

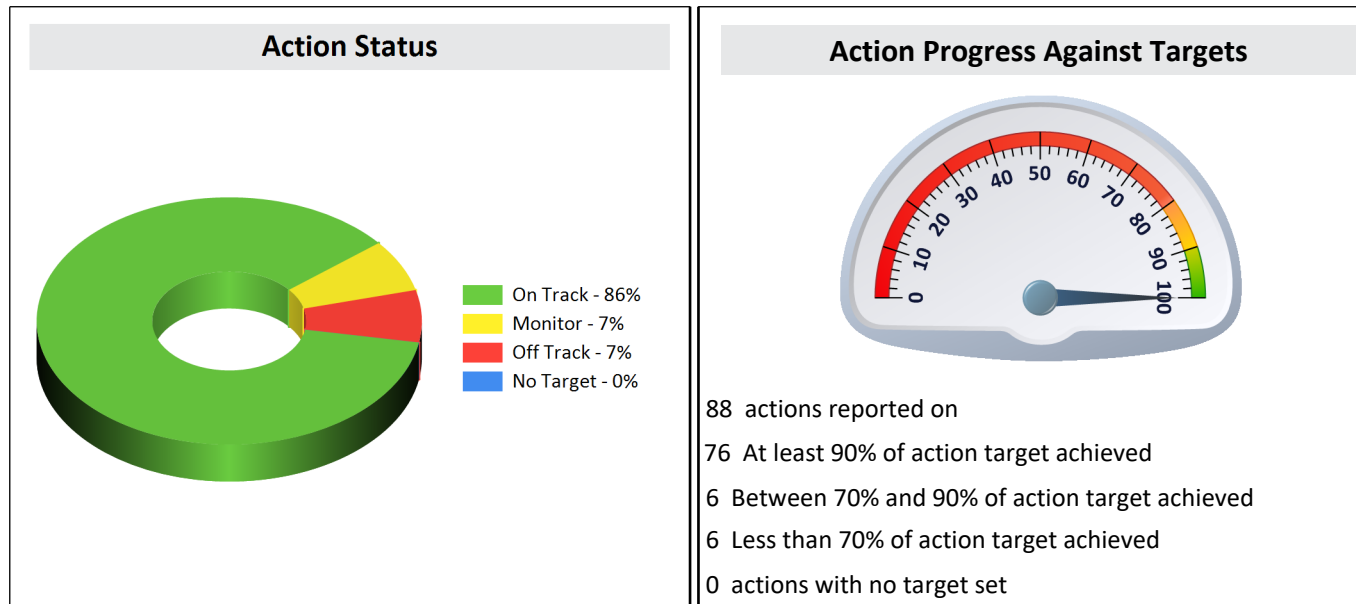
Action and Task Progress Report

Southern Grampians Shire Council



Print Date: 11-Apr-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.	David Moloney - Director Shire Infrastructure	In Progress	01-Jan-2019	30-Jun-2019	50.00%	50.00%	 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.

Last Updated: 03-Apr-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.1.1 Complete the Communications and Engagement Strategy	Lachy Patterson - Manager Community Relations	Completed	06-Nov-2017	30-Mar-2019	100.00%	100.00%	 GREEN


ACTION PROGRESS COMMENTS:

The construction of this strategy will be commenced upon a full team being available in the Community Relations team. This is being undertaken in the first half of the 2018 year. This project is underway with a skeleton plan having been developed and fleshing out to occur now. ELT has been briefed on this plan and it will not be workshopped internally to deliver final version. Final feedback stage is currently underway and assigning of set tasks for responsible staff. Council are to be briefed on the strategy in February before it is adopted and work begins on rolling out our initiatives.

3/4/19 Council have been briefed on the details of the Strategy and work has now been started in regards to rolling out the high priority initiatives.

Last Updated: 04-Apr-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 %
1.1.2.1 Further develop Council meetings outside of Hamilton and provide new options for budget and other engagement	Lachy Patterson - Manager Community Relations	In Progress	01-Nov-2018	30-Jun-2019	90.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:


These actions are a part of the Communications and Engagement strategy but will include items such as live streaming of meetings, taking the mobile library to communities and allowing communities to determine when engagement and communications activities happen in their area. Has already began in some areas with CEO visiting communities as a part of the mobile library run. Providing ELT update in next fortnight to look at using this initiative with next visit to Coleraine and clumping many engagement activities together.

This has now progressed to implementing 'Listening Posts' at 8 localities across the Shire with Glenthompson, Coleraine & Balmoral as at 20/3/19.

Listening Post activities have now occurred in Hamilton, Penshurst, Coleraine, Balmoral, Glenthompson with strong attendance. Tarrington and Dunkeld are planned for coming weeks.

Last Updated: 04-Apr-2019

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 and implement a simulation to test the Business Continuity Plan 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-2019	50.00%	50.00%	 GREEN


ACTION PROGRESS COMMENTS:

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.

Last Updated: 22-Mar-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 Implementation of new Intranet and website	Lachy Patterson - Manager Community Relations	Completed	06-Nov-2017	01-Jan-2019	100.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:


The new website has been launched.

The intranet is progressing well and we hope to have a test site to begin content input in February/March.

April - New Website went live to public in January.

Intranet is in the process of being developed. It was decided to bring this development in house based on learnings from the external site build. Still on track for completion by end of Financial year. The skeleton structure of intranet has now been developed and content is being prepared to populate this new plan.

Last Updated: 31-Jan-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.2 Complete Community Plan for Dunkeld	Lachy Patterson - Manager Community Relations	In Progress	01-Jul-2018	30-Jun-2019	75.00%	75.00%	 GREEN


ACTION PROGRESS COMMENTS:

Creation of plan is in progress and will be completed once community feedback is included. Consultants have provided draft or feedback.

Progress Association are continuing to work through this process with assistance of Community Engagement Coordinators.

Last Updated: 03-Apr-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 %
1.2.1.1 Provide leadership on inclusion through Council's consultation and engagement processes	Lachy Patterson - Manager Community Relations	In Progress	01-Jul-2017	30-Jun-2019	90.00%	90.00%	 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. The skeleton plan has

now been developed and plan is being populated. Draft plan has been workshopped with ELT and will now be finalised prior to end of 2018 calendar year. This plan will be tabled as a Community Inclusion Advisory Committee meeting items to ensure this has been achieved and other possible engagement scenarios will be looked at in mid 2019. A decision has been made to trial new methods of engagement (direct and targeted discussion) with disability and aged groups following discussion with the Community Inclusion Advisory Group. This method has been included in the Communications and Engagement Strategy which Council have been briefed on.

Last Updated: 03-Apr-2019


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.1.1 Develop a long term priority plan for recreation and leisure facilities an activities in response to the findings of the Recreation and Leisure Strategy	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jan-2019	30-Jun-2019	25.00%	75.00%	 RED

ACTION PROGRESS COMMENTS:

Unable to progress this item until the Recreation and Leisure Strategy is finalised and adopted by Council

Last Updated: 01-Apr-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 %
1.2.2.1 Initiate plan for collection publication	Sarah Schmidt - Director Art Gallery	In Progress	01-Dec-2018	30-Jun-2021	10.00%	10.00%	 GREEN

ACTION PROGRESS COMMENTS:

Research underway to progress action. Ongoing research towards this project is managed throughout the year especially in conjunction with our commitment to an ARC research grant application.

Last Updated: 09-Apr-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 Design and implementation of youth ideas workshop.	Lachy Patterson - Manager Community Relations	In Progress	01-Jul-2018	30-Jun-2019	20.00%	20.00%	 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.

Last Updated: 03-Apr-2019

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-Jul-2019	80.00%	90.00%	 AMBER

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.

Last Updated: 03-Apr-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	03-Feb-2020	30.00%	0.00%	 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.

Last Updated: 03-Apr-2019

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 %
1.3.2.1 Support the Economic Migration project in partnership with Great Lakes Agency, Leadership Great South Coast and iGen Foundation	Andrew Goodsell - Director Planning and Development	In Progress	01-Oct-2018	30-Jun-2019	75.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

Financial contribution made to Great South Coast Economic Migration Project. Regular attendance at working group meetings continuing. Further work undertaken in partnership with Great South Coast group with both State and Federal Advocacy to support our Designated Workforce project across the region. Conducted meeting in February 2019 with new project officer and Mayor to address new governance structure

Last Updated: 29-Mar-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.	Sarah Schmidt - Director Art Gallery	In Progress	01-Jul-2018	30-Jun-2019	75.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

The project scope and tender 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 June 2019. Will be considered in the business case. Reinforced to consultant that digital presence needs to be considered.

Last Updated: 10-Apr-2019

1.3.4 Support the growth, development and capacity of volunteers and community organisations

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.4.1 Provide a streamlined Greater Grants program through the Smarty Grants Program	Lachy Patterson - Manager Community Relations	Completed	01-Jul-2018	31-Dec-2018	100.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:


New system has been rolled out in round one of Greater Grants program for 2018-19. Following closure of round one, review will be undertaken and slight changes made. Initial

feedback from community has been excellent. Round two has been launched and the program is working very well.

Last Updated: 31-Jan-2019

1.4 A safe community

1.4.2 Be a leader in the community in the promotion of equity and the protection of human rights


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.2.1 Deliver on actions identified in equity plan for 2018/19.	Michael Tudball - Chief Executive Officer	In Progress	01-Jan-2019	30-Jun-2019	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

Growing Greater Leaders program well in place and due for evaluation end of 2019/20. Demonstrable outcomes with progression internally and externally of staff in particular female staff members into broader, promotional and secondment opportunities.

Last Updated: 21-Mar-2019

1.4.3 Provide regulatory services to protect amenity and provide safety in our community


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.3.1 Undertake an Essential Safety Measures audit of buildings throughout the Shire to ensure compliance with the Fire Safety Maintenance Standards.	Rhassel Mhasho - Manager Planning & Regulatory Services	In Progress	01-Oct-2018	30-Jun-2019	80.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:

Audits are being carried out by the Municipal Building Surveyor on an as needs basis. To date a total of four audits have been completed. More audits will be undertaken on Council buildings on request. This is an ongoing action across multiple years.

Last Updated: 29-Mar-2019

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-2019	50.00%	75.00%	 RED

ACTION PROGRESS COMMENTS:

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

Grant application submitted for the Federal Safer Communities 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..

Last Updated: 06-Mar-2019

2 Develop our Regional Economy and Businesses

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

2.1.1 Promote the Region's natural advantages of soil, water, topography and climate


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.1 Ongoing promotion of the land capability data through our membership and network opportunities of Ausveg and PMA. Promotion will include the 2019 Hortconnections Conference in Melbourne.	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2018	30-Jun-2019	96.00%	0.00%	

ACTION PROGRESS COMMENTS:

Membership of Ausveg and PMA maintained. Presented land capability information to prospective growers from NSW and QLD. Facilitated connection between local farmers willing to diversify and major horticultural companies. Planning for attendance at 2019 Hortconnections Conference in Melbourne continues. Ausveg currently preparing options for combined membership and hort opportunities. Expecting several visits from Hort industry May June now harvest is quietening down. Currently reprinting Agricultural prospectus and new banners for Hortconnect .

Last Updated: 29-Mar-2019

2.1.2 Support opportunities for intensification, diversification and value adding within the agricultural and primary industries sector

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.1 Implement pro-active advertisement and communication strategy to promote use of the Greater Hamilton Regional Livestock Exchange.	David Moloney - Director Shire Infrastructure	In Progress	01-Jul-2018	30-Jun-2019	85.00%	0.00%	

ACTION PROGRESS COMMENTS:

Flyer sent out with Rates Notice. Stage 2 Report almost complete.

Stage 2 report complete and report to Council presented and money allocated to Marketing.


Resources is in place to assist with the promotion.

Facebook page established. Marketing has been undertaken at the weaner sales.

Feedback received from agents is that the marketing through facebook etc is good. we have over 1500 followers.

Now looking at information we can put in with the annual rates notice to further promote the facility.

Last Updated: 03-Apr-2019


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.1 Develop an agricultural investment attraction program that highlights the region's suitability now and into the future for diversification or value added opportunities	Hugh Koch - Manager Economic Development and Tourism	Completed	01-Jul-2018	30-Jun-2019	100.00%	70.00%	 GREEN

ACTION PROGRESS COMMENTS:

With the appointment of an Economic Development Officer - Investment Attraction an agricultural investment attraction program is now underway linking back to action 2.1.1.1. Membership of Ausveg and PMA has allowed us access to the main horticultural growers across Australia. Contact has been made through Hort Connect and follow up to encourage a visit to the region actioned. There has been some success in identifying local farmers willing to trial alternate crops particularly around blue berries and negotiations continue between the parties. This program of investment attraction of researching appropriate targets, matching with local opportunities for diversification is on going. Broader marketing of our region as being suitable for horticulture continues via www, social media and TVC branding.

Last Updated: 01-Feb-2019

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 %
2.1.3.3 Support the investigation of possibilities for infrastructure to secure water for agriculture	Hugh Koch - Manager Economic Development and Tourism	Completed	01-Jul-2018	30-Jun-2019	100.00%	100.00%	 GREEN


ACTION PROGRESS COMMENTS:

Membership Wimmera-Mallee Pipeline working group. Feasibility Study in progress. Business case progressing to application.

GWM Water to be invited to Council Briefing for update.

Last Updated: 04-Feb-2019

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 %
2.1.5.1 Prepare Council owned industrial land for development	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2018	30-Jun-2019	98.00%	65.00%	 GREEN


ACTION PROGRESS COMMENTS:

Planning permit received. Tender currently being written for design and construction for advertising mid October. Construction contractor has been selected. Development to begin in February 2019. Project management being carried out by Infrastructure department. Detailed design handed to Infrastructure. Elders Hamilton Real estate employed to handle sales. Ground expected to be broken first week of April. Marketing and Sales program currently being finalised.

Development handed over to infrastructure to project manage. EDTU will continue to manage the promotion and sales process.

Last Updated: 29-Mar-2019

2.2 Increase the profile of Greater Hamilton regionally and globally**2.2.1 Actively promote the Greater Hamilton brand into key markets and encourage local business to promote the brand**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.1.2 Conduct ongoing TV and social media promotion campaigns	Hugh Koch - Manager Economic Development and Tourism	Completed	01-Jul-2018	30-Jun-2019	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

Nine new TVC's produced and being broadcast across regional Victoria and SE South Australia and Riverland until June 30 2019. Social media promotions occurring across Visit Greater Hamilton Facebook with advertising boosting as appropriate. Currently tracking some healthy reaches for August and September.

Last Updated: 04-Feb-2019

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 Lead the Great South Coast Board. Participate in GSC Regional Partnership. Deliver on advocacy priorities with State & Federal MP's	Michael Tudball - Chief Executive Officer	In Progress	01-Jul-2018	30-Jun-2019	75.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

SGSC leading with Chair Mayor Cr Mary-Ann Brown, CEO and CEO EA supporting work. Priorities work developed and supported by Board with State Election Advocacy launch 26 October 2018. Some success at State Level with efforts now focusing on Federal Budget and Election 2019.


Various meetings and lobbying to State Ministers and Opposition leading up to the 2018 State Election with some priorities being achieved and follow-up occurring with re-elected State Government.

Efforts have turned to Federal Election 2019 with a visit to Federal Parliament meeting with Government and Opposition members and a clear, articulated priority projects pitch.

Further work occurring and some successes through current programs including BBRF and other funding opportunities.

Last Updated: 21-Mar-2019

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 %
2.2.3.1 Communicate the Greater Hamilton Style Guide and Tool Kit to businesses and industry	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2018	30-Jun-2019	65.00%	75.00%	 AMBER

ACTION PROGRESS COMMENTS:

Content currently being collated for tool kit. HRBA MoU developed to encourage Greater Hamilton branding. Feedback received regarding content to be included.

Last Updated: 29-Mar-2019

2.3 Continue to support the development of a skilled workforce and sustainable businesses in all towns in the Shire**2.3.2 Support the attraction and retention of a skilled workforce**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.2.1 Review attraction and retention strategies as part of the Workforce Development Plan.	Darren Barber - Manager Organisational Development	Completed	31-Jul-2018	31-Mar-2019	100.00%	100.00%	 GREEN


ACTION PROGRESS COMMENTS:

Attraction and retention strategies are currently being drafted as part of the Workforce Development Plan.

22/3/19 The completed Workforce Development Plan includes new attraction and Retention strategies.

Last Updated: 22-Mar-2019

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-2019	85.00%	90.00%	
<p>ACTION PROGRESS COMMENTS:</p> <p>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</p> <p>Communications Tower installed. Awaiting Council decision on new Telstra contract that will enable savings to found public Wifi across the Shire. Testing of pilot sensor devices to understand LoRa IOT network, storage of data and visualization of data.</p> <p>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.</p> <p>PD for Digital Transformation Project Manager currently advertised. Once role is filled can commence roll out of phase 1 projects.</p> <p>Digital Transformation Project Manager appointed and starting 19/02/18</p> <p>Digital Transformation Project Manager has commenced and working through requirements to build a project plan.</p> <p>Public WiFi locations identified from community feedback, working through procurement process for NBN connections</p> <p>Agreement with WideBand completed to supply NBN/ADSL connections. Installation to occur in the next 2 weeks.</p> <p>Public Wifi hotspots currentlt been installed and actiated, the following towns are operational:</p> <ul style="list-style-type: none"> - Balmoral - Cavendish - Glenthompson - Dunkeld - Tarrington - Penshurst - Byaduk - Coleraine 							

Still remaining

- Hamilton
- Branhholme

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

Last Updated: 21-Mar-2019

2.3.4 Support youth training and apprentice programs in collaboration with local business and education providers

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.4.1 Review establishment of 2 traineeship positions and develop a plan for ongoing opportunities.	Darren Barber - Manager Organisational Development	Completed	01-Jul-2018	30-Jun-2019	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

Interviewing for all trainees has been completed with 5 trainees commencing in the works department in late 2018. 3 administration trainees will commence in Feb 2019. The first intake of trainees into the Infrastructure Directorate were advertised in September for selection and commencement before the construction session. These trainees will form part of an overall organisation traineeship and apprenticeship program.

Last Updated: 03-Jan-2019

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

2.4.1 Improve the reputation of the Shire as a destination of choice for events and conferences

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.4.1.2 Partner with Sports Marketing Australia and other event attraction agencies to attract regional events into the Shire	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2018	30-Jun-2019	81.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:


Several events have been assessed for suitability to be conducted in the region and we are currently awaiting confirmation of our bids success or otherwise. CLB 3x3 which was run in Feb 2018 has now been secured for the next 2 years with the support of the Hamilton Basketball Association. Redbull Branched Out Event has been secured for Oct 2019 in Cavendish that has a synergy with the Cavendish Redgum Festival. This will be co supported with a financial contribution from Grampians Tourism. Several events presented by SMA for evaluation and consideration. Several knocked back and unsuccessful in bidding for Australian National Table Tennis Champs 2020 and a music festival.

CLB 3x3 run in Feb 2019 with increase in participation and attendees.


A briefing will be provided to ELT and Council on progress of SMA agreement in July, 2019.

Last Updated: 29-Mar-2019

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 %
2.4.2.1 In partnership with Parks Victoria develop the Dunkeld Visitor Hub and Grampians Peaks Trail head	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2018	31-Mar-2019	95.00%	100.00%	
ACTION PROGRESS COMMENTS: Dunkeld Community have participated in 3 engagement sessions including a Saturday morning consultation with consultants in September. Final draft is currently being prepared for a presentation to Council Briefing in November. Draft will also be presented to the Grampians Peaks Trail Project Control Group. Priority actions for implementation and provisional project costings are also being prepared. Business cases to be assessed for 2019/2020. GPT PCG moved to look at coordinating Trailheads for all three areas of the Park. Meeting with RDV Ballarat occurred in March in attempt to understand issue. We have been congratulated for our design work. Last Updated: 29-Mar-2019							


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 Chinese Digital Marketing Campaign to encourage tourist visitation from Asian markets fro the Great Southern Touring Route and build the visitor economy	Sarah Schmidt - Director Art Gallery	In Progress	01-Jul-2018	30-Jun-2019	70.00%	70.00%	
ACTION PROGRESS COMMENTS: Pick my project grant submitted and unsuccessful. Resourcing has been provided in-house. Draft Hamilton Gallery pamphlet in Mandarin language has been finalised. Last Updated: 09-Apr-2019							

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 %
3.1.1.1 Undertake the restoration and reinstatement of local essential public infrastructure damaged in the September/October 2016 Flood event	Nola McFarlane - Manager Flood Recovery	In Progress	01-Jul-2018	30-Jun-2019	75.00%	75.00%	

ACTION PROGRESS COMMENTS:

Community fund has 2 active projects - remainder complete.

Insurance works complete


Public infrastructure (roads, bridges, culverts etc) 9 active contracts all due for completion April/May

final contracts are in the process of being let. majority of insurance and Community Fund projects completed. follow up required with State and Federal Governments in relation to repair and reinstatement of dams (Hamilton and Dunkeld) all other infrastructure projects tracking to complete within allowable time

additional works are now under contract and the road reinstatement program has made good progress over the winter period. community infrastructure is complete except for the civil construction projects (walking tracks etc) which require drier conditions. the insurance program is nearing completion with only two projects outstanding.

Last Updated: 19-Mar-2019

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 %
3.1.2.1 Develop a 10-year strategic plan that will guide the management of Council's 6 x outdoor pools.	Susannah Milne - Manager Community & Leisure Services	In Progress	30-Jan-2018	30-Jun-2019	85.00%	50.00%	


ACTION PROGRESS COMMENTS:

The draft Asset Management Plan has been prepared and is currently being reviewed by Project Control Group.

Presentation has been scheduled with ELT on the 17th of April and Council on the 1st of May 2019.

Expected completion date June 2019

Last Updated: 03-Apr-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.4 Undertake condition assessments for Brown Street and Market Place	St John Lees - Manager Works	Completed	01-Jul-2018	31-Mar-2019	100.00%	100.00%	


ACTION PROGRESS COMMENTS:

Contract awarded and contractor to start 04 February 2019.

Final report due 22 March 2019.

Condition assessment now complete. Future action plan is being developed with respect to broader buildings consideration and our AMP.

Last Updated: 03-Apr-2019


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.5 Develop Building Asset Management Plan	St John Lees - Manager Works	In Progress	01-Jan-2019	30-Jun-2019	60.00%	50.00%	

ACTION PROGRESS COMMENTS:

In process of replying to STEP program Co-Ordinator regarding preparation of Asset Management Plans for buildings
Funding received from DELWP of \$35,000 to assist Council in developing AMP's including the building AMP. New AM in place and work on reviewing and updating the Building AMP underway. Condition assessments for all buildings has been completed in MARCH 2019 which will help with the mgt of buildings and evidence based decision making.

Last Updated: 03-Apr-2019

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 %
3.1.3.1 Work with VicRoads and the South West Alliance to ensure co-ordination of Road activities	St John Lees - Manager Works	Completed	01-Jan-2019	30-Jun-2019	100.00%	50.00%	

ACTION PROGRESS COMMENTS:

Initial meeting held between SWA and SGSC Works Dept at Hamilton Depot, to obtain updates regarding proposed SWA Capital works. As a result of this SWA will delay their scheduled Cox St reseal until the refurbishment of Cox St is at the sealing stage.

Further discussions regarding capital projects are required. Next Step: StJohn Lees to arrange a regular meeting cycle.


Maintenance agreement with SWA expired December 2018.

SGSC and SWA now in discussions regarding new maintenance agreement, anticipated to commence late February 2019.

Council is now not involved in the SWA. CEO has met with the new mgt team at RRV to discuss our concerns over negotiation of the new contract and the alliance model. Infrastructure staff will continue to met with RRV to discuss their program and integration of works where possible.

Last Updated: 03-Apr-2019


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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.4.1 Increase diversion through Councils Transfer Station service of recyclables at Coleraine and Penshurst Transfer Stations through facility upgrades	David Moloney - Director Shire Infrastructure	Deferred	01-Jan-2019	30-Jun-2019	1.00%	50.00%	 RED

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.

Last Updated: 04-Apr-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.4.2 Review the Public Toilet Strategy 2014 and prioritise the recommendations	St John Lees - Manager Works	Completed	01-Jan-2019	30-Jun-2019	100.00%	50.00%	 GREEN


ACTION PROGRESS COMMENTS:

new Asset Manager, Rohit Srivastava in process of reviewing Public Toilet Strategy.

Review is complete and next years priority is to be Pedrina Park Toilet block. Strategy is still valid and is improving our assets. Location and number of toilets in close proximity to each other are major outcomes for future review.

Last Updated: 03-Apr-2019

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-2019	75.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

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

Work plan developed and implementation about to begin


Discussion had with T4V and have developed a work plan.
Currently developing a spec for a Network operating plan.

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

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

Last Updated: 03-Apr-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 Advocate to relevant Ministers and Departments to ensure that the Western Rail Advocacy project is recognised at the State and Federal level.	Michael Tudball - Chief Executive Officer	In Progress	01-Jul-2018	30-Jun-2019	75.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

Advocacy well developed and understood at State & Federal levels following delegation visits to both. State Coalition commitment to fund business case of \$4 million with expectation State Labor to match. Advocacy to focus on improved public transport connections in year one of \$950,000 recurrent. Advocacy at both State and Federal level for the return of passenger services to Hamilton (and Horsham) along with improved bus connections still a priority. Visits to both Canberra (February 2019) and Spring Street (Feb/Mar 2019) to include in elections and budgets.

Last Updated: 03-Apr-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.2.1 Feasibility scoping study for Art Gallery building	Sarah Schmidt - Director Art Gallery	In Progress	01-Jul-2017	30-Jun-2019	77.00%	80.00%	 GREEN

ACTION PROGRESS COMMENTS:

Commenced. Funding applications in progress via 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 ELT & 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, DPD authorised revised date for of draft 23 April and final

version 22 May, 2019. Council workshop scheduled for 15 April, 2019.

Last Updated: 29-Mar-2019

3.2.3 Provide infrastructure that supports an active community

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.2 Complete Recreation Infrastructure Audit and Pedrina Park Master Plan review.	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Nov-2017	31-Dec-2018	85.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:


The Public Exhibition process has been completed and during the February meeting those wishing to speak to their submission will be given the opportunity to do so.

Once submissions have been heard following Council direction the strategy and masterplans will be amended to reflect the submissions. eks.

At the conclusion of that period the final strategy will be presented to Council along with the Master Plan for adoption. Once adopted officers can commence on developing an implementation plan with the collaboration of the facilities users. Any works, budget allocations or grant applications will be developed and approved with Council approval.

Adoption to be complete March/April 2019

Last Updated: 30-Jan-2019


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	In Progress	01-Oct-2018	30-Jun-2019	25.00%	50.00%	 RED

ACTION PROGRESS COMMENTS:

Planned upgrade of Melville Oval netball courts will not be delivered this financial year due to tender price coming above allocated budget and the project unable to be delivered internally.


Direction from Council is required to determine if the project will be carried forward with additional funding or put on hold until the CBD and Melville Oval strategic planning process is concluded.


Last Updated: 01-Apr-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.4 Modify the entry into the pool at HILAC to improve accessibility and access for patrons.	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Jan-2019	30-Jun-2019	95.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: All works completed, awaiting for the supporting software to be activated by the provide to go live. Last Updated: 01-Apr-2019							


3.3 Develop and maintain attractive and vibrant Council owned and managed open spaces and streetscapes

3.3.1 Invigorate and activate public places and spaces

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.1.1 Upgrade of Market Place and Brown St external signage	Lachy Patterson - Manager Community Relations	Completed	01-Jul-2018	31-Dec-2018	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: All signage has been updated and completed as per ELT direction. All completed. Last Updated: 31-Jan-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.1.1 Development of a Recreation & Leisure Strategy	Susannah Milne - Manager Community & Leisure Services	In Progress	01-Nov-2017	31-Dec-2018	85.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: The Public Exhibition process has been completed and during the February meeting those wishing to speak to their submission will be given the opportunity to do so. Once submissions have been heard following Council direction the strategy and masterplans will be amended to reflect the submissions. The finalised Strategy will be presented to Council during the March/April 2019 meeting for adoption. Last Updated: 30-Jan-2019							

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 %
3.3.2.1 Implement Hamilton Structure Plan - beautification of town entries	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2018	30-Jun-2019	84.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

John Challis Design and Thomson Hay Landscape Architects have been appointed to develop signage, landscaping and tree planting plans for the Hamilton Town Entrances. Three signage conceptual designs have been presented to a Council briefing session in December. Tree planting is expected to occur in later Autumn. Greening Hamilton have also been consulted with the concept of an "Avenue of Honour" also being considered. Final planting and landscaping plan is due for presentation to ELT in March 2019. Signage concepts due to be considered by Council in March, 2019.

Council briefing in March sought to present community with signage options.
Tender for plantings advertised early April

Last Updated: 29-Mar-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.2.2 Design Stage 2 Hamilton CBD Revitalisation Project - Lonsdale Street/Melville Oval/Gray Street connection	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jul-2018	30-Jun-2019	68.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:


In October's meeting Council signed off on Jensens as the preferred tenderer to undertake the design consultancy required to revitalise Lonsdale, Gray St and the Melville Oval Precinct. An inception meeting is planned for late October and desk top research commencing immediately. The project is expected to take approx 15 months to complete. First stakeholder engagement session has taken place and co-design workshop scheduled for February 2019.

1st stage of consultation completed for Lonsdale/Gray St and Melville Oval. Feedback currently being internalized for strategic direction of concept plans. Bus trip to Adelaide for Councillors, Senior staff and stakeholders currently being planned for June 2019


Last Updated: 29-Mar-2019

3.3.3 Develop and implement an urban street tree plan to guide town maintenance plans

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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3.3.3.1 Develop an Urban Street Tree Asset Management Plan	St John Lees - Manager Works	In Progress	01-Jul-2018	31-Mar-2019	95.00%	100.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Councillors input into Draft Tree Plan are in progress, comments due by 14th Nov 2018. Thereafter the plan will proceed to community consultation.</p> <p>No amendment received from Councillors. Now at Community Consultation and it is on the website; hard copies are also available.</p> <p>Consultation held at the recent listening posts. Further consultation with township leadership groups to be undertaken before coming back to Council..</p> <p>Last Updated: 03-Apr-2019</p>							

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 %
3.3.4.1 Implement at least 3 actions identified in the Heritage Strategy	Rhassel Mhasho - Manager Planning & Regulatory Services	In Progress	01-Jul-2018	30-Jun-2019	85.00%	50.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Heritage Strategy not yet completed. However two actions have been implemented to date. These are</p> <ol style="list-style-type: none"> 1. Continue to administer the Heritage Advisory Service and Heritage Restoration Grant scheme 2. Increase the promotion of Shire's heritage tourism sites and activities, including regular profile in Greater Hamilton Events seasonal guide. <p>Briefing to Council scheduled for 24 April 2019.</p> <p>Last Updated: 29-Mar-2019</p>							

3.4 Encourage and support infrastructure for social inclusion and economic growth

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 %
3.4.2.1 Smart Community platform implemented. Water Quality pilot for pools implemented. Weather Stations for townships implemented.	Russell Bennett - Manager, Business Systems	Completed	01-Jul-2018	30-Jun-2019	100.00%	75.00%	 GREEN
<p>ACTION PROGRESS COMMENTS: Weather stations are currently being procured after successful test of ATMOS41 unit at airport, unit installed next to BOM equipment and results very encouraging.</p>							

Recreation are looking at a full water quality and chemical dosing system across all outdoor pools. The solution looks ideal for SGSC and is compatible with existing pool equipment. Recreation are now running with this project with input from Business Systems where required.

10 of 10 weather stations installed, data being fed into OpenDataSoft Community portal.

Last Updated: 03-Jan-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	In Progress	01-Jul-2018	30-Jun-2019	85.00%	75.00%	

ACTION PROGRESS COMMENTS:


The Planning Scheme review will be finalised by 30 June 2019. The draft report is currently on public exhibition as per Council resolution. The Planning Scheme review will then be presented to ELT in May and then presented to Council for final adoption in June 2019.

Last Updated: 29-Mar-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 %
4.1.2.2 Negotiate with CFA and relevant Brigades to incorporate the burning into formalised management plans	Rhassel Mhasho - Manager Planning & Regulatory Services	In Progress	01-Jul-2018	30-Jun-2019	80.00%	75.00%	

ACTION PROGRESS COMMENTS:

Negotiations in progress. The Brigade Advisory Committee was reintroduced in December. The Fire Management plan will include a section on the formalised burning by CFA and Brigade. The plan has been adopted by the Fire Management Committee in March 2019. The plan will be presented to ELT in May and for adoption by Council in June 2019.

Last Updated: 29-Mar-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 %
4.1.3.2 Develop plan for road construction access to approved water resources	Rhassel Mhasho - Manager Planning & Regulatory Services	In Progress	01-Jul-2018	30-Jun-2019	82.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

The task is included in the Biodiversity Officers work plan. All the water resources currently being used by the road crew have been identified and mapped. The plan will be completed by 30 June 2019. The Biodiversity Officer is working with the engineering department on this project.

Last Updated: 29-Mar-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-2019	65.00%	75.00%	 AMBER

ACTION PROGRESS COMMENTS:

capping stage 3-4 still underway but impacted by wet weather.

Final filling of landfill to be completed in the next few months with capping of Stage 5-6 can then commence.


Tender going market for Stage 5and6

Tender let for stage 5 and 6

Contractor due to start in early February

Tender for stage 5&6 has not signed up to 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 FY.

Last Updated: 03-Apr-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.4.2 Implement key actions from 2018 energy audits at HILAC, Brown St, Hamilton Depot and Market Place.	St John Lees - Manager Works	In Progress	01-Jul-2018	30-Jun-2019	85.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

Report presented to Council and funding now allocated over 2 years.


Quote for works being gathered.

Hot water system upgrades have been awarded and work due to start in May. This will deliver on the commitment made to Council to do the less than one year pay back period work.


Last Updated: 03-Apr-2019

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 %
4.2.1.2 Identify environmental issues through the community engagement process of the Rural Land Use Study	Rhassel Mhasho - Manager Planning & Regulatory Services	Completed	01-Jul-2018	31-Dec-2018	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: Project completed .Environmental issues were identified during the initial stakeholder consultation process . The identified issues were incorporated into the draft Rural Land Use Strategy . Further consultation will occur when the draft Rural Landuse Strategy is advertised for public comments . All the identified issues will be incorporated into CVF2041 and in the Small Township Strategy. Last Updated: 29-Mar-2019							

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 2019	Rhassel Mhasho - Manager Planning & Regulatory Services	In Progress	01-Jul-2018	30-Jun-2019	75.00%	75.00%	 GREEN
ACTION PROGRESS COMMENTS: The second draft plan is currently with the consultant for final editing and incorporation of internal staff feedback, The draft Plan will be presented to ELT in May 2019 and is scheduled to be advertised for public comment in June/July. The plan will then be presented to Council for final adoption by end of August 2019 . Last Updated: 29-Mar-2019							

4.2.4 Attract businesses to low carbon manufacturing opportunities by leveraging from the region's natural advantages such as wind and biofuel availability


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.4.1 Proceed from Biomass Industrial Feasibility Study to development and promotion of project.	Hugh Koch - Manager Economic Development and Tourism	In Progress	01-Jan-2019	30-Jun-2019	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:

Biomass Feasibility Study is complete. Being presented to Council in February 2019
 Biomass has been raised at Convention of investors with some interest generated.
 Works will continue due the construction and sale of the lots for the Industrial Gateway Park Project.

Last Updated: 03-Apr-2019


4.3 Promote and provide sustainable waste management services**4.3.1 Examine and provide comprehensive waste collection services including incentives to maximise community awareness and participation in waste diversion strategies**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.1 Complete background document, carry out Council and community consultation, develop draft plan for waste education	St John Lees - Manager Works	In Progress	01-Oct-2018	30-Jun-2019	85.00%	75.00%	

ACTION PROGRESS COMMENTS:

Works to be done to align with BSWWRRG (regional waste group). Template provided, information to recommend SGSC's position is in process of collection. Information from Bin Audits; FOGO behaviour change - education to be integrated into strategy.
 July 2018 - series of radio adverts on waste topics such as recycling ran educate the community.
 30 January 2019 - Council Briefed on Bin Audits and direction given for work to be undertaken on modelling for FOGO collection to divert waste and Communications plan for Waste Education which is to include services delivered by Council.
 Hub and Listening post sessions held.

Last Updated: 03-Apr-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.2 Implement improved recyclables drop off area at Hamilton Transfer Station and review charges for unsorted recyclables to ensure sustainability of service.	David Moloney - Director Shire Infrastructure	In Progress	01-Jul-2018	30-Jun-2019	85.00%	75.00%	


ACTION PROGRESS COMMENTS:

Design works under way at the transfer station which includes maximization of waste diversion
 Finalisation of new plan almost complete with a focus on diversion.
 Ewaste shed being tendered and new waste transfer shed.
 Modeling of FOGO service to increase waste diversion delivered to Council in Jan/Feb 2019.

Further report to be delivered in May 2019.

Last Updated: 03-Apr-2019

4.3.2 Develop and implement education programs to increase waste diversion from landfill

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.2.1 Contribute to relevant regional waste education programs	St John Lees - Manager Works	Completed	01-Jul-2018	30-Jun-2019	100.00%	75.00%	

ACTION PROGRESS COMMENTS:


SGSC awaiting "Regional Education Plan" from BSWWRRG.

Regional Education Plan is completed and BSWWRRG are getting organised.

Sustainability Officer is heavily involved in the Waste Education program for the region through BSWWRRG. Recently held joint waste education community discussion in the HUB.

Last Updated: 03-Apr-2019

4.3.3 Examine ways to maximise re-use of waste as a resource

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.3.1 Undertake report with options to maximise re-use of waste	St John Lees - Manager Works	In Progress	01-Oct-2018	31-Dec-2018	90.00%	100.00%	

ACTION PROGRESS COMMENTS:

Draft Waste Strategy to be recommended to Council on 12th Dec for all waste streams.


Bin Audit and FOGO need to go to Council- 30 January 2019 - before this report can be developed further .

Modelling of waste kerbside and FOGO delivered to Council. Expecting a further briefing in April and a report to May 2019 Council Meeting.


Last Updated: 03-Apr-2019

4.4 Develop and implement climate change adaptation strategies to prepare for climate change, especially extreme weather events


4.4.1 Support community education to promote awareness and benefits of energy and water efficiency

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.4.1.1 Develop a plan for undertaking community waste education based on findings of the bin audits. AS PER 4.3.2.1	St John Lees - Manager Works	In Progress	01-Oct-2018	30-Jun-2019	75.00%	75.00%	 GREEN
ACTION PROGRESS COMMENTS: 30th January Briefed Council on Bin audits and discussed waste education. Communication plan being developed and reported back in a briefing to Council. Waste Education has been undertaken at listening post in March 2019, HUB pop up in March 2019. Waste facts sheet to be sent out to clients in rates package. Residential audits also being undertaken in April. Last Updated: 03-Apr-2019							

4.4.2 Facilitate local investment in renewable energy projects, including in Council buildings and operations

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.4.2.1 Undertake report into biomass Energy production	St John Lees - Manager Works	Completed	01-Jul-2018	31-Dec-2018	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: Substantially completed, awaiting input from Electricity Retailer to finalise financial impact. Report is completed and go to Council Briefing on 30th January 2019 . Council briefed on 30 January. Report presented to Council on 13/3/2019 Last Updated: 31-Jan-2019							

4.4.3 Review Council's services and procurement practices to ensure that they are being planned and delivered in a way that supports climate adaption and resilience

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.4.3.1 Investigate how current practice is performing in procurement is driving adaption and resilience.	St John Lees - Manager Works	Completed	01-Jan-2019	31-Mar-2019	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:


Question is being asked in the procurement process with 5% of the tender scoring being attributed to environment.

Policies and specifications are also considering climate change with recycled materials being specified and water sensitive urban design.

More fuel efficient plant and equipment is being purchased with light vehicles down to max combined 9.0L/km and tier 4 rate engines for heavy fleet

Last Updated: 04-Apr-2019

4.4.4 Collaborate with State Government and regional agencies to ensure coordinated strategies and education in relation to climate change

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.4.4.1 Undertake facilities Energy Audit	St John Lees - Manager Works	Completed	01-Jul-2018	31-Dec-2018	100.00%	100.00%	 GREEN


ACTION PROGRESS COMMENTS:

Audit completed. Report to be presented to ELT in association with 4.1.4.2 on 13th November, and council on 28th Nov.

Presented to Council Briefing Session 28 November 2018.

Last Updated: 15-Jan-2019

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 %
5.1.2.1 Update of Council's Policies	Michael Tudball - Chief Executive Officer	In Progress	01-Jan-2018	30-Jun-2019	50.00%	50.00%	 GREEN

ACTION PROGRESS COMMENTS:


Research is currently underway in relation to Council's policies including best practice in local government and what policies are required by legislation. The aim is to develop a policy framework which includes all required policies, but is as concise as possible.

This project has been delayed due to the Governance Coordinator being seconded to Organisational Development. This project was carried into the 2018/19 Annual Plan with an updated end date of 30 June 2019. Draft policies went to Council briefing October 2018 and Council Meeting 14 November 2018.

With the resignation of Ms Megan Kruger an appointment will be made late January to early February 2019 with Governance and other relevant policies a priority for the new appointee.

New appointee Ms Karly Saunders commenced February 2019 with project to be revised and project timelines refreshed.

Last Updated: 21-Mar-2019


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.1 Improve Council's internal communication through development of Staff App	Lachy Patterson - Manager Community Relations	In Progress	01-Jan-2019	30-Apr-2019	50.00%	50.00%	 GREEN

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.

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.

Last Updated: 03-Apr-2019

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-Jun-2019	50.00%	75.00%	 RED

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

Last Updated: 22-Mar-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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5.1.2.2 Improve Council's procedures and information in relation to Protected Disclosures including educating staff	Michael Tudball - Chief Executive Officer	In Progress	01-Oct-2018	30-Jun-2019	25.00%	50.00%	 RED
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ACTION PROGRESS COMMENTS:


Research is currently underway in relation to Council's responsibilities in relation to Protected Disclosure and best practice in local government. Once this research is complete procedures will be developed, which will then be rolled out to staff.

This project has been delayed due to the Governance Coordinator being seconded to Organisational Development. It will not be complete in the 2017/2018 financial year, but will be rolled over into the 2018/2019 Annual Plan with a new completion date of 31 December 2018. Updated completion date of May 2019.

With the resignation of Ms Megan Kruger this action will be reassessed by the new Governance Coordinator due to commence late January - early February 2019 and a revised timeline and priority allocated.

New appointee Ms Karly Saunders commenced February 2019 with this role taking on the function of Protected Disclosures Officer and policy/procedure to be developed along with appropriate reporting.

Last Updated: 21-Mar-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.3 Investigate and establish risk management framework.	Darren Barber - Manager Organisational Development	In Progress	01-Nov-2018	30-Jun-2019	75.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:


The December Risk Audit will identify the optimal framework for implementation in the first half of 2019.

Established and risk framework, which requires review this will occur in early 2019 to co-inside with Business Continuity Plan.

22/3/19 As outlined in action 5.1.2.2 this action is now part of the RSD Risk Audit and will form part of the recommendation implementation. Reporting will occur directly to the Audit and Risk Committee.

Last Updated: 22-Mar-2019

5.1.3 Continue to increase the transparency of Council's decision making processes


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.1 Continue reduction in confidential items. Various media to promote Council decisions	Michael Tudball - Chief Executive Officer	In Progress	01-Jul-2018	30-Jun-2019	75.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

Only personnel (CEO contract) and cost/price sensitive reports to go to confidential Council items. This practice has continued and a total of 4 confidential reports have been presented to Council in 2018/19 to date covering 3 x contractual arrangements (HRLX, 88 Cox St and Recycling Contract Variation) and 1 x CEO Performance Review. Practice continued and only contractually sensitive items moved into confidential.

Last Updated: 21-Mar-2019

5.1.4 Strengthen Council's internal auditing to improve processes and procedures


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.4.52 Continue the review of prioritised processes as identified in the Internal Audit scope.	Evelyn Arnold - Director Community & Corporate Services	In Progress	01-Oct-2018	30-Jun-2019	70.00%	50.00%	

ACTION PROGRESS COMMENTS:

An update is included in the ARC agenda for August with the Business Continuity Plan Internal Audit review to be included in the October Agenda. The Customer Service and Risk reviews have been finalised for presentation to the ARC in April. The site visit review of Waste Services has been completed, a draft report is being received and once comments, recommendations and actions have been finalised will be presented to the ARC.

Last Updated: 03-Apr-2019

5.2 Effective advocacy**5.2.1 Advocate for priority community projects, programs and initiatives**


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.1 Advocate on behalf of unsewered townships communities to shift State Government Policy towards effective and affordable wastewater management systems that meet health and environmental standards	Rhassel Mhasho - Manager Planning & Regulatory Services	Completed	01-Jul-2018	30-Jun-2019	100.00%	75.00%	

ACTION PROGRESS COMMENTS:

Project completed. Wannon Water committed to carry out a pilot study on Penshurst. More consultation is currently being undertaken between Council, EPA and the major stakeholders on the Domestic Wastewater Plan regarding unsewered townships. The Domestic Wastewater Plan will also propose affordable wastewater management systems that meet health and environmental standards outlined in the State Government Policy.

Last Updated: 04-Feb-2019

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	Sarah Schmidt - Director Art Gallery	In Progress	01-Jul-2017	30-Jun-2019	85.00%	90.00%	

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 to be presented at ELT in May 2019 prior to Council briefing and report .

Last Updated: 29-Mar-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.2.2 Continue working with potential external funding partners and stakeholders to further support arts and culture in our region.	David Gagliardi - Manager Performing Arts	In Progress	01-Oct-2018	30-Jun-2019	90.00%	75.00%	

ACTION PROGRESS COMMENTS:

\$120,000 funding secured from Creative Vic for Full House Audience Development and Marketing Research and Plan.

Consultant engaged.

Face to face community engagement completed.

Survey community engagement completed.


Action and programming plan now developed.

Briefing to ELT scheduled for April, 2019

Last Updated: 29-Mar-2019


5.2.3 Seek and use opportunities to advocate at a regional, state and national level on significant issues affecting our community

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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5.2.3.2 Maintain currency of Advocacy priorities documentation for appropriate Ministerial and political distribution.	Andrew Goodsell - Director Planning and Development	In Progress	01-Oct-2018	30-Jun-2019	75.00%	80.00%	 GREEN
ACTION PROGRESS COMMENTS: Advocacy Priorities document updated and released in September 2018. Lobbying State and Federal governments to continue throughout 2019. Review of all advocacy priorities to occur in 2019/20 as part of 2041 project and community visioning. Last Updated: 29-Mar-2019							


5.3 Create an environment that supports committed and skilled staff

5.3.1 Embed an organisational culture that values workplace health, safety and wellbeing


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.1 Development of a wellbeing plan to support proactive measure for health and safety cultural improvement.	Darren Barber - Manager Organisational Development	In Progress	01-Oct-2018	30-Jun-2019	50.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: This action commenced in the October 2018. The wellbeing policy is currently being reviewed to inform the wellbeing plan. 22/3/19 Initiatives such as the 10,000 step challenge have been implemented. The overall plan encompassing all current and future Health and Wellbeing initiatives is currently being developed. Last Updated: 22-Mar-2019							

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 %
5.3.2.3 Finalise the Learning & Development Strategy and develop the Learning & Development Program	Darren Barber - Manager Organisational Development	Completed	01-Jul-2018	31-Jan-2019	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: The Learning and Development Strategy is part of the Workforce Plan and is currently being developed in sync with the Workforce Plan. The Learning and Development Strategy will be an appendix to the Workforce Plan. Scoping and preparation of data is currently being completed as part of the Workforce Plan draft. 22/3/19 The Learning and Development Strategy has been completed now the Workforce Plan has been endorsed by ELT Last Updated: 22-Mar-2019							


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.4 Development of a Workforce Development Plan.	Darren Barber - Manager Organisational Development	Completed	01-Jul-2018	31-Jan-2019	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: The draft Workforce Plan has been reviewed by SLT and will be finalised in January 2019. The Workforce Plan is currently in draft format with the statistical information extracted from Civica for analysing and inclusion into the plan. 22/3/19 The Workforce Development Plan was endorsed by ELT on March 12, 2019. Last Updated: 22-Mar-2019							

5.3.3 Encourage and recognise high levels of performance and innovative practices

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.3.1 Growing Greater Leaders Leadership Program Pilot	Michael Tudball - Chief Executive Officer	In Progress	30-Jul-2018	30-Jun-2019	75.00%	75.00%	 GREEN
ACTION PROGRESS COMMENTS: Support being provided with SW Hive project developed and implemented and operating separate to Council. Further support directly to the Emerging Leaders group in professional development training aligned with Performance Plans and Annual Reviews. Evaluation to be undertaken 2019/20 to consider future form and resourcing of this program. Last Updated: 20-Mar-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	In Progress	01-Jul-2018	30-Jun-2019	70.00%	100.00%	 AMBER
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.

Last Updated: 21-Mar-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.1.2 Enhance electronic data capture in the field for Road Maintenance crews	Russell Bennett - Manager, Business Systems	In Progress	01-Jul-2018	30-Jun-2019	60.00%	75.00%	 AMBER

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 in place to work towards pilot

21/03/19

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

Last Updated: 21-Mar-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.1.3 Pilot of electronic signature solution for Council contracts subject to business case approval.	Russell Bennett - Manager, Business Systems	Completed	01-Jul-2018	31-Dec-2018	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:

Business case has not been approved however work has commenced to implement an internal e-signature system for internal documents only. This work is falling inline with the Digitisation Plan which was approved by ELT.

Working with OD around implementation of e-signatures for internal documents.


OD planning to go live with online form in January 2019. Damien working with OD to ensure everything from the technical side is ready to go.

Code of Conduct training to be completed across all staff, the acceptance of this policy will be done via digital signatures.

Damian now working through with various department to migrate them across to digital forms where appropriate.

Last Updated: 03-Jan-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 %
5.4.2.1 Continuation of the service review calendar and facilitate the delivery of the service reviews scheduled.	Evelyn Arnold - Director Community & Corporate Services	In Progress	01-Jul-2018	30-Jun-2019	80.00%	75.00%	 GREEN

ACTION PROGRESS COMMENTS:

The schedule of services targeted for review for the next 12 months. In August it is intended to refresh the process for SLT and review our progress with the Consultants assisting with this process. The calendar has been reviewed and an action plan and working group is being established. A toolkit has been completed and distributed to SLT and ELT are finalising the calendar for discussion with Council. Council will be briefed on 10th April to update them on progress made and the plan for future reviews.

Last Updated: 03-Apr-2019

5.4.4 Investigate partnerships, collaboration opportunities and options for shared service delivery and models

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.4.1 Implementation of IT Shared Service pilot with local businesses.	Russell Bennett - Manager, Business Systems	In Progress	01-Jul-2017	30-Jun-2019	80.00%	100.00%	
<p>ACTION PROGRESS COMMENTS:</p> <p>Discussion with CMA and SGAE have not progressed into any commitment. SGSC Cloud Disaster Recovery solution to be fully operation in October and will restart conversations.</p> <p>DRaaS environment setup and Data sync in progress to be completed by Christmas.</p> <p>Data sync completed to DRaaS, awaiting vendor to conduct DR test then will be in a position to contact other local organisation regarding shared service.</p> <p>Commenced dialog with Monivae to see if they have interest in a Shared Service offering for DRaaS</p> <p>Commenced dialog with Utilis to see if they have interest in a Shared Services offering for DRaaS</p> <p>Utilis are interested in a partnership but this will not occur until later in the calendar year.</p> <p>WDHS have shown interested in a shared service around document storage using SGSC's archive center. Preliminary discussions underway.</p> <p>WDHS have toured SGSC archive centre and are keen to pursue shared service opportunity. Internal analysis commenced to work out how this shared service opportunity can be reached.</p> <p>Offer was put forward to WDHS for lease of dedicated room in SGSC archive center, WDHS has decided not to take up the offer.</p> <p>At this stage Shared Service hasn't been possible after many attempts to gain interest. Will seek Director approval to close off this action.</p> <p>25/02/19 Opportunity with Waste Group that operates out of 117 Brown St to share our LifeSize video conferencing system.</p> <p>21/03/19 Waste Group agreed to terms for a shared service of SGSC video conferencing system. Need to complete MOU and raise invoice</p> <p>Last Updated: 21-Mar-2019</p>							