5
Capital Works Expenditure	6
2.2. Balance Sheet as at 31 March 2024	9
Note 5 – Cash and cash equivalents	10
Note 6 – Trade and other receivables	10
Note 7 – Other financial assets.....	10
Note 8 – Other assets	10
Note 9 – Trust funds and deposits.....	10
Note 10 – Interest-bearing liabilities	10
Note 11 – Reserves	10
2.3. Statement of Cash Flows as at 31 March 2024	11
Note 12 – User Fees	12
Note 13 – Grants Operating.....	12
Note 14 – Contributions - monetary.....	12
Note 15 – Other receipts	12
Note 16 – Materials and services	12
Note 17 – Other Payments	12
Note 18 – Payments for investments	12
Note 19 – Repayment of borrowings.....	12
3. Cash Holdings.....	13
3.1. Restrictions on Cash and Investments	14
3.2. Unrestricted cash (VAGO ratio).....	15

4.	Financial Reserves.....	16
5.	Investment Mix.....	18
6.	Financial Performance Indicators.....	19
6.1.	Adjusted underlying result.....	19
6.2.	Obligations.....	20
	Borrowing Ratio.....	20
	Debt Commitment.....	21
	Indebtedness.....	22
6.3.	Rates and charges.....	23
	Rates concentration.....	23
7.	Rates and Other Debtors.....	24
8.	Councillor Expenses.....	25

1. Overview

The March Quarterly Finance Report outlines the financial results for the nine months ended 31 March 2024, along with a comparison to the amended budget (as adopted by Council in August 2023). 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 2023/2024 Budget.

The ongoing impacts of COVID-19 on operational costs and recovery support for the community will be monitored throughout the 2023/2024 financial year, as well as natural disaster recovery, current cost inflations, high CPI and contractor availability. The Australian Bureau of Statistics noted that the year-on-year CPI increase effective end of March rose to 3.5 per cent from 3.2 per cent in February.

This report represents nine months of business in the 2023/2024 financial year.

The main items to note at the end of the third quarter are:

- The operating surplus for the nine months ended 31 March 2024 was \$3.5 million, which is \$4.8 million favourable to the amended budgeted deficit of \$1.3 million. This is primarily driven by materials and services expenditure budget being favourable by \$6.0 million which is due to lower-than-expected expenditure on storm recovery projects during the nine months ended 31 March 2024. Excluding storm recovery projects from the report would see the \$4.8 million favourable surplus reduce to a slight year to date deficit of \$19k.
- Year-to-date Capital works expenditure for the nine months ended 31 March 2024 was \$11.13 million which is 43% of the \$25.82 million amended budget. This level of expenditure is marginally behind by \$160k at this time last year.
- Cash holdings as at 31 March 2024 are \$1.5 million lower than the same time last year, this is due to increased expenditure on capital works, special projects and storm recovery in the current year.
- Trade and other receivables as at 31 March 2024 are \$3.7 million lower than the same time last year. An increase in sundry debtors in the previous financial year resulting from the storm recovery funding \$4.0M has contributed to this variance.

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 nine months ending 31 March 2024

Hepburn Shire Council Comprehensive Income Statement For the Period Ended 31 March 2024

	Note	YTD Budget 2023/24	YTD Actual 2023/24	YTD Variance		FY Budget 2023/24
		\$'000	\$'000	\$'000	%	\$'000
Income						
Rates and charges		26,004	25,866	(138)	-1%	26,159
Statutory fees and fines		703	667	(36)	-5%	926
User fees	1	732	613	(118)	-16%	971
Grants - operating	2	1,914	3,858	1,944	102%	8,240
Grants - capital	3	5,815	2,542	(3,273)	-56%	8,434
Contributions - monetary		631	575	(56)	-9%	821
Net gain/(loss) on disposal of assets		200	142	(58)	-29%	200
Other income		1,324	1,311	129	-1%	1,762
Total Income		37,322	35,574	(1,792)	-5%	47,512
Expenses						
Employee costs		13,443	13,054	388	3%	18,130
Materials and services	4	17,839	11,711	6,127	34%	23,298
Bad and doubtful debts		-	36	(36)	100%	15
Depreciation and amortisation		6,607	6,539	68	1%	8,809
Borrowing costs		146	75	72	49%	211
Other expenses		674	650	25	4%	967
Total Expenses		38,709	32,065	6,644	17%	51,430
Surplus/(Deficit) for the year		(1,387)	3,509	4,896		(3,917)
Underlying result adjustment						
Contributions Monetary		(631)	(575)	(56)	9%	(821)
Grants - Capital		(5,815)	(2,542)	(3,273)	56%	(8,434)
Total underlying adjustment		(6,446)	(3,117)	(3,329)		(9,255)
Adjusted underlying surplus/deficit		(7,833)	392	(8,225)		(13,172)

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

Note 1 – User Fees

User fees are unfavourable to budget by \$118k resulting from waste transfer gate fees being less than budget.

Note 2 – Operating Grants

Operating grants are favourable \$1,944k due in the main to the advanced funding of grants ahead of the budgeted period in relation to storm recovery and the digital planning project.

Note 3 – Capital Grants

Capital grants are unfavourable to budget due to the timing of the receipt of grants predominately for infrastructure projects (\$2,560k) and the balance from other capital projects (\$700k) with this funding to be received towards the end of the financial year. There are no concerns these grants will not be received.

Note 4 – Materials and Service

Materials and services expenditure is favourable to YTD budget by \$6.1M. This is primarily due to lower than anticipated expenditure on storm recovery projects during the nine-month period. Excluding storm recovery projects from the report would see the current favourable movement of \$6.1M reduce to a favourable movement of \$2.5M (or 20%).

Additional disclosure has been provided in relation to legal fees as per the table below:

Legal Fees additional disclosure

Legal Fees	Actuals 31-Mar-23 \$'000	Actuals 31-Mar-24 \$'000
General Advice	137,774	309,665
Freedom of Information	74,086	32,477
S173 Legal Fees	16,731	20,904
Legal Fees	228,591	363,046

Storm Impact

Council has been impacted by three significant storm events during the previous financial years. The result of these storms was significant damage to property and infrastructure across the areas.

The table below outlines the total financial impact to Council including previous financial years to 31 March 2024. The impact of the three storm events on the current financial year for the period ending 31 March 2024 is shown separately.

Total Financial Impact of Storm Events on Council to 31 March 2024 (across multiple financial years)

	Storm Event Trentham June 2021	Storm Event Creswick January 2022	Storm Event October 2022	Total Costs
	\$'000's	\$'000's	\$'000's	\$'000's
Claims Received	4,600	1,096	4,879	10,575
Costs				
Employee Benefits	754	461	397	1,612
Contractors	5,066	1,791	6,255	13,112
Other	182	114	15	311
Total Expenditure	6,002	2,366	6,667	15,035
Cost to Council	(1,402)	(1,270)	(1,788)	(4,460)

Impact of Storm Events 1 July 2023 to 31 March 2024

Income YTD	Actual	Budget	Variance to Budget	Expenditure YTD	Actual	Budget	Variance to Budget
	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000
June 2021 Storm	277	-	(277)	Employee Benefits	130	-	(130)
				Materials	31	-	(31)
				June 2021 Storm	161	-	(161)
January 2022 Storm	1,089	-	(1,089)	Employee Benefits	-	-	-
				Materials	5	-	(5)
				January 2022 Storm	5	-	(5)
October 2022 Storm	-	5,950	5,950	Employee Benefits	143	474	331
				Materials	1,018	6,026	5,008
				October 2022 Storm	1,161	6,500	5,339
Total	1,366	5,950	4,584	Total	1,327	6,500	5,173

Some reimbursement for the January 2022 storm event is still outstanding as well as a percentage of the other storm events, however we have seen a number of payments made in the recent quarter.

Statement of Capital Works for the nine months ending 31 March 2024

Hepburn Shire Council Statement of Capital Works as at 31 March 2024

<i>Capital Works Category</i>	<i>Original Budget</i>	<i>Original inc C/F Budget</i>	<i>YTD Actual</i>	<i>% Spent YTD on C/F Budget</i>
Property				
Buildings	340,000	750,817	451,165	60%
Building Improvements	1,000,000	1,048,653	127,692	12%
Total Property	1,340,000	1,799,470	578,857	32%
Plant and Equipment				
Plant, machinery and equipment	600,000	600,000	720,038	120%
Computers and telecommunications	200,000	343,500	224,566	65%
Library books	60,000	60,000	11,774	20%
Total Plant & Equipment	860,000	1,003,500	956,378	95%
Infrastructure				
Roads	2,993,683	3,359,076	1,094,480	33%
Bridges	3,000,000	3,223,129	4,906	0%
Footpaths and cycleways	275,000	525,397	203,756	39%
Drainage	0	219,780	238,389	108%
Recreational, leisure and community facilities	1,817,500	2,885,278	1,679,960	58%
Parks, open space and streetscapes	8,484,438	12,176,243	6,133,140	50%
Other infrastructure	600,000	632,852	239,459	38%
Total Infrastructure	17,170,621	23,021,755	9,594,090	42%
Total Capital Works	19,370,621	25,824,725	11,129,325	43%
Represented by:				
New asset expenditure	8,699,438	11,606,458	6,202,508	53%
Asset renewal expenditure	8,618,683	10,224,625	2,564,448	25%
Asset upgrade/expansion expenditure	2,052,500	3,993,642	2,362,369	59%
Total Capital Works Expenditure	19,370,621	25,824,725	11,129,325	43%
% Spent YTD Original Budget				57%

Capital Works Expenditure

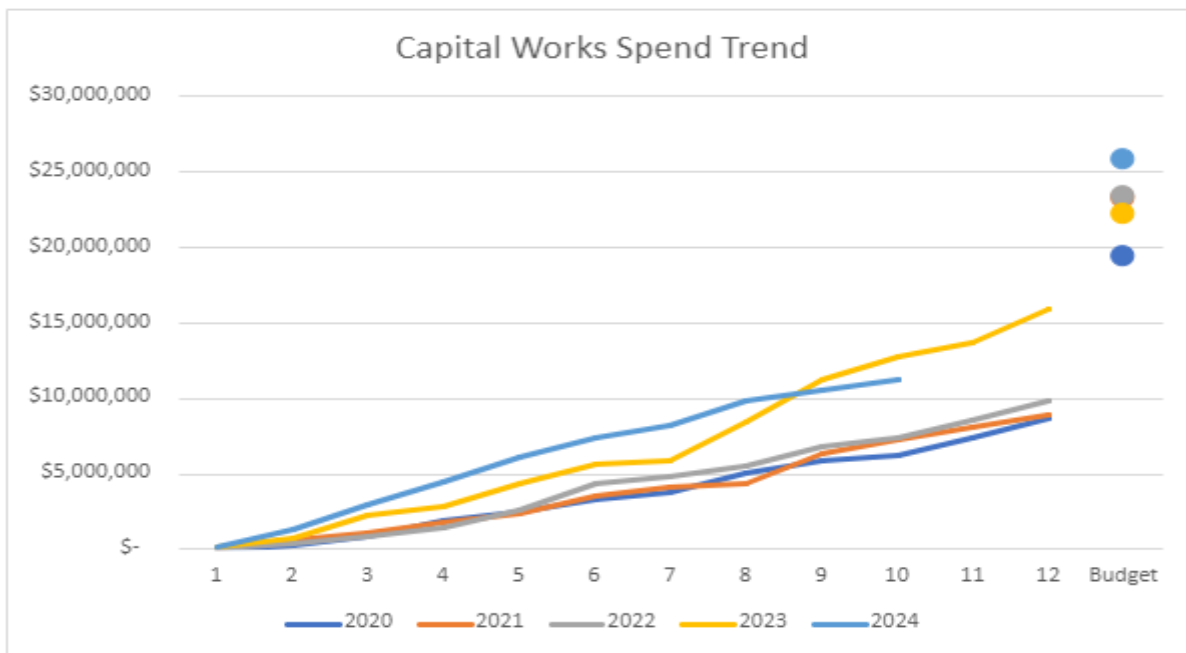
Capital works expenditure for the nine months ended 31 March 2024 was \$11.13M or 57% of the \$19.37M original adopted budget. In addition to the original adopted budget, a carry forward of \$6.46M has been approved for the capital works program in 2023/24 with the percentage spend against the \$25.82M being 43%. Capital expenditure through the nine months of 2023/24 has increased on the previous four years as a percentage of the original budget including carry forwards and in actual spend as can be seen in the table below.

Year	Original Budget (inc. Carry Forwards)	YTD Actual at 31 March	Percentage delivery in first quarter
2023/24	\$25,824,725	\$11,129,325	43.1%
2022/23	\$22,155,778	\$11,290,733	51.0%
2021/22	\$23,313,092	\$6,929,421	29.7%
2020/21	\$23,265,773	\$6,582,324	28.3%
2019/20	\$19,324,713	\$6,103,215	31.6%

In addition to the actual expenditure of \$11.13M, Council has committed capital expenditure of \$5.47M as at 31 March 2024. The capital program is forecast to carry forward 10 projects to the 2024/2025 financial year at \$6.29M.

Increased spending has been driven by Council’s investment in infrastructure projects, including Mechanics at Trentham (\$2,951k), Creswick Trails (\$2,733k), Bullarto Station (\$337k), and Creswick Bowls Club (1,088k).

The graph below shows the current and previous financial years capital expenditure showing the gap between amended budget and the trend in spend across these years.

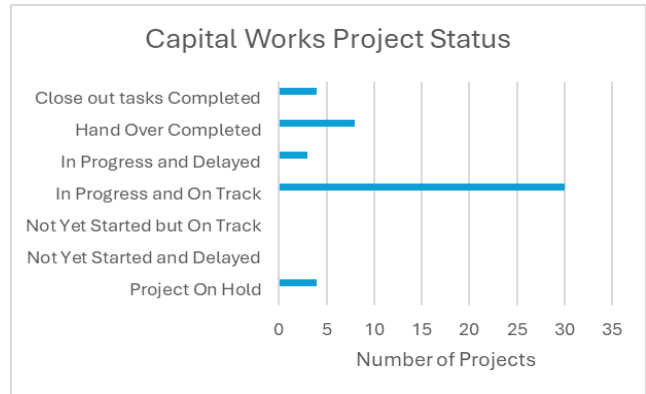


Despite positive results in the nine months to 31 March 2024, conditions in the building construction sector remain challenging. Council has major projects where tender submissions have not been received and projects where tender submissions that have been received have been significantly over budget 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, however some main points from these reports are included below for reference:

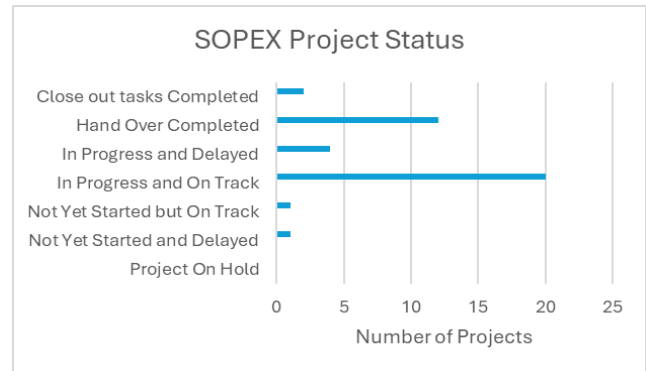
Key highlights from our capital and special projects to date:

- Nine projects complete / construction stage complete – value of \$2.9M
- Significant positive trend over the previous 5 years in relation to capital spend.
- 2024/2025 capital forecast of \$19.53M compared to budget of \$25.82M.



Key risks from our capital and special projects to date:

- Cost management pressures of large projects
- 6 special projects forecasting to be complete 30 June 2024 with \$nil year to date expenditure.



2.2. Balance Sheet as at 31 March 2024

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

Hepburn Shire Council Balance Sheet As at 31 March 2024

	Note	Current Year Actual	Prior Year Actual	Variance Year on Year		FY Original Budget 2023/24
		\$'000	\$'000	\$'000	%	\$'000
Assets						
Current Assets						
Cash and cash equivalents	5	5,329	2,805	2,524	47%	2,687
Trade and other receivables	6	12,385	16,094	(3,710)	-30%	3,939
Other financial assets	7	3,187	7,202	(4,015)	-126%	5,202
Inventories		(18)	6	(25)	135%	17
Other assets	8	11	138	(127)	-1139%	117
Total Current Assets		20,894	26,245	(5,353)	-26%	11,961
Non-Current assets						
Property, infrastructure, plant and equipment		369,077	348,116	20,961	6%	365,642
Total Non-Current Assets		369,077	348,116	20,961	6%	365,642
TOTAL ASSETS		389,971	374,361	15,608	4%	377,603
Liabilities						
Current liabilities						
Trade and other payables		1,918	2,072	155	8%	4,054
Trust funds and deposits	9	2,383	1,955	(428)	-18%	1,098
Provisions		2,744	2,641	(103)	-4%	2,423
Interest-bearing loans and borrowings	10	408	629	221	54%	964
Other Liabilities		18	68	50	282%	18
Total Current Liabilities		7,471	7,366	(105)	-1%	8,556
Non-Current Liabilities						
Provisions		540	476	(64)	-12%	815
Interest-bearing loans and borrowings	10	3,260	4,971	1,711	52%	7,861
Other Liabilities		42	60	18	42%	27
Total Non-Current Liabilities		3,842	5,508	1,665	43%	8,703
TOTAL LIABILITIES		11,314	12,873	1,559	14%	17,259
NET ASSETS		378,657	361,489	17,169	5%	360,344
Equity						
Accumulated surplus		153,141	162,804	(9,663)	-6%	159,317
Reserves	11	225,516	198,684	26,832	12%	201,027
TOTAL EQUITY		378,657	361,489	17,169	5%	360,344

Note 5 – Cash and cash equivalents

Cash and cash equivalents are higher than at the same time last year. This is primarily due to short-term investments maturing that will be utilized to fund council operations. Section 3 of the report provides additional information in relation to the cash holding and position of Council.

Note 6 – Trade and other receivables

Trade and other receivables are lower than at the same time last year, primarily due to an invoice raised for storm recovery rectification works in the previous financial year.

Note 7 – Other financial assets

Other financial assets are lower than at the same time last year, this is due to investments maturing and resulting cash being utilised to fund council operations.

Note 8 – Other assets

Other assets are lower than at the same time last year, due to less interest income being accrued from the lower level of investments.

Note 9 – Trust funds and deposits

Trust funds and deposits are higher than the previous year due to an increased fire services levy balance (\$73k) together with increases in other retentions and deposits received being contractor retentions (\$250k) and deposits for subdivision works (\$105k).

Note 10 – Interest-bearing liabilities

Current and non-current interest-bearing loans have decreased in comparison to last year as a result of Council repaying a loan.

Note 11 – Reserves

Reserves are \$26.83M higher than at the same time last year. This movement is the result of a \$23.95M revaluation of assets last year, along with a transfer of \$2.88M from other reserves. The majority of reserve accounting occurs as part of the year-end processing.

2.3. Statement of Cash Flows as at 31 March 2024

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

Hepburn Shire Council Statement of Cash Flows For the Period Ended 31 March 2024

		Current Year	Prior Year	Variance Year on		FY Original
		Actual	Actual	Year		Budget
		Inflows/ (Outflows)	Inflows/ (Outflows)			Inflows/ (Outflows)
		\$'000	\$'000	\$'000	%	\$'000
Cash flows from operating activities						
Rates and charges		19,193	18,477	(716)	-4%	25,941
Statutory fees and fines		645	747	102	16%	1,173
User fees	12	1,447	(2,033)	(3,480)	-241%	1,177
Grants - operating	13	2,616	3,894	1,278	49%	9,956
Grants - capital		1,737	1,864	127	7%	5,782
Contributions - monetary	14	575	719	144	25%	570
Interest received		541	469	(72)	-13%	340
Rent received		801	874	73	9%	1,199
Trust funds and deposits taken		279	205	(74)	-26%	-
Other receipts	15	160	330	170	106%	247
Net GST refund/payment		310	313	3	1%	70
Employee costs		(12,982)	(13,230)	(248)	2%	(17,991)
Materials and services	16	(13,135)	(15,543)	(2,408)	18%	(21,022)
Other payments	17	(650)	(915)	(265)	41%	(938)
Net cash provided by/(used in) operating activities		1,537	(3,829)	(5,366)	-349%	6,504
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(11,144)	(11,121)	23	0%	(19,371)
Proceeds from sale of property, infrastructure, plant and equipment		142	202	60	42%	200
Payments for investments	18	4,015	10,000	5,985	149%	-
Net cash provided by/(used in) investing activities		(6,987)	(919)	6,068	-87%	(19,171)
Cash flows from financing activities						
Finance costs		(75)	(100)	(26)	34%	(211)
Repayment of borrowings	19	(234)	1,075	1,309	-559%	4,933
Net cash provided by/(used in) financing activities		(309)	975	1,283	-415%	4,722
Net increase (decrease) in cash and cash equivalents		(5,758)	(3,774)	1,986	-34%	(7,944)
Cash and cash equivalents at the beginning of the financial year		14,274	6,579	(7,695)	-54%	10,631
Cash and cash equivalents at the end of the period		8,516	2,805	(5,709)	-67%	2,687

Note 12 – User Fees

User fees are higher than the prior year due to the payment of larger historical balances in 2022/23 that were raised in 2021/22 financial year.

Note 13 – Grants Operating

Operating grants are lower than prior year as higher amounts for storm recovery were received in the prior year, as well as the majority of financial assistance grants being received in 2022/23 for the current financial year.

Note 14 – Contributions - monetary

Monetary contributions are lower due to additional community contributions received for capital projects being completed in the prior financial year.

Note 15 – Other receipts

Decreased inflows from other receipts are due to insurance claim reimbursements received in the prior year.

Note 16 – Materials and services

Outflows from materials and services have decreased compared to the same point last year due to a reduction in storm expenditure for the current financial year.

Note 17 – Other Payments

Outflows from other payments have decreased compared to the same point last year due to a reduction in vegetation removal charges for the current financial year.

Note 18 – Payments for investments

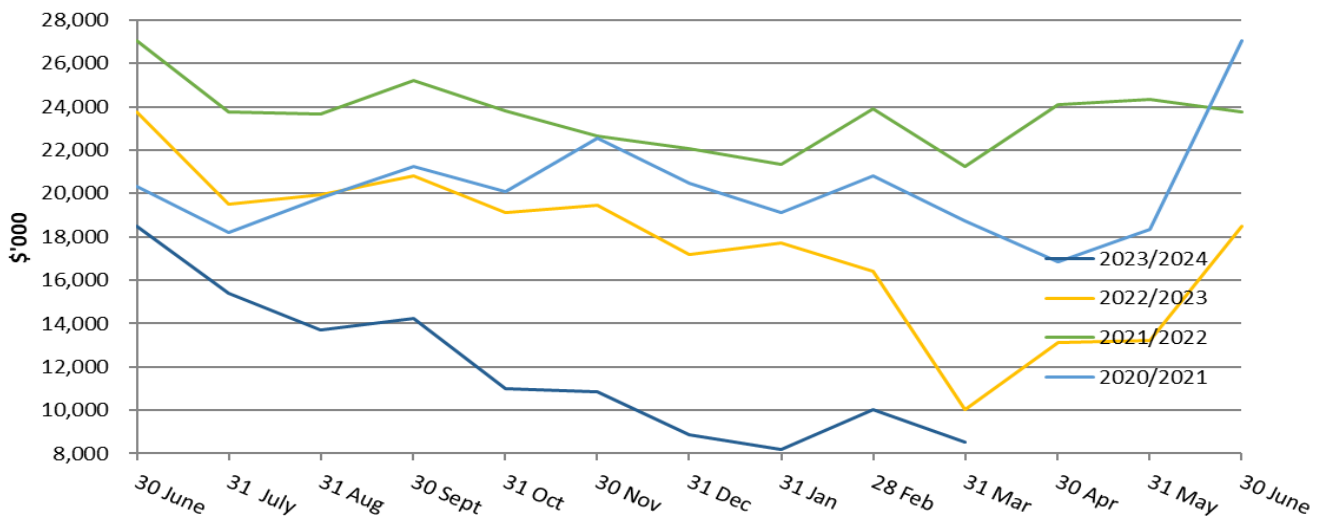
Council has redeemed \$4M of cash to short-term investment, during this current financial year. During the same period last year, Council had redeemed \$10M of short-term investment back to cash.

Note 19 – Repayment of borrowings

Repayment of borrowings is lower as Council repaid a loan in the prior year and any new borrowings during the current financial year are scheduled from quarter four onwards.

3. Cash Holdings

The following graph shows the monthly balances of cash and investments combined over time. Cash and term deposits held at 31 March 2024 were \$8.5m. 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 March 2024.

Cash and investments	Amount \$'000	%
Cash and cash equivalents		
Cash on hand	4	0.0%
Cash at Bank	460	5.4%
At call funds	4,851	57.0%
Community Asset Committee Cash at Bank ¹	14	0.2%
Total Cash and cash equivalents	5,329	62.6%
Other financial assets		
Investments	3,074	36.1%
Community Asset Committee Term Deposits ¹	113	1.3%
Total Other financial assets	3,187	37.4%
Total Cash and investments	8,516	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 2022/2023 financial results and financial plan contained within the 2023/2024 Budget.

The unrestricted cash will be continually monitored and is expected to improve towards the end of the financial year.

The cash and investments balance as at March 2024 is impacted negatively due to outstanding reimbursements for storm recovery, and using working capital to fund Creswick Trails project which is identified in the budget as having borrowings drawn down to fund it. Should this loan have been taken out in March then the unrestricted cash would have reverted to a positive position, however a balance has been struck to delay the drawn down thus reducing borrowing costs in the current financial year.

We are budgeted to have \$962k unrestricted cash at 30 June 2024.

	Actuals 31-Mar-23 \$'000	Actuals 30-Jun-23 \$'000	Actuals 31-Mar-24 \$'000
Cash and Investments			
Cash and cash equivalents	2,805	14,274	5,329
Other financial assets	7,202	4,202	3,187
Total Cash and Investments	10,007	18,476	8,516
Restrictions on Cash and Investments¹			
Trust Funds and Deposits	1,955	1,496	1,261
Statutory Reserves	2,007	1,842	1,842
Other Restrictions ²	2,434	11,715	5,905
Total Restricted Cash and Investments	6,396	15,053	9,008
Total Unrestricted Cash and Investments	3,611	3,423	(492)

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

2. Other restrictions.

Other Restrictions	\$'000	\$'000	\$'000
Cash held to fund carry forward projects	-	5,040	1,040
Grants and other income received in advance	955	2,151	341
Discretionary Reserves	1,479	4,524	4,524
Total other restricted amounts	2,434	11,715	5,905

3.2. Unrestricted cash (VAGO ratio)

Measure:

unrestricted cash / current liabilities

2023/24 Budget Calculation:

\$962K / \$8,556K = 11.2%

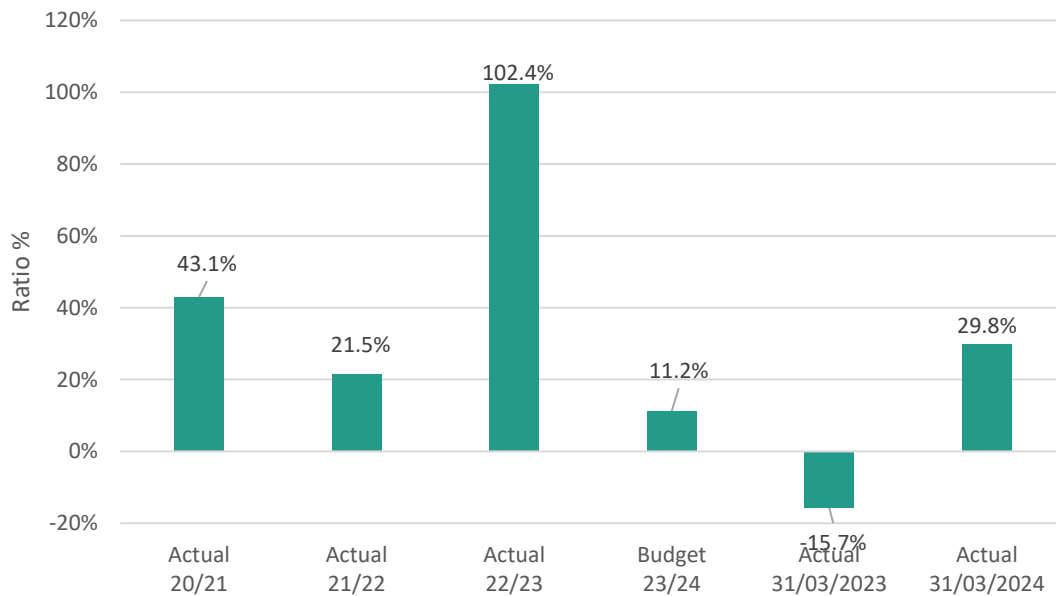
31 March 2024 Actual Calculation:

\$2,226K / \$7,471K = 29.8%

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 29.8% sits below the target of between 50-100%. This will be a consideration in the setting of the 2024/25 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 2024.

Reserve Balances	Actual 30 June	Forecast 30 June
	2023 \$'000	2024 \$'000
Statutory Reserves		
Open Space Recreation Reserve *	1,842	2,111
Discretionary Reserves		
Mineral Springs Financial Reserve	1,485	774
Clunes Caravan Park	7	7
Heritage Advisory Fund Reserve	20	20
Mt Beckworth Pit Reserve	28	28
Smeaton Hill Pit Reserve	74	74
Waste Management Reserve	801	583
Staff Accommodation & Community Facilities	2,109	2,045
Total Discretionary Reserves	4,524	3,531
Total Reserves	6,366	5,642

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 2023/2024 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.

Staff Accommodation and Community Facilities Reserve

This reserve is the surplus from the sale of The Rex and the repayment of the loan drawn down to purchase The Rex. This reserve is to be allocated to projects associated with accommodation for Hepburn Shire Staff and Community Facilities within the Birch Ward.

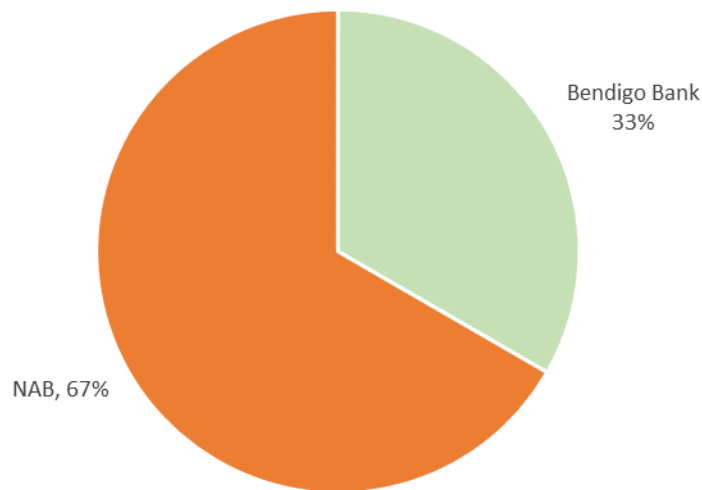
5. Investment Mix

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 comparable interest rate per investment for the majority. Interest rates have historically been lower, however due to the higher rates being available these have been captured and utilised for the maximum allowable investments with financial institutions as per Council’s policy. It is expected that Council will continue to invest at higher interest rates as we move through the new calendar year.

As at 31 March 2024 investments consisted of the following term deposits and are compliant based on the below short-term investments:

Institution	Maturity Date	Interest Rate	Term (months)	Amount \$'000
NAB	02-Apr-24	4.25%	1	1,000
Bendigo Bank	02-Apr-24	4.24%	1	1,000
NAB	02-Apr-24	4.60%	1	1,000
Total Investments				3,000



6. Financial Performance Indicators

6.1. Adjusted underlying result

Measure:

adjusted underlying surplus (deficit) / adjusted underlying revenue

2023/24 Budget Calculation:

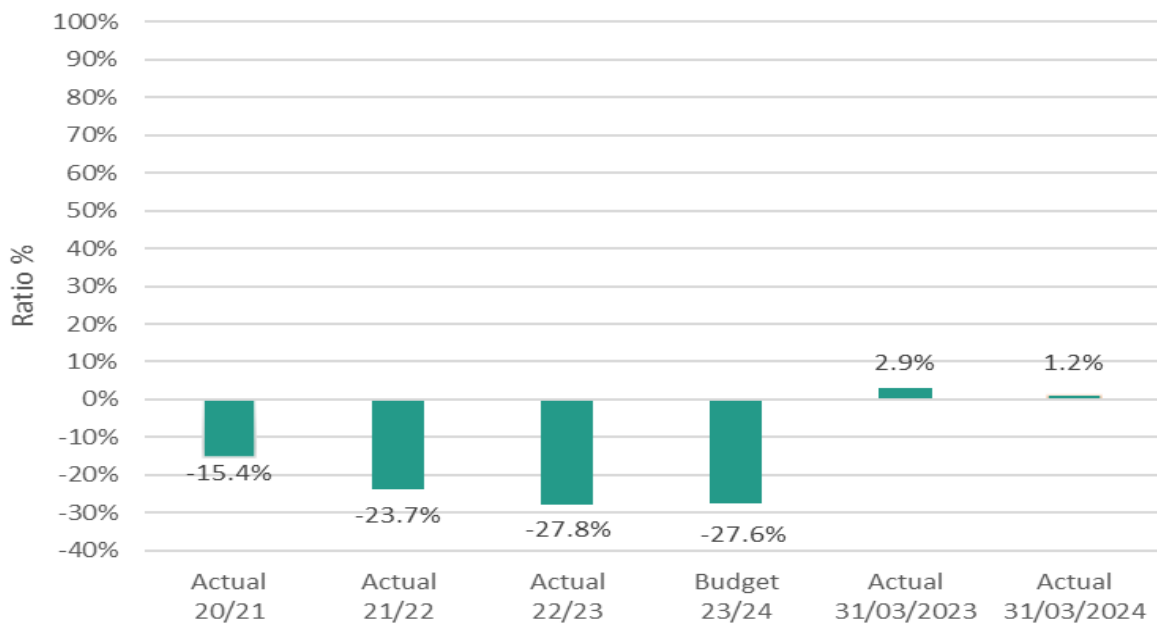
$\$-10,463\text{K} / \$37,892\text{K} = -27.6\%$

31 March 2024 Actual Calculation:

$\$392\text{K} / \$32,457\text{K} = 1.21\%$

Purpose of ratio:

This ratio measures Council’s ability to meet operating expenditure with operating revenue. The current budget of -27.6% sits below the State Government target of between 0-10%.



Actual calculation is just within the State Government target, and as income increases towards the year of the year this percentage is expected to increase.

6.2. Obligations

Borrowing Ratio

Measure:

interest bearing loans and borrowings / rate revenue

2023/2024 Budget Calculation:

$\$8,825\text{K} / \$26,159\text{K} = 33.7\%$

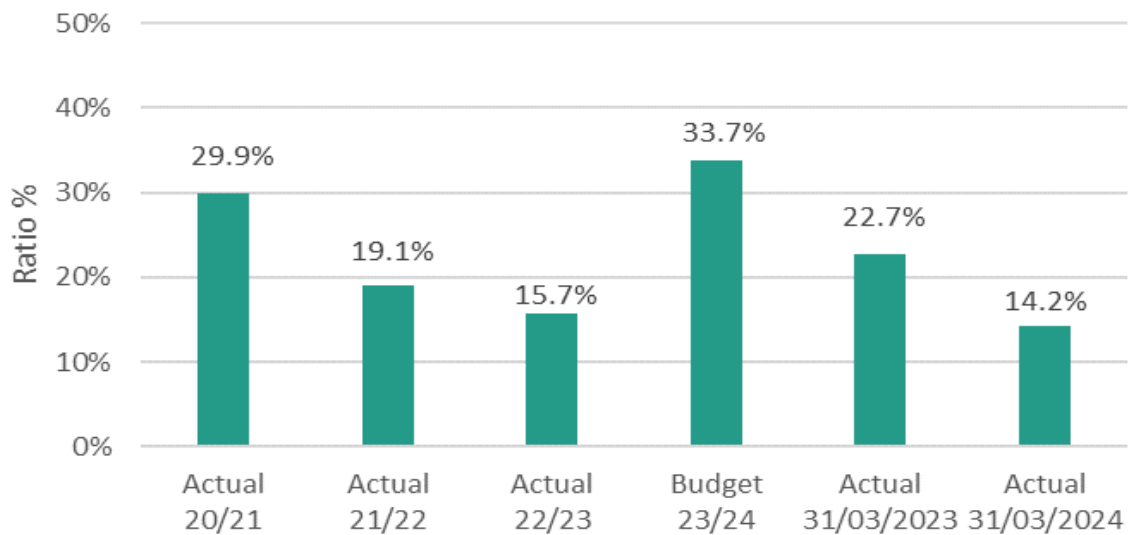
31 March 2024 Actual Calculation:

$\$3,668\text{K} / \$25,866\text{K} = 14.2\%$

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 33.7% and the actual ratio as at 31 March 2024 of 14.2% 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

2023/2024 Budget Calculation:

\$1,165K / \$26,159K = 4.5%

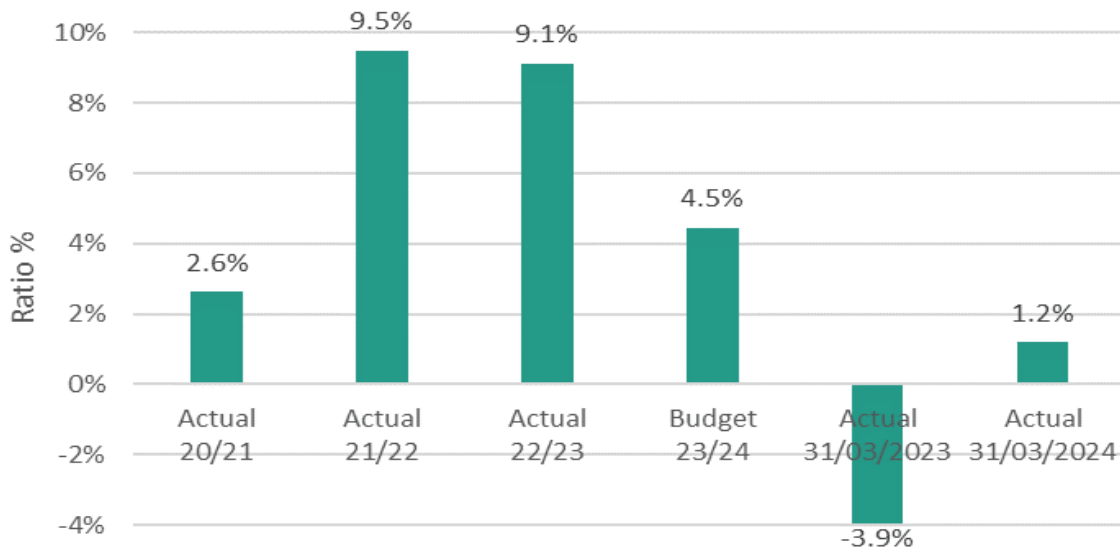
31 March 2024 Actual Calculation:

\$309K / \$25,866K = 1.2%

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 4.5% and the actual ratio as at 31 March 2024 of 1.2% sits within the State Government target of between 0-5%.



Indebtedness

Measure:

non-current liabilities / own source revenue

2023/2024 Budget Calculation:

$\$8,703\text{K} / \$29,876\text{K} = 29.1\%$

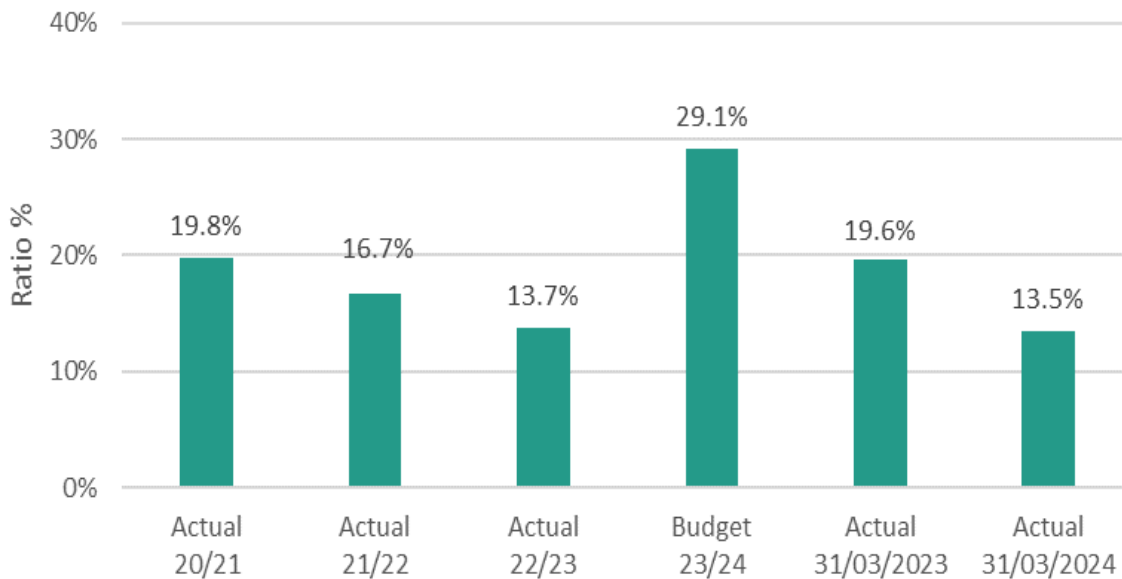
31 December 2023 Actual Calculation:

$\$3,843\text{K} / \$28,457\text{K} = 13.5\%$

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 lower half of the State Government target of between 0-40%.



6.3. Rates and charges

Rates concentration

Measure:

rates and charges / adjusted underlying revenue

2023/2024 Budget Calculation:

\$26,159K / \$37,892K = 69.0%

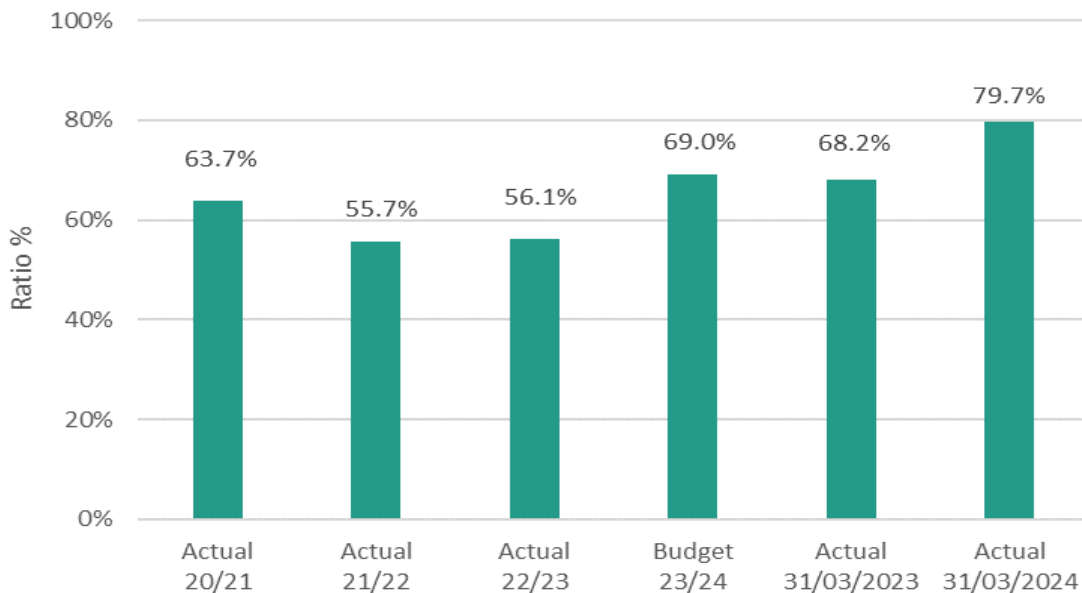
31 December 2023 Actual Calculation:

\$25,866K / \$32,457K = 79.7%

Purpose of ratio:

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

Sitting within the KPI range (30-80%) means that Council is less reliant on operating grants and user fees to fund operating expenditure. This 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 March 2024, Council's debtors are summarised below:

Debtor	March 2023 \$'000	March 2024 \$'000	Current \$'000	> 30 Days \$'000
Rates (including FSL debtors) ¹	10,382	11,349	8,751	2,599
Sundry	5,114	495	144	351
Other Debtors	173	264		
-GST	425	209		
-Pension Concession	106	106		
Less: provision for doubtful debts	(110)	(16)		
TOTAL	16,090	12,407	8,895	2,950

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 \$2.6M (including Fire Services Levy collected on behalf of the State Government) at 31 March 2024. At the same time last year overdue rates were \$2.4M, and the increase of \$200K in overdue rates debtors represents a 7% increase. 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.

An engagement campaign has commenced this year to improve the collection rates for overdue rates with 980 records totalling \$2.9M being transferred to a third-party agency. From commencement of this campaign, early returns show arrears of \$1.49M having been received to 31 March 2024 being the equivalent of 51% collected on the overdue amounts that were referred.

Outstanding sundry debtors of \$495k comprise the following:

Debtor Details	March 2023 \$'000	March 2024 \$'000
Government Grants	4,601	206
Leases	83	6
Planning	69	5
Building	3	2
Fire Hazards	26	13
Local Laws	194	177
Other	137	86
Total	5,114	495

8. Councillor Expenses

Councillor Expenses for the six months ended 31 March 2024.

Councillor	Councillor Allowance	Mobile and Data	Conferences and Training	Travel and Accom	Mayoral Car Allowance	Childcare	Total
Cr Bray	18,918	504	-	-	-	-	19,422
Cr Drylie	18,918	504	1,972	546	-	-	21,940
Cr Halliday	18,918	504	-	6,233	-	2,833	28,488
Cr Henderson	18,918	504	200	218	-	-	19,840
Cr Hewitt	23,510	504	1,553	218	-	-	25,785
Cr Hood	58,598	504	1,795	391	9,474	-	70,761
Cr Simpson	23,396	504	500	-	-	-	24,400
Total	181,176	3,528	6,020	7,606	9,474	2,833	210,637

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 1 July 2023 with a further increase from 18 December 2023.

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
Capital Projects Portfolio as at 31 March 2024

ATTACHMENT 12.2.2

Project Number	Project Name	Current Approved Budget FY24	Actual Expenses FY24 YTD	FY24 Full Year Forecast	FY24 Variance to Approved Budget	FY24 Current Budget	YTD Actual Income	FY24 Full Year Forecast Income	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (OMT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
		Project Expenses				Project Income						
PEOPLE AND TRANSFORMATION												
000423	Library Collection and Technology Renewal Program	60,000	11,774	60,000	-	-	-	-	In Progress and On Track	30 June 2024	B Holmes	Charging currently in arrears due to accounting error by Ballarat Library Service, expect to be brought up to date, and within budget, by end of year.
Total Customer Experience & Libraries		60,000	11,774	60,000	-	-	-	-				
000557	IT Hardware / Technology Renewal Program	321,000	220,466	320,966	34	-	-	-	In Progress and On Track	30 September 2024	C Whyte	Major spend to come with the 24 Vincent Street now going ahead, hence the end of project moved out to September and carry over will be required. Council Meetings AV/Sound equipment also being looked at and onsite meetings arranged with vendors.
001077	Server Equipment Replacement	22,500	4,100	22,600	(100)	-	-	-	In Progress and On Track	30 June 2024	C Whyte	Rack renewal for site in progress and will be completed prior to end of financial year 23-24. Waiting on new UPS (Power Supply) pricing.
Total Information Technology		343,500	224,566	343,566	(66)	-	-	-				
TOTAL PEOPLE AND TRANSFORMATION PROJECTS		403,500	236,340	403,566	(66)	-	-	-				
COMMUNITY AND CORPORATE												
Buildings												
001072	Bullarto Station Project	348,466	337,160	337,160	11,306	91,051	91,086	91,086	Close Out tasks Completed	1 December 2023	K Sinclair	Opening scheduled for 12 April. Purchase order with remaining funds for construction stage support from the architect has been cancelled. Remaining commitments of approx \$1,000 are signage and the audit option report.
Building Improvements												
001185	Hepburn Kindergarten Refurbishment	-	2,874	61,599	(61,599)	-	61,599	61,599	In Progress and Delayed	31 March 2025	K Procter	Design contractor procurement to commence shortly after key stakeholder meeting in early April. Works to be completed in School Summer Holidays to reduce programming implications, therefore completion date has been delayed.
Recreational, Leisure and Community Facilities												
001081	Pool Building Renewal Works Program	508,199	138,625	508,199	0	-	-	-	In Progress and On Track	30 June 2024	K Sinclair	Tender evaluation for Leak Remediation Works was undertaken. Works anticipated to commence in mid April. Planning and procurement for all remaining pool renewal works are in progress. All pool renewal works anticipated to be completed by 30 June and within budget allocation.
001088	Glenlyon Pavilion Redevelopment Project	198,100	29,614	49,614	148,486	150,000	-	-	In Progress and On Track	28 March 2025	K Sinclair	Procurement of architectural services in progress. Expect to award contract and commence the design process by the end of May.
001137	Creswick Bowls Club - Green Redevelopment	1,096,775	1,087,944	1,096,775	0	429,550	-	-	Hand Over Completed	30 June 2024	K Sinclair	Works complete and site handed over to Creswick Bowls Club. Federal funding agreement has been fully executed. External funding project completion paperwork in progress with formal announcement and media to follow. All close out tasks to be completed by 30 June 2024.
001192	Newlyn Sports Ground Lighting Upgrade	253,000	197,729	250,375	2,625	245,500	226,950	225,450	Hand Over Completed	30 May 2024	K Sinclair	Installation of sports lighting and hand over to Club completed. Certification of lighting undertaken and approved by SRV. All close tasks to be completed by 30 May 2024.
001195	Smeaton Bowling Club - Bowling Green Upgrade	-	44,456	142,706	(142,706)	-	34,000	34,000	In Progress and On Track	30 May 2024	K Sinclair	Berry Bowls have commenced works and anticipate completion by end of April (pending optimal weather conditions). Club granted a \$35,000 co-contribution from Council at 2023/2024 mid year budget review. Amendment of funding agreement is in progress.
001207	Tennis Courts Risk Mitigation Works - Trentham and Drummond	140,000	47,573	140,000	(0)	-	-	-	In Progress and On Track	1 June 2024	K Sinclair	Trentham stage one works have been completed with resurfacing and crack filling works anticipated to be completed by mid April. Drummond Tennis court works are completed. Project is on track to be completed by 30 June 2024 and within budget.
001208	Clunes Master Plan Project Implementation	100,000	50,291	116,291	(16,291)	-	-	-	In Progress and On Track	30 September 2024	K Sinclair	Queens Park and Pioneer Park Masterplans were adopted at the March 2024 Council Meeting. NZSH Design Studio engaged to undertake site assessments and masterplanning to inform the consideration of the future provision of sport and recreation in Clunes. Project is on track to be completed by 30 September 2024.
001220	Victoria Park Oval and Netball Lighting	-	4,421	225,000	(225,000)	-	225,000	225,000	In Progress and On Track	30 April 2025	K Sinclair	Project planning and procurement to commence in mid April. Project anticipated to be completed by 30 April 2025.
Total Recreation, Community and Economic Development		2,644,540	1,940,687	2,927,719	(283,179)	916,101	638,635	637,135				
TOTAL COMMUNITY AND CORPORATE PROJECTS		2,644,540	1,940,687	2,927,719	(283,179)	916,101	638,635	637,135				

Hepburn Shire Council
Capital Projects Portfolio as at 31 March 2024

ATTACHMENT 12.2.2

Project Number	Project Name	Current Approved Budget FY24	Actual Expenses FY24 YTD	FY24 Full Year Forecast	FY24 Variance to Approved Budget	FY24 Current Budget	YTD Actual Income	FY24 Full Year Forecast Income	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (OMT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
		Project Expenses				Project Income						
INFRASTRUCTURE AND OPERATIONS												
000497	Mechanics at Trentham	4,793,943	2,951,302	4,770,027	23,916	971,987	277,819	971,987	In Progress and Delayed	30 June 2024	B Lucas	Likely 1 month delay (20/05) delay to achieve project completion due to the coordination of critical tasks required to achieve building occupancy
001190	Creswick Trails - Construction	5,902,500	2,733,059	4,233,059	1,669,441	600,000	600,000	600,000	In Progress and On Track	30 December 2024	B Lucas	Good summer weather has led to good gains in productivity with construction tracking in line with schedule. Some budgeted spend has been brought forward for manufacture of signage to take advantage of capacity with project partner DJANDAK.
Total Director Infrastructure and Delivery		10,696,443	5,684,361	9,003,086	1,693,357	1,571,987	877,819	1,571,987				
Not Applicable												
001020	Local Roads and Community Infrastructure Grant	-	-	-	-	-	203,465	203,465	Close Out tasks Completed	Completed	B Grounds	Funding associated with projects completed in prior years. \$96,883 LRCI Phase 1 - Final Instalment received 20/9/2023 \$106,582 LRCI Phase 2 - Final Instalment received 7/2/2024
001200	LRCI Phase 4	-	-	-	-	1,190,000	-	476,000	In Progress and Delayed		B Grounds	Specific projects have been nominated and awaiting confirmation prior to allocating planned income to individual project numbers. Projected that initial milestone (40% instalment) will be achieved by 30 June 2024.
001144	Dog Parks Master Planning	22,126	7,978	22,126	0	-	-	-	In Progress and On Track		B Grounds	Discussion Paper to be presented at Cr Briefing in May 24.
Total Manager Projects		22,126	7,978	22,126	0	1,190,000	203,465	679,465				
Buildings												
000975	Creswick Mechanics Institute Building upgrades	37,351	2,772	23,947	13,404	-	-	-	In Progress and On Track	30 June 2025	S Ludeke	Remaining budget required to complete on going monitoring of building movement
001082	Creswick Town Hall	25,000	10,313	25,000	(0)	73,825	-	-	Hand Over Completed	31 July 2023	B Lucas	Defects scope has been compiled, builder is scheduling works to be completed post Crestfest.
001197	FY24 Forward Design for Building renewal works	40,000	17,660	40,000	(0)	-	-	-	In Progress and On Track	30 June 2024	S Ludeke	Newlyn floor design complete remaining budget for Daylesford depot and 24 vincent street office accommodation project expected to be completed at the end of financial within budget.
001198	Building and Structures Renewal Program (2023-24)	300,000	83,259	300,000	0	-	-	-	In Progress and On Track	30 June 2024	S Ludeke	Fixture upgrade in progress at Smeaton, Lyornville and Drummond Public toilets. Daylesford Boathouse public toilet fixtures, CCTV infrastructure and roof replacement at Creswick Senior Citizens completed. Remaining budget to be used on office improvement work and WHBG glasshouse replacement. Expected to be completed within budget at ENEY.
Building Improvements												
001158	Hammon Park Pavilion Repairs	48,653	3,023	3,023	45,630	-	-	-	Project On Hold		S Ludeke	Project on hold and to be deferred.
001183	Daylesford Town Hall Reweal - Stage 1	1,000,000	121,795	271,795	728,205	-	-	-	In Progress and On Track	1 November 2025	S Ludeke	Conservation architect appointed with design works to be completed mid-year 2024. Tender for building works to be advertised mid-year with construction and electrical works predicted to begin spring 2024.
Heritage Buildings												
001162	Wombat Hill Pioneer Tower Strengthening	100,000	-	-	100,000	-	-	-	Project On Hold		S Ludeke	Ongoing structural monitoring being completed. Program estimates to be assessed in future building renewal program. Cannot complete within this financial year to be deferred.
001182	Hepburn Bath House Drainage Upgrade	500,000	981	500,000	(0)	-	-	-	In Progress and Delayed	31 December 2024	S Ludeke	Stage 1 of feasibility is complete with drawings being submitted for approval. Construction now being delayed to start October 2024 to avoid wet weather and work in with Belgravia's preferences.
Other Infrastructure												
001214	Transfer Station Upgrade Fund 2023	-	200,189	281,602	(281,602)	-	124,540	249,080	In Progress and On Track	30 April 2024	S Ludeke	Construction complete with acquittal to be completed mid April. Excess costs to be journeled to PJ 1109. Remaining income to be received mid 2024.
Plant and Machinery												
000131	Vehicle and Plant Replacement to FY23	-	365,192	365,192	(365,192)	-	142,468	142,468	Close Out tasks Completed	30 May 2024	S Ludeke	Procurement of vehicles completed all expenditure and income to be journalled to PU001196.

Hepburn Shire Council
Capital Projects Portfolio as at 31 March 2024

ATTACHMENT 12.2.2

Project Number	Project Name	Current Approved Budget FY24	Actual Expenses FY24 YTD	FY24 Full Year Forecast	FY24 Variance to Approved Budget	FY24 Current Budget	YTD Actual Income	FY24 Full Year Forecast Income	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (OMT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
		Project Expenses				Project Income						
000599	Creswick Composting Facility & Clunes Kerbside Trial	-	20,781	20,781	(20,781)	-	-	-	Close Out tasks Completed	8 April 2024	S Ludeke	Trial completed with the implementation of FOGO starting 8th April 2024 to all township residences. All costs to be journalled over to GL 1010- 8380-63638
001196	Fleet and Plant Renewal Program FY24	600,000	354,846	354,846	245,154	200,000	-	200,000	In Progress and On Track	30 June 2024	S Ludeke	2024 fleet and plant purchased and operating. Remaining commitment for Parks and Open Space truck to be invoiced in the 2025 fleet program delivery expected December 2024. Fleet sales expected to be completed mid May.
Recreational, Leisure and Community Facilities												
001084	Lee Medlyn Bottle Museum	530,050	20,187	70,187	459,863	-	-	-	In Progress and On Track		S Ludeke	Tender closed and evaluation currently in progress with award expected in April 2024 pending outcome of Tender Evaluation Report. Construction would be delayed to September to avoid winter weather.
Total Waste, Facilities and Community Safety		3,181,054	1,200,999	2,256,374	924,680	273,825	267,008	591,548				
Bridges												
000753	Bridge Renewal - Wheelers Bridge	3,223,129	4,906	44,906	3,178,223	2,560,000	-	-	In Progress and Delayed	30 June 2025	T May	Structural design for tender drawings ongoing and should be complete by end of financial year.
Drainage												
000410	Kerb & Channel Renewal - High Street Trentham	180,000	180,000	180,000	-	-	180,000	360,000	Hand Over Completed	n/a	T May	Project completed in September 2023. Scope improved drainage and parking in the area.
001131	Drainage Upgrade and Renewal Program	39,780	58,389	58,389	(18,609)	-	-	-	Hand Over Completed	n/a	T May	Project scope completed. Project completed several small packages of drainage upgrades in Creswick township over 18 month period.
Footpaths and Cycleways												
000112	Footpath Renewal Program	196,056	70,338	170,338	25,718	-	-	-	In Progress and On Track	30 June 2024	T May	Program works are 30% complete with works to recommence on the Clunes Creswick contract mid April and be complete by end of May. Currently procuring the remaining works in the program to complete by EOFY.
001096	Clunes Pedestrian Crossing Point	30,052	427	35,427	(5,375)	-	-	-	In Progress and On Track	30 June 2024	T May	Procurement in place for temporary kerb trial complete. Scope is to construct kerb outstands that will be removable, if necessary. Communications plan to commence roll out in Mid April to inform community of works. Associated lighting upgrade also programmed.
001132	Footpath Expansion Program	299,289	132,991	272,825	26,464	62,619	-	-	In Progress and On Track	30 June 2024	T May	Program works are 30% complete with works to recommence on the Clunes Creswick contract mid April and be complete by end of May. Currently procuring the remaining works in the program to complete by EOFY.
Other Infrastructure												
001116	Central Springs Bore Investigation	10,726	9,530	9,530	1,196	10,726	10,726	10,726	Hand Over Completed		T May	Project complete
Parks, Open Space and Streetscapes												
001073	Wombat Hill Botanic Gardens	830,019	50,920	830,019	0	368,493	68,465	68,465			T May	Heritage approval has been conditionally approved and the tender has now been released to the market. Officers will be assessing tender submissions and hope to have the tender awarded at the May Council Meeting. Construction works are expected to commence prior to 30 June 2024.
001171	Central Springs Reserves Renewal	627,200	374,078	1,306,820	(679,620)	350,000	70,000	245,000	In Progress and On Track	31 August 2024	T May	Construction works continue on site and are expected to be finished by August 2024 or earlier, weather permitting. Full contingency unlikely to be expended. Final instalment of grant income due on project completion
001184	Smiths Creek Pedestrian Bridge Renewal	22,581	23,781	23,781	(1,200)	22,581	22,581	22,581			T May	Project Complete
Recreational, Leisure and Community Facilities												
001085	Chatfield Reserve Lake Daylesford Landscape Works	59,154	59,120	59,120	34	-	-	-			T May	Project Complete
Roads												
000100	Road Reseals Program	860,169	173,786	810,939	49,230	-	249,145	498,290	In Progress and On Track	Complete	T May	Bituminous reseal works for 23/24 program complete. Linemark 75% complete. Asphaltting works in Trentham complete and will be receipted in April.

Hepburn Shire Council
Capital Projects Portfolio as at 31 March 2024

ATTACHMENT 12.2.2

Project Number	Project Name	Current Approved Budget FY24	Actual Expenses FY24 YTD	FY24 Full Year Forecast	FY24 Variance to Approved Budget	FY24 Current Budget	YTD Actual Income	FY24 Full Year Forecast Income	Project Status (select from drop down)	Current Expected Completion Date (to be updated)	Project Sponsor (OMT Rep.)	Comments on Forecast and Completion Date (4 Lines maximum)
		Project Expenses			Project Income							
000102	Road Reseal Preparation	200,000	111,341	190,909	9,091	-	-	-	In Progress and On Track	Complete	T May	Reseal prep works the 23/24 programs are complete but cement stabilisation patching and verge clearing works are ongoing until end of May for the 24/25 program.
000103	Gravel Road Resheet Program	500,000	477,862	477,862	22,138	-	324,847	324,847	Hand Over Completed	Complete	T May	Gravel Road Resheet program was complete in late 2023.
001139	Road Rehab - Ullina-Kooroocheang Rd	110,386	35,000	97,313	13,073	465,062	-	455,000	Hand Over Completed	Complete	T May	All works are now complete on this program and the grant will be acquitted in April
001140	Road Rehab - Design for FY24 Projects	-	-	-	-	-	-	-	Close Out tasks Completed	na.	T May	Remove from final reporting. - has been moved to PJ1201.
001178	Sealed Road Patching and Improvements - 2023	415,838	250,004	415,760	78	-	-	-	In Progress and On Track	30 June 2024	T May	The patching works are ongoing and the contractor is currently working in the Dean area. The program is expected to continue over the coming months and be wrapped up this financial year.
001201	FY24 Forward Design for Road Rehab Projects	113,000	46,487	96,487	16,513	-	-	-	In Progress and On Track	30 June 2024	T May	This is an ongoing program to for design of project for future years programs. Work are ongoing for for several project that should be complete before EOFY
001202	Road Rehab - Chanters Lane and Pearson Road	739,143	-	-	739,143	646,290	-	-	Project On Hold	31 March 2025	T May	This project is on hold due to delays in receiving environmental approvals from DECCA. Contract has been awarded and negotiations with contractor are for commencement in Spring 2024.
001203	Road Rehab - Smeaton Road Campbelltown	320,540	-	295,000	25,540	320,540	-	295,000	In Progress and On Track	30 April 2024	T May	Construction works are now complete. The ground conditions were better than initial investigations and the project has been delivered under budget. Linemarking works to complete the project to take place in April.
001204	Road Rehab - Road Safety Upgrade	100,000	-	30,000	70,000	-	-	-	In Progress and On Track	30 June 2024	T May	Glengower Road safety works are complete as part of Smeaton Road. Scoping and delivery of works completed under budget.
001205	Kerb and Channel Renewal - Cambridge St Creswick	-	-	-	-	-	-	-	Project On Hold	30 June 2025	T May	This project has been deferred to the 24/25 financial year. Project required community consultation which will take place in May this year.
001218	School Bus Stop – Ullina Kooroocheang Road	-	-	17,000	(17,000)	-	-	17,000	In Progress and On Track	30 June 2024	T May	This project is 100% externally funded by PTV. The Bus shelter is under construction and insallitaion will take place this financial year.
Total Operations		8,877,062	2,058,959	5,422,425	3,454,637	4,806,311	925,764	2,296,909				
Total Emergency Management		-	-	-	-	-	-	-				
TOTAL INFRASTRUCTURE AND DELIVERY		22,776,685	8,952,297	16,704,010	6,072,675	7,842,123	2,274,057	5,139,910				
TOTAL CAPITAL WORKS PORTOLIO		25,824,725	11,129,324	20,035,296	5,789,429	8,758,224	2,912,692	5,777,045				
Represented by:												
New asset expenditure		11,606,458	6,202,508	9,678,067	1,928,391	3,035,332	1,092,010	2,479,178				
Asset renewal expenditure		10,224,625	2,564,447	5,155,958	5,068,667	4,238,298	980,640	2,159,785				
Asset upgrade/expansion expenditure		3,993,642	2,362,369	5,201,271	(1,207,629)	1,484,594	840,041	1,138,081				
Total capital works expenditure		25,824,725	11,129,324	20,035,296	5,789,429	8,758,224	2,912,692	5,777,045				

1 What is required

2 Who is responsible

3 Which Projects are

4 What do the col

Not yet Started but On Track
Not yet Started and Delayed
In Progress and On Track
In Progress and Delayed
Hand Over Completed
Close Out tasks Completed
Project On Hold

5 Where can I get

1?

All projects require:

- a) An estimate of Costs still to be incurred in this financial year (i.e. from now up to end of June 2023) in Column X.
- b) An update of the Project Status (from the drop down list) - see more detail below.
- c) An update of the 'Expected Completion Date' - see definition below.
- d) Brief commentary on any variance to annual budget, or movement in Expected Completion Date.

le?

The Project Sponsor should ensure that details required have been entered and reflect best estimate for each of their projects.

are included in this report?

Any Project that has either of:

- * Budget for Expenses or Income in the current year, or
- * Actual Expenses or Income in the current year, or
- * An open Commitment balance as at the report date.

umn headings mean?

Current Budget FY23

This is the Revised Expenses Budget for the current financial year. This includes the Original Budget PLUS any budget changes from Carry Forward review that have been adopted by Council. From time to time there might also be budget changes such as splitting or combining projects.

Current Budget YTD

This is the portion of the Expenses budget which was planned to be Incurred by the report date. The phasing of Budgets across months was reviewed and updated during the Carry Forward review with input from Budget owners and Project Managers.

YTD Actual Expenses

This is the sum of the project Expenses *Incurred* since the start of the Financial Year and up to the reporting date.

Incurred Expenses include:

- * Costs from Payroll module
- * Invoices that have been Receipted AND Processed by AP as at the report date.
- * Journals that have been processed by Finance (including Accrued costs).

Incurred Expenses do not include any Commitment balances.

Commmittments Balance

Orders which have been raised but not yet invoiced, or which have been Received but not yet processed by AP are included in the Commitments Balance along with any 'Back Orders' value.

Note: Commitments balance has been manually reduced by value of any Accrued Invoices as at the report date.

Costs to be Incurred - up to end of Financial Year.

This requires estimate of Expenses still to be accounted for as 'Actuals' over the remainder of the Financial year (i.e. up to 30th June).

For a multi-year project do not include the cost of work to be done after the end of this Financial Year.

Full Year Forecast

Sums the 'YTD Actual Expenses' and 'Costs to be Incurred'.

Note: this does not include Commitments unless you have added the portion to be Invoiced in this year as part of the 'Costs to be Incurred' value.

Variance to Budget FY23

This shows the 'Current Budget' less the 'Full Year Forecast' for current Financial Year.

A positive value reflects an under-spend of the annual budget allocation, a negative value reflects an over-spend of the budget allocation.

Project Status

Choose from the Drop Down list

Only used when planned start date not yet passed
E.g. delays in design, planning permit etc - risk to ECD
Works Started and current ECD within formally agreed target
Works Started but current ECD past formally agreed target
Handed over for use, project closeout actions remaining
Asset Capitalised, all costs and revenue accounted for, Acquittal complete
Lengthy and Indefinite Delay, or Deferred to future year

Current Expected Completion Date

Is the date by which all works are expected to be completed and handed over.

If an acquittal is a requirement under a funding agreement then the Expected Completion Date should allow for the time to complete this as well.

Comments on Forecast and Completion Date.

The comments need to be concise and focus on any movement in the Full Year Forecast Cost or in change to the Expected Completion Date.

help?

Financial Services Team can assist in interpreting Expenses and Income.

Issues around impact of delays and scope changes can also be discussed with Director to determine appropriate reporting of emerging events.

Hepburn Shire Council
Operating Projects Portfolio Report as at 31 March 2024

ATTACHMENT 12.2.3

Project Number	Project Name	FY24 Current Budget FY	FY24 Actual Expenses YTD	FY24 Full Year Forecast	FY24 Variance to Budget	FY24 Current Budget	YTD Actual Income	Full Year Expected Income	Project Status	Current Expected Completion Date	Project Sponsor	Comments on Forecast and Completion Date
2023/24 Expenditure						2023/24 Income						
Special Operating Projects												
PEOPLE AND TRANSFORMATION												
001150	Technology One Development	402,452	64,092	402,452	-	-	-	-	In Progress and Delayed		B Holmes	Reviewed and amended roll out program in response to resourcing constraints at Technology One. Work now underway for P&C functions and finance module implementation.
Total Executive Manager People & Transformation		402,452	64,092	402,452	-	-	-	-				
000570	Innovate RAP	27,000	-	27,000	-	-	-	-	In Progress and Delayed		B Holmes	Development work on the new Innovate RAP underway.
Total People and Culture		27,000	-	27,000	-	-	-	-				
001186	Digital Literacy for Seniors Program 2022-23	7,923	7,923	7,923	-	7,923	7,923	7,923	Close Out tasks Completed	Completed	B Holmes	Acquittal document completed, sent and accepted by department in December 2023
001188	Council Rapid Antigen Test Program	-	40,000	150,000	(150,000)	-	150,000	150,000	In Progress and On Track	30 April 2024	B Holmes	Responsive resourcing in place and final funding acquittal to be completed end of April.
Total Customer Experience & Libraries		7,923	47,923	157,923	(150,000)	7,923	157,923	157,923				
001211	Protective Data Security Plan (PDSP) Implementation	30,000	-	30,000	-	-	-	-	In Progress and On Track	31 May 2024	C Whyte	Meetings ongoing and working through initiatives have kicked off. Draft documents received from VOTAR for multiple items which are now being worked through.
001212	Cyber Security Augmentation	75,000	-	75,000	-	-	-	-	In Progress and On Track	30 June 2024	C Whyte	RFQ closing this week for internal and external penetration testing and evaluations occurring next week to engage vendor.
Total Information Technology		105,000	-	105,000	-	-	-	-				
TOTAL PEOPLE & TRANSFORMATION PROJECTS		542,375	112,015	692,375	(150,000)	7,923	157,923	157,923				
PLANNING AND DEVELOPMENT												
001210	Short Term Rental Regulation	30,000	-	30,000	-	-	-	-	Not yet Started and Delayed		R Torres	Review of approach underway following the Victorian Government's Affordable Housing Statement Initiative.
Total Executive Manager Development		30,000	-	30,000	-	-	-	-				
000676	Implement biodiversity strategy actions	46,694	-	46,694	-	-	-	-	In Progress and On Track	30 June 2024	B Southee	Preparation of detailed delivery plan in progress.
001054	Streamlining for Growth	61,700	36,650	75,209	(13,509)	41,700	41,700	41,700	In Progress and On Track	30 June 2024	B Southee	Initial Neighbourhood Character Statements and Urban Design Framework for the five townships has been completed. P2P Consulting engaged for preparation of Preferred Character Statements.

Hepburn Shire Council
Operating Projects Portfolio Report as at 31 March 2024

ATTACHMENT 12.2.3

Project Number	Project Name	FY24 Current Budget FY	FY24 Actual Expenses YTD	FY24 Full Year Forecast	FY24 Variance to Budget	FY24 Current Budget	YTD Actual Income	Full Year Expected Income	Project Status	Current Expected Completion Date	Project Sponsor	Comments on Forecast and Completion Date
2023/24 Expenditure						2023/24 Income						
001147	Western Transmission Line Strategy	48,904	-	48,904	-	-	-	-	In Progress and Delayed	30 June 2025	R Torres	Timing of ongoing activities dependent on release Environmental Effects Statement expected to be released late 2024.
001160	Settlement Strategy and Township Structure Plans	827,774	495,422	827,774	(0)	-	-	-	In Progress and On Track	31 July 2024	B Southee	Additional costs incurred due to extensive engagement and additional contracts.
001166	Integrated Transport Strategy	105,000	47,045	105,000	-	-	-	-	In Progress and On Track	31 July 2024	B Southee	Planned that draft Strategy to be workshopped with Councillors in April and Community in May.
Total Strategic Planning & Environment		1,090,072	579,117	1,103,581	(13,509)	41,700	41,700	41,700				
001187	Enhancing Hepburn's Digital Planning and Reporting	-	105,866	237,600	(237,600)	-	237,600	264,000	In Progress and On Track	31 August 2024	A Boyd	Project initiated after after FY24 budget adopted. Project funded by Grant of \$264,000, final instalment expected to be received prior to June. Due to onboarding work expected to be completed by August 2024.
Total Planning and Building		-	105,866	237,600	(237,600)	-	237,600	264,000				
001191	Onsite Domestic Wastewater Management Plan	40,000	-	40,000	-	20,000	20,000	20,000	Not yet Started but On Track		L Sparkes	
Total Health & Community Safety		40,000	-	40,000	-	20,000	20,000	20,000				
TOTAL DEVELOPMENT AND REGULATION PROJECTS		1,160,072	684,983	1,411,181	(251,109)	61,700	299,300	325,700				
COMMUNITY AND CORPORATE												
000680	Glenlyon Recreation Reserve - master plan	-	25,561	27,061	(27,061)	-	-	-	In Progress and Delayed	30 June 2024	K Sinclair	Masterplan has been supported to progress to the April 2024 Council Meeting for consideration of adoption.
000878	Hub For Premium Produce	34,635	34,634	34,634	1	-	-	-	Close Out tasks Completed	Completed	K Sinclair	Acquittal complete
001181	Best Start Best Life reform	82,000	-	82,000	-	82,000	72,000	82,000	In Progress and On Track	30 June 2024	K Sinclair	Community Childcare Inc commenced. Staff survey set out to stakeholders and closed 8/4/24. Request for submission extension sent to Dept of Education. Currently working with contractors to meet timelines. Awaiting invoices.
001194	Mineral Springs Awareness	28,600	-	28,600	-	28,600	28,601	28,601	In Progress and On Track	30 June 2024	K Sinclair	Project photography has commenced. Project is on track for delivery by end of June.
001209	HSC Aquatics Strategy - Business Case Development	116,020	20,875	116,020	-	-	-	-	In Progress and Delayed	20 September 2023	K Sinclair	Procurement to engage consultant to undertake a pools conditions audit has commenced. Audit works are anticipated to commence in early May. Further reporting to consider Indoor Aquatics Provision Feasibility and Business Case is anticipated to be undertaken between July and September.
Total Community & Economic Development		261,255	81,070	288,315	(27,060)	110,600	100,601	110,601				
TOTAL COMMUNITY AND CORPORATE PROJECTS		261,255	81,070	288,315	(27,060)	110,600	100,601	110,601				
INFRASTRUCTURE AND DELIVERY												
001129	New Office Accomodation Planning	160,000	84,041	160,000	0	-	-	-	In Progress and On Track		B Lucas	Range of works now scheduled to provide new and upgraded office spaces. Delivery of these upgrades- and office moves - to be complete in June - August.

Hepburn Shire Council
Operating Projects Portfolio Report as at 31 March 2024

ATTACHMENT 12.2.3

Project Number	Project Name	FY24 Current Budget FY	FY24 Actual Expenses YTD	FY24 Full Year Forecast	FY24 Variance to Budget	FY24 Current Budget	YTD Actual Income	Full Year Expected Income	Project Status	Current Expected Completion Date	Project Sponsor	Comments on Forecast and Completion Date	
		2023/24 Expenditure				2023/24 Income							
Total Director Infrastructure and Delivery		160,000	84,584	159,999	1	-	-	-					
001217	Council Land Assessment	20,000	7,565	20,000	0	-	-	-	In Progress and On Track	31 December 2024	B Grounds	Updated presented to Cr Briefing on 2 April. Officers to undertake further investigations before returning to Cr Briefing later in year with officer's recommendation.	
Total Major Projects		20,000	7,565	20,000	0	-	-	-					
000918	Streetlights Towards Zero	-	-	-	-	-	6,969	6,969	Close Out tasks Completed	31 January 2024	S Ludeke	Works completed. Project now closed out on time and on budget. Please advise where future income from this project in the form of repayments to Council from the Vic Department of Transport will be directed to.	
001109	Sustainable Hepburn Implementation	168,041	-	168,041	-	-	-	-	In Progress and On Track	30 May 2024	S Ludeke	Project to continue the upgrade works for the Creswick composting facility. Construction currently underway expected to be completed late May within budget.	
001135	Regenerative Agriculture	10,000	5,100	10,000	-	-	-	-	In Progress and On Track	30 June 2024	S Ludeke	Funding committed to North Central Catchment Authority community carbon pilot project. To be completed June 2024 within budget.	
001176	Grampians Climate Adaptation Regional Workshops 2023	3,225	-	3,225	-	-	-	-	In Progress and On Track	30 June 2024	S Ludeke	Videography and associated works currently underway - on track and on budget.	
001215	Kerbside Refrom Support Fund	-	-	36,402	(36,402)	-	36,402	36,402	In Progress and On Track	30 June 2024	S Ludeke	Funding to support implementation of FOGO and Glass services. Any associated cost to be journeled from operational budgets.	
001216	Circular Economy Household Education Fund	-	27,098	60,900	(60,900)	-	30,400	60,900	In Progress and On Track	30 June 2025	S Ludeke	Funding to support education and communication activities associated with the FOGO service rollout. Flyers, welcome packs, radio and print advertising completed. Truck branding and future auditing identified to be completed over next financial year.	
Total Waste, Facilities and Community Safety		181,266	32,198	278,568	(97,302)	-	73,771	104,271					
000370	Tree Risk Mitigation	80,000	91,251	91,251	(11,251)	-	-	-	Hand Over Completed	31 March 2024	T May	Tree audit inspections are now finalised for this year.	
001118	WHBG Collections Policy and Plant Labels	-	-	-	-	-	6,119	6,119	In Progress and Delayed	30 June 2024	T May	Project finished last financial year. Unspent funding not able to be expended due to criteria. Council are awaiting an invoice from Heritage Victoria to return unspent funding.	
001189	Creswick Flood Mitigation Study	200,000	76,054	200,000	-	120,000	96,000	96,000	In Progress and On Track	30 June 2024	T May	Initial modelling is now complete with the consultant now progressing potential mitigation options to inform the community engagement activities. The engagement is expected to take place from April with the final report and recommendations anticipated to be delivered by 30 June 2024	
Total Operations		280,000	167,305	291,251	(11,251)	120,000	102,119	102,119					
001111	Storm clean up - Trentham June 2021 NDFA	-	28,582	28,582	(28,582)	-	277,250	563,222	Close Out tasks Completed		B Lucas	Final claim assessed and income reimbursed no further spend, or income to be received	
001113	Storm Recovery 2021 BRV	-	132,413	153,413	(153,413)	-	-	-	In Progress and On Track		B Lucas	Wages, on costs and vehicle, hire outstanding this project, to be closed June 30	
001115	Storm Recovery - January 2022 - NDFA	-	5,333	5,333	(5,333)	-	1,089,144	1,499,765	Close Out tasks Completed		B Lucas	Final claim assessed and income reimbursed no further spend, or income to be received	
001168	Storm Recovery - Disaster Relief Australia	30,618	30,590	30,590	28	30,618	30,618	30,618			B Lucas		

Hepburn Shire Council
Operating Projects Portfolio Report as at 31 March 2024

ATTACHMENT 12.2.3

Project Number	Project Name	FY24 Current Budget FY	FY24 Actual Expenses YTD	FY24 Full Year Forecast	FY24 Variance to Budget	FY24 Current Budget	YTD Actual Income	Full Year Expected Income	Project Status	Current Expected Completion Date	Project Sponsor	Comments on Forecast and Completion Date
2023/24 Expenditure						2023/24 Income						
001169	Storm Recovery - Community Led Recovery Projects	125,057	99,483	125,057	0	125,057	125,057	125,057			B Lucas	
001170	Storm Recovery - October 22 Storm Cleanup - NDFA	6,500,000	1,161,188	1,161,188	5,338,812	5,950,000	-	-			B Lucas	Final claim to be ssubmitted to CMS- no more spend
001177	Community Recovery Officer AGRN 1037	44,169	44,364	44,364	(195)	44,169	42,169	44,169			B Lucas	
001180	Council Flood Support Fund	444,689	48,076	128,076	316,613	444,689	444,689	444,689	Not yet Started but On Track		B Lucas	Awaiting confirmation from LGV regarding new project- \$80,000 is budgeted for that.
001193	2024 Emergency Works	-	1,774	1,774	(1,774)	-	-	-			A Wright	EM DRFA PJ code, no further costs.
001199	Community Recovery Hub	253,850	17,925	253,850	(0)	253,850	253,850	253,850			B Lucas	
Total Emergency Management		7,398,383	1,569,727	1,932,226	5,466,157	6,848,383	2,262,777	2,961,370				
TOTAL INFRASTRUCTURE AND DELIVERY		8,039,649	1,861,380	2,682,045	5,357,605	6,968,383	2,438,668	3,167,760				
TOTAL NON-RECURRENT PROJECTS		10,003,351	2,739,448	5,073,915	4,929,436	7,148,606	2,996,492	3,761,984				

Operating Projects Portfolio Report as at 28 February 2024

Project Number	Project Name	FY24	FY24	FY24	Commitments Balance as at report date	FY24	FY24	FY24	FY24	FY24 Planned Income	YTD Actual Income	FY24	Full Year Expected Income	Project Status (select from drop down)	Prev. Expected Completion Date (as per JAN24)	Current Expected Completion Date (to be updated)	Project Tracking Green = 1 Orange = 2 Red = 3	Project Sponsor (OMT Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Comments on Forecast and Completion Date (4 Lines maximum)	
		Current Budget FY	Current Budget YTD	Actual Expenses YTD		Costs still to be Incurred	Full Year Forecast	Variance to Budget	Income still to recognise													
		2023/24 Expenditure				2023/24				2023/24 Income												
Special Operating Projects																						
PEOPLE AND TRANSFORMATION																						
001150	Technology One Development	402,452	240,000	59,753	15,855		59,753	342,699						In Progress and Delayed				B Holmes	M Nisbet	M Nisbet	Assigned Technology One Project Manager has resigned. Awaiting allocation of new project manager. Have shifted P&C modules to AMS projects and am awaiting SCW on costs for remainder of financial year	
Total Executive Manager People & Transformation		402,452	240,000	59,753	15,855		59,753	342,699														
000570	Innovate RAP	27,000	27,000	-	-		-	27,000										B Holmes	B Holmes	C Sanders		
Total People and Culture		27,000	27,000	-	-		-	27,000														
001186	Digital Literacy for Seniors Program 2022-23	7,923	7,923	7,923	-		7,923	-	7,923	7,923			7,923					B Holmes	S Schimleck	S. Schimleck		
001188	Council Rapid Antigen Test Program	-	-	40,000	-		40,000	(40,000)	-	150,000			150,000					B Holmes	S Schimleck	S. Schimleck		
Total Customer Experience & Libraries		7,923	7,923	47,923	-		47,923	(40,000)	7,923	157,923			157,923									
001211	Protective Data Security Plan (PDSP) Implementation	30,000	20,000	-	27,273		-	30,000					-	In Progress and On Track	31st May 2024			C Whyte	C Whyte	C Whyte	Meetings ongoing and working through initiatives have kicked off. Completion planned for mid-May at this point with project closeout at that time and document hand over completed.	
001212	Cyber Security Augmentation	100,000	66,667	-	45,755		-	100,000					-	In Progress and On Track	30th June 2024			C Whyte	C Whyte	C Whyte	Review being completed after vendor selection completed. RFQ document now being completed to go to market for internal and external penetration testing. 26/75 budget permitting vendors will be engaged work to close identified gaps will be conducted.	
Total Information Technology		130,000	86,667	-	73,027		-	130,000					-									
TOTAL PEOPLE & TRANSFORMATION PROJECTS		567,375	361,590	107,676	88,883		107,676	459,699	7,923	157,923			157,923									
PLANNING AND DEVELOPMENT																						
001210	Short Term Rental Regulation	30,000	20,000	-	-		-	30,000					-					R Torres	R Torres	R Torres		
Total Executive Manager Development		30,000	20,000	-	-		-	30,000					-									
000676	Implement biodiversity strategy actions	46,694	18,000	-	-		-	46,694					-		30 June 2024			B Southee	B Bainbridge	B Bainbridge		
001054	Streamlining for Growth	61,700	50,000	-	59,999		-	61,700	41,700	41,700			41,700		30 June 2024			B Southee	B Southee	B Southee		
001147	Western Transmission Line Strategy	48,904	30,000	-	-		-	48,904					-		30 June 2025			R Torres	B Southee	B Southee		
001160	Settlement Strategy and Township Structure Plans	827,774	253,774	450,960	266,916		450,960	376,814					-		31 July 2024			B Southee	B Southee	B Southee		
001166	Integrated Transport Strategy	105,000	80,000	47,045	33,130		47,045	57,955					-		31 July 2024			B Southee	B Southee	B Southee		
Total Strategic Planning & Environment		1,090,072	431,774	498,005	360,045		498,005	582,067	41,700	41,700			41,700									
001187	Enhancing Hepburn's Digital Planning and Reporting	-	-	72,899	98,900		72,899	(72,899)		237,600			237,600					A Boyd	A Boyd	A. Boyd		
Total Planning and Building		-	-	72,899	98,900		72,899	(72,899)	-	237,600			237,600									
001191	Onsite Domestic Wastewater Management Plan	40,000	24,000	-	-		-	40,000	20,000	20,000			20,000					L Sparkes	R Torres	L Sparkes		
Total Health & Community Safety		40,000	24,000	-	-		-	40,000	20,000	20,000			20,000									
TOTAL DEVELOPMENT AND REGULATION PROJECTS		1,160,072	475,774	570,904	458,945		570,904	589,168	61,700	299,300			299,300									
COMMUNITY AND CORPORATE																						

Operating Projects Portfolio Report as at 28 February 2024

Project Number	Project Name	FY24	FY24	FY24	Commitments Balance as at report date	FY24	FY24	FY24	FY24 Planned Income	YTD Actual Income	FY24	Full Year Expected Income	Project Status (select from drop down)	Prev. Expected Completion Date (as per JAN24)	Current Expected Completion Date (to be updated)	Project Tracking Green = 1 Orange = 2 Red = 3	Project Sponsor (OMT Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Comments on Forecast and Completion Date (4 Lines maximum)	
		Current Budget FY	Current Budget YTD	Actual Expenses YTD		Costs still to be Incurred	Full Year Forecast	Variance to Budget			Income still to recognise										
		2023/24 Expenditure				2023/24				2023/24 Income											
000680	Glendon Recreation Reserve - master plan	-	-	10,446	-	4,554	15,000	(15,000)	-	-	-	-	In Progress and Delayed	30 June 2024	30 June 2024		K Sinclair	K Schnur	G Learmonth	Flood Impact Assessment completed and results have informed an officer recommendation of proposed new pavilion location. Masterplan has been updated and is progressing through Council reporting to consider for adoption by May 2024.	
000878	Hub For Premium Produce	34,635	34,635	34,634	-	-	34,634	1	-	-	-	-					K Sinclair	B O'Brien	B O'Brien	Acquittal complete	
001181	Best Start Best Life reform	82,000	54,667	-	-	-	-	82,000	82,000	72,000	-	72,000	In Progress and On Track		31 May 2024		K Sinclair	K Procter	K Procter	Contractor awarded and processing payments.	
001194	Mineral Springs Awareness	28,600	17,875	-	17,750	-	-	28,600	28,600	28,601	-	28,601	In Progress and On Track		30 June 2024		K Sinclair	B O'Brien	B O'Brien	Bridgette has engaged a contractor for photography and website development. Project has commenced and is on track for delivery by end of June.	
001209	HSC Aquatics Strategy - Business Case Development	116,020	95,402	20,875	-	95,145	116,020	-	-	-	-	-	In Progress and Delayed	30 June 2024	30 June 2024		K Sinclair	K Sinclair	K Schnur	Council has engaged Community Childcare Inc. as the contractor to work with us to create the Workforce Development and KSP reports that are to be submitted to DoE by 31 May. These reports will be used to guide future building upgrades and funding within Hepburn. Part of this work will include a workforce survey. Community Childcare Inc. is a statewide	
Total Community & Economic Development		261,255	202,579	65,955	17,750	99,699	165,654	95,601	110,600	100,601	-	100,601									
TOTAL COMMUNITY AND CORPORATE PROJECTS		261,255	202,579	65,955	17,750	99,699	165,654	95,601	110,600	100,601	-	100,601									
INFRASTRUCTURE AND DELIVERY																					
000616	Creswick Trails - Planning & Preliminaries	-	-	3,434	27,949	-	3,434	(3,434)	-	-	-	-					B Lucas	B Grounds	A Breach		
001129	New Office Accommodation Planning	180,000	119,615	68,692	10,688	-	68,692	111,308	-	-	-	-					B Lucas	B Lucas	B Lucas		
Total Director Infrastructure and Delivery		180,000	119,615	72,126	38,637	-	72,126	107,874	-	-	-	-									
001217	Council Land Assessment	20,000	13,077	3,907	-	16,093	20,000	(0)	-	-	-	-	In Progress and On Track	31 December 2024	31 December 2024		B Grounds	B Grounds	T McCarthy	Property assessment to be presented to Councilor Briefing on 2 April.	
Total Major Projects		20,000	13,077	3,907	-	16,093	20,000	(0)	-	-	-	-									
000918	Streetlights Towards Zero	-	-	-	-	-	-	-	-	6,969	-	6,969	Close Out tasks Completed	31 January 2024	31 January 2024		S Ludeke	M Pasqualini	M Pasqualini	Works completed. Project now closed out on time and on budget.	
001109	Sustainable Hepburn Implementation	168,041	100,000	-	-	-	-	168,041	-	-	-	-					S Ludeke	S Ludeke	S Ludeke		
001128	Office Improvements	-	-	7,160	1,365	-	7,160	(7,160)	-	-	-	-					S Ludeke	V O'Halloran	V O'Halloran	Cost to be reallocated to Building Renewal Program and PJ closed.	
001135	Regenerative Agriculture	10,000	10,000	2,550	2,550	7,450	10,000	-	-	-	-	-	In Progress and On Track	30 June 2024	30 June 2024		S Ludeke	M Pasqualini	M Pasqualini	Funding committed to North Central Catchment Authority community carbon pilot project. To be completed June 2024 within budget.	
001176	Gramplains Climate Adaptation Regional Workshops 2023	3,225	3,225	-	-	3,225	3,225	-	-	-	-	-	In Progress and On Track	30 June 2024	30 June 2024		S Ludeke	M Pasqualini	B Bainbridge	Videography and associated works currently underway - on track and on budget.	
001215	Kerbside Refrom Support Fund	-	-	-	-	-	-	-	-	36,402	-	36,402					S Ludeke	S Ludeke	S Ludeke		
001216	Circular Economy Household Education Fund	-	-	4,945	17,187	-	4,945	(4,945)	-	30,400	-	30,400					S Ludeke	S Ludeke	S Ludeke		
Total Waste, Facilities and Community Safety		181,266	113,225	14,655	21,102	10,675	25,330	155,936	-	73,771	-	73,771									
000370	Tree Risk Mitigation	80,000	80,000	87,558	-	-	87,558	(7,558)	-	-	-	-	In Progress and On Track		30 June 2024		T May	S Ludeke	S Ludeke	Tree audit inspections are currently underway and expected to be finalised by 30 June 2024	
001118	WHBG Collections Policy and Plant Labels	-	-	-	-	-	-	-	-	6,119	-	6,119	Hand Over Completed		Complete		T May	S Ludeke	S Ludeke	Project finished last financial year. Unspent funding not able to be expended with Council awaiting an invoice from Heritage Victoria to return unspent funding.	
001189	Creswick Flood Mitigation Study	200,000	200,000	76,054	66,566	-	76,054	123,946	120,000	96,000	-	96,000	In Progress and On Track		30 June 2024		T May	T Powell	T Powell	Initial modelling has now been complete with the consultant now progressing potential mitigation options to inform the community engagement activities. The engagement is expected to take place from April with the final report and recommendations anticipated to be delivered by 30 June 2024.	
Total Operations		280,000	280,000	163,612	66,566	-	163,612	116,388	120,000	102,119	-	102,119									
001111	Storm clean up - Trentham June 2021 NOFA	-	-	28,582	-	-	28,582	(28,582)	-	277,250	130,252	407,503					B Lucas	A Wright	S Butler		
001113	Storm Recovery 2021 BRV	-	-	126,515	9,000	-	126,515	(126,515)	-	-	-	-					B Lucas	A Wright	S Butler		

12.3 ANNUAL PLAN PROGRESS REPORT Q3 - 2023/2024 EXECUTIVE MANAGER PEOPLE AND TRANSFORMATION

In providing this advice to Council as the Corporate Planning and Performance Officer, I Erin Vanzetta have no interests to disclose in this report.

ATTACHMENTS

1. Quarterly Action Progress Report Q3 2023/2024 [**12.3.1** - 37 pages]

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the Annual Plan 2023/2024 Quarter 3 Progress Report for the third quarter period; and*
2. *Notes that this report will be published on Council's website.*

EXECUTIVE SUMMARY

The attached report provides an update on the progress against projects and initiatives included in the Annual Plan 2023/2024 for the third quarter period. The report shows that of the 41 projects listed for 2023/2024, 16 are on track, 14 with progress delayed, six have been completed, four have been cancelled (or subsumed in a more current action) and one has not been started.

Of the 14 actions listed as 'Progress Delayed' in the Q3 progress report, seven have an amended completion date 30 June 2024, whilst the remaining seven are proposed to be rolled over to the 2024/2025 Annual Plan. The reasons for the delays are reasonable and explained in the Responsible Officer comments.

BACKGROUND

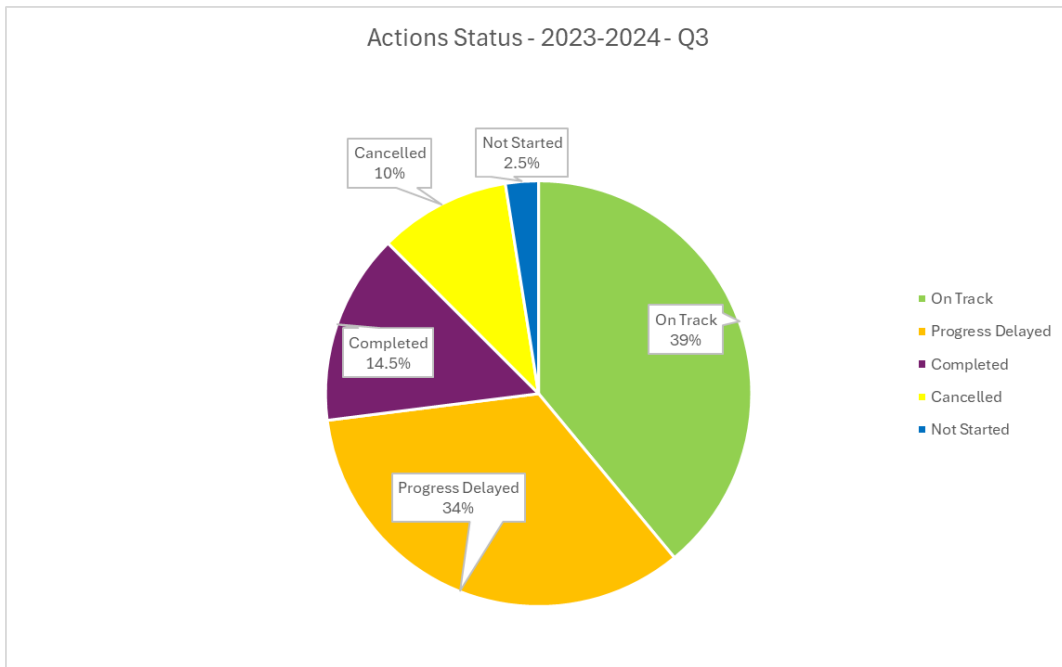
Council's Annual Plan outlines the actions for 2023/2024 that will be implemented as priorities from the Council Plan 2021-2025 and Annual Budget 2023/2024. The current Annual Plan was adopted by Council at its Ordinary Meeting on 15 August 2023.

The Annual Plan 2023/2024 details the initiatives or actions we will deliver to achieve the strategies in the Council Plan, and once published the quarterly report updates our stakeholders on the progress of those actions.

KEY ISSUES

The attached report provides a list of the projects included in the Annual Plan 2023/2024 and a progress comment has been provided for each project by the responsible officer, for the third quarter (January-March) period of the 2023/2024 financial year.

The following graph provides a snapshot of the status of projects as of 31 March 2024.



COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

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

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

FINANCIAL IMPLICATIONS

All Annual Plan 2023/2024 projects and initiatives have been budgeted for in this current financial year.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

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

RISK AND GOVERNANCE IMPLICATIONS

The *Local Government (Planning and Reporting) Regulations 2020* support the operation of the strategic planning and reporting requirements under the *Local Government Act 2020*, by prescribing information to be contained in Council budgets and revised budgets, financial plans, and annual reports, as well as mandating for councils the system of performance reporting. Annual Plan Progress Reports form part of the Council Plan reporting requirements.

ENVIRONMENTAL SUSTAINABILITY

There are no environmental sustainability impacts associated with this report, however projects and initiatives have been individually assessed for sustainability as part of the budgetary process. The ongoing delivery of these projects any further impacts will be managed at a project management level.

GENDER IMPACT ASSESSMENT

Projects and initiatives have been assessed individually for gender impacts as part of the budgetary process. Any further implications because of delays or cancellations will be assessed at a project management level where further details can be obtained.

2023/24 Annual Plan



Progress Report – Q3

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

Other Plans and Strategies

All other Council Plans and Strategies

A resilient, sustainable and protected environment

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

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.1	1.1	Adapt to and mitigate climate change to reach net-zero community emissions by 2030	Vehicle Charging Stations: Partner with Hepburn Energy and Chargefox to install three electric charging stations in Creswick, Hepburn Springs and Trentham.	Operations	01/01/2023	30/06/2024	Creswick and Hepburn Springs charging stations installed. Trentham charging station procured with site design completed. To be installed in line with the completion of the Trentham Hub project by June 2024.	
AP24.1	1.1	Adapt to and mitigate climate change to reach net-zero community emissions by 2030	Hepburn Shire Council Sustainability and Climate Change Policy: Adopt a Hepburn Sustainability and Climate Change Emergency policy and commence embedding this into Councils operations and decision-making processes.	Operations	28/06/2024	17/09/2024	A procurement process to support the policy development is currently underway. Final scope, timelines and deliverables to be confirmed in early April. Draft policy for consultation expected to be available in June with adoption anticipated in September 2024. Note: Approval for amendment of completion date granted at the 20 February 2024 Council Meeting. Action to rollover to 24/25 Annual Plan.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.2	1.5	Protect and regenerate the natural resources of the Shire including soils, water and ecological systems, from both current and future threats	Let's Rethink Waste - FOGO Collection Service: Rollout of a new Food Organics and Garden Organics (FOGO) bin collection service across the townships in the Shire with a goal to reduce landfill and create opportunities for resource recovery and re-use.	Operations	30/04/2024		Lime green FOGO Bin delivery with information packages delivered to households receiving the service week ending 22/03/2024. Educational videos, TV and radio ads completed and advertised leading into FOGO starting date. Food and Garden Organics kerbside service officially begins 8th April 2024.	
AP24.3	1.5	Protect and regenerate the natural resources of the Shire including soils, water and ecological systems, from both current and future threats	Sustainable Hepburn Community Advisory Committee: Create a Sustainable Hepburn Community Advisory Committee to assist community support, involvement and partnership towards a sustainable Hepburn.	Operations	28/02/2024		Sustainable Hepburn Community Advisory Committee adopted at the Ordinary October 2023 Council Meeting with the first meeting completed 30 November 2023.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.4	1.5	Protect and regenerate the natural resources of the Shire including soils, water and ecological systems, from both current and future threats	Roadside Conservation: Continue environmental services with an increased focus on weed management and roadside vegetation management including development and implementation of a Roadside Conservation Strategy.	Operations	28/06/2024		Council continues to manage municipal roadsides sensitively, including monitoring general vegetation and attending to weeds as resources permit. Officers are currently preparing an updated Roadside Conservation Strategy which will guide Council and the broader community in this space. The strategy is expected to be in draft format by 30 June 2024.	

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	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.10	2.3	Optimise the use of public spaces to increase participation and community connection	Walking and Cycling Strategy: Develop and adopt a Walking and Cycling Strategy.	Community and Economy	01/06/2023		Action has now been incorporated into the AP24.19 Action - Shire Wide Integrated Transport Strategy.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.5	2.1	Support appropriate land use and accommodate more affordable long-term housing within townships that conforms with the character of the area.	Review of Short Term Accommodation: Review possible regulation of short-term rental accommodation to assist with permanent rental housing supply, while still allowing for a diverse and sustainable base of tourist accommodation to support the local economy.	Strategic Planning	30/06/2024		<p>Through its Housing Statement, the Victorian Government announced the introduction of a Short Stay Levy in 2024. It is proposed that any local council regulations and levies on short stay accommodation are removed upon introduction. This proposal clashes with Hepburn Shire's Strategy Action.</p> <p>The possible impacts of the Levy on affordable housing and tourism in the Shire are being reviewed, together with an advocacy approach to ensure that there is an equitable distribution of funding allocated to regional Victoria.</p>	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.6	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Advocating for Improved Health Services: Council will advocate for access to high quality health services across the Shire, including early years program and through the upgrade of Daylesford Hospital.	Community and Economy	30/06/2024		Engagement in Community Support and Services Network and Early Years network has been consistent with the last quarter. MOU with Central Highland Rural Health continues to assist with consistent messaging and common health promotion throughout Hepburn Shire Council.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.7	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Best Start, Best Life - Kinder Infrastructure and Workforce Planning: Deliver the Best Start, Best Life program funded by the Victorian Government. This will involve an audit and analysis of the all Kindergarten facilities and early years workforce needs across the region into the future.	Community and Economy	30/06/2024		Community ChildCare Inc. has been successful in being appointed to undertake this project and has started the process of engaging with stakeholders to create the Early Years Workforce Development Plan and Kindergarten Infrastructure Service Plan. Early Years staff survey is currently open and will close 5th April 2024.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.8	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Storm Rectification and Road Repair Works: Continuation of Hepburn Shire's ongoing Storm Rectification Works program that includes the ongoing repair of sealed roads damaged by floods.	Emergency Management	30/06/2024		Remaining Storm rectification and repair works that are not eligible for financial reimbursement have been included in Council's on going roads works program for Financial Year 24-25. All claims from storm and flood emergencies have been completed and submitted for assessment by Regional Roads Victoria and Emergency Management Victoria.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.9	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Dusk to Dawn Cat Curfew Rollout: Implement and enforce a cat curfew (effective from 1 July 2023) from dusk to dawn as part of the Domestic Animal Management Plan 2021-2025.	Health and Community Safety	30/09/2023		Dusk to Dawn Cat Curfew was introduced in July 2023. Promotion continues via a number of channels including social media, media releases, posters in vet clinics, attendance at community events and information on formal notices. Enforcement continues but is reactive due to resource constraints. Furthermore, the last quarter has been particularly challenging due to vets, pounds and shelters not accepting additional cats, due to a nationwide shortage of the cat flu vaccine. (Vaccination is a prerequisite to admission to these facilities).	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.10	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Community Recovery Hub: Deliver community recovery and resilience activities across Hepburn Shire building resilience of community members to respond to and recover from emergency risks in the Shire.	Emergency Management	30/06/2024		Community Recovery Hub activities are underway. Council has hosted recovery and resilience activities for the community. Events include the Unbreakable Farmer, Resilient Farmers, Person Centered-Emergency Planning (PCEP), Communicating in Recovery and Gender and Disaster Australia's Lessons in Disaster. Community Recovery Hub funding has also been used to support other Council initiatives like Sustainable Hepburn Day and the Climate Adaptation Game (CAG). Council continues to work with township-based Community Resilience Groups and funding has been increased and extended into June 30 2025.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.11	2.3	Optimise the use of public spaces to increase participation and community connection	Central Springs Mineral Reserve, Daylesford - Stage One Development: Enhance the visitor experience of our Mineral Springs by delivering accessibility and water quality improvements at Central Springs Mineral Reserve at Lake Daylesford.	Operations	30/06/2024	30/07/2024	Construction commenced in January 2024. Progress to date includes site clearing, set out of all features, drainage, shelter slab, shelter frame and partial construction of the mineral spring pump area. The project construction works are anticipated to be finalised in July 2024 which is only marginally past the original projected completion date of 30/6/24.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.12	2.3	Optimise the use of public spaces to increase participation and community connection	Recreation Masterplans for Clunes and Glenlyon: Prepare detailed designs for Clunes Recreation Reserve Masterplan and Glenlyon Recreation Reserve Masterplan, including detailed designs on the new Glenlyon Pavilion.	Community and Economy	31/03/2024	30/04/2024	The Queens Park and Pioneer Park Masterplans were adopted at the March 2024 Council Meeting and the draft Glenlyon Recreation Reserve Masterplan was presented at a Councillor Briefing Session in March. Detailed designs for implementation of identified projects in the Masterplans has been delayed. Preparation was undertaken to release the adopted Queens Park and Pioneer Park Masterplans to key stakeholders and the broader community. Two meetings of the Clunes Community Project Advisory Group were convened in February and March 2024. Consultant was engaged to undertake the feasibility work required for this project. Procurement process commenced to engage an Architect to commence design of the new Glenlyon Recreation Reserve community pavilion.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.13	2.3	Optimise the use of public spaces to increase participation and community connection	Aquatics Business Case Development: Finalise a business case on aquatics provision within the Shire, as informed by the 2022 Hepburn Shire Aquatics Strategy.	Community and Economy	31/12/2023	30/09/2024	Commenced work on preparing the procurement documentation to seek a contractor to undertake the structural auditing of existing pool shells required to inform further consideration by Council on the final options and feasibility report - anticipated in May 2024. Reporting to Council on the draft Indoor Aquatics Provision Final Options and Feasibility Discussion Report anticipated by September 2024.	

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	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.13	3.1	Partner with and empower our Traditional Owners and broader community to acknowledge, understand, celebrate, and preserve our area's cultures, traditions, and environs	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	30/07/2024	Bullarto Station Upgrade Project complete. Creswick Town Hall Project complete. Wombat Hill Botanical Gardens works now has in-principle Heritage Victoria approval. Procurement for works now underway. Works planned to be undertaken in June - July.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.14	3.1	Partner with and empower our Traditional Owners and broader community to acknowledge, understand, celebrate, and preserve our area's cultures, traditions, and environs	Reconciliation Action Plan: Develop and adopt a Reconciliation Action Plan.	People and Culture	01/12/2022		This action has been transferred to an action in the 2023/24 Annual Plan (AP24.15 Innovate Reconciliation Action Plan).	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.16	3.2	Protect and enhance the existing character of our towns and rural settings through community-inclusive strategic planning to strengthen planning controls on growth and development	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		This action is now included in 24.16	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.14	3.1	Partner with and empower our Traditional Owners and broader community to acknowledge, understand, celebrate, and preserve our area's cultures, traditions, and environs	Arts and Culture Strategy: Finalise and adopt an Arts and Culture Strategy that provides support to local artists who enrich community wellbeing by providing cultural experiences.	Community and Economy	31/12/2023	30/04/2024	In March the draft Arts and Culture Strategy was presented to Council's Executive Team and Councillors and was approved to be released for public exhibition. The strategy is currently open for public comment until mid-April.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.15	3.1	Partner with and empower our Traditional Owners and broader community to acknowledge, understand, celebrate, and preserve our area's cultures, traditions, and environs	Innovate Reconciliation Action Plan: Develop and adopt a new Reconciliation Action Plan to ensure an inclusive community, reduce racial discrimination, identify and acknowledge issues requiring actions of reconciliation.	People and Culture	30/06/2024	20/08/2024	<p>In consultation with Council, the due date for the Innovate RAP was extended to be received at the Council Meeting 20/08/2024. The progress is well underway with the timeline to meet the August meeting on track.</p> <p>Note: Approval for amendment of completion date granted at the 20 February 2024 Council Meeting. Action to rollover to 24/25 Annual Plan.</p>	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.16	3.2	Protect and enhance the existing character of our towns and rural settings through community-inclusive strategic planning to strengthen planning controls on growth and development	Future Hepburn: Continuation of Hepburn's key strategic planning program through the development of town structure plans, agricultural land and rural settlement strategy, integrated transport strategy and other supporting technical studies.	Strategic Planning	30/06/2024		Officers are reviewing the draft Rural Strategy and 5 Township Structure plans in readiness for community consultation in May. A comprehensive communications and engagement plan will accompany the drafts. Councilors will consider approving draft future Hepburn program to be release for public comment at Special Meeting of Council scheduled for 30 April 2024.	
AP24.17	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Daylesford Town Hall Restoration Stage 1: Award tender for the delivery of priority structural and electrical repair works to the Daylesford Town Hall to conserve our important heritage asset.	Operations	30/06/2024		Conservation architect appointed with design works to be completed mid-year 2024. Tender for building works to be advertised mid-year with construction and electrical works predicted to begin spring 2024.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.18	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Creswick Trails Construction: Achieve construction delivery milestones to enable the 60km of trails to be completed in December 2024.	Projects	30/06/2024		Trail construction progressing well. Signage design and trails naming work underway. On track for planned completion date end of 2024.	
AP24.19	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Shire Wide Integrated Transport Strategy: Adopt a 10-year integrated transport strategy for improved connections for the community through the various modes of transport including active transport such as walking and cycling.	Strategic Planning	31/05/2024	30/06/2024	We have received first draft, have provided feedback to consultants with second draft now in preparation	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.20	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Completion of Trentham Hub Construction : Complete construction and open the new Trentham Community Hub for the community.	Projects	31/03/2024	03/06/2024	Project construction nearing completion, to be opened in May 2024. Slight delay concerning some materials being managed to minimise impact to program.	
AP24.21	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Historic Wheelers Bridge in Lawrence: With financial assistance from the Australian Government, begin construction on the historic Wheelers Bridge in Lawrence.	Operations	31/03/2024	31/03/2025	Final detailed structural design works for the project have taken longer than expected. The project is now anticipated to be tendered and awarded by December 2024 with construction scheduled to commence early 2025. The construction works is likely to take between 6-9 months to be finalised.	

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	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.22	4.1	Work in partnership to attract and retain young people in our area through the provision of improved digital connectivity, education opportunities, employment pathways, affordable housing, improved public and active transport options, and leadership opportunities	Hepburn Shire Young Mayors Program: Provide leadership and development opportunities for young people to increase youth advocacy and leadership by delivering the trial Young Mayors Program through peer led election of Youth Council Members.	Community and Economy	30/06/2024		Foundation for Young Australians commenced the recruitment process to appoint the Young Mayors Officer including advertising and interviews. Preparation commenced for the Young Mayors launch and opening of nomination period, which is scheduled for 19th April 2024.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.23	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	Enhancing Hepburn's Digital Planning and Reporting Capability: With the financial assistance from the Victorian Government, deliver digital enhancements to modernise Council's planning services and improve the customer experience.	Planning and Building	30/06/2024		The project is now 3/4 of the way through with many improvements already undertaken and a pipeline of additional improvements still to come. the most significant is a rebuild of the system used to process applications, this includes templates, notifications which provide real time updates to the applicants. Further work on the website will round out the project.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.24	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	Destination Management Planning: Work with our tourism partners, Daylesford Macedon Tourism and Tourism Midwest Victoria to develop Destination Management Plans to support the Shire's visitor economy and provide foundations for sustainable growth which balances economic priorities with social, environmental and cultural factors in the region.	Community and Economy	30/04/2024		Daylesford Macedon Tourism Destination Management Plan and Local Area Action Plan for Hepburn Shire is now operational and implementation has commenced. The Tourism Midwest Victoria Destination Management Plan is in the final draft stages for anticipated completion next quarter.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.25	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	Mineral Springs Awareness Campaign: Through funding from the Victorian Government, develop marketing tools to raise the awareness and understanding of Mineral Springs in the region for locals and visitors.	Community and Economy	30/06/2024		A photographer and web designer were engaged and commenced work to create collateral (videography and images) of Springs around the State. This collateral will be placed on a website and in a brochure which will feature all mineral springs in Victoria. There will also be a physical display in the Daylesford Visitor Information Centre.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.26	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	Build the Capacity of Event Organisers: Develop tools and templates to assist event organisers to build the capacity of the event industry to continue to deliver and enhance successful, sustainable and compliant events.	Community and Economy	30/06/2024		Event Toolkit is complete. Communications about this very informative toolkit have taken place and will continue to increase interest during the next quarter.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.27	4.4	Develop and promote the circular economy to diversify our local economy and support our sustainability goals	Circular Hepburn: Support and transition Hepburn to a circular economy by providing support to our businesses and community, and embedding sustainable practices into Council operations, based on the three pillars of the circular economy - rethinking waste, keeping materials in circulation and regenerating natural systems.	Operations	30/06/2024		Launched the Circular Hepburn Toolkit for Business and Beyond at Sustainable Hepburn Day, kicked off a social media campaign associated with the Toolkit. Focus of Sustainable Hepburn Day was Circular Economy, with a fashion and textiles focus, highlighting good work and opportunities in the community. Aspire platform roll out continues. Circular Economy Roadmap soon to be released. Planning underway for increasing circularity of some waste streams at Council Transfer stations.	

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	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.30	5.3	A sustainable and agile organisation with strong corporate governance that supports excellent operations	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		Annual Plan 22-23 Initiative has been rolled over into new annual plan action AP24.29.	
AP23.31	5.4	Improve staff resourcing, support, and capacity building	Employer Value Proposition: Develop Employer Value Proposition and tools to market HSC more effectively as an employer.	People and Culture	01/03/2023	30/06/2024	New Manager People & Culture has commenced and work is underway to develop and deliver Council's EVP. Note: Approval for amendment of completion date granted at the 20 February 2024 Council Meeting. Action to rollover to 24/25 Annual Plan.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.28	5.2	Actively communicate, inform and engage with our community about events and decision-making	Working Together - Delivering Better: Commence implementing the new Working Together - Delivering Better Service Strategy through the delivery of all Council staff training to enable Council to continue to improve the way we work and deliver excellent customer service.	People and Culture	31/03/2024		Implementation of Council's Customer Experience training to support the Working Together - Delivering Better Service Strategy has been finalised. We are now moving toward sustaining the ongoing focus and capability of existing staff and engaging new staff. This will transfer to the Corporate Training program for implementation as part of the annual Learning & Development program.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.29	5.2	Actively communicate, inform and engage with our community about events and decision-making	Council Services Review: Prepare and undertake Service Summaries to provide insight to the cost, resources required, challenges and opportunities of each Council Service.		31/12/2023		The development of Service Summaries is completed, however the implementation of reviewing these summaries continues. Our staff have completed a service summary template for each service, which offer a comprehensive overview of the service, including its costs, relevant legislative context, and key risks and opportunities. These summaries have been shared with Councillors during a workshop prior to Christmas 2023, and Councillors will consider the data during the development of the 2024/25 Budget and updated 10-year Financial Plan.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.30	5.3	A sustainable and agile organisation with strong corporate governance that supports excellent operations	Review of 10-year Long Term Financial Plan: Conduct a review of Council's 2021-2031 Long Term Financial Plan to ensure that Council is investing in the assets and services that reflect the communities' values.	Financial Services	30/06/2024		Work is progressing on the review of the Long-Term Financial Plan (LTFP) alongside the annual budget process. Councillor workshops are scheduled throughout April with the expectation that the LTFP will be adopted 25 June 2024.	
AP24.31	5.3	A sustainable and agile organisation with strong corporate governance that supports excellent operations	Cyber Security Enhancements for Council: Deliver a suite of ICT enhancements to provide greater security over Council's day-to-day operations.	ICT	30/04/2024	30/06/2024	Work in progressing and on track with a range of improvements in the cyber, policy and VDPSP space. We also have released and RFQ for IT penetration testing to test external facing applications, our TechOne cloud ePlanning portal and our MS365 environment. All work in planned for completion mid-June.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.32	5.2	Actively communicate, inform and engage with our community about events and decision-making	Risk Management Framework Implementation: Undertake a review of Council's risk management policies and practices and establishment of updated Risk Registers.	Governance and Risk	30/06/2024		The revised Policy was adopted by Council in 2023 and the Risk Registers have been finalised. Software Implementation is underway to manage ongoing reporting and the project is on track to be completed by June 2024.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.33	5.5	Strong asset management and renewal	Staff Accommodation and Community Facilities: Undertake scoping and planning of staff accommodation and Birch Ward facilities.	Projects	31/03/2024	17/09/2024	<p>Medium Term staff accommodation plan now in place with works and staff moves to take place around July.</p> <p>Tenders for Daylesford Community Facilities currently advertised and contract to be awarded at the May Council Meeting.</p> <p>Expression of Interest for Project Advisory Group membership currently open. Group membership to be appointed at the May Council Meeting.</p> <p>Note: Approval for amendment of completion date granted at the 20 February 2024 Council Meeting. Action to rollover to 24/25 Annual Plan.</p>	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.34	5.6	Be a leader in gender equality and equity and promote respect and safety in our community	Gender Equity: Continue to implement Council's Gender Equity Plan with a focus on embedding an inclusive culture that respects diversity by providing a safe workplace for Council Staff and ensuring that we have transparent, fair and gender diverse recruitment practices.	People and Culture	30/06/2024		This is a continuous process. The Audit Report was submitted to the Commissioner in February 2023 and we continue to build organisational fitness to Gender Equality and undertake GIA's.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

12.4 RECOMMENDATIONS FROM THE AUDIT AND RISK COMMITTEE MEETINGS HELD ON 27 MARCH 2024 AND 13 MAY 2024 DIRECTOR COMMUNITY AND CORPORATE

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 - Cover note from the Chair - Audit and Risk Committee Meeting - 27 March 2024 [**12.4.1** - 2 pages]
2. CONFIDENTIAL REDACTED - Confidential Minutes - Audit and Risk Committee - 27 March 2024 [**12.4.2** - 26 pages]
3. CONFIDENTIAL REDACTED - Confidential Minutes - Audit and Risk Committee Meeting - 13 May 2024 [**12.4.3** - 17 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider advice from the Audit and Risk Committee (ARC) meetings held on 27 March 2024 and 13 May 2024.

BRIEFING PURPOSE

That Council:

1. *Receives the draft minutes of the Audit and Risk Committee Meetings held on the 27 March 2024 and 13 May 2024; and*
2. *Notes the recommendations of the Audit and Risk Committee that were moved at the meetings on 27 March 2024 and 13 May 2024.*

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 27 March 2024. An additional meeting was scheduled for 13 May 2024 to consider the Draft 2023/2024

Budget. The Confidential Minutes of both meetings are attached for Councillors' consideration.

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 – Mr Shane Marr (Chair), Mr Jason Young, Ms Philippa Murphy, and Mr Kelvin Tori.

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.

12.5 INSTRUMENT OF APPOINTMENT TO AUTHORISED OFFICERS UNDER THE ENVIRONMENT PROTECTION ACT 2017 DIRECTOR COMMUNITY AND CORPORATE

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

ATTACHMENTS

1. S11B Instrument of Appointment and Authorisation under the EPA 2017 - Draft [12.5.1 - 1 page]

OFFICER'S RECOMMENDATION

That Council:

1. *In the exercise of the power conferred by s 242(2) of the Environment Protection Act 2017 and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, resolves that:*
 - a. *The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument.*
 - b. *The instrument comes into force immediately it is signed by Council's Chief Executive Officer, and remains in force until Council determines to vary or revoke it.*

EXECUTIVE SUMMARY

The appointment of authorised officers enables appropriate staff within the organisation to administer and enforce various Acts, Regulations or Council local laws in accordance with the powers granted to them under legislation or a local law.

Instruments of Appointment and Authorisation are prepared based on advice from the Maddocks Authorisations and Delegations Service, which Council subscribes to.

This instrument is being updated to reflect staffing changes.

BACKGROUND

Instruments of Appointment and Authorisation empower relevant staff to exercise the powers granted to authorised officers by legislation, regulations or a local law.

The Instrument of Appointment and Authorisation prepared for Council's consideration is based on advice from the Maddocks Authorisations and Delegations Service.

Whilst the appointment and authorisation of authorised officers under other relevant legislation is executed by the Chief Executive Officer under delegation,

Maddocks recommend that officers enforcing the *Environment Protection Act 2017* be authorised by Council resolution.

Maddocks recommends that Council to execute the appointment and authorisation of authorised under the *Environment Protection Act 2017* because this Act places limitations on what powers can be sub-delegated, so by delegating direct from Council, the risk of decisions being challenged on the basis that the delegation was not appropriate is mitigated.

The instrument has been prepared following consultation with the internal departments of Council and have been recently updated to reflect staffing changes. Powers are delegated to individuals, not positions.

KEY ISSUES

Environment Protection Act 2017

There are no legislative changes to the authorisation under the *Environment Protection Act 2017*. The instrument has been updated in line with staff appointments.

COUNCIL POLICY AND LEGISLATIVE 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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council subscribes to the Maddocks Authorisations and Delegations Service, and relevant advice has been considered in the preparation of this report.

For transparency purposes, Council is required to prepare a register of Instruments of Appointment to Authorised Officers and Delegations on Council's website.

RISK AND GOVERNANCE IMPLICATIONS

Instruments of authorisations allow the business of Council to continue and operate effectively.

ENVIRONMENTAL SUSTAINABILITY

There are no sustainability implications associated with this report.

GENDER IMPACT ASSESSMENT

There are no gender equity implications associated with this report.

*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*

Hepburn Shire Council
Instrument of Appointment and Authorisation
(Environment Protection Act 2017 only)

In this instrument "**officer**" means -

Ron Torres
Lisa Sparkes
Maddison Attard
Gina Grewal
Michael Shelley
John Fleming
Mark Jennings

By this instrument of appointment and authorisation, Hepburn Shire Council -

under s 242(2) of the *Environment Protection Act 2017* ('**Act**') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021 - appoints the officers to be authorised officers for the purposes of exercising the powers and functions set out in the Instrument of Direction of the Environment Protection Authority under the Act dated 4 June 2021.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Hepburn Shire Council on XX May 2024

This Instrument is made by the Chief Executive Officer of Hepburn Shire Council in the exercise of his authority to act on Council's behalf, which includes the authority conferred by resolution of Council made on XX May 2024.

Bradley Thomas
Chief Executive Officer
Hepburn Shire Council

Date: XX May 2024

13 CONFIDENTIAL ITEMS

13.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

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

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

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

RECOMMENDATION

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

1.1. DELEGATION TO THE CHIEF EXECUTIVE OFFICER - LOAN BORROWINGS

- *Because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;*
- *The ground applies because the agenda concerns the progress of ongoing contractual negotiations that would, if prematurely released, diminish the strength of Council's position in those negotiations.*

14 CLOSE OF MEETING