

2023/24

Annual Plan



Progress Report – Q1

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 | 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 scoping works underway through Sustainable Hepburn technical working groups. |  |

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 | At the Ordinary September 2023 Council Meeting it was decided the roll out of a weekly kerbside FOGO service to commence no earlier than February 2024 with a reduction to a fortnightly landfill kerbside service. FOGO processing contract awarded in September 2023, with the FOGO bin purchase and delivery contract to be awarded in October 2023. Communication and education plan in progress. |  |
| 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 Expression of Interest was released in May '23 and closed July '23. 10 nominations will be recommended to the October Council for endorsement. |  |

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

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 | Council officers continue to work with the local community service sector via the Community Support and Services Network and the Early Years Network to understand local service needs, provision and gaps. Council officers work closely with Central Highlands Rural Health on the delivery of Maternal Child Health Services, Health and Wellbeing programs and to support local service delivery. |  |
| 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 all Kindergarten facilities and early years workforce needs across the region into the future. | Economic Development and Recreation | 30/06/2024 | Project planning has commenced, including engaging with neighbouring Local Government Authorities, Department of Education and local early years service providers. An Early Years Survey is currently live (closing 20 October 2023), gathering local data about service provision. This will be used alongside workforce planning and an infrastructure audit and provided to the Department of Education. |  |

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 limited staff resources available. 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

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|-------------|----------------------------|---|--|----------------------|------------|---|---|
| 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. |  |
| 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 | Now the Master Plan has been endorsed, officers have released an Expression of Interest to the market to explore delivery options from contractors given the diverse elements within the master plan. The replacement bore construction is scheduled for October at the conclusion and demobilisation of Borealis. |  |

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

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|-------------|----------------------------|--|--|-------------------------------------|------------|---|---|
| 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 and Expression of Interest process occurred to establish a Clunes Community Project Advisory Group. The draft Glenlyon Recreation Reserve Masterplan was released for comment including the new Pavilion. Work is required regarding a final pavilion location which will inform Masterplan finalisation 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 | Work continued on the development of a draft Indoor Aquatics Provision Final Options and Feasibility Discussion Report and is progressing through the reporting cycle for consideration by Council anticipated in December 2023. |  |

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). |  |
| 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 | Work continued on the finalisation of an Arts and Culture Strategy. Additional research is required including benchmarking and reviewing industry data to reflect industry trends which will be undertaken over the next quarter. |  |

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 | 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. |  |
| 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. Oct/Nov 2023 is our deliberative consultation with the community which is a targeted session in which the community panel helps Officers draft up the township structure plans. Our Rural Strategy will be drafted and out for public comment in Feb/Mar 2024. |  |

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

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|-------------|----------------------------|---|--|---------------|------------|---|---|
| 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 | Tender for conservation architect to be released before the end 2023, design package for roof repair and electrical works to be completed early 2024 with construction scheduled mid 2024. Intermediate repair works have begun with expected completion by the end 2023. |  |
| 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. |  |

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 |
|-------------|----------------------------|---|---|---------------|------------|--|---|
| AP24.19 | 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. Currently there is a comprehensive public survey seeking feedback on how we travel as a community. The draft discussion paper will be prepared later this year and the strategy will be drafted early 2024. |  |
| 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. |  |

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 |
|-------------|----------------------------|---|---|---------------|------------|---|---|
| AP24.21 | 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 will be tendered in early-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 | The initial timeline provided by Foundation for Young Australians (FYA) for this program has altered. FYA were intending to recruit for the new position in September/October. It's likely that the recruitment process will begin late October/early November. Next quarter FYA will be undertaking consultations with young people, local youth and community organisations regarding the program. |  |

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 | This program has begun at start of new financial year. Funding has been obtained and a dedicated resource has been hired to advance this project. The scope, objectives and measures have been set. Consultation with external stakeholders will occur in Q2. |  |

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 (DMT) and Tourism Midwest Victoria (TMV) continue work on developing Destination Management Plans (Plan). The DMT Plan is currently being reviewed by council officers and a Product Reference Group of Regional businesses. Industry consultation is currently occurring on the TMV Plan, which covers the west of the Shire and informed by industry 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 | This project is scheduled to commence next quarter. |  |
| 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 | Work commenced on the drafting of the templates which are under review by a variety of council teams. They are expected to be launched next quarter and an extensive communication plan will be implemented. |  |

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

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|-------------|----------------------------|--|---|---------------|------------|--|---|
| 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 in draft form and currently receiving internal feedback. A number of circular initiatives have commenced including the Circular Hepburn page on Councils website and a number of tools for local businesses as well as Councils operations. Rollout of FOGO to commence February 2024. |  |

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 31 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 |
|-------------|----------------------------|---|---|-------------------------|------------|--|---|
| AP24.28 | 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

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|-------------|----------------------------|--|---|--------------------|------------|--|---|
| 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 project is currently in progress, and we have enlisted the expertise of a consultant to support us in creating templates and planning for the project. Our staff has completed a service summary template, which will offer a comprehensive overview of the projected service, including its costs, relevant legislative context, and key risks and opportunities. We plan to share these summaries with Councillors during a workshop before December 2023. |  |
| 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. This included an overview of assumptions used and preliminary listing of the capital program without prioritisation. |  |

STATUS



On Track



Progress Delayed



Completed






Not Started



Cancelled

Hepburn Shire Council - Annual Plan Progress Report

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|-------------|----------------------------|--|---|---------------------|------------|---|--|
| 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 | Project is not yet due to commence. |  |
| 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. Internal consultation is being undertaken to form strategic risks, risk appetite, and draft Risk Policy. |  |
| 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

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|-------------|----------------------------|---|--|-------------------------|------------|--|---|
| 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