

Legend:

Completed	In progress and on track	In progress and delayed	Not yet due to start	Not yet started and delayed
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	Project Name	Description	Budget - 2020/2021	Target Completion Date	Business Unit	March Comments	
QUALITY COMMUNITY INFRASTRUCTURE	Trentham Community Hub	Complete detailed design of the new Trentham Community Hub at the site of the Trentham Mechanics Institute and continue advocacy for government funding.	\$207,000	June 2021	Major Projects	Design revision complete based on community engagement feedback. Engagement to inform community of revised design to take place in April and May. Council to consider adopting final concept design in June.	
	Hepburn Hub at the Rex	Complete construction of the Hepburn Hub at The Rex to deliver improved community spaces.	Carry-forward + \$3.012M	July 2021	Major Projects	Resolution of Stage 1 Early Works complete. Certificate of Final Inspection issued by building surveyor in January. Stage 2 Building permit issued by building surveyor in January Stage 2 Construction delayed due to issues identified by the builder related to existing conditions both apparent and latent. Council are working through these issues constructively with the builder with a view to commencing construction as soon as possible. Estimated commencement date April 2021. Estimated completion date in October 2021. Occupation and decanting of staff and facilities will follow.	
	Clunes Town Hall	Complete construction of Clunes Town Hall and Court House Remedial Works (Stage A)	Carry-forward	December 2020	Manager Environment and Waste	Main hall building complete with some minor cosmetic touch-ups being attended to. Additional works in court house close to completion, once plaster has reached adequate moisture content paint can be applied which we aim to achieve by end of April.	

Pavement Rehabilitation Program	Undertake Council's annual road rehabilitation program of selected roads throughout the Shire.	\$1.40M	June 2021	Operations	Council's 2020/21 Road Rehabilitation program includes the following large projects <ul style="list-style-type: none"> • Old Ballarat Road, Daylesford – This project is now complete • Creswick Lawrence Rd, Allendale – This project is now complete • Daylesford Clunes Rd, Smeaton - This project is co-funded by Council and will be constructed in October 2021. • Clunes Campbelltown Rd /Clunes Mt Cameron Road Intersection – This project has been deferred by Council to enable further analysis. 	
Gravel Resheeting Program	Undertake 13 kilometres of gravel resheeting of roads across the Shire.	\$433,000	March 2021	Operations	Council's Operations team have now completed the 2020/21 Gravel Road Resheet Program.	
Creswick Fountain Refurbishment	Repair and reinstate the Creswick fountain to permanent use.	\$42,350	June 2021	Operations	Following a structural assessment, design work is currently underway. Temporary works will be in place for Anzac Day commemorations with reconstruction works to follow. Project requires extra funding and a project manager approximate finish date December 2021.	
Hammon Park Facilities Upgrade	Identify further needs for the current buildings at Hammon Park Reserve and provide drawings to the level of tender issue for any proposed works.	\$50,000	January 2021	Manager Environment and Waste	In March Council was successful in obtaining 2.1M in funding to implement the Masterplan of Hammon Park over the next 18 months. Expression of Interest to be released in April for Hammon Park Pavillion Management.	
Glenlyon Recreation Reserve Community Pavilion	Complete detailed design of the new pavilion at the Glenlyon Recreation Reserve following adoption of the masterplan and continue advocacy for government funding.	\$121,000	June 2021	Community and Economic Development	Engagement of Architectural Services are in progress and anticipated by May 2021. Community Engagement will be undertaken in June 2021, the project was delayed to finalise contamination investigation works.	

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ACTIVE AND ENGAGED COMMUNITIES	Hepburn Football Netball Club Pavilion Project	Redevelopment of the Hepburn Recreation Community Pavilion to improve universal access and create gender appropriate change room facilities.	\$544,500	June 2021	Community and Economic Development	Construction contractors have been engaged and project delivery commenced in April 2021. Project to be completed by mid June 2021 in accordance with Sport and Recreation Victoria's funding agreement requirements.	
	Daylesford Macedon Rail Trail Feasibility Study	Complete the Daylesford to Hanging Rock Rail Trail (Daylesford to Tylden) Feasibility Project, incorporating planning of the Crossing the Divide (Spa Country Railway) project.	Carry-forward	March 2021	Community and Economic Development	Major stakeholder engagement is underway as part of preparation of feasibility study for the trail network. Feasibility study is due for completion in June 2021.	
	Trentham Recreation Reserve Community Pavilion	Complete detailed design of the proposed pavilion redevelopment project to deliver high quality and relevant community infrastructure and advocate for government funding to assist in the construction of the project.	\$200,000	May 2021	Community and Economic Development	Architectural Services City Collective have been engaged and have commenced the detailed design phase of the project. The project has been submitted into Round Two of Sport and Recreation Victoria's Community Sports Infrastructure Stimulus Program with a funding announcement due in June 2021.	
	Arts and Culture Strategy	Develop and adopt an Arts and Culture Strategy to set the future direction for art and culture in the Shire, in order to nurture and expand experiences.	\$37,000	March 2022	Community and Economic Development	Requests for Quotes have closed, and assessments are taking place currently. Shortlisted candidates to three. Work to begin in October 2021 following Council's decision to defer to the 2021/22 year.	
	Community Engagement Policy and Implementation	Develop a new Community Engagement Policy to work with the community to achieve long-term and sustainable outcomes, processes, relationships, discourse, decision-making, and implementation of projects and initiatives, as required by the new Local Government Act 2020.	Operational Budget	March 2021	Community and Economic Development	Community engagement Policy adopted in February 2021. Working through the roll out of recommendations. Community Engagement report posted on Participate Hepburn.	
	Community Planning	Work with appointed Charter Groups to review or endorse Community Plans for Lyonville, Glenlyon and District and Hepburn/Hepburn Springs.	Operational Budget	May 2021	Community and Economic Development	Lyonville Community Planning Group held several in person drop in sessions. All other Community Planning projects have been put on hold until Hepburn Together project has been completed and Guidelines and associated documents have been considered by Council.	

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Daylesford Aquatic and Civic Plaza Precinct	Undertake detailed design, tender and begin construction of the Daylesford Aquatic and Civic Plaza Precinct.	CARRY-FORWARD + \$1.02M	April 2021	Community and Economic Development	Council endorsed to cancel this project at the March 17, 2021 Ordinary Council Meeting.
Community Connector Program	Deliver the COVID-19 Community Connector Program, funded through DHHS	Operational Budget	January 2021	Development Services	<p>Project completed, however an extension of funding has been announced and the Community Connector program will continue until June 2021.</p> <p>Community Recovery Program funded during Jan – March, 2021. Community support initiatives identified and approved by the Local Support Network.</p> <p>Coordinating ‘Bridges out of Poverty’ training for Councillors, Leadership, targeted staff along with key stakeholders in the community who work with vulnerable people within the Shire. Training scheduled for July & August, 2021.</p> <p>A grant application for \$40K was successful to extend free public wifi to Daylesford and Trentham. Project on-track.</p>

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HIGH PERFORMING ORGANISATION	Implementation of the Local Government Act 2020	Implement changes, as required to the Local Government Act 2020.	Operational Budget	June 2021	Governance and Risk	Implementation of the <i>Local Government Act 2020</i> continues as the provisions in the legislation that are due to be enacted and come into force are prepared. Officers continue to meet the statutory deadlines as set by the Minister for Local Government. Recent achievements have been the preparation and adoption of the Councillor Code of Conduct, preparation of the Draft Councillor Gift Policy, and continued implementation of the requirements to induct councillors with respect to the mandatory councillor induction program mandates. Officers have also prepared and Council has adopted the Council Community Engagement Policy as required under the Act, as well as working towards the finalisation of the Council Plan, Council Vision and Annual Budget and 4 year Financial Plan.	
	General Elections 2020	Provide administrative support to the Victoria Electoral Commission to undertake Council elections.	\$210,000	November 2020	Governance and Risk	The 2020 General Elections have concluded. As of 30 March 2021 the VEC are issuing infringement notices to those that did not respond to their Failure to Vote Notices or where their reason for voting has been deemed an insufficient reason to be executed for failing to vote in the Elections. The penalty imposed is \$83.00 and the deadline for payment is 4 May 2021. Council will be in receipt of the funds incurred through the failure to vote infringement process.	
	Councillor Induction Program	Develop a thorough induction program for Councillors, targeting clarity of roles and responsibilities.	\$20,000	April 2021	Governance and Risk	The Councillor Induction Program for Councillors continues to be implemented as required under the Local Government Act 2020. Councillors recently received Media and Communications Training, and are about to receive Cultural Awareness Training and a training program focusing on gender equality, diversity and inclusiveness. This will satisfy all the requirements, amongst others enshrined in the Act that have already provided to councillors via induction, pursuant to section 32 of the Local Government Act 2020.	

Customer Service at Trentham	Establish Council customer service for the Trentham community at the Trentham Library.	\$62,000	February 2021	Community and Economic Development	Customer Service is now live at Trentham, launched in February.	
Review and Implement HSC Workforce Strategy and Plan	Develop, in accordance with the Local Government Act 2020, a Workforce Plan that describes the organisational structure of the Council and specifies projected staffing requirements for a period of at least 4 years.	Operational Budget	June 2021	People and Culture	LG Act requires development of a Workforce Plan by 31 December 2021. This project will not commence until industry guidance is available late 2021	
Develop and Implement Gender Equity Action Plan	Develop, in accordance with the Gender Equality Act 2020, a Gender Equality Action Plan. The plan will include strategies for improving gender equality in the workplace. Council will report publicly every two years on its progress.	Operational Budget	June 2021	People and Culture	Act requires development of a Gender Equality Action Plan and first reporting by October 2021. Industry guidance has only just become available since commencement of Act 31 March.	
Customer Service Strategy	Implement a Customer Service Strategy.	Operational Budget	June 2021	Community and Economic Development	Review continuing. Internal workshops have taken place and report from Consultant due end-April.	
Community Vision, Strategy and Policy	Undertake appropriate community engagement to develop and adopt a Community Vision, Council Plan and Municipal Public Health and Wellbeing Plan.	\$40,000	June 2021	Executive	Ongoing and on-track - This project has significantly commenced with Community Engagement sessions underway. Council adopted a Community Engagement Policy in February. Broad community engagement in relation to the Community Vision, Council Plan (including Municipal Health and Wellbeing Plan), and Financial plan has been undertaken throughout February and March. Legislation dates of adoption of documents will be met throughout 2021.	
Priority Projects	Continued advocacy for State and Federal Government funding of Council's adopted priority projects.	Operational Budget	June 2021	Executive	Advocacy to all levels of government is ongoing. A webpage has been launched – Participate Hepburn and will be updated to provide information on each of our priority projects - https://www.hepburn.vic.gov.au/priority-projects/ Funding for some priority projects, including Hammon Park redevelopment have been successful.	

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VIBRANT ECONOMY	Artists in Residency Pilot program	Undertake as a pilot an Artist in Residency Programme utilising the Caretakers Cottage at Hepburn Mineral Springs Reserve.	Operational Budget	June 2021	Community and Economic Development	Project postponed to Q4 2021 pending confirmation of program scope and approval from DELWP on terms and model of tenancy.	
	Buy Local Campaign	Participate in the GO LOCAL First program, to support business by buying local.	Operational Budget	October 2020	Community and Economic Development	4 new videos complete, promoting the Shire for visitation. Social media campaign featuring a business each month continuing.	
	Hub for Premium Produce	Undertake Year 2 (of 3) Actions, focused on connecting and actively working with the Premium Produce Enterprises (PPE) in the Hepburn Shire and surrounding region to navigate processes, unlock opportunities, and build the ongoing capacity and skills of the sector to collectively grow and thrive.	\$240,000	June 2021	Community and Economic Development	<p>Two upcoming Producers & Growers events:</p> <ul style="list-style-type: none"> • New and Aspiring farmers forum and farm walk – Saturday 24 April. • Regenerative Farming Chit Chat and farm walk – Monday 17 May. <p>On farm meetings with Artisan Agriculture Producers with COVID safe protocols in place.</p> <p>The next 3 months to include:</p> <p>Further on-site producer meetings, workshops/groups to discuss barriers for the sector, investigation into a support program for business mentoring, scope for produce hub website.</p>	
	Revised Hepburn Planning Scheme	Complete Stage 2 of the Hepburn Planning Scheme Review, including the adoption of the new scheme.	\$120,000	June 2021	Development Services	C80hep Planning Scheme amendment adopted by Council, all amendment documentation has now been forwarded to the Minister of Planning for final authorisation.	
	City (Region) of Gastronomy	Partner with the City of Greater Bendigo to seek opportunities for our region flowing from the City (Region) of Gastronomy initiative and continue advocacy for the planning of the Institute of Gastronomy.	Operational Budget	June 2021	Community and Economic Development	Council officers continuing to participate in regional meetings conducting by City of Greater Bendigo and planning promotional activities to highlight good food/quality produce in the region.	
	Central Victorian Goldfields	Partner with other Council's to advocate for the World Heritage Listing of the Central Victorian Goldfields.	Operational Budget	June 2021	Community and Economic Development	Ongoing advocacy. Economic Development team continuing to work on this project. Happiness Survey is currently open for the community to participate in.	

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	Hepburn Recovery and Resilience	Coordinate the Business Response and Recovery Taskforce and Community Recovery Taskforce to support and foster a coordinated response to the community's recovery.	Operational Budget	June 2021	Community and Economic Development	Taskforce established. Business Taskforce met in February and were asked to consider Outdoor Dining. Feedback is being compiled by Economic Development Team. Taskforce members were also invited to participate in the Participate Hepburn workshop, with some members taking the opportunity. Next meeting planned early May.	

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SUSTAINABLE ENVIRONMENT	Biodiversity Strategy	Finalise the delivery of the 2017-21 Biodiversity Strategy and the draft of the 2021-25 Strategy	Operational Budget	June 2021	Waste and Environment	Work on drafting of project brief to develop Biodiversity Strategy has begun.	
	Improvement of Recycling Program (Waste reduction)	Undertake resource recovery education programs and initiatives across the Shire.	Operational Budget	June 2021	Waste and Environment	Complete and ongoing. Significant campaign in newsletters, facebook and in person community engagement, especially in Clunes during the organics trial. Preparing for recycling bin inspections.	
	Waste Transition plan	Develop a plan to demonstrate Councils transition to improved services in response to the State Government waste reforms inclusive of a business case for organic waste kerbside collection	Operational Budget	March 2021	Waste and Environment	Completed transition plan: Council worked with DELWP to develop a transition plan at the officer level, including modelling a probable plan for transition to organic kerbside collection and separation of glass from the commingled recycling stream.	
	Western Victoria Transmission Line	Advocate for detailed community engagement and underground construction of the proposed Western Victoria Transmission Line.	Operational Budget	June 2021	Development Services	Ongoing, officers have continued to advocate undergrounding and for better community outcomes. Council will be briefed in April on the project to understand Councils expectation of officer resource allocation.	
	Tree Management	Adoption of a Tree Management Plan and 5-Year Street Tree Strategy	Operational Budget	February 2021	Operations	The Tree Management Plan is currently in draft form with community consultation planned for April/May 2021. Officers intend to have the plan adopted by Council in mid-2021. The 5 Year Street Tree Strategy has been drafted in line with the draft tree management plan.	

CARRY FORWARD PROJECTS FROM 2019/2020 INTO 2020/2021

	Project Name	Description	Budget - 2020/21	Target Completion Date	Business Unit	March Comments	
	Future Water Security	Central Highlands Water partnership for Integrated Water Management (IWM)	Carry-forward	June 2021	Parks and Open Spaces	<p>Council is partnering with Central Highlands Water to deliver two projects</p> <p>Daylesford IWM Plan -</p> <p>Project Work Group meetings including all stakeholders have commenced with further project planning continuing. Engagement details are being considered and expected to take place mid-2021.</p> <p>Newlyn Recreation Reserve irrigation -</p> <p>Preliminary drilling works are complete with initial yields not to expected levels. Ongoing discussion between CHW and Goulbourn Murray Water are continuing to determine if a ground water license will be granted.</p> <p>CHW are project managing these works in close consultation with Council</p>	
	Vincent Street Parklet	Construction of 'parklet'	Carry-forward	June 2021	Parks and Open Spaces	As per Council's March Ordinary Meeting of Council, this project has been cancelled.	
	On-street accessible Parking facilities	Upgrade and make on-street accessible parking (12 spaces across shire)	Carry-forward	June 2021	Operations	<p>All works in Trentham, Creswick and Clunes are now complete.</p> <p>In consultation with the Disability Advisory Committee, the proposed works in Daylesford has now been rescoped and are expected to be constructed in May/June 2021.</p>	

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	Creswick Trails Project	Undertake a tender process and begin construction on the Creswick Trails.	Carry-forward	June 2021	Major Projects	With required permissions from land managers, Council and RDV in place, the Creswick Trails Network Stage One progressed to public community engagement and planning permit application. Pending the outcome of this process and upon successful receipt of a planning permit, Stage One can progress to construction tender advertising.	
ACTIVE AND ENGAGED COMMUNITIES	Recreation Facilities and Management Models	Complete a study to review the current management models of Community Recreation Facilities	Carry-forward	June 2020	Community and Economic Development	Officers are reviewing the project plan for this project and will update Councillors on a revised Council reporting timeline through the Councillor Bulletin in April 2021.	
	Early Years Plan	Adopt a Municipal Early Years Plan	Operational Budget	May 2020	Community Care	Project has been delayed due to pandemic. This will be a new project in 21/22 year.	
	Daylesford Library Service	Complete the construction and transition of the Daylesford Library to the Hepburn Hub at the Rex.	Carry-forward	March 2020	Community and Economic Development	Project on hold pending confirmation of building fit out commencement. Occupation and decanting of staff and facilities pending confirmation of construction dates.	
	Recreation Facilities – Masterplans	Work with community groups to undertake and adopt masterplans for Glenlyon, Trentham, Doug Lindsay and Clunes Recreation Facilities	Carry-forward	March 2020	Community and Economic Development	The Glenlyon Recreation Reserve Master Plan has recommenced key stakeholder engagement with broader community engagement to be undertaken in June 2021 together with the Glenlyon Pavilion Redevelopment design process. Clunes Recreation Facilities master planning – Stage one Community Engagement has been completed. Draft masterplans development on track for Council reporting in June 2021.	

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HIGH PERFORMING ORGANISATION	Governance Software	Purchase, install and implement software to manager and enhance Council's risk and incident management reporting including management of Council delegations	Carry-forward	October 2019	Governance and Risk	Recruitment has been finalised to the Procurement, Insurance and Risk Team and a focus has been on the implementation of the Risk Management Roadmap. Once Council engages with a Risk Management Consultant, with a current Request for Quote out seeking submissions, the procurement of supporting software will be further investigated.	
	Long Term Financial Plan	Develop a long term financial plan (10 Year) for adoption by Council as part of the 2020/2021 budget process	Operational Budget	September 2020	Financial Services	The development of the 2021/22 draft budget is the first step in the development of this plan. The budget is set to be endorsed at the April Council meeting. Council is on track to meet the statutory requirement date of October 2021.	
	Contractor Management	Continue the training and development of staff skills in relation to Contractor Management, including the rollout of an online induction system for contractors	Operational Budget	March 2020	People and Culture	Preparation for the implementation of OHS management system has commenced.	
SUSTAINABLE ENVIRONMENT	Towards Zero Emissions Roadmap - Streetlights	Continue implementation of the towards Zero Emissions Roadmap by upgrading 133 Street lights as part of the 'Major Road Lighting' Project.	Carry-forward	June 2020	Waste and Environment	Agreements ready to be signed in April	
	Waste to Energy	Construct a plant and expand the waste to energy project to full scale (pending the outcome of the current pilot project)	Carry-forward	June 2020	Waste and Environment	Composting units purchased and delivered. To be commissioned in April. Clunes organic kerbside collection trial has commenced.	
	Waste Management Service Contract	Undertake a review of waste services and conduct a public tender for kerbside collection of waste.	Operational Budget	March 2020	Waste and Environment	Kerbside collection contract tender process to complete in April with council decision at April meeting.	