

2023/24

Annual Plan



Progress Report – Q2

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

Other Plans and Strategies

All other Council Plans and Strategies

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	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP23.1	1.1	Adapt to and mitigate climate change to reach net-zero community emissions by 2030	Vehicle Charging Stations: Partner with Hepburn Energy and Chargefox to install three electric charging stations in Creswick, Hepburn Springs and Trentham.	Operations	01/01/2023	Creswick and Hepburn Springs charging stations installed. Trentham charging station procured with site design completed. To be installed in line with the completion of the Trentham Hub project.	
AP24.1	1.1	Adapt to and mitigate climate change to reach net-zero community emissions by 2030	Hepburn Shire Council Sustainability and Climate Change Policy: Adopt a Hepburn Sustainability and Climate Change Emergency policy and commence embedding this into Councils operations and decision-making processes.	Operations	28/06/2024	Initial scope completed major components such as procurement and aligning with strategic planning work underway. Request for quote for consultant scheduled for March.	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.2	1.5	Protect and regenerate the natural resources of the Shire including soils, water and ecological systems, from both current and future threats	Let's Rethink Waste - FOGO Collection Service: Rollout of a new Food Organics and Garden Organics (FOGO) bin collection service across the townships in the Shire with a goal to reduce landfill and create opportunities for resource recovery and re-use.	Operations	30/04/2024	Kerbside collection contract variation to accommodate the food and garden kerbside collection awarded at the Ordinary December Council Meeting. Transfer station upgrade works for Food and Garden Organics scheduled mid-January for completion in late February. Food and Garden Organics bin purchase and delivery contract awarded with delivery scheduled for mid-March. Educational videos for community in final draft expected release mid-January.	
AP24.3	1.5	Protect and regenerate the natural resources of the Shire including soils, water and ecological systems, from both current and future threats	Sustainable Hepburn Community Advisory Committee: Create a Sustainable Hepburn Community Advisory Committee to assist community support, involvement and partnership towards a sustainable Hepburn.	Operations	28/02/2024	Sustainable Hepburn Community Advisory Committee adopted in the Ordinary October 2023 Council Meeting with the first meeting completed 30 November 2023.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.4	1.5	Protect and regenerate the natural resources of the Shire including soils, water and ecological systems, from both current and future threats	Roadside Conservation: Continue environmental services with an increased focus on weed management and roadside vegetation management including development and implementation of a Roadside Conservation Strategy.	Operations	28/06/2024	Council continues to manage municipal roadsides environmentally including monitoring general vegetation and attending to weeds as resources permit. Officers are currently preparing an updated Roadside Conservation Strategy which will guide Council and the broader community in this space.	

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	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP23.10	2.3	Optimise the use of public spaces to increase participation and community connection	Walking and Cycling Strategy: Develop and adopt a Walking and Cycling Strategy.	Economic Development and Recreation	01/06/2023	Action has now been incorporated into the AP24.19 Action - Shire Wide Integrated Transport Strategy.	
AP24.5	2.1	Support appropriate land use and accommodate more affordable long-term housing within townships that conforms with the character of the area.	Review of Short Term Accommodation: Review possible regulation of short-term rental accommodation to assist with permanent rental housing supply, while still allowing for a diverse and sustainable base of tourist accommodation to support the local economy.	Strategic Planning	30/06/2024	The Victorian Government's announcement of a Short Stay Levy in 2024 together with its proposed restrictions on local regulations, clashes with this Strategy Action. The possible impacts of the Levy on affordable housing and tourism in the Shire are being reviewed, together with an advocacy approach to ensure that there is an equitable distribution of funding allocated to regional Victoria.	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.6	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Advocating for Improved Health Services: Council will advocate for access to high quality health services across the Shire, including early years program and through the upgrade of Daylesford Hospital.	Economic Development and Recreation	30/06/2024	Stakeholder participation in the Community Support and Services Network and the Early Years Network has increased over the last quarter to understand local service needs, provision and gaps. The Memorandum of Understanding with Central Highlands Rural Health continues to build collaborative approaches to program delivery and health promotion messaging.	
AP24.7	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Best Start, Best Life - Kinder Infrastructure and Workforce Planning: Deliver the Best Start, Best Life program funded by the Victorian Government. This will involve an audit and analysis of the all Kindergarten facilities and early years workforce needs across the region into the future.	Economic Development and Recreation	30/06/2024	Quotes have been received for contractor services and assessment panel will be formed next quarter to determine successful contractor. Early Years survey closed and officers are collating hard copy responses from families so the full data can be analysed to inform the Kinder Infrastructure and Workforce Development Plans.	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.8	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Storm Rectification and Road Repair Works: Continuation of Hepburn Shire's ongoing Storm Rectification Works program that includes the ongoing repair of sealed roads damaged by floods.	Emergency Management	30/06/2024	Council flood and storm repair works are ongoing, with staff, agencies, and contractors working to ensure all damaged roads and assets are restored and made safe. 223 of the 269 roads and shoulders impacted between the October 2022 floods and the June 2023 storm have been repaired, at an estimated cost of \$6.5 million.	
AP24.9	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Dusk to Dawn Cat Curfew Rollout: Implement and enforce a cat curfew (effective from 1 July 2023) from dusk to dawn as part of the Domestic Animal Management Plan 2021-2025.	Waste, Facilities and Community Safety	30/09/2023	Enforcement of the cat curfew continues, but is reactive only due to resource challenges. A key challenge is the availability of a nearby and reliable pound. We have recently been informed that Ballarat is currently not accepting any additional cats.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.10	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Community Recovery Hub: Deliver community recovery and resilience activities across Hepburn Shire building resilience of community members to respond to and recover from emergency risks in the Shire.	Emergency Management	30/06/2024	Senior Community Recovery Officer commenced on 30 August 2023, and scoping and co-design of recovery and resilience activities and initiatives for communities in Hepburn impacted by emergencies has begun. Delivered under Emergency Recovery Victoria's Community Recovery Hub grant program, recovery and resilience projects will be delivered in partnership with community and neighboring Councils.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.11	2.3	Optimise the use of public spaces to increase participation and community connection	Central Springs Mineral Reserve, Daylesford - Stage One Development: Enhance the visitor experience of our Mineral Springs by delivering accessibility and water quality improvements at Central Springs Mineral Reserve at Lake Daylesford.	Operations	30/06/2024	Council have awarded a construction contract to Naturform Pty Ltd at the December Ordinary Meeting of Council. Construction works include, but not limited to mineral springs bore improvements, shelter construction and landscaping works in accordance with the adopted master plan. Works are schedule to commence in January 2024 with the project expected to take 6 months to complete and finished in July 2024.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.12	2.3	Optimise the use of public spaces to increase participation and community connection	Recreation Masterplans for Clunes and Glenlyon: Prepare detailed designs for Clunes Recreation Reserve Masterplan and Glenlyon Recreation Reserve Masterplan, including detailed designs on the new Glenlyon Pavilion.	Economic Development and Recreation	31/03/2024	Community engagement on the draft Queens and Pioneer Park Masterplans completed and will progress to Council for consideration of adoption next quarter. The Clunes Community Project Advisory Group has been established and two meetings convened in November and December 2023. A consultant was engaged to undertake flood modelling work which will inform the final pavilion location, Glenlyon Recreation Reserve Masterplan and pavilion design.	
AP24.13	2.3	Optimise the use of public spaces to increase participation and community connection	Aquatics Business Case Development: Finalise a business case on aquatics provision within the Shire, as informed by the 2022 Hepburn Shire Aquatics Strategy.	Economic Development and Recreation	31/12/2023	Reporting to Council on the draft Indoor Aquatics Provision Final Options and Feasibility Discussion Report was undertaken. Additional structural auditing of existing pool shells required to inform further consideration by Council on the final options and feasibility report anticipated April/May 2024.	

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	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP23.13	3.1	Partner with and empower our Traditional Owners and broader community to acknowledge, understand, celebrate, and preserve our area's cultures, traditions, and environs	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	Covid stimulus Infrastructure Project works at Creswick Town Hall and the Wombat Hill Botanic Gardens have been completed. Works at Bullarto Station are nearing completion with an expected completion date of December 2023.	
AP23.14	3.1	Partner with and empower our Traditional Owners and broader community to acknowledge, understand, celebrate, and preserve our area's cultures, traditions, and environs	Reconciliation Action Plan: Develop and adopt a Reconciliation Action Plan.	Culture and Performance	01/12/2022	This action has been transferred to an action in the 2023/24 Annual Plan (AP24.15 Innovate Reconciliation Action Plan).	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP23.16	3.2	Protect and enhance the existing character of our towns and rural settings through community-inclusive strategic planning to strengthen planning controls on growth and development	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.		01/06/2023	Action is now being delivered as part of the Future Hepburn (AP24.16). we have completed second phase of community engagement and will be preparing over the next months to put draft township structure plans (Trentham, Glenlyon, Daylesford/Hepburn, Clunes & Creswick) to community for comment in March/April 2024.	
AP24.14	3.1	Partner with and empower our Traditional Owners and broader community to acknowledge, understand, celebrate, and preserve our area's cultures, traditions, and environs	Arts and Culture Strategy: Finalise and adopt an Arts and Culture Strategy that provides support to local artists who enrich community wellbeing by providing cultural experiences.	Economic Development and Recreation	31/12/2023	Council officers have worked with Djaara to integrate their feedback into a draft Arts and Culture Strategy which is anticipated to be presented to Council's Executive Team and Councillors next quarter, seeking endorsement to release for public exhibition.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.15	3.1	Partner with and empower our Traditional Owners and broader community to acknowledge, understand, celebrate, and preserve our area's cultures, traditions, and environs	Innovate Reconciliation Action Plan: Develop and adopt a new Reconciliation Action Plan to ensure an inclusive community, reduce racial discrimination, identify and acknowledge issues requiring actions of reconciliation.	Culture and Performance	30/06/2024	<p>Council has worked towards creating a new Internal advisory body to assist with the development of the new Reconciliation Action Plan Innovate. This body will work in collaboration with the external Reconciliation Advisory committee and DJAARA corporation.</p> <p>The due date for developing the draft and presenting to Council is proposed to be extended to September. This allows for the organisation and Councillors to focus on the large strategic pieces which are due pre-EOFY (LTFP, Strategic Planning) and ensure that the RAP is well considered and developed.</p>	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.16	3.2	Protect and enhance the existing character of our towns and rural settings through community-inclusive strategic planning to strengthen planning controls on growth and development	Future Hepburn: Continuation of Hepburn's key strategic planning program through the development of town structure plans, agricultural land and rural settlement strategy, integrated transport strategy and other supporting technical studies.		30/06/2024	We are on track to have the draft structure plans out for community consultation in March 2024. we have completed deliberative consultation with the community & are now expecting draft structure plans for first internal review Dec/Jan. Our Rural Strategy will be drafted and out for public comment in Feb/Mar 2024.	
AP24.17	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Daylesford Town Hall Restoration Stage 1: Award tender for the delivery of priority structural and electrical repair works to the Daylesford Town Hall to conserve our important heritage asset.	Operations	30/06/2024	Switch board repairs completed. Tender for conservation architect to be released early January 2024 with full package completed early 2024. Construction tender and award slated for mid - 2024 with construction works to start September 2024.	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.18	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Creswick Trails Construction: Achieve construction delivery milestones to enable the 60km of trails to be completed in December 2024.	Projects	30/06/2024	With a construction contract awarded in January 2023, progress is well underway on the construction of the Creswick Trails with approximately half of the trails complete.	
AP24.19	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Shire Wide Integrated Transport Strategy: Adopt a 10-year integrated transport strategy for improved connections for the community through the various modes of transport including active transport such as walking and cycling.		31/05/2024	Council has awarded the tender to Movement & Place who are undertaking a Shire wide Intergrated Transport Strategy and specific township transport analysis for each structure plan. Public survey has closed & we are now in the process of preparing the draft strategy - planned for public consultation in early 2024.	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.20	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Completion of Trentham Hub Construction : Complete construction and open the new Trentham Community Hub for the community.	Projects	31/03/2024	Following successful tender award, construction works are progressing steadily on the Trentham Community Hub. Structural works including wall and roof framing are complete with cladding and sheeting works currently in progress with an expected completion date of March 2024.	
AP24.21	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Historic Wheelers Bridge in Lawrence: With financial assistance from the Australian Government, begin construction on the historic Wheelers Bridge in Lawrence.	Operations	31/03/2024	Design work for the project is in the final stages with the detailed structural design work the final element to complete. Upon completion of the design work, the project is scheduled to be tendered in March 2024 with an anticipated construction commencement date in mid-2024.	

STATUS



On Track



Progress Delayed



Completed



Not Started




Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Diverse economy and opportunities

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

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.22	4.1	Work in partnership to attract and retain young people in our area through the provision of improved digital connectivity, education opportunities, employment pathways, affordable housing, improved public and active transport options, and leadership opportunities	Hepburn Shire Young Mayors Program: Provide leadership and development opportunities for young people to increase youth advocacy and leadership by delivering the trial Young Mayors Program through peer led election of Youth Council Members.	Economic Development and Recreation	30/06/2024	New Young Mayors Officer position was advertised by Foundation for Young Australians and planning has begun for the launch of the program anticipated in March 2024.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.23	4.3	Support and facilitate a diverse and innovative local economy that encourages an increase of local businesses with diverse offerings to achieve positive social, economic and environmental impacts	Enhancing Hepburn's Digital Planning and Reporting Capability: With the financial assistance from the Victorian Government, deliver digital enhancements to modernise Council's planning services and improve the customer experience.	Planning and Building	30/06/2024	Funding has been obtained and a dedicated resource has been hired to advance this project. The scope, objectives and measures have been set.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.24	4.3	Support and facilitate a diverse and innovative local economy that encourages an increase of local businesses with diverse offerings to achieve positive social, economic and environmental impacts	Destination Management Planning: Work with our tourism partners, Daylesford Macedon Tourism and Tourism Midwest Victoria to develop Destination Management Plans to support the Shire's visitor economy and provide foundations for sustainable growth which balances economic priorities with social, environmental and cultural factors in the region.	Economic Development and Recreation	30/04/2024	Daylesford Macedon Tourism finalised their Destination Management Plan and Local Area Action Plan for Hepburn Shire in late December. It is anticipated to be operational in February 2024 after a final review by Council's executive team and informing the council plan. Engagement continued on the development of a Destination Management Plan for Tourism Midwest Victoria, which covers the west of Hepburn Shire, including initial drafting of key themes and pillars arising from the engagement.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.25	4.3	Support and facilitate a diverse and innovative local economy that encourages an increase of local businesses with diverse offerings to achieve positive social, economic and environmental impacts	Mineral Springs Awareness Campaign: Through funding from the Victorian Government, develop marketing tools to raise the awareness and understanding of Mineral Springs in the region for locals and visitors.	Economic Development and Recreation	30/06/2024	Project briefs have been drafted to seek consultants to design maps of mineral springs in Victoria and a separate brief to create collateral (videography and images) of Springs around the state. This collateral will feed into a web page for mineral springs in Victoria and also physical displays in visitor information centres around the State.	
AP24.26	4.3	Support and facilitate a diverse and innovative local economy that encourages an increase of local businesses with diverse offerings to achieve positive social, economic and environmental impacts	Build the Capacity of Event Organisers: Develop tools and templates to assist event organisers to build the capacity of the event industry to continue to deliver and enhance successful, sustainable and compliant events.	Economic Development and Recreation	30/06/2024	Event Toolkit was made available on Council's website in December 2023 and communications plan commenced being implemented on highlighting this resource to event managers. This included emails sent to all event managers and social media posts. Further communications will be rolled out in the coming months to steer the community towards the resource.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.27	4.4	Develop and promote the circular economy to diversify our local economy and support our sustainability goals	Circular Hepburn: Support and transition Hepburn to a circular economy by providing support to our businesses and community, and embedding sustainable practices into Council operations, based on the three pillars of the circular economy - rethinking waste, keeping materials in circulation and regenerating natural systems.	Operations	30/06/2024	Circular Hepburn framework and road map to be released early 2024. Circular Economy Business breakfast hosted successfully November with businesses trialing Circular Economy toolkit. Community transfer station workshop completed September with a number of initiatives identified for future master planning. Aspire platform (shared business resource exchange platform) progressing well with more sign ups every month.	

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	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP23.30	5.3	A sustainable and agile organisation with strong corporate governance that supports excellent operations	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	Annual Plan 22-23 Initiative has been rolled over into new annual plan action AP24.29.	
AP23.31	5.4	Improve staff resourcing, support, and capacity building	Employer Value Proposition: Develop Employer Value Proposition and tools to market HSC more effectively as an employer.		01/03/2023	With transition in the People & Culture team, delays in developing the EVP have resulted. To allow for the commencement of a new Manager People & Culture, and effective organisational consultation to build an employee lead EVP, the due date has been revised to 28 June 2024.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.28	5.2	Actively communicate, inform and engage with our community about events and decision-making	Working Together - Delivering Better: Commence implementing the new Working Together - Delivering Better Service Strategy through the delivery of all Council staff training to enable Council to continue to improve the way we work and deliver excellent customer service.	Culture and Performance	31/03/2024	Five actions from the strategy have been actioned. They include delivery of customer interaction training sessions which offered closing the loop learning; as well as education around the boundaries that we enforce; the creation of Council contact card has been designed provided ease of contact for our community; and Policy on unreasonable behavior has been developed and put forward.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.29	5.2	Actively communicate, inform and engage with our community about events and decision-making	Council Services Review: Prepare and undertake Service Summaries to provide insight to the cost, resources required, challenges and opportunities of each Council Service.		31/12/2023	The development of Service Summaries is completed, however the implementation of reviewing these summaries continues. Our staff have completed a service summary template for each service, which offer a comprehensive overview of the service, including its costs, relevant legislative context, and key risks and opportunities. These summaries have been shared with Councillors during a workshop prior to Christmas 2023, and Councillors will consider the data during the development of the 2024/25 Budget and updated 10-year Financial Plan.	

STATUS



On Track



Progress Delayed



Completed





Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.30	5.3	A sustainable and agile organisation with strong corporate governance that supports excellent operations	Review of 10-year Long Term Financial Plan: Conduct a review of Council's 2021-2031 Long Term Financial Plan to ensure that Council is investing in the assets and services that reflect the communities' values.	Financial Services	31/12/2023	Review of the Long Term Financial Plan has commenced and an initial presentation was made to the Executive Team on 25 September 2023. An all day workshop was conducted with the Councillors and the Executive team on 27th November with a follow up session on 5 December at Council Briefing. This has provided an overview of assumption and levers available to influence the LTFP. Further sessions will be held during the first six months of 2024 (in line with budget development) and the LTFP will be adopted in June 2024.	
AP24.31	5.3	A sustainable and agile organisation with strong corporate governance that supports excellent operations	Cyber Security Enhancements for Council: Deliver a suite of ICT enhancements to provide greater security over Council's day-to-day operations.	ICT	30/04/2024	Work has commenced on the Cyber Security project with several activities on-track for completion prior to the end of the financial year that will improve our cyber stance and VDPSF compliance. ICT and Governance departments are working on this project as a joint initiative.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.32	5.2	Actively communicate, inform and engage with our community about events and decision-making	Risk Management Framework Implementation: Undertake a review of Council's risk management policies and practices and establishment of updated Risk Registers.	Governance and Risk	30/06/2024	Risk Management Framework Implementation is underway. Strategic and Operational Risk Registers are in draft, with staff training planned for March 2024.	
AP24.33	5.5	Strong asset management and renewal	Staff Accommodation and Community Facilities: Undertake scoping and planning of staff accommodation and Birch Ward facilities.	Projects	31/03/2024	The staff accommodation project is currently in the planning stage; the project has been divided into three stages—short, medium, and long-term. The short-term is planned to be completed in Dec/2023.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Progress Update	Status
AP24.34	5.6	Be a leader in gender equality and equity and promote respect and safety in our community	Gender Equity: Continue to implement Council's Gender Equity Plan with a focus on embedding an inclusive culture that respects diversity by providing a safe workplace for Council Staff and ensuring that we have transparent, fair and gender diverse recruitment practices.	Culture and Performance	30/06/2024	This is a continuous process. Gender Impact Assessment Training for leadership and Management Group completed in September 23. Audit report due in February 2023 and will inform further actions required.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled