



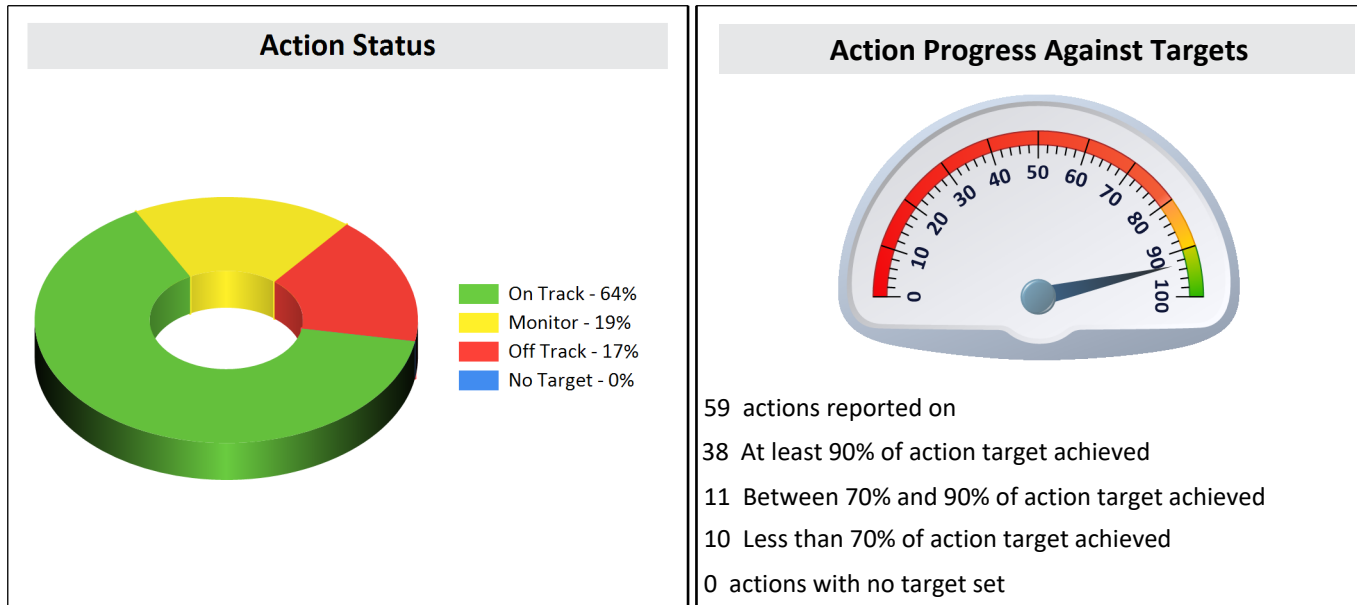
# Action and Task Progress Report

Southern Grampians Shire Council



*Print Date: 06-Apr-2021*

# 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	Completed	01-Jul-2020	30-Jun-2021	100.00%	90.00%	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 next month for feedback before community roll out in new year.

Planning to launch new 'News' page on external website which will allow an up to date method of disseminating news via a e-platform. Template is complete and will be launched shortly.

Page has been established and now needs news items to be uploaded and launched. Plan is to do this upon completion of Council Plan sessions and launch draft plans on news page.

Last Updated: 31-Mar-2021


##### 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	Brett Holmes - Acting Manager Works	Deferred	01-Jul-2019	30-Jun-2021	20.00%	75.00%	RED

##### ACTION PROGRESS COMMENTS:

\* A quotation for a 3rd party engineer to prepare a Dam Safety Emergency Plan (DSEP) has been received and is 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 undertaken 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 - Insurance 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.  
 02/02/2021 - Unable to resolve insurance and indemnity issue. Project will now be tendered with specific conditions around insurance & indemnity cover.  
 30/3/2021 - Project on hold until new Director is appointed.  
 Last Updated: 30-Mar-2021

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	75.00%	75.00%	


**ACTION PROGRESS COMMENTS:**

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

The funding for the programme has been extended and the next steps in key outcomes are being identified. We continue to work with the community and key partners to ensure the best outcomes for Southern Grampians.

Last Updated: 01-Apr-2021

**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	83.00%	75.00%	



**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 audit was conducted and a summary of findings was provided as an attachment to the Phase 2 report to be tabled at the April 2021 meeting

Last Updated: 31-Mar-2021

**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 %
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	75.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> 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. The draft design has been completed and are ready for presentation to ELT, before a briefing of Council.</p> <p>1/4/2021 - ELT and Council have been briefed, current status, preliminary reporting has been provided to Heritage Victoria and presentations of the plan are scheduled for stakeholders after Easter.</p> <p>Last Updated: 01-Apr-2021</p>							
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 - Manager Cultural Arts	In Progress	01-Oct-2019	30-Jun-2021	90.00%	90.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> 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 February with 12 weeks build time. Project completion in June 2021 with PAC to open to public in July 2021</p> <p>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. Key asset upgrades have been made within the quarter to return operating systems to industry standard.</p> <p>Last Updated: 29-Mar-2021</p>							


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	90.00%	100.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> The final design for the Pedrina Park Inclusive Sporting Hub has been completed and agreed by the PCG and User groups.</p> <p>Netball Courts - Tonkin consulting have been engaged to complete a design, QS and tender documentation. This element is just being finalised between staff and Tonkin and the tender process is to be conducted by 30 June.</p> <p>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.</p> <p>- Only projects not designed and still outstanding are: 1. Pavilion 2 2. Cricket Nets .</p> <p>Last Updated: 31-Mar-2021</p>							
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	70.00%	100.00%	 AMBER
<p><b>ACTION PROGRESS COMMENTS:</b> 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.</p> <p>Possible funding for part of this project has been identified through the LRCIP round 2. However, this requires the design and costing of the net ball courts to be completed.</p> <p>Last Updated: 31-Mar-2021</p>							
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	Completed	01-Oct-2019	30-Jun-2021	100.00%	90.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> This project has been completed. Last Updated: 30-Mar-2021</p>							
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	50.00%	50.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> The tender for design and construct has been awarded to Rendine who responded to the project brief that was developed in line with Sporting Association Guidelines, Master Plan, Building Code, User Group consultation and the SRV funding application.</p> <p>Further consultation has been undertaken with all User Groups and the PCG (which included representation from Netball, Hockey and Soccer) to finalise the design. A presentation on the end design accepted by the PCG has been made to Council.</p> <p>Planning permit process has occurred, and the permit will be issued as there has been no objections to the development.</p> <p>Rendine will commence off-site construction of the facility with on site installation planned for the second half of the year.</p> <p>Note this project will carry forward into the 21/22 Financial year with an estimated completion by the 30 October 2021.</p> <p>Last Updated: 31-Mar-2021</p>							
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	45.00%	75.00%	 RED
<p><b>ACTION PROGRESS COMMENTS:</b> Funding application made under the Community Infrastructure Stimulus Fun was unsuccessful, as a result the construction of this project will not proceed.</p> <p>Feedback on the application process indicated that project would of been considered more favourably if a detail design and quantity survey had been completed.</p>							

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. Council has resolved to allocate the LRCIP round 2 to this project. Once the design has been completed the next stage will be to go to tender for the construction of the courts.

The Project design work is almost complete with tender specification documents to be included within this design to allow us to proceed with tender process. The next steps will be a tender for the construction following the budget allocation from the LRCIP round 2 fund.

Last Updated: 01-Apr-2021


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	75.00%	75.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Tender process has been conducted and awarded with completion date of June 2021.

Site preparation works have commence with the removal of compromised vegetation surrounding the playground, installation of edging and pathways to promote better access to the site.

Last Updated: 31-Mar-2021

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	65.00%	75.00%	 AMBER

**ACTION PROGRESS COMMENTS:**

The internal refurbishment of the amenities has been completed which includes the refit of new fixtures and fittings, renewal of floor surface, tiling, painting and new doors.


External works such as painting façade and cleaning of roof is planned.

A tender has been recently released to complete the reconstruction of a DDA compliant amenities which will also include the renewal of the pathway surrounding the amenity block to allow for greater access by those with mobility/accessibility challenges.


Last Updated: 31-Mar-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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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%	75.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 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 - Manager Cultural Arts	In Progress	01-Jul-2019	30-Jun-2021	80.00%	80.00%	 GREEN

<b>ACTION PROGRESS COMMENTS:</b> Grant to assist with research development successful - via Gordon Darling Foundation. Collation of existing collection research complete. Academic experts engaged to assist project utilising existing exhibition budget. Working group developed and project is progressing, which includes liaison with contributors (critics / art experts / educators). Publication to represent the Gallery's 60 anniversary and therefore due for release October 2021.  All seven academics have visited, analysed and researched their collection area and have completed their draft text (due 30th March) for the five collection areas. The digital team, Madi Whyte and Claudia Ross, who have been funded by the state government, working for Vic initiative have commenced the photographing of the objects for the publication. An editor, graphic designer and printer are in the final stages of being engaged to deliver the product creation of the project. Last Updated: 29-Mar-2021							
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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 - Manager Cultural Arts	In Progress	01-Jul-2020	30-Jun-2021	75.00%	75.00%	 GREEN

<b>ACTION PROGRESS COMMENTS:</b> Collation of data underway for initial report encompassing Cinema, Library and Gallery.							
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Data migration underway and connections to ticketing systems established.  
First quarterly report delivered for the Oct-Dec period. Next report for Jan-Mar due April.

Last Updated: 29-Mar-2021

### 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	60.00%	75.00%	 AMBER

#### ACTION PROGRESS COMMENTS:


A review of the health and wellbeing data, reveals that some improvements to indicators that measure health and wellbeing of our residents have occurred, in some areas measures have lost ground or remained stable.

This data set is assisting with the first round of the community engagement and conversation with the community on the development of the new health and wellbeing priorities for focus by the Shire, community and stakeholders.

Staff will now undertake more direct engagement with industry and target focus areas such as Youth to develop and finalise priorities and the first year actions of focus that improvement of key target areas. The Public Health & Wellbeing Plan development and implementation will follow the same principle of the new Council Plan with annual actions and reporting to be undertaken.

Last Updated: 01-Apr-2021

### 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 %
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	95.00%	95.00%	 GREEN

#### 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.

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.

This strategic discussion is now locked into the September Council briefing session where the best approach for this area of interest will be discussed.


Strategic discussion happening with Council this week.

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.

This report has been added to agenda for early 2021. Will deliver and update as required. This discussion is booked in for Council briefing in May 2021.

Last Updated: 31-Mar-2021

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 - Manager Cultural Arts	In Progress	01-Jul-2020	30-Jun-2021	25.00%	70.00%	 RED

**ACTION PROGRESS COMMENTS:**

Review and data collection delayed due to closures.

Investigation into outlook audience monitoring during shutdown in development.

Initial report using qualitative data from customer feedback combined with statistical data presented as part of Quarterly report.

Social media comments and feedback to be included in commentary


Random customer analysis to be conducted each quarter. Target 20 attendees.

Last Updated: 29-Mar-2021


### 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 %
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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	70.00%	90.00%	 AMBER
<p><b>ACTION PROGRESS COMMENTS:</b></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 COVID restrictions. Still waiting on appropriate time for first workshop to happen. Again has been affected by COVID restrictions.</p> <p>Consultation with traditional owner groups has begun with draft plan.</p> <p>Last Updated: 31-Mar-2021</p>							

### 1.3.2 Encourage and support a more diverse, multicultural community, including recognising and celebrating our cultural heritage

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.2.3 Reviewed options as part of Arts and Culture Strategy update - Indigenous and multicultural awareness and content	Amy Knight - Manager Cultural Arts	In Progress	01-Oct-2020	30-Jun-2021	25.00%	75.00%	 RED
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Review of exhibition program complete.</p> <p>8 out of a total of 16 exhibitions scheduled contain indigenous and multicultural elements.</p> <p>Engagement and public programs delayed due to lack of available staff to facilitate.</p> <p>Education and Engagement Officer recruited and began in March 2021. Schedule of activities in process of being developed and delivered.</p> <p>To be finalised and delivered in the forth quarter.</p>							

Last Updated: 29-Mar-2021

**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%	100.00%	 RED

**ACTION PROGRESS COMMENTS:**

Funding from State / Federal government hasn't been achieved to date. Will apply for further funding opportunity in 18/19.

Grant application submitted for the Federal Safer Communities Round3 (2018)

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

18/01/2021 - Project still in status of deferred due to lack of funding


23/03/2021 - Project still in status of deferred due to lack of funding

Last Updated: 23-Mar-2021


**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%	75.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 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	Completed	01-Jul-2020	30-Jun-2021	100.00%	75.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Background documents and draft working documents presented to Eco Dev team. Draft due mid October. Report complete and refinement of actions underway. Action and work plan currently being developed internally. Last Updated: 29-Mar-2021							

### 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	Completed	01-Jul-2019	31-Dec-2020	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b>							

Contract of Sale finalised, valuation received and sale prices set. [www.hamiltonbusinesspark.com.au](http://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. The Sales and Marketing component of the land development is complete. The entrance signage is currently being developed. Awaiting construction to be finalised before the sales can commence.

Last Updated: 21-Jan-2021

## 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	Completed	01-Jul-2020	30-Jun-2021	100.00%	75.00%	 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. A toolkit to support Business Recovery Activities has been developed and will continue to be refined as additional uses are identified.

Last Updated: 21-Jan-2021

## 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	97.00%	75.00%	 GREEN

#### 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](http://www.businessgreaterhamilton.com.au) website.

Our "Proudly Local", Click for Christmas and Ignite the Spirit of Christmas Campaigns were developed and executed in December. "Who You Support Matters" - open for business stickers where distributed throughout the region to businesses demonstrating the move away from the "Business as Unusual" element of the COVID pandemic. Hypersocial our digital specialist contractors visited the region in March for several individual workshops with Tourism, Retail and other businesses to mentor their digital presence and support our various marketing recovery campaigns. They also worked through the next stage of our digital response to Inspired by Locals and Business Greater Hamilton. New video footage is currently being shot to update content for social and website presence.

Last Updated: 29-Mar-2021

### 2.3.3 Grow the digital capacity of the businesses

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.3.2 Conduct the 2nd Digital Innovation and Smart Agriculture Festival	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Oct-2020	30-Jun-2021	71.00%	75.00%	

#### ACTION PROGRESS COMMENTS:

COVID 19 restrictions have delayed the organisation of next year's event. Previous sponsors and potential participants to the cancelled 2020 event have been contacted seeking their involvement for 2021. The previous program is currently under review.

Sponsors have been contacted and venues booked. New marketing collateral is currently being developed. Program and speakers for the festival have now been confirmed. March update -


It is great to report early success of the festival with all the key sponsorship positions sold and additional funding procured from both Federal and State Governments. A substantial marketing and advertising campaign is currently being finalised. We are again pleased to highlight our digital and smart credentials and are delighted that many of our original participants have come back on board for 2021.

Tickets are now on sale and available at the website [disafestival.com.au](http://disafestival.com.au)

Last Updated: 29-Mar-2021

### 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	84.00%	75.00%	




**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. Engagement with stakeholders and agencies occurred over Nov/Dec 2020 and a draft report is currently being written. Council to be briefed in April with a workshop session with the consultants.

Last Updated: 29-Mar-2021

**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	99.00%	100.00%	

**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. Live the Grampians Way was launched early December and we will continue to monitor the interest and respond to the enquiry through the enquiry matrix. In response to the program SGS have developed a 'mail chip' newsletter that is sent to potential relocators that have enquired about the region. The newsletter has the ability to track what information the relocater is after via embedded links to our website. The program has increased its marketing reach beyond social media in Feb/March to include advertising on 3AW Melbourne and inserts into Weekly Times and other newspapers. Darren James, Weekend Breakfast Presenter from 3AW was our guest in late March when he visited the region. He followed up with a Grampians hour long special 11-12 on 27 March.

Last Updated: 29-Mar-2021

**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%	100.00%	 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%	100.00%	 AMBER

**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.


02/12/20: Same comment as above, no further work have been done.

25/01/21: Same comment as above, no further work have been done.

25/03/21: 25/01/21: Same comment as above, no further work have been done.

Last Updated: 25-Mar-2021

### 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	60.00%	75.00%	 AMBER

#### 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.

25/01/21: The land acquisition is complete. The tender to cross river has been received and approval from DELWP is awaited before we award the tender.

31/03/21: Tender process completed and ready for awarding subject to final approvals of design by DoT & DELWP. Acquisition complete - awaiting final documents

Last Updated: 01-Apr-2021

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	35.00%	60.00%	 RED

**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.

02/12/20: Detailed design of platform has been received and Tender for construction is expected to be advertised early Jan'21. The Draft design of car park has been done and will be handed over to the Works Team this week for construction.

25/01/21: The design for car parks have been provided to Depot Team. The works are expected to start early Feb'21. The tender for the raised platform, pathways and landscaping will be tendered at the end of Jan'21.

Last Updated: 25-Mar-2021

**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 Penshurst Transfer Stations through facility upgrades	Brett Holmes - Acting Manager Works	Deferred	01-Jan-2019	30-Jun-2021	70.00%	90.00%	 AMBER

**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.

09/07/2019 - 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 Plan 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 Penshurst. 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  
 30-11-2020 Hamilton Transfer Station Design finalized. Modifications for Coleraine Recycling Drop of Skip awaiting Business Case for next FY. Status Deferred  
 03-02-2021 Coleraine Drop off to be completed by 30/06/21 - further improvements are constantly being investigated.  
 30-3-2021 - Coleraine Landfill improvements have been completed by Hamilton depot staff while the new shed at Hamilton Landfill will be completed in the 2021 / 2022 financial year.  
 Last Updated: 30-Mar-2021


### 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.	Belinda Johnson - Acting 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.  
 Grant funding received and funding agreement signed. Works to be tendered in coming months.  
 31/03/21 - Works currently out to tender  
 Last Updated: 01-Apr-2021


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.	Belinda Johnson - Acting Director Shire Infrastructure	In Progress	01-Jul-2019	30-Jun-2021	85.00%	95.00%	 AMBER
<p><b>ACTION PROGRESS COMMENTS:</b></p> <ul style="list-style-type: none"> <li>* Quotes obtained to implement data collection for Network Operating Plan but is over budget. Looking at putting together a contract to undertake works.</li> <li>* Quotes were in excess of budget looking other ways to capture data</li> <li>* Had meeting in late December with DoT and discussed potential funding and scope document for the NOP.</li> <li>* Have been having discussions with ARRB about how they might be able to assist with the NoP through data they already hold.</li> <li>* Specification written for a NoP in conjunction with the DoT. Grant Application going in to secure additional funds to undertake the work.</li> <li>* Application submitted and awaiting funding outcome.</li> <li>* Once funding outcome has been determined data capture can happen.</li> <li>* Funding received. Acting Director working on plan to implement</li> <li>* Quotation 507/21 has been advertised in March 2021</li> </ul> <p>Last Updated: 31-Mar-2021</p>							

### 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	Completed	01-Jul-2019	30-Jun-2021	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>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. This action is ongoing.</p> <p>Last Updated: 21-Jan-2021</p>							


### 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	30.00%	75.00%	 RED
<p><b>ACTION PROGRESS COMMENTS:</b>            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.</p> <p>Project deferred until the completion of the CBD and Melville Oval Master Plan Strategy completed.</p> <p>Funds to be carried forward and used to deliver identified priority.</p> <p>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.</p> <p>No further update at this stage - 30 September 2020</p> <p>This project will not be proceeding and the site will be redeveloped as a part of the overall CBS Master plan - 2 February 2021</p> <p>Council resolved at the March 2021 meeting to endorse the concept for redevelopment which will no proceed to a detailed design tender.</p> <p>Last Updated: 31-Mar-2021</p>							

### 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
<p><b>ACTION PROGRESS COMMENTS:</b>            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:</p>							

- 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 Councillors 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	Completed	01-Jul-2020	31-Dec-2020	100.00%	75.00%	 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.

Dec - Tender documents have now been finalised. Council have been briefed on the project in December with a report due in March to seek Council's endorsement and commitment to the project. Application has been made to SRV for both Community Sporting Infrastructure Loan Program and funding program to complete the funding required to commence the project. Federal Government has now committed \$4.1m to the project. The project has now moved to the capital works phase. This action is complete.

Last Updated: 21-Jan-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.2.5 Subject to funding progress the detailed design work required for the Melville Oval project	Hugh Koch - Manager Economic Development and Tourism	Completed	01-Oct-2020	30-Jun-2021	100.00%	75.00%	 GREEN


**ACTION PROGRESS COMMENTS:**

See notes re: 3.3.2.4



Last Updated: 21-Jan-2021

**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%	75.00%	 RED

**ACTION PROGRESS COMMENTS:**

Workplan prepared and updated report to be provided in February 2021. Delay due to recruitment of Manager Shire Strategy. will be completed in second quarter of 2021.

Last Updated: 31-Mar-2021

**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	25.00%	25.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Contractor appointed for first phase of community infrastructure framework in Nov2019. 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. Currently in data collection phase with update to Councillors in mid 2021.


Last Updated: 31-Mar-2021

**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 %
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3.4.2.3 Phase 1 CCTV roll out in public placed in partnership with VicPol	Russell Bennett - Manager, Business Systems	In Progress	01-Jul-2020	30-Jun-2021	75.00%	100.00%	 AMBER
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>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.</p> <p>18/01/2021 Forecasted budget available, have reached out to VicPol to recommence this project with aim to be completed by this FY. MOU already in place, plan already created just require approval from VicPol to commence project.</p> <p>23/03/2021 Installation has commenced with Connectivtiy now in place to VicPol. CCTV cameras to be installed late April. Working with Comms around a press release around the project.</p> <p>Last Updated: 23-Mar-2021</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET %	ON TARGET %
3.4.2.4 Pilot Asset usage via sensors	Russell Bennett - Manager, Business Systems	Completed	01-Jan-2021	30-Jun-2021	100.00%	50.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>28/09/2020 Project not started as yet.</p> <p>18/01/2021 Usage sensors setup at Mt Rouse steps, Grangeburn walking track and Dunkled Outdoor pool. Need to verify that data is accurate before sharing data with business and look to expand pilot.</p> <p>23/03/21 Analysing data shows that new Farmo PIR sensors are not reliable. The Gate sensors installed on the Dog park are working very well however. At present Business Systems will continue with Camlytics for people counting where there is power available.</p> <p>Last Updated: 23-Mar-2021</p>							

### 3.4.3 Ensure Council's planning and building processes support infrastructure that is inclusive, accessible and equitable

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.4.3.2 Undertake anomalies amendment from Finalised Planning Scheme Review	Andrew Goodsell - Director Planning and Development	Not Started	01-Oct-2020	30-Jun-2021	0.00%	75.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> To be undertaken once Flood amendments are finalised. Flood amendment for Coleraine to be considered by Council in April. Next steps will be commencement of anomalies amendment to be drafted before end of financial year. Last Updated: 31-Mar-2021							


#### 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	30.00%	30.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Phase two of 2041 has commenced and Phase 1 of CIF is underway. CVF 2041 Council report scheduled for April 2021. Small towns strategy brief to be prepared in mid-late 2021. Last Updated: 31-Mar-2021							

## 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	Completed	01-Oct-2019	30-Jun-2021	100.00%	90.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Reverse brief for tender issued to RMCG in late 2020. Tender to occur in early Feb 2021. Scoping paper, the reverse brief, is now complete.							

Last Updated: 25-Jan-2021

**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%	100.00%	 AMBER

**ACTION PROGRESS COMMENTS:**

An agreement has been drafted. The Regulatory Services Coordinator is working with GHCMA and Wannon Water to finalise the document and is waiting on comments before a workshop with Councillors is scheduled.

Last Updated: 31-Mar-2021

**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	Belinda Johnson - Acting Director Shire Infrastructure	In Progress	01-Jul-2018	30-Jun-2021	85.00%	100.00%	 AMBER

**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 Stage5-6 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.


Tender process underway. Contractors to be awarded once evaluations completed.

03/02/2021 Contract awarded and Works well underway  
31/03/2021 Waste reprofiling work completed, capping worked commenced.

Last Updated: 31-Mar-2021

## 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	74.00%	75.00%	 GREEN

#### ACTION PROGRESS COMMENTS:


Progressing the wastewater design for Penshurst as per Council resolution.  
Best practice guidelines to be put on website. Work being conducted on Penshurst Sewer scheme with Wannon Water with a staging plan now being costed.

Last Updated: 31-Mar-2021

## 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.	Mike Shanahan - Acting Manager Organisational Development	In Progress	01-Jul-2020	30-Jun-2021	60.00%	50.00%	 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.  
03/02/2021 This is the first session with Council to discuss the form of the new Council Plan and Advocacy Priorities for the next 4 years.  
25/1/21 - Council Planning Day held on 3 February 2021 to continue the communication and development of the Council Plan  
29/3/21 - Community engagement held throughout March, Council will be briefed on outcomes in May whilst the Steering Group commence development of the plan

Last Updated: 29-Mar-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.4 Continue the new Local Government Act implementation	Mike Shanahan - Acting Manager Organisational Development	In Progress	01-Jul-2020	30-Jun-2021	75.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b>            28/9/2020 The proclamation dates of April and May 2020 for the local government act have been completed by the September 2020 deadline. The implementation of the stages of the act are on track with the next suite of polices due for adoption at the February Council Meeting (25/1/2021 up to date)</p> <p>1/4/2021 - Stage 4 Proclamation commences 1 July 2021 with a 31 December 2021 due date. Planning has commenced with relevent units to meet the timeline.</p> <p>Last Updated: 01-Apr-2021</p>							

### 5.3 Create an environment that supports committed and skilled staff

#### 5.3.2 Plan for and develop future skills required to deliver our services, projects and programs


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.6 Review the Workforce Development Plan required under s.46 of the LG Act.	Mike Shanahan - Acting Manager Organisational Development	In Progress	01-Oct-2020	30-Jun-2021	25.00%	25.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b>            Council has a current Work Force. This is being reviewed in the context of the new local government act and the changing requirements of the work force.            29/3/21 - Work is being undertaken to review the workforce plan and incorporate the new requirements of the Local Government Act2020 and in the context of the impact of the Gender Equality Act 2020.</p> <p>Last Updated: 29-Mar-2021</p>							
5.3.2.7 Review of the recruitment policy required under s.48 of the LG Act.	Mike Shanahan - Acting Manager Organisational Development	In Progress	01-Oct-2020	30-Jun-2021	25.00%	25.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b>            Council has a current recruitment process but this requires review in the context of the new local government act</p>							

29/3/21 - Work is being undertaken to review the existing policy and to incorporate the new requirements under the Local Government Act 2020 and how it fits within the workforce development plan and the Gender Equality Act 2020 context.

Last Updated: 29-Mar-2021

## 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	Deferred	01-Jul-2020	30-Jun-2021	50.00%	100.00%	 RED

#### ACTION PROGRESS COMMENTS:


18/01/2021

COVID and lack of resources has delayed this piece of work. Business Case in for FY21/22 to get assistance to plan migration of SGSC server environment to cloud. Business Cases also in to migrate Conquest to cloud solution and change GIS system to cloud solution. Liasing with a number of other Australian councils to get their learnings in migrating to new Core system (Civica replacement), looking to have a business case developed for the FY22/23 budget.

23/03/21

Business Case development will be targeted for FY22/23 for Phase 2 Civica replacement.

Last Updated: 23-Mar-2021

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	In Progress	01-Jul-2020	30-Jun-2021	70.00%	75.00%	 GREEN

#### 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.

18/01/2020

email (Exchange) has been migrated to the Microsoft 365 environment. Business Cases in for FY 21/22 to migrate Conquest and GIS to cloud solutions. In requirements stage and interviewing a number of other Australian councils that have migrated to SharePoint for records management.


With the recruitment complete, the "road map" for implementation has been reviewed and will be presented to ELT.

23/03/21

Analysis / requirements work completed for Records Management service. Findings to be presented to ELT in April. Business case in for FY21/22 to migrate to new cloud based records management solution.

Last Updated: 23-Mar-2021

#### 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	90.00%	95.00%	

#### ACTION PROGRESS COMMENTS:

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 from 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.

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.

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.

Discussed Service Reviews at Councilor Planning day, highlighting the process and links to Council Plan and other strategies. Will require guidance from Council on future service reviews they would like to see. Council was presented with a report design to capture the a "snap shot" of the services provided. Four services have now been identified for a more in-depth review.

Last Updated: 29-Mar-2021