

Annual Plan 2022/2023

Progress Report – Q4

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

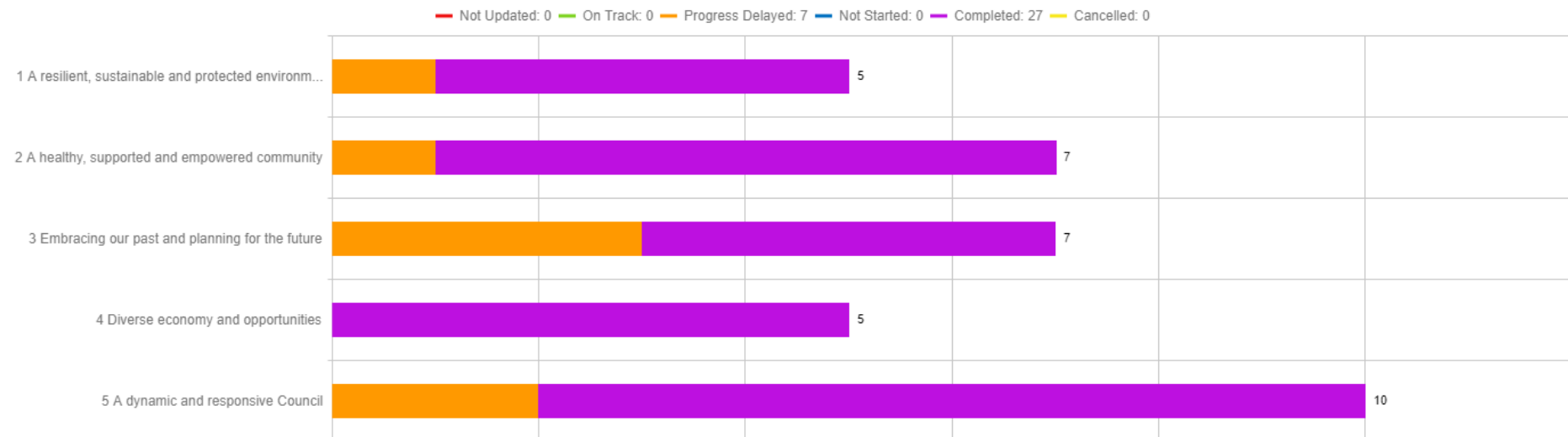
# Hepburn Shire Council - Annual Plan Progress Report

## About this Report

Every financial year, Council compiles an Annual Plan featuring a selection of projects and key initiatives slated for completion for that year. This plan serves as a progress tracker for the objectives outlined in the 4-year Council Plan. However, it only presents a sample of the budgeted projects and isn't an all-inclusive list of what Council will deliver.

Given the nature of the annual plan, the objective is to finish actions related to the listed projects within a year. However, it is understood some larger or more complex projects may require more than a year to finalise. The term 'completed in this report implies that the annual tasks have been finished, rather than the entire project.

This report, produced every 3 months, provides an update on the progress against projects and initiatives included in the Annual Plan 2022/2023 for the quarter period.



### 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
<b>AP23.1</b>	<b>Vehicle Charging Stations:</b> 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	Two of the three planned electric vehicle charging stations have now been installed. Creswick's charger started operation in June 2023 and Hepburn Springs' due to come online in July 2023. The Trentham charger is ready to be installed pending progression of Trentham Hub site construction and carpark development.	
<b>AP23.2</b>	<b>Sustainable Hepburn:</b> 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	In 2022/23, Council successfully delivered projects including Solar Savers, Circular Economy Stage 2, Climate Adaptation Toolkit & Workshops, Healthy Landscapes (Regenerative Agriculture) under the Sustainable Hepburn Initiative. Furthermore, we launched Community Sparks (Neighbourhood Battery Initiative), set up a governance model for Sustainable Hepburn, started an e-newsletter, and strengthened our climate action and strengthened our relationship with Djaara on caring for country and climate action.	
<b>AP23.3</b>	<b>Destination Management Plan:</b> 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	Daylesford Macedon Tourism and Urban Enterprise finished community and business consultations, delivering a draft Strategic Framework for the Destination Management Plan and Local Area Action Plans to Councillors. They used various engagement methods like Creswick and Daylesford workshops, stakeholder interviews and surveys.	

### STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

## Hepburn Shire Council - Annual Plan Progress Report

<b>AP23.4</b>	<b>Linking sustainability and public health:</b> 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	Central Highlands Rural Health and Hepburn Shire Council have signed a Memorandum of Understanding and are jointly implementing 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.	
<b>AP23.5</b>	<b>Flora and Fauna Assessment:</b> Conduct a biodiversity assessment as part of the Creswick Structure Plan.	Strategic Planning	01/09/2022	A biodiversity assessment for Creswick township and surrounds has been prepared to inform work on the Creswick Structure Plan.	

### STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

# Hepburn Shire Council - Annual Plan Progress Report

## 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	<b>Affordable long-term housing:</b> Advocate for involvement in the Victorian State Government's Big Housing Build Program.	Strategic Planning	01/06/2023	The draft Affordable Housing Strategy and Action Plan was made available for public comment. Submissions will be considered, and a final strategy presented for consideration by Council later in 2023. Regular contact and advocacy to Homes Victoria continues.	
AP23.7	<b>Trentham Community Hub:</b> 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. Completed work includes groundwork, footings and car park construction, with structural work to both the old building and the new section underway. Completion expected in March 2024.	
AP23.8	<b>Disability Access Inclusion Plan:</b> Develop and adopt a new plan.	Community Life	01/12/2022	The Hepburn Shire Council Disability Action Plan was finalised and adopted at the at the February 2023 Council meeting	
AP23.9	<b>Aquatics Strategy Implementation:</b> Undertake further detailed investigation and development of a feasibility Study and Business Case for Indoor Aquatics Provision.	Economic Development and Recreation	01/06/2023	Phase One Community and Stakeholder Engagement was undertaken throughout the last quarter period. Following the analysis of the consultation results, a draft Preliminary Options and Feasibility Discussion Paper and draft consultation report will be presented to Council for consideration later in 2023.	
AP23.10	<b>Walking and Cycling Strategy:</b> Develop and adopt a Walking and Cycling Strategy.	Economic Development and Recreation	01/06/2023	The Integrated Transport Strategy, which includes Walking and Cycling goals, is advancing under the Strategic Planning Program - Future Hepburn. External experts have been engaged to lead this project, which is expected to progress in the second half of 2023.	

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On Track



Progress Delayed



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Not Started



Cancelled

## Hepburn Shire Council - Annual Plan Progress Report

<b>AP23.11</b>	<b>Creating a circular food economy in the Hepburn Shire:</b> 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. Adoption expected in early 2023/24.	
<b>AP23.12</b>	<b>Improved mental wellbeing within the community:</b> 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	Council continues to work closely with Central Highland Rural Health to ensure adequate Mental Health networks are run on a regular basis. Council is working with the new Mental Health team to ensure all stakeholders are aware of the network and referral processes throughout the shire.	

### 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	<b>COVID Stimulus Infrastructure Projects:</b> Continue to deliver key stimulus funded projects including, Bullarto Station Tourist Precinct, Creswick Town Hall and Wombat Hill Botanical Gardens	Projects	01/06/2023	Council has successfully completed and opened the Creswick Town Hall. Despite construction industry challenges causing delays, Bullarto Station Project is progressing, now reaching the cladding installation stage. Meanwhile, the final designs for Wombat Hill Botanical Gardens have reached the heritage approval stage.	
AP23.14	<b>Reconciliation Action Plan:</b> Develop and adopt a Reconciliation Action Plan.	Community Life	01/12/2022	Council Officers have now completed the recruitment for the Reconciliation Officer and continues to liaise with Reconciliation Australia to develop a new Reconciliation Action Plan. The next steps are to advance community consultation and stakeholder engagement during 2023/24	
AP23.15	<b>UNESCO Goldfields World Heritage:</b> Partner with other Council's to advocate for UNESCO World Heritage Listing of the Central Victorian Goldfields.	Economic Development and Recreation	01/06/2023	The Victorian Goldfields UNESCO World Heritage bid received a boost from the \$3.8 million announced in the Victorian Budget for championing Victoria's outstanding heritage. Officers contributed to the draft World Heritage Sustainable Tourism Master Plan. The steering committee is expected to adopt this document at their July 2023 meeting.	

### STATUS



On Track



Progress Delayed



Completed






Not Started



Cancelled



## Hepburn Shire Council - Annual Plan Progress Report

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.16	<b>Strategic Planning Work Program:</b> 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	Council's Future Hepburn strategic planning program is underway with the first phases of engagement for an agricultural land and rural settlement strategy and 5 township structure plans due to be completed by the end of June 2023. The second phase of engagement will involve co-design workshops with the community and stakeholders scheduled for October 2023.	
AP23.17	<b>Hammon Park Trailhead, Creswick - Construct:</b> Complete construction of the Trailhead at Hammon Park in Creswick	Projects	01/03/2023	The Hammon Park Trailhead project has been completed and is now open for use by the community and its visitors.	
AP23.18	<b>Trentham Sportsground Pavilion - Construct:</b> Complete construction of the pavilion and change facilities.	Projects	01/12/2022	The Trentham Sportsground Pavilion project has been completed and is now operational.	

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On Track



Progress Delayed



Completed



Not Started



Cancelled

## Hepburn Shire Council - Annual Plan Progress Report

Action Code	Strategic Action	Business Unit	Due Date	Comments	Status
AP23.19	<b>Youth "ACE" Strategy 2022-2030 Implementation:</b> Implement Youth Strategy to support the delivery and opportunities to young people in the Shire.	Community Life	01/06/2023	The ACE Youth Development Strategy 2022 - 2030 has completed its first year. Key successes include the Junior lifeguard project becoming a permanent pool staff recruitment strategy, the continuation of Free Freeza events to tackle social isolation and mental health issues, a growth in membership of the Queer book club which is now considering a youth development model, and the inclusion of targeted programs for 8-12 and 12-18 age groups in ongoing school holiday activities. The Council has also signed an MOU to start a 2-year trial of the Young Mayor's project.	
AP23.20	<b>Key Projects Advocacy:</b> 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 Officers continue to advocate for financial assistance from State and Federal Governments to help realise our Shire's community's vision 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.	

### STATUS



On Track



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
AP23.21	<b>Hepburn Shire Traineeships Program:</b> Creation of new traineeship opportunities within Council.	Culture and Performance	01/06/2023	Council have three trainees engaged within various departments of the organization. . In collaboration with LGPro, Council is working to expand traineeship opportunities for marginalized groups. The traineeship program has been successful for both Council and the trainees.	
AP23.22	<b>Artisan Agriculture:</b> 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	<b>Attraction of significant events:</b> Advocacy and attraction of significant events that align with Council's Event Strategy.	Economic Development and Recreation	30/06/2023	Spudfest was successfully held in May 2023 with an estimated 5,000 people in attendance. Other supported events included Pig & Whistle cycling event at Hammon Park which marked the first of many events to be held at this location, attracting about 1000 cyclists. The Anderson Mill Heritage weekend, Bullarto Tractor Pull, and the Daylesford Collectibles all received support through the fourth quarter 2023. Additionally, significant advocacy led to the return of the Borealis event in July 2023.	
AP23.24	<b>Circular Economy Officer:</b> Employment of a Circular Economy officer to	Waste, Facilities and Community Safety	01/09/2022	The new Circular Economy Officer, who started in February 2023, has been actively collaborating with teams	

### STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

## Hepburn Shire Council - Annual Plan Progress Report

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investigate and drive investment in circular economy initiatives relevant to the Shire.

on numerous Circular Economy initiatives. This includes developing a Circular Economy Toolkit and Roadmap, acquiring the Aspire software platform for resource recovery and a focus on improving Daylesford transfer station.

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### STATUS



On Track



Progress  
Delayed



Completed



Not Started






Cancelled

# Hepburn Shire Council - Annual Plan Progress Report

## 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
<b>AP23.25</b>	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	Council provided a submission to the VNI West Additional Consultation Report acknowledging that the proposed Mount Prospect Terminal Station has been removed from the project but that the community has ongoing concerns. Their concerns relate to the proposed route of VNI West and Western Renewables Link and the impact on shire communities of the project's upgrading to 500 kV along the entire length from Sydenham to Bulgana (and on to NSW).	
<b>AP23.26</b>	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 (Working Together Delivering Better) was approved by Executive Team and provided to Councillor briefing in April 2023. Implementation of strategy and roll out of staff training will be led by new Customer Experience Coordinator in 2023/24.	
<b>AP23.27</b>	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.	

### STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

## Hepburn Shire Council - Annual Plan Progress Report

<b>AP23.28</b>	<b>Community Engagement Staff Training Program:</b> Deliver a Community Engagement training program for staff.	Engagement Specialist	01/06/2023	In September 2022, 30 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. The training was extended to Councillors and the Executive Team in March 2023.	
<b>AP23.29</b>	<b>ICT Transformation Project:</b> Implementation of the ICT Strategy.	ICT	01/06/2023	Council's ICT Strategy and Roadmap has been completed, with the implementation to be rolled out over the next five years.	
<b>AP23.30</b>	<b>Review of Council Services and Programs:</b> Providing options to Councillors for undertaking service reviews of programs, and services offered by Council.	Grants and Corporate Reporting	01/04/2023	A contractor was 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 will be completed no later than December 2023, slightly later than expected, however implementation of reviews will be able to be undertaken in 2023/24.	
<b>AP23.31</b>	<b>Employer Value Proposition:</b> Develop Employer Value Proposition and tools to market HSC more effectively as an employer.	Culture and Performance	01/03/2023	Throughout the year work has been undertaken to ensure that our workplace culture reflects an excellent proposition for potential employees. These actions will continue in 2023 with the aim to finalise remaining elements of the EVP in 2024 that is attractive and reflective of the employee experience. Two PULSE staff surveys were conducted during the year (November and May) with actions workshop with staff and implementation underway.	

### STATUS



On Track



Progress Delayed



Completed






Not Started



Cancelled

## Hepburn Shire Council - Annual Plan Progress Report

<b>AP23.32</b>	<b>Daylesford Community Facilities and Staff Accommodation:</b> Planning and scoping of Daylesford Community facilities and staff accommodation options.	Waste, Facilities and Community Safety	01/06/2023	A project manager has been assigned to undertake preliminary scoping and development of process in readiness for the Birch Ward Community Facilities project and the Staff Accommodation project. The Project Management department will be providing a proposed next steps approach and timeline for Councilors to consider and approve.	
<b>AP23.33</b>	<b>Asset Condition Assessments:</b> Undertake building condition assessment on Council owned facilities.	Operations	01/06/2023	All building inspections and assessments have been completed and the condition audit report has been finalised. The future building renewal program is being revised by officers based on the audit data to spread the recommended works and resulting expenditure over a manageable period of time.	
<b>AP23.34</b>	<b>Gender Equity Action Plan:</b> Implement 2022-23 actions detailed in the Gender Equity Action Plan.	Culture and Performance	01/06/2023	Actions for the Action Plan (multi-year) are on track for completion including some achievements ahead of timelines. Actions implemented during 2022/23 include: Online anonymous reporting, GIA training an awareness, gender and diversity included in new induction program, inclusion of a 'quiet room' in Duke St office, customer service strategy with staff boundaries, increased incident reporting, revision of recruitment policy including recruitment panels, reboot of Personal Development Program (PDP) process, enablement of employee controlled personal data through Employee Self Service.	

### STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled