

Quarterly Report of Operations



Macedon
Ranges
Shire Council

Period Reporting – October to December 2023



Introduction

October - December

2nd Quarter 2023/24



I am pleased to present the Quarterly Report of Operations for the period 01 October 2023 to 31 December 2023.

The information within this document represents the period in time from October to December 2023 inclusive. The report has been generated to enable Senior Management and Councillors greater transparency and a more comprehensive view of the organisation and its key activities.

Key topic areas include:

- Finance
- Council Plan Action progress;
- Capital Works progress;
- Contracts and Procurement Update
- Governance and Councillor Reporting
- People and Wellbeing
- Insurance and Risk
- Customer Support
- Audit

Thank you to Councillors, Council's staff, volunteers and contractors who continue to actively support our municipality.

Regards
Bernie O'Sullivan
Chief Executive Officer

Financial Performance

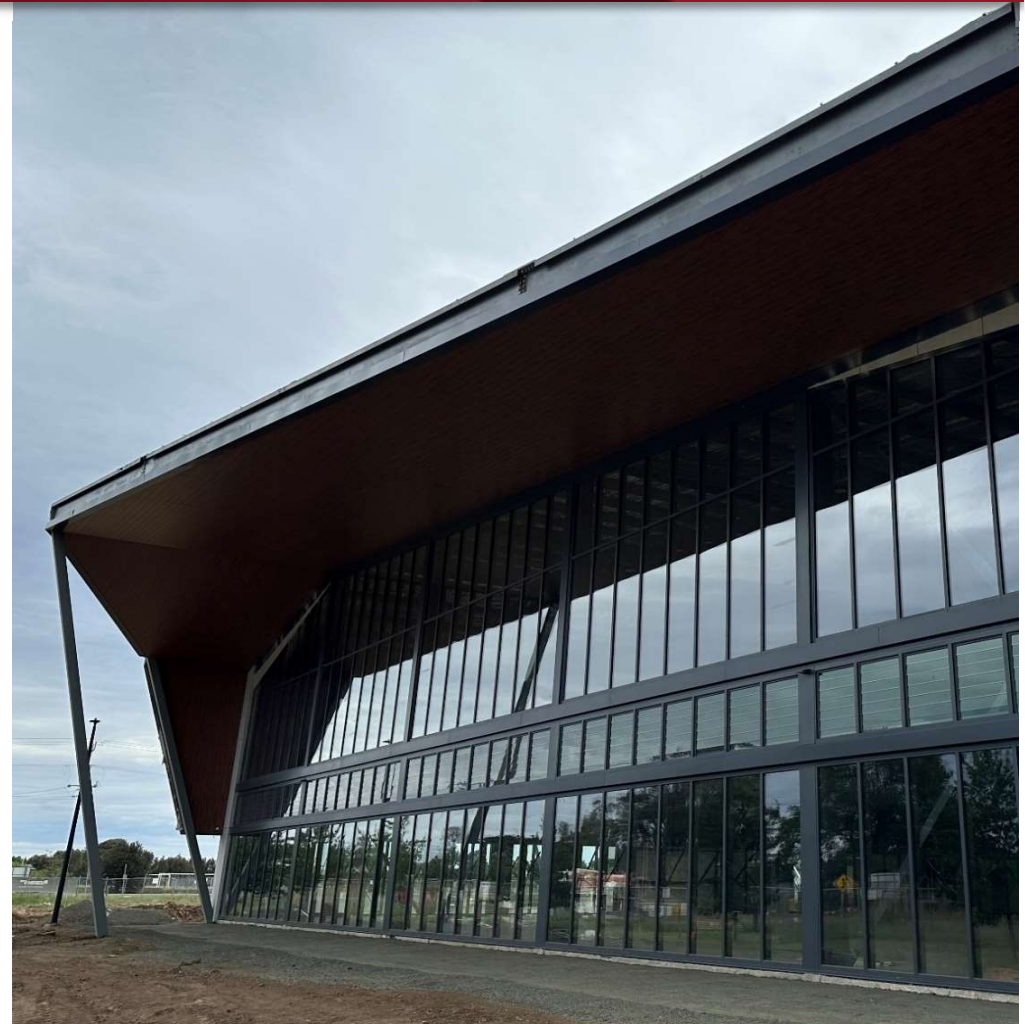
October - December

2nd Quarter 2023/24



**Macedon
Ranges**
Shire Council

- Quarterly result favourable to budget \$15.8M
 - Gifted assets (infrastructure) favourable to budget, due to continued growth of shire \$17.5M
 - Other income \$6.6M & material expenses \$5.2M inflated from storms / floods
 - Trade receivables high, due to the raising of rate notices \$43M
 - Cash and Other Assets balances are manageable levels \$39.6M
 - Treasury levels within policy
 - Interest revenue received favourable to budget
 - Reserve levels reconciliation provided
- Unearned income at 30 June 2023 has been recognised as income during the period
- Mid-year budget review has been undertaken with recommended adjustments to be made
 - Balance budget is maintained after considering mid year adjustments



INCOME STATEMENT

6 months ended 31 December 2023

	2023/24 Dec YTD Adj. Budget* \$'000	2023/24 Dec YTD Actuals \$'000	2023/24 Dec YTD Variance \$'000
Income			
Rates and charges	61,609	61,459	(150)
Statutory fees and fines	1,555	1,333	(222)
User fees	3,545	3,432	(113)
Grants - operating	6,209	6,649	440
Grants - capital	17,562	16,529	(1,033)
Contributions - monetary	1,477	1,412	(65)
Other income	1,187	7,819	6,632
Total income	93,144	98,633	5,489
Expenses			
Employee costs	22,112	22,006	106
Materials and services	16,938	22,139	(5,201)
Depreciation and amortisation	8,532	8,220	312
Borrowing costs	133	116	17
Other expenses	1,736	1,849	(113)
Total expenses	49,451	54,330	(4,879)
Surplus/(deficit) <i>Ex other adjustments</i>	43,693	44,303	610
Other adjustments			
Contributions - non monetary	3,960	21,534	17,574
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	300	20	(280)
Writing off capital projects	-	(2,095)	(2,095)
Total surplus/(deficit)	47,953	63,762	15,809

The Income Statement includes all sources of Council revenue and expenditure incurred in its day-to-day operations. It should be noted that expenditure listed in the Income Statement does not include the cost of asset purchases or sales, loan repayments, capital works expenditure or reserve funds. It does however, include depreciation as an expense.

Overall the operating surplus of \$63.7m is \$15.8m favourable to budget. The financial summary provides an explanation of key variances to budget.

* This column represents the adjusted budget which is the 2023/24 adopted budget adjusted for the 2022/23 carry forward budgets and any Council approved budget changes during 2023/24.

BALANCE SHEET

As at 31 December 2023

	2022/23 June Actuals \$'000	2022/23 December Actuals \$'000	2023/24 December Actuals \$'000	2023/24 December Variance \$'000
Current assets				
Cash and cash equivalents	39,577	21,355	10,714	(10,641)
Trade and other receivables	16,091	41,168	43,003	1,835
Other financial assets	10,000	29,000	28,925	(75)
Other assets	2,145	105	127	22
Total current assets	67,813	91,628	82,769	(8,859)
Non-current assets				
Other financial assets	21	21	21	-
Investment in Regional Library	1,447	1,432	1,447	15
Property, infrastructure, plant and equipment	1,380,771	1,277,631	1,411,143	133,512
Right of use assets	345	583	345	(238)
Investment property	2,933	2,630	2,933	303
Intangible assets	416	460	331	(129)
Total non-current assets	1,385,933	1,282,757	1,416,220	133,463
Total assets	1,453,746	1,374,385	1,498,989	124,604
Current liabilities				
Trade and other payables	9,413	4,415	4,323	92
Trust funds and deposits	6,952	9,172	10,070	(898)
Unearned income	16,668	14,789	-	14,789
Provisions	6,730	6,722	7,044	(322)
Interest-bearing loans and borrowings	391	208	391	(183)
Lease liabilities	256	414	254	160
Total current liabilities	40,410	35,720	22,082	13,638
Non-current liabilities				
Provisions	4,934	4,113	4,933	(820)
Interest-bearing loans and borrowings	5,117	3,205	4,924	(1,719)
Lease liabilities	131	268	134	134
Total non-current liabilities	10,182	7,586	9,991	(2,405)
Total liabilities	50,592	43,306	32,073	11,233
Net assets	1,403,154	1,331,079	1,466,916	135,837
Equity				
Accumulated surplus	707,240	704,784	768,947	64,163
Reserves	695,914	626,295	697,969	71,674
Total Equity	1,403,154	1,331,079	1,466,916	135,837

The Balance Sheet is a snapshot of the financial situation of the organisation. It shows what Council owns and controls as assets and what it owes as liabilities.

* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2021/22 and any Council approved budget changes during 2023/24.

Council Plan Delivery

October - December

2nd Quarter 2023/24



Strategic objectives

Council Plan – strategic objectives

We will maintain our built environment – including roads, paths, buildings, open space and other assets – in a fiscally, environmentally and socially sustainable way. This includes effective land-use planning, which has a direct impact on the liveability of our shire.

We will provide support for volunteers, community groups and organisations, in recognition of their work in contributing to social connections.

Healthy environment, healthy people

We will contribute to positive health and wellbeing in our community, by proactively supporting mental health, the prevention of violence against women, healthy lifestyles for all ages and abilities, social connection and inclusion, community safety, and arts and culture.

We will protect our natural environment through proactive environmental planning, advocacy, and policy to address climate change, support biodiversity and enhance water catchment quality. The Macedon Ranges Shire declared a Climate Emergency in 2021.

We will take action to reduce waste in order to protect public health and the environment.

Business and tourism

We will foster economic vitality in a way that promotes positive individual and community health outcomes, including business diversity, housing, transport, information and communication technology, and employment options. Investment attracted to the shire will be consistent with the Community Vision.

Deliver strong and reliable government

We will demonstrate the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

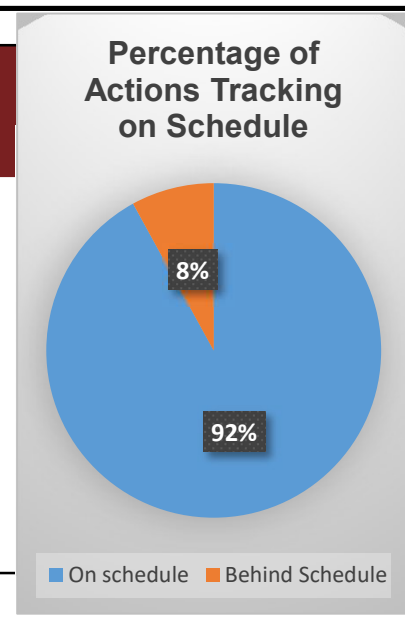
- 8 of Councils 121 actions have been completed year to date
- 92% of actions are tracking on schedule
- Climate Emergency Plan was adopted by Council
- First year priority actions from Council's Zero Net Emissions Plan for Operations are progressing on schedule
- The Macedon Ranges Shire Wide Skate Park Master Plan was endorsed at the November Council meeting
- Local businesses were supported to create festive season decorations which included tree lined retail precincts, Kyneton Town Hall being lit up and shopfronts being adorned with Christmas wreaths
- Dates for the 2024 Autumn Festival have been confirmed

COUNCIL PLAN ACTIONS

Reporting Period 01/10/2023 - 31/12/2023

Council Plan Actions progress for the period 01/10/2023 - 31/12/2023:

Strategic Objectives	No. of Actions	No. of Actions Commenced	No. of Actions Not Scheduled to Start	No. of Actions Completed	No. of Actions behind target completion	% of Actions progressing on schedule
Objective 1 Connecting communities	42	41	0	2	5	88.1
Objective 2 Healthy environment, healthy people	46	46	1	1	4	91.3
Objective 3 Business and tourism	16	16	0	2	0	100.0
Objective 4 Deliver strong and reliable government	17	17	0	3	2	88.2
Total for the Quarter	121	120	1	8	11	91.9



Delayed Actions Summary - See full progress commentary for further details

Strategic Action	Target Delivery Rate	Actual Delivery Rate
Objective 1 Complete the construction of Stages 1 and 2 Macedon Ranges Shared Trails project by 30 June 2024	25%	10%
Objective 1 Progress the Heritage Strategy to guide Council's priorities for further heritage protection	60%	40%
Objective 1 Progress the preparation of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	60%	40%
Objective 1 Finalise the construction on stage 1 of the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery	70%	60%
Objective 1 Form a Cultural Advisory Group made of up representatives of the Traditional Owner Organisations to assist with the creation of the Stretch RAP and provide ongoing guidance to Council regarding its implementation	20%	0%

COUNCIL PLAN ACTIONS

Reporting Period 01/10/2023 - 31/12/2023

Delayed Actions continued

Strategic Action		Target Delivery Rate	Actual Delivery Rate
Objective 2	Continue to undertake environmental upgrades to Council buildings to enhance energy efficiency and environmental performance	50%	25%
Objective 2	Investigate solar power generation to offset emissions from council operations	50%	25%
Objective 2	Develop a policy on Council support for electric vehicle (EV) charging infrastructure in the shire and seek funding opportunities for public chargers in Gisborne, Romsey, Riddell's Creek and Malmsbury.	50%	25%
Objective 2	Continue implementation of recommended master plan actions at the Gisborne, Kyneton and Malmsbury Botanic Gardens	40%	30%
Objective 4	Continue to review and update long-term financial and infrastructure planning to guide our budget decisions, to ensure they are responsible and sustainable	50%	40%
Objective 4	Finalise the Community Engagement Guidelines	100%	90%

Council Plan action Progress Summary Key (see following page)



On schedule - target and actual percentage complete align at the end of Q2

Below Target - actual percentage complete is up to 20% behind target at the end of Q2

Far Below Target - actual percentage is more than 20% behind target at the end of Q2

Strategic objective 1. Connecting communities

We will maintain our built environment – including roads, paths, buildings, open space and other assets in a fiscally, environmentally and socially sustainable way. This includes effective land-use planning, which has a direct impact on the liveability of our shire.

We will provide support for volunteers, community groups and organisations, in recognition of their work in contributing to social connections.

Strategic Priority - Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	Traffic light progress
Continue to improve continuous accessible paths of travel to key destinations, such as recreation and community facilities, through the funding of the Footpath Construction Program	Deliver	In Progress	Two projects, Howey Street Gisborne and Station Road Gisborne are funded through the 2023/24 footpath construction program. - The Howey St footpath renewal works has been awarded. It is expected to commence in late January 2024. - The Station Road design is close to completion. Footpath renewal on Bolinda- Darraweit Road has also been awarded. It is expected to commence in early March 2024. Footpath renewal on Hamilton Road, Gisborne has also been awarded. It will commence in early February 2024.	Manager Engineering and Resource Recovery	30 June 2024	
Complete the construction of Stages 1 and 2 Macedon Ranges Shared Trails project by 30 June 2024	Deliver	In Progress	Of the outstanding items: - the Cultural Heritage Management Plans (CHMP) for stages 1 and 2 are approved with construction crew inductions beginning on 12 January 2024. Awaiting advice from registered aboriginal parties for Stage 1 for induction dates. - Parks Victoria have approved the amended alignment within Stage 2B and this has allowed the design to progress with Detailed Design scheduled for mid January. - VLine have endorsed the stage 2A and 2C plans with minor comments related to the access gates that will be incorporated into the Issued For Construction plans (IFC). Further delays in advice and approval from the Department of Energy, Environment and Climate Action (DEECA) and VLine engineering have not allowed for any constructions works. It is now hoped that some construction works can occur in April 2024 to allow the request for extension of time with Regional Development Victoria to be approved. The inability to get complete approval from both VLine and DEECA and delays in the required inductions will impact the delivery of the project with the completion of stages 1 and 2 unlikely to be completed by the end of the 2023/24 FY. The project team is continuing to work with the contractor and the relevant stakeholders to progress this and this has included utilising RDV as the key funding body to advocate on Council's behalf to get responses from DEECA on the balance of stage 1B, 2A and 2C. Stage 3, ecological assessment reporting is being undertaken, survey has been completed, structural assessment of the historic bridge completed and a heritage consultant for the historic bridge engaged on advice from Heritage Victoria (HV).	Manager Assets and Project Management Office	30 June 2024	
In partnership with Hepburn Shire Council, advocate to the Victorian Government for support to undertake preconstruction planning for the Daylesford to Hanging Rock Rail Trail project	Advocate	In Progress	Advocacy for the Trail continues, though current funding opportunities are limited.	Manager Open Space and Recreation	30 June 2024	
Finalise the review of the Kyneton Movement Network Study (2018) to develop and guide the planning of future infrastructure requirements (multi-year)	Deliver	In Progress	The Kyneton Movement Network Study is currently being developed. A report will be presented to a future council meeting for endorsement of Council to undertake four weeks of community consultation on the Study.	Manager Engineering and Resource Recovery	30 June 2024	
Continue to advocate to the Victorian Government for improvements to bus and rail public transport services, with a focus to identify township issues throughout the year	Advocate	In Progress	This is an ongoing advocacy activity. This topic is an agenda item on the monthly MRSC-Department of Transport and Planning meetings. Future Gisborne bus improvements are on the agenda for Q2 FY23-24.	Manager Engineering and Resource Recovery	30 June 2024	
Finalise the review and update the 2018 Shire Wide Footpath Plan	Deliver	Completed	Complete - Any new requests for footpaths will be assessed using the prioritisation criteria in the revised footpath plan.	Manager Engineering and Resource Recovery	31 July 2023	
Continue to advocate for increased State Government funding for supervised school crossings and consider alternative safe crossing methodologies for schools	Advocate	In Progress	Officers are continuing to participate in working groups advocating to state government.	Manager Safer Communities	30 June 2024	

Integrate land-use planning, and revitalise and protect the identity and character of the shire						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Implement the Riddells Creek Structure Plan and preparation of the Riddells Creek Movement and Network Strategy through consideration of planning scheme amendments that are proposed in line with the Structure Plan, to respond to the township's population growth and associated impacts	Facilitate/Deliver	In Progress	No applications to amend the planning scheme to implement the Riddells Creek Structure Plan have been received.	Manager Strategic Planning and Environment	30 June 2024	
Continue to progress the Macedon Ranges Shire Thematic Environmental History to Council decision and consider implementation into the Macedon Ranges Planning scheme.	Deliver	Completed	The Macedon Ranges Shire Thematic Environmental History was adopted at the 13 December 2023 Scheduled Council Meeting. This action is complete.	Manager Strategic Planning and Environment	31 December 2023	
Progress the Heritage Strategy to guide Council's priorities for further heritage protection	Deliver	In Progress	Internal consultation to inform the draft strategy has occurred. Work to prepare the Draft Heritage Strategy will occur next quarter.	Manager Strategic Planning and Environment	30 June 2024	
Finalise the review of Council's Developer Contributions Plans (Gisborne and Romsey), and consider any future changes to the Macedon Ranges Planning Scheme recommended by its findings.	Deliver	In Progress	A draft of the Developer Contribution Plan Review and Audit has been received. Officers are working to finalise the review, getting feedback from Councillors and teams throughout Council.	Manager Strategic Planning and Environment	30 June 2024	

Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure where the community can connect, engage and participate in a financially responsible way						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Progress the preparation of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	Work on developing the draft Open Space Strategy is behind schedule. Council has ended the contract with Xyst in the last quarter and will progress the Strategy within existing resources.	Manager Strategic Planning and Environment	30 June 2024	
Finalise the construction on stage 1 of the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery	Deliver/Advocate	In Progress	The Stadium and Oval components are on track for completion by 1 May 2024. The Hamilton Road and Barringo Road Intersection upgrade, was tendered in December 2023 with responses currently being evaluated. Contract award is expected in early February 2024. The funding advocacy for the future stages is ongoing with securing the funding for Stage 2.	Manager Assets and Project Management Office	30 June 2024	
Commence stage 2 of the Macedon Ranges Regional Sports Complex design and documentation, including schematic design, stakeholder/community consultation, detailed design and tender document preparation for construction in the future.	Deliver	In Progress	Design Tender was released in Q2 FY23-24 and is being evaluated. It is expected that the design contract will be awarded by the end of January 2024.	Manager Assets and Project Management Office	30 June 2024	
Deliver the annual capital works program within budget	Deliver	In Progress	The total expenditure on the capital works program is 26%, the total expenditure on completed projects is 11%. In terms of the number of projects, 31 projects (out of 202) have been completed by the end of Quarter 2, which is 15%.	Manager Assets and Project Management Office	30 June 2024	
Complete the Macedon Ranges Shire Wide Skate Park Master Plan, to provide prioritised strategic guidance, regarding the future renewal, upgrade and new facility requirements for the shire	Partner/Deliver	Completed	The Macedon Ranges Shire Wide Skate Park Master Plan was endorsed at the 22 November 2023 Scheduled Council meeting. Work on feasibility plan to determine the best location for a new facility is anticipated to commence Q3 FY 23-24.	Manager Open Space and Recreation	31 December 2023	
Continue planning for the Gisborne Skate Park upgrade in conjunction with the recommendations from the shire wide skate park master plan	Deliver	In Progress	The Macedon Ranges Shire Wide Skate Park Master Plan was endorsed at the 22 November 2023 Scheduled Council meeting. Work on a feasibility plan to determine the best location for a new facility is anticipated to commence Q3 FY23-24.	Manager Open Space and Recreation	30 June 2024	
Commence work with the State Government to scope and plan works for the Romsey Skate Park in conjunction with the recommendations from the shire wide skate park master plan	Partner/Facilitate	In Progress	The Romsey Skate Park was approved for four weeks of community consultation at the 22 November 2023 Council meeting. The consultation will occur between 29 January to 26 February 2024.	Manager Open Space and Recreation	30 June 2024	
Undertake a master plan of the Lancefield Park Recreation Reserve	Deliver	In Progress	A consultant was appointed in October 2023 to undertake the Master Plan. On site meetings with user groups and community drop in sessions were held during November/December 2023 to inform the development of the Master Plan.	Manager Open Space and Recreation	30 June 2024	

Target community needs through development programs and grants						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Promote community centres, neighbourhood houses, and their programs to encourage community participation	Deliver	In Progress	Ongoing promotion of community centres and neighbourhood houses on Council's website.	Manager Community Strengthening	30 June 2024	
Continue Council's community grants programs (the Community Funding Scheme and the Small Projects Grants) to support community groups to deliver community, cultural and environmental projects, and enhance community places	Deliver	In Progress	90% of allocated Community Funding Scheme funds have been distributed. For those not distributed, Council is awaiting compliance with Fund and Service Agreements. Planning is commencing for 2024/25 round. Small Projects Grants Budget (\$30K) completely spent as at December on a range of worthy community projects.	Manager Community Strengthening	30 June 2024	
Collaborate with Loddon Mallee partners and across Council to coordinate, support, engage and recognize volunteers	Partner/Deliver	In Progress	Promotional activities will include National Volunteers Week in May 2024 and International Volunteers Day on 5 December 2024. The implementation of our internal volunteer database 'Better Impact' is now completed, including the introduction of volunteer handbook and supported onboarding process.	Manager People, Risk and Wellbeing	30 June 2024	
Promote the library programs of the Goldfields Library Corporation to engage the community	Partner/Deliver	In Progress	Council continues to support, promote and provide information to the public about services and events offered through the Goldfields Library Corporation that is available to all in the community.	Manager Communication and Engagement	30 June 2024	
Contribute financially to the Goldfields Library Corporation to undertake design and quantity surveyor plans for the Gisborne Library	Partner/Deliver	In Progress	Stakeholder meetings have been undertaken to inform the design and align with stakeholder requirements. A concept design and cost plan has been produced to inform a future budget bid.	Manager Facilities and Operations	30 June 2024	

Continue to deliver improved outcomes for and recognition of our First Nations People						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to advance Indigenous reconciliation, working with First Nations People and broader community on implementing Council's current Innovate Reconciliation Action Plan	Partner/Deliver	In Progress	Currently addressing uncompleted actions in Council's Reconciliation Action Plan (RAP) which is due for completion in June.	Manager Community Strengthening	30 June 2024	
Celebrate and participate in National Reconciliation Week, by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander Peoples and other Australians	Partner/Deliver	Planning	Planning for Reconciliation Week has commenced.	Manager Community Strengthening	30 June 2024	
Continue to recognise Indigenous culture at Macedon Ranges Shire Kindergartens	Deliver	In Progress	Early Years continues to celebrate and recognise Indigenous culture. Council has commissioned a First Nations' artist to increase Indigenous artwork at its kindergartens.	Manager Children, Youth & Family Services	30 June 2024	
Work with an experienced First Nations consultant to engage internal and external stakeholders in developing a new Stretch Reconciliation Action Plan (RAP) for Council	Partner/Deliver	Planning	Consultant has been appointed. Consultation plan has been submitted. Possible (preliminary and high level) Stretch actions have been discussed by the RAP working group.	Manager Community Strengthening	30 June 2024	
Form a Cultural Advisory Group made of up representatives of the Traditional Owner Organisations to assist with the creation of the Stretch RAP and provide ongoing guidance to Council regarding its implementation	Partner/Deliver	Not Started	This has not been started yet as officers are awaiting advice from the consultant regarding this matter.	Manager Community Strengthening	31 March 2024	

Promote a more inclusive community by supporting community groups and vulnerable groups

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to support targeted initiatives, programs and activities for young people of diverse backgrounds that enable them to express their identities, such as raising the Rainbow Flag on International Day Against Homophobia, Biphobia, Intersexism and Transphobia, program enhancements to Youth spaces and increasing engagement of Aboriginal and Torres Strait Islander Young People in services across the Shire	Deliver	In Progress	Youth Services continue to support young people of diverse backgrounds. During quarter two the Executive Leadership Team endorsed the rollout of the Rainbow Ready Roadmap.	Manager Children, Youth & Family Services	30 June 2024	
Continue to demonstrate leadership in advancing gender equality, through implementation of Council's Gender Equality Action Plan, including delivery of year two actions	Deliver	In Progress	Year two actions currently being supported as specified in the action plan (YR2), noting a number of actions are ongoing.	Manager People, Risk and Wellbeing	30 June 2024	
Oversee delivery and collaboration with the community to facilitate approved Council recognition days (or weeks).	Deliver	In Progress	Approved scheduled events and recognition of recognition days has occurred or are being planned to occur.	Manager Community Wellbeing	30 June 2024	
Commission and promote the availability of a designated modular change room at the Gisborne Aquatic Centre, which enables Council to meet Child Safe requirements, and improve service provision and accessibility	Deliver	In Progress	Tenders received were significantly above the available budget which has resulted in the tender being withdrawn. A revised scope is now being considered for works within the existing change rooms to achieve the same outcomes. This will be consistent with current arrangements at Kyneton Sports and Aquatic Centre and comply with the Child Safe Standards. Approval of the scope change will go through a Scheduled Council Meeting with works able to be scheduled to commence in April 2024.	Manager Facilities and Operations	30 June 2024	
Provide information and guidance on available external funding opportunities to support sustainability of community programs delivered by Neighbourhood Houses, and continue to advocate to the Victorian Government for increased funding	Advocate	In Progress	Ongoing: In this quarter, there were no external funding opportunities available. Council continues to advocate for increased funding from the Victorian Government.	Manager Community Strengthening	30 June 2024	
Implement year three of Village Hubs – a project to give older people the opportunity to connect for social activities and mutual support	Deliver	In Progress	Village Connect activities continue. Major milestone achieved this quarter with the publication of the Community Directory.	Manager Community Wellbeing	30 June 2024	

Explore opportunities for affordable and social housing in the shire

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Implement Council's updated Affordable Housing Policy	Deliver	In Progress	Policy actions continue to be implemented particularly with advocating for an increase in affordable housing across the Macedon Ranges.	Manager Community Wellbeing	30 June 2024	
Continue to work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire	Advocate/Partner	In Progress	Council continues to seek opportunities. Council are in discussion with the Department of Families, Fairness and Housing in relation to Council leases and are looking at ways to increase the investment of Social Housing.	Manager Community Wellbeing	30 June 2024	
Implement the Loddon Mallee Housing Strategy and actions as relevant to the Macedon Ranges Shire	Advocate/Partner	In Progress	The Regional Housing Coordinator commenced in early November 2023 and has started to work with the Loddon Mallee Housing Leadership group and Council's within the Loddon Mallee region to progress the relevant actions in the Loddon Mallee Housing Strategy including a number that are relevant to Macedon Ranges Shire.	Manager Strategic Planning and Environment	30 June 2024	
Continue to work with housing providers to seek Victorian Government funding to renew and, where appropriate, expand Council-owned or managed social housing stock	Advocate/Partner	In Progress	Council will progress EO's for long term ground leases for Council owned seniors housing in the first part of the new year.	Manager Community Wellbeing	30 June 2024	

Strategic objective 2. Healthy environment, healthy people

We will contribute to positive health and wellbeing in our community by proactively supporting mental health, the prevention of violence against women, healthy lifestyles for all ages and abilities, social connection and inclusion, volunteers, community safety, and arts and culture.

We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity and enhance water catchment quality. The Macedon Ranges Shire declared a Climate Emergency in 2021.

We will take action to reduce waste in order to protect public health and the environment.

Protect the natural environment and enhance biodiversity

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to deliver the actions for the Biodiversity Strategy 2018 including community education and engagement program and biolink plan	Deliver	In Progress	Delivery of Environment Events Program, and Biodiversity Monitoring including citizen science surveys of threatened flora, large trees and hollows, bird monitoring and koala surveys through spring. To date, 1,884 subscribers to Enviro eNews. Biolink plan progressed via the Bendigo bank supported Biolink Boost grant, with nine environmental groups progressing their projects.	Manager Strategic Planning and Environment	30 June 2024	
Continue the Healthy Landscapes – Practical Regenerative Agricultural Communities project	Deliver	In Progress	Additional program partner confirmed (Mt Alexander Shire). In-principle agreement by all partners to a 3-year funding agreement (start 24/25) confirmed. Grass Field ID events, 80 (approx.) in attendance. Launch of the MRSC Grass Identification Booklet. LGPro Sustainability Awards application submitted.	Manager Strategic Planning and Environment	30 June 2024	
Implement priority actions outlined in the Roadside Conservation Management Plan 2021 including annual roadside weed program, complete the Ute Guide to the Roadside Conservation Management Plan and design and install first round of significance roadside vegetation signs	Deliver	In Progress	Annual roadside weed program has been implemented. As part of the program, woody weeds on roadside reserves and in open space managed areas across the shire are being treated. The Nassella Program, critical to the protection of the local environment and primary producers, has been completed for this year. The Ute Guide to the Roadside Conservation Management Plan is 75% complete. The design and installation of the first round of 'significant roadside vegetation signs is 50% complete. Roadside conservation Markers have been ordered, pending "artwork approval". Delivery and installation of markers is expected in March.	Manager Strategic Planning and Environment	30 June 2024	
Continue to protect, preserve and enhance biodiversity on Council land, through implementation of Environmental Management Plans, including pest plant and animal management, tree assessment and mitigation, ecological burning, and liaison with community	Deliver	In Progress	Environmental Management Plan Audits (mid 5 year and 10 year) are underway with stakeholder involvement from the with various Friends of Group representatives. Annual works programs continue to prioritise high threat weeds, with selected areas requiring retreatment. The Bushland Tree Assessment and Mitigation Program is underway, with works delivery scheduled for the next quarter. Ecological burn program planning is progressing, current weather conditions and higher rainfall will inform priority areas for Autumn ignitions. Pest animal works include rabbit warren removal and preparation for responding to European Wasp hive treatments.	Manager Strategic Planning and Environment	30 June 2024	
Protect and enhance biodiversity on private land through the facilitation of local biolink action and support for Landcare groups and networks	Facilitate/Deliver	In Progress	Facilitated new partnership with Macedon Ranges Community Enterprises (Bendigo Bank) to successfully launch new grant stream (Biolinks Boost) for Landcare groups to support community biolink projects. Category 1: Support Funding distributed to 15 groups. Category 2: Strategy Weed Partnership distributed to 5 groups. Category 3: Biolink Boost distribute to 9 groups. Approx. 90% of total funding amount distributed (\$59,549.50).	Manager Strategic Planning and Environment	30 June 2024	
Continue annual biodiversity monitoring program including fauna surveys through the Bird Blitz, Nest Box Monitoring, Spotlighting Surveys, and flora surveys for Clover Glycine and Slender Tick-trefoil	Deliver	In Progress	Two workshops were held in Bird Month (Bird Blitz), one was for beginners and one for upskilling people who were intermediate to develop community leaders for the bird blitz surveys. A total of 82 sites were surveyed. The Clover Glycine and Slender Tick-trefoil Surveys at Black Hill and Bald Hill Reserves were completed. Events included 'What's on your roadside?', a walk and talk to learn about biodiversity in these areas and Annual Koala Count at Hanging Rock.	Manager Strategic Planning and Environment	30 June 2024	
Continue to advocate to the Victorian Government for Barrm Birrm to become a State Park due to its significant flora and fauna	Deliver	In Progress	Barrm Birrm Environmental Management Plan and Cultural Heritage Plan complete. Continued liaisons with Friends of Riddells Creek to support advocacy actions and ongoing environmental management.	Manager Strategic Planning and Environment	30 June 2024	

Lessen the severity of climate change, through actions that enable Council and the community to reduce greenhouse gas emissions

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Adopt a Climate Emergency Response Plan to be a guide for both Council and the community to address climate change	Deliver	In Progress	Climate Emergency Plan adopted at 13 December 2023 Scheduled Council Meeting.	Manager Strategic Planning and Environment	31 December 2023	
Deliver the first year of Council's Zero Net Emissions Plan for Operations to guide our efforts in achieving zero net emissions by 2030	Facilitate/Deliver	In Progress	Timely progression of high-priority actions: Action 7 (Gisborne Aquatic Centre design work for transitioning to electric heat pumps & budget bid completed for implementation) and action 26 (Participate in the next stage(s) of the Cross-Council Carbon Offset Scoping Study partnership, including any pilot project that may be established to offset emissions at the regional level.) Timely progression of actions: 2, 5, 20, 21, 22, 25, 30.	Manager Strategic Planning and Environment	30 June 2024	
Continue to undertake environmental upgrades to Council buildings to enhance energy efficiency and environmental performance	Deliver	In Progress	Riddells Creek Recreation Centre installed 5.4kW solar and 24.85kW battery to enable off-grid capability. Preliminary design work now completed for Gisborne Aquatic Centre heat pump conversion.	Manager Strategic Planning and Environment	30 June 2024	
Incorporate the Ecologically Sustainable Development (ESD) principles into all new Council building projects	Deliver	In Progress	Three targeted 'climate consideration' questions were introduced to 2023 budget bid Project Lifecycle Management process. Staff training is also being prepared.	Manager Strategic Planning and Environment	30 June 2024	
Continue to provide support to community in the implementation of climate change action plans across the shire's townships	Deliver	In Progress	Informal advice and support has been provided to the Riddells Creek Cool Changes group. More formal administration and meeting facilitation support provided to Kyneton Habitat Initiative and the Macedon and Mt Macedon Climate Action Group. In-kind and printing support provided to Go Renewable Energy Group which enacts the energy actions noted in the Gisborne Community Climate Action Plan. Working group member of the Electrify 3442 organising committee.	Manager Strategic Planning and Environment	30 June 2024	
Investigate solar power generation to offset emissions from council operations	Deliver	In Progress	Initial internal research discussions completed. Further research required on financial viability and infrastructural capacity/requirements.	Manager Strategic Planning and Environment	30 June 2024	
Develop a policy on Council support for electric vehicle (EV) charging infrastructure in the shire and seek funding opportunities for public chargers in Gisborne, Romsey, Riddell's Creek and Malmsbury.	Facilitate/Deliver	In Progress	Draft policy underway with internal consultation. Limited staff resources has stalled progress.	Manager Strategic Planning and Environment	30 June 2024	
Participate in the Central Victoria Community Carbon Offset Pilot Project to explore options for future carbon offsets for Council operations.	Facilitate/Deliver	In Progress	Continue to participate in fortnightly working group meetings. Phase 1 (business case creation) due for completion 22 January 2024. Officers are preparing discussion and briefing papers.	Manager Strategic Planning and Environment	30 June 2024	

Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to promote the use of reusable nappies through the Maternal and Child Health Service	Facilitate/Deliver	In Progress	Reusable nappies are actively promoted in new parents' groups and displayed at Maternal and Child Health Centres across the Shire.	Manager Children, Youth & Family Services	30 June 2024	
Continue to resource and fund the implementation of the actions identified in the Waste and Resource Recovery Management Strategy 2021-2026	Deliver/Partner	In Progress	The Resale Shops funding application to Sustainability Victoria (SV) was successful. The Kyneton Resale Shop at the Resource Recovery Facility is waiting on new shelving before reopening in January 2024. The new sheds for the new Resale Shop in Romsey Resource Recovery Facility have been completed in December 2023. Fit-outs will occur in Q3 FY23-24 and are on target for opening in May 2024.	Manager Engineering and Resource Recovery	30 June 2024	
Continue to decrease Tonnes of waste to landfill per capita	Deliver	In Progress	Council introduced a textiles recycling opportunity trial through the three transfer stations in September 2023. 11 tonnes were collected for the three months until December 2024.	Manager Engineering and Resource Recovery	30 June 2024	
Finalise and start implementation of the new circular economy education and engagement plan.	Deliver	In Progress	The Circular Economy Education and Engagement Plan is now known as Waste Education Action Plan. The draft Waste Education Action Plan is complete and ready for presentation to a council briefing in Q3 FY23-24.	Manager Engineering and Resource Recovery	30 June 2024	

Provide opportunities to experience open space and bushland reserves						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Complete and adopt a revised Environmental Management Plan and Infrastructure Master Plan for Stanley Park	Deliver	In Progress	The updated Environmental Management Plan was adopted by Council at the 13 December 2023 Scheduled Council Meeting. Focus is now on the development of the Infrastructure Master Plan for community consultation.	Manager Strategic Planning and Environment	30 June 2024	
Complete repairs of the Black Hill Reserve Trail Network	Deliver	In Progress	The northern base circuit track repairs are underway and should be finished in the next quarter. Two members of the Taungurung works crew were engaged to support track construction, enabling Taungurung engagement with the project and works on Country. Taungurung cultural heritage team have been engaged to undertake a cultural heritage investigation of the area.	Manager Strategic Planning and Environment	30 June 2024	
Continue implementation of recommended master plan actions at the Gisborne, Kyneton and Malmsbury Botanic Gardens	Deliver	In Progress	Kyneton Botanic Gardens - Irrigation design underway. Gisborne Botanic Gardens – installation of the next stage of the irrigation system to be installed in early 2024. Malmsbury Botanic Gardens – Stage 2 of the irrigation system has been completed. Design works for the next stage are underway.	Manager Open Space and Recreation	30 June 2024	
Provide opportunities for the community to experience open space and bushland reserves and learn about nature via monthly environment e-news and seasonal environment event program	Deliver	In Progress	Delivery of Environment Events Program, including citizen science surveys of threatened flora, large trees and hollows, bird monitoring and koala surveys through spring. These events provided a myriad of opportunities to experience bushland reserves and open space areas. The program was enthusiastically supported with local residents and people travelling from wider Melbourne to attend.	Manager Strategic Planning and Environment	30 June 2024	
Complete the Woodend Racecourse reserve Master Plan	Deliver	In Progress	The Equestrian Facilities Plan is close to being ready for a Councillor briefing. Officers rejected the initial draft provided by the consultants. The Consultants are updating and reviewing the Plan. The Racecourse Masterplan cannot continue until the Equestrian Plan is endorsed as outcomes of the Equestrian Facilities Plan may impact what will occur at the Woodend Racecourse Reserve.	Manager Open Space and Recreation	30 June 2024	

Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue priority waterway restoration works that implement adopted waterway environmental plans.	Deliver	In Progress	Liveable Communities Liveable Waterways Melbourne Water Grant applied for with matched funding from council's annual budget to deliver the 3rd year of the program. Works have commenced with Council funding, Melbourne Water funding component to be provided in due course. High threat weeds and revegetating suitable areas, as per the ecological vegetation community (EVC), the priority. In 2023/24 the focus is on improving eight high priority waterway reserves through strategic weed control and revegetation. The focus areas are Tony Clarke Reserve, Gisborne Rotary Park Reserve, Three Chain Road Waterway Reserve, Kathryn court Waterway Reserve, Bruce street Macedon, Nursery Rd Waterway Reserve and Boyds Creek Waterway Reserve. Promoting natural regeneration is the key focus for most the sites. However, strategic revegetation will take place where appropriate with 1503 plants in the coming planting season. Smokers Creek, Hanging Rock, continued revegetation works supported via internal resources, contractor and volunteer investment (Braemar student working bee).	Manager Strategic Planning and Environment	30 June 2024	
Implement actions in the Woodend Five Mile Creek Master Plan and Romsey Five Mile Creek Master Plan	Deliver	In Progress	The Woodend Five Mile Creek Master Plan includes the 2023-24 Action - Black Gum Woodland Enhancement Project (EMP TZ-3 L04). This is underway with future planting events in 2024. This is being delivered in partnership with Woodend Landcare and Woodend Cub Scouts. Contractor and volunteer works are continuing to target priority weeds throughout the year. Romsey Five Mile Creek Master Plan stage two works require funding through the 2024/25 budget. The cultural heritage investigation works have been completed and the permit has been issued.	Manager Strategic Planning and Environment	30 June 2024	

Maintain systems, capacity and capability to manage, respond to and lead recovery after emergency events

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events	Facilitate/Partner	In Progress	Resilience planning with communities continues with three communities identified for emergency resilience plans - Riddells Creek, Darroitt Guim and Woodend. Municipal Recovery subcommittee to be re-invigorated in 2024. Permanent appointment of Community Resilience and Recovery team at Council supporting these initiatives. These resources have applied to flood and storm events of Dec 2023/Jan 2024, and Oct 2022 along with the windstorm event in June 2021. Partnerships continue with Red Cross, Victorian Council of Churches Emergency Ministries and multiple other agencies including the Macedon Ranges Emergency Response Appeal with Gisborne and District Branch of Bendigo Bank.	Manager Community Strengthening	30 June 2024	
Contribute to Municipal Emergency Management Planning, learning from emergency management responses to improve future responses	Facilitate/Partner	In Progress	Municipal Emergency Management Plan (MEMP) underwent a major review in 2023 with Macedon Ranges Municipal Emergency Management Planning Committee approval Oct 2023. The plan is with the Loddon Mallee Regional Emergency Management Planning Committee for final approval and will then be distributed and a public copy published to Council website. Review included a boosted recovery and resilience section and application of lessons learnt from flood and storm events of recent years. Council also contributed to the Macedon Ranges Storm and Flood Emergency Plan led by Vic SES updated in 2023 that is also with the regional committee for final approval. Subplans (heat, animal welfare & fire) are due for review 2024.	Manager Community Strengthening	30 June 2024	
Identify nominated potential relief centres/community support locations in each town, and implement a process for the annual review of the planning, readiness and resilience of these locations, and any emergency supplies deployed at these locations	Partner/Deliver	In Progress	Annual Emergency Relief Centre (ERC) processes have been undertaken including exercising, training, replenishment of ERC kits with equipment to be delivered Jan 2024. Council is leading resilience and associated planning in partnership with community groups, supporting the identification of potential community support locations in each town.	Manager Community Strengthening	30 June 2024	

Encourage active and healthy lifestyles for people of all ages and abilities

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Optimise accessibility and usage of open space and facilities, through a program of development and renewals for open space, playgrounds and sporting infrastructure	Deliver	In Progress	Play equipment items at Lomandra Reserve in Romsey and the Woodend Children's Park have been replaced. Replacement bollards/fencing installed at Clarkefield Reserve and Malmsbury Botanic Gardens. Further design works are planned for Riddells Creek Recreation Reserve and Tony Clarke Oval future reconstruction.	Manager Open Space and Recreation	30 June 2024	
Work in partnership with health, education and community organizations', including sporting clubs and community groups, to enhance opportunities for improved health, and participation in passive and active recreation	Partner	In Progress	This activity is supported by the Fair Access policy, which was endorsed for four weeks of community consultation at the 22 November 2023 Council meeting.	Manager Open Space and Recreation	30 June 2024	
Continue to deliver the actions for the Municipal Public Health and Wellbeing Plan 2021–2025	Deliver	In Progress	Actions continue to be implemented and monitored across Council.	Manager Community Wellbeing	30 June 2024	
Continue to deliver the 2023-24 actions for the Disability Action Plan 2021–2025	Deliver	In Progress	Actions continue to be implemented and monitored across Council.	Manager Community Wellbeing	30 June 2024	
Continue to deliver the actions for Elevate – Council's Youth Strategy 2018–2028	Deliver	In Progress	Actions continue to be implemented and monitored across Council.	Manager Children, Youth & Family Services	30 June 2024	
Continue to deliver the actions for Participate – Council's Positive Ageing Plan 2020–2025	Deliver	In Progress	Actions continue to be implemented and monitored across Council.	Manager Community Wellbeing	30 June 2024	

Engage families to promote the importance of early childhood education and health						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to partner with the Department of Education and Training to support current education reforms, such as the rollout of three-year-old kindergarten in the Macedon Ranges Shire and School Readiness Funding	Facilitate/Partner	In Progress	The Early Years unit continues to partner with the Department of Education to achieve the continued rollout of the Best Start, Best Life reform in the Shire.	Manager Children, Youth & Family Services	30 June 2024	
Continue to provide and support access to quality kindergarten programs across the Shire	Deliver	In Progress	Council has committed to funding the Kindergarten Inclusion and Transition Support Officer position on an ongoing basis to support its commitment to access to quality kindergarten programs across the Shire.	Manager Children, Youth & Family Services	30 June 2024	
Improve social connection for children and families with barriers to social engagement	Facilitate	In Progress	Enrolment officers in the Early Years unit have actively supported vulnerable families with the kindergarten enrolment process to ensure that any barriers that would prevent children attending kindergarten are removed. The Maternal and Child Health unit delivered supported playgroups in Romsey and Woodend to enhance social connections for families with barriers to social engagement.	Manager Children, Youth & Family Services	30 June 2024	
Continue to deliver actions for Council's Early Years Plan – CREATE	Deliver	In Progress	Actions continue to be implemented and monitored across Council.	Manager Children, Youth & Family Services	30 June 2024	
Continue to strengthen municipal planning of early years services	Facilitate/Partner	In Progress	Council has committed to funding the Early Years Service Planner position on an ongoing basis to strengthen municipal planning of Early Years Services in the Shire.	Manager Children, Youth & Family Services	30 June 2024	
Explore feasibility of Macedon Ranges Shire becoming a "Child Friendly Community"	Facilitate/Deliver	In Progress	The Children, Youth and Families Department commenced planning for the development of children and youth consultation guidelines for the Shire. These guidelines are integral to the Shire being recognised as a Child Friendly Community.	Manager Children, Youth & Family Services	30 June 2024	
Continue to deliver maternal and child health, and early childhood services and programs, including immunisation, breast feeding support, sleep settling and supported playgroups	Deliver	In Progress	Council continues to deliver maternal and child health, and early childhood services and programs, including immunisation, breast feeding support, sleep settling and supported playgroups.	Manager Children, Youth & Family Services	30 June 2024	
Support our community to ensure better access and connection for facilities and services						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to monitor the impacts of aged care reforms and work with service providers to advocate for the needs of older people.	Advocate	In Progress	Council continues to be informed of the sector changes and reform in aged care and advocate the older community for localised issues to be considered in the reforms. Councillors will continue to be informed of the changes to the Regional Assessment Service.	Manager Community Wellbeing	30 June 2024	
Assist to improve mental wellbeing within the community						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to increase community awareness and resilience in relation to mental health, through initiatives such as Live4Life, the primary school based mental health and wellbeing model and support to Macedon Ranges Suicide Prevention Action Group.	Facilitate	In Progress	Youth Services continues to increase community awareness and resilience in relation to mental health through its partnership with Sunbury and Cobaw Community Health in advocating for improved youth mental health services, Chairing the Macedon Ranges School Wellbeing Network and delivering initiatives such as Live4Life.	Manager Children, Youth & Family Services	30 June 2024	
Support and promote mental health by continued training of mental health first aid sessions through Live4Life.	Facilitate/Deliver	In Progress	Youth Services continues to offer Youth Mental Health First Aid to adults and Teen Mental Health First Aid to secondary students in the Shire.	Manager Children, Youth & Family Services	30 June 2024	
Continue to work with the Commonwealth and Victorian Governments to advocate for the establishment of a youth mental health service in the Macedon Ranges Shire.	Advocate/Partner	In Progress	Youth Services collaborated with Sunbury and Cobaw Community Health and headspace to increase funding for youth mental health services in the shire.	Manager Children, Youth & Family Services	30 June 2024	

Strategic objective 3. Business and tourism

We will foster economic vitality in a way that promotes positive individual and community health outcomes, including business diversity, housing, transport, information and communication technology, and employment options. Investment attracted to the shire will be consistent with the Community Vision.

Encourage economic vitality (including tourism, agribusiness, buy local and local employment options)

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Implement key actions contained in Year 2 and 3 of Council's Economic Development Strategy 2021–2031	Implement/Facilitate	In Progress	An onsite meeting with the State Government, that included key local stakeholders was undertaken at the Woodend Community Centre to advocate for funding to progress the re-development project. Following a survey of local business operators and young people, new micro training courses and more flexible delivery options were identified. A number local businesses were guided through approvals processes enabling expansion. The scope, make-up and formation of an internal Development Assessment Team was confirmed and completed with a view to enhancing the potential of appropriate developments gaining approvals in a timely manner.	Manager Economic Development and Visitor Economy	30 June 2024	
Progress the Events Strategy 2021–2025, including ongoing development and delivery of the Autumn Festival	Deliver	In Progress	Autumn Festival planning is well underway and dates for Autumn Festival have been announced - April 5 to April 28 2024, with an expression of interest process launched for local businesses and community groups to submit their ideas if they wish to hold an event as part of the overall festival. Marketing collateral have been ordered and project is on track for delivery in April.	Manager Economic Development and Visitor Economy	30 June 2024	
Continue delivering actions from the Arts and Culture Strategy 2018–2028	Deliver	In Progress	Ongoing: A range of programs were delivered in this quarter including the Black Sorrows concert, and Comedy Stand-up artists Arj Barker and the Umbilical bothers at the Kyneton Town Hall. End of year school and Ballet concepts were also held.	Manager Community Strengthening	30 June 2024	
Identify and support initiatives that involve participatory arts practices	Deliver	In Progress	This quarter Council supported the facilitation of the Phoenix Story (Luke Severn & and the Gisborne Singers) at the Kyneton Town Hall.	Manager Community Strengthening	30 June 2024	
Continue to support the development of local festivals, events and cultural activities across the shire	Partner/Deliver	In Progress	An internal review of Council Event notification process was undertaken which identified some potential process updates and efficiencies to make it an easier process for event organisers to undertake. Process improvements will continue to be made in Q3. Monthly event drop-in sessions were held by Events team to support markets and events across the Council area.	Manager Economic Development and Visitor Economy	30 June 2024	
Continue to support the community and businesses to create their own festive season decorations	Partner	Completed	A number of local community/business groups were supported in planning for and gaining the required permits and approvals from Council and other agencies such as Regional Roads Victoria. This early guidance helped to see numerous main streets and shopfronts across the shire decorated for the festive season. Examples included decorated, tree lined retail precincts, Kyneton Town Hall being lit up and shopfronts being adorned with Christmas wreaths. Information was also provided outlining opportunities for grant funding for installations and events.	Manager Economic Development and Visitor Economy	30 June 2024	
Seek external funding to improve signage/ way finding within our town business centres	Deliver/Advocate	In Progress	The previously reported cross-regional funding application for wayfinding signage pilot was successful and announced in November 2023. The funding agreement was finalised by project lead City of Ballarat.	Manager Economic Development and Visitor Economy	30 June 2024	

Support local industry sectors that align with our Community Vision and strategies

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to support local business and tourism associations (BATAs) and industry-sector peak bodies, and look to have geographic and industry-sector coverage.	Partner	In Progress	A final succession planning workshop and one-to-one session for Tourism Macedon Ranges was funded and delivered with very positive feedback from attendees being received. The December peak business groups forum was hosted by Council at the Gisborne office. Due to a consensus that the forums were still valuable, a unanimous decision to continue the quarterly meeting schedule into 2024, with Council secretariate support, was confirmed.	Manager Economic Development and Visitor Economy	30 June 2024	
Continue to increase the engagement of the business community with the Macedon Ranges Shire Council Business Awards. Multiyear project.	Deliver	In Progress	Further preparation for the 2024 Business Excellence Awards was undertaken. This included opening and promoting the self-nomination period in November, setting the date and planning for delivery of the applicant mentoring session for January and narrowing down the search for a suitable venue for the Gala Event to two local businesses.	Manager Economic Development and Visitor Economy	30 June 2024	
Continue to promote local purchasing and the circular economy	Deliver	In Progress	The E News was used to promote business to business interactions again, via regular local business features. Local hospitality businesses were investigated as potential providers for the 2024 Business Awards Gala event. A local business completed delivery of the final round of social media workshops in Woodend during October. A further opportunity for a positive business to business exchange occurred via support to the Tourism Macedon Ranges Business Breakfast held at the Gisborne Golf Club in October.	Manager Economic Development and Visitor Economy	30 June 2024	
Attract investment in the region by actively supporting the Invest Loddon-Mallee website	Advocate	Completed	The Invest Loddon-Mallee website is up to date with content relating to the Macedon Ranges and growth/investment opportunities and case studies of local enterprises.	Manager Economic Development and Visitor Economy	30 June 2024	

Support small business and the local economy						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Consolidate delivery obligations under the Small Business Friendly Charter: - Deliver 14-day payments to local suppliers - Engage with businesses - Streamline business applications - Help set up and support local business networks	Deliver	In Progress	Local suppliers continue to be paid within the 14 day cycle. Council's Agri-sector visits were completed and a summary of key findings was provided to Council. Further progress was made by the Statutory Planning team to move application processes online. The quarterly business associations forum was hosted by Council in September and was well attended. With support from Council, three business peak bodies were successful in applying for outside funding to progress their goals.	Manager Economic Development and Visitor Economy	30 June 2024	
Support the local economy by encouraging procurement to be undertaken locally	Advocate	Planning	Potential dates, location and timing of the 2024 procurement information session were identified with a view to gaining input and agreement from other relevant Council units in Quarter 3.	Manager Economic Development and Visitor Economy	30 June 2024	

Engage with emerging technology solutions and initiatives to increase the liveability of the shire						
ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to advocate for improved telecommunications infrastructure, with a focus on blackspots. Multiyear project	Advocate	In Progress	An onsite meeting with service providers was undertaken in Gisborne South to identify opportunities and potential challenges for a tower and base station on public land in that vicinity. An announcement of a successful funding bid by Telstra for infrastructure in Bullengarook was made in December.	Manager Economic Development and Visitor Economy	30 June 2024	
Actively participate in government reviews and initiatives to increase provision of service and awareness of issues	Advocate/Partner	In Progress	Officers attended a Loddon Mallee regional growth summit in October to ensure local issues were included in discussions and remained priorities for regional action and advocacy.	Manager Economic Development and Visitor Economy	30 June 2024	
Advocate for funding to support the investigation and provision of Wi-Fi in Shire townships to increase telecommunications connectivity. Multiyear project	Advocate	Planning	With input from local service providers, the development of a Macedon Ranges Digital Plan was re-scheduled for completion in 2024. There is no current identified funding suitable.	Manager Economic Development and Visitor Economy	30 June 2024	

Strategic objective 4. Deliver strong and reliable government

We will demonstrate the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Finalise the implementation of a new Risk Management Framework	Deliver	In Progress	Risk Policy and Procedure has been rolled out across the organisation which includes the development of an online training module.	Manager People, Risk and Wellbeing	30 June 2024	
Continue to review and update long-term financial and infrastructure planning to guide our budget decisions, to ensure they are responsible and sustainable	Deliver	In Progress	The long-term financial plan undergoes regular reviews to align with actual financial performance and future budgeting plans. The ongoing budget process for 2024/25 includes updating the long-term financial plan to incorporate considerations for future operations, capital, and borrowings. This ensures the financial sustainability of the Council.	Manager Finance and Reporting	31 March 2024	
Meet financial reporting requirements, in line with the Local Government Victoria framework	Deliver	In Progress	Council continues to fulfill Financial Reporting requirements, ensuring compliance with the Local Government Victoria Planning and Reporting framework. The Annual Report was formally adopted during the scheduled October Council meeting.	Manager Finance and Reporting	31 October 2023	

Enhance strategy, policy and plan development, and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Conduct the 2023 Employee Engagement 'Pulse' survey, and integrate responses to feedback into organisational plans and strategies	Deliver	In Progress	Pulse Survey scheduled for late March/early April 2024.	Manager People, Risk and Wellbeing	30 June 2024	
Continue to provide appropriate training and development of staff to ensure continuous improvement and access to the required skills	Deliver	In Progress	The Learning and Development team have been engaging with key stakeholders resulting in the development of a "Corporate Training Calendar". To further support the development of our staff we are also in the process of designing a 'Leadership Capability Framework'.	Manager People, Risk and Wellbeing	30 June 2024	
Finalise the review of Local Law 10, which provides the procedures for the administration of all Council's Local Laws	Deliver	Completed	Local Law 10 has been prepared, reviewed, endorsed and enacted by council. Local Law 10 was enacted and commenced operation on 25 September 2023.	Manager Safer Communities	30 September 2023	
Review Council's current software providers to determine if an enterprise solution is available to meet Council's needs. Multiyear project.	Deliver	In Progress	Council has now implemented the TechnologyOne SaaS environment to ensure a modern and supported Financial/Project Management and Payroll solution. Review of Council's Asset Management Solution is about to commence. Review of the requirements to implement the upgraded Pathway user interface is about to commence. This project will continue as a rolling program in 2024/2025.	Manager Information Services	30 June 2024	

Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to actively participate in community and government networks and regional alliances	Partner/Facilitate	In Progress	Officers are dedicated to ongoing active participation in community and government networks, as well as regional alliances, to foster collaboration and contribute to the betterment of our community.	Manager Finance and Reporting	30 June 2024	
Continue to actively meet local members and key decision makers to influence positive outcomes for the Macedon Ranges community	Partner/Facilitate	In Progress	Senior Officers continue to actively engage with local members and key decision-makers to advocate for positive outcomes that benefit the Macedon Ranges community.	Manager Finance and Reporting	30 June 2024	

Enhance customer experience through the transformation of our services, to ensure they are easy to access and provide user-friendly experiences

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to implement the Community Engagement Policy	Deliver	In Progress	The Communications and Engagement team provided oversight and assistance in launching/promoting another six public consultations throughout Q2 including the old Kerrie School site, Climate Emergency Plan, Gisborne Futures Structure Plan, Budget 2024/25, renaming of Hutchinsons Lane West and Amendment C157macr (Mollison St, Malmesbury). Development of a number of other endorsed public consultations - strategically delayed due to the Dec/Jan school holidays - remains underway, to be promoted through a new online engagement hub (Social Pinpoint) in Feb 2024.	Manager Communication and Engagement	30 June 2024	
Continue to improve our digital platforms, ensuring they are fully accessible for all residents and ratepayers	Deliver	In Progress	Council's online Customer Service Portal has been upgraded to provide an improved user interface and the ability to work correctly on mobile devices. Council has also implemented an online Planning Application function. Work has commenced on the business improvements and efficiencies of the online Planning process.	Manager Information Services	30 June 2024	
Implement Council's newly developed Customer Charter to further enhance our service excellence to the community	Deliver	In Progress	Internal promotion of the Charter's service standards continues throughout the organisation. Tools have been implemented to assist staff in meeting the standards. The Charter is a focus at Corporate Inductions.	Manager Community Strengthening	30 June 2024	
Continue to implement the actions of the Information Services Digital Strategy so they are delivered in accordance with the yearly Work Plan	Deliver	In Progress	Key activities achieved this financial year include: Finalised the TechnologyOne SaaS upgrade Commenced review of new Pathway User Interface, which will provide for a better staff experience Updated the Pathway Customer Service Portal to make it more customer friendly and mobile responsive Continued the upgrade of Council laptops for staff Commenced the roll out to Office 365 for staff, this is also in line with our move to SaaS based solutions Implemented an improved secondary network link to Woodend Operations Centre, using StarLink. Implemented the eRecruitment process Implemented the digital Performance Management process Commenced the online Booking process for Council venues	Manager Information Services	30 June 2024	

Support transparent and evidence-based decision making, through sharing Council data and clear

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Continue to comply with legislative external reporting and disclosure obligations, and ensure internal reporting frameworks are delivered to demonstrate transparency to the community	Deliver	In Progress	Compliance with legislative external reporting disclosure obligations continues to be met, quarterly financial reports being prepared and presented to Council for adoption, both June and September quarter reports have been prepared and presented to Council.	Manager Finance and Reporting	31 March 2024	
Finalise the Community Engagement Guidelines	Deliver	In Progress	A draft of the Community Engagement Guidelines was produced in Q2 and is set to be refined through user feedback/internal briefing in Q3, for finalising in Q3.	Manager Communication and Engagement	31 December 2023	

Reporting on our measures of success to the community

ACTION	COUNCIL ROLE	STATUS	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Report on the delivery of Year 2 actions of the Council Plan	Deliver	In Progress	The Annual Report included the progress on the delivery of Year 2 actions of the Council Plan. The Annual Report was presented to Council at the Scheduled October Meeting.	Manager Finance and Reporting	31 October 2023	

Capital Works Performance

October - December

2nd Quarter 2023/24



- Capital Works delivery is progressing steadily
- Capital works expenditure is under budget by \$10.3m at 31 December 2023.
- 31 projects have been completed at the end of quarter 2, from a total project list of 202 equating to 15%.
- A number of distressed projects have been identified for further review
- Sports precinct works progressing with \$9.3M spent of the \$18.4M budget
- Barkly Square works completed November 2023
- Considerable delays in obtaining required approvals for the Macedon Ranges Shared Train has delayed the commencement of ground works



CAPITAL WORKS STATEMENT

6 months ended 31 December 2023

	2023/24 December Adjusted Budget* \$'000	2023/24 December Actuals \$'000	2023/24 December Variance \$'000
Property			
Land and land improvements	-	-	-
Buildings and building improvements	3,058	1,612	1,445
Total property	3,058	1,612	1,445
Plant and equipment			
Plant, machinery and equipment	911	418	493
Computers and telecommunications	119	114	5
Total plant and equipment	1,030	532	498
Infrastructure			
Roads	6,637	5,133	1,505
Bridges	688	215	473
Footpaths and Cycleways	5,259	552	4,707 ¹
Drainage	422	334	88
Recreational, leisure and community facilities	11,507	10,441	1,066
Parks, open space and streetscapes	339	313	26
Other infrastructure	704	184	520
Total infrastructure	25,557	17,171	8,386
Total capital works expenditure	29,644	19,316	10,328

Capital works expenditure is under budget by \$10.8m (36%) at 31 December 2023.

* This column represents the year to date adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2022/23 and any Council approved budget changes during 2023/24.

Variance explanation:

1 - The Woodend to Riddells Creek Shared Trail, continues to experience delays in seeking approval for specific management plans, causing a delay in its progress.

Contracts Summary

October - December

2nd Quarter 2023/24



- 2 Contracts awarded - total of 39 vendors were awarded a contract
- 8 tenders were advertised during throughout quarter 2
- 75% of tenders not awarded by the end of quarter 2 due to the tenders being under evaluation
- 1 tender was not awarded due to the submissions received being greater than budget allocation
- 1 tender was not awarded due to insufficient tenders received and has been retendered
- No identified Procurement Policy breaches



Governance Summary

October - December

2nd Quarter 2023/24



- 54 resolutions adopted for the quarter
- 78% (42) of the resolutions adopted this quarter are complete
- 22% (12) of the resolutions remain in progress
- 8 aged resolutions have been closed during the quarter
- 21 aged resolutions remain in progress at the end of the quarter.
- 6 aged resolutions remain outstanding at a progress rate of 25% or below
- Mayoral election was undertaken

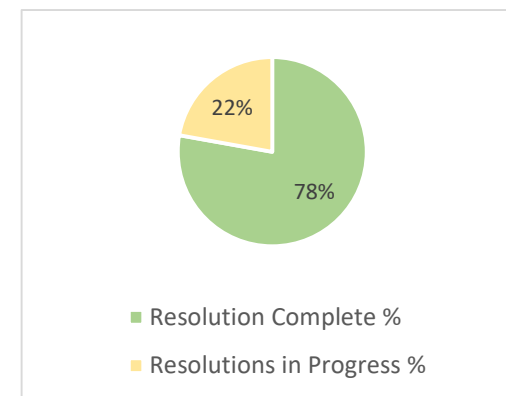


COUNCIL RESOLUTIONS

Reporting Period 01/10/2023 - 31/12/2023

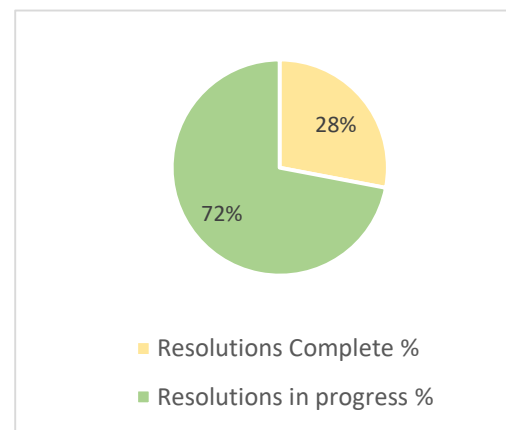
Council Resolutions made during the period 01/10/2023 - 31/12/2023 are listed below:

Dates of Meetings	Meeting Type	No. of Resolutions	Resolution Complete No.	Resolution Complete %	Resolutions in Progress No.	Resolutions in Progress %
11/10/2023	Planning Delegated	5	5	100%	0	0%
25/10/2023	Council Meeting	16	13	81%	3	19%
9/11/2023	Planning Delegated	6	6	100%	0	0%
22/11/2023	Council Meeting	9	6	67%	3	33%
6/12/2023	Planning Delegated	2	2	100%	0	0%
13/12/2023	Council Meeting	16	10	63%	6	38%
Total for the Quarter		54	42	78%	12	22%



Prior years/quarters Council Resolutions that are still in progress are summarised below:

Financial year of meeting	Meeting Type	No. of Resolutions	Resolution Complete No.	Resolution Complete %	Resolutions in Progress No.	Resolutions in Progress %
2019-20	Council Meeting	3	0	0%	3	100%
2020-21	Council Meeting	5	0	0%	5	100%
2021-22	Council Meeting	2	0	0%	2	100%
2022-23	Council Meeting	9	5	56%	4	44%
2022-23	Planning Delegated	1	0	0%	1	100%
2023-24	Council Meeting	8	3	38%	5	63%
2023-24	Planning Delegated	1	0	0%	1	100%
Total for the Quarter		29	8	28%	21	72%



Council Resolutions - Quarter 2 - 2023-24

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Planning and Environment	11-Oct-23	Planning Delegated Committee	PLN/2023/155 - 2076 THREE CHAIN ROAD, LANCEFIELD That the Committee resolve to issue a Planning Permit PLN/2023/155 – Use and Development of the Land for a Dwelling at 2076 Three Chain Road, Lancefield subject to the conditions below: ***See minutes for details***	Planning permit has been issued.	Director Planning and Environment	Completed	100%
Planning and Environment	11-Oct-23	Planning Delegated Committee	PLN/2022/454 - 56 Howey Street GISBORNE VIC 3437 That Committee issue a Notice of Decision to Refuse to Grant a Permit PLN/2022/454 for the Development of the Land for Six (6) Dwellings at 56 Howey Street Gisborne, on the following grounds: ***See minutes for details***	Notice of decision to refuse to grant a permit has been issued.	Director Planning and Environment	Completed	100%
Planning and Environment	11-Oct-23	Planning Delegated Committee	HEARING OF SUBMITTERS - PLN/2023/17 - USE OF THE LAND FOR DOMESTIC ANIMAL HUSBANDRY (5 DOGS) - 7 REGAN DRIVE ROMSEY That the Committee: 1. Notes the submissions received in relation to Planning Permit PLN/2023/17, Use of the land for Domestic Animal Husbandry; and, 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received.	A report has been included in the PDC meeting of 9 November 2023 and an NOD to refuse the application has been issued.	Director Planning and Environment	Completed	100%
Planning and Environment	11-Oct-23	Planning Delegated Committee	HEARING OF SUBMITTERS - PLN/2023/4 - LOT 2 WEATHERLEY ROAD BOLINDA - USE AND DEVELOPMENT OF THE LAND FOR A DWELLING AND OUTBUILDING That the Committee: 1. Notes the submissions received in relation to Planning Permit PLN/2023/4 - Use and Development of the land for a Dwelling and Outbuilding; and, 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 9 November 2023.	A report has been included in the PDC meeting of 9 November 2023 and an NOD to refuse the application has been issued.	Director Planning and Environment	Completed	100%
Planning and Environment	11-Oct-23	Planning Delegated Committee	Hearing of submitters in relation to DP/2009/12/C - Amendment to a Development Plan - 75 Willowbank Road Gisborne That the Committee: 1. Notes the submission received in relation to DP/2009/12/C; and, 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the Planning Delegated Committee Meeting on 9 November 2023.	Completed. The Development Plan was considered at the Planning Delegated Committee Meeting on 9 November 2023. Submitters notified.	Director Planning and Environment	Completed	100%
Assets and Operations	25-Oct-23	Scheduled	Capital Works Monitoring That Council: 1. Adopts the following changes to the Financial Year 2023/24 budget relating to the following infrastructure projects:; (a) 100659 New FOGO Bay – Kyneton Transfer Station: approves additional budget of \$49,568.55; (b) 100827 Kyneton Saleyard Improvements Works: approves the return of \$50,000.00 to the consolidated capital works program budget; (c) 100167 High Street Footpath Construction, Lancefield: approves the return of \$14,448.78 to the consolidated capital works program budget; (d) 100156 LRCIP Hamilton Street and Fitzgerald Street Riddells Creek: approves the transfer of savings totalling \$130,000.00 grant funds to the Sheedy Rd project; (e) 100153 LRCIP Sheedy Road, Gisborne: approves the transfer of savings totalling \$130,000.00 grant funds from the Hamilton Street and Fitzgerald Street Riddells Creek project; (f) 100571 Ellison Street Woodend Retaining Wall: approves additional budget of \$10,000.00; 2. Notes that recommendation 1 (above) currently provides a deficit of \$1,038.14 to the financial year 2023/2024 consolidated capital works program budget.	Completed - reflected in both the PLM and Finance systems and the relevant officers have been advised to take actions.	Director Assets and Operations	Completed	100%
Assets and Operations	25-Oct-23	Scheduled	Consideration of a request for inclusion onto the public road register - Access lane between Magnet Lane and Magnet Hill Reserve That Council resolves to include the access track section between Magnet Lane and Magnet Hill Reserve in the Register of Public Roads.	Completed. At the 25 October 2023 Scheduled Council Meeting, Council resolved to include this access track into the Register of Public Roads.	Director Assets and Operations	Completed	100%
Assets and Operations	25-Oct-23	Scheduled	Consideration of a request for inclusion onto the public road register - Access track between Harts Lane and Sebastopol Road Kyneton That Council resolves not to include the unmade section of the unnamed road between Sebastopol Road and Harts Lane, Kyneton, in the Register of Public Roads.	Completed - At the 25 October 2023 Scheduled Council meeting, Council resolved not to include the unnamed road between Sebastopol Road and Harts Lane, Kyneton into the Register of Public Roads.	Director Assets and Operations	Completed	100%
Assets and Operations	25-Oct-23	Scheduled	Consideration of a request for inclusion onto the public road register - Pohlman Street, Kyneton That Council resolves not to include the access track section of Pohlman Street, Kyneton, in the Register of Public Roads.	Completed - At the 25 October 2023 Scheduled Council meeting, Council resolved not to include the access track section of Pohlman Street, Kyneton into the Register of Public Roads.	Director Assets and Operations	Completed	100%
Assets and Operations	25-Oct-23	Scheduled	Proposed road closure of Raglan Street, Lancefield That Council: 1. Endorses the discontinuance of Raglan Street, Lancefield, between Chauncy Street and 25 Dunsford Street; and, 2. Notes that delegated officers will proceed with the formal process to discontinue Raglan Street, Lancefield, between Chauncy Street and 25 Dunsford Street.	1. Completed - At the 25 October 2023 Scheduled Council meeting, Council endorsed the discontinuance of Raglan Street, Lancefield between Chauncy Street and 25 Dunsford Street. 2. Complete - this is resolution is a note only. The formal process to discontinue this section of Raglan Street is ongoing.	Director Assets and Operations	Completed	100%
Assets and Operations	25-Oct-23	Scheduled	Woodend Flood Study - Information session with select parties That Council endorses the community information sessions, to be held in Woodend during November 2023.	Two information sessions were held in November 2023 at the Woodend Community Centre. Residents were advised to provide their feedback by 15 December 2023. Officers will present the outcome of the community feedback to a Scheduled Council meeting in 2024.	Director Assets and Operations	In Progress	65%
Chief Executive	25-Oct-23	Scheduled	Annual Report 2022-2023 That Council: 1. Receives the Annual Report 2022/2023; and, 2. In accordance with Section 98 of the Victorian Local Government Act 2020, gives public notice that the Annual Report 2022/23 has been prepared and that it will be available on Council's website and at Council offices.	Report received and available on website & offices as per resolution.	Chief Executive	Completed	100%
Chief Executive	25-Oct-23	Scheduled	CEO Employment and Remuneration Committee Report That Council notes the CEO Employment and Remuneration Committee's completion of the assessment of Bernie O'Sullivan's successful performance as Chief Executive Officer of Macedon Ranges Shire Council from 1 July 2022 to 30 June 2023, in accordance with Council's CEO Employment and Remuneration Policy and the Local Government Act 2020.	Report noted - no further action required	Chief Executive	Completed	100%
Chief Executive	25-Oct-23	Scheduled	CEO Employment and Remuneration ***CONFIDENTIAL RESOLUTION***	No further action required	Chief Executive	Completed	100%
Community	25-Oct-23	Scheduled	Small Project Grants That Council: 1. Approves the awarding of a \$3,000 Small Project Grant to Macedon Mount Macedon Community House, for their Governance Training project; and, 2. Approves the awarding of a \$1,000 Small Project Grant to Riddells Creek Tennis Club, for their Pickleball Launch project.	1. Approved. Payment completed. 2. Approved. Payment completed.	Director Community	Completed	100%

Council Resolutions - Quarter 2 - 2023-24

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Community	25-Oct-23	Scheduled	Reconciliation Action Plan – annual update That Council, 1. Notes the actions that have been undertaken in the second year of the INNOVATE Reconciliation Action Plan 2021-2023 (from 31 October 2022 to 30 June 2023), as detailed in this report; and, 2. Endorses the extension of the RAP from October 2023 to June 2024.	1. Noted 2. Endorsed	Director Community	Completed	100%
Community	25-Oct-23	Scheduled	SOCIAL AND ECONOMIC IMPACT SUBMISSION TO VICTORIAN GAMBLING AND CASINO CONTROL COMMISSION That Council notifies the Victorian Gambling and Casino Control Commission of its intention to prepare and submit a Social and Economic Impact Submission regarding the application for 50 electronic gaming machines at Romsey Hotel, 90-94 Main Road, Romsey	Awaiting formal notification from VGCC - statutory timelines have not yet commenced.	Director Community	In Progress	0%
Corporate	25-Oct-23	Scheduled	Jackson Street Macedon - Potential road discontinuance and transfer That Council, 1. Notes the submission received in response to the community consultation process which was undertaken., 2. Proceed with the process for the discontinuance and transfer of part of Jackson Street, Macedon, as follows:, (a) Discontinue the road in accordance with section 206, 223 and Schedule 10 of the LGA 1989;., (b) Give notice in the Victorian Government Gazette pursuant to clause 3 Schedule 10 of the LGA 1989;., (c) Sell the road to the adjoining owner in accordance with clause 3 Schedule 10 of the LGA 1989; and, (d) Authorises the Chief Executive Officer to:., (i) Negotiate the sale of the land;., (ii) Sign and seal the transfer of land and any additional documentation in relation to the transfer.	Officers have continued to work on the discontinuance and transfer of part of Jackson Street, Macedon.	Director Corporate	In Progress	50%
Corporate	25-Oct-23	Scheduled	Contracts to be Awarded as at October 2023 That Council notes that the following contracts will be awarded by Council officers under delegated authority:., 1. C2024-49 Provision of Line Marking, 2. C2024-50 Collection and Processing of Soft Plastics, 3. C2024-51 Kyneton Mechanics Institute North Roof, Footing & Subfloor Restoration	Resolution noted - No further action required	Director Corporate	Completed	100%
Planning and Environment	25-Oct-23	Scheduled	Environment Group Support Grants 2023 - Panel Assessment That Council endorses the funding recommendations listed in Attachment 1.	Grant recipients notified and administration of grants undertaken	Director Planning and Environment	Completed	100%
Planning and Environment	25-Oct-23	Scheduled	Annual Environment Report 2022-23 That Council notes the Annual Environment Report 2022 - 2023.	Report was for noting and no further action record	Director Planning and Environment	Completed	100%
Planning and Environment	9-Nov-23	Planning Delegated Committee	LANCEFIELD DEVELOPMENT PLAN – AREA 1, PART 1 - 128 AND 132 HIGH STREET LANCEFIELD - DP/2020/2/A That the Committee approves the amended Lancefield Development Plan – Area 1 Part 1 by Chris Smith and Associates dated July 2023, Revision 1 covering the land situated at Lot 1 LP 143486 and Lot 2 LP 143486, 128 and 132 High Street, Lancefield, prepared for the purposes of Clause 43.04, Schedule 24 of the Macedon Ranges Planning Scheme.	Completed. The Development Plan has been approved.	Director Planning and Environment	Completed	100%
Planning and Environment	9-Nov-23	Planning Delegated Committee	DP/2009/12/C - 75 Willowbank Road, Gisborne - Development Plan amendment That the Committee approves the amended Development Plan for Area 4a covering the land at 75 Willowbank Road and 51 Coop Drive Gisborne prepared for the purposes of Clause 43.04, Schedule 4 of the Macedon Ranges Planning Scheme.	Completed. The Development Plan has been approved.	Director Planning and Environment	Completed	100%
Planning and Environment	9-Nov-23	Planning Delegated Committee	DP/2022/3 - 88A and 90 Wedge Steet Kyneton, Development Plan Application That the Committee defer the consideration of 88A and 90 Wedge Street Kyneton Development Plan prepared by Tomkinson dated July 2022 covering the land situated Crown Allotment 25, 26 & 27 Wedge Street, Kyneton and Lot 1 and 2, on PS635086Q 88A and 90 Wedge Street Kyneton prepared for the purposes of Clause 43.04, Schedule 17 of the Macedon Ranges Planning Scheme to the 6 December 2023 Planning Delegated Committee.	Completed.	Director Planning and Environment	Completed	100%
Planning and Environment	9-Nov-23	Planning Delegated Committee	HEARING OF SUBMITTERS - PLN/2022/314 - SUBDIVISION OF LAND INTO THREE (3) LOTS AND REMOVAL OF VEGETATION (TWO (2) NATIVE TREES) - 35 CHERRY LANE GISBORNE That the Committee:., 1. Notes the submissions received in relation to Planning Permit PLN/2022/314, Subdivision of land into three (3) lots and removal of vegetation (Two (2) Native Trees)., 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the Planning Delegated Committee Meeting on 6 December 2023.	A report has been included in the PDC meeting of 6 December 2023 and an NOD to refuse the application will be issued on 16 January 2024.	Director Planning and Environment	Completed	100%
Planning and Environment	9-Nov-23	Planning Delegated Committee	PLN/2023/17 - 7 Regan Drive, Romsey That the Committee issue a Notice of Decision to Refuse to Grant a Permit for Planning Permit Application PLN/2023/17 at 7 Regan Drive, Romsey on the following grounds:., 1. The proposal is inconsistent with Clause 13.05-1S of the planning scheme that relates to noise abatement and the control of noise effects on sensitive land uses., 2. The proposal is contrary to Clause 13.07-1S as it fails to safeguard community amenity while facilitating a use having potential off-site effects., 3. The proposal is inconsistent with the zoning of the land (General Residential Zone) as the proposed use will not be compatible with residential uses and it will adversely affect the amenity of nearby residential uses in relation to noise., 4. The submitted acoustic report does not detail how the proposal will meet the EPA Noise Control Guidelines in relation to such uses., 5. The proposal is contrary to Clause 65.01 as it will not result in orderly planning and will have impact on the amenity of the area.	A Notice of Decision to refuse the application has been issued.	Director Planning and Environment	Completed	100%
Planning and Environment	9-Nov-23	Planning Delegated Committee	PLN/2023/4 - Lot 2 Weatherly Road, Bolinda VIC 3432 That the Committee issue a Notice of Decision to Refuse to Grant a Permit for Planning Permit Application PLN/2023/4 at Lot 2 Weatherly Road, Bolinda on the following grounds:., ***See minutes for details***	A Notice of Decision to refuse the application has been issued.	Director Planning and Environment	Completed	100%
Assets and Operations	22-Nov-23	Scheduled	Capital Works Monitoring That Council, 1. Adopts the following changes to the Financial Year 2023/24 budget relating to the following infrastructure projects:., (a) 101039 - Kyneton Cricket Club Net Upgrade: Increase the budget by \$7,236.00;., (b) 100148 - Bridge - Ash Wednesday Park Footbridge: Return \$10,550.00 of surplus budget to the Open Space Reserve;., (c) 100822 - Bridge - Mission Hill Road 2024: Increase the budget by \$50,658.81;., (d) 100687 - Upgrade Sports Ground Drainage 2024: Return \$137,015.00 to the consolidated capital works program budget;., (e) 100827 - Kyneton Saleyards Improvement Works 2024: Return \$130,035.00 to the consolidated capital works program budget; and, 2. Notes that recommendation 1 (above) provides a surplus of \$208,117.05 to the financial year 2023/2024 consolidated capital works program budget.	Completed - reflected in both the PLM and Finance systems and the relevant officers have been advised to take actions.	Director Assets and Operations	Completed	100%
Assets and Operations	22-Nov-23	Scheduled	Macedon Ranges Shire Skate and BMX Strategy That Council:., 1. adopts the draft Macedon Ranges Shire Skate and BMX Strategy effective 23 November 2023;., 2. writes to the lead petitioner of the 2021 Gisborne Skate Park Petition thanking them for their efforts;., 3. once the location feasibility study process is finalised, consider including the construction of a new/upgraded Gisborne Skate Facility to Council's priority projects; and, 4. notes there will be minor operational improvements to the infrastructure supporting Gisborne Skate Park.	Resolution 1: Complete Resolution 2: Complete Resolution 3: In progress - Feasibility study work to be commenced in Q3 FY23-24.	Director Assets and Operations	In Progress	65%
Assets and Operations	22-Nov-23	Scheduled	Romsey Skatepark Design Plan That Council endorses releasing the draft Romsey Skatepark Design Plan for four weeks of community consultation.	Council endorsed at its Scheduled Council meeting of 22 November 2023 the release of the draft Romsey Skatepark design for four weeks of community consultation. The consultation timeframe is 29 January to 25 February 2024.	Director Assets and Operations	In Progress	25%

Council Resolutions - Quarter 2 - 2023-24

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Community	22-Nov-23	Scheduled	PARTICIPATE Positive Ageing Plan 2020-2025 annual update That Council, 1. Notes the PARTICIPATE Positive Ageing Plan - Year 3 Annual Review 2022-23, as presented in the attached; and, 2. Approves the PARTICIPATE Positive Ageing Plan - Year 4 Action Plan 2023-24, as presented in the attached.	1. Noted 2. Approved	Director Community	Completed	100%
Corporate	22-Nov-23	Scheduled	Quarterly Financial Report - July to September 2023 That Council receives the Quarterly Financial report as at 30 September 2023, in accordance with the requirements of the Local Government Act 2020.	Resolution noted - No further action required	Director Corporate	Completed	100%
Corporate	22-Nov-23	Scheduled	Council Meeting Dates 2024 That Council, 1. Approves the proposed meeting schedule for the period 1 January 2024 to 31 December 2024 as outlined in Attachment 1; and, 2. Notes that Planning Delegated Committee meetings will be held when required on the dates outlined in the schedule at Attachment 1; and, 3. Schedules a Submitters Delegated Committee Meeting to be held online on 21 February 2023 at 7pm to consider budget submissions and other matters if required.	Dates circulated, info council and spreadsheets updated	Director Corporate	Completed	100%
Corporate	22-Nov-23	Scheduled	Annual Councillor Appointments and Council Memberships That Council, 1. Appoints the Councillor delegates from November 2023 to November 2024 to the internal and external committees/organisations as specified in the table in the updated and circulated Attachment 1; 2. Endorses the ongoing membership to the Victorian Local Governance Association, Central Victorian Greenhouse Alliance, and Rural Councils Victoria Incorporated; and, 3. Endorses the ongoing membership to the Municipal Association of Victoria., Resolution 2023/138, Moved: Cr Jennifer Anderson, Seconded: Cr Rob Guthrie, That Council endorses the ongoing membership to Australian Local Government Women's Association - Victorian Branch.	Updated attachment with minutes Memberships renewed No further action required	Director Corporate	Completed	100%
Corporate	22-Nov-23	Scheduled	Contracts to be awarded as at November 2023 That Council, 1. Notes that the following contracts will be awarded by Council officers under delegated authority: (a) C2024-54 Gisborne Aquatic Centre Modular Change Room, (b) C2024-55 Design Services Regional Sports Precinct Stage 2, 2. Grants delegated authority to the Chief Executive Officer to award contract C2024-53 Construction of a Roundabout at the intersection Barringo Road and Hamilton Road New Gisborne	Resolution noted - No further action required	Director Corporate	Completed	100%
Corporate	22-Nov-23	Scheduled	Audit and Risk Committee - Review of Remuneration and Membership That Council, 1. Endorses the proposed payments to the Audit and Risk Committee Chairperson and Independent Committee Members as outlined in Table 3 of this report., 2. Notes that reasonable out-of-pocket expense reimbursements may be payable to Independent Members of the Audit and Risk Committee., 3. Notes the recruitment process being undertaken to appoint a new Independent Member, with a report and recommendation to be presented to a future meeting of Council.	Resolution noted. Recruitment process commenced and a report to be scheduled for a future meeting of Council.	Director Corporate	In Progress	75%
Planning and Environment	6-Dec-23	Planning Delegated Committee	DP/2022/3 - 88A and 90 Wedge Street Kyneton, Development Plan Application That the Committee resolves to refuse to approve the 88A and 90 Wedge Street Kyneton Development Plan prepared by Tomkinson dated July 2022 covering the land situated Crown Allotment 25, 26 & 27 Wedge Street, Kyneton and Lot 1 and 2, on PS635086Q 88A and 90 Wedge Street Kyneton prepared for the purposes of Clause 43.04, Schedule 17 of the Macedon Ranges Planning Scheme on the following grounds: ***See minutes for full details***	Completed. The applicant was notified of Council's decision to refuse the Development Plan	Director Planning and Environment	Completed	100%
Planning and Environment	6-Dec-23	Planning Delegated Committee	PLN/2022/314 - 35 CHERRY LANE, GISBORNE That the Committee issue a Notice of Decision to Refuse to Grant a Permit PLN/2022/314 for the Development of the Subdivision of Land into Three (3) Lots and Removal of Vegetation (Two (2) Native Trees) at 35 CHERRY LANE, GISBORNE on the following grounds: ***See minutes for full details***	A Notice of Decision to refuse the application will be issued on 16 January 2024.	Director Planning and Environment	Completed	100%
Planning and Environment	13-Dec-23	Scheduled	Macedon Ranges Shire Thematic Environmental History Report for Adoption That Council adopts the Draft Macedon Ranges Shire Thematic Environmental History (October 2023).	No further action required	Director Planning and Environment	Completed	100%
Planning and Environment	13-Dec-23	Scheduled	Stanley Park - Adoption of Environmental Management Plan That Council adopts the draft Environmental Management Plan – Stanley Park, Mount Macedon November 2023 replacing all previous plans.	No further action required	Director Planning and Environment	Completed	100%
Planning and Environment	13-Dec-23	Scheduled	Climate Emergency Plan That Council adopts the draft Climate Emergency Plan 2023-2030.	No further action required	Director Planning and Environment	Completed	100%
Assets and Operations	13-Dec-23	Scheduled	Capital Works Monitoring That Council, 1. Adopts the following changes to the Financial Year 2023/24 budget relating to the following infrastructure projects: (a) Project 100141 - Romsey Recreation Reserve Clubrooms: Increase the budget by \$8,132.50; (b) Project 100829 - Major Culvert - Martins Road, Baynton: Increase the budget by \$106,078.08; (c) Project 100953 - Roads - Chanters Lane Reconstruction Trentham East: Increase the budget by \$79,113.93; (d) Project 100772 - Roads - Hamilton Road Reconstruction, New Gisborne: Increase the budget by \$62,385.48; (e) Project 100163 - Roads - Darraweit Valley Road and Bolinda-Darraweit Road Darraweit Guim: Increase the budget by \$55,719.63; (f) Project 100354 - Brooke and Templeton St, Woodend: Return \$59,701.60 to the consolidated capital works program budget; and, 2. Notes that the financial year 2023-2024 Capital Works program budget balance is a deficit of \$43,610.97.	Completed- reflected in both the PLM and Finance systems and the relevant officers have been advised to take actions.	Director Assets and Operations	Completed	100%
Assets and Operations	13-Dec-23	Scheduled	Draft Special Charge Scheme Policy That Council endorses the release of the draft Special Charge Scheme Policy for four weeks of community consultation.	Council endorsed at its Scheduled Council meeting of 13 December 2023 the release of the draft Special Charge Scheme for four weeks community consultation in February/March 2024.	Director Assets and Operations	In Progress	25%
Assets and Operations	13-Dec-23	Scheduled	Mobility and Road Safety Strategy 2023-2032 That Council adopts the Draft Mobility and Road Safety Strategy 2023-2032, effective 14 December 2023.	Completed. Council adopted the Draft Mobility and Road Safety Strategy 2023-2032 at the 13 December 2023 Scheduled Council meeting.	Director Assets and Operations	Completed	100%

Council Resolutions - Quarter 2 - 2023-24

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	13-Dec-23	Scheduled	Draft Fair Access Policy That Council endorses the release of the draft Fair Access Policy for four weeks of public consultation.	Council endorsed at its Scheduled Council meeting of 22 November 2023 the release of the draft Fair Access Policy for four weeks of community consultation. The consultation timeframe is 29 January to 25 February 2024.	Director Assets and Operations	In Progress	25%
Chief Executive	13-Dec-23	Scheduled	Audit and Risk Committee - Appointment of Chair for 2024, Extension of Independent Member and Adoption of Audit and Risk Committee Charter That Council: 1. Offers an extension to the appointment of independent member Maggie Williams for the period 1 January 2024 to 31 December 2027; 2. Endorses the appointment of independent member, Viniha Pinto as Audit and Risk Committee Chairperson from 1 January 2024 to 31 December 2024; 3. Approves the attached updated Audit and Risk Committee Charter, to be effective from 14 December 2023, replacing the previous Charter; and, 4. Formally recognises Peter Matthews for his valuable service to the Macedon Ranges Shire Council's Audit and Risk Committee since March 2017, as both independent member and Chair.	No further action required	Chief Executive	Completed	100%
Community	13-Dec-23	Scheduled	Draft Complaint and Unreasonable Behaviour Policy That Council endorses the release of the draft Complaint and Unreasonable Behaviour Policy for four weeks of community consultation.	Endorsed. Consultation to occur February 2024.	Director Community	In Progress	0%
Community	13-Dec-23	Scheduled	Small Project Grants - December 2023 That Council: 1. Approves the awarding of a \$2,309 Small Project Grant to Discovery Science and Technology Centre, for their Curious Kids in the Library project; 2. Approves the awarding of a \$2,059 Small Project Grant to Gisborne Golf Club, for their Nesting Box Installation in trees on the golf course project; 3. Approves the awarding of a \$3,000 Small Project Grant to Kyneton Basketball Association, for their Victorian Junior Basketball League Standard basketballs for our junior teams project; 4. Approves the awarding of a \$1,500 Small Project Grant to Riddells Creek Cool Changes, for their Riddells Creek Enviro Expo project; 5. Approves the awarding of a \$2,000 Small Project Grant to Woodend RSL Sub-Branch, for their First Australians Flag project; and, 6. Notifies prospective applicants on Council's Small Project Grants webpage that as all funding for the program has been expended, the current round is closed and a new round will open on 1 July 2024.	1. Approved, distribution of funds in progress. 2. Approved, distribution of funds in progress. 3. Approved, distribution of funds in progress. 4. Approved, distribution of funds in progress. 5. Approved, distribution of funds in progress. 6. Completed - Council website has been updated.	Director Community	In progress	40%
Community	13-Dec-23	Scheduled	North Central Goldfields Regional Library Agreement 2024 That Council: 1. Notes that Council's intention to sign the Regional Library Agreement 2024 with the North Central Goldfields Regional Library Corporation was advertised from 1 November to 29 November 2023 inclusive, with no submissions received; 2. Authorises the CEO to sign the Regional Library Agreement 2024 on behalf of Council.	1. Noted 2. Authorised. Awaiting GLC to complete signing.	Director Community	In progress	80%
Community	13-Dec-23	Scheduled	2024 Community Awards ***CONFIDENTIAL RESOLUTION***	1. Resolved 2. Endorsed 3. Approved 4. Resolved	Director Community	In progress	90%
Corporate	13-Dec-23	Scheduled	Instrument of Delegation to Chief Executive Officer That Council: 1. adopts the amended Instrument of Delegation from Council to the Chief Executive Officer at Attachment 1; 2. authorises signing of the Instrument of Delegation from Council to the Chief Executive Officer at Attachment 1; and, 3. notes that the amended Instrument of Delegation from Council to the Chief Executive Officer comes into force immediately upon signing.	Instruments signed - No further action required	Director Corporate	Completed	100%
Corporate	13-Dec-23	Scheduled	Instrument of Appointment and Authorisation That Council resolves that in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987; 1. the Instrument of Appointment and Authorisation for the officers outlined in this report are to be revoked; 2. Council Officers named in the Instruments of Appointment and Authorisation provided at Attachment 1 be appointed and authorised; 3. any previous Instruments issued to the officers in Attachment 1 by Council are revoked; 4. the Instruments of Appointment and Authorisation come into force upon signing and remain in force until Council determines to vary or revoke these; and, 5. the Instruments of Appointment and Authorisation at Attachment 1 be signed.	Instruments signed - No further action required	Director Corporate	Completed	100%
Corporate	13-Dec-23	Scheduled	Contracts to be Awarded as at December 2023 That Council: 1. Notes that the following contracts will be awarded by Council officers under delegated authority: (a) C2024-56 Provision of Mulching Services; (b) C2024-57 Asset Reporting Data Validation, Capture and Condition; 2. Grants delegated authority to the Chief Executive Officer to award the following contracts: (a) C2024-55 Design Services Regional Sports Precinct Stage 2; (b) C2024-58 Supply Panel Emergency Management Response and Recovery	Resolution noted - No further action required	Director Corporate	Completed	100%
Corporate	13-Dec-23	Scheduled	Audit and Risk Committee Biannual Report - December 2023 That Council notes the Audit and Risk Committee Biannual Report - December 2023 and thanks the Committee for the report.	Resolution noted - No further action required	Director Corporate	Completed	100%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	28-Aug-19	Scheduled	<p>Proposed land swap and boundary realignment at Walshes Road, Woodend</p> <p>That Council:</p> <ol style="list-style-type: none"> Proceed to commence the statutory process to exchange land in accordance with Attachment 2, by publishing a public notice proposing to undertake a minor road deviation, road declaration and land exchange; In accordance with Section 223 of the Act, provides any person the opportunity to make a submission within 28 days of the day of the notice and if requested provides the opportunity to any person to be heard at a meeting to be held on 16 October 2019 at the Gisborne Administration Centre; Be presented with a report at the 23 October 2019 Ordinary Council Meeting to consider the submissions and the approval of transfers; On the basis that no submissions be received at (2) above: <ol style="list-style-type: none"> Approve the transfer of land under the land swap; Advertise a government gazettal notice to declare the realigned section of Walshes Road a government road; and Authorise the Chief Executive Officer to sign the necessary documentation to enable the land swap to occur. Endorse the rezoning of the land described as Volume 06019 and Folio 750, Lot 1 on TP879826E, Parish of Tylden from Public Use Zone to Rural Conservation Zone; and Endorse the rezoning of land at (5) above as the basis to prepare Planning Scheme Amendment C138macr <ol style="list-style-type: none"> Request Authorisation from the Minister for Planning to prepare Amendment C138macr pursuant to Section 9 of the Planning and Environment Act 1987 Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation ii. Upon satisfaction of any conditions of authorisation, exhibit Amendment C138macr pursuant to Section 19 of the Planning & Environment Act 1987. 	Discussion underway with new property owner.	Director Corporate	In progress	85%
Planning and Environment	28-Aug-19	Scheduled	<p>Proposed changes to flood mapping in Kyneton – Request to proceed with a Planning Scheme Amendment</p> <p>That Council:</p> <ol style="list-style-type: none"> Endorse that the amendment proceed as a local amendment to the Macedon Ranges Planning Scheme; Note the findings from the community consultation and thank the community for their participation; and Request authorisation from the Minister for Planning and prepare draft amendment documents for the purposes of proceeding to a formal exhibition of the amendment. 	Still awaiting details of funding that is potentially available through Department of Transport and Planning to enable the progression of a planning scheme amendment to implement the findings of the Kyneton Flood Study.	Director Planning and Environment	In progress	66%
Planning and Environment	27-Nov-19	Scheduled	<p>Dog and cat control order</p> <p>That Council:</p> <ol style="list-style-type: none"> Make the Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2) as per section 25 and 26(2) of the Domestic Animals Act 1994 with the insertion of the following amendment to Schedule 2 Designated Prohibited Areas on page 8 of the Order: "Gisborne Township 'Mount Gisborne Reserve – 198 Mount Gisborne Road, Gisborne'"; Give public notice of the making of the 'Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2)' by publishing it in the Government Gazette and in newspapers circulating in the municipal district of the Council in accordance with Section 26(3) of the Domestic Animals Act 1994; Direct the Chief Executive Officer to commence the process with the Department of Land, Water and Planning (DELWP) to revoke and dissolve existing Government Gazetted regulations at the eight sites identified in this report, managed by Council and owned by DELWP; Direct the Chief Executive Officer to commence a process with DELWP to formally appoint Council as the Committee of Management for the sections of the Campaspe River Walk in Kyneton that are currently unreserved Crown land; Receive a further report at a future Council meeting on the progress of recommendations 3 and 4; Refer the resourcing for the second stage implementation of the Order and for the introduction of a Council subsidised cat desexing and microchipping scheme to the 2020/21 budget process; and Direct the Chief Executive Officer to review Schedule 1 and Schedule 2 of the Council Dog and Cat Order 2019 as a first year action in Council's Domestic Animal Management Plan 2022 – 2026. 	<ol style="list-style-type: none"> Completed - Dog and Cat Control Order including Schedule 2 updated to include Mount Gisborne Reserve. Completed -Notice published in the Government Gazette and local papers in December 2019. Liaising with DEWLP - this can be a lengthy process Liaising with DEWLP - this can be a lengthy process Pending completion of items 3 and 4. Cat desexing program was not funded in 22/23 budget, new initiative will be prepared for the 23/24 budget. Domestic Animal Management Plan 2021 – 2025 adopted at the February Council meeting, which includes a 1st year action to review schedules 1 and 2 of the Dog and cat Order. 	Director Planning and Environment	In progress	60%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	26-Aug-20	Scheduled	<p>Proposal to sell 20 Jacobs Avenue, Kyneton That Council:</p> <ol style="list-style-type: none"> 1. Having determined that the property at 20 Jacobs Avenue, Kyneton is considered surplus to Council requirements commence the statutory process to sell the land by: <ol style="list-style-type: none"> a. Advertising a notice of intention to sell 20 Jacobs Avenue, Kyneton, in accordance with section 189 of the Local Government Act 1989 ("the Act"); b. Noting that in accordance with section 223 of the Act, the public notice provides an opportunity to make a submission within 28 days of the day of the notice and if requested provides the submitter the opportunity to speak in support of their submission at a future Submitters Committee meeting; c. Notifying all neighbouring properties of the proposal and seeking submissions; and d. Considering all submissions prior to determining to proceed with the sale. 2. Note that should there be no written submissions received under Section 223 of the Act to the Chief Executive Officer will: <ol style="list-style-type: none"> a. Proceed to sell the property by public auction (or subsequently by private treaty should it fail to sell at auction); b. negotiate the sale of the property based on a current market valuation obtained by an independent qualified valuer; c. be authorised to sign and seal any associated documentation in relation to the sale. 3. Note that net proceeds from the sale will be allocated to the Public Open Space-West Financial Reserve. 	Resolution in progress pending review of Open Space Strategy.	Director Corporate	In progress	10%
Corporate	26-Aug-20	Scheduled	<p>CX.6 Council Support and Expenses Policy That Council:</p> <ol style="list-style-type: none"> 1. Adopt the revised Council Support and Expenses Policy and publish the policy on Council's website; and 2. Undertake further work to consider options for the reimbursement of bona fide expenses incurred by members of Council's current (and future) advisory committees and community asset committees. 	<p>Item 1: Completed - Adopted Policy on Council's website. Item 2: Work In progress - Governance Team is reviewing policies from other Councils and LGI best practice advice.</p>	Governance Team	In progress	40%
Assets and Operations	16-Dec-20	Scheduled	<p>Notice of Motion No. 8/2020-21 – Councillor Neil That Council:</p> <ol style="list-style-type: none"> 1. Undertake an audit of school bus stops to ascertain what steps are required to provide weather relief to students; which should include prioritisation of when shelters may be installed, interested parties [including schools, Public Transport Victoria (PTV) and Regional Roads Victoria (RRV)] and potential opportunities for advocacy and funding. This audit to be presented as a report at a future Council meeting; and 2. Seek a report, no later than the February Council Meeting, to install a bus bay and shelter in the vicinity of Reynolds Grove and Melbourne-Lancefield Road Service Road, Romsey. This report should include potential funding options and detail time lines to finalise design, seek relevant approvals and deliver the project before May 2021. 	<ol style="list-style-type: none"> 1. Officers have contacted the Department of Transport and Planning (DTP) to provide the locations of the school bus stops, since there has been significant delay and non-responses from schools and bus companies. Officer continue to pursue with DTP contacts. 2. Complete 	Director Assets and Operations	In progress	25%
Corporate	16-Dec-20	Scheduled	<p>Proposal to name part of an unnamed Kyneton laneway "Turners Lane" That Council:</p> <ol style="list-style-type: none"> 1. Approves the naming of the southern part of an unnamed laneway running between High Street and Market Street Kyneton - affecting land parcels Lot 1 TP318437, Lot 2 TP326174, Lot 3 PS441508 and Lot 1 TP22292 and ending at the southern boundary to Lot 2 TP584557 - as "Turners Lane". 2. Notes that, if approved, the naming will be submitted to the Registrar for Geographic Names for endorsement and gazettal. 3. Notes that officers will write to the naming applicant, surrounding property owners and those community members who responded to the public consultation process to advise them of the decision. 	<ol style="list-style-type: none"> 1. Completed 2. Completed 3. Geographic Names Victoria has responded with its advice which is to name the entirety of the lane Turner Lane. The Director Asset and Operations is preparing a Council report for June 2022 <p>- Awaiting response from lawyers following Council decision in July 2022 No progress</p>	Governance Team	In progress	80%
Corporate	23-Jun-21	Scheduled	<p>Notice of Motion - Financial Reserves Policy Review That Council requests the Chief Executive Officer to provide a report to a Councillor briefing prior to the end of July 2021, regarding the approved use of funds section associated with the Public Open Space reserve section of Council's Financial Reserves Policy currently under review and:</p> <ol style="list-style-type: none"> 1. Brings the briefing report and a summary of any Councillor discussions on this item to the August 2021 Audit and Risk committee meeting. 2. Ensures the report includes but is not limited to: <ol style="list-style-type: none"> a. Clarity about how Council interprets the wording from the Subdivision Act 1988 as "land set aside in a plan or land in a planned zone or reserve under a planning scheme-for public recreation or public resort; or as parklands; or for similar purposes"; b. Whether the preparation of a master plan for future improvements of public open space can be included; c. Whether unrestricted or restricted club and sporting facilities can be funded from this reserve; and d. How passive public open space could be prioritised over facilities referred to in point c of this motion. 	In progress. Policy to be reviewed pending the completion of Council's Open Space Strategy.	Director Corporate	In progress	20%
Corporate	25-Aug-21	Scheduled	<p>Petition to rename Hutton Street, Kyneton Council received a petition with 164 signatures, formally requesting Council to consult with the traditional owner group to rename Hutton Street, Kyneton so that it acknowledges the region's indigenous history. That Council:</p> <ol style="list-style-type: none"> 1. Receives and notes the petition. 2. Refers it to the Manager Legal and Corporate Governance for investigation and reporting back to Council by December 2021. 3. Notifies the petition organisers accordingly. 	<p>The Traditional Owner group was scheduled to meet on 23/2/22. Awaiting advice from group on potential names. - No further progress made</p>	Governance Team	In progress	25%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Community	15-Dec-21	Scheduled	Kindergarten Strategic Direction for endorsement *Confidential*	1. Adopted 2. Pending	Director Community	In progress	20%
Assets and Operations	27-Jul-22	Scheduled	Naming of Turner Lane, Kyneton *Confidential*	CONFIDENTIAL UPDATE Resolution 1: Complete Resolution 2: On Hold Resolution 3: On Hold Resolution 4: On Hold	Director Assets and Operations	In progress	25%
Community	27-Jul-22	Scheduled	Kyneton Early Years' Service Planning *Confidential*	1. In progress 2. Completed (a) Completed (b) Completed (c) Completed (d) Completed (e) Completed (f) Completed (ii) Completed (iii) Completed 3. Approved 4. Acknowledged (a) Confirmed (b) Noted	Manager Children, Youth and Family Services	In progress	95%
Planning and Environment	27-Jul-22	Scheduled	Dalton Street Reserve Environmental Management Plan That Council:, 1. Adopt the Dalton Street Environmental Management Plan;, 2. Commence implementation of the short term actions identified in the plan within existing resources;, 3. Support the formation of a local residents "Friends" group to participate in the management of the reserve network; and, 4. Explore options for renaming the Dalton Street Reserve, engaging with the Wurundjeri Woi Wurrung, land management agencies and the community.	A Friends group has been formed as part of the Gisborne Landcare Network. Process to explore the renaming of the reserve will progressed in Quarter 4.	Director Planning and Environment	In progress	75%
Planning and Environment	12-Oct-22	Planning Delegated Committee	Hearing from submitters - Application for a Section 96A Planning Scheme Amendment C154MACR and Planning Permit PLN/2022/198 - 1 Willis Street Malmsbury That the Committee:, 1. Requests the Minister for Planning to authorise the preparation of Planning Scheme Amendment C154macr and Planning Permit PLN/2022/198 to the Macedon Ranges Planning Scheme pursuant to section 9 of the Planning and Environment Act 1987., 2. Authorises Council officers to prepare amendment documents for authorisation and exhibition of Amendment C154macr and Planning Permit PLN/2022/198, and, (a) Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation, (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C154macr and Planning Permit PLN/2022/198 pursuant to section 19 of the Planning and Environment Act 1987	30/6/23 - Amendment C154macr was authorised on 16 June 2023 by the Minister for Planning subject to a range of conditions. Officers are working with the applicant for the amendment request to address the conditions with exhibition of the amendment expected to commence in Q3 2023/24	Director Planning and Environment	In progress	90%
Corporate	26-Apr-23	Scheduled	Notice of intention to lease: 3-5 Noel Street Lancefield That Council, 1. Authorises the Chief Executive Officer to enter into a lease with Wintringham Housing Limited for the property 3 – 5 Noel Street, Lancefield on the following key terms:, (a) The lease term is proposed to be for twenty years;, (b) The rental is proposed to be \$1.00 per annum (if requested) for the whole of the lease;, (c) All improvements will be owned by Wintringham and Wintringham will be responsible for their maintenance and repair., (d) Wintringham will be responsible for all outgoing and services, 2. Authorises the Chief Executive Officer to sign any associated documentation in relation to the proposed lease., 3. Endorses the officer responses to submissions as contained in this report., 4. Responds to all submitters in accordance with Council's Community Engagement Policy	Resolution in progress. Officers are currently completing a final review of the lease before signing.	Director Corporate	In progress	50%
Community	24-May-23	Scheduled	Small Project Grants That Council:, 1. Approves the awarding of a \$1,500 Small Project Grant to Woodend Bee Friendly Society, for their Honeybee Swarm Monitoring project; and, 2. Approves the awarding of an \$865.50 Small Project Grant to Woodend Landcare Inc. for their Safety Clothing project.	1. Approved. Payment completed. 2. Approved. Payment completed.	Director Community	Completed	100%
Community	28-Jun-23	Scheduled	Small Project Grants That Council:, 1. Approves the awarding of a \$1,045 Small Project Grant to Kyneton District Soccer Club, for their Soccer BBQ and Livestream of Women's World Cup project, to be funded in the 2023/24 financial year;, 2. Carries forward \$1,045 from the Small Projects Grants 2022/23 budget to the Small Projects Grants 2023/24 budget, to fund the Kyneton District Soccer Club's Women's World Cup project, as per item 1; and, 3. Carries forward \$32,400 (includes \$9,002 unspent from the Small Projects Grants 2022/23 budget and \$23,398 returned monies from Community Funding Scheme funded projects not completed) to the Community Funding Scheme 2023/24 budget, to increase the funding pool for this grants program, noting this increase is for the 2023/24 financial year only.	1. Approved. Payment completed. 2. Approved. Carry forward completed. 3. Approved. Carry forward completed.	Director Community	Completed	100%
Corporate	28-Jun-23	Scheduled	Budget 2023/24 That Council, 1. Adopts the draft Budget 2023/24, prepared in accordance with section 94 of the Local Government Act 2020, with the following amendments:, see minuted for full resolutions	Resolution completed.	Director Corporate	Completed	100%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	28-Jun-23	Scheduled	Council Plan 2021-2031 (Year Three Actions 2023-24) That Council:, 1.Adopts the Council Plan 2021–2031 (Year Three Actions 2023-24), prepared in accordance with the Local Government Act 2020, and gives public notice of its decision to replace the previous Council Plan 2021-31 (Year Two Actions 2022-23)effective from 29 June 2023.; 2.Endorses the officer responses to submissions as contained in this report; and, 3.Responds to the submitter in accordance with Council's Community Engagement Policy.	Resolution completed.	Director Corporate	Completed	100%
Planning and Environment	28-Jun-23	Scheduled	Notice of Motion - Update on Barrm Birm That Council request staff to prepare a report to be presented to Council at the September 2023 Scheduled Meeting of Council providing the following:, 1.A progress update on actions supported by Council at the 26 October 2022 Scheduled Council Meeting to address the ongoing land management challenges with Barrm Birm in Riddells Creek; and, 2.Options for next steps, including a Public Acquisition Overlay and officer recommendations.	Complete.	Director Planning and Environment	Completed	100%
Assets and Operations	26-Jul-23	Scheduled	Proposed Road Closure - Raglan Street Lancefield That Council: 1. Endorses the commencement of a four-week community consultation process on the proposed Road Closure of Raglan Street Lancefield; 2. Schedules an online Submitters Delegated Committee meeting at 7 pm on Wednesday 20 September 2023, if required, to provide the community with an opportunity for verbal presentation in support of their submission on the proposed road closure of Raglan Street, Lancefield. 3. Notes following the consultation and Submitters Delegated Committee (if required), officers will provide a report on the proposed Road Closure of Raglan Street, Lancefield to a future Scheduled Council Meeting.	1. Complete. 2. Complete. 3. Complete. A report was presented to the 25 October 2023 Scheduled Council meeting and endorsed by council for the discontinuance of Raglan Street, Lancefield as a public road.	Director Assets and Operations	Complete	100%
Corporate	26-Jul-23	Scheduled	Acquisition of Land - 51 Coop Drive Gisborne That Council:, 1. Commences the statutory process to acquire the land known as part of 51 Coop Drive, Gisborne, having determined that the land is to be acquired for the purpose of public interest and in accordance with the Development Plan, by undertaking consultation in accordance with Council's Community Engagement Policy under Section 112 of the Local Government Act 2020.; 2. Schedules an online Submitters Delegated Committee meeting at 7pm on Wednesday, 20 September 2023, to provide for any person who wishes to present in support of their submission to the consultation process.; 3. Authorises the Chief Executive Officer to enter into a Heads of Agreement with the landowner, subject to Council undertaking the necessary statutory processes in accordance with the Local Government Acts 1989 and 2020.; 4. Should there be no written submissions received under Section 223 of the Local Government Act 1989, authorises the Chief Executive to: (a) Proceed to acquire the property by private treaty.; (b) Negotiate the acquisition of the property based on a current market valuation obtained by an independent qualified valuer; and, (c) Sign and seal any associated documentation in relation to the acquisition.	Resolution in progress. Consultation period concluded 5 September 2023 - no submissions received. Officers currently progressing matter.	Director Corporate	In Progress	50%
Corporate	26-Jul-23	Scheduled	Jackson Street Macedon - Potential road discontinuance and transfer That Council:, 1. Notes that the road known as Jackson Street, Macedon has been determined as not reasonably required as a road for public use.; 2. Resolves to commence the statutory process to discontinue part of Jackson Street, Macedon as shown highlighted in the plan included in this report.; 3. Undertakes a community consultation process by: (a) Advertising a notice of intention to sell part of Jackson Street, Macedon in accordance with section 189 of the Local Government Act 1989 ("the Act"); (b) Notifying all neighbouring properties of the proposal and seeking submissions; and, (c) Considering all submissions prior to determining to proceed with the sale.; 4. Schedules an online Submitters Delegated Committee meeting at 7pm on Wednesday, 20 September 2023, to provide for persons who wish to make a verbal presentation in support of their submission to the consultation process.; 5. Should there be no written submissions received to the community consultation process, under Section 223 of the Act, Council resolves to: (a) Discontinue the road in accordance with section 206, 223 and Schedule 10 of the Act; (b) Give notice in the Victorian Government Gazette pursuant to clause 3 Schedule 10 of the Act; (c) Sell the road to the adjoining owner in accordance with Section 189 of the Act; and, (d) Authorises the Chief Executive Officer to: (i) Negotiate the sale of the land; (ii) Sign and seal the transfer of land and any additional documentation in relation to the transfer.	Resolution noted and completed. Report was presented to November Council Meeting.	Director Corporate	Completed	100%
Planning and Environment	9-Aug-23	Planning Delegated Committee	PLN/2021/616 - 89 Ross Watt Road, Gisborne - Planning Permit application That the Committee grants officers and Council representatives delegation to negotiate for the grant of planning permit PLN/2021/616 at the Victorian Civil and Administrative Tribunal if PLN/2021/616 is found to be generally in accordance with the endorsed development plan DP/2021/1.	VCAT hearing is scheduled for 8, 9, 10 April 2024.	Director Planning and Environment	In Progress	50%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	23-Aug-23	Scheduled	Consideration of a Special Charge Scheme for Noonan Grove Woodend That Council:, 1.Delays determining an outcome on the Special Charge Scheme for sealing Noonan Grove until completion of the review of the Special Charge Scheme and the completion of an options analysis and recommendations managing unsealed roads within township boundaries;, 2.Notes officers will implement a limited trial of dust suppression during the summer of 2023; 3.Notes officers will provide a report, for Council consideration by 31 March2024, detailing an options analysis complete with recommendations and costing for managing unsealed roads within township boundaries; and, 4.Notes officers will review and update the Special Charge Scheme Policy for presentation of the draft policy for consultation by 22 December 2023.	1. Open - noted. 2. Closed - the dust suppression trial commenced in November 2023 and officers will monitor its effectiveness through the summer months of 2023/2024. 3. Open - The options analysis and recommendations to manage unsealed roads within township boundaries will be presented to a Council Scheduled meeting prior to 31 March 2024. 4. Closed - Officers presented a draft Special Charge Scheme Policy to the 13 December 2023 Scheduled Council Meeting which was endorsed for four weeks community consultation in February/March 2024.	Director Assets and Operations	In Progress	50%
Community	27-Sep-23	Scheduled	Maternal and Child Health - Service Funding That Council:, 1. Collaborates with neighbouring councils in developing a joint Maternal and Child Health services advocacy plan; 2. Advocates, via the Municipal Association of Victoria, to the Victorian Government for true Maternal and Child Health Service funding parity, including responsive and flexible funding to support surges in births; and, 3. Advocates to the Victorian Government to adequately fund Breastfeeding Support within the Maternal and Child Health Service, in order to address local community need.	1. In progress - initial discussions held 2. In progress 3. In progress	Director Community	In Progress	30%
Community	27-Sep-23	Scheduled	Small Project Grants That Council:, 1. Approves the awarding of a \$1,750.00 Small Project Grant to Kyneton Agricultural Society, for their Volunteer Hub project; 2. Approves the awarding of a \$2,458.50 Small Project Grant to Macedon Ranges Bowling Club, for their Safety Handrails project; 3. Approves the awarding of a \$3,000.00 Small Project Grant to Kyneton and Districts Toy Library, for their relocation project; 4. Approves the awarding of a \$1,923.00 Small Project Grant to Kerrie Hall, for their improve facilities project; 5. Approves the awarding of a \$3,000.00 Small Project Grant to Kyneton Backyard Growers for their Logo and material project; and, 6. Approves the awarding of a \$3,000.00 Small Project Grant to Malmesbury Mail for their Malmesbury Mail website project.	1. Approved. Payment completed. 2. Approved. Payment completed. 3. Approved. Payment completed. 4. Approved. Payment completed. 5. Approved. distribution of funds in progress. 6. Approved. Payment completed.	Director Community	In Progress	90%
Corporate	27-Sep-23	Scheduled	Sponsorship Policy That Council adopts the Draft Sponsorship Policy as attached to the agenda of this meeting, effective from 28 September 2023.	Resolution completed.	Director Corporate	Completed	100%
Planning and Environment	27-Sep-23	Scheduled	Barrm Birrm Report on Ecological Assessment and Cultural Heritage Assessment That Council:, 1. Continues actions related to the transfer of land into public ownership via the 'gift back' program, ongoing liaison with new and prospective landholders, Riddells Creek Landcare and relevant agencies, and ongoing management of impacts related to public access and weeds., 2. Provides a copy of the Barrm Birrm cultural heritage and ecological assessment reports to the State Government as part of the ongoing advocacy for the State's purchase of the privately owned lots in Barrm Birrm., 3. Supports the inclusion in a future errors and anomalies planning scheme amendment, expected to be progressed in 2024, of the rezoning of Council owned lots in Barrm Birrm to the Public Conservation and Resource Zone., 4. Notes that a business case will be prepared for 2024/2025 Council budget consideration for the installation of interpretive signage and information of the cultural and ecological values of the site at key entrance points in collaboration with Riddells Creek Landcare., 5. Continues to liaise with CFA, Council's Fire Prevention Officers and Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation to consider fire mitigation strategies including cultural burns and woody weed control., 6. Investigates the best means of providing ongoing funding to support the continued management of Barrm Birrm and conservation of its environmental values, including but not limited to as part of the review of Council's financial reserves policy.	Resolution in progress	Director Planning and Environment	In Progress	70%

COUNCILLOR REIMBURSEMENTS

Reporting Period 01/10/2023 - 31/12/2023

Current Quarter	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$1,028	\$0	\$148	\$0	\$0	
Cr Janet Pearce	\$31	\$0	\$0	\$148	\$23	\$0	
Cr Mark Ridgeway	\$0	\$984	\$0	\$98	\$0	\$0	
Cr Annette Death	\$0	\$0	\$0	\$93	\$0	\$0	
Cr Geoff Neil	\$0	\$1,775	\$0	\$41	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$148	\$0	\$0	
Cr Dominic Bonanno	\$0	\$360	\$0	\$193	\$0	\$0	
Cr Rob Guthrie	\$0	\$823	\$0	\$235	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$17	\$0	\$0	
Cr Christine Walker	\$0	\$0	\$0	\$8	\$0	\$0	
	\$31	\$4,970	\$0	\$1,129	\$23	\$0	\$0

YTD Summary	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$2,821	\$0	\$196	\$0	\$910	
Cr Janet Pearce	\$31	\$1,472	\$0	\$197	\$23	\$0	
Cr Mark Ridgeway	\$0	\$2,639	\$0	\$126	\$0	\$0	
Cr Annette Death	\$0	\$0	\$302	\$136	\$300	\$0	
Cr Geoff Neil	\$0	\$3,815	\$0	\$64	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$196	\$0	\$0	
Cr Dominic Bonanno	\$0	\$503	\$0	\$210	\$0	\$0	
Cr Rob Guthrie	\$0	\$1,505	\$0	\$270	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$29	\$0	\$0	
Cr Christine Walker	\$0	\$0	\$0	\$8	\$0	\$0	
	\$31	\$12,755	\$302	\$1,432	\$323	\$910	

MACEDON RANGES SHIRE COUNCIL - STATUTORY OBLIGATIONS

Reporting Period 01/10/2023 - 31/12/2023

Statutory Obligations are imposed upon Council, Councillors and Council Officers under the *Local Government Act 1989*. On 24 March 2020, the *Local Government Act 2020* received Royal Assent.

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
1	Coordinator Governance	Reimbursement of expenses of Councillors and members of a delegated committee		40(1)	A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses Council must provide details of reimbursements to the Audit and Risk Committee	Ongoing	Ongoing	Ongoing
2	Director Community	Adopt complaints policy		107	Council to adopt complaints policy	By 31 December 2021	15-Dec-21	30-Apr-25
3	Coordinator Governance	Lodging of an initial personal interests return		133	Specified person must lodge an initial personal interests return with the CEO.	Within 30 days of taking oath/affirmation or of appointment	As required when nominated officers begin employment with Council	Ongoing as required
4	Coordinator Governance	Lodging of biannual personal interests return		134	Specified person who continues to be a specified person must lodge biannual personal interests return with CEO twice yearly.	Twice yearly in March and September	30-Sep-23	31-Mar-24
5	Coordinator Governance	Publish summary of personal interest on Council's internet website		135	CEO to publish summary of personal interests on Council's internet website.	Twice yearly in April and October	28-Nov-23	30-Apr-24
6	Chief Executive Officer	Elect the Mayor and Deputy Mayor		26 & 27	Council must elect the Mayor and Deputy Mayor	Annually unless Council resolves otherwise	21-Nov-23	21-Nov-24
7	Director Corporate	Code of Conduct	95AA		The CEO must maintain a Code of Conduct for Council Staff	Executive review every three years	19-Aug-22	31-Aug-24
8	Director Corporate	Develop and implement Code of conduct for members or Council staff	95AA	49	A CEO must develop and implement a code of conduct for members of Council staff.	By 1 January 2022	31-Mar-22	31-Aug-24
9	Coordinator Governance	Keep delegations register		11(8)	The Council must keep a register of its delegations	Ongoing	Ongoing	Ongoing
10	Coordinator Governance	Conduct delegations review		11(7)	Council must review all delegations in force within 12 months after a general election	Review within 12 months after a general election	S5 Delegation 13 December 2023 S11A Authorisation 13 December 2023	As required
11	Coordinator Governance	Keep register of delegations		47	The CEO must keep a register of delegations	Ongoing	Ongoing	Ongoing
12	Coordinator Governance	Right to make Submission	223		Where a person is given a right to make a submission Council must publish a public notice specifying the matter, prescribed details, submission date and the right to be heard in person	Council should provide not less than 28 days for submissions to be received	As required	As required

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
13	Manager Finance and Reporting	Adopt Council Plan		90	Council must adopt the Council Plan	By 31 October 2021	28-Jun-23	30-Jun-24
14	Manager Finance and Reporting	Adopt Financial Plan		91	Council must adopt the Financial Plan	By 31 October 2021	27-Oct-21	30-Jun-24
15	Manager Finance and Reporting	Adopt budget		94	Council must adopt its budget	By 30 June each year	28-Jun-23	30-Jun-24
16	Manager Finance and Reporting	Adopt revised Budget (where necessary)		95	Council must prepare a revised budget if circumstances arise which cause a material change in the budget which affect the financial operations of Council	As soon as practicable after the Council becomes aware of a change in the budget	As required	As required
17	Director Corporate	Adopt CEO Employment and Remuneration Policy		45	Council must adopt CEO Employment and Remuneration Policy	By 31 December 2021	15-Dec-21	31-Oct-25
18	Director Corporate	CEO responsibilities		46, 48 & 49	CEO must adopt Workforce plan and Recruitment Policy	By 31 December 2021	31-Mar-21	31-Dec-24
19	Manager Finance and Reporting	Adopt Community Vision		88	Council must adopt the Community Vision	By 31 October 2021	27-Oct-21	31-Oct-25
20	Manager Communications and Engagement	Preparation and adoption of Annual Report		98, 99 & 100	Council must prepare and adopt the Annual Report (including the performance and financial statements)	In the year of a general election, on a day not later than the day before election day; in any other year, within 4 months of the end of the financial year	25-Oct-23	31-Oct-24
21	Manager Finance and Reporting	Performance Statement		99	Council must submit the performance statement and financial statements to the auditor	As soon as is reasonably practicable after each financial year	24-Jul-23	31-Oct-24
22	Manager Finance and Reporting	Performance Statement		99	Council must submit the statement to its auditor for reporting on the audit	After passing a resolution giving approval to the performance statement and financial statements	28-Sep-23	31-Oct-24
23	Manager Finance and Reporting	Performance Statement		99	The auditor must prepare a report on the performance statement	Once every financial year	25-Oct-23	31-Oct-24
24	Manager Finance and Reporting	Performance Statement		99	Council must ensure that the performance statement and financial statements, in their final form, after any changes have been made, are certified by two Councillors authorised by the Council	After changes recommended or agreed by the auditor have been made	27-Sep-23	31-Oct-24
25	Manager Finance and Reporting	Performance Statement		99	The auditor must provide the Council and the Minister with a copy of the report on the performance statement	As soon as is reasonably practicable (the auditor is required to report on the financial statements to the Council within 4 weeks and give a copy of the report to the Minister)	09-Oct-23	31-Oct-24

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
26	Manager Communications and Engagement	Annual Report		100	Council must consider the Annual Report at a meeting of the Council as soon as practicable but within the time required by the regulations	Under the Local Government (Planning and Reporting) Regulations 2014 Council must hold a meeting to consider the Annual Report: s.22 (1) Within one month after submitting the Annual Report to the Minister. s.22 (2) In the year of a general election no later than the day before the election	25-Oct-23	31-Oct-24
27	Manager Finance and Reporting	Meet to consider annual report		100	The Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting.	In the year of a general election on a day not later than the day before an election day; and in any other year, within 4 months of the end of the financial year	25-Oct-23	31-Oct-24
28	Manager Finance and Reporting	CEO to present Quarterly Statements		97	CEO must ensure that a statement comparing budgeted and actual revenue and expenditure is presented at an open Council meeting	At least every 3 months	September quarter was presented to Council on 22/11/2023	December quarter will be presented to Council on 28/02/2024
29	Manager Finance and Reporting	CEO to present quarterly budget report		97	CEO to ensure that quarterly budget report is presented to the Council at a Council meeting open to the public	As soon as reasonably practicable at the end of each quarter of the financial year	September quarter was presented to Council on 22/11/2023	December quarter will be presented to Council on 28/02/2024
30	Manager Finance and Reporting	Land Valuation	157(2)		Council must publish public notice of a decision to change its system of valuation	Promptly	N/A	As required
31	Manager Finance and Reporting	Rates & Charges	158(1)		Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges	At least once every financial year declare by 30 June	28-Jun-23	30-Jun-24
32	Manager Finance and Reporting	Rates & Charges	Part 8A		Under Section 10E(1)(a) of the Essential Services Commission Act 2001, the Essential Services Commission (ESC) has a responsibility to monitor and review Councils compliance with the caps set under Part 8A of the Local Government Act 1989.	Annually	30-Sep-23	30-Sep-24
33	Manager Finance and Reporting	Adopt Revenue and Rating Plan		93	Council must adopt the Revenue and Rating plan	By 30 June after a general election for a period of the next 4 financial years	29-Jun-21	30-Jun-25
34	Director Assets and Operations	Adopt Asset Plan		92	Council to adopt Asset Plan	By 30 June 2022, and then by 31 October in the year following a general election	22-Jun-22	31-Oct-25
35	Coordinator Contracts	Prepare and adopt Procurement Policy		108	Council must prepare and adopt a Procurement Policy	By 1 January 2022 - Council must then review the Policy at least once every 4 year term of the Council	24-Nov-21	31-Dec-25

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
36	Manager Finance and Reporting	Publish notice of intention to sell land		114	Before selling or exchanging land Council must publish notice of its intention at least 4 week prior to the sale via Council's internet website and undertake the community engagement process	Ongoing from 1 July 2021	As required	As required
37	Manager Finance and Reporting	Include any proposal to lease land in the financial year budget		115	Council must include any proposal to lease land in a financial year in the budget where the lease is for one year or more and for a value of \$100,000 or more per year and the current market rental value is \$100,000 or more per year; and for 10 years or more	Ongoing from 1 July 2021	As required	As required
38	Coordinator Governance	Register of Authorised Officers	224(1A)		Maintain a register that shows all people appointed as authorised officers	Ongoing	Ongoing	Ongoing
39	Coordinator Governance	Authorised Officers	224(2)		Council must issue an identity card to each authorised officer	Ongoing	As required	As required

Note

1. Next general election is assumed to be held on 26 October 2024.
2. Dates reflect the statutory timeframe for completion of the outcome.

People and Wellbeing Summary

October - December

2nd Quarter 2023/24



Macedon
Ranges
Shire Council

- Staff turnover was at 4.67%, up from 2.87% last quarter
- 59% of due training modules completed. Lower completion rate may correlate with large recruitment of casual team members this quarter.
- OHS Numbers across incidents, hazards and near misses are consistent with previous quarters.
- Highest topic of contact through EAP is issues are related to work stress and death and bereavement
- 23% of our workforce has been employed by MRSC for less than a year.
- Over 40% of our workforce has been employed by MRSC for more than 4 years.
- Over one-third of Council's staff are over the age of 50.



Insurance and Risk Summary

October - December

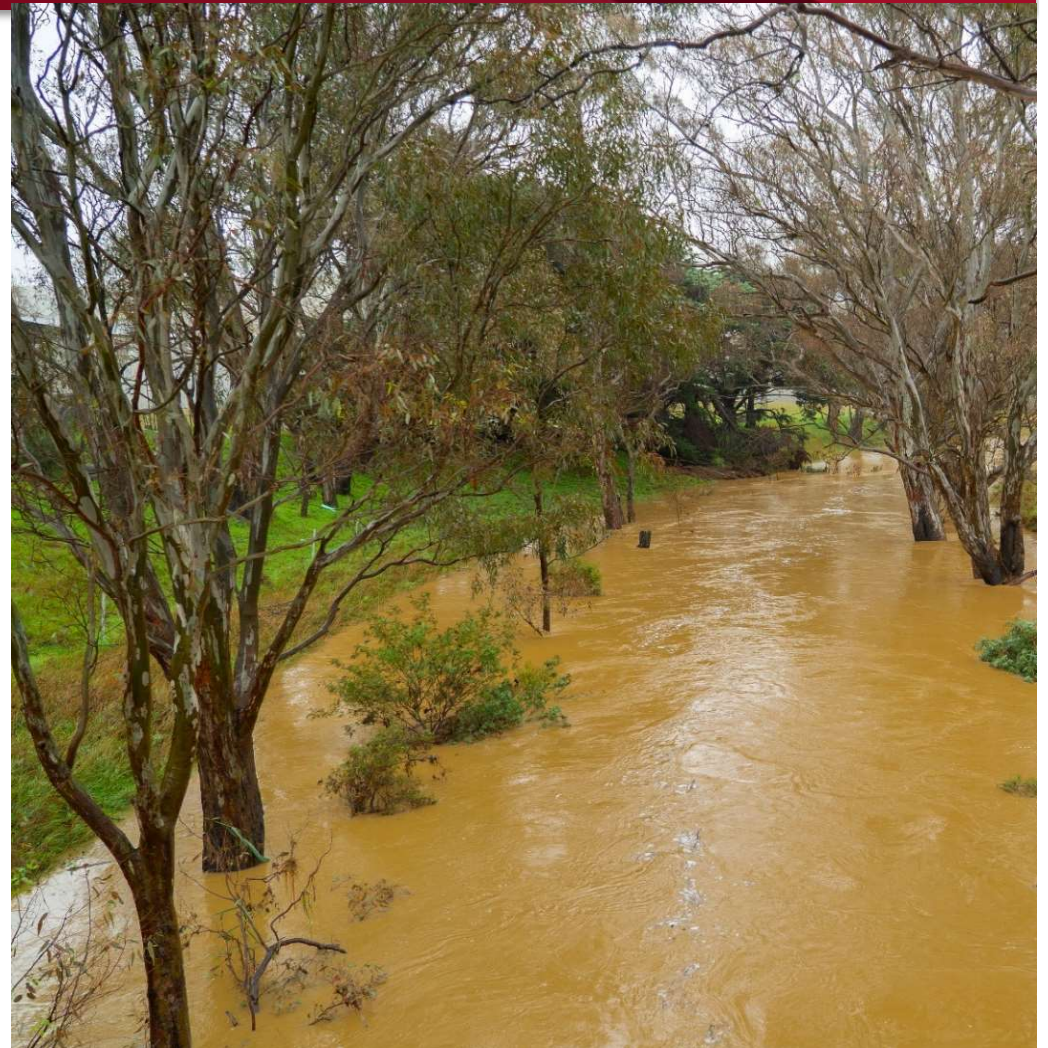
2nd Quarter 2023/24



**Macedon
Ranges**
Shire Council

- 11 new claims reported this quarter
- There is a decrease in the number of new claims compared to both the first quarter of the current year (22) and the same quarter last year (56).
- Settlements for the quarter amounted to \$6,040, showing an increase from the previous quarter's \$775.

There are 10 strategic risks currently being tracked though Council's framework; 1 extreme, 6 high and 3 moderate.



Customer Service Summary

October - December
2nd Quarter 2023/24



**Macedon
Ranges**
Shire Council

- 73% of Customer Requests were completed with 10 working days
- 56% of customer service requests received are directed to the Assets and Operations Directorate followed by 35% to the Planning and Environment Directorate.
- The average wait time for a call to be answered by the Customer Service Team was 31.67 seconds which is slightly above the 30 seconds service standard.

