



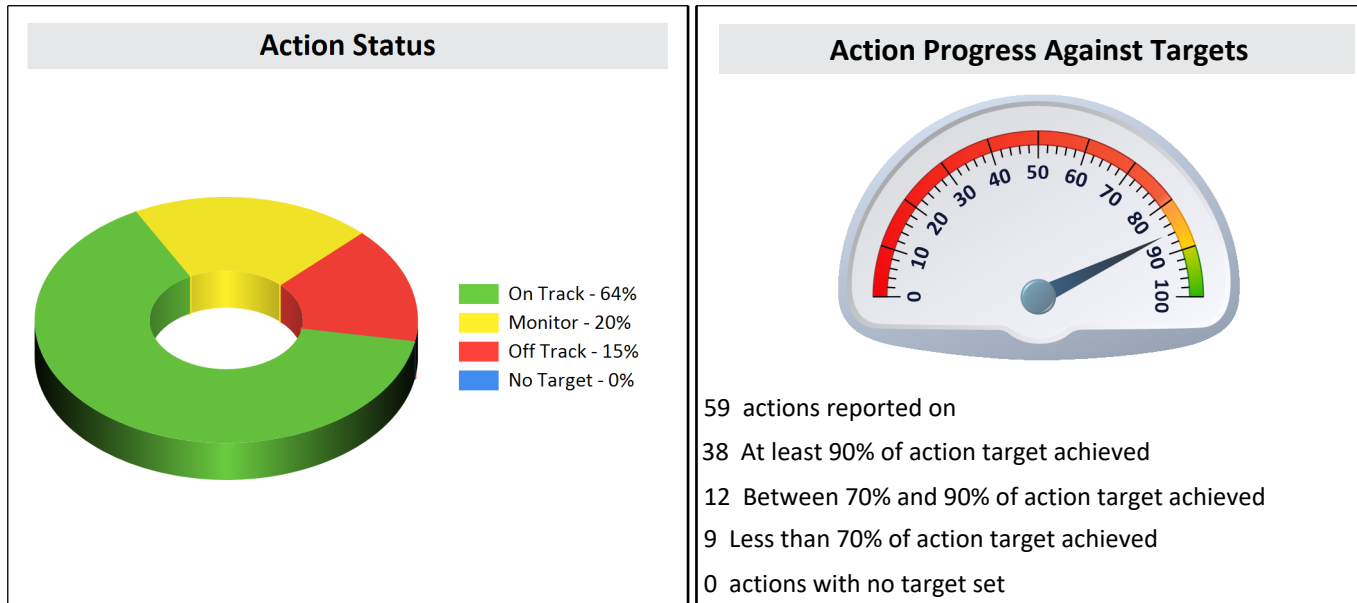
Action and Task Progress Report

Southern Grampians Shire Council



Print Date: 08-Jul-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%	100.00%	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	73.00%	100.00%	AMBER


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.

29/6/2021 - Discussion with new director required to find a suitable way forward.

Last Updated: 29-Jun-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	95.00%	100.00%	

ACTION PROGRESS COMMENTS:


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

Local Area Support Network has been activated and finalised. Online database of social and health services is nearing completion

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: 07-Jul-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	Completed	01-Jul-2019	30-Jun-2022	100.00%	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. An audit was conducted and a summary of findings was provided as an attachment to the Phase 2 report tabled at the April 2021 meeting.

Last Updated: 30-Jun-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	80.00%	100.00%	 AMBER


ACTION PROGRESS COMMENTS:

Team is currently working to finalise the design in response to feedback from Heritage Victoria on the concept.

The next steps with this project is to undertake the 2nd stage of community consultation on the final design (delayed due to third lockdown process), complete final design and costing process incorporating any feedback.

Undertake the Heritage approval process and for the design and costing to be formally adopted by Council.

Last Updated: 30-Jun-2021

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	Completed	01-Oct-2019	30-Jun-2021	100.00%	100.00%	 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 February with 12 weeks build time. Project completion in June 2021 with PAC to open to public in July 2021 - COMPLETE. Facility to reopen in July as scheduled.


There has been a procedure change for asset management, together with test and tag register. This is managed by the Operations Coordinator position.

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. The most recent purchase of sound deck is reflective of this.

Last Updated: 29-Jun-2021

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	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

The final design for the Pedrina Park Inclusive Sporting Hub has been completed and construction commenced, with works expected to be completed by October 2021.


Netball Courts - Design has been completed and the tender awarded to Turf-One for construction to be completed by 31 December 2021

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 which will be designed and costed once the abovementioned projects have been complete are:

1. Pavilion 2
2. Cricket Nets .

Last Updated: 30-Jun-2021

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




ACTION PROGRESS COMMENTS:


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

A budget allocation for this project has been made in the 21/22 budget. A tender specification still needs to be developed and tender process conducted, unlikely that project would be completed by 31 December 2021

Last Updated: 30-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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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%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: This project has been completed. Last Updated: 30-Mar-2021							
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	75.00%	100.00%	 AMBER
ACTION PROGRESS COMMENTS: Redine Pty Ltd was awarded the contract to construct and install the modular building at Pedrina Park. The Modular construction is well under way, and the company has commenced foundation works up at Pedrina Park, in preparation for the buildings to be installed on site. This project is on track to be completed within budget and on time with practical completion due October 2021 Last Updated: 30-Jun-2021							
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	60.00%	100.00%	 RED
ACTION PROGRESS COMMENTS: This project has been funded under the LRCIP round 2 to this project, the tender process has been completed with Turf -One being appointed to demolish and construct the netball courts. Construction and completion of this project will occur in the first 6 months of the new financial year with project completion date expected by 31 December 2021 Last Updated: 30-Jun-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	98.00%	100.00%	 GREEN
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ACTION PROGRESS COMMENTS:

Playground equipment and landscaping has been completed. Some minor drainage works to be completed and the site provided with soft fall.

Last Updated: 30-Jun-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	85.00%	100.00%	 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 has been completed.

Works on the DDA compliant amenity has been tendered and commenced, which also included the removal and replacement of the non-compliant pathway around the building. These works are currently underway and expected to be completed by 31 July 2021.

Last Updated: 30-Jun-2021

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%	100.00%	 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 %
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1.2.2.2 Collection research for publication regarding 60th Anniversary of Gallery	Amy Knight - Manager Cultural Arts	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN
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ACTION PROGRESS COMMENTS:

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.

Collection research complete.

Last Updated: 28-Jun-2021

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	Completed	01-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

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


Data migration and connections to ticketing systems complete.

Quarterly reports delivered for last two periods with systems put in place for continued reporting for future years. Next report for April - June due in July.

Last Updated: 01-Jul-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 %
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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	80.00%	100.00%	 AMBER
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ACTION PROGRESS COMMENTS:

The draft Southern Grampians Community Public Health and Wellbeing Plan 2021-2025 has been prepared based on the review of the 2017-2021 Plan, health data that reports the status of health for our residents and extensive community engagement.

The draft report has been presented to Council for review before it is provided to the Community for consultation in August with the Council Plan. The Plan will be adopted in October 2021.

Last Updated: 30-Jun-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	Completed	01-Jul-2020	31-Mar-2021	100.00%	100.00%	 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.

Strategic discussion occurred at Council in June 2021 and a further report will now be tabled discussing the feedback received and possible initiatives for the new Council Plan.

Last Updated: 07-Jul-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	Deferred	01-Jul-2020	30-Jun-2021	25.00%	100.00%	 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


Unrealistic to conduct customer satisfaction due to ongoing closures in both Gallery and Performing Arts Centre.

Objective of Great South Coast Creative Industries Strategy identified as Data Collection - Valuable regional cultural and economic data is collected and used.

This will flow to Councils Arts and Cultural Strategic Plan due August 2021.

Last Updated: 01-Jul-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 %
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	90.00%	90.00%	 GREEN

ACTION PROGRESS COMMENTS:

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.

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.

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.

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).


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.

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.

Consultation with traditional owner groups has begun with draft plan. This engagement approach will now continue as we work through continued development of RAP and the actions that come from the Plan.

Last Updated: 07-Jul-2021

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	Completed	01-Oct-2020	30-Jun-2021	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

Review of exhibition program complete.

8 out of a total of 16 exhibitions scheduled contain indigenous and multicultural elements. Engagement and public programs delayed due to lack of available staff to facilitate.

Education and Engagement Officer recruited to provide linkage to relevant groups and curriculum.


Identified Indigenous coordinator position recruited in July 2021 to work with Gallery's permanent collection and provide relevant research into Indigenous collection and programs. Position funded via Australian Museums and Galleries Association with support from Creative Victoria.

Further strategic direction to be placed in Arts and Culture Strategic Plan due August 2021.

The Great South Coast Creative Industries Strategy was completed with identified objective focus on First Nations - Increased recognition of First Nations culture and heritage in the region.

Last Updated: 01-Jul-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	Completed	01-Nov-2018	30-Jun-2021	100.00%	100.00%	 GREEN

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 Round 3 (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

28/05/2021

Able to roll out phase 1 of CCTV in public places ourselves, without funding. We have received funding via Great South Coast for phase 2.


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

Last Updated: 28-May-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%	100.00%	 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	Completed	01-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

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 %
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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
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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. 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%	100.00%	 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	Completed	01-Jul-2020	30-Jun-2021	100.00%	100.00%	 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 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 were 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.


A branding television campaign has been run immediately following the latest lock down. Social media advertising for the Inspired by Locals program has also been increased to encourage greater profile of our region to the VFR market.

Bendigo Bank – Hamilton have provided \$2,000 towards a retail promotion to support local businesses in Hamilton this June. A lucky shopper will win \$500 each week for four weeks just by scanning their receipt and uploading via a QR code in store or by dropping their receipt into Bendigo Bank – Hamilton.

Southern Grampians Shire and Hamilton Regional Business Association have partnered Bendigo Bank to support this initiative which will run until the end of June.

Last Updated: 21-Jun-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	Completed	01-Oct-2020	30-Jun-2021	100.00%	100.00%	

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.

June update.

The second Digital Innovation and Smart Agriculture (DISA) Festival was held with 245 people being involved across two days in digital transformation and smart agriculture learning and knowledge sharing.

Some DISA21 facts:

179 Smart Agriculture tickets sold

66 Smart Community tickets sold

14 Councils represented across Victoria and South Australia

26 Exhibitors booths

Some quotes from the feedback received:

“Thanks again for the great event you and your team put on for the DISA 2021 festival, and sorry we had to make such a hasty escape. It really is the most enjoyable conference we get to attend anywhere in Australia and the professionalism of your team and the whole event was outstanding. The dual focus on Ag and "Smart Regions" I thought worked really well, and the more councils who attend the event and found value, the more will come next time.”


“The conference is a wonderful idea and so beneficial for Rural Council’s.”

“I really enjoyed being involved and certainly think the event was a great success. Well done to you and your team.”

Last Updated: 21-Jun-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	96.00%	100.00%	

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 stakeholders report is currently being written.

Council was briefed in April with a workshop session with the consultants. Following that feedback the consultants are now preparing a draft report with a recommended priority action

plan for presentation at a Council Briefing in August. A QS of the project is also currently being calculated to give an indication of the potential project cost.

Last Updated: 21-Jun-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	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	

ACTION PROGRESS COMMENTS:

The New Resident and Skills Attraction project was initiated by the realisation that the four Councils of the Grampians region were facing a significant economic and social challenge: the poor retention and lack of growth in new residents and workers.

Grampians Tourism, Ararat Rural City, Horsham Rural City, Northern Grampians Shire and Southern Grampians Shire Councils decided to partner to address this challenge. In January 2020, Regional Development Victoria (RDV), in partnership with the four Councils and Grampians Tourism, commissioned Pepper Brand Managers to develop a marketing plan aimed at attracting new residents and building the

workforce. The eventual marketing campaign was launched in December 2020.

By the end of April, 2021, the following achievements were recorded.


- 24,386 people had visited the campaign website - grampianslife.com.au
- 83% (20,213) of all users were attracted to the site by digital advertising.
- 63% (15,375) were from Melbourne.
- 514 people expressed their interest in moving to the Grampians region, by submitting a form which fed into the newly developed 'Shift Regional' digital platform.
- 444 of these individuals also included their 'primary skill' - or the type of employment they were seeking.
- A small sample of the types of skills the respondents offered include Administrators/IT/Managers (89), Engineers (36), Chefs/Cooks (34), Accountants/Finance Mgrs (32), Allied Health & Admin Support (28), Nurses (13), Medical Professionals (12), Carpenters/Cabinet Makers (10), Electricians (6), Welders (4) and Drivers (11).
- 46% of registered candidates were single, 31% were part of a couple, and the remaining 23% indicated that the number of people interested in shifting would be 3 or more (likely families). The total number of people represented as being potential 'shiffters' was 964.
- 74% of those who registered to learn more about moving to the Grampians region live in Melbourne.
- 79% of all candidates indicated they would be willing to move either immediately or within 6 months.
- The overwhelming majority - 90% - were most interested in learning more about employment opportunities in the Grampians region.
- There were 487 job vacancies listed on the purpose built grampiansjobs.com.au website by 47 employers based in the region between December and April.
- 1,543 people had visited the grampiansjobs site, mainly clicking through from the grampianslife site. The average time spent on the jobs site was nearly 2 minutes.
- At this early stage (of a relocater journey), the number of candidates who have applied for jobs in the region is unknown.

Last Updated: 21-Jun-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%	

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 %
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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
<p>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.</p> <p>A draft AMP has been completed and will be presented to the ELT by the end of Mar'20.</p> <p>31 March'20: Presentation is being done for the Draft AMP and will be presented to the ELT in April'20.</p> <p>05/05/20: Draft AMP, Presentation and one-page State of Health are to be presented to ELT on 12/05/20.</p> <p>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.</p> <p>07/08/20: Same comment as above, no further work have been done.</p> <p>29/09/20: Same comment as above, no further work have been done.</p> <p>02/12/20: Same comment as above, no further work have been done.</p> <p>25/01/21: Same comment as above, no further work have been done.</p> <p>25/03/21: 25/01/21: Same comment as above, no further work have been done.</p> <p>27/04/21: Same comment as above, no further work have been done.</p> <p>02/07/21: Same comment as above, no further work have been done.</p> <p>Last Updated: 02-Jul-2021</p>							

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%	100.00%	 RED
<p>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.</p> <p>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.</p> <p>Section from the Information Centre to the School have been tendered. The consultant has been engaged to design walkway crossing under the bridge.</p> <p>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.</p>							

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

27/04/21: Approval of DELWP & DoT is awaited. Works is underway to complete land acquisition works with the Lawyer.

02/07/21: Approval of DELWP received but DoT declined the application of working on road reserve. Team is working with DoT to resolve issues.

Last Updated: 02-Jul-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	45.00%	100.00%	 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.

27/04/21: Footpath works on Wills St and Sterling St is complete along with sealing works for new car parks. Tender for raised platform, pedestrian refuge has been advertised.

02/07/21: Tender for pedestrian refuge has been awarded to Mibus. Precinct - A (Roof & raised platform) is to be advertised again on 09 Jul'21 for the third time.


Last Updated: 02-Jul-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 Peshurst Transfer Stations through facility upgrades	Brett Holmes - Acting Manager Works	Deferred	01-Jan-2019	30-Jun-2021	70.00%	100.00%	 AMBER
<p>ACTION PROGRESS COMMENTS:</p> <p>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.</p> <p>09/07/2019 - Action will be carried forward into the 2019/2020 Annual Plan for completion.</p> <p>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.</p> <p>17/01/2020 - no update at this time.</p> <p>05/05/2020 - Draft Plant to modify the Coleraine Ramp to allow a public drop off skip for Recycling are progressing</p> <p>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.</p> <p>31-03--2020 Supervisor now in place and works cleaning up and adjusting site to function better.</p> <p>08-10-2020 Transfer Shed still under design review</p> <p>30-11-2020 Hamilton Transfer Station Design finalized. Modifications for Coleraine Recycling Drop of Skip awaiting Business Case for next FY. Status Deferred</p> <p>03-02-2021 Coleraine Drop off to be completed by 30/06/21 - further improvements are constantly being investigated.</p> <p>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.</p> <p>Last Updated: 29-Jun-2021</p>							

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.	Marg Scanlon - Director Infrastructure	Not Started	01-Jul-2018	30-Sep-2020	0.00%	100.00%	 RED
<p>ACTION PROGRESS COMMENTS:</p> <p>Initial discussions held with T4V and an action plan is being developed.</p> <p>Work plan developed and implementation about to begin</p> <p>Discussion had with T4V and have developed a work plan.</p>							

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 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

8/7/21: Procurement currently negotiating with Preferred Tender to resolve contract issues.

Last Updated: 08-Jul-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.	Marg Scanlon - Director Infrastructure	Not Started	01-Jul-2019	30-Jun-2021	0.00%	100.00%	 RED


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.
- * Funding received. Acting Director working on plan to implement
- * Quotation 507/21 has been advertised in March 2021
- * Tenders received (7). Currently under evaluation.

8/7/21: Procurement currently working with Preferred Tenderer to resolve contract adjustments.

Last Updated: 08-Jul-2021

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%	100.00%	 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. This action is ongoing.

Last Updated: 21-Jan-2021

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%	100.00%	 RED

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

This project will not be proceeding and the site will be redeveloped as a part of the overall CBS Master plan - 2 February 2021


Council resolved at the March 2021 meeting to endorse the concept for redevelopment which will no proceed to a detailed design tender.

30/06/21 - No further action as this item will be actioned under the Melville Oval redevelopment

Last Updated: 30-Jun-2021

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	Completed	01-Jul-2020	31-Dec-2020	100.00%	100.00%	 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%	100.00%	 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%	100.00%	 RED

ACTION PROGRESS COMMENTS:

Workplan prepared and updated report to be provided in February 2021. Delay due to recruitment of Manager Shire Strategy. Heritage advisor contract to be finalised in first quarter of 21/22 and updated report to ELT and Council will be provided.

Last Updated: 30-Jun-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	31-Dec-2022	50.00%	30.00%	 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. Currently in data collection phase with update to Councillors in mid 2021.

Last Updated: 30-Jun-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 %
3.4.2.3 Phase 1 CCTV roll out in public places in partnership with VicPol	Russell Bennett - Manager, Business Systems	Completed	01-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN

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.

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.


23/03/2021

Installation has commenced with Connectivity now in place to VicPol. CCTV cameras to be installed late April. Working with Comms around a press release around the project.

28/05/2021

CCTV cameras have been installed in Hamilton CBD, signage has also been put in place. Training session with VicPol completed.

Last Updated: 28-May-2021

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%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

28/09/2020

Project not started as yet.

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.

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.

Last Updated: 23-Mar-2021

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%	100.00%	 RED


ACTION PROGRESS COMMENTS:

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 in first quarter of 2021/22. Flood amendments for Coleraine and Hamilton gazetted in 4th quarter of 20/21.

Last Updated: 30-Jun-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%	35.00%	 AMBER

ACTION PROGRESS COMMENTS:


Community Infrastructure Framework currently in data collection phase with update to Councillors in mid 2021.

CVF 2041 Council report to be tabled in August 2021 seeking resolution to exhibit strategy.

Small towns strategy brief to be prepared in mid-late 2021.

Last Updated: 30-Jun-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%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

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	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

An agreement has been drafted and agreed by Wannon Water and CMA. Update to be provided to ELT on 6 July and will then be finalised.

Last Updated: 05-Jul-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	Marg Scanlon - Director Infrastructure	In Progress	01-Jul-2018	30-Jun-2021	95.00%	100.00%	

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.

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.

28/04/2021 Works scheduled to be complete in May 2021. To be followed by mandatory audit prior to approval by EPA. Tender has been advertised for monitoring services.

7/7/2021: Due to recent heavy rainfall the remaining 5% works need to be completed in October 2021 when the surface is drier.

Last Updated: 07-Jul-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%	100.00%	 AMBER
<p>ACTION PROGRESS COMMENTS: Progressing the wastewater design for Peshurst as per Council resolution. Best practice guidelines to be put on website. Work being conducted on Peshurst Sewer scheme with Wannon Water with a staging plan now being costed. Council briefed and community engagement scheduled for July 2021.</p> <p>Last Updated: 30-Jun-2021</p>							

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.	Victoria Holt - Manager Organisational Development	In Progress	01-Jul-2020	30-Jun-2021	80.00%	75.00%	 GREEN
<p>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 28/6/21 Draft Council Plan presented at Councillor briefing on 23/6/21; feedback sought from Councillors by 30/6/21. Progressing to Council for draft exhibition in August; timelines and process have been communicated to Councillors. Final document scheduled for adoption 13/10/21</p> <p>Last Updated: 29-Jun-2021</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

5.1.1.4 Continue the new Local Government Act implementation	Victoria Holt - Manager Organisational Development	In Progress	01-Jul-2020	30-Jun-2021	85.00%	75.00%	 GREEN
<p>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. 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. 28/6/21 A number of elements are required as a result of the Stage 4 1 July Proclamation which is the last and final implementation stage of the LGA. Governance is working with a number of key to ensure that the items required will be adopted by 31/12/21. The Audit and Risk Committee are also being briefed quarterly on the project plan and proposed approach. The items include Complaint Handling Policy; CEO Employment and Remuneration Policy; Recruitment Policy; Workforce Plan and Staff Code of Conduct</p> <p>Last Updated: 06-Jul-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.	Victoria Holt - Manager Organisational Development	In Progress	01-Oct-2020	30-Jun-2021	40.00%	50.00%	 AMBER
<p>ACTION PROGRESS COMMENTS: 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 Act 2020 and in the context of the impact of the Gender Equality Act 2020. 28/6/21 Indicative time frames have been set; undertaken a gap analysis against the current Workforce Plan versus the requirements under the section in the LGA. HR is working with Governance to include the Gender Equality Action to incorporate into the Workforce Plan. A project plan has been development to guide this. Connected with various networks to ensure a uniformed approach to the requirements of the Workforce Plan</p> <p>Last Updated: 29-Jun-2021</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.7 Review of the recruitment policy required under s.48 of the LG Act.	Victoria Holt - Manager Organisational Development	In Progress	01-Oct-2020	30-Jun-2021	35.00%	50.00%	 AMBER
<p>ACTION PROGRESS COMMENTS:</p>							

Council has a current recruitment process but this requires review in the context of the new local government act
 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.
 28/6/21 Indicative Time Frames set and continuing the work as per above
 Last Updated: 29-Jun-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	Completed	01-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN

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.

21/06/21

ICT Strategy has been developed and gained approval from ELT. Business cases will be created over the next 4 years to achieve roadmap.

Last Updated: 21-Jun-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	90.00%	100.00%	 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.

28/05/21


Due to resourcing and DISA ELT presentation will now take place in June.

21/06/21

Presented ELT on future direction of Records Management. Collaboration opportunity to link with with 5 councils to implement same Records Management system. Business case in to implement in FY 21/22

Last Updated: 21-Jun-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	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN

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.

This is an on going process that will be revisited throughout the life of each service

Last Updated: 21-Jun-2021