

Hepburn Shire Council
Special Projects Report as at 30 September 2022

Project Number	Project Name	2022/23 Expenditure			2022/23 Expenditure			2022/23 Income			Project Status (select from drop down list)	Expected Completion Date	Project Tracking Green = 1 Orange = 2 Red = 3	Project Sponsor (Leadership Rep.)	Sponsor Delegate (Project Owner)	Project Manager	Progress Comments
		Forecast Budget	YTD Forecast Budget	YTD Actual	% of Annual Budget Spent	Commitments	YTD Actual + Commit.	% Spent YTD Incl Commit.	Forecast Budget	YTD Actual							
Non-Recurrent Projects																	
COMMUNITY AND DEVELOPMENT																	
000388	HACC Growth and Minor Capital	-	-	-	0%	982	982	-	-	-	-	Completed		F Fogarty	F Fogarty	F Fogarty	Project completed. Remaining commitments to be closed out as not required.
000570	RAP Development 2021-24	34,000	8,500	-	0%	-	-	-	-	-	-	Not Yet Started and Delayed	Mar-23	F Fogarty	R Hastwell	D Spilar	Project has been delayed due to staff vacancy. Reconiliation Advisory Committee has been appointed and development of plan commenced.
Total Community Life		34,000	8,500	-	0%	982	982	3%	-	-	-						
001003	Flora and Fauna assessments	45,000	25,080	25,080	56%	-	25,080	56%	-	-	-	Completed		D Kennedy	B Bainbridge	B Bainbridge	This report has been finalised. Balance of assessments to be managed as part of Strategic planning projects with additional costs to be offset by underspend in this project as per Finance and Projects Review.
001044	Lake Daylesford Gully Fuel Management Project	-	31,000	11,000	0%	11,893	22,893	-	-	40,455	-	In Progress and Delayed	Dec-22	D Kennedy	B Bainbridge	B Bainbridge	Quote has been accepted however ongoing wet weather may delay treatment works into November or December. Projected 2022-23 costs in line with grant from CFA already received. Budget adjustments requested for this extension as per Finance and Projects Review.
001049	Wheatshaf Firescape	-	-	-	0%	116	116	-	-	5,645	-	Not Yet Started and Delayed	Dec-22	D Kennedy	B Bainbridge	B Bainbridge	Quote has been accepted however ongoing wet weather may delay treatment works into November or December. Projected 2022-23 costs in line with grant from CFA already received. Budget adjustments requested for this extension as per Finance and Projects Review.
Total Strategic Planning		45,000	56,080	36,080	80%	12,009	48,089	107%	-	46,100	-						
000680	Glenlyon Recreation Reserve - master plan	-	5,000	-	0%	6,636	6,636	-	-	-	-	In Progress and On Track	May-23	K Sinclair	K Schnur	T McCarthy	Community Engagement through a series of key stakeholder meetings, community drop-in sessions and a feedback survey commencing in October. Public exhibition of draft Masterplan in February 2023 with community engagement to be undertaken in March 2023 and adoption to be considered in May 2023. Request to carry over budget from 2021-22 allocation as per Finance and Projects Review.
000878	Hub For Premium Produce	-	45,287	22,075	0%	41,968	64,043	-	-	-	-	In Progress and On Track	Feb-23	K Sinclair	R Pedretti	S Hebbard	A grants program will be rolled out from October and equited by end January 23. Carry over of balance of multi-year budget expected as per Finance and Projects Review.
000998	Hepburn Shire Aquatics Strategy	-	-	-	0%	-	-	-	-	3,000	-	Completed		K Sinclair	K Schnur	K Schnur	Development of Strategy completed prior to June 2022. Balance of external funding received in August.
001041	Covid Outdoor Dining	-	-	3,348	0%	5,288	8,636	-	-	-	-	Completed		K Sinclair	R Pedretti	R Pedretti	This Project is finalised as per previous information provided. Ongoing costs for traffic barriers hire to be resolved.
001164	Outdoor Activation Program	-	51,861	91,682	0%	151,799	243,481	-	-	(27,482)	-	In Progress and On Track	Oct-23	K Sinclair	R Pedretti	R Pedretti	State Government Funding Budgets either spent or committed for this project. Still awaiting some deliveries due to stock supply challenges. Rollover of 2021-22 budget for expenses and revenue offsets requested as per Finance and Projects Review.
001166	Walking and Cycling Strategy 2022-23	90,000	-	-	0%	-	-	0%	-	-	-	In Progress and Delayed	TBC	K Sinclair	K Schnur	K Schnur	Project is pending a Victorian Government funding announcement in October 2022. This project will be undertaken by Council's Strategic Advisor. Project commencement and completion details pending outcome of the Victorian Government's funding announcement.
Total Community & Economic Development		90,000	102,148	117,105	130%	205,692	322,797	359%	-	(24,482)	-						
TOTAL COMMUNITY AND DEVELOPMENT		124,000	110,648	117,105	94%	206,674	323,779	261%	-	(24,482)	-						
ORGANISATIONAL SERVICES																	
001000	Integrated Planning and Reporting Framework	-	-	-	0%	120	120	-	-	-	-	Completed		A Burgess	A Burgess	A Burgess	Project completed in accordance with legislative timelines. No further costs expected. Unnecessary commitment to be cancelled in finance system.
001167	Hepburn Pulse Software	-	-	25,755	0%	33,660	59,415	-	-	-	-	In Progress and On Track	Mar-23	A Burgess	K Lewis	K Lewis	Corporate Planning Reporting module user acceptance testing in progress to go live in October. Staff training has been scheduled to coincide with launch. The next module 'Audit Actions' is also on track and will go live at the beginning of November. Project budget to be allocated from ICT budget 1149.
Total Director Organisational Services		-	-	25,755	0%	33,780	59,535	-	-	-	-						
001002	Security Penetration Testing	-	-	-	0%	1,855	1,855	-	-	-	-	Completed		C Whyte	C Whyte	C Whyte	Project completed, remediation plan being developed inline with ICT Strategy.
001149	Software Development (Non Technology One)	-	35,000	5,472	0%	-	5,472	-	-	-	-	Completed		C Whyte	C Whyte	C Whyte	Completed. Remaining 2021-22 budget to be carried over for the PULSE Corporate Reporting Software project. Some misallocated costs to be transferred to PJ001167.
001150	Technology One Development	-	17,550	-	0%	-	-	-	-	-	-	In Progress and Delayed	Pending	C Whyte	C Whyte	C Whyte	Project in progress and delayed due to finalising ICT Strategy and Roadmap. Councilor briefing occurred in October and Strategy and Roadmap will be taken to Council briefing in November before formalising adoption by CEO. Transfer of budget from Capital works budget (PJ000557) requested as per Finance and Projects review.
001151	Tech One - Cloud Migration	-	15,000	-	0%	-	-	-	-	-	-	In Progress and Delayed	Pending	A Burgess	C Whyte	C Whyte	Project in progress and delayed due to finalising ICT Strategy and Roadmap. Councilor briefing occurred in October and Strategy and Roadmap will be taken to Council briefing in November before formalising adoption by CEO. Transfer of budget from Capital works budget (PJ000557) requested as per Finance and Projects review.
001152	Tech One - ESS Augmentation	-	38,000	5,606	0%	244	5,850	-	-	-	-	In Progress and Delayed	Pending	A Burgess	C Whyte	C Whyte	Project commenced. Will be finalised upon confirmation of ICT Strategy Roadmap, initial work occurring around mapping of processes within the Culture & Performance department in order to have this in place and ensure success of the project. Transfer of budget from Capital Works project (PJ000557) requested as part of Finance and Projects Review.
Total ICT		-	105,550	11,079	0%	2,099	13,178	-	-	-	-						

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TOTAL ORGANISATIONAL SERVICES																	
		-	105,550	36,834	0%	35,879	72,713		-	-							
INFRASTRUCTURE AND DELIVERY																	
001111	Storm clean up costs 2021 NDFA	1,999,991	992,854	50,662	3%	9,532	60,193	3%	1,800,000	-	In Progress and On Track	Jun-23	●	B Lucas	A Western	A Western	Roads restoration work awaiting funding, delay in delivery due to wet weather. Claim queries managed on case by case basis. 23 claims lodged. 7 completed value \$1.7M approved to 3 Oct. Total claim value lodged \$5.2M advance received \$4.2M to date.
001113	Storm 2021 BRV	88,732	44,366	133,357	150%	30,640	163,997	185%	-	218,321	In Progress and On Track	Jun-23	●	B Lucas	A Western	A Western	Confirmation received 2 Sep of additional \$399,997 Council Support Funding for dedicated support and recovery positions until 30 June 2023. Confirmation for Community Led Projects \$151,830.00 grant, and DRA clean up funding \$218,689 received and separate project codes to be established for administration and accountability purposes.
001114	Storm 29 October 2021	-	-	-	0%	11,525	11,525		-	-	Completed	Nov-22	●	B Lucas	B Lucas	T May	Works completed in prior to June 2022. Formal closeout of project due by mid November.
001115	Storm 5 January 2022	4,999,953	2,462,447	192,630	4%	298,409	491,039	10%	4,500,000	4,106	In Progress and On Track	Mar-23	●	B Lucas	B Lucas	B Lucas	Activities to be completed by end of December as per requirement by NDFA. Claims for FY23 reimbursement of Cat A costs are in progress to be lodged on quarterly basis.
001128	Office Improvements	-	-	25,997	0%	35,101	61,099		-	-	In Progress and Delayed	Dec-23	●	B Lucas	B Lucas	C Whyte	Continuation of works to maintain functional office facilities. Carry over of 2021-22 underspent requested as part of Finance and Projects Review.
001145	Targeted Recovery Fund Initiative	147,400	36,850	9,324	6%	36,618	45,942	31%	147,400	-	In Progress and On Track	Mar-23	●	B Lucas	A Western	A Western	Photographic competition prizes awarded 6th October. Timber Training fully subscribed and to be all completed by end of year. Community Recovery events 40% completed. All activities to be completed by Dec 22 as per funding guidelines. Financial completion by end of March 2023.
Total Director Infrastructure and Delivery		7,236,076	3,536,517	411,970	6%	421,825	633,796	12%	6,447,400	222,427							
000616	Creswick Trails	-	-	28,138	0%	14,568	42,705		-	-	In Progress and On Track	Dec-24	●	B Lucas	B Grounds	A Breach	Tenders for the construction of the Creswick Trails Network and provision of native vegetation offset credits have been evaluated by the panel with a preferred supplier identified for each contract. A recommendation for award will be progressed to Council for award at the November council meeting. Construction is planned to begin in early 2023 pending contractor availability.
Total Major Projects		-	-	28,138	0%	14,568	42,705		-	-							
000370	Tree Risk Mitigation	120,000	30,000	7,534	6%	6,182	13,716	11%	-	-	In Progress and On Track	Jun-23	●	T May	S Ludeke	S Ludeke	Currently scoping 2023 year scope inline with Tree Management Plan. Tree audits to go out to tender November to be completed June 23
000591	Weed Eradication	170,265	41,559	3,073	2%	1,120	4,193	2%	40,000	-	In Progress and On Track	Jun-23	●	T May	P Healy	P Healy	Works are underway which are weather dependant and will continue throughout the entire financial year.
000633	Street Tree Planting Program	35,000	8,750	-	0%	-	-	0%	-	-	Not Yet Due to Start	Jun-23	●	T May	S Ludeke	S Ludeke	Scoping works continuing for 2023 tree planting works. Watering schedule 2021 & 2022 trees to start Late November.
001118	WHBG Collections Policy and Plant Labels	-	-	-	0%	8,800	8,800		-	-	In Progress and On Track	Dec-22	●	T May	S Ludeke	S Ludeke	Project scheduled to be finalised in November 2022.
001119	HMSR Lighting Audit and Repairs	-	-	8,790	0%	-	8,790		-	-	In Progress and On Track	Jun-23	●	T May	S Ludeke	S Ludeke	Lighting audits and repairs completed. Audits identified wiring to all lights is at end of life. Produce scope required and submit budget bid for replacement. Inform MSRAC of audit findings
Total Operations		325,265	80,309	19,387	6%	16,102	35,488	11%	40,000	-							
000875	Solar Savers	100,000	2,000	-	0%	10,100	10,100	10%	100,000	-	In Progress and On Track	Jun-23	●	S Mennie	M Pasqualini	M Pasqualini	Program has been extended with FY23 budget allocation. Currently in household recruitment phase. Majority of costs linked to installation works in second half of year.
000918	Streetlights Towards Zero	-	-	-	0%	1,211	1,211		-	-	In Progress and Delayed	Feb-23	●	S Mennie	M Pasqualini	M Pasqualini	Installis complete. Awaiting resolution around ongoing maintenance of 2 light fittings before close out project. Powercor and Sport & Rec team currently negotiating.
001005	Organic Waste Kerbside Collection	-	-	660	0%	-	660		-	-	In Progress and On Track	Apr-23	●	S Mennie	S Mennie	S Mennie	Balance of budget allocated in 2021-22 year required to be carried over to complete this activity as per Finance and Projects Review.
001006	Weed Management Plan - HSC Transfer Stations	-	-	29	0%	-	29		-	-	Completed		●	S Mennie	S Mennie	S Mennie	Project completed in 2021-22 year.
001011	Hepburn Energy Savvy Upgrades 2020	-	-	4,977	0%	47,584	52,560		-	-	In Progress and On Track	Nov-22	●	S Mennie	M Pasqualini	M Pasqualini	Project completed. Whole of life costs in line with DELWP milestone payments. Closeout meeting complete and final report submitted to DELWP in September. 2 page summary for Executive Team being developed. Current year expenses relate to prior year costs.
001109	Sustainable Hepburn	150,000	-	-	0%	999	999	1%	-	-	In Progress and On Track	Jun-23	●	S Mennie	S Mennie	S Mennie	Majority of costs expected to be incurred in second half of financial year.
001126	Rex Sale Costs	-	-	5,150	0%	8,000	13,150		-	-	In Progress and On Track	Dec-22	●	S Mennie	K Menne	K Menne	An initial budget allocation was made in 2021-22 Mid Year review. Minimal direct costs incurred to date. Request to rollover unused portion of 2021-22 budget allocation as per Finance and Projects Review.
001134	Circular Economy Stage 2	35,000	-	-	0%	-	-	0%	-	-	Not Yet Due to Start	Jun-23	●	S Mennie	M Pasqualini	M Pasqualini	This project is on hold until the stage 1 project is complete (Nov 2022).
001135	Regenerative Agriculture	20,000	-	-	0%	-	-	0%	-	-	Not Yet Due to Start	Jun-23	●	S Mennie	M Pasqualini	M Pasqualini	Project not yet commenced.
001136	Fleet Transition to Zero Emissions Vehicles	20,000	-	-	0%	-	-	0%	-	-	Not Yet Due to Start	Jun-24	●	S Mennie	M Pasqualini	M Pasqualini	Project not yet commenced.
Total Waste, Facilities and Community Safety		325,000	2,000	10,816	3%	67,893	78,709	24%	100,000	-							

