



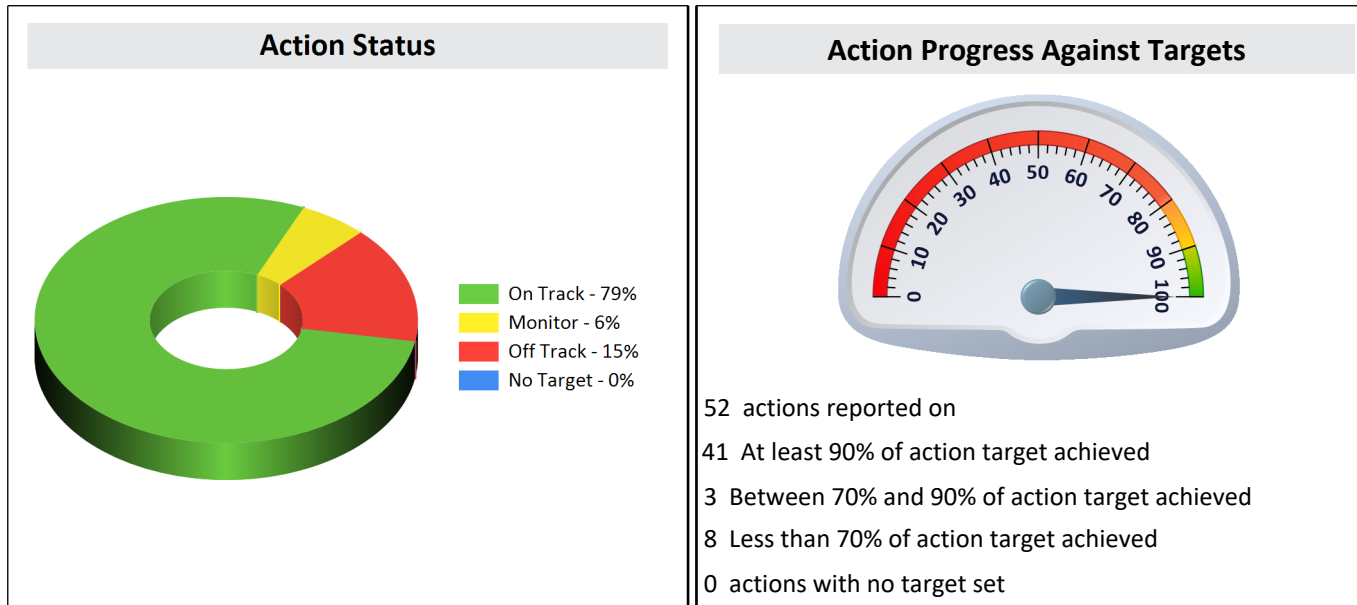
Action and Task Progress Report

Southern Grampians Shire Council



Print Date: 26-Oct-2020

OVERVIEW



ACTION PLANS



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% of action target achieved



No target set

* Dates have been revised from the Original dates

1 Support our Community

1.1 An empowered and resilient community

1.1.2 Provide opportunities for increased community engagement and participation in Council decision making and activities

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.2.3 Continued development of online Council Meeting platform and e-newsletter.	Lachy Patterson - Manager Community Relations	In Progress	01-Jul-2020	30-Jun-2021	75.00%	25.00%	GREEN
ACTION PROGRESS COMMENTS: Online meeting numbers have continued to rise steadily. Technology has been improved and currently investigating better options for improved video. Currently using Zoom technology due to the COVID restrictions. Draft template for e-newsletter has been developed and will be taken to ELT in net month for feedback before community roll out in new year. Last Updated: 08-Oct-2020							

1.1.3 Support the community and other agencies to build resilience and preparedness in planning for emergencies


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.3.1 Develop plans that guide preparedness for emergencies - Hamilton Dam Safety Plan	Rohit Srivastava - Manager Assets	Deferred	01-Jul-2019	30-Jun-2021	20.00%	25.00%	AMBER
ACTION PROGRESS COMMENTS: A quotation for a 3rd party engineer to prepare a Dam Safety Emergency Plan (DSEP) have been received and are now under review. This will be included in a larger scope that includes the preparation of Dam Break Analysis, Operations and Maintenance Manual, and Risk Analysis (inclusive of Concept Designs for remedial works options). Contract is under negotiation for preparation of the DSEP.							

Testing is being under taken by Golders to inform the safety plan. Safety plan to be deferred until the golder report is in.

Contract negotiations are still ongoing due to the position taken by Golders around Insurance. SGSC is considering the cost of taking out separate project insurance.

01/07/2020 - Insurances remains an issue. A way forward is now to accept Golders position and have a 3rd Party Engineer check the output. Next step is to finalize the Golders contract.

Last Updated: 29-Sep-2020


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.3.1 Implement the COVID - 19 Community Activation and Social Isolation Initiative	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jul-2020	30-Jun-2021	40.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

The COVID - 19 Community Activation and Social Isolation Initiative is operational.

Last Updated: 15-Oct-2020

1.1.4 Support the community to develop, review and implement their Community Plans

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.1 Review existing community plans as to consistency, structure and prioritisation of tasks as part of Community Vision Framework 2041.	Andrew Goodsell - Director Planning and Development	In Progress	01-Jul-2019	30-Jun-2022	50.00%	60.00%	 AMBER

ACTION PROGRESS COMMENTS:

KJA was appointed in mid 2019 to run CVF 2041. Discussion paper (phase 1) was completed in March 2020 with workshop with Councillors held in April 2020. During phase 2 the effectiveness of community plans will be examined in light of the multiple methods Council works with all stakeholders to deliver services and infrastructure in local communities.


A series of listening post engagement sessions have been arranged for October.

Last Updated: 29-Sep-2020

1.2 A healthy and vibrant community

1.2.1 Provide appropriate, accessible and equitable Council services, facilities and activities


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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1.2.1.1 Hamilton Botanic Gardens Complete the detail design and costing for the Children's and Community Garden	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jul-2020	30-Jun-2021	25.00%	15.00%	 GREEN
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ACTION PROGRESS COMMENTS:

Council has awarded the tender for the Hamilton Botanic Gardens detail design and costing and the Consultant has commenced engagement process with Key Stakeholders and staff

Last Updated: 15-Oct-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.1 Work on findings from theatre health check to ensure facility maintains standards to contemporary art centres standards.	Amy Knight - Executive Officer, Cultural Arts	In Progress	01-Oct-2019	30-Jun-2021	75.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

All seven critical issues, to ensure PAC is at industry standard, are currently in progress or complete.

Remaining actions scheduled for completion via major capital works program (PAC roof) managed by the Assets team.


Roof works scheduled for January with 12 weeks build time. Project completion in April 2021.

There has been a procedure change for asset management, together with test and tag register.

Nine actions are still required to maintain operations at current level, with 20 Actions still required to operate at industry standard level.

Rectifying these is dependent on funding, outside of annual budget. Work plan, including an ongoing replacement plan, has been developed to complete these actions within budget.

Last Updated: 29-Sep-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.2 Undertake Detail Design Planning completed for Pedrina Park priorities.	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jul-2019	30-Jun-2021	80.00%	80.00%	 GREEN

ACTION PROGRESS COMMENTS:

Since last reporting period.

Pedrina Park Pavilion Design - Application for grant funding has been successful, \$500,00 was received under the Female Friendly CSI fund. Council has allocated \$820,000 at it's 9

September meeting. A Project Reference Group with key user groups has formed to review the tender specifications. The Tender process has commenced for this project and will come back to Council to award the tender at it's December Meeting.


Netball Courts - budget submission was made to the 20/21 budget based on the design and costing received from 2MH, submission was not successful. The funding application has been made under the Community Infrastructure Grant Stimulus fund - was not successful the project has been put forward for consideration to the Minister through RDV. A detail design and costing process will occur this financial year to better position the project for future funding either Council budget or State funding application.

Soccer Drainage and Carpark Design Costing - Final design based on the feature survey has been received and final costings have been received which will allow for a business case for funding to be provided.

- Only projects not designed and still outstanding are:

1. Pavilion 2
2. Cricket Nets .

Last Updated: 28-Sep-2020


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.3 Drainage improvements to Soccer pitch as identified in the Pedrina Park Masterplan, design works and business case.	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Oct-2019	30-Jun-2021	61.00%	61.00%	 GREEN

ACTION PROGRESS COMMENTS:

A final design has been completed, which will allow for the development of tender specification for detailed design and construction.

A business case to fund this project needs to be undertaken to progress this further, this project will not proceed until funding is allocated for this project either Council Budget process or grant funding application.


Last Updated: 28-Sep-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.4 Irrigation installed at Pedrina Park as identified in the Pedrina Park Masterplan	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Oct-2019	30-Jun-2021	75.00%	70.00%	 GREEN

ACTION PROGRESS COMMENTS:

Project was delayed in commencement due to request from Council to provide detail on drainage and carpark prior to proceeding with this project. Works have been significantly impacted by wet weather with contractors unable to access the oval with the required equipment.

Last Updated: 28-Sep-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.7 Pedrina Park Inclusive Sporting Hub	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jul-2020	30-Jun-2021	15.00%	15.00%	 GREEN


ACTION PROGRESS COMMENTS:

Project Reference Group formed with all key Pedrina Park Stakeholders and SRV to assist and guide the project.

Procurement documentations prepared and circulated to the PRG for comment prior to the Tender being placed on the Eprocurement portal.

Tender closes 19 October 2020

Last Updated: 15-Oct-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.8 Pedrina Park Netball Courts	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jul-2020	30-Jun-2021	10.00%	15.00%	 RED


ACTION PROGRESS COMMENTS:

Funding application made under the Community Infrastructure Stimulus Fun was unsuccessful, as a result the construction of this project will not proceed.

Feedback on the application process indicated that project would of been considered more favourably if a detail design and quantity survey had been completed.

The CEO has approved for the detail design and quantity survey to be undertaken with opex savings that have been made due to Covid -19.

Last Updated: 15-Oct-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.9 Lake Hamilton - Brumley Playground upgrade	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jul-2020	30-Jun-2021	10.00%	15.00%	 RED


ACTION PROGRESS COMMENTS:

Discussion have commenced with play space suppliers to determine options and costs before the procurement process.

Rotary have been engaged and are willing to contribute funds and in kind labour for the project.

Procurement process will occur once the budget known (dependant on the cost of the Aquatic Facilities/Amenities upgrade project)


Last Updated: 15-Oct-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.10 Lake Hamilton - Aquatic Facilities Amenities Upgrade	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jul-2020	30-Jun-2021	15.00%	25.00%	 RED

ACTION PROGRESS COMMENTS:

Specifications for procurement process has been completed, project is awaiting to be lodged on the eProcurement Portal as per Finance Teams work plan.

Last Updated: 15-Oct-2020


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.11 Extension to the walking track around Lake Hamilton as identified in the Lake Hamilton Masterplan installed and complete	Susannah Milne - Manager Community & Leisure Services	Completed	01-Jul-2020	30-Jun-2021	100.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

Completed in 2019/20.

Last Updated: 07-Oct-2020

1.2.2 Support and encourage participation in quality arts and cultural, education, leisure, recreation and sporting opportunities

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.2 Collection research for publication regarding 60th Anniversary of Gallery	Amy Knight - Executive Officer, Cultural Arts	In Progress	01-Jul-2019	30-Jun-2021	30.00%	30.00%	 GREEN

ACTION PROGRESS COMMENTS:

Melbourne University researchers engaged. Grant to assist with research development submitted via Gordon Darling Foundation.


Collation of existing collection research complete.

Academic experts engaged to assist project utilising existing exhibition budget.

Working group has been developed and initial stages of project have been implemented, which includes engaging contributors (critics / art experts / educators).

Publication to represent the Gallery's 60 anniversary and therefore due for release October 2021.

Last Updated: 28-Sep-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.4 Arts and Culture statistics report on the professional arts program for entire Shire	Amy Knight - Executive Officer, Cultural Arts	In Progress	01-Jul-2020	30-Jun-2021	50.00%	25.00%	


ACTION PROGRESS COMMENTS:

Collation of data underway for initial report encompassing Cinema, Library and Gallery.

Report to be provided to Council in February 2021 utilising Power BI

Last Updated: 13-Oct-2020

1.2.3 Partner with services and agencies to increase the health and wellbeing of our community

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.3.1 Facilitate and report on the implementation of the Public Health and Wellbeing Plan 2017-21 and determine actions for the 20/21 year.	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Oct-2019	30-Jun-2021	10.00%	30.00%	

ACTION PROGRESS COMMENTS:



Review of plan commenced but has not progressed as far as planned due to Covid -19.

Budget allocation has been requested for 20/21 year to complete review and develop a new Public Health & Wellbeing Plan which not only identifies priorities according to health indicators but actions that are reflective of community needs.

Last Updated: 26-Oct-2020


1.2.4 Provide, promote and support appropriate and accessible services, facilities and activities for young people

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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1.2.4.1 Provide a report to Council outlining proposed youth services.	Lachy Patterson - Manager Community Relations	In Progress	01-Jul-2020	31-Mar-2021	90.00%	100.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Planning is underway for a grants based program which allows an extension of the ideas gathered through Crazy Ideas College in recent years. This will be launched later this year and rolled out in early 2019. Council will be briefed in one of the strategic discussion days around the future of youth operations.</p> <p>This strategic discussion is planned for pre end of Financial Year 2018-19 and will form basis of direction for youth ideas workshop or alternative suggestions.</p> <p>This strategic discussion is now locked into the September Council briefing session where the best approach for this area of interest will be discussed.</p> <p>Strategic discussion happening with Council this week.</p> <p>Strategic discussion has occurred with Council and we will not take a comprehensive report to a later meeting outlining current and future activities in the Youth Space. A comprehensive report has been designed for Council and will be presented later this year with recommendations in the youth space including a change in direction to support the Youth Live 4 Life Program. Report is to be taken to ELT and scheduled into a Council briefing following this completion. Awaiting the new Council to deliver report and have asked Youth Live4Life to present in new year around evaluation of project.</p> <p>Last Updated: 08-Oct-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET %	ON TARGET %
1.2.4.2 Review customer satisfaction regarding program and performances with availability of professional content	Amy Knight - Executive Officer, Cultural Arts	Not Started	01-Jul-2020	30-Jun-2021	0.00%	5.00%	 RED
<p>ACTION PROGRESS COMMENTS: Review and data collection delayed due to closures. Investigation into outlook audience monitoring during shutdown in development.</p> <p>Unable to generate report with attendance during closures.</p> <p>Last Updated: 29-Sep-2020</p>							


1.3 A growing, diverse and inclusive community

1.3.1 Encourage and support engagement of our Indigenous communities in economic and social activities within the broader community

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.1.2 Develop an engagement approach with indigenous groups and prepare a presentation to Council for a Council decision on the approach.	Lachy Patterson - Manager Community Relations	In Progress	01-Jul-2020	30-Jun-2021	65.00%	65.00%	 GREEN
<p>ACTION PROGRESS COMMENTS:</p> <p>This item is ongoing and has been made difficult by the departure of key staff in SGSC. This work will begin again in early 2019 and discussions have started with key organizations to ensure a process that is inclusive of all.</p> <p>This is an item that is highlighted in the Communications and Engagement Strategy which Council have been briefed on and discussions will begin shortly. Some key members from our indigenous support networks have also moved on which has made progress difficult.</p> <p>Is an item to be considered in more detail in the second half of this year. Still being made difficult by the movement of key personnel.</p> <p>Working with the Indigenous Co-Ops to look at the development of a Reconciliation Action Plan, First step of this process is to create networks and engage (eg. this working party).</p> <p>Workshop for creation of Reconciliation Action Plan occurring in first quarter of 2020. The Reconciliation Action Plan creation will cover many of the facets required in this objective. This has however been delayed due to the cancellation of all engagement and consultation processes being undertaken by Council. COVID delays are impacting on our ability to engage however the skeleton plan is still in creation.</p> <p>Still awaiting opportunity to engage with Community and delayed due to CVID restrictions.</p> <p>Last Updated: 08-Oct-2020</p>							

1.4 A safe community

1.4.4 Collaborate with law enforcement authorities and other agencies to support community safety programs, crime prevention and other initiatives

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.1 Implementation of Smart Security Plan subject to funding	Russell Bennett - Manager, Business Systems	Deferred	01-Nov-2018	30-Jun-2021	50.00%	25.00%	 GREEN
<p>ACTION PROGRESS COMMENTS:</p> <p>Funding from State / Federal government hasn't been achieved to date. Will apply for further funding opportunity in 18/19.</p> <p>Grant application submitted for the Federal Safer Communities Round 3 (2018)</p>							

Still awaiting feedback on outcome of grant application. Was expected late November but still no decision as yet.

25/02/19

Advice received from Federal Government that SGSC was unsuccessful in grant. This action was dependent on funding and as such will be deferred.

14/01/20 - Project still in status of deferred due to lack of funding

31/03/2020 - Project still in status of deferred due to lack of funding

27/04/2020 - Project still in status of deferred due to lack of funding


22/06/2020 - Project still in status of deferred due to lack of funding

Last Updated: 28-Sep-2020

2 Develop our Regional Economy and Businesses

2.1 Attract, support and encourage industries that will drive economic growth throughout the Shire

2.1.3 Attract, support and encourage social and economic development in all our settlements


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.3.4 Review Performance of Economic Migration working group and associated activities	Andrew Goodsell - Director Planning and Development	Completed	01-Jul-2020	30-Jun-2021	100.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

Council report provided in September 2020. Phase two about to commence.

Last Updated: 29-Sep-2020

2.1.4 Leverage the Shire's strategic advantages in health, education, leisure and cultural activities as a means to stimulate economic and population growth


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.4.6 Develop an Investment Attraction Strategy post Covid 19	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2020	30-Jun-2021	40.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

Background documents and draft working documents presented to Eco Dev team. Draft due mid October.

Last Updated: 05-Oct-2020

2.1.5 Continue to develop and implement land use planning strategies to support new investments


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.5.2 Work with the Port Fairy Rd industrial land project manager to deliver project, develop marketing and communication plan with sales agent and commence sales	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2019	31-Dec-2020	98.00%	98.00%	 GREEN

ACTION PROGRESS COMMENTS:

Contract of Sale finalised, valuation received and sale prices set. www.hamiltonbusinesspark.com.au ready to go live pending land completion. Sales billboard constructed - install when sales are launched. Marketing and Comms Plan developed with selling agent. Awaiting construction to be finalised.

Last Updated: 05-Oct-2020

2.2 Increase the profile of Greater Hamilton regionally and globally**2.2.3 Encourage businesses and local agencies to own and use the Greater Hamilton brand in support of their own marketing**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.3.3 Electronic Industry Toolkit Developed	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2020	30-Jun-2021	75.00%	25.00%	 GREEN


ACTION PROGRESS COMMENTS:

As part of the COVID -19 Business Recovery and Relief Strategy an industry tool kit has been developed to assist businesses communicate a consistent message to their customers and to potential customers of our region. It is currently being finalised.

A toolkit for the Visitor Economy to assist industry attract visitors back to the Greater Hamilton region has been developed through the Inspired By Locals Campaign and is currently being rolled out.


Last Updated: 05-Oct-2020

2.3 Continue to support the development of a skilled workforce and sustainable businesses in all towns in the Shire**2.3.1 Facilitate and encourage business capacity and development**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.2 Develop initiatives and strategies for Business and Visitor Recovery post Covid 19	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2020	30-Jun-2021	70.00%	25.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Inspired by Locals is a campaign designed to return visitation to the Greater Hamilton Region following the COVID - 19 restrictions being eased. The campaign was launched in September 2020 focusing on using our people to tell our story to our communities friends and relatives. The campaign was launched via social media and will follow up with targeted marketing to SA and Melbourne once restrictions ease further. A business recovery and relief strategy is currently being finalised however several initiatives stood up through the pandemic are available on the www.businessgreaterhamilton.com.au website. Last Updated: 05-Oct-2020</p>							

2.4 Support, encourage and promote a strong, innovative and distinctive tourism sector that grows the visitor economy

2.4.2 Support the shared goals for growing the Region's visitor economy

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.2.2 Develop a Greater Hamilton Volcanic Trail Masterplan	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2020	30-Jun-2021	25.00%	25.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Cooper Scaife were appointed in July to assist in developing the Greater Hamilton Volcanic Trail Masterplan. Background documents and site visits have now occurred. An issues and opportunities framework is currently being prepared for stakeholder engagement. Last Updated: 05-Oct-2020</p>							

2.4.3 Develop strategies that not only attract visitors but encourage them to consider living, learning or investing in the Shire

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.3.1 In partnership with neighbouring shires develop and implement cooperative population attraction strategies	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2019	30-Jun-2021	85.00%	85.00%	 GREEN

ACTION PROGRESS COMMENTS:


Through a collaborative approach through Grampians Tourism and the 4 neighboring Council of Ararat, Horsham, Northern Grampians and Southern Grampians, funding has been received from RDV to conduct a population attraction program.

Peppers, a Ballarat Consultancy have been appointed to run the project. Research has now been completed and a draft report was prepared with recommendations to marketing and communications of a campaign to attract people to live and work in our region.

COVID-19 delayed this project by several months however this campaign is expected to be in market by end 2020.

Last Updated: 07-Oct-2020

3 Plan for our Built Environment Infrastructure**3.1 Plan and provide for sustainable assets and infrastructure****3.1.1 Progress provision of locally and regionally significant projects**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.2 Deliver new roof over Cattle yards (Pens 1-100)	Rohit Srivastava - Manager Assets	Completed	01-Jul-2019	30-Jun-2021	100.00%	92.00%	 GREEN

ACTION PROGRESS COMMENTS:

Stage-I building permit has been received and that will allow contractor to build all the columns and complete framework apart from putting actual roof. Exemption to install sprinkler system will be applied to Buildings Appraisal Board (BAB), Melbourne after which roof will be installed.

Application for exemption has been lodged with BAB, Melbourne. The outcome is expected by the end of January 2020.

Application for exemption of sprinkler system was heard at BAB on 23 Jan'20. The report approving the same is expected by the end of Feb. Contractor will be back on site on 17 Jan to start the Phase-I works in the meantime.

Exemption has been received and so now looking for stage 2 building permit to be issued soon and construction to continue and due to finish this FY.

31/03/20: BAB exemption have been received and Stage 2 Building Permit is expected by the end of this week, 03 Apr'20. Contractor's progress is not affected.

05/05/20: Works are on-going and are expected to be complete by the end of Jun'20.


30/06/20: Main section (Area A) is fully complete. Area B & C will be fully complete by the end of Aug'20.

07/08/20: Same comment as above.

29/09/20: Project is fully complete with Occupancy certificate received and the area handed over to the Operations Team.

Last Updated: 29-Sep-2020

3.1.2 Review and adopt Asset Management Plans to align with future service levels and prioritise sustainability

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.6 Approval of the Building Asset Management Plan	Rohit Srivastava - Manager Assets	In Progress	01-Jul-2019	30-Jun-2021	80.00%	80.00%	

ACTION PROGRESS COMMENTS:

Buildings Asset Management Plan is under preparation and will be presented and is expected to be endorsed by the Executive Leadership Team by the end of this Financial Year.

A draft AMP has been completed and will be presented to the ELT by the end of Mar'20.

31 March'20: Presentation is being done for the Draft AMP and will be presented to the ELT in April'20.

05/05/20: Draft AMP, Presentation and one-page State of Health are to be presented to ELT on 12/05/20.


01/07/20: Draft Building AMP has been presented to ELT but the instructions are to wait till the Community Vision Framework project is underway.

07/08/20: Same comment as above, no further work have been done.

29/09/20: Same comment as above, no further work have been done.

Last Updated: 29-Sep-2020

3.1.3 Collaborate with State Government and Regional agencies to ensure coordinated provision of regional infrastructure

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.2 Progress works on Dunkeld Loop Walk Project	Rohit Srivastava - Manager Assets	In Progress	01-Oct-2019	30-Jun-2021	40.00%	30.00%	

ACTION PROGRESS COMMENTS:

Agreement has been signed with BBRF and SGSC. Cadastral survey has been ordered for land acquisition process. Informative signs have been received but cannot be installed unless walk way is complete.

There are couple of engineering challenges which need attention and it is expected to be designed by the end of this FY. Straight sections of the walkway is expected to be undertaken by the Depot Team.

Section from the Information Centre to the School have been tendered. The consultant has been engaged to design walkway crossing under the bridge. Works Team have advertised the tender to award the walkway works from the Information centre to the School and the works are expected to start asap.


31/03/20: Options of crossing of the walkway across the Highway are being designed and are expected within Apr'20.

30/06/20: Draft design to cross the bridge has been received. The same will be discussed with VicRoads & CMA or approval before tendering. Depot have done the walkway from the Info Centre till the School.

07/08/20: Detailed design has been received from the consultant. The same will be discussed with DoT and CMA for approval.

29/09/20: The tender document are under preparation and the project will be tendered on 23 Oct'20.

Last Updated: 29-Sep-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.3 Commence works on the Dunkeld Visitor Hub.	Rohit Srivastava - Manager Assets	In Progress	01-Jul-2020	30-Jun-2021	4.00%	5.00%	 AMBER

ACTION PROGRESS COMMENTS:


Works started as per project management plan.

29/09/20: Quotation was advertised to engage a Consultant to do detailed engineering. The quotes have been received and the works will be awarded soon. The detailed design is expected to be complete by the end of this calendar year.

15/10/20: The works are expected to be complete by the end of Dec'21 as per the Grant agreement.

Last Updated: 15-Oct-2020

3.1.4 Develop the Shire's facilities, programs and services to increase usage

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.4.1 Increase diversion through Councils Transfer Station service of recyclables at Coleraine and Peshurst Transfer Stations through facility upgrades	StJohn Lees - Manager Works	Deferred	01-Jan-2019	30-Jun-2021	70.00%	70.00%	 GREEN

ACTION PROGRESS COMMENTS:

Due to the large number of large projects happening in the waste area there is not capacity in the waste area to deliver this work.

9/7/19 - Action will be carried forward into the 2019/2020 Annual Plan for completion.

Works Manager has been developing a plan for the operations of waste streams at transfer stations to ensure efficient processing of materials brought to site.

17/01/2020 - no update at this time.

05/05/2020 Draft Plant to modify the Coleraine Ramp to allow a public drop off skip for Recycling are progressing

12/02/2020 - no further works have been carried out at Coleraine and Peshurst. At present there is no Supervisor for the Waste team, plans are to have a new Supervisor in place by End of March. Thereafter the Supervisor will address this issue.


31-03--2020 Supervisor now in place and works cleaning up and adjusting site to function better.

08-10-2020 Transfer Shed still under design review

Last Updated: 08-Oct-2020

3.2 Plan, advocate and provide for safe and well maintained transport routes and infrastructure

3.2.1 Lobby State Government and Commercial Enterprises for renewal of priority transport routes and infrastructure

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.1 Commence the detailed planning and engagement for the development of the Alternate Heavy Vehicle Route through Hamilton.	David Moloney - Director Shire Infrastructure	In Progress	01-Jul-2018	30-Sep-2020	95.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

Initial discussions held with T4V and an action plan is being developed.

Work plan developed and implementation about to begin

Discussion had with T4V and have developed a work plan.

Currently developing a spec for a Network operating plan.

Cox St HV detour is planned to follow the AHVR. this will allow Council to proof the route and see if there are any major issues with the route. The diversion will skew the NOP results so is on hold for the moment until discussions with TfV can be held and a way forward consulted on.

Looking to gather traffic data on the detour once in place.

Cameras being purchased to identify the routes taken by HV to formulate a Network Operating Plan.

9/7/19 - Action will be carried forward into the 2019/2020 Annual Plan for completion.

Price for cameras well over budget looking at other ways to capture data


Had meeting in late December with DoT and discussed potential funding and scope document for the NOP.

Been in contact with the DoT and ARRB around delivery of the NOP but recent events have seemed to put the DoT resources in different directions nDoT and Ccl now working on a proposal for funding to undertake NoP

Grant is being applied for through the DoT and scoping document written with eeh DoT for the work to be undertaken. Will await the outcome of the grant application.

Still awaiting grant outcome. I have had a discussion with the department of transport as to when we will hear something back but they were unable to commit to a timeframe.

Last Updated: 01-Oct-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.2 Capture data to develop a Network Operating Plan for Hamilton.	David Moloney - Director Shire Infrastructure	In Progress	01-Jul-2019	30-Jun-2021	85.00%	85.00%	 GREEN

ACTION PROGRESS COMMENTS:

Quotes obtained to implement data collection for Network Operating Plan but is over budget. Looking at putting together a contract to undertake works.

Quotes were in excess of budget looking other ways to capture data

Had meeting in late December with DoT and discussed potential funding and scope document for the NOP.

Have been having discussions with ARRB about how they might be able to assist with the NoP through data they already hold.

Specification written for a NoP in conjunction with the DoT. Grant Application going in to secure additional funds to undertake the work.

Application submitted and awaiting funding outcome.

Once funding outcome has been determined data capture can happen.

Last Updated: 01-Oct-2020

3.2.2 Continue to advocate for improved freight and public transport services and connections including passenger rail services


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.2.2 Continue to advocate and work with stakeholders on securing sufficient demand to operate inter-modal freight rail services out of Hamilton.	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2019	30-Jun-2021	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

We continue to advocate for the Hamilton Railway Station and the opportunities this presents to logistic companies and regional enterprises. Recent feedback has indicated the desire for A-Double truck access to the intermodal facility. Splitting of A-Double trucks at another location on the Henty Hwy has been explored, however it was considered cost prohibitive by the logistics provider. The desire for companies to use large trucks is problematic in the current location and reinforces the need for an independent facility located on the Henty Hwy. We continue to be in contact with the Department of Transport and potential providers.

Last Updated: 05-Oct-2020

3.2.3 Provide infrastructure that supports an active community

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.3 Complete Melville Oval facilities improvements to improve facilities and access requirements to support the use of facilities by user and community groups.	Susannah Milne - Manager Community & Leisure Services	Deferred	01-Oct-2018	30-Jun-2021	25.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

Due to the Melville Oval and CBD Master planning process and failure to obtain a tender within the allocated budget it has been decided through discussions with Council

9/7/19 - Action will be carried forward into the 2019/2020 Annual Plan for completion.

Project deferred until the completion of the CBD and Melville Oval Master Plan Strategy completed.


Funds to be carried forward and used to deliver identified priority.

1 July 2020 - Funds have not been spent and this project has deferred, as the CBD Master Plan has identified significant development works to occur on site which makes the two proposals for the allocated budget superseded.

No further update at this stage - 30 September 2020

Last Updated: 07-Oct-2020

3.3 Develop and maintain attractive and vibrant Council owned and managed open spaces and streetscapes**3.3.2 Develop the CBD of Hamilton and commercial precincts in all towns**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.2.3 Landscape Ballarat Rd in Hamilton and develop detailed landscape plan for Coleraine Road/Glenelg Hwy and implement	Hugh Koch - Manager Economic Development and Tourism	Completed	01-Jul-2019	30-Dec-2020	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

Trees planted in Ballarat RD have been complete.

To maintain a consistent approach to design (as they completed the Ballarat Rd design), Thomson Hay have provided a suggested approach to tackling Coleraine Rd.

This will include dividing the road along the Glenelg Highway (Pope Street / Coleraine Road), as follows:

- Market Place to and including the Mt Baimbridge Road roundabout (approximate distance 950 metres)
- Mt Baimbridge Road roundabout to the Henty Highway intersection (approximate distance 2150 metres)
- Henty Highway intersection to the western side of the established Pine tree Avenue (approximate distance 2100 metres).


Councillors were briefed on the designs in August 2020.

Coleraine Rd plantings have commenced from Market Place to Mount Baimbridge Rd.

Workshop held with Challis Design and Council regarding Gateway signage in November. Draft concepts to Council in Feb 2020.

No feedback to emails sent to Councillor's in February.

Last Updated: 07-Oct-2020


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.2.4 Prepare brief for consultancy to undertake detailed design for pavilion and change rooms facility at Melville Oval by October 2020.	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2020	31-Dec-2020	90.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

Jensen's Plus have prepared a detailed draft brief for the construction of the change rooms, pavilion, market place plaza and refurbishment under the grand stand. The detailed design for the netball courts will be finalised by end of October 2020. The tender documents are currently being finalised so that an immediate start can be made once funding has been secured.

Last Updated: 05-Oct-2020

3.3.4 Maintain, promote and celebrate the heritage value of built infrastructure in all towns

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.4.3 Implement actions from heritage strategy	Andrew Goodsell - Director Planning and Development	In Progress	01-Jul-2020	30-Jun-2021	25.00%	25.00%	 GREEN


ACTION PROGRESS COMMENTS:

Workplan prepared and updated report to be provided in February 2021.

Last Updated: 13-Oct-2020

3.4 Encourage and support infrastructure for social inclusion and economic growth

3.4.1 Ensure appropriate social infrastructure is provided to support all families and communities across the Shire including multicultural and indigenous people

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.1.1 Prepare community infrastructure framework	Andrew Goodsell - Director Planning and Development	In Progress	01-Jul-2019	30-Jun-2022	20.00%	15.00%	 GREEN

ACTION PROGRESS COMMENTS:


Contractor appointed for first phase of community infrastructure framework in Nov 2019. First phase involves internal workshops with asset managers and service providers (completed), followed by a discussion paper on key principles and a work programme for remainder of project. Discussion paper was completed in March 2020 with other phases to be delivered subject to tender process.

A workshop was held with key internal staff on 18 March 2020. A briefing was held with ELT in April 2020 and Council briefing in May 2020.


A contract was awarded after tendering to Sociologic in September 2020 with the PCG to meet in early October

Last Updated: 29-Sep-2020

3.4.2 Lead the implementation of the Smart Community Framework and Strategic Roadmap

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.2.3 Phase 1 CCTV roll out in public places in partnership with VicPol	Russell Bennett - Manager, Business Systems	Not Started	01-Jul-2020	30-Jun-2021	0.00%	25.00%	 RED
ACTION PROGRESS COMMENTS: 28/09/2020 No progress to date due to resourcing and also waiting for first round of forecasting to allocate carry over budget. Last Updated: 07-Oct-2020							


3.4.4 Ensure the planning framework is responsive to the needs of businesses and residents and support growth and investment

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.4.1 Complete CVF 2041 and Community Infrastructure Framework process and small towns strategy	Andrew Goodsell - Director Planning and Development	In Progress	01-Jul-2020	30-Jun-2022	20.00%	20.00%	 GREEN
ACTION PROGRESS COMMENTS: Phase two of 2041 has commenced and on Phase 1 of CIF. Small towns strategy brief to be prepared by end of 2020. Last Updated: 08-Oct-2020							

4 Promote our Natural Environment

4.1 Promote and support improved biodiversity and the health of waterways, wetlands, soil and air


4.1.1 Promote and support natural resource management and community based initiatives

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.1 Prepare a scoping paper for NRM Strategy	Andrew Goodsell - Director Planning and Development	In Progress	01-Oct-2019	30-Jun-2021	91.00%	90.00%	 GREEN
ACTION PROGRESS COMMENTS: Due to the restructure that has occurred within the biodiversity unit and the prioritisation of the service review, the NRM strategy project brief has been deferred. Completion of brief now scheduled for end September 2020.							

Reverse brief for tender issued to RMCG with the expectation for completion by late October 2020. Thereafter project will be tendered with expected completion in late 2021.

Last Updated: 07-Oct-2020

4.1.2 Advocate to and collaborate with State Government Departments and other agencies on managing natural assets


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.2.3 Develop a partnership agreement with GHCMA and Wannon Water	Andrew Goodsell - Director Planning and Development	In Progress	01-Jul-2019	30-Jun-2021	89.00%	85.00%	 GREEN

ACTION PROGRESS COMMENTS:

An agreement has been drafted. The Biodiversity Officer is working with GHCMA to finalise the document. Awaiting feedback from agencies.

Last Updated: 26-Oct-2020

4.1.4 Reduce Council's carbon and ecological footprint

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.4.1 Complete capping works at Elijah Street Landfill Site and implement collected gas treatment system to effectively treat gas emissions	David Moloney - Director Shire Infrastructure	In Progress	01-Jul-2018	30-Jun-2021	75.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

Capping stage 3-4 still underway but impacted by wet weather. Final filling of landfill to be completed in the next few months with capping of Stage 5-6 can then commence. The project has completed the tender process for stages 5 and 6, however the tender for stage 5 and 6 has not signed the contract. They have indicated that they won't be signing up. Cap has been redesigned and fill likely to be obtained from Wannon Water works from next to site. Works require EPA sign off and works are planned to start after this date so project unlikely to be delivered this Financial Year.

Stage 3 & 4 capping complete with temporary gas treatment works in place. Stage 5 & 6 design amended and seeking approval from EPA prior to re-tendering. Works are anticipated to be complete in the current FY (2019/2020)

9/7/19 - Action will be carried forward into the 2019/2020 Annual Plan for completion.

Design of Capping 5&6 to include FIDO cap.

In the new year will put together a haul contract for the capping to come across from Wannon Water site.

This project is now unlikely to be completed by June 30 and will need to be deferred to NFY.

Have appointed a PM from the Assets team to deliver the works next FY


Assets are in discussion with the EPA over the capping design.

Capping project was let at the September 2020 Council meeting.

Last Updated: 01-Oct-2020

4.2 Balance environmental protection with Council's support for growth

4.2.2 Ensure land use planning balances growth with appropriate levels of environmental stewardship

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.2.2 Implement actions from the Domestic Wastewater Management Plan	Andrew Goodsell - Director Planning and Development	In Progress	01-Jul-2020	30-Jun-2021	25.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:


Progressing the wastewater design for Penshurst as per Council resolution.
Best practice guidelines to be put on website before end of November.

Last Updated: 29-Sep-2020

5 Provide Governance and Leadership

5.1 Provide transparent and responsible governance


5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting their role

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.3 Development and communication of the new Council Plan process, engagement and timelines.	Darren Barber - Manager Organisational Development	In Progress	01-Jul-2020	30-Jun-2021	25.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

28/9/2020 A process has been developed and agreed by ELT. SLT will meet in October to begin formulating data for the preparation of the new council plan in readiness for council.

Last Updated: 02-Oct-2020


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.4 Continue the new Local Government Act implementation	Darren Barber - Manager Organisational Development	In Progress	01-Jul-2020	30-Jun-2021	25.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

28/9/2020 The proclamation dates of April and May 2020 for the local government act have been completed by the September 2020 deadline.

Last Updated: 02-Oct-2020

5.4 Deliver efficient and customer focused services**5.4.1 Maximise utilisation of digital solutions in service delivery**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.1.7 Business Case and roadmap for Phase 2 SGSC Application Ecosystem	Russell Bennett - Manager, Business Systems	In Progress	01-Jul-2020	30-Jun-2021	10.00%	25.00%	 RED

ACTION PROGRESS COMMENTS:

28/09/2020

Spoke with Gerrard Kelly from VicPol. Still keen to progress, VicPol unable to provide a dedicated stand alone PC to run solution so will need to be supplied by SGSC. Waiting for forecasting to open so that budget can be allocated.

Last Updated: 28-Sep-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.1.8 Implementation of Phase 1 - SGSC Application Ecosystem	Russell Bennett - Manager, Business Systems	Not Started	01-Jul-2020	30-Jun-2021	0.00%	25.00%	 RED


ACTION PROGRESS COMMENTS:

28/09/2020

No progress to date due to lack of resources. Currently in recruitment process to replace 2 x Coordinator roles that will drive this project.

Last Updated: 07-Oct-2020

5.4.2 Ongoing review of service delivery to maximise efficiency and improve outcomes

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.2.2 Continuation of the service review calendar	Evelyn Arnold - Director Community & Corporate Services	In Progress	01-Jul-2019	30-Jun-2021	85.00%	75.00%	
<p>ACTION PROGRESS COMMENTS:</p> <p>Service reviews are scheduled and to date Council has been briefed on a number of services including Material Child Health, the Performing Arts Centre and School Crossing Supervisors (as part of Local Laws). Other reviews are progressing and will be presented to Council when any key decision making points are identified. As this process evolves ELT has identified that a different levels of detail and analysis maybe required to get the best results form the reviews. As such the Service Review framework is being assessed and broadened to look more at Service Planning and how best to resource the process.</p> <p>This process is an on going one. The Directors are currently reviewing the approach in relation to new information about asset management and strategic trends.</p> <p>A revised project plan to focus on key business units and activities is being formulated by the Directors. This will then be workshopped with the Senior Leadership team.</p> <p>Last Updated: 28-Sep-2020</p>							