

Annual Plan 2022/2023

Progress Report Q2

October - December 2022

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

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	Now moving into the installation phase of the project with Creswick being the first site to be installed.	
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	Community engagement for roll out of organic waste service and glass waste service will occur in February/March, with the actual service roll out the service in the 2023/24 financial year. Currently reviewing transfer station operations, including testing, tagging and sale of e-waste. Have purchased a third Electric Vehicle for Council fleet.	
AP23.3	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	In December a proposal was developed by Daylesford Macedon Tourism and sent to market for the development of a 5-year Destination Management Plan (DMP) and supporting Local Area Action Plans for both Hepburn Shire and Macedon Ranges Shire with submissions due in February 2023. Council officers are working with DMT on the	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

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				DMP Project Control Group in addition to implementing the 2023 workforce strategy which will feed into the broader destination management plan.	
AP23.4	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	Memorandum of Understanding 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.	
AP23.5	Flora and Fauna Assessment: Conduct a biodiversity assessment as part of the Creswick Structure Plan.	Strategic Planning	01/09/2022	The Creswick draft biodiversity assessment report has been received, following site inspections and mapping. The draft assessment will be reviewed and will inform the Creswick Structure Plan.	

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	First phase of engagement on A Home in Hepburn discussion paper completed December 2022. The draft action plan is being developed for consideration by Councillors.	
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	Construction of the Community Hub is well underway, with some delays from poor state of existing Mechanics Institute. Expected completion date is now early 2024.	
AP23.8	Disability Access Inclusion Plan: Develop and adopt a new plan.	Community Life	01/12/2022	A new Disability Action Plan was developed with the Disability Advisory Committee. The plan is on public exhibition until 20 January 2023. The Plan will be considered by Council in 2023.	

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Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.9	Aquatics Strategy Implementation: Undertake further detailed investigation and development of a feasibility Study and Business Case for Indoor Aquatics Provision.	Economic Development and Recreation	01/06/2023	In October consultants commenced in the development of the Indoor Aquatics Provision Feasibility Study and Business Case, including background and research work and the development of a project framework, and a stakeholder and community engagement plan. A formal overview of the project framework and timeframe was presented to Councillors in December. In December key external stakeholders and the broader community were provided with a project update.	
AP23.10	Walking and Cycling Strategy: Develop and adopt a Walking and Cycling Strategy.	Economic Development and Recreation	01/06/2023	In October Council received formal advice from the Victorian Government that the Local Sports infrastructure Funding Program submission made to seek a co-contribution to develop the Hepburn Shire Council Walking and Cycling Strategy was unsuccessful. In November a project brief to seek consultants to undertake a Hepburn Shire Wide Integrated Transport Strategy was developed that incorporates the key objectives of the walking and cycling strategy. Submissions close 31 January 2023.	

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On Track



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Not Started



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Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.11	Creating a circular food economy in the Hepburn Shire: Partner with local organisations to increase access to healthy and affordable food.	Community Life	01/06/2023	Council is working closely with partners to build awareness and programs to support a circular food economy in the Hepburn Shire. Council is also working with emergency food relief agencies to understand the demand and access challenges for affordable food within the region for vulnerable populations.	
AP23.12	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	Currently undertaking analysis of all mental health service providers in the region, including accessibility, referral pathways, and Initial Assessment and Referrals (IAR) service levels. This will assist Council in promoting current providers to residents and identifying gaps in service provision for advocacy work to ensure funding parity. Additionally, this gives us an initial engagement with service providers who may be approached during the establishment of the Mental Health Support Network.	

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	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	Range of projects mostly on track, although some delays experienced due to construction industry challenges. Bullarto Station and Creswick Town Hall construction works well underway; Wombat Hill Botanical Gardens construction stage procurement underway.	
AP23.14	Reconciliation Action Plan: Develop and adopt a Reconciliation Action Plan.	Community Life	01/12/2022	A new Reconciliation Advisory Committee has been formed and development of commencement of a new Reconciliation Action Plan has been made a priority and commenced with registration with Reconciliation Australia	

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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	In October an Economics Assessment for the Victorian Goldfields World Heritage Bid was launched at the Creswick Visitor Information Centre. A World Heritage Listing is worth \$1 billion to the Central Victorian Goldfields Region. There was also an announcement that the \$500,000 application for the Regional Development Investment Fast Track funding application was successful. The funding will deliver a region-wide investment Master Plan and list of tentative World Heritage sites for the state to take to the Commonwealth Government.	
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	Request for Quote for major background studies advertised in December 2022. Community engagement program under development.	
AP23.17	Hammon Park Trailhead, Creswick - Construct: Complete construction of the Trailhead at Hammon Park in Creswick	Projects	01/03/2023	Construction of the trailhead at Hammon Park is well underway, despite weather and flooding impacts. Completion is expected early 2023.	

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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	Construction is well underway, with some delays in completion date due to construction sector challenges. Completion expected early 2023.	
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's advocacy efforts were well rewarded with the bid announcement in October that Creswick would host the 2026 Commonwealth Games Mountain Biking Event. Construction of Creswick Trails network is set to commence in early 2023 for completion in mid-2024. The mountain bike network will increase visitation to Creswick and the Shire creating benefits for the local economy, employment and tourism, not just for the Commonwealth Games, but also for many years after with the world class infrastructure that will be in place.	

STATUS



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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	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.19	Youth "ACE" Strategy 2021-2025 Implementation: Implement Youth Strategy to support the delivery and opportunities to young people in the Shire.	Community Life	01/06/2023	Creation of the "ACE" youth development Action Plan is complete with a range of activities planned under the following focus areas: Mental Health, Climate Action, Gender Equity, Inclusion and Diversity, Youth Health and Wellbeing, Social Community Connection, Personal Growth and Development, Youth Agency and Empowerment. The actions are strongly aligned with Advocating, Celebrating and Elevating young people aged 12 - 25 living, working, or studying within Hepburn Shire	
AP23.21	Hepburn Shire Traineeships Program: Creation of new traineeship opportunities within Council.	Culture and Performance	01/06/2023	Council has advertised for four trainee roles and appointed one. Three roles remain vacant, currently reviewing and re-advertising while also working with alternate areas within Council including Outdoor crews to expand the program to attract more trainees. Also, working with LGPro to expand program awareness into marginalised groups as adult traineeship opportunity.	

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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	November Project Advisory Group meeting held. The Small-scale Artisan Agriculture Grants Program has been implemented. Project evaluation for the project commenced.	
AP23.23	Attraction of significant events: Advocacy and attraction of significant events that align with Council's Event Strategy.	Economic Development and Recreation	01/10/2022	A number of community events took place including the Dean Sheepdog Trials, Lyonville Hall Bake Off, Remembrance Day Services, Glenlyon Antiques and Collectables Fair, Daylesford and Kingston Agricultural Shows, Creswick Garden Lovers weekend, Christmas in Clunes and Daylesford New Years Eve Parade.	
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	Currently in recruitment phase, with role anticipated to be filled in March.	

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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	Responses provided to draft EES chapters and reports through the DELWP Technical Reference Group.	
AP23.26	Customer Service Strategy Development: Develop and adopt a whole of Council Customer Service Strategy and Charter.	Culture and Performance	01/10/2022	Consultant engaged and staff consultation has occurred with the draft strategy produced and undergone consultation with staff. A revised draft Customer Service Strategy to be presented to the Executive Team in February for adoption.	
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.	

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Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
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.	
AP23.29	ICT Transformation Project: Implementation of the ICT Strategy.	ICT	01/06/2023	The ICT Strategy and Roadmap is being finalised and will be presented to Councillors briefing by March 2023 prior to finalisation and adoption. Core activities including disaster recovery works have occurred and a number of security upgrades have already been completed.	
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 March 2023 for consideration as part of the 2023/24 budget process.	

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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	Work to identify possible additional benefits completed, identified benefits to be analysed to assess feasibility to Council. A number of tools have been implemented and will be formalised in an Employer Value Proposition.	
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	The project to review short term accommodation requirements including minor improvement and interim team locations is underway. Planning has begun for the longer-term community and staff accommodation project, now the REX sale is finalised.	
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. The Consultant is now preparing the draft condition audit report for review by Council which is expected in early 2023. The Consultant is also preparing Council's Building Asset Management Plan in line with Council's Asset Management Framework.	

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Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.34	Gender Equity Action Plan: Implement 2022-23 actions detailed in the Gender Equity Action Plan.	Culture and Performance	01/06/2023	Actions delivered on this plan include; implementing anonymous online reporting; conducted respectful behaviours training to staff; recruitment process and recruitment panel review; and a mentoring program established. Additional actions being undertaken currently include the investigation of training for all staff and the development of a special measures recruitment policy.	

STATUS



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Cancelled