

# Annual Plan Project Updates

Quarter 3 / 2021-2022 (January - March 2022)

(includes carry-forward projects 2019-20 and 2020-21)



**A resilient and sustainable environment**

A responsive, adaptive, and resilient community that addresses changes to our climate and biodiversity.



**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.



**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.



**Diverse economy and opportunity**

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



**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.

## 2021-22 Annual Plan

### A RESILIENT AND SUSTAINABLE ENVIRONMENT

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Domestic Animal Management Plan (DAMP)</b>	Develop a 4-year plan that outlines Councils approach to animal management within the Shire.	Operational Budget	Dec-21	Waste, Facilities and Community Safety	Storms in January have caused some further delays in the process however offices are engaging a consultant to assist with the compilation of the DAMP following the review of the roughly 500 submissions. Completion is still expected in June-2022	In progress and on track
<b>Western Victoria Transmission Line</b>	Advocate for detailed community engagement and underground construction of the proposed Western Victorian Transmission Line and complete detailed Environmental Effects Statement submission	\$50,000	Jun-22	CEO Unit	<p>Ongoing advocacy continues in relation to the project with regular ongoing meetings occurring between HSC and AusNet, HSC and a community working group. HSC has active involvement and input in to the Technical Reference Group (TRG). Although the workings of the TRG are currently confidential, these officers are feeding Councils concern into the group.</p> <p>Community sessions were conducted in February and March to assist community members prepare for making a formal submission on the EES which is expected mid-year. Council will also prepare and submit a submission to the EES.</p>	In progress and on track
<b>Sustainable Hepburn</b>	Develop and adopt integrated strategy to include; 1. Waste Strategy, 2. Biodiversity Strategy, 3. Sustainability Strategy	Operational Budget	Mar-22	Waste, Facilities and Community Safety / Planning and Development	The Community Reference Group Meetings have concluded, and the group have provided their recommended action plans to the independent facilitators. The facilitators are now preparing a report to share with officers who have begun the process of drafting the Sustainable Hepburn Strategy document. Officers intend to present the draft strategy in May 2022.	In progress and on track

### A HEALTHY, SUPPORTED AND EMPOWERED COMMUNITY

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Hepburn Hub at the Rex</b>	Begin construction of the Hepburn Hub at the Rex to deliver improved community spaces	Carry-forward	Mar-22	Major Projects	In line with the decision of Council this project has been cancelled and is no longer being delivered	Cancelled
<b>Trentham Community Hub</b>	Complete detailed design of the new Trentham Community Hub and progress to construction stage.	Carry-forward \$200,000	Jun-22	Major Projects	Following the awarding of the construction contract in late December 2021, the project officers has been working with Coliban Water to plan for a realignment of sewer mains on the project site. The work is planned for late March to allow for construction to commence in April 2022.	In progress and on track
<b>Trentham Sportsground Reserve Pavilion Development</b>	Complete detailed design of the pavilion redevelopment and begin construction.	Carry-forward +\$748,623	Sep-22	Economic Development and Recreation		Completed

<b>Arts and Culture Strategy</b>	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.	\$40,000	May-22	Community Life	Detailed planning and background research for the Strategy has commenced. Engagement and consultation planning is currently underway. Creative sector and community consultations will take place in May-June and the Strategy is expected to be finalised in the first quarter of 2022/2023	In progress and delayed
<b>Early Years Strategy</b>	Develop and adopt a strategy that will build on the previous Hepburn Shire Healthy, Active and Safe Early Years Strategy 2015.	Carry-forward	Mar-22	Community Life	Significant community input occurred during 2021/2022. Following Executive and Councillor endorsement in March the draft Starting Blocks Early and Middle Years strategy has been advertised for community comment. It is anticipated that the final strategy will be presented to the May Council meeting for adoption.	In progress and on track
<b>Positive Ageing Strategy</b>	Develop and implement a new Positive Ageing Strategy to focus on staying active and healthy.	Operational Budget	Jun-22	Community Life	Significant community input occurred during 2021/2022. Executive and Councillor endorsement expected in April, the draft No Barrier Positive Ageing Strategy will be advertised for community comment. It is anticipated that the final strategy will be presented to the July Council meeting for adoption.	In progress and on track
<b>LGBTIQA+ Advisory Committee</b>	Fund an Officer resource and operational budget to establish an LGBTIQA+ Advisory Committee of Council.	\$50,000	Dec-21	Community Life	Members of the Advisory Committee have been appointed and the first meeting of the Committee is due to take place in April 2022	Completed
<b>Walking and Cycling Strategy</b>	Develop and adopt a Walking and Cycling Strategy 2021-2025.	\$90,000	Jun-23	Economic Development and Recreation	Project deferred in mid year budget review and will be considered for inclusion as a project for the 2022/23 budget.	Cancelled

**EMBRACING OUR PAST AND PLANNING FOR OUR FUTURE**

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Hammon Park Trail Head and Bike Path</b>	Begin construction of Hammon Park Trail Head and Bike Path, Creswick	\$750,000	Feb-22	Major Projects	Council awarded the construction contract for the Hammon Park Trailhead to NaturForm in February 2022. Construction has commenced with an anticipated completion date scheduled for November 2022. Given project was to 'commence construction' the task is deemed to be achieved and construction will continue.	Completed
<b>Reconciliation Action Plan Development</b>	Develop and adopt our next Reconciliation Action Plan	\$29,000	Jun-22	Community Life	Final stages of the key reconciliation project are under way for the proposed renaming of Jim Crow Creek. A Special Council Meeting to hear presentations both supporting and objecting to the proposal was held on 22 March. Council will make its determination at its April meeting whether to recommend to Geographic Names Victoria that the Creek be renamed to Larni Barramal Yaluk. A call out for members for a new Reconciliation Action Plan Advisory Committee will be advertised in May	In progress and delayed

<b>Delivery of Strategic Planning Program</b>	Implement year 1 of Council program of strategic planning work to be delivered in accordance with financial budget allocations.	\$660,000	Jun-22	Planning and Development	Council has an ambitious but detailed strategic planning program. The program is currently slightly behind schedule, with a detailed update provided to Councillors in late March on the current progress. A key consultant to provide a flora and fauna assessment has been engaged for the technical studies associated with the Creswick Structure Plan. Liaison with Dja Dja Wurrung has also commenced. Officers are currently working on the development of a shire wide Land Demand and Supply study, with expected completion in late April 2022. This work will also provide the background and analysis for the Affordable Housing Strategy. The Planning Scheme Review (Amendment C80) has been approved by the Minister for Planning and was gazetted in February 2022. Amendment C77, an update to the Land Subject to Inundation Overlay was approved in April and Amendment C82 which seeks permanent heritage protection for the Old Hepburn Hotel should be gazetted shortly.	In progress and delayed
<b>Undertake Affordable Housing Strategic Planning</b>	Implement year 1 of Council program of strategic planning work.	\$50,000	Jun-22	CEO Unit	This project will build upon the findings and analysis of the shire wide Land Demand and Supply study which is due for completion shortly. Officers have commenced development of the project scope for the second stage of this work, which will require a consultant resource to undertake the works. On a regular basis, officers are meeting with interested community groups, and State Government to advocate for continued assistance to ensure increased affordable housing within the shire.	In progress and on track

**DIVERSE ECONOMY AND OPPORTUNITIES**

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Hub for Premium Produce</b>	Undertake Year 3 (of 3) actions, focused on connecting and actively working with Premium Produce Enterprises 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 survive.	Carry-forward +\$270,000	Jun-22	Economic Development and Recreation	In Quarter 3 the second Artisan Agriculture survey was launched and widely promoted and closes 24 April. A significant amount of work went in to planning for the rest of the project which is due to end in February 2023. A full suite of events have now been planned and staff have drafted communications plans, the key events will all address the barriers identified and include the following; Planning forum in June, with Agriculture Victoria and planning staff and Eco Dev staff from each of the Central highlands SLGA's to discuss who agriculture can be better supported; Small business mentoring marketing workshop in Ma; Food regulation session in Aug/Sept, engaged Open Food Network to plan and facilitate 2 x workshops on possible Food and Produce Hub concept. The team have also been actively involved in supporting and liaising with the broader agriculture sector in response to the January storm event in Creswick and surrounds.	In progress and on track

<b>City (Region) of Gastronomy</b>	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	Jun-22	Economic Development and Recreation	Ongoing participation in quarterly meeting with the region. City of Greater Bendigo have completed testing of an online map featuring producers within the region, this is being rolled out in a staged approach, and currently features Bendigo producers, with the expectation that it will be further rolled out throughout the region in 2022. Next City of Gastronomy meeting being to be held in April 2022.	In progress and on track
<b>Central Victorian Goldfields</b>	Partner with other Council's to advocate for the World Heritage Listing of the Central Victorian Goldfields	Operational Budget	Jun-22	Economic Development and Recreation	An online forum of 90 local government Mayors, Councillors, Chief Executive Officers, key staff, Co-Patrons The Hon Denis Napthine AO and The Hon John Brumby AO, as well as representatives from regional tourism bodies and Heritage Victoria was held in March it was communicated how the bid will serve as a catalyst to transform the region, delivering a crucial post-pandemic economic lifeline to the Central Victorian Goldfields region. The working group will soon embark on trying to identify 12 key sites from throughout the entire region that will be put forward for listing.	In progress and on track
<b>Hepburn Shire COVID Stimulus Projects Package</b>	Deliver key COVID stimulus projects including 1. Bullarto Station Tourist Precinct, 2. Creswick Town Hall restoration and 3. Wombat Hill Botanic Gardens enhanced visitation experience.	State Government Regional Infrastructure Fund in partnership with HSC and Community partners. Total package \$2.2M	Jun-22	Major Projects	Creswick Town Hall restoration – HV permit exemption approved. Procurement to seek commercial builder underway, closes 28/4. Award scheduled for May 17 Council meeting. Completion late 2022.  Wombat Hill Botanical Gardens enhances visitation experience - construction and design are underway for the four parts to the Wombat Hill upgrades project. One project has been completed. One project contractor procured for construction. Two projects design are underway. The total project will progressively be completed. The project is to be completed in November 2022.	In progress and delayed

**A DYNAMIC AND RESPONSIVE COUNCIL**

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Pavement Rehabilitation Program</b>	Undertake Councils Annual road rehabil	\$1.41M	Jun-22	Operations	Council's 2021/22 Road Rehabilitation program includes the following large projects <ul style="list-style-type: none"> <li>•Daylesford Clunes Road is complete. The final seal was brought forward and delivered in the Annual reseal program in March 2022 to maximise the Heavy Vehicle grant funding</li> <li>•Lone Hand Road was constructed by Council Works team and completed in March 2022.</li> <li>•Orford St Daylesford was completed in October 2021.</li> <li>•Railway Crescent planning complete with on ground works deferred in the Mid Year Budget Review.</li> </ul>	Completed
<b>Gravel Resheeting Program</b>	Undertake 16 kilometres of Gravel Resh	\$570,000	01-March-2022	Operations	The annual gravel resheeting program was completed in December 2021. The program achieved resurfacing of 14kms of road as identified in the program. Project delivered with some minor savings.	Completed

<b>Implementation of the Local Government Act</b>	Implement changes as required by the L	Operational Budget	01-June-2022	Governance and Risk	The majority of Local Government Act 2020 implementation is complete, with the only remaining plan that needs to be developed in 2022 is the asset management plan and this is on track for adoption by June 2022. The Complaints Policy, Procurement policy, CEO Remuneration and Employment Policy, Staff Code of Conduct, Recruitment Policy and Workforce Plan have been finalised.	In progress and on track
<b>Review and Implement HSC Workforce Strategy and Plan</b>	Develop, in accordance with the Local G	Operational Budget	01-December-2021	Culture and Performance	The 2021 – 2025 Workforce Strategy and Plan developed in consultation with staff was presented to Executive and Councillors for consideration in late 2021. The finalised plan was adopted in December 2021.	Completed
<b>Develop and Implement Gender Equity Action Plan</b>	Develop, in accordance with the Gender	Operational Budget	01-March-2022	Culture and Performance	The Gender Equity Action Plan (GEAP) has been approved by the CEO and made available to all staff, our Gender Equity Advisory Committee and placed on Councils website.	Completed
<b>Customer Service Strategy</b>	Implement a Customer Service Strategy	Operational Budget	01-March-2022	Organisational Services	The scope of project expanded to include the Customer Service Strategy, Customer Service Charter and will consider impact on current Council values. Request for quote developed and to be advertised in May 2022. Project will commence in June and will be finalised in August 2022.	In progress and delayed
<b>Community Vision, Council Plan including Municipal Public Health and Wellbeing Plan.</b>	Finalise and adopt the Community Visio	Operational Budget	01-October-2021	Executive	Community Vision, Council Plan and Municipal Public Health and Wellbeing Plan adopted by Council at the October 2021 Ordinary meeting of Council. Project Complete.	Completed
<b>Priority Projects</b>	Continued advocacy for State and Feder	Operational Budget	01-June-2022	Executive	The Hepburn Shire Advocacy Statement was adopted by Council at the February 2022 Ordinary Meeting. The Statement has been forwarded to all levels of Government to showcase our priority projects and initiatives.	Completed
<b>Risk Management Framework Implementation</b>	Implementation of the Risk Managemer	Carry-forward	01-December-2021	Governance and Risk	Following detailed development and review by Councils Audit and Risk Committee the Risk Management Framework was finalised and adopted by Council at the Ordinary Meeting of Council in December 2021	Completed
<b>Long Term Financial Plan</b>	Adopt a Long Term Financial Plan 2021-	Operational Budget	01-October-2021	Financial Services	The 10 year Financial Plan (Long Term Financial Plan) was adopted by Council at a Special Meeting held on 21 October, 2021. Project complete.	Completed
<b>Council Website</b>	Modernise and upgrade website to mak	\$75,000	01-March-2022	CEO Unit	A website developer (Open Cities) has been selected. Open Cities is an MAV preferred supplier and has developed websites for councils large and small through Victoria.  Community have been able to complete a short survey to let us know what should be considered in the development of the new website, internal data transfer and development of the site is now on target for a go-live date of mid-June 2022.	In progress and delayed

## Carry Forward 2020-21 Annual Plan

### QUALITY COMMUNITY INFRASTRUCTURE

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Creswick Fountain Refurbishment</b>	Repair and reinstate the Creswick fountain to permanent use.	\$42,350	01-June-2021	Operations	Project deferred in Mid Year Budget review.	Cancelled
<b>Hammon Park Facilities Upgrade</b>	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	01-January-2021	Waste, Facilities and Community Safety	Flooding in Creswick severely impacted the Hammon Park Reserve. Internal and external water damage is being assessed before continuing with these works.	In progress and delayed
<b>Glenlyon Recreation Reserve Community Pavilion</b>	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	01-November-2022	Economic Development and Recreation	Project deferred in Mid Year Budget review. Officers to recommence master planning engagement at the site with a view to finalising a Master Plan for adoption by Council.	In progress and delayed

### ACTIVE AND ENGAGED COMMUNITIES

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Community Planning</b>	Work with appointed Charter Groups to review or endorse Community Plans for Lyonville, Glenlyon and District and Hepburn/Hepburn Springs.	Operational Budget	01-May-21	Community Life	The Community Planning program and working with Charter Groups has been delayed, as resources have been targeted to Storm and COVID recovery.	In progress and delayed

### VIBRANT COMMUNITIES

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Artists in Residency Pilot program</b>	Undertake as a pilot an Artist in Residency Programme utilising the Caretakers Cottage at Hepburn Mineral Springs Reserve.	Operational Budget	01-Jun-21	Community Life	Project Cancelled. The project and artist programming will be reconsidered as part of the development of the Arts and Culture Strategy, which is expected to be completed by mid-2022.	Cancelled

### SUSTAINABLE ENVIRONMENT

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Tree Management</b>	Adoption of a Tree Management Plan and 5-Year Street Tree Strategy	Operational Budget	01-Feb-21	Operations	Tree Management Plan and Planting Strategy completed with all feedback responded and incorporated. Documents currently with graphic designer and to be endorsed in May 2022.	In progress and delayed

## Carry Forward 2019-20 Annual Plan

### QUALITY COMMUNITY INFRASTRUCTURE

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Future Water Security</b>	Central Highlands Water partnership for Integrated Water Management (IWM)	Carry-forward	01-Jun-21	Parks and Open Spaces	Project Delivered	Completed
<b>Creswick Trails Project</b>	Undertake a tender process and begin construction on the Creswick Trails.	Carry-forward	01-Jun-21	Major Projects	The Creswick Trails received a planning permit in January 2022. Following this, officers are seeking final permissions and permits required to release a construction tender which is anticipated in May 2022.	In progress and delayed

### ACTIVE AND ENGAGED COMMUNITIES

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Recreation Facilities and Management Models</b>	Complete a study to review the current management models of Community Recreation Facilities	Carry-forward	01-June-2023	Economic Development and Recreation	Project deferred at mid year review	Cancelled
<b>Recreation Facilities – Masterplans</b>	Work with community groups to undertake and adopt masterplans for Glenlyon, Trentham, Doug Lindsay and Clunes Recreation Facilities	Carry-forward	01-November-2022	Economic Development and Recreation	Doug Lindsay Recreation Reserve and the Trentham Recreation Reserve Masterplans have previously been adopted by Council. Officers are working through the development and community engagement for the Daylesford Community Park, Glenlyon and Clunes Recreation Reserves to adoption in 2022.	In progress and delayed

### SUSTAINABLE ENVIRONMENT

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Towards Zero Emissions Roadmap - Streetlights</b>	Continue implementation of the towards Zero Emissions Roadmap by upgrading 133 Street lights as part of the Major Road Lighting Project.	Carry-forward	01-Jun-20	Waste, Facilities and Community Safety	Project almost complete with the last 3 installs being completed by Powercor. The project is set to be finalised by April 2022.	In progress and on track
<b>Waste to Energy</b>	Construct a plant and expand the waste to energy project to full scale (pending the outcome of the current pilot project)	Carry-forward	01-Jun-20	Waste, Facilities and Community Safety	Kerbside collection and processing of organic waste into compost is continuing. Officers are communicating with residents that the trial will continue until September within the original project budget. The process will continue to be improved and refined to help gather knowledge and experience to help council make decisions on future organic Kerbside services.	In progress and on track



**A HIGH PERFORMING ORGANISATION**

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q3 Comments	Status
<b>Governance Software</b>	Purchase, install and implement software to manager and enhance Council's risk and incident management reporting including management of Council delegations	Carry-forward	01-Oct-19	People and Governance	Delayed while recruitment for Manager Governance and Risk underway. With the Risk Management Framework finalised and implemented in December 2021 the next steps will be the exploration to procure software that is built for purpose that will house council's risk management / risk registers and incident management information.	Not yet started
<b>Contractor Management</b>	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	01-Mar-20	People and Governance	Contacto Management Training of staff was completed in 2021, with the planned roll out of an online induction system scheduled to be undertaken in 2022.	In progress and delayed