



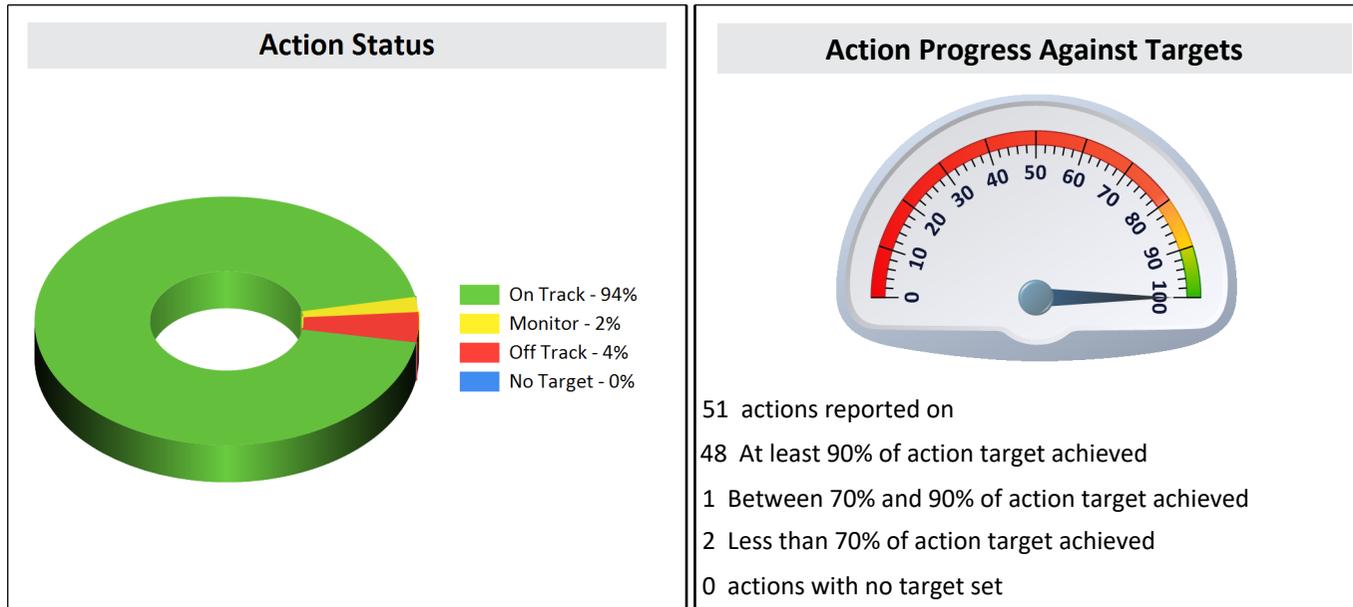
Action and Task Progress Report

Southern Grampians Shire Council



Print Date: 16-Oct-2019

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

1.1.1 Communicate effectively with our community to promote understanding of Council's role and responsibilities and ensure communities are well informed of Council's activities, projects and decisions

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.1.1 Implement Aerodrome Engagement Group meeting to engage with users regarding activities and promote site.	Evelyn Arnold - Director Community & Corporate Services	In Progress	01-Jan-2019	30-Jun-2020	85.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

A meeting is being organised with all Aeroclub and CFA to discuss activities at the site and promotion. Eco Dev and Infrastructure will lead the discussions.

Rodney VanDeHoef has been out at the airport undertaking discussions with the CFA and other users. Will look to formalise the Engagement in the new financial year.

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

10/10/19 - There has been regular (monthly) meeting of the Aerodrome users group under the guise of OH&S.

The next meeting's focus will be the Aerodrome Engagement Group. A proposed user agreement will be prepared for discussion.

Last Updated: 10-Oct-2019

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 %
1.1.2.2 Complete roll out of Southern Grampians Shire Council internal and external APP.	Lachy Patterson - Manager Community Relations	In Progress	01-Jan-2019	31-Dec-2019	75.00%	75.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Business case has been completed including costs and possible software provided. Further discussion will occur with the Executive Team to determine if this will deliver the expected outcomes and if savings can be identified to implement this in the 18/19 financial year.</p> <p>Operational savings have been found and implementation of APP creation has begun. Working with designer and Business Systems team to ensure transition into the APP is streamlined and cost effective.</p> <p>Skeleton for app has been developed and provided to designer. Now awaiting first draft of the APP and hoping for launch to occur at Hamilton Sheepvention.</p> <p>App is almost ready for launch, some final detail still being finalised but will be rolled out shortly.</p> <p>Last Updated: 15-Oct-2019</p>							

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	StJohn Lees - Manager Works	In Progress	01-Jul-2019	30-Jun-2020	10.00%	25.00%	 RED
<p>ACTION PROGRESS COMMENTS: A quotation for a 3rd party engineer to prepare a Dam Safety Emergency Plan have been received and are now under review. This will be included in a larger scope that includes the preparation of Dam Break Analysis, Operations and Maintenance Manual, and Risk Analysis (inclusive of Concept Designs for remedial works options).</p> <p>Last Updated: 08-Oct-2019</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.3.1.1 Develop and implement a simulation to test the Business Continuity Plan (BCP) and amend develop a procedure to incorporate the review process into business as usual.	Darren Barber - Manager Organisational Development	In Progress	01-Oct-2018	30-Jun-2020	80.00%	60.00%	 GREEN
<p>ACTION PROGRESS COMMENTS:</p>							

The business continuity audit actions are currently being implemented. The testing is part of the audit requirement. As actions are completed this is being included in the testing phase at this stage.

22/3/19 This action is in progress as part of the BCP Audit recommendations. This will be the last action completed after all other recommendations are implemented. The BCP Audit outcomes are regularly reported to the Audit and Risk Committee.

28/6/19 As per the comment above this action is ongoing and will be completed at the end of 2019. The BCP sub plans are currently being finalised in accordance with the BCP Audit and schedule. The updated BCP will be presented to the Audit and Risk Committee in August for endorsement. This will then lead to the testing phase.

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

7/10/19 The BCP has been endorsed by the Audit and Risk committee. Testing is the final stage with the first sub plan due to be tested in November 2019.

Last Updated: 07-Oct-2019

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-2020	25.00%	25.00%	

ACTION PROGRESS COMMENTS:

2041 project has commenced and will review appropriate frameworks

Last Updated: 30-Sep-2019

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 %
1.2.1.2 Undertake Detail Design Planning completed for Pedrina Park priorities.	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jul-2019	30-Jun-2020	25.00%	25.00%	

ACTION PROGRESS COMMENTS:

Tender process conducted, decision has been made not to proceed with this tender due to the cost and quality of the tenders submitted.

Council has been briefed and a way forward identified to conduct planning and implementation on priorities identified through the Recreation and Leisure Strategy, master planning process and usergroup consultation.

Engagement on the design of the Pavilions will be commence shortly, as well as seeking quotations for Soccer pitch drainage and car park design. Design of netball courts is also proposed to develop a business case and understanding of costs.

Last Updated: 30-Sep-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.5 Extend the track around Lake Hamilton as identified in the Lake Hamilton Masterplan	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jul-2019	31-Dec-2019	50.00%	50.00%	

ACTION PROGRESS COMMENTS:

Design and consultation with key stakeholders has been completed. Construction will commence when weather improves to allow access to construct.

Last Updated: 30-Sep-2019

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 Research for collection publication	Andrew Goodsell - Director Planning and Development	Deferred	01-Jul-2019	30-Jun-2020	1.00%	5.00%	

ACTION PROGRESS COMMENTS:

To be deferred pending finalisation of new Director role in early 2020.

Last Updated: 08-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.3 Research and produce professional performing arts program for entire Shire.	Amy Knight - Executive Officer, Cultural Arts	In Progress	01-Jul-2019	30-Jun-2020	50.00%	25.00%	

ACTION PROGRESS COMMENTS:

Scheduling of entire performance program complete.

Over half of all performances have been completed.

58% of performances have been advertised to the public

Last Updated: 08-Oct-2019

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 Program Family, school and holiday performances with availability of skill workshops.	Amy Knight - Executive Officer, Cultural Arts	In Progress	01-Jul-2019	30-Jun-2020	33.00%	25.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Nine programs specifically targeted at youth, family and school engagement have been scheduled during the period. This does not include school concert bookings. Three performances have been completed. Of the remaining six, two are community run performances.</p> <p>Last Updated: 08-Oct-2019</p>							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.4.1 Design and implementation of youth ideas workshop.	Lachy Patterson - Manager Community Relations	In Progress	01-Jul-2018	30-Jun-2020	40.00%	40.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Planning is underway for a grants based program which allows an extension of the ideas gathered through Crazy Ideas College in recent years. This will be launched later this year and rolled out in early 2019. Council will be briefed in one of the strategic discussion days around the future of youth operations.</p> <p>This strategic discussion is planned for pre end of Financial Year 2018-19 and will form basis of direction for youth ideas workshop or alternative suggestions.</p> <p>This strategic discussion is now locked into the September Council briefing session where the best approach for this area of interest will be discussed.</p> <p>Strategic discussion happening with Council this week.</p> <p>Last Updated: 07-Oct-2019</p>							

1.3 A growing, diverse and inclusive community

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
--------	--------------------	--------	------------	----------	------------	--------	-------------

1.3.1.1 Establish working party with indigenous community with view to establishing an indigenous community plan	Lachy Patterson - Manager Community Relations	In Progress	01-Jul-2017	30-Jun-2020	85.00%	85.00%	 GREEN
--	--	-------------	-------------	-------------	--------	--------	--

ACTION PROGRESS COMMENTS:

This will be a key pillar of the Communications and Engagement Strategy. Strategy is in development in first half of 2018 and will include these particular tasks. Working party members have been spoken to and an agreement has been made of formation. Community Engagement staff have been working towards creation of this group and also the development of a Reconciliation Plan. 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.

This is still proving to be difficult to progress with personnel issues at both ends. We will work towards finding a suitable solution in the second half of this year.

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

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).

Last Updated: 08-Oct-2019

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-Feb-2019	30-Jun-2020	20.00%	10.00%	 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).

Last Updated: 07-Oct-2019

1.3.3 Support the increase of social, economic and digital connectedness

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.3.1 Digital infrastructure included as key theme in Gallery Masterplan brief.	Andrew Goodsell - Director Planning and Development	Completed	01-Jul-2018	30-Sep-2019	100.00%	90.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: The project scope and tender for the new gallery has been assigned and the need for the consideration of digital infrastructure has been included in not only the design aspects of the building but also the on going business planning. This theme will be further developed as Council considers the final reports in August 2019. Will be considered in the business case. Reinforced to consultant that digital presence needs to be considered. Brief costings included digital infrastructure. Delivery of digital infrastructure is resolved as part of final design of building which cannot occur until fundraising has been completed.</p> <p>Last Updated: 30-Sep-2019</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.3.2 Hold the second Digital Innovation and Smart Agriculture Festival (DISA20)	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2019	30-Jun-2020	10.00%	10.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Initial meeting held with Project Team. Council and Executive Leadership Team briefed on last year's success and plans for 2020. \$15,000 secured for 2020 event.</p> <p>Last Updated: 15-Oct-2019</p>							

1.4 A safe community

1.4.1 Support and provide urban design and digital infrastructure that improves the safety of our community

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.1.1 Review after 1.4.4 is completed - Collaborate with law enforcement authorities and other agencies to support community safety programs, crime prevention and other initiatives.	Russell Bennett - Manager, Business Systems	In Progress	04-Sep-2019	30-Jun-2020	50.00%	25.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Memorandum Of Understanding (MOU) with Victoria Police (VicPol) granting VicPol access to SGSC CCTV cameras in Public Places has been signed by SGSC, waiting for counter sign from VicPol to them implement. MOU includes creation of a governance group including VicPol and SGSC representatives to look at opportunities to improve safety.</p> <p>Last Updated: 15-Oct-2019</p>							

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-2020	50.00%	50.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Funding from State / Federal government hasn't been achieved to date. Will apply for further funding opportunity in 18/19.</p> <p>Grant application submitted for the Federal Safer Communities Round 3 (2018)</p> <p>Still awaiting feedback on outcome of grant application. Was expected late November but still no decision as yet.</p> <p>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.</p> <p>9/7/19 - Action will be carried forward into the 2019/2020 Annual Plan for completion.</p> <p>Last Updated: 30-Sep-2019</p>							

2 Develop our Regional Economy and Businesses**2.1 Attract, support and encourage industries that will drive economic growth throughout the Shire****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 %
2.1.4.4 Continue to support Economic Migration working group and associated activities	Andrew Goodsell - Director Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	25.00%	25.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Attendance at regular working group meetings, supporting the Chair as required.</p> <p>Last Updated: 30-Sep-2019</p>							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.5.2 Work with the Port Fairy Rd industrial land project manager to deliver project, develop marketing and communication plan with sales agent and commence sales	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2019	30-Jun-2020	30.00%	20.00%	 GREEN
ACTION PROGRESS COMMENTS: Branding finalised. Draft billboard graphics complete and website 50% complete. Property Officer currently preparing land disposal report to come to council early 2020 including recommendation for independent valuation on each block to be completed. Last Updated: 04-Oct-2019							

2.2 Increase the profile of Greater Hamilton regionally and globally

2.2.2 Maintain proactive relationships with key Regional and State Government bodies to ensure the potential of the Greater Hamilton Region is recognized.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.2.1 Construction of a new bird aviary to ensure compliance with animal handling standards and requirements. Project identified in the Hamilton Botanic Garden Master Plan.	Rohit Srivastava - Manager Assets	In Progress	01-Jul-2016	30-Oct-2019	95.00%	80.00%	 GREEN
ACTION PROGRESS COMMENTS: Design of the new Aviary has been completed and is current under final review. Construction tender will be advertised in January and work will commence once a contractor has been appointed. Designs have been finalised and approved by Heritage Vic. Project will go to tender in the next couple of weeks. Waiting on project manager to finalise design works. Due to be completed end of October 2019 Last Updated: 07-Oct-2019							

2.3 Continue to support the development of a skilled workforce and sustainable businesses in all towns in the Shire

2.3.3 Grow the digital capacity of the businesses

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.3.1 Implementation of the Southern Grampians Shire Smart Communities Framework Phase 1 Pilot Projects	Russell Bennett - Manager, Business Systems	In Progress	01-Jul-2017	30-Jun-2020	95.00%	95.00%	

ACTION PROGRESS COMMENTS:

Communications mast to enable public WiFi in Hamilton to be completed in October.

Testing sensors devices to configure to LoRa network to then develop a dashboard to visualize data.

Awaiting outcome of federal smart cities grant funding opportunity

Communications Tower installed. Awaiting Council decision on new Telstra contract that will enable savings to fund public Wifi across the Shire.

Testing of pilot sensor devices to understand LoRa IOT network, storage of data and visualization of data.

Successful in Federal Grant opportunity. Funding included some funding for a "Project Manager" role to drive the project. ELT have approved to move ahead to with position. PD to be created for a 2 day a week role.

PD for Digital Transformation Project Manager currently advertised. Once role is filled can commence roll out of phase 1 projects.

Digital Transformation Project Manager appointed and starting 19/02/18

Digital Transformation Project Manager has commenced and working through requirements to build a project plan.

Public WiFi locations identified from community feedback, working through procurement process for NBN connections

Agreement with WideBand completed to supply NBN/ADSL connections. Installation to occur in the next 2 weeks.

Public Wifi hotspots currentl been installed and actiated, the following towns are operational:

- Balmoral
- Cavendish
- Glenthompson
- Dunkeld
- Tarrington
- Peshurst
- Byaduk
- Coleraine

Still remaining

- Hamilton
- Branxholme

LoRaWAN (IoT sensor) gateway installed on Mt Bainbridge in partnership with AceRadio. Working with Wannon Water to install gateway on water tower in Tarrington.

All Public WiFi locations have been installed and are operational. Launch for connectGH set for 20 September. Now working with DPI for installation location of second LoRa Gateway.

OpenDataSoft (ODS) have been selected as the IoT platform that SGSC will use.

Trail of LoRa weather station at Airport has been successful, in the process of procuring and rolling out ATMOS41 weather stations in each township. The data captured from the weather stations will be the first use case for the ODS system.

5 of the 10 weather stations have been received and are currently being configured.

Naeus (Self walking tour) software has been procured and Hamilton Botanic gardens will be the first trail of this solution.

5 weather stations have been installed, awaiting delivery of the remaining 5.

People counting via camera solution has been piloted in Library and providing great data. Solution to be expanded to PAC, HiLAC and outdoor pools.

Work started to plan community capacity building event. Look to hold an Smart Farming and Digital Innovation 1 or 2 day conference in June 2019.

All Weather stations have now been installed. OpenDataSoft IoT platform ready to switch on after briefing with ELT and Council.

People counting solution now operational at all outdoor pools, HILAC, PAC, and McGuigan Lane.

Planning underway for Smart Lighting/Security in McGuigan Lane.

25/02/19

Quote analysis for Smart Lighting Pilot

Naeus tourist app under development

Innovation week agenda defined, locking in sponsors/speakers

21/03/19

Official Request for Quote process for smart lighting in evaluation phase

Digital Innovation and Smart Agriculture Festival website/booking completed. Chasing sponsors and speakers

Naeus Tourist App in final testing

29/04/19

Smart Lighting hardware on order (16 week lead time)
 DISA festival scheduled for week May 20. Ticket sales the priority.
 Naeus Tourist App still in final testing phase

27/05/19

DISA festival a huge success
 Smart lighting awaiting delivery
 Naeus App ready for release
 OpenDataSoft released

20/06/19

Smart Light poles to be delivered in August.

30/09/19

Light poles have arrived, installation planned by end of October.

Last Updated: 30-Sep-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.3.1 Implementation of the Southern Grampians Shire Smart Communities Framework Phase 3 Pilot Projects	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2019	30-Jun-2020	45.00%	50.00%	

ACTION PROGRESS COMMENTS:

Smart lighting to be installed in October.
 Partnership with Meat and Livestock Australia around Lowran Network for shire currently being development.
 Awaiting funding details from State Government re: digital fund and opportunity to access.

Last Updated: 04-Oct-2019

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

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-2020	21.00%	10.00%	
<p>ACTION PROGRESS COMMENTS: In conjunction with our Grampians Council Partners and Grampians Tourism funding has been made available for a population attraction strategy. Draft brief written and project management resources secured within Grampians Tourism who are auspicng the project.</p> <p>Last Updated: 04-Oct-2019</p>							

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	In Progress	01-Jul-2019	30-Jun-2020	30.00%	25.00%	
<p>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, Melbourne after which roof will be installed.</p> <p>Last Updated: 24-Sep-2019</p>							

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-2020	50.00%	25.00%	
<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>Last Updated: 15-Oct-2019</p>							

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.4.1 Increase diversion through Councils Transfer Station service of recyclables at Coleraine and Peshurst Transfer Stations through facility upgrades	StJohn Lees - Manager Works	Deferred	01-Jan-2019	30-Jun-2020	25.00%	25.00%	 GREEN
<p>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.</p> <p>9/7/19 - 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>Last Updated: 01-Oct-2019</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.	David Moloney - Director Shire Infrastructure	In Progress	01-Jul-2018	30-Jun-2020	85.00%	85.00%	 GREEN
<p>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.</p> <p>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.</p>							

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

Last Updated: 07-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.2 Capture data to develop a Network Operating Plan for Hamilton.	David Moloney - Director Shire Infrastructure	In Progress	01-Jul-2019	30-Jun-2020	25.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

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

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

Last Updated: 15-Oct-2019

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 %
3.2.2.1 Feasibility scoping study for Art Gallery building	Andrew Goodsell - Director Planning and Development	Completed	01-Jul-2017	30-Sep-2019	100.00%	90.00%	 GREEN

ACTION PROGRESS COMMENTS:

Commenced. Funding applications in progress via Regional Development Victoria (RDV) for community engagement. Results expected in May 2018 >successful. Briefing was held with Council in March 2018. Anticipated contract engagement in 17/18 financial year. Tender prepared and advertised April 2018. Contract awarded to Denton Corker Marshall (DCM). Sight inspections undertaken & final contract sent for signature.

First public workshops held September 2018 & presentation made to Executive Leadership Teams & councillors in September 2018; further sites also identified for investigation. Council approved Lake Hamilton site at Dec 2018 meeting.

Geotechnical and detailed survey completed February/March 2019.

Business case work underway. Delivery of business case expected April 2019 (revised). Gallery has provided relevant data, Director Planning and Development authorised revised date for of draft 23 April and final version 22 May, 2019. Council workshop conducted in April 2019. Further workshop scheduled for July, 2019 with final report presented to Council in August 2019. In September, Council endorsed Business Case

Last Updated: 15-Oct-2019

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 services from Hamilton	Andrew Goodsell - Director Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	20.00%	25.00%	 AMBER

ACTION PROGRESS COMMENTS:

Attendance at regular Project Control Group meetings/workshops providing support as required.

Last Updated: 15-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.2.3 Continue to advocate to key stakeholders under the western rail project	Andrew Goodsell - Director Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	25.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

Attendance at regular Project Control Group meetings and workshops.

Last Updated: 15-Oct-2019

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-2020	25.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

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

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

Last Updated: 08-Oct-2019

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	In Progress	01-Jul-2019	30-Jun-2020	21.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:

Trees planted in Ballarat RD awaiting final planting in median strip mid October 2019. 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 Bainbridge Road roundabout (approximate distance 950 metres)
- Mt Bainbridge 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).

It is anticipated that a design will be ready early 2020 for Council's consideration.

Last Updated: 04-Oct-2019

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 %
3.3.4.2 Finalise Heritage Strategy.	Rhassel Mhasho - Manager Planning & Regulatory Services	Completed	01-Jul-2019	30-Sep-2019	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

Completed. The Heritage Strategy was adopted by Council during the July meeting.

Last Updated: 07-Oct-2019

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	1.00%	0.01%	 GREEN
ACTION PROGRESS COMMENTS: Position advertised for community infrastructure planner. Closes 14/10/19. Once filled the key task will be to develop the required framework. Last Updated: 08-Oct-2019							

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 %
3.4.3.1 Finalise Planning Scheme Review	Rhassel Mhasho - Manager Planning & Regulatory Services	Completed	01-Jul-2018	30-Jun-2020	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: Completed.Council received a letter from the Minister acknowledging the completion of the review. Last Updated: 07-Oct-2019							

4 Promote our Natural Environment

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

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	Rhassel Mhasho - Manager Planning & Regulatory Services	In Progress	01-Jul-2019	30-Jun-2020	50.00%	25.00%	 GREEN
ACTION PROGRESS COMMENTS: A draft agreement has been drafted. The Biodiversity officer is working with GHCMA to finalise the document. Last Updated: 07-Oct-2019							

4.1.3 Work with and support waterway managers to improve water management strategies to support development and ensure the protection of waterways from adverse environmental impacts

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.3.3 Undertake national tree day event at the Grangeburn with GHCMA, Wannon water and Toyota	Rhassel Mhasho - Manager Planning & Regulatory Services	Completed	01-Jul-2019	30-Sep-2019	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: The national tree day was successful held with over 200 people attending the event . Last Updated: 07-Oct-2019							

4.1.4 Reduce Council's carbon and ecological footprint

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.4.1 Complete capping works at Elijah Street Landfill Site and implement collected gas treatment system to effectively treat gas emissions	David Moloney - Director Shire Infrastructure	In Progress	01-Jul-2018	30-Jun-2020	75.00%	75.00%	 GREEN
ACTION PROGRESS COMMENTS: Capping stage 3-4 still underway but impacted by wet weather. Final filling of landfill to be completed in the next few months with capping of Stage 5-6 can then commence. The project has completed the tender process for stages 5 and 6, however the tender for stage 5 and 6 has not signed the contract. They have indicated that they won't be signing up. Cap has been redesigned and fill likely to be obtained from Wannon Water works from next to site. Works require EPA sign off and works are planned to start after this date so project unlikely to be delivered this Financial Year. Stage 3 & 4 capping complete with temporary gas treatment works in place. Stage 5 & 6 design amended and seeking approval from EPA prior to re-tendering. Works are anticipated to be complete in the current FY (2019/2020) 9/7/19 - Action will be carried forward into the 2019/2020 Annual Plan for completion. Design of Capping 5&6 to include FIDO cap. Last Updated: 07-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

4.1.4.3 Review of 2010 - 2020 Sustainability Strategy	StJohn Lees - Manager Works	In Progress	01-Jul-2019	31-Mar-2020	20.00%	10.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: 10 year progress review underway. Recommendation to be made regarding "extending/closing/renewing" Sustainability Strategy. Last Updated: 09-Oct-2019</p>							

4.2 Balance environmental protection with Council's support for growth

4.2.1 Improve community understanding of land management issues

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.1.3 Participate in the organisation of the Cavendish red gum festival and use social media to promote different land management issues	Rhassel Mhasho - Manager Planning & Regulatory Services	In Progress	01-Jul-2019	30-Jun-2020	25.00%	25.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: The department provided some initial advice to the Cavendish red gum festival committee. Last Updated: 15-Oct-2019</p>							

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 %
4.2.2.1 Review and update Council's Domestic Wastewater Management Plan prior to June 2020	Rhassel Mhasho - Manager Planning & Regulatory Services	In Progress	01-Jul-2018	30-Jun-2020	98.00%	100.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: The draft Plan will be presented to Council in December for final adoption. The consultant is currently reviewing the submissions. Last Updated: 07-Oct-2019</p>							

5 Provide Governance and Leadership

5.1 Provide transparent and responsible governance

5.1.2 Ensure responsible, effective and efficient use of Council resources

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.2 Investigate and establish risk management framework.	Darren Barber - Manager Organisational Development	In Progress	01-Jul-2018	30-Apr-2020	80.00%	80.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: The December Risk Audit will identify the optimal framework for implementation in the first half of 2019. A scoping process is currently underway to establish the LGA 's with industry leading Risk Management Frameworks to investigate and replicate. 22/3/19 The RSD Risk Audit received in late January 2019 included recommendations on Risk Management Frameworks. These recommendations are scheduled for approval at the April Audit and Risk meeting. This action will be completed as part of the Risk Audit implementation process through the Audit and Risk committee. This action is behind schedule due to delays in the RSD Audit report. 28/6/19 Further delays in the RSD Audit report has resulted in the report being presented at the July 9, 2019 Audit and Risk Committee. In the interim, research and development of a suitable risk management framework and system has been completed in readiness to present alternative models to Executive Leadership Team in August 2019. 9/7/19 - Action will be carried forward into the 2019/2020 Annual Plan for completion. 7/10/19 - The framework has been separated from the policy as per the recommendation in the Risk Management Audit. A new framework is in draft form ready for review and submission to the Risk and Audit committee. NOTE: the end date of this action has been extended to April 30, 2020. The start was delayed due to the Risk Management Audit being introduced earlier than originally scheduled. Last Updated: 15-Oct-2019</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.4 Finalisation of the Policy framework and review of all required policies	Darren Barber - Manager Organisational Development	In Progress	01-Jul-2019	30-Jun-2020	25.00%	25.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Policy Development, Review and Approval Guidelines approved and published on intranet for staff to use. Final Policy Listing has been approved by Executive Leadership Team, operational policies in the process of being reviewed for rescinding by the Staff Consultative Committee. Review of all remaining policies will commence within the next month. Last Updated: 15-Oct-2019</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

5.1.2.5 Improve Council's procedures and information in relation to Protected Disclosures including educating staff	Darren Barber - Manager Organisational Development	Completed	01-Jul-2019	30-Jun-2020	100.00%	25.00%	 GREEN
---	--	-----------	-------------	-------------	---------	--------	--

ACTION PROGRESS COMMENTS:

Protected Disclosure Procedures approved by Executive Leadership Team and published on the internet.

The procedures and training material has been circulated via the Litmos system to all staff, with a mandatory completion date set for 30 November 2019, to ensure all staff have an understanding of Protected Disclosures.

Last Updated: 15-Oct-2019

5.2 Effective advocacy**5.2.2 Further develop sound working relationships with external partners and stakeholders at a local, regional, national and international level**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.2.1 Establish Foundation to support funding of new Gallery	Andrew Goodsell - Director Planning and Development	Completed	01-Jul-2017	27-Dec-2019	100.00%	90.00%	 GREEN

ACTION PROGRESS COMMENTS:

Commenced. Initial legal advice on this project received. Briefing to Council in March 2017. Consultation with potential members held. Also presented update of Foundation at March 2018 Council meeting.

Prepared report on proposed members for Council and distributed this to Director, Shire Futures, on April 2018. Draft report scheduled for ELT in July and Council in August, 2019 (concurrent with Business Case for new Hamilton Gallery).

New action for 2019/20

Last Updated: 30-Sep-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.2.3 Establish a dedicated building fund (Gallery Foundation) and investigate the most appropriate structure for a Gallery Foundation	Andrew Goodsell - Director Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	90.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

Council briefing in September 2019 including workshop with lawyer on various options. Report for resolution has been prepared and scheduled for Council decision in October.

Last Updated: 08-Oct-2019

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 %
5.4.1.1 Implement e-Services solution to allow online transactions with council	Russell Bennett - Manager, Business Systems	Deferred	01-Jul-2018	30-Jun-2020	70.00%	70.00%	 GREEN

ACTION PROGRESS COMMENTS:

First step in moving to e-Services is ensuring that our Name and Address (NAR) data is accurate and clean. Subgroup of the Authority user group has been established to run the NAR clean up project.

NAR Analysis work booked in for February which will provide a review of the current state of the NAR< what is required to clean and steps to ensure moving forward the NAR remains clean.

NAR Analysis completed and report with recommendation received. Working with internal Civica User group to define next steps.

Working with vendor to organise NAR training for identified NAR owners.

NAR training locked in for first week in June 2018

NAR training completed with key SME for the NAR. Weekly audit reports and followup with staff to ensure NAR changes are following correct standards.

Now waiting on Civica to release next version (7.1) as that is the next hurdle we need to clear before we turn on e-services functionality.

Received advice from Civica that release 7.1 is now available. Discussion with Finance has indicated that Oct/Nov 19 is a good time to upgrade.

25/02/19

Waiting on upgrade proposal from Civica

21/03/19

Quote received from Civica for 7.1 upgrade. Working through to ensure quote is correct before raising PO.

29/04/19

Awaiting outcome of RCTP funding before any further significant investment into Civica

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

Last Updated: 30-Sep-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.1.5 Enhance electronic data capture in the field for Road Maintenance work crews / Roll out paperless road maintenance data capture process to other two sectors	Russell Bennett - Manager, Business Systems	In Progress	01-Jul-2019	31-Dec-2019	90.00%	75.00%	

ACTION PROGRESS COMMENTS:

Process work has been completed.

IT software solution has been selected that complements process and integrates with existing systems.

Working with the Assets and Works team to fix a number of data anomalies in Conquest before pilot of new process can commence.

Require to re-engage Assets and Works team on this project as it has stagnated.

25/02/19

Re-engagement with Work/Assets team commence, plan is place to work towards pilot

21/03/19

Data clean-up underway and configuration of Konect in progress. Working towards pilot mid year.

29/04/19

Demonstration of Konect with key stakeholders was successful, some further config required before pilot with Central Works team

27/05/19

Pilot underway

20/06/19

Testing of Konect still underway in Central area

30/09/19

Testing still underway, positive feedback thus far.

Last Updated: 30-Sep-2019

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-2020	25.00%	25.00%	 GREEN

ACTION PROGRESS COMMENTS:

Service reviews are scheduled and to day Council has been briefed on Maternal Child Health and School Crossing Supervisors (as part of Local Laws).

Last Updated: 12-Sep-2019

5.4.3 Be recognised as an organisation that provides excellent customer service

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.3.1 Review Customer Request Management (CRM) process to ensure all customer requests are captured.	Lachy Patterson - Manager Community Relations	In Progress	01-Apr-2019	31-Dec-2019	80.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

Review of phone system currently underway, looking at more efficient ways of recording traffic and allowing better recording of customer feedback. This has been considered as part of the Customer Service internal audit completed in late 2018 and further recommendations will be implemented.

Customer Service and Complaints Internal Audit has clearly identified this as a high priority recommendation and work has begun on improving this process and ensuring a 'closing of the loop' occurs.

Further work has continued on this process across the entire organisation. The advances made with reporting through Power BI will improve the accuracy of this data and provide methods for escalation of CRMs to relevant Managers etc.

This project is well on track with the next phase being rolled out last week.

Last Updated: 15-Oct-2019