

2023/24

Annual Plan



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



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	Adjusted 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	30/06/2024	The 3rd and final install of this project has been awaiting completion of the Mechanics Trentham development and was partly installed in June with final connection to Chargefox's national charging network to occur in late July/early August 2024.	
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	17/09/2024	A draft Climate Emergency & Risk Management Plan and accompanying draft Climate Risk Management Policy completed in June 2024. Draft policy to be presented to the Executive and Councillors in July, August with policy endorsement proposed for the September Ordinary Council Meeting 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	Adjusted 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		Food and garden organics kerbside service to the Shire's townships successfully rolled out on the 8th April 2024. This rollout also included a reduction of general waste collection from weekly to fortnightly and the diversion of approximately 45t per month away from landfill.	
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 at the Ordinary October 2023 Council Meeting with the first meeting held on 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	Adjusted 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		Appointment of a Biodiversity Officer and development and assessment of roadside weed management programs that include multi-year follow-up. Roadside Conservation Management Plan in early stage development.	

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	Adjusted 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.	Community and Economy	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		Through its Housing Statement, the Victorian Government announced the introduction of a Short Stay Levy in 2024. It is proposed that any local council regulations and levies on short stay accommodation are removed upon introduction. Whilst this proposal clashes with Hepburn Shire's Strategy Action, Council remains committed to delivering other actions in its Strategy, and continues to advocate to Government, collaborate with stakeholders, and prepare strategic land use plans that support the Strategy.	

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	Adjusted 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.	Community and Economy	30/06/2024		Engagement in Community Support and Services Network, Youth Network and Early Years network has been consistent with the last quarter. MOU with Central Highland Rural Health continues to assist with consistent messaging and common health promotion throughout Hepburn Shire Council. Current upgrades to Daylesford hospital continue with Council support for funding	

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	Adjusted Due Date	Progress Update	Status
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.	Community and Economy	30/06/2024		Council has submitted the final Early Years Workforce Development Plan to the Department of Education for Approval and Kindergarten Infrastructure Service Plan has been extended to 31st Dec 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	Adjusted 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		All works claimable through state and commonwealth funding bodies have been completed and financial claims submitted for assessment. Other remaining works completed under annual work 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	Adjusted Due Date	Progress Update	Status
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.	Emergency Management	30/09/2023		Dusk to Dawn Cat Curfew was introduced in July 2023. Promotion continues via a number of channels including social media, media releases, posters in vet clinics, attendance at community events and information on formal notices. Enforcement continues but is reactive due to resource constraints. Furthermore, the last quarter has been particularly challenging due to vets, pounds and shelters not accepting additional cats, due to a nationwide shortage of the cat flu vaccine. (Vaccination is a prerequisite to admission to these facilities).	

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	Adjusted 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		This project has been successfully achieved. Pleasingly, additional external funding for the Community Recovery Officer (CRO) has been received, allowing the extension of community recovery hub initiatives and activities into Financial Year (FY) 24-25. Community hub activities are being delivered in-line with the funding agreement delivery plan. This additional funding allows continuation of ongoing activities and new initiatives to be scoped and delivered in FY 24-25.	

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	Adjusted 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	30/07/2024	Construction works, including drainage improvements, new mineral spring bores, shelter and landscaping practically complete with formal asset handover anticipated in July/August 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	Adjusted 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.	Community and Economy	31/03/2024	30/04/2024	The Glenlyon Recreation Reserve Masterplan was adopted at the April 2024 Council Meeting. Release of the adopted Masterplans to key stakeholders and the broader community was undertaken. Three meetings of the Clunes Community Project Advisory Group were convened in April, May and June 2024. The consultant has commenced feasibility work required for this project. An Architect has been engaged and has commenced the design phase of the new Glenlyon Recreation Reserve community pavilion.	
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.	Community and Economy	31/12/2023	30/09/2024	Commenced undertaking the structural auditing of existing pool shells to inform further consideration by Council on the final options and feasibility report - anticipated in July 2024. Reporting to Council on the draft Indoor Aquatics Provision Final Options and Feasibility Discussion Report anticipated by September 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	Adjusted 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	30/07/2024	Bullarto Station Upgrade Project complete. Creswick Town Hall Project complete. Wombat Hill Botanical Gardens works now has Heritage Victoria approval. Procurement for works now underway. Works planned to be undertaken in Q1 2024-25.	

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	Adjusted Due Date	Progress Update	Status
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.	People and Culture	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	Adjusted 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.	Strategic Planning	01/06/2023		This action is now included in 24.16	

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	Adjusted Due Date	Progress Update	Status
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.	Community and Economy	31/12/2023	30/04/2024	The Arts and Culture Strategy was adopted at the June 2024 Council Meeting.	
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.	People and Culture	30/06/2024	20/08/2024	The Innovate RAP has been developed in consultation with key stakeholders including the Internal Council RAP Working Group, Council's external Advisory Committee, and DJAARA who are acting on behalf of the Dja Dja Wurrung Peoples. The Innovate RAP will be presented for Council endorsement at the Council Meeting on 20 August 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	Adjusted 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.	Strategic Planning	30/06/2024		The community consultation period for the draft Rural Strategy and five township structure plans has now concluded. Officers are considering all submissions, and this will inform changes to the documents. The Rural Strategy and five structure plans are scheduled to be presented to a special council meeting on September 3 for adoption.	
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		Conservation design works completed with construction procurement underway. Tender to be awarded at the September Ordinary Council Meeting 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	Adjusted 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		Trail construction progressing well. Signage design and trails naming work underway. On track for planned completion date for the trail network date in december 2024.	
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.	Strategic Planning	31/05/2024	30/06/2024	Progress on the Integrated Transport Strategy has been delayed due to the need to focus on delivering the Rural Strategy and five structure plans. Work will continue on preparing a draft Integrated Transport Strategy and it is anticipated that community and stakeholder consultation will be undertaken in early 2025.	

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	Adjusted 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	03/06/2024	Construction now complete and facility operational.	
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	31/03/2025	Detailed civil design and engineering checks in progress. Progress slowed by key consultant personnel turnover and the process of taking notes from both Council and independent checking engineering for incorporation. Detailed design approximately 60% complete.	

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	Adjusted 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.	Community and Economy	30/06/2024		Council has partnered with Foundation for Young Australian to implement the Young Mayors program. We have implemented a Youth Advisory Group to assist in building momentum and awareness for 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	Adjusted 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		Final stages of implementation will occur in July, at which point it is expected that the project will be acquitted by the State Government.	

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	Adjusted 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.	Community and Economy	30/04/2024		The Daylesford Macedon Tourism Destination Management Plan is complete and implementation works have commenced. The Tourism Midwest Victoria Sustainable Destination Management Plan has also been completed.	

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	Adjusted 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.	Community and Economy	30/06/2024		The website is currently under development. Due to additional website design works required from several of the mineral springs land managers. the project is anticipated to be completed by 30 August 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	Adjusted Due Date	Progress Update	Status
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.	Community and Economy	30/06/2024		Event Toolkit is complete. Communications on the toolkit have been undertaken.	

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	Adjusted 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		Launched the Circular Hepburn Toolkit for Business and Beyond at Sustainable Hepburn Day, kicked off a social media campaign associated with the Toolkit. Focus of Sustainable Hepburn Day was Circular Economy, with a fashion and textiles focus, highlighting good work and opportunities in the community. Aspire platform roll out continues. Circular Economy Roadmap soon to be released. Planning underway for increasing circularity of some waste streams at Council Transfer stations.	

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	Adjusted 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.	People and Transformation	01/04/2023		Annual Plan 22-23 Initiative has been rolled over into new annual plan action AP24.29.	

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	Adjusted Due Date	Progress Update	Status
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.	People and Culture	01/03/2023	30/06/2024	The HSC Employer Value Proposition is progressing to plan. A key focus includes the launch of the Delivering Better Together project, which encompasses office accommodation, process transformation, people development, communication, culture and engagement, systems and tools, and flexible working. The Staff Engagement Survey has also been revised to include expanded custom questions to gather detailed information on what employees value at Hepburn Shire Council. This data will be further explored in workshops planned for August, with a draft EVP to be socialized in September.	

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	Adjusted 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.		31/03/2024		Implementation of Council's Customer Experience training to support the Working Together - Delivering Better Service Strategy has been finalised. We are now moving toward sustaining the ongoing focus and capability of existing staff and engaging new staff. This will transfer to the Corporate Training program for implementation as part of the annual Learning & Development 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	Adjusted 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 considered the data during the development of the 2024/25 Budget and updated 10-year Financial Plan. A service map, and simplified service profile was created and forms part of the Financial Vision project.	

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	Adjusted 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	30/06/2024		The 10-year financial plan continues to be progressed and a community engagement process will take place in July for a short period of time. Service priorities will be reviewed based on the engagement process. The intent is for the 10-year financial plan to be adopted by Council by 17 September 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	30/06/2024	All documents completed and pending review at Senior Leadership prior to implementation. Actions reviewed from penetration testing to be compiled and discussed with Governance and Risk.	

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	Adjusted 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		The Risk Management Policy was adopted by Council in November 2023. Council has also reviewed its risk appetite, reviewed its strategic and operational risks, and implemented software to manage its risk registers.	
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	17/09/2024	Medium Term staff accommodation plan and works now underway - Duke Street office works complete; have taken possession of 24 Vincent Street with the move from Town Hall scheduled for August. Architects and PAG members appointed for Daylesford community Facilities project, with feasibility stage underway.	

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	Adjusted 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.	People and Culture	30/06/2024		Council has made significant progress in implementing the Gender Equality Action Plan, including completing Gender Impact Assessment Training and compulsory reporting for the Gender Equality Act in February 2024. There were several key achievements highlighted by the Gender Equity reporting include a notable increase in women in full-time work (34% to 47%), women managers (43% to 50%), and women labourers (27% to 48%). Council have also achieved a positive gender gap to from -2% to -10% which this means that for every \$100 paid to a man, \$110 was paid to a woman.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled