

2023/24

Annual Plan



Progress Report – Q3

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	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 by June 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 procurement process to support the policy development is currently underway. Final scope, timelines and deliverables to be confirmed in early April. Draft policy for consultation expected to be available in June with adoption anticipated in September 2024. Note: Approval for amendment of completion date granted at the 20 February 2024 Council Meeting. Action to rollover to 24/25 Annual 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
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		Lime green FOGO Bin delivery with information packages delivered to households receiving the service week ending 22/03/2024. Educational videos, TV and radio ads completed and advertised leading into FOGO starting date. Food and Garden Organics kerbside service officially begins 8th April 2024.	
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 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	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		Council continues to manage municipal roadsides sensitively, 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. The strategy is expected to be in draft format by 30 June 2024.	

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.	

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
AP24.5	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		<p>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. This proposal clashes with Hepburn Shire's Strategy Action.</p> <p>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.</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	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 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.	

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		Community ChildCare Inc. has been successful in being appointed to undertake this project and has started the process of engaging with stakeholders to create the Early Years Workforce Development Plan and Kindergarten Infrastructure Service Plan. Early Years staff survey is currently open and will close 5th April 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		Remaining Storm rectification and repair works that are not eligible for financial reimbursement have been included in Council's on going roads works program for Financial Year 24-25. All claims from storm and flood emergencies have been completed and submitted for assessment by Regional Roads Victoria and Emergency Management 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	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.	Health and Community Safety	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		Community Recovery Hub activities are underway. Council has hosted recovery and resilience activities for the community. Events include the Unbreakable Farmer, Resilient Farmers, Person Centered-Emergency Planning (PCEP), Communicating in Recovery and Gender and Disaster Australia's Lessons in Disaster. Community Recovery Hub funding has also been used to support other Council initiatives like Sustainable Hepburn Day and the Climate Adaptation Game (CAG). Council continues to work with township-based Community Resilience Groups and funding has been increased and extended into June 30 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
AP24.11	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 commenced in January 2024. Progress to date includes site clearing, set out of all features, drainage, shelter slab, shelter frame and partial construction of the mineral spring pump area. The project construction works are anticipated to be finalised in July 2024 which is only marginally past the original projected completion date of 30/6/24.	

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 Queens Park and Pioneer Park Masterplans were adopted at the March 2024 Council Meeting and the draft Glenlyon Recreation Reserve Masterplan was presented at a Councillor Briefing Session in March. Detailed designs for implementation of identified projects in the Masterplans has been delayed. Preparation was undertaken to release the adopted Queens Park and Pioneer Park Masterplans to key stakeholders and the broader community. Two meetings of the Clunes Community Project Advisory Group were convened in February and March 2024. Consultant was engaged to undertake the feasibility work required for this project. Procurement process commenced to engage an Architect to commence design of the new Glenlyon Recreation Reserve community pavilion.	

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
AP24.13	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 work on preparing the procurement documentation to seek a contractor to undertake the structural auditing of existing pool shells required to inform further consideration by Council on the final options and feasibility report - anticipated in May 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 in-principle Heritage Victoria approval. Procurement for works now underway. Works planned to be undertaken in June - July.	

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	In March the draft Arts and Culture Strategy was presented to Council's Executive Team and Councillors and was approved to be released for public exhibition. The strategy is currently open for public comment until mid-April.	

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
AP24.15	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	<p>In consultation with Council, the due date for the Innovate RAP was extended to be received at the Council Meeting 20/08/2024. The progress is well underway with the timeline to meet the August meeting on track.</p> <p>Note: Approval for amendment of completion date granted at the 20 February 2024 Council Meeting. Action to rollover to 24/25 Annual Plan.</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	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		Officers are reviewing the draft Rural Strategy and 5 Township Structure plans in readiness for community consultation in May. A comprehensive communications and engagement plan will accompany the drafts. Councilors will consider approving draft future Hepburn program to be release for public comment at Special Meeting of Council scheduled for 30 April 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		Conservation architect appointed with design works to be completed mid-year 2024. Tender for building works to be advertised mid-year with construction and electrical works predicted to begin spring 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 end of 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	We have received first draft, have provided feedback to consultants with second draft now in preparation	

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	Project construction nearing completion, to be opened in May 2024. Slight delay concerning some materials being managed to minimise impact to program.	
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	Final detailed structural design works for the project have taken longer than expected. The project is now anticipated to be tendered and awarded by December 2024 with construction scheduled to commence early 2025. The construction works is likely to take between 6-9 months to be finalised.	

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		Foundation for Young Australians commenced the recruitment process to appoint the Young Mayors Officer including advertising and interviews. Preparation commenced for the Young Mayors launch and opening of nomination period, which is scheduled for 19th April 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
AP24.23	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		The project is now 3/4 of the way through with many improvements already undertaken and a pipeline of additional improvements still to come. the most significant is a rebuild of the system used to process applications, this includes templates, notifications which provide real time updates to the applicants. Further work on the website will round out the 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
AP24.24	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		Daylesford Macedon Tourism Destination Management Plan and Local Area Action Plan for Hepburn Shire is now operational and implementation has commenced. The Tourism Midwest Victoria Destination Management Plan is in the final draft stages for anticipated completion 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	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		A photographer and web designer were engaged and commenced work to create collateral (videography and images) of Springs around the State. This collateral will be placed on a website and in a brochure which will feature all mineral springs in Victoria. There will also be a physical display in the Daylesford Visitor Information Centre.	

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 about this very informative toolkit have taken place and will continue to increase interest during 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	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.	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.	People and Culture	01/03/2023	30/06/2024	New Manager People & Culture has commenced and work is underway to develop and deliver Council's EVP. Note: Approval for amendment of completion date granted at the 20 February 2024 Council Meeting. Action to rollover to 24/25 Annual 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
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.	People and Culture	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 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	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		Work is progressing on the review of the Long-Term Financial Plan (LTFP) alongside the annual budget process. Councillor workshops are scheduled throughout April with the expectation that the LTFP will be adopted 25 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	30/06/2024	Work in progressing and on track with a range of improvements in the cyber, policy and VDPSP space. We also have released and RFQ for IT penetration testing to test external facing applications, our TechOne cloud ePlanning portal and our MS365 environment. All work in planned for completion mid-June.	

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 revised Policy was adopted by Council in 2023 and the Risk Registers have been finalised. Software Implementation is underway to manage ongoing reporting and the project is on track to be completed by 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	Adjusted Due Date	Progress Update	Status
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	<p>Medium Term staff accommodation plan now in place with works and staff moves to take place around July.</p> <p>Tenders for Daylesford Community Facilities currently advertised and contract to be awarded at the May Council Meeting.</p> <p>Expression of Interest for Project Advisory Group membership currently open. Group membership to be appointed at the May Council Meeting.</p> <p>Note: Approval for amendment of completion date granted at the 20 February 2024 Council Meeting. Action to rollover to 24/25 Annual Plan.</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	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		This is a continuous process. The Audit Report was submitted to the Commissioner in February 2023 and we continue to build organisational fitness to Gender Equality and undertake GIA's.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled