

Annual Plan 2022/2023

Progress Report – Q3

January – March 2023

# Hepburn Shire Council - Annual Plan Progress Report

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

# Hepburn Shire Council - Annual Plan Progress Report

## A resilient, sustainable and protected environment

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

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.1	Vehicle Charging Stations: Partner with Hepburn Energy and Chargefox to install three electric charging stations in Creswick, Hepburn Springs and Trentham.	Waste, Facilities and Community Safety	01/01/2023	Creswick EV charging station has been installed and is planned to go live end of April and Hepburn Springs is about to begin construction. The EV Charging Station for Trentham is in planning phase in line with Trentham Hub project and will now not be completed until early 2024.	
AP23.2	Sustainable Hepburn: Develop and implement the 'Sustainable Hepburn Strategy' to align waste, sustainability and biodiversity strategies. This includes \$150,000 for Waste initiatives and \$75,000 for Sustainability initiatives.	Waste, Facilities and Community Safety	01/06/2023	Planning is underway to roll out organics kerbside collection. This is anticipated to roll out shire-wide in first half of 2024. Sustainability initiatives are currently underway and include: Circular Economy Stage 2 (roadmaps and broad community engagement); regenerative agriculture program running workshops and on-farm visits; tender for renewable electricity supply to close in April; community battery feasibility complete; and climate adaptation toolkit delivered.	

### STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

## Hepburn Shire Council - Annual Plan Progress Report

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<b>AP23.3</b>	Destination Management Plan: Partner with DMT to develop a regional destination management plan which will include local tourism action plans to ensure community needs are understood and addressed.	Economic Development and Recreation	01/06/2023	Partnering with Daylesford Macedon Tourism to deliver the Destination Management Plan and Local Area Action Plans. A contract is in place to deliver this work. Stakeholder engagement plan has been developed, which includes industry, council officers and community. Sessions with industry are to occur in April 2023. A draft Destination Management Plan and local area action plan are anticipated to be available for feedback in June.	
<b>AP23.4</b>	Linking sustainability and public health: Develop a MOU with Central Highland Rural Health to ensure a collaborative approach to resource management and community messaging regarding the link between sustainability and public health.	Community Life	01/06/2023	A Memorandum of Understanding was developed and signed by Central Highlands Rural Health and Hepburn Shire Council. The collaborative partnership continues in the implementation of the Hepburn Shire Council Municipal Health and Wellbeing Plan and the Central Highlands Rural Health Population Health Plan.  An annual review of the MOU is in progress to improve formal communication and co-branding.	

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### STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

# Hepburn Shire Council - Annual Plan Progress Report

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<b>AP23.5</b>	Flora and Fauna Assessment: Conduct a biodiversity assessment as part of the Creswick Structure Plan.	Strategic Planning	01/09/2022	Creswick Flora and Fauna Assessment report completed. This report will feed into Council's Structure Planning initiatives.	
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## STATUS



On Track



Progress Delayed



Completed







Not Started



Cancelled

## A healthy, supported and empowered community

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

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.6	Affordable long-term housing: Advocate for involvement in the Victorian State Government's Big Housing Build Program.	Strategic Planning	01/06/2023	The second phase of engagement was completed February 2023. A 'Solutions Forum' was held at Daylesford Town Hall and the Draft Affordable Housing Strategy is under development.	
AP23.7	Trentham Community Hub: Continue constructing the new multi-purpose community facility, featuring the new library and Council Customer Services.	Projects	01/06/2023	Impacts of previous delays continue to be managed to minimise the delay to completion. Ground works are mostly complete, footings and carpark work is underway, whilst steel supply delayed.	
AP23.8	Disability Access Inclusion Plan: Develop and adopt a new plan.	Community Life	01/12/2022	Hepburn Shire Council Disability Action Plan has been finalised and endorsed by Council at the February 2023 Council meeting	
AP23.9	Aquatics Strategy Implementation: Undertake further detailed investigation and development of a feasibility Study and	Economic Development and Recreation	01/06/2023	A Situational Analysis is now complete, which will guide the development of the Feasibility Study and Business Case. The Community and Stakeholder Engagement Plan development is now complete. Phase 1 engagement was undertaken in	

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## Hepburn Shire Council - Annual Plan Progress Report

	Business Case for Indoor Aquatics Provision.			March 2023, through a community survey that resulted in over 440 surveys' being completed and direct engagement commencing with key stakeholders. This project has a November 2023 expected completion date.	
<b>AP23.10</b>	Walking and Cycling Strategy: Develop and adopt a Walking and Cycling Strategy.	Economic Development and Recreation	01/06/2023	Movement and Place Consulting are now engaged to undertake the Hepburn Shire Wide Integrated Transport Strategy (HSWITS) that incorporates key objectives of the walking and cycling strategy. The Project Working Group is developing the Community and Stakeholder Engagement Plan. This project will be completed in 2023/2024.	
<b>AP23.11</b>	Creating a circular food economy in the Hepburn Shire: Partner with local organisations to increase access to healthy and affordable food.	Waste, Facilities and Community Safety	01/06/2023	Council is working closely with partners to build awareness and programs to support a circular food economy in the Hepburn Shire. This includes working with emergency food relief agencies to understand the demand and access challenges for affordable food within the region for vulnerable populations.	

### STATUS



On Track



Progress Delayed



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Not Started



Cancelled

## Hepburn Shire Council - Annual Plan Progress Report

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<b>AP23.12</b>	Improved mental wellbeing within the community: Establish a mental health support network for organisations that have a focus on mental health support and referral processes throughout the Hepburn region	Community Life	01/06/2023	Scoping of potential participants for a mental health network is currently in progress and draft Terms of Reference is currently under development.	
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### STATUS



On Track



Progress Delayed



Completed



Not Started





Cancelled



# Hepburn Shire Council - Annual Plan Progress Report

## Embracing our past and planning for the future

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

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.13	COVID Stimulus Infrastructure Projects: Continue to deliver key stimulus funded projects including, Bullarto Station Tourist Precinct, Creswick Town Hall and Wombat Hill Botanical Gardens	Projects	01/06/2023	Projects are experiencing delays due to construction industry challenges. Bullarto Station upgrades well underway, with construction at frame stage complete. Creswick Town Hall construction works well underway and on track with contractor's program, anticipated completion in May 2023; Wombat Hill Botanical Gardens construction stage procurement underway, with technical and scope review to manage budgetary constraints.	
AP23.14	Reconciliation Action Plan: Develop and adopt a Reconciliation Action Plan.	Community Life	01/12/2022	Council is liaising with Reconciliation Australia to develop the new plan. Procurement for the Plan's development is currently in planning stage.	

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## Hepburn Shire Council - Annual Plan Progress Report

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.15	UNESCO Goldfields World Heritage: Partner with other Council's to advocate for UNESCO World Heritage Listing of the Central Victorian Goldfields.	Economic Development and Recreation	01/06/2023	Goldfields World Heritage Bid team have gathered feedback for the preparation of the Sustainable Tourism Investment Master Plan including cross-regional World Heritage Journeys. Engagement was promoted via Facebook and Business eNewsletter.	
AP23.16	Strategic Planning Work Program: Implement year 2 of council program of strategic planning work to be delivered in accordance with financial budget allocations, including continued work on Creswick Structure Plan and commencement of Trentham Structure Plan.	Strategic Planning	01/06/2023	Strategic Planning Work Program underway with appointment of key consultants and initial stages of community engagement commenced in Q2 of 2023.	
AP23.17	Hammon Park Trailhead, Creswick - Construct: Complete construction of the Trailhead at Hammon Park in Creswick	Projects	01/03/2023	Construction phase nearing completion, anticipated for April 2023.	

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## Hepburn Shire Council - Annual Plan Progress Report

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.18	Trentham Sportsground Pavilion - Construct: Complete construction of the pavilion and change facilities.	Projects	01/12/2022	Completion imminent with minor works and approvals required, including for plumbing for fire services to the facility. Majority of building works complete.	
AP23.20	Key Projects Advocacy: Continued advocacy for State and Federal Government funding of Councils key projects identified in the HSC Advocacy Statement.	Grants and Corporate Reporting	01/06/2023	Council and staff continue to advocate for financial support from State and Federal Governments to assist in the delivery of our community's vision for our Shire. Funding opportunities have actively been sought to support our: ongoing emergency management activities; environmental sustainability goals; and to develop our community recreation spaces. Advocacy for funding of key projects will be an ongoing process.	

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On Track



Progress Delayed



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Not Started



Cancelled

## Diverse economy and opportunities

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

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.19	Youth "ACE" Strategy 2022-2030 Implementation: Implement Youth Strategy to support the delivery and opportunities to young people in the Shire.	Community Life	01/06/2023	<p>The Ace Youth Strategy is being implemented with the following actions:</p> <p>Queer Book Club - The book club has been running fortnightly.</p> <p>FReeZA Program - In 2023 the Octave program has been running as an art program, which is a theme as part of the youth strategy.</p> <p>FReeZA events - Over the past 6 months 5 FReeZA events have been held and had 450 people in attendance.</p> <p>School Holiday activities have included Pool parties, hip hop sessions, art and craft sessions, and skate competitions with 270 people in total attending.</p> <p>Junior Lifeguard program - Council has employed 4 young people as part of the Junior lifeguard program and supported them in getting their Lifeguard qualification.</p>	

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## Hepburn Shire Council - Annual Plan Progress Report

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.21	Hepburn Shire Traineeships Program: Creation of new traineeship opportunities within Council.	Culture and Performance	01/06/2023	Council has created and employed four trainees; all have started with Council. Also, working with LGPro to expand program awareness into marginalised groups as adult traineeship opportunity.	
AP23.22	Artisan Agriculture: Finalise the pilot project of the Artisan Agriculture Project to support producers more broadly.	Economic Development and Recreation	01/02/2023	The final elements of the Artisan Agriculture Project are complete.	
AP23.23	Attraction of significant events: Advocacy and attraction of significant events that align with Council's Event Strategy.	Economic Development and Recreation	30/06/2023	Council is in discussions with event organisers for future significant event. Council is participating in a working group with Daylesford Macedon Tourism for the development of a Food and Drink event strategy. Events held in this quarter included Australia Day events, Motorfest, Chillout, Cresfest and Clunes Booktown, with all events recording strong visitation.	

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Progress Delayed



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## Hepburn Shire Council - Annual Plan Progress Report

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.24	Circular Economy Officer: Employment of a Circular Economy officer to investigate and drive investment in circular economy initiatives relevant to the Shire.	Waste, Facilities and Community Safety	01/09/2022	Circular Economy Officer commenced in January	

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On Track



Progress Delayed



Completed





Not Started



Cancelled

## A dynamic and responsive Council

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

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.25	Western Victoria Transmission Network Project: Continue to work in partnership with the community in support of their opposition to AusNet's 24ha terminal station location and the above ground transmission lines.	Strategic Planning	01/06/2023	WVNP is now referred to as Western Renewables Link Project. Project is temporarily delayed due to additional consultation required on Victoria to New South Wales Interconnector (VNI) West with five options for consideration, including relocation of terminal station from Mount Prospect.	
AP23.26	Customer Service Strategy Development: Develop and adopt a whole of Council Customer Service Strategy and Charter.	Culture and Performance	01/10/2022	The Customer Service Strategy was approved by Executive Team, briefing to Council to follow. Implementation of strategy and roll out of staff training will be lead by new Customer Experience Coordinator in April.	

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## Hepburn Shire Council - Annual Plan Progress Report

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AP23.27	Governance Rules Review: Undertake review of Governance and Risk rules to ensure compliance with the Local Government Act 2020.	Governance and Risk	01/10/2022	Council reviewed its Governance Rules and undertook public consultation during July 2022. The Rules were updated to embed arrangements for virtual and hybrid Council Meetings that had become common practice during COVID-19 along with some minor administrative amendments. The Rules were adopted at the Ordinary Meeting of Council on 16 August 2022.	
AP23.28	Community Engagement Staff Training Program: Deliver a Community Engagement training program for staff.	Engagement Specialist	01/06/2023	In September 2022 thirty Council Officers participated in Community Engagement Training, with engagement experts MosaicLab. MosaicLab utilised our Community Engagement Policy, Matrix, and other tools so that the training delivered supported the professional development needs of our staff and organisation. An ongoing program is currently under development that will continue to build the capacity, confidence and skills of staff to deliver quality community engagement activities. MosaicLab conducted training for Councillors and the Executive Team in March.	

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## Hepburn Shire Council - Annual Plan Progress Report

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.29	ICT Transformation Project: Implementation of the ICT Strategy.	ICT	01/06/2023	ICT Strategy and Roadmap has been completed. Information is being provided to Councillors in April, and the implementation will be rolled out over the next five years.	
AP23.30	Review of Council Services and Programs: Providing options to Councillors for undertaking service reviews of programs, and services offered by Council.	Grants and Corporate Reporting	01/04/2023	Contractor appointed to undertake a high level review of Council services in order to identify, rank and prioritise services for a detailed review. Ranking and prioritisation to be completed by June 2023, slightly later than expected, however implementation of reviews will be able to be undertaken in 2023/24.	
AP23.31	Employer Value Proposition: Develop Employer Value Proposition and tools to market HSC more effectively as an employer.	Culture and Performance	01/03/2023	Staff Culture review is ongoing and a report with recommendations will be presented to the Executive team prior to June.	
AP23.32	Daylesford Community Facilities and Staff Accommodation: Planning and scoping of Daylesford Community facilities and staff accommodation options.	Waste, Facilities and Community Safety	01/06/2023	Planning has begun to begin the project, including scoping and review of relevant previous community priorities.	

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## Hepburn Shire Council - Annual Plan Progress Report

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.33	Asset Condition Assessments: Undertake building condition assessment on Council owned facilities.	Operations	01/06/2023	All building inspections and assessments have been completed and the draft condition audit report is currently with officers for assessment and confirmation. The final report will be finalised prior to June 30.	
AP23.34	Gender Equity Action Plan: Implement 2022-23 actions detailed in the Gender Equity Action Plan.	Culture and Performance	01/06/2023	On track for completion prior to the end of the financial year. Gender equality and cultural awareness training scheduled, CX strategy includes awareness campaign for community for treating staff with respect, subscribed to People Matter survey (The People matter survey is the Victorian public sector's independent employee opinion survey), and currently reviewing annual Performance Development Plan (PDPs) process to ensure these are meaningful for staff and supervisors.	

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On Track



Progress Delayed



Completed



Not Started



Cancelled