

Quarterly Report

1 October to 31 December 2022



The Quarterly Report is presented for Council's consideration and information.

The Quarterly Report presents summary financial statements and a series of other progress reports on matters that will inform both Council and the Community on the organisational and governance performance of Council in the preceding three months.

The Quarterly Report comprises the following sections.

SECTION 1 - Financial Statements

SECTION 2 - Capital Works Statement

SECTION 3 - Council Plan Actions - Progress Report

SECTION 4 - Customer Service

SECTION 5 - People Risk & Wellbeing Report

SECTION 6 - Implementation of Council Resolutions

SECTION 7 - Governance Schedule

SECTION 8 - Councillor Expenditure

SECTION 9 - Councillor Activities in the Community

SECTION 1

Financial Statements

Included in this section are the following financial statements:

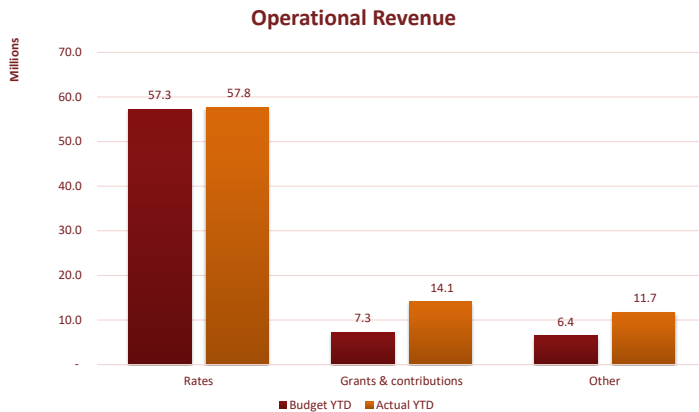
<i>Summary of Financial Results</i>	<i>Commentary on budget variances for operational revenue and expenditure and capital revenue and expenditure</i>
<i>Income Statement</i>	<i>Summary of year to date financial performance against budget</i>
<i>Balance Sheet</i>	<i>Balance of assets, liabilities and equity as at the reporting date</i>
<i>Financial Reserves</i>	<i>Summary of balances and movement in Council reserves</i>
<i>Investments</i>	<i>Summary of investments by institution with rate and maturity date</i>
<i>Mid-Year Budget Review</i>	<i>Summary of variances considered in undertaking the mid-year budget review</i>
<i>Statement</i>	<i>Statement from the Chief Executive Officer in accordance with Section 97(3) of the Local Government Act 2020</i>

Summary of Financial Results

6 months ended 31 December 2022

The Income Statement reports an operating surplus of \$31.7m for the six months to 31 December 2022, the budget for the same period is \$28m surplus. In accordance with accounting standards, all rate income is recognised at the start of the financial year when the rates are struck. This results in Council having a large surplus at the start of the year which reduces as the year progresses, as expenditure is incurred more evenly throughout the year.

Below is a summary of the income and capital works statements compared to budget. Please see the financial statements on the following pages for further information on Council's financial performance.

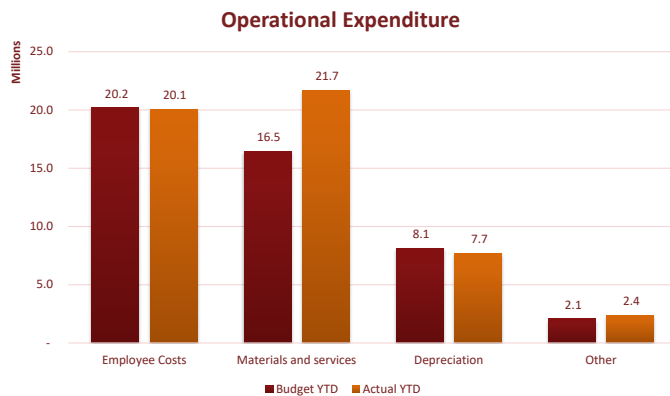


Key budget variances:

Rates and charges: Actual income of \$57.8m is slightly above budget for the six months to 31 December 2022. This is due to higher supplementary rates being recognised in the first half of the year compared to budget.

Grants & Contributions: Actual Income is \$14.1m, this is \$6.8m favourable to budget for the six months to 31 December 2022 due mainly to June 2021 storm cost recovery grant \$4.4m.

Other: Actual income is \$5.3m favourable, due to unbudgeted income relating to timber processing from June 2021 storm. Investment income is \$616k favourable to budget due to higher than budgeted interest rates.



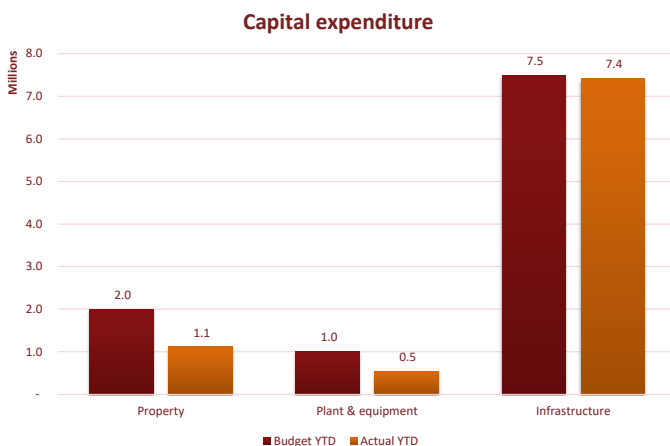
Key budget variances:

Employee costs: Actual expenditure of \$20.1m is slightly favourable to budget for the six months to 31 December 2022.

Materials and services: Actual expenditure of \$21.7m is unfavourable to budget for the six months to 31 December 2022 due mainly to costs relating to timber processing from the June storm. These costs are reimbursed by the contractor in other income above.

Depreciation: Depreciation of \$7.7m is favourable to budget by \$400,000.

Other: Other expenditure of \$2.4m is slightly over budget.



Key budget variances:

Property: Actual expenditure of \$1.1m is favourable to budget of \$2.0m as works are in the design and tender phase of the projects.

Plant and equipment: Plant purchases of \$0.5m is lower than budget of \$1.0m due to the timing of plant purchases.

Infrastructure: Expenditure of \$7.4m is slightly below the budget of \$7.5m.

INCOME STATEMENT

6 months ended 31 December 2022

	2022/23 December YTD Adjusted Budget* \$'000	2022/23 December YTD Actuals \$'000	2022/23 December YTD Variance \$'000
Income			
Rates and charges	57,263	57,755	492
Statutory fees and fines	1,387	1,402	15
User fees	4,163	3,974	(189)
Grants - operating	4,330	9,230	4,900
Grants - capital	1,819	2,247	428
Contributions - monetary	1,126	2,614	1,488
Other income	884	6,348	5,464
	-	-	-
Total income	70,972	83,570	12,598
Expenses			
Employee costs	20,193	20,052	141
Materials and services	16,458	21,701	(5,243)
Depreciation and amortisation	8,127	7,698	429
Borrowing costs	171	67	104
Other expenses	1,899	2,308	(409)
	-	-	-
Total expenses	46,848	51,826	(4,978)
Surplus/(deficit) <i>Ex other adjustments</i>	24,124	31,744	7,620
Other adjustments			
Contributions - non monetary	3,960	-	(3,960)
Fair value adjustments for investment property	-	-	-
Share of net profits/(losses) of Regional Library	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	(19)	(19)
(Increase)/decrease in provision for landfill liability	-	-	-
	-	-	-
Total surplus/(deficit)	28,084	31,725	3,641

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 \$31.7m is \$3.6m favourable to budget. The financial summary provides an explanation of key variances to budget.

* This column represents the adjusted budget which is the adopted budget adjusted for the 2021/22 carry forward budgets.

BALANCE SHEET

As at 31 December 2022

	2022/23 December Adjusted Budget* \$'000	2022/23 December Actuals \$'000	2022/23 December Variance \$'000
Current assets			
Cash and cash equivalents	28,384	21,355	(7,029)
Trade and other receivables	52,021	41,168	(10,853)
Other financial assets	16,000	29,000	13,000
Other assets	698	105	(593)
Total current assets	97,103	91,628	(5,475)
Non-current assets			
Other financial assets	21	21	-
Investment in Regional Library	1,432	1,432	-
Property, infrastructure, plant and equipment	1,276,196	1,277,631	1,435
Right of use assets	503	583	80
Investment property	2,630	2,630	-
Intangible assets	546	460	(86)
Total non-current assets	1,281,328	1,282,757	1,429
Total assets	1,378,431	1,374,385	(4,046)
Current liabilities			
Trade and other payables	6,096	19,204	(13,108)
Trust funds and deposits	8,824	9,172	(348)
Provisions	6,967	7,136	(169)
Interest-bearing loans and borrowings	208	208	-
Total current liabilities	22,095	35,720	(13,625)
Non-current liabilities			
Provisions	4,381	4,381	-
Interest-bearing loans and borrowings	3,308	3,205	103
Total non-current liabilities	7,689	7,586	103
Total liabilities	29,784	43,306	(13,522)
Net assets	1,348,647	1,331,079	(17,568)
Equity			
Accumulated surplus	724,886	704,784	(20,102)
Reserves	623,761	626,295	2,534
Total Equity	1,348,647	1,331,079	(17,568)

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, together with mid year review adjustments.

FINANCIAL RESERVES

As at 31 December 2022

	Balance 1 July 2022	Transfers to Reserve	Transfer from Reserve	Balance 31 December 2022
Discretionary Reserves				
Plant Replacement	1,142,128	656,334	698,866	1,099,596
Asset Conversion	744,372	-	-	744,372
Commercial Development	3,182,148	-	-	3,182,148
Gravel Pit Operations	1,527,814	130,607	-	1,658,421
Hanging Rock	212,395	-	-	212,395
Maintenance Senior Citizens Accommodation	198,605	-	-	198,605
Debt Repayment	891,470	400,000	-	1,291,470
Total Discretionary Reserves	7,898,932	1,186,941	698,866	8,387,008
Statutory Reserves				
Public Open Space - South	1,875,805	1,261,573	-	3,137,378
Public Open Space - East	1,051,849	186,619	-	1,238,468
Public Open Space - Central	1,079,973	222,500	-	1,302,473
Public Open Space - West	180,645	334,602	-	515,247
Public Open Space	4,188,272	2,005,294	-	6,193,566
Community Facilities - South	-	3,067	508	2,559
Community Facilities - East	222,042	2,546	2,546	222,042
Community Facilities - Central	17,697	-	-	17,697
Community Facilities - West	351,520	-	-	351,520
Community Facilities	591,259	5,613	3,054	593,818
Car Parking	135,600	-	-	135,600
Planning Roadworks	531,180	-	-	531,180
Drainage	734,262	240,154	5,456	968,960
Gisborne Development Contributions Plan	1,544,351	507	-	1,544,858
Romsey Development Contributions Plan	52,902	2,546	-	55,448
Planning Footpath Works	142,362	-	-	142,362
Total Statutory Reserves	7,920,188	2,254,114	8,510	10,165,792
GRAND TOTAL	15,819,120	3,441,055	707,376	18,552,798

INVESTMENTS HELD

As at 31 December 2022

Institution	ICAN	Non Fossil fuel *	Percentage of Total investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
At call investments								
NATIONAL AUSTRALIA BANK LTD	No	No	34.06%	At Call Account	\$ 14,979,750	3.20%		
Short term investments								
AUSTRALIAN MILITARY BANK	No	Yes	9.10%	Term Deposit	\$ 4,000,000	3.43%	25/08/2022	23/02/2023
MACQUARIE BANK	No	No	9.10%	Term Deposit	\$ 4,000,000	3.23%	25/08/2022	24/02/2023
NATIONAL AUSTRALIA BANK	No	No	15.92%	Term Deposit	\$ 7,000,000	3.53%	25/08/2022	26/04/2023
DEFENCE BANK	No	Yes	11.37%	Term Deposit	\$ 5,000,000	4.30%	24/11/2022	24/05/2023
AUSWIDE BANK	No	Yes	9.10%	Term Deposit	\$ 4,000,000	4.30%	24/11/2022	22/06/2023
BEYOND BANK	No	Yes	11.37%	Term Deposit	\$ 5,000,000	3.75%	25/11/2022	23/02/2023
Financial assets								
Total Investments					\$ 43,979,750			
Total % of Non Fossil Fuel Lending Institutions								41%

Mid Year Budget Review Summary

Key Variances to budget identified in December 2022 Review:

Additional Income/Expense Savings:

Grants commission additional funding	(1)	\$165,081	
Kinder fee funding changes	(2)	\$286,908	
Interest income	(3)	\$760,000	
Interest expense and loan payment savings on loans	(4)	\$1,036,000	
Rural land use project	(5)	\$108,000	
			\$2,355,989

Additional Expenses/Income Reduction:

Net employee costs	(6)	-\$733,398	
Romsey Ecotherapy Park	(7)	-\$290,000	
Street and tree maintenance	(8)	-\$376,849	
Insurance premiums	(9)	-\$100,075	
Emergencies	(10)	-\$300,000	
			-\$1,800,322

Net other budget variances below \$100,000 identified in review	(11)	-\$670,653	-\$670,653
Transfer from financial reserves			\$0

Net Budget Variance identified in mid-year review			-\$114,986
--	--	--	-------------------

Remaining budget surplus from 2022/23			\$23,000
---------------------------------------	--	--	----------

Forecast Cash surplus/(deficit) for the 2022/23 budget			-\$91,986
---	--	--	------------------

Notes:

- (1) Additional Grants Commission income announced after budget was adopted
- (2) Changes to the funding of 3 year old kinder fees
- (3) Increase in interest rates has increased investment interest income
- (4) Savings in delaying borrowings until later in the financial year due to timing of capital expenditure
- (5) Savings in the rural land use project
- (6) Net of positions vacant savings and cost of contract staff
- (7) Romsey Ecotherapy Park budget to complete project
- (8) Additional costs for street and tree maintenance
- (9) Increase in insurance premiums
- (10) Net cost of emergencies
- (11) Amount includes a number of small variances under \$100,000 in value. Included in this amount is \$15,000 to assist funding the shortfall in Community Grants.

Statement from the Chief Executive Officer

In accordance with Section 97(3) of the Local Government Act 2020, it is the view of the Chief Executive Officer that a revised budget for 2022-23 will not be required by Macedon Ranges Shire Council.

A handwritten signature in black ink, appearing to read 'B. Sullivan', written in a cursive style.

Bernie O'Sullivan
Chief Executive Officer

SECTION 2

Capital Works Statement

Capital works are the financial investments that Council makes in the assets and infrastructure that it controls and provides for use by the community. Capital works primarily include public buildings, transport infrastructure, public space, recreational facilities and environmental infrastructure.

Annually, in conjunction with the adoption of the budget, Council adopts its Capital Works Program that sets out the projects that will be delivered in the next year.

CAPITAL WORKS STATEMENT

6 months ended 31 December 2022

	2022/23 December Adjusted Budget* \$'000	2022/23 December Actuals \$'000	2022/23 December Variance \$'000
Property			
Land and land improvements	0	0	0
Buildings and building improvements	1,997	1,116	881
Total property	1,997	1,116	881
Plant and equipment			
Plant, machinery and equipment	909	436	473
Computers and telecommunications	99	110	(11)
Total plant and equipment	1,008	546	462
Infrastructure			
Roads	3,659	1,746	1,913
Bridges	172	135	37
Footpaths and Cycleways	537	657	(119)
Drainage	149	156	(8)
Recreational, leisure and community facilities	2,721	3,516	(795)
Parks, open space and streetscapes	101	911	(809)
Other infrastructure	153	292	(139)
Total infrastructure	7,492	7,413	79
Total capital works expenditure	10,497	9,075	1,422

Capital works expenditure is under budget by \$1.4m at 31 December 2022.

Please note that Councillors were provided a confidential capital works report that provides more indepth information regarding project expenditure and progress.

* This column represents the year to date adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2021/22.

SECTION 3

Council Plan Actions – Progress Report

In line with Section 90 of the Local Government Act 2020, Council adopted a new Council Plan by 27 October 2021.

Council reviews the Council Plan annually and establishes actions across its four strategic objectives:

Connecting Communities;

Healthy environment, healthy people;

Business and tourism; and

Deliver strong and reliable government.

The actions are specific activities that will be undertaken within the financial year to support the achievement of the strategic objectives. This section provides a quarterly update on progress towards achieving the actions.

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	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
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	30%	60%	The design works for this year's footpath construction was completed in mid October 2022. Some construction works commenced in November with some footpaths due for completion by end December/early January 2023. The Shirewide Strategic Footpath Plan is being reviewed this financial year and will include a focus on accessibility for people of all abilities.	Manager Engineering and Resource Recovery	30 June 2023
Formalise the joint partnership with Hepburn Shire Council advocate the Victorian Government for support to undertake the detailed design and pre-project works for the Daylesford to Hanging Rock Shared Trails project	Advocate	Completed	50%	100%	COMPLETE - Memorandum of Understanding developed and signed by the CEO's of MRSC and Hepburn. Joint funding application submitted the Investment Fast Track Fund 17 August 2022. Funding application was unsuccessful. Future funding opportunities will be considered when available.	Manager Open Space and Recreation	30 June 2023
Commence a review of the Kyneton Movement Network Study (2018) to develop and guide the planning of future infrastructure requirements (multi-year)	Deliver	In Progress	30%	30%	Preliminary site visit completed. Consultants completed report on Issues and Opportunities. Internal review is ongoing. Briefing of councillors has been scheduled for 18 April 2023.	Manager Engineering and Resource Recovery	30 June 2023
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	50%	50%	Ongoing advocacy. A new weekend bus service to improve the bus network in Romsey/Lancefield regions commenced on 23 October 2022. From 31 October 2022, Flexiride Woodend now services a larger area, with extended operating hours on weekdays. We will continue to advocate for further improvements to bus and rail public transport services in regular meetings with the Department of Transport.	Manager Engineering and Resource Recovery	30 June 2023
Finalise the Woodend corridor study to investigate the movements of pedestrians, cyclists and vehicles within Woodend's main road corridor, identifying areas of concern and possible solutions	Deliver	Completed	100%	100%	COMPLETE - The Woodend Integrated Transport Plan was endorsed by Council at the 23 November 2022 Scheduled Council meeting.	Manager Engineering and Resource Recovery	30 June 2023
Review and update the 2018 Shire Wide Footpath Plan	Deliver	In Progress	30%	30%	Kick off meeting commenced with internal stakeholders September. Draft review ongoing. Community consultation will be held in February 2023.	Manager Engineering and Resource Recovery	30 June 2023
Advocate for increased State Government funding for supervised school crossings	Advocate	In Progress	50%	50%	Council resolved to join Monash City Council's Advocacy program and partipate in the management group. First meeting yet to be scheduled.	Manager Safer Communities	30 June 2023
Undertake intersection works at Brooke and Templeton Streets, Woodend to install a new slow point (Brooke Street), and the design and construction of a pedestrian crossing.	Deliver	In Progress	40%	40%	Design works for intersection completed in late October 2022. Project is under tender and construction will commence in February 2023.	Manager Engineering and Resource Recovery	30 June 2023

Integrate land-use planning, and revitalise and protect the identity and character of the shire							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Progress the Kyneton Town Centre Urban Design Framework to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	70%	60%	Work on the draft UDF has been delayed while a new consultant team is engaged to progress the project. A draft UDF is expected to be presented to Council for community consultation by second quarter of 2023/24.	Manager Strategic Planning and Environment	30 June 2023
Progress the Gisborne Structure Plan, incorporating the Neighbourhood Character Study and Town Centre Urban Design Framework Plan to a Council meeting for a decision on further steps required to confirm the future inclusion in the Macedon Ranges Planning Scheme	Deliver	In Progress	70%	70%	A report was presented to the 24 August 2022 Scheduled Council Meeting outlining a detailed consultation report that outlines a range of actions to be completed to enable the preparation of a revised draft structure plan. Council has since undertaken the procurement process to engage consultants to assist with movement and transport advice, investigating a response to economic and employment matters and a community infrastructure assessment.	Manager Strategic Planning and Environment	30 June 2023
Progress the Romsey Structure Plan to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	70%	70%	A report was presented to the 28 September 2022 Scheduled Council Meeting outlining a detailed consultation report that outlines a range of actions to be completed that will help to inform the preparation of the draft Structure Plan. Additional work has been requested this quarter to inform the Structure Plan. The project is on track to have a draft Structure Plan for community consultation in Q4.	Manager Strategic Planning and Environment	30 June 2023
Finalise the Planning Scheme Amendment to incorporate the heritage study for Woodend, Lancefield, Macedon and Mount Macedon into the Macedon Ranges Planning Scheme	Deliver	In Progress	100%	90%	Planning Scheme Amendment C127macr was submitted to the Minister for Planning for approval on 23 June 2022. Currently awaiting the Ministers decision.	Manager Strategic Planning and Environment	31 December 2022
Progress the Riddell's Creek Precinct Structure Plan, in conjunction with the applicant and the community	Deliver/Facilitate	In Progress	30%	30%	The proponent has submitted a draft precinct structure plan and development contributions plan for Council's consideration. The draft Precinct Structure Plan is likely to progress in early 2023 for a Council decision on commencing the planning scheme amendment process.	Manager Strategic Planning and Environment	30 June 2023
Enhance planning protection of the shire's heritage assets, through completion of the Macedon Ranges Shire Thematic Environmental History	Deliver	In Progress	90%	90%	A community consultation process was undertaken between August and September 2022 to inform the final draft of the Thematic Environmental History. Final feedback has been provided to the consultant with a final draft expected for Council's consideration in Q4.	Manager Strategic Planning and Environment	30 June 2023
Progress 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	40%	30%	The Executive Team have endorsed a project plan to progress the DCP review. A consultant team has been engaged to assist delivery.	Manager Strategic Planning and Environment	30 June 2023
Develop future work, following the outcomes of the Macedon Ranges Thematic Environment History project	Deliver	Not Started	0%	0%	This action will commence once the draft Thematic Environmental History is completed and ready to be presented to Council for adoption. This is anticipated to be in Q4.	Manager Strategic Planning and Environment	30 June 2023

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	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Finalise the preparation of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	60%	50%	Work on developing the draft Open Space Strategy is underway with a draft Open Space Strategy for community consultation now expected to be presented to Council in Q4.	Manager Strategic Planning and Environment	30 June 2023
Continue 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	50%	10%	Wet weather continues to impact progress on both the sporting field and stadium sites. Time can be made up for stadium site however up to 3 month delay expected for sports fields site. Advocating for future funding continues with both federal and state government. The timelapse photography is now being loaded monthly to the Sports Precinct Project - under the updates section.	Manager Facilities and Operations	30 June 2023
Deliver the annual capital works program within budget	Deliver	In Progress	30%	30%	Majority of the projects are on track to be completed within the budget, scope and time. The Capital Program Review Board is monitoring the progress against the approved timeframe and budget. There are challenges with cost escalations which may impact projects through the year. Officers will report monthly to Council on projects in distress and needing additional funding. Such additional funding will be managed within the approved annual capital works budget through budget movement across projects.	Manager Assets and Project Management Office	30 June 2023
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	Deliver/Partner	In Progress	50%	50%	Project awarded to consultant with the expected completion of consultant works scheduled for early March. Due to extenuating personal matters the consultant is delayed in delivery and we are now scheduled for endorsement at the September 2023 Scheduled Council Meeting. Councillor briefing and Council meetings have been scheduled.	Manager Open Space and Recreation	30 June 2023
Progress the concept design works for the Woodend Community Centre redevelopment, funded by Council and RDV, via the Investment Fast Track Fund commitment from 2021/22	Deliver/Partner	Completed	100%	100%	Project was completed and documents adopted at September 2022 Council meeting	Manager Economic Development and Visitor Economy	30 September 2022
Deliver the Barkly Square playing surface upgrade	Deliver	In Progress	50%	50%	Construction commenced, though progress subject to weather conditions. Estimated completion of construction May 2023.	Manager Open Space and Recreation	30 June 2023
Continue planning for Gisborne Skate Park upgrade	Facilitate	In Progress	50%	50%	Community consultation was undertaken 18 November 2022 - 16 December 2022, further feedback will be sought at the upcoming skate competition onsite. Following this, feedback will be considered and adjustments made if required. As this project is running in parallel with Shirewide Skatepark and BMX Strategy, there is a hold point at this point to ensure alignment with the alignment with the outcomes of the Shirewide Skate strategy.	Manager Open Space and Recreation	30 June 2023

Target community needs through development programs and grants							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Engage and consult with the community, groups and organisations to better understand community needs and program design	Facilitate	In Progress	50%	50%	This is an ongoing activity conducted throughout the year. Groups consulted include Neighbourhood Houses, Men's Sheds, Sunbury-Cobaw Community Health, Community Funding Scheme applicants.	Manager Community Strengthening	30 June 2023
Promote community centres and their programs – direct some Council community grant funding to initiatives that emphasise inclusiveness	Deliver	In Progress	50%	50%	All community centres and organisations have access to and get promotional information about Council's Community Funding Scheme and Small Project Grants Program. Funding sought for projects that result in greater inclusion are scored higher due to weighted assessment criteria. Examples include a project to fund an all accessible picnic setting and a program to support the LGBTQIA+ community.	Manager Community Strengthening	30 June 2023
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	30%	50%	Annual recurring project with Q1 and Q2 making recommendations to Council re allocations and administering Funding and Service Agreements to successful recipients. Q3 and Q4 will involved promoting new grants round, delivering information workshops, assessing applications and reporting to Council with recommended allocations.	Manager Community Strengthening	30 June 2023
Collaborate with Loddon Mallee partners and across Council to coordinate, support, engage and recognise volunteers	Deliver/Partner	In Progress	30%	25%	A draft project plan is currently being developed by the Learning and Development team to priorities recommendations. Key items include, Systems, policy, onboarding and induction for all volunteers.	Manager People, Risk and Wellbeing	30 June 2023
Promote the library programs of the Goldfields Library Corporation to engage the community	Deliver/Partner	In Progress	50%	50%	The Communications team continues to promote the programs our libraries offer the community and partner with them to promote key awareness days that promote health and wellbeing and connect communities. Libraries promote literacy and lifelong learning and offer vibrant spaces for people to gather in person and online.	Manager Communication and Engagement	30 June 2023
Review Council's role in supporting playgroups and toy libraries, and develop opportunities to strengthen the connections between users of early years and maternal and child health programs	Deliver	In Progress	25%	50%	Council has commenced reviewing opportunities to strengthen connections between users and services.	Manager Children, Youth & Family Services	30 June 2023
Conduct a comprehensive review of the Community Funding Scheme to ensure it is meeting the needs of the community	Deliver	Completed	100%	100%	Recommendations taken to Councillor Briefing were supported. The Community Funding Scheme Guidelines for 2023-24 (to be endorsed by Council in April) will reflect the supported recommendations of the review.	Manager Community Strengthening	31 October 2022
Improve access to Council's grants programs by implementing and promoting the new grants administration system	Deliver/Partner	Completed	100%	100%	New Grants and Administration System (SmartyGrants) implemented for Community Funding Scheme and Small Grants Funding Program	Manager Community Strengthening	31 July 2022
Continue to deliver improved outcomes for and recognition of our First Nations People							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Advance Indigenous reconciliation through working with First Nations People on the implementation of Council's Reconciliation Action Plan	Deliver/Partner	In Progress	50%	50%	RAP Implementation is progressing with a number of actions due in Q3 and Q4	Manager Community Strengthening	30 June 2023
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	Deliver/Partner	Planning	10%	20%	Reconciliation week is from 27 May to 3 June. Planning planning has commenced with requests made to Traditional Owners.	Manager Community Strengthening	30 June 2023
Implement the Aboriginal and Torres Strait Islander cultural awareness training strategy that is integrated into Council's Learning and Development Strategy	Deliver	In Progress	60%	60%	Two Cultural awareness (safety) sessions were implemented in Q1 with a total of 123 staff attending. Cultural awareness training provided to Councillors in Q2. Regular monthly lunch box sessions for staff are continuing with more formal cultural awareness sessions planned for Q3 and Q4.	Manager Community Strengthening	30 June 2023
Celebrate and recognise Indigenous culture at Macedon Ranges Shire Kindergartens including art work, sculptures, murals and mosaic seat	Deliver	In Progress	50%	50%	Council strive to recognise Indigenous culture at Macedon Ranges Shire Kindergartens. One example of this is via daily acknowledgement of country which occur at each kindergarten session. Council continually works to ensure indigenous culture is embedded in the learning curriculum via incursions, activities, educational resources engagement and consultation with elders.	Manager Children, Youth & Family Services	30 June 2023

Promote a more inclusive community by supporting community groups and vulnerable groups							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to support targeted initiatives 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	Deliver	In Progress	25%	50%	Council continues to work with partners to support targeted initiatives. A working group which includes MRSC and partners meets bi-monthly to plan activities for 2023 IDAHOBIT. Youth Services engaged and led activities for and promoted Wear it Purple Day	Manager Children, Youth & Family Services	30 June 2023
Continue to demonstrate leadership in advancing gender equality, through implementation of Council's Gender Equality Action Plan, including delivery of year one actions	Deliver	In Progress	50%	25%	Continuing to support and rollout targets specified in the action plan	Manager People, Risk and Wellbeing	30 June 2023
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	40%	50%	Architect in place and has provided a draft concept design. Input from stakeholders obtained during December informed the second design draft which is approved and a detailed design is underway.	Manager Facilities and Operations	30 June 2023
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	50%	50%	All Neighbourhood Houses are advised of all appropriate State and Federal Government funding opportunities as they arise. On those occasions when application are made, Council will additionally provide letters of support.	Manager Community Strengthening	30 June 2023
Implement year two of Village Hubs – a project to give older people the opportunity to connect for social activities and mutual support	Deliver	In Progress	50%	50%	Activity workplan developed and implemented. Various activities in progress across the shire in place to support isolated older people.	Manager Community Wellbeing	30 June 2023
Explore opportunities for affordable and social housing in the shire							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to progress an Affordable Housing Policy to guide Council's approach to housing needs	Deliver	Planning	50%	10%	Consultation required to progress this will occur in Feb 2023	Manager Community Wellbeing	30 June 2023
Work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire	Advocate/Partner	In Progress	50%	50%	Working with Homes Victoria to discuss the needs of the shire and land available in the region that is suitable for social and affordable housing	Manager Community Wellbeing	30 June 2023
Participate in development of the Loddon Mallee Housing Revitalisation Strategy and actions relevant to the Macedon Ranges Shire	Advocate/Partner	In Progress	50%	50%	Awaiting the release of the final Strategy.	Manager Strategic Planning and Environment	30 June 2023
Work with housing providers to seek Victorian Government funding to renew and, where appropriate, expand Council-owned or managed seniors' housing stock	Advocate/Partner	In Progress	50%	50%	Working with Homes Victoria to discuss the needs and land available in the region that is suitable for social and affordable housing. Exploring with relevant organisations the possibility to become partners to support applications to the Big Housing Build. Working with Wittingham on the build of 12 social housing units in Lancefield for seniors.	Manager Community Wellbeing	30 June 2023

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	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to deliver the actions for the Biodiversity Strategy 2018	Deliver	In Progress	50%	50%	Officers and volunteers have completed bird monitoring at 84 sites as part of 2022 Bird Blitz. Council has partnered in the Cross Carbon Offset Program Feasibility Study, which has identified using revegetation as an effective technique for carbon offsetting and biodiversity improvement. Council promoted the Black Hill-Green Hill Biolink project as featured on Gardening Australia in its December 2022 Environment enews. At the Scheduled Council Meeting of 26 October 2022, the public acquisition of Barrm Birm was included in Council's priority project prospectus. Roll out of native vegetation awareness campaign through media, social media, council newsletters and flyer in rates notices,	Manager Strategic Planning and Environment	On-going
Continue the Healthy Landscapes – Practical Regenerative Agricultural Communities project	Deliver	In Progress	50%	50%	Holistic Grazing Course has commenced. Two farmer discussion groups have been formed. Two webinars held. Equiculture Course promoted. Property visits underway. Private Land Conservation Officer attended Elmore Field days and Kyneton Show.	Manager Strategic Planning and Environment	30 June 2023
Implement priority actions outlined in the Roadside Conservation Management Plan	Deliver	In Progress	50%	40%	Engaged contactors for the first two rounds of roadside weed control, Internal staff training program underway including preparation of a new 'ute guide' for roadside management, Planning for 'what's on my roadside' events underway, scheduled for Q4	Manager Strategic Planning and Environment	30 June 2023
Protect, preserve and enhance bushland and biodiversity on Council land, through implementation of our Bushland Reserve Environmental Management Plans, and on private land, through the development of our bio link and habitat links	Deliver	In Progress	50%	50%	In conjunction with the Stanley Park Community Asset Committee, the review of Stanley Park Environmental Management Plan is underway, The Woodend Five Mile Creek Master Plan was adopted by Council at the Scheduled Council Meeting of 23 November 2022, Biolink projects underway with Upper Campaspe Landcare Network, Biolinks Alliance and Upper Deep Creek Landcare Network. Dalton Street Reserve Friends Group formed. Annual tree safety audits complete in conservation reserves. Hanging Rock Environmental Management Plan planting projects complete.	Manager Strategic Planning and Environment	30 June 2023
Continue to advocate to the Victorian Government for Barrm Birm to become a State Park due to its significant flora and fauna	Advocate	In Progress	50%	50%	At the Scheduled Council Meeting of 26 October 2022 Council resolved to: 1. Supports the ongoing advocacy to the State Government, in the lead up to the State Election on 26 November 2022, for the purchase of the privately owned lots in Barrm Birm for both community and environment benefit. This includes, but is not limited to, inclusion of the project in Council's Priority Projects Prospectus and on-going liaison with State Government representatives. 2. Notes that detailed ecological and cultural heritage assessments are planned that will help demonstrate the significant ecological and heritage values of the site. 3. Continues to offer the gift back program to all landholders and consider waiving outstanding rates to expedite this offer. 4. Continues to explore possible options to protect the site including seeking probate for deceased estates and new planning provisions. 5. Continues to liaise with real estate agents, new landholders or prospective buyers of the subdivision to ensure that they are aware of planning restrictions, native vegetation protection, access difficulties and promotion of natural values. 6. Continues to work with community groups to build awareness of the site's importance and natural values. Ecological and Cultural Heritage assessments are underway. Liaison with Riddles Creek Landcare to determine next steps and a 'vision' for the area. Inclusion of public acquisition of Barrm Birm in Council's priority project prospectus.	Manager Strategic Planning and Environment	30 June 2023

Lessen the severity of climate change, through actions that enable Council and the community to reduce greenhouse gas emissions							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Develop a Climate Emergency Response Plan to be a guide for both Council and the community to address climate change	Deliver	In Progress	20%	30%	Planning for the Climate Response Plan is underway. The Climate Risk Assessment has been completed. A Gender Impact Assessment is underway. A facilitator has been engaged to lead workshops scheduled for Q4.	Manager Strategic Planning and Environment	30 June 2023
Finalise a Zero Net Emissions Plan for Council Operations to guide our efforts in achieving zero net emissions by 2030	Facilitate/Deliver	Completed	100%	100%	Counting Down to Zero - Councils Zero Net Emissions Plan for Council Operations was adopted at the Scheduled Council Meeting of 14 December 2022.	Manager Strategic Planning and Environment	31 December 2022
Consider a suite of environmental upgrades to Council buildings to enhance energy efficiency and environmental performance	Deliver	In Progress	50%	50%	The feasibility study into heat pumps for aquatic centres is complete and Council is considering next steps through future budgets. EV charging stations for council operations project underway.	Manager Strategic Planning and Environment	30 June 2023
Continue delivery of a program of community climate change action plans across the shire's townships	Deliver	In Progress	90%	90%	Kyneton Community Climate Action Plan complete. Macedon/Mt Macedon Community Climate Action Plan currently seeking community feedback and expected to be completed in Q3. 'Check-in meetings' complete for Woodend, Malmsbury and Riddles Creek Cool Changes groups.	Manager Strategic Planning and Environment	30 June 2023
Research ways for Council to support the use and uptake of electric vehicles across the shire	Facilitate/Deliver	In Progress	50%	50%	Counting Down to Zero - Councils Zero Net Emissions Plan for Council Operations was adopted at the Scheduled Council Meeting of 14 December 2022, which identifies actions for Council to explore the uptake of electric vehicles. Ongoing engagement with Evie Networks has occurred to support their delivery of EV charging stations in Kyneton, Lancefield and Macedon.	Manager Strategic Planning and Environment	30 June 2023

Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Actively promote the use of reusable nappies through the Maternal and Child Health Service	Facilitate/Deliver	In Progress	50%	50%	Council is actively promoting the use of nappies via MCH, a targeted social media campaign and provision of information on MRSC website.	Manager Children, Youth & Family Services	30 June 2023
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	50%	70%	Approximately 45% of the actions are recurring and are underway. Seven finite actions are complete. Consultation and education activities are underway again with community.	Manager Engineering and Resource Recovery	30 June 2023
Decrease tonnes of waste to landfill per capita	Deliver	In progress	50%	90%	Diversion from landfill has been increasing with the completion of the rollout of FOGO bins to rural households. It is now at 75-76% diversion up from 38% before the 4-bin system. This is a great outcome. The current state-mandate is achieving 80% diversion by 2027, and officers are confident the Macedon Ranges community can achieve this outcome.	Manager Engineering and Resource Recovery	30 June 2023
Promote use of wash against waste at public events	Advocate	Completed	100%	100%	Promotion of the wash against trailer has commenced. There is also information on the web page and is a part of events booking process on Council property that organisers are made aware of the trailer's availability.	Manager Engineering and Resource Recovery	30 September 2022
Increase funding and resources to support the development of the new Waste Education Action Plan.	Deliver	In progress	60%	40%	The work on the Plan has commenced with a focus on incorporating the circular economy into the Plan and will be completed in 2023.	Manager Engineering and Resource Recovery	30 June 2023

Provide opportunities to experience open space and bushland reserves							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Work towards amending the Planning Scheme to introduce new policy and planning controls to implement the Significant Landscapes Study	Deliver	Delayed	25%	25%	Project has been placed on hold pending Minister for Planning's decision on Surf Coast and Bellarine Statement of Planning Policy. The Minister's decision will inform what changes may be required to the planning scheme amendment to implement the Significant Landscape Study	Manager Strategic Planning and Environment	30 June 2023
Update the Stanley Park Environment Management Plan and develop an infrastructure plan to determine levels of service for asset maintenance renewal.	Deliver	In Progress	30%	30%	Project plan has been developed with the Stanley Park Community Asset Committee. Consultants for the review of the Environmental Mmanagement Plan have been engaged.	Manager Strategic Planning and Environment	30 June 2023
Continue implementation of recommended master plan actions at the Gisborne, Kyneton and Malmsbury Botanic Gardens	Deliver	In progress	50%	50%	Current actions include West Entry Garden at Gisborne and the extention of the irrigation system at Malmsbury.	Manager Open Space and Recreation	30 June 2023
Review the Draft Rural Land Use Strategy in light of community feedback received, and determine the next steps	Deliver	Completed	100%	100%	The Rural Land Use Strategy project has now been concluded At the Scheduled Council Meeting of 14 December 2022 Council determined the following: 1.Resolves to not progress the current Rural Land Use Strategy project. 2. Notes the feedback received from the community on the draft Rural Land Use Strategy. 3. Notes the significant amount of background work, research and community feedback that has been developed and captured as part of the Rural Land Use Strategy project. 4. Notes the unresolved status of both the State Government's Planning for Melbourne's Green Wedge and Strategic Agricultural Land project, and bushfire considerations as a result of protecting and enhancing vegetation. 5. Notes that any future related work would be progressed as a new project and subject to Council approval as part of any future Council Plan and/or budget process. 6. Notifies all submitters and subscribers to the Rural Land Use Strategy project of Council's decision.	Manager Strategic Planning and Environment	30 June 2023
Provide opportunities for the community to experience open space and bushland reserves	Deliver	In Progress	50%	25%	Winter and Spring Environment Event Programs provided multiple education and citizen science opportunities during the quarter.	Manager Strategic Planning and Environment	30 June 2023
Develop the Woodend Racecourse Reserve Master Plan to assist future development opportunities of the reserve and surrounds	Deliver	In progress	30%	30%	Request for Quotation process completed, contract awarded and consultant to commence early 2023.	Manager Open Space and Recreation	30 June 2023

Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue priority waterway restoration works that implement adopted waterway environmental plans, which includes completing the master plan of the Woodend Five Mile Creek, and continued delivery of implementation of the Romsey Five Mile Creek Master Plan	Deliver	In Progress	50%	50%	Contractors engaged for summer weed control program. Woodend Five Mile Creek Master Plan adopted by council on 22 November 2022. Implementation plan now being prepared by environment, open space and landcare. Romsey Five Mile Creek CHMP complete - new capital works budget bid prepared for stage 2 of works.	Manager Strategic Planning and Environment	30 June 2023
Continue the water conservation works program	Deliver	In Progress	50%	50%	Priority works continue within the water conservation works program. Works are focused on summer weed & pest control in preparation for revegetation works over autumn/winter, and highlighting remediation works following flooding events over 2022. Tree safety audits are also high priority during this time.	Manager Strategic Planning and Environment	30 June 2023

Maintain systems, capacity and capability to manage, respond to and lead recovery after emergency events							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Monitor and mitigate key emergency risks	Deliver	In Progress	50%	50%	<p>Multiple Council working groups (for animal disease & flood); council participation in local flood plan with Vic SES; 2 Fire Prevention Officers employed by Council & active Municipal Emergency Planning Committees (inc. additional fire subcommittee). Behind target due to multiple new staff in key EM positions.</p> <p>Weekly email with CERA profile; flood risk closely monitored Oct – Nov 2022 through regular attendance to REMT & communication with community including community meetings & multiple social media; regular internal collaboration to ensure relevant staff available & ready for heightened flood risk undertaken</p> <p>The first round of roadside slashing and township hazard reduction works have been completed. This work is to help reduce the risk of a fire starting on a roadside, or within the township</p> <p>We are half way through the property inspection program looking at fuel loads on private land. Over 300 fire prevention notices have been issued so far.</p>	Manager Community Strengthening	30 June 2023
Leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events	Facilitate/Partner	In Progress	50%	50%	<p>Partnerships with multiple agencies are highly active; including through MEMPC & MFMPCC & additional partnerships in emergency relief, recovery & Safer Together/CFA. Community partnerships need boosting following transition of multiple, key new multiple staff.</p> <p>Conducted during flood event via REMT & other regional & state forums; partnership with ERV & LGV have resulting in various flood recovery supports (PWC partnership, Council Support Fund).</p>	Manager Community Strengthening	30 June 2023
Contribute to Municipal Emergency Management Planning	Facilitate/Partner	In Progress	50%	40%	<p>Council hosting and/ participating in MEMPC and delivering actions. Behind target due to transition of staff in key EM roles. Regular MFMPCC meetings, actions & planning highly active. Multiple sub plan are requiring updates.</p> <p>Conducted through flood event & Lessons Learnt process underway with PWC. Emergency Flood Plan review undertaken with council input provided to Vic SES (endorsement delayed by flood event).</p>	Manager Community Strengthening	30 June 2023
Learn from emergency management responses to improve future responses	Partner	In Progress	50%	50%	<p>Only continuous improvement from After Action Review of Storm 2021 Council lessons; single incidents reviews & improvements with MRM/MEMOs & process improvements. Behind target due to new EM staff.</p> <p>Lessons Learnt process underway with PWC. Staff encouraged to record reflections during event & immediately afterward. Initial reflection session conducted in Oct 2022 through monthly EM staff session.</p>	Manager Community Strengthening	30 June 2023
Continue to participate in the Municipal Association of Victoria Emergency Management Advisory Committee	Partner	In Progress	50%	50%	Council representatives have actively engaged and continue to use this strategic forum to advocate for Council's needs, share learnings and information related to improving emergency management preparedness, response and recovery.	Director Community	30 June 2023
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	Deliver	In Progress	50%	40%	<p>ERC site desktop research conducted & additional potential council buildings identified. ERC site audit program to begin. Delays due to new staff transition.</p> <p>Primary and secondary relief centres are identified and listed in the Municipal Emergency Management Plan. These sites have been audited and basic supplies purchased for each site to cover requirements needed for initial activation.</p>	Manager Community Strengthening	30 June 2023
Upgrade three Relief and Recovery Centres that are currently grid-connected to be able to operate off-grid during times of an emergency.	Deliver	In Progress	100%	40%	NBN upgrade only delivered (STAND project), off-grid power component planned for and to schedule (from Preparing Australian Communities program funded, matched with Council funding) project.	Manager Community Strengthening	31 July 2023

Encourage active and healthy lifestyles for people of all ages and abilities							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	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	50%	50%	CAPEX program for sporting infrastructure and facilities development underway. Playground renewal program is fully committed for 2022/23 financial year.	Manager Open Space and Recreation	30 June 2023
Work in partnership with health, education and community organisations, including sporting clubs and community groups, to enhance opportunities for improved health, and participation in passive and active recreation	Partner	In progress	50%	50%	Liaison and opportunities with sports clubs ongoing, annual sporting club meetings continue.	Manager Open Space and Recreation	30 June 2023
Continue to deliver the actions for the Municipal Public Health and Wellbeing Plan 2021–2025	Deliver	Ongoing BAU	50%	50%	Actions have been assigned and responsible managers will be required to report bi annually against progress of the assigned actions of the Municipal Public Health and Wellbeing Plan 2021-2025.	Manager Community Wellbeing	30 June 2023
Continue to deliver the actions for the Disability Action Plan 2021–2025	Deliver	Ongoing BAU	50%	50%	Actions have been assigned and responsible managers will be required to report bi annually against progress of the assigned actions of the Disability Action Plan 2021-2025.	Manager Community Wellbeing	30 June 2023
Continue to deliver the actions for Elevate – Council’s Youth Strategy 2018–2028	Deliver	In Progress	25%	50%	Council continues to make progress on Elevate actions, a dedicated report on the progress against actions will be published in February 2023	Manager Children, Youth & Family Services	30 June 2023
Continue to deliver the actions for Participate – Council’s Positive Ageing Plan 2020– 2025	Deliver	Ongoing BAU	50%	50%	Year 3 actions have been developed and are now being implemented across relevant departments.	Manager Community Wellbeing	30 June 2023

Engage families to promote the importance of early childhood education and health							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to partner with the Department of Education and Training (DET) 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	50%	50%	Council continue to partner with DET to support current education reforms, a building blocks grant for a new kindergarten in Lancefield to support the role out of 3 year old kindergarten was successful and planning has commenced for the building to be ready for 2024 school year. Further planning work is occurring to ensure there are adequate places in the Shire for all children to access an early education program.	Manager Children, Youth & Family Services	30 June 2023
Continue to provide and support access to quality kindergarten programs across the Shire	Deliver	In Progress	50%	50%	Council continues to provide and support access to quality kindergarten programs across the Shire via 8 council run services and supporting all council and non council run providers to come together via network meetings and workforce development working group	Manager Children, Youth & Family Services	30 June 2023
Improve social connection for children and families with barriers to social engagement	Facilitate	In Progress	50%	50%	Council supported the facilitation of Child First Supporting vulnerability through collaborative practice symposium, the promotion of events and services and Council run activities in Children's week.	Manager Children, Youth & Family Services	30 June 2023
Continue to deliver actions for Council’s Early Years Plan – CREATE	Deliver	In Progress	50%	50%	Council continues to deliver actions in create as scheduled a dedicated report on the progress against actions will be published in February 2023	Manager Children, Youth & Family Services	30 June 2023
Continue to strengthen municipal planning of early years services	Facilitate/Partner	In Progress	50%	50%	Council continues to work with DET, Department of Health and sector partners to ensure there is robust early years planning for Macedon Ranges Shire resulting in all eligible children having a place in a kindergarten	Manager Children, Youth & Family Services	30 June 2023
Explore feasibility of Macedon Ranges Shire becoming a Child Friendly community	Facilitate/Deliver	In Progress	50%	50%	Council continues to progress work on becoming a child friendly community	Manager Children, Youth & Family Services	30 June 2023
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	50%	50%	Council's Maternal and Child Health team continue to deliver these services. A MCH service will operate in Lanefield from 2024.	Manager Children, Youth & Family Services	30 June 2023

Support our community to ensure better access and connection for facilities and services							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to monitor the implication of aged care reforms on Council's role in supporting older people in our community	Deliver/Advocate	In Progress	50%	50%	Council decision to exit CHSP services, June 2023. Continue to monitor the reform across the sector and play a transitional and advocacy role to support current clients and community.	Manager Community Wellbeing	30 June 2023
Assist to improve mental wellbeing within the community							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to increase community awareness and resilience in relation to mental health, through initiatives such as Live4Life	Facilitate	In Progress	50%	50%	Council continues to increase community awareness and resilience in relation to mental health via Live4Life and via engagement and support of Macedon Ranges Suicide Prevention Action Group	Manager Children, Youth & Family Services	30 June 2023
Support and promote mental health by continued training of mental health first aid sessions through Live4Life	Facilitate/Deliver	In Progress	50%	50%	Youth mental health training continues to be facilitated, with 25 adults trained in the reporting period facilitated by MRSC. 3 instructors from community were accredited as teen mental health first aid instructors. Additionally 1 community member was trained in the provision of youth mental health first aid.	Manager Children, Youth & Family Services	30 June 2023
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	50%	50%	As a part of the Youth Mental Health advocacy work 3 grant applications have been submitted. The Youth Mental Health advocacy group have been engaged in the development of this application and members have provided written support for grant application. In addition to mental health and wellbeing supports the hub would provide an activated and interactive space for young people and be a venue for youth programs to be facilitated from. One grant application was unsuccessful and the outcome of 2 grant is pending.	Manager Children, Youth & Family Services	30 June 2023
Continue to support Phase 2 of Sunbury and Cobaw Community Health's Human Code Project, through the Healthy Masculinities Partnership Grant	Partner	Completed	100%	100%	This project is complete. Cut the Silence was the final project as part of the #humancode project.	Manager Children, Youth & Family Services	30 September 2022
Continue delivering Live4Life in secondary schools and the wider community across the shire	Partner/Deliver	In Progress	50%	50%	347 students received teen mental health first aid for the reporting period. 7 young people graduated in the Live4life program as mental health crew leaders during the first half of the financial year, this was made up of at least 1 student from each member school.	Manager Children, Youth & Family Services	30 June 2023
Develop and deliver a primary school-based mental health and wellbeing model for grade 5 and 6 students across our shire for trial in Terms 3 and 4 2022 with full implementation to occur in 2023 school year	Deliver	Delayed	50%	50%	2 schools have been identified to lead piloting of the model, this will occur in term 1 and 2 of 2023. Consultation and co-design has occurred with Primary School students, parents and teachers.	Manager Children, Youth & Family Services	30 June 2023

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	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Implement key actions contained in Year 1 and 2 of Council's Economic Development Strategy 2021–2031	Implement/Facilitate	In Progress	50%	40%	Numerous Year 1 and 2 actions from the Economic Development Strategy were progressed during the reporting period. The Outdoor Activation Program supporting business expansion by improving outdoor spaces drew closer to completion. Further progress was made in securing improved mobile phone and internet connectivity especially at Woodend, Gisborne South and Kyneton. A very well attended business breakfast was delivered in partnership with Macedon Ranges Tourism in October. Planning for further collaborations with industry groups to build business capability in 2023 got underway.	Manager Economic Development and Visitor Economy	30 June 2023
Progress the Events Strategy 2021–2025, including ongoing development and delivery of the Autumn Festival	Deliver	In Progress	50%	40%	2023 Autumn Festival events and trail detail is being finalised. Sponsorship from businesses has been finalised for 2023. Conversations with State Government regarding funding are ongoing.	Manager Economic Development and Visitor Economy	30 June 2023
Continue delivering actions from the Arts and Culture Strategy 2018–2028	Deliver	Ongoing BAU	50%	25%	Arts and Culture continue to advance numerous strategic objectives in Q2. There were 10 events delivered at the Kyneton Town Hall (KTH), including two sold out shows for Kitty Flanagan, numerous community events and the launch of the Arts and Culture program for January to June 2023. The Museum continued to exhibit samples of the heritage collection at off-site venues, while preparing to close for a period due to roofing restorations.	Manager Community Strengthening	30 June 2023
Identify and support initiatives that involve participatory arts practices	Deliver	Ongoing BAU	50%	40%	Leading from the overwhelming response to the call out to local bands to perform at the KTH Launch, Arts and Culture have developed a Live and Local initiative, supporting the development of a local bands database on the Macedon Ranges Community Halls Inc. website. This database will make it easy for community groups to find local entertainment for events they hold. KTH Kids planning is underway for activities during school holidays throughout 2023.	Manager Community Strengthening	30 June 2023
Support the development of local festivals, events and cultural activities across the shire	Partner/Deliver	In Progress	50%	40%	Ongoing support for event delivery through the Events and Festivals fund. With elimination of COVID requirements many postponed events have now run their first event following pandemic. Visitor Economy team are providing assistance to support ongoing recovery and raising awareness through social media posts.	Manager Economic Development and Visitor Economy	30 June 2023
Continue to support the community and businesses to create their own festive season decorations	Partner	In Progress	50%	50%	Community groups were supported in their preparations to install their own festive season decorations via facilitation of permit processes and other guidance as needed. Officers encouraged business and community groups to consider expanding their offering by lodging applications for Council's Small Projects and Community Projects grants.	Manager Economic Development and Visitor Economy	30 June 2023
Increase funding to improve signage/ way finding within our town business centres	Deliver	In Progress	50%	25%	Engagement with State Government agencies has taken place to discuss funding for replacement Tourism directional signage on highway and main road entry points to the Shire.	Manager Economic Development and Visitor Economy	30 June 2023

Support local industry sectors that align with our Community Vision and strategies							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	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	50%	60%	Quarterly Business and Tourism/Industry Sector Stakeholder forums continue to be hosted by Council officers with the final 2022 meeting held in December. Dates were confirmed for the 2023 meeting schedule. Representatives from the Gisborne and Malmesbury business communities were encouraged to be involved. The key needs of the various groups involved, to build capacity and resilience, were identified and a plan to move this forward in 2023 was agreed upon.	Manager Economic Development and Visitor Economy	30 June 2023
Continue to increase the engagement of the business community with the Macedon Ranges Shire Council Business Awards	Deliver	In Progress	50%	50%	The 2022 Business Excellence Awards program was successfully delivered - culminating in the Gala event in November. Preparatory work got underway on the inaugural Macedon Ranges Community Choice program for 2023. The process of securing a contractor to deliver the formal Business Excellence Awards program for 2024 progressed well.	Manager Economic Development and Visitor Economy	30 June 2023
Promote local purchasing and the circular economy by implementing Stage 3 of the Go Local First campaign	Deliver	Planning	50%	30%	Reinforcing the 'Go Local First' message in the lead up to the festive season, 'The Macedon Ranges Gift Shop' was supported (for the third year) where vouchers distributed to local families were spent at participating local businesses. This initiative was delivered in collaboration with Sunbury Cobaw Community Health and Kyneton Baptist Church.	Manager Economic Development and Visitor Economy	30 June 2023
Attract investment in the region by actively supporting the creation of an Invest Loddon- Mallee website	Advocate	Completed	50%	100%	Officers were involved in the Project Reference Group for the Invest Loddon Mallee website and provided Macedon Ranges content. Following review and several changes of the first iteration the website went live on 6 July 2022.	Manager Economic Development and Visitor Economy	30 June 2023
Support small business and the local economy							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Consolidate delivery obligations under the Small Business Friendly Charter: <ul style="list-style-type: none"> o Deliver 14-day payments to local suppliers o Engage with businesses o Streamline business applications o Help set up and support local business networks 	Deliver	Ongoing BAU	50%	50%	Payments are made within the 14 day period. Business engagement continued with 23 individual business visits taking place in the quarter. A review of the statutory planning processes was undertaken with a view to streamlining the process. Support for local business networks was provided in a range of ways including the hosting of the quarterly BATAs and industry sector peak bodies meeting in December - the first face to face for two years.	Manager Economic Development and Visitor Economy	30 June 2023
Support the local economy by encouraging procurement to be undertaken locally	Advocate	Ongoing BAU	50%	50%	Planning for a procurement and tendering information session aimed at local businesses got underway - with a view to delivery in the second half of the financial year. In addition, where possible, local goods and services were procured for the Macedon Ranges Business Awards 2022 including utilisation of a venue in the east corridor.	Manager Economic Development and Visitor Economy	30 June 2023
Engage with emerging technology solutions and initiatives to increase the liveability of the shire							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Advocate for improved telecommunications infrastructure, with a focus on blackspots	Advocate	Ongoing BAU	50%	50%	Engagement with service providers continued. Two highlights include progress on plans to install an additional tower in Kyneton and the "go-live" in December of the new infrastructure on the Coles building in the Woodend town centre. The latter providing an immediate improvement in 4G and 5G services.	Manager Economic Development and Visitor Economy	30 June 2023
Actively participate in government reviews and initiatives to increase provision of service and awareness of issues	Advocate/Partner	Ongoing BAU	50%	50%	Regular contact with Regional Development Victoria was re-instated with a focus on future grant funding opportunities. Support was provided to NBN to deliver local engagement sessions. Information and updates regarding both planned and unplanned Telstra telecommunications outages were provided to local businesses.	Manager Economic Development and Visitor Economy	30 June 2023
Investigate provision of Wi-Fi in each of the towns in the shire to increase telecommunications connectivity – advocate for funding for delivery of this project	Advocate	Planning	50%	25%	A new initiative bid was lodged to seek resources via the 2023-2024 budget process, to deliver this project.	Manager Economic Development and Visitor Economy	30 June 2023

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	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Develop and implement a new Risk Strategy and Strategic Risk Register	Deliver	In Progress	75%	50%	Risk Register was presented at the Novemember 2022 Audit and Risk Committee meeting for consideration	Manager People, Risk and Wellbeing	31 March 2023
Regularly review and update long-term financial and infrastructure planning to guide our budget decisions, to ensure they are responsible and sustainable	Deliver	In progress	40%	20%	The Long-term financial plan has been rolled over with audited 30 June 2022 figures. Work is currently beginning on looking at future years and the affordability of providing the require funds to provide for operational and capital expenditure. Work will continue in the future months along side the budget process.	Manager Finance and Reporting	28 February 2023
Deliver a new project management framework and software for delivery of capital work projects	Deliver	Completed	100%	100%	The project management framework and Project Lifecycle Module are complete and went live on 4 July 2022.	Manager Assets and Project Management Office	31 July 2022
Meet financial reporting requirements, in line with the Local Government Victoria framework	Deliver	In Progress	50%	50%	Council's Annual Financial Statements, Performance Statement and Quarterly Report are being presented to Council within the required timeframe.	Manager Finance and Reporting	30 June 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	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Conduct the 2022 Employee Survey and develop an action plan responding to key survey findings	Deliver	In Progress	75%	50%	Survey has been completed, results and key themes are being collated and will be presented to our management team and business units for consideration and discussion.	Manager People, Risk and Wellbeing	30 June 2023
Provide appropriate training and development of staff to ensure continuous improvement and access to the required skills	Deliver	In Progress	50%	25%	Complusory training modules continue to be rolled out, including the introduction of status and completion reports.	Manager People, Risk and Wellbeing	30 June 2023
Negotiate a new Enterprise Agreement	Deliver	Delayed	100%	80%	Draft Enterprise Agreement 2022 went to an all staff vote which was unsuccessful. Negotiations will re-commence February 2023	Manager People, Risk and Wellbeing	31 January 2023
Review Local Law 10, which provides the procedures for the administration of all Council's Local Laws	Deliver	In Progress	25%	50%	Project plan developed, project management team has started regular meetings and Internal consultation planned for October 2022. In Q2 the internal consultation was completed and all feedback collated and sent to lawyers for consideration in first draft of new local laws, due back in early Jan 2023.	Manager Safer Communities	30 June 2023
Review Council's current software providers to determine if an enterprise solution is available to meet Council's needs	Deliver	In Progress	25%	20%	Council has signed the TechnologyOne Software as a Service contract. A project plan has been developed for the migration to the new ICT environment. Council has provided a copy of ihe relevant data and configuration to TechnologyOne.	Manager Information Services	30 June 2023

Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Actively participate in community and government networks and regional alliances	Partner/Facilitate	In Progress	50%	50%	Council is continued to be represented at various government networks and regional alliances. This representation will continue throughout the year.	Manager Finance and Reporting	30 June 2023
Actively meet local members and key decision makers to influence positive outcomes for the Macedon Ranges community	Partner/Facilitate	In Progress	50%	50%	Representatives of Council continue to meet with local members and key decision makers to advocate for positive outcomes for the Macedon Ranges community.	Manager Finance and Reporting	30 June 2023

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	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Implement actions from the review of the Customer Request System, with the aim of improving our customer service and response times for ratepayers	Deliver	In Progress	40%	40%	Customer Service have completed the review of Action and Responsible Officer information within Pathway. A Customer Service Request tracking dashboard has been developed and provided to all Managers. The Customer Service Charter is being reviewed to provide details on definition of a Complaint vs Customer Request. Planning enquiries are now directed through to our Customer Service Officer to ensure improved tracking and customer experience.	Manager Information Services	30 June 2023
Continue to develop and implement the Community Engagement Framework	Deliver	In Progress	50%	25%	The Community Engagement Policy review has fed into the communications operations and will guide the development of the Community Engagement Guidelines. These will be used to deliver a schedule of engagement opportunities for Councillors and the community. This is set to commence in 2023.	Manager Communication and Engagement	30 June 2023
Review the organisation's Customer Charter to further enhance our service excellence to the community	Deliver	In Progress	100%	50%	Review is underway and feedback has been provided. A draft of the Customer Service Charter will be prepared based on the feedback	Manager Community Strengthening	31 December 2022
Improve our digital platforms, ensuring they are fully accessible for all residents and ratepayers	Deliver	In Progress	40%	30%	The Information Services Digital Strategy 2022-2027 has been completed and will be presented to the Information Steering Committee for endorsement in January 2023. The Strategy has been presented to the Councillors and all Managers and Coordinatoers. This will guide the services Council provide over the next 4 years. The first project which has been identified is the implementation of Online Planning Permits, this is scheduled for Q4.	Manager Information Services	30 June 2023
Support transparent and evidence-based decision making, through sharing Council data and clear							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Ensure compliance with legislative external reporting and disclosure obligations, and ensure internal reporting frameworks are delivered to demonstrate transparency to the community	Deliver	In Progress	50%	25%	The September 2022 quarterly report was adopted by Council on the 23 November 2022	Manager Finance and Reporting	30 June 2023
Reporting on our measures of success to the community							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Strengthen community engagement practices and relationships, with the development and implementation of Community Engagement Guidelines	Deliver	Planning	50%	10%	The Community Engagament Guidelines will soon be developed on the successful appointment of the Communications Coordinator. We anticipate these guidelines to be developed in the next six months and rolled out for use amongst staff. This will enhance our engagement efforts and provide resources for Council on how to do best practice engagement with the community.	Manager Communication and Engagement	30 June 2023
Report on the delivery of Year 1 actions of the Council Plan	Deliver	Completed	100%	100%	Report was presented by the Mayor at the 26 October 2022 Council meeting. The Annual Report has been published on Council's website.	Manager Finance and Reporting	31 December 2022

SECTION 4

Customer Service

This summary provides an overview of Council's Customer Service Operations in relation to customer service standards.

Customer Service Standards

Customer service standards are used to measure the quality of customer service, and are defined in Council's Customer Service Charter and Complaints Policy.

Customer service standards set the timeframes (standard of responsiveness) for responding to phone calls, emails, requests for service, correspondence and complaints. The timeframes are:

Method of contact	Response time
Phone	Calls answered within 30 seconds
Mail (including fax)	Respond within 10 working days
Request for service	Respond within 10 working days
Complaints	Respond within 10 working days

To measure our performance and assist staff to meet this standard of responsiveness, Council software systems, which register mail and record requests for service, have been configured to record how we respond to customers.

Standard of responsiveness for the quarter

Table 1 – Customer Request Status (Responsiveness) Q2, 2022/2023

Customer Request Status (Responsiveness)														
1 October 2022 to 31 December 2022	Total requests received		Response not requested		Not configured		Responded, On-time		Responded, Overdue		Not yet Responded, Not yet Due		Not yet responded, Overdue	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
	6881	100%	3702	53.8%	42	0.61%	2477	36%	418	6.07%	9	0.13%	233	3.39%

"Not configured" (0.61%) refers to requests that have not been configured in the workflow in the request system. *i.e. Does the customer want to be contacted / response from the actioning officer?*

"Not yet Responded, Not yet Due" is a new inclusion in Quarter 2 that was previously not recorded in Quarter 1.

An increase in requests from Quarter 1 to Quarter 2 can partly be attributed to the flood on 6 October 2022. An increase in requests received can also be partly attributed to the Statutory Planning department receiving requests through one of Council's software systems, Pathway. This was implemented on 28 November 2022 with a total of 273 requests being logged for the period (28 November to 31 December 2022).

Table 2 – Customer Request Status (Completion) Q2, 2022/2023

Customer Request Status (Completion)																
1 October 2022 to 31 December 2022	Total requests received		<10 days		10 to 15 days		11 to 20 days		21 to 30 days		31 to 60 days		61 to 90 days		Not complete	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
TOTAL	6881	100%	3796	55.17%	750	10.9%	361	5.25%	334	4.85%	392	5.7%	3	0.04%	1245	18.09%

The Customer Request Status results in Table 2 apply to the whole organisation, not just the Customer Service Team.

“Not complete” includes the following status: Logged; In Progress; Under Review / Inspection; Pending Inspection; Pending Customer Response; On Hold; On Hold 7/30/60 Days; On Hold 7/10/30/60 Days Overdue; Action Required by Four Seasons and Completed by Four Seasons.

Table 3 – Calls Received, Answered and Abandoned Q2, 2022/2023

Calls Received, Answered and Abandoned						
1 October 2022 to 31 December 2022 PHONE QUEUES	Total Calls Received		Total Calls Answered		Total Calls Customer Abandoned	
Customer Service Team	14726	80.81%	13064	88.71%	1662	11.29%
Other Departments	3497	19.19%	3039	86.90%	458	13.10%
TOTAL	18223	100%	16103	88.37%	2120	11.63%

Calls for the Planning Team are received via Customer Service. Calls to other departments will often overflow to the Customer Service team.

The average customer ring wait time for the call to be answered by the Customer Service Team was 40 seconds. The increase in the average customer ring wait time for the call to be answered from Quarter 1, (27 seconds) to Quarter 2, (40 seconds) can be attributed to an increase in calls totalling 18223 in Quarter 2 compared to 17185 in Quarter 1. An increase of 1038 calls for the period. The increase in calls and subsequent increase in wait time, in part, can be attributed to the flood event in October 2022 and also the introduction of logging requests for the Statutory Planning department via Pathway. The recording of detailed information in to the Pathway system may have contributed to the delay in answering the next call in the queue.

SECTION 5

People, Risk & Wellbeing Report

This summary provides an overview of Council's People, Risk & Wellbeing operations which includes staff numbers and turnover, along with information in relation to Council's risk management and safety and wellbeing.

People, Risk and Wellbeing Report Quarter 2 2022-23

Staff overview per Directorate

Table 1. Staff numbers as at 31 December 2022.

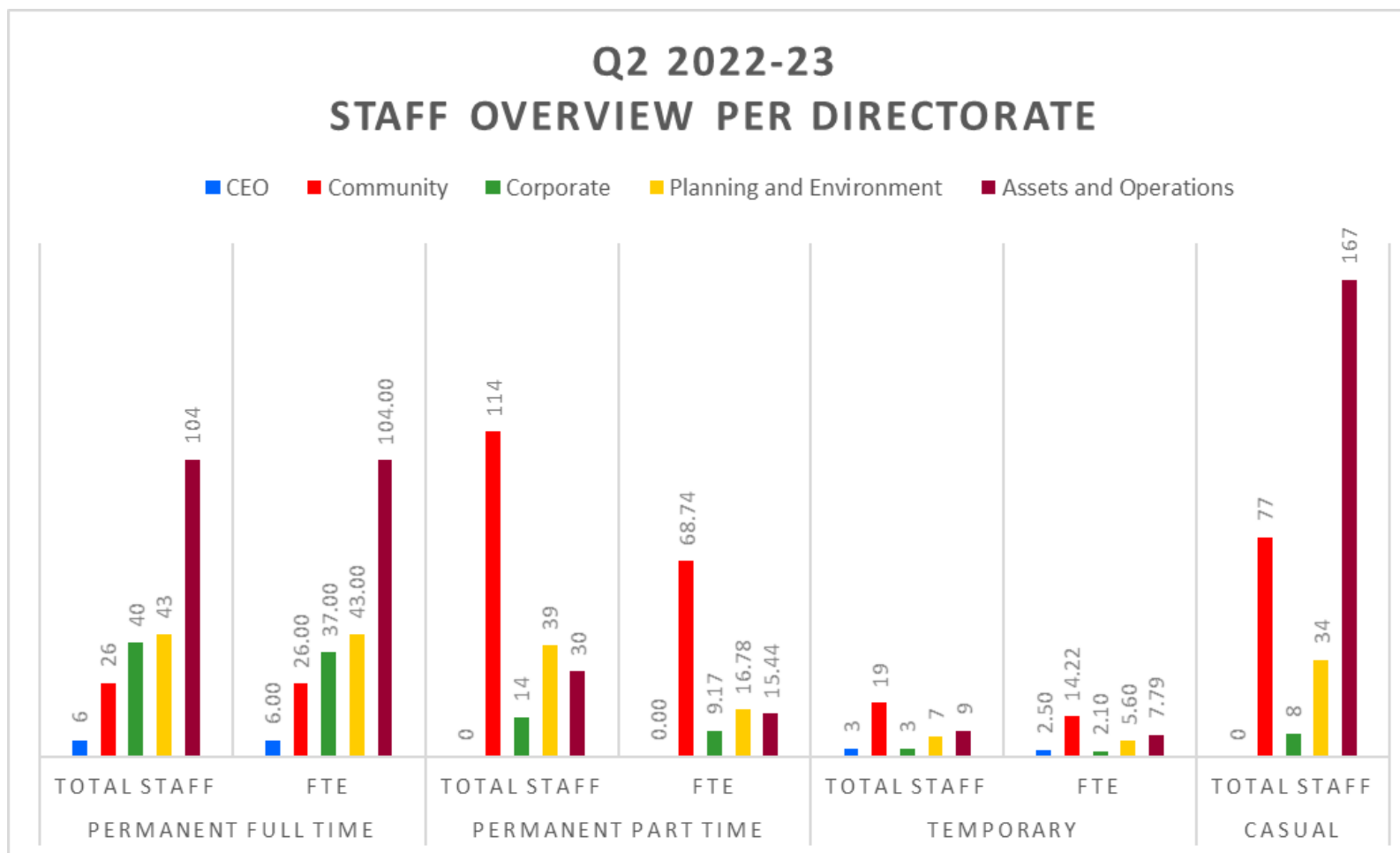


Table 2. Comparative staff turnover

This is based on the Local Government Performance Reporting Framework (LGPRF) model for reporting turnover and does not include fixed term staff of 6 months or less or casual employees.

Financial Year	Quarter	Staff Turnover %
2020-21	Q4	4.09%
2021- 22	Q1	4.50%
	Q2	5.44%
	Q3	5.00%
	Q4	3.52%
2022-23	Q1	5.45%
	Q2	3.52%

Risk Management

Council has profiled its strategic risks as seen in Table 3 below. The strategic risks are the risks associated with achieving Council plan. Council is managing its risks in line with the Macedon Ranges Shire Council Risk Management Framework.

Table 3. Strategic risk profile

ID	Risk name	Risk event	Risk rating	Improvement actions
1	State of emergency	Risk of damage to environment and assets and injury to people.	Very high	10
2	Financial viability	Risk of inability to provide agreed/legislated services to community.	High	10
3	Community customer service expectations	Risk of poor public perception of Council.	High	8
4	Local planning scheme	Risk of planning not being maintained to manage growth and environmental change.	High	3
5	Business planning	Risk of poor business planning and decision making.	High	5
6	ICT Cyber / Security and Data Protection	Risk of a breach to ICT systems and/or data	High	1
7	Staffing	Risk of inability to deliver service and serious injury or death to staff.	High	16
8	Economic environment	Risk of not having a local economic environment that supports community, industry and business.	Medium	3
9	Legislative compliance	Risk of non-compliance with legislation.	Medium	5
10	Environmental harm	Risk of environmental pollution or harm related to shire activities.	Medium	9

Table 4. Insurance Claim Notifications

Reporting period Q2: 1 October – 31 December 2022

Status	Property Damage						JLT Municipal Asset Protection Plan	Public Liability	Total
	Drains	Contractor s	Roads/ Footpaths	Trees	Council Works	Fleet			
Closed and /or declined	8	3	19	2	0	2	1	1	36
Open and under investigation	1	1	2	3	1	3	0	0	11
Progressed to claim status	4	n/a	2	3	4	1	7	0	21
Total	13	4	23	5	5	6	8	1	68

Analysis

There was a 55% increase in claim activity when compared to Q1 which is due to the two major storm weather events, prompting two shire wide claims.

- 19 Council owned facility assets were impacted.
- Two Park assets impacted.
- 11 footbridges assets were impacted.
- Five road bridges assets were impacted.
- Storm event (dated 13 October 2022) attracted a one-off flood excess of \$20,000.
- Storm event (dated 6 and 7 October 2022) attracted a one-off standard excess of \$2,000.

Of the **four** drain claims, **three** of these have been referred to the Liability Mutual Insurance scheme (LMI) as potential Public Liability claims.

Safety & Wellbeing

In Q2 2022-23, Council received 148 incident reports which is greater than previous quarters (Q1 2022-23, received 92 incident reports). The increase is primarily due to a rise in the reporting of hazards. This uptake in reports demonstrates a strengthening in safety culture, highlighting the impact of staff training relating to hazard awareness and the necessity to report incidents to create improvement opportunities.

Table 5. Incidents by type

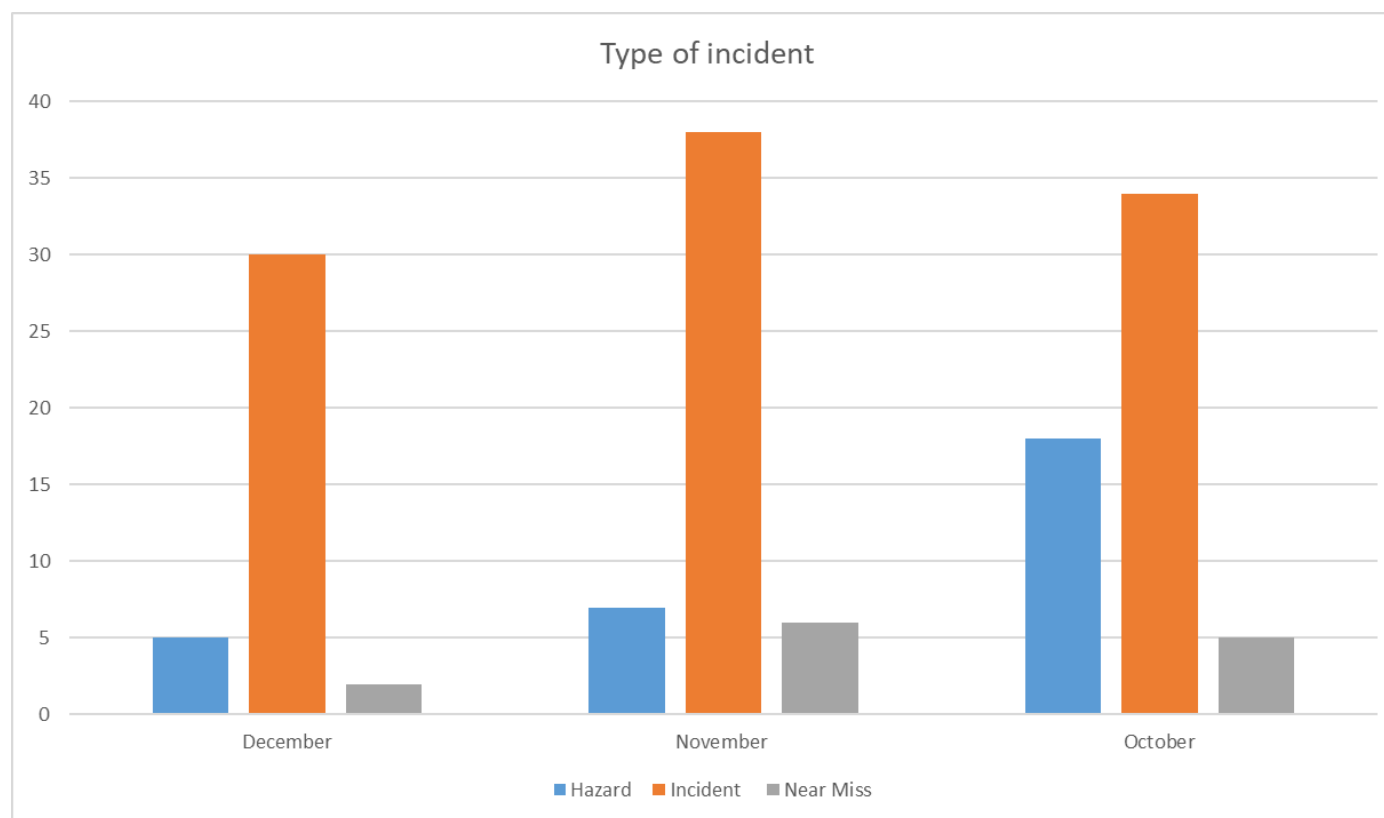


Table 6. Injury type

In Q2 2022-23 the majority of incidents caused no injury, followed by 'wound, laceration, amputation and internal organ damage' and 'other claims' categories (all minor injuries).

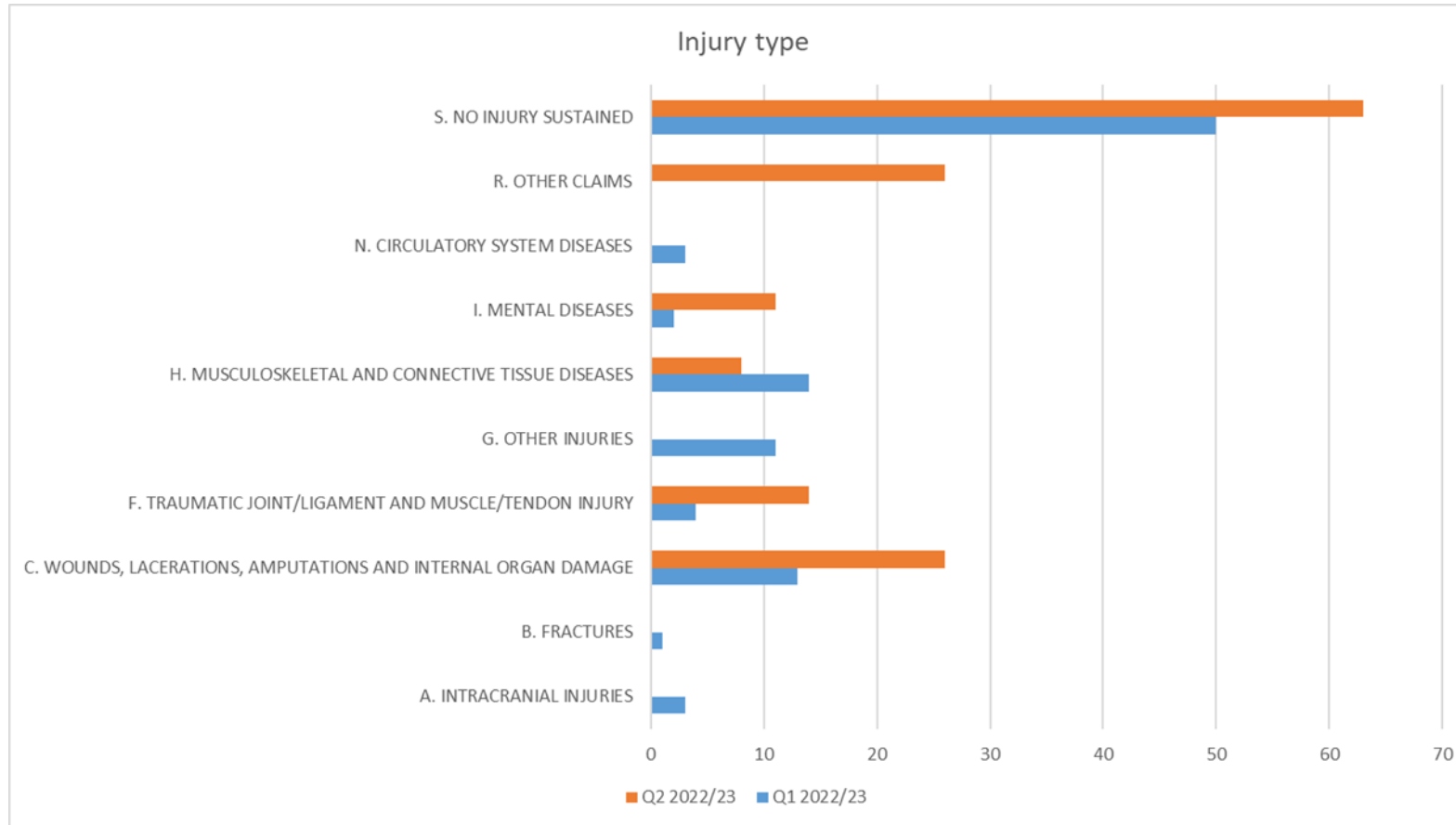
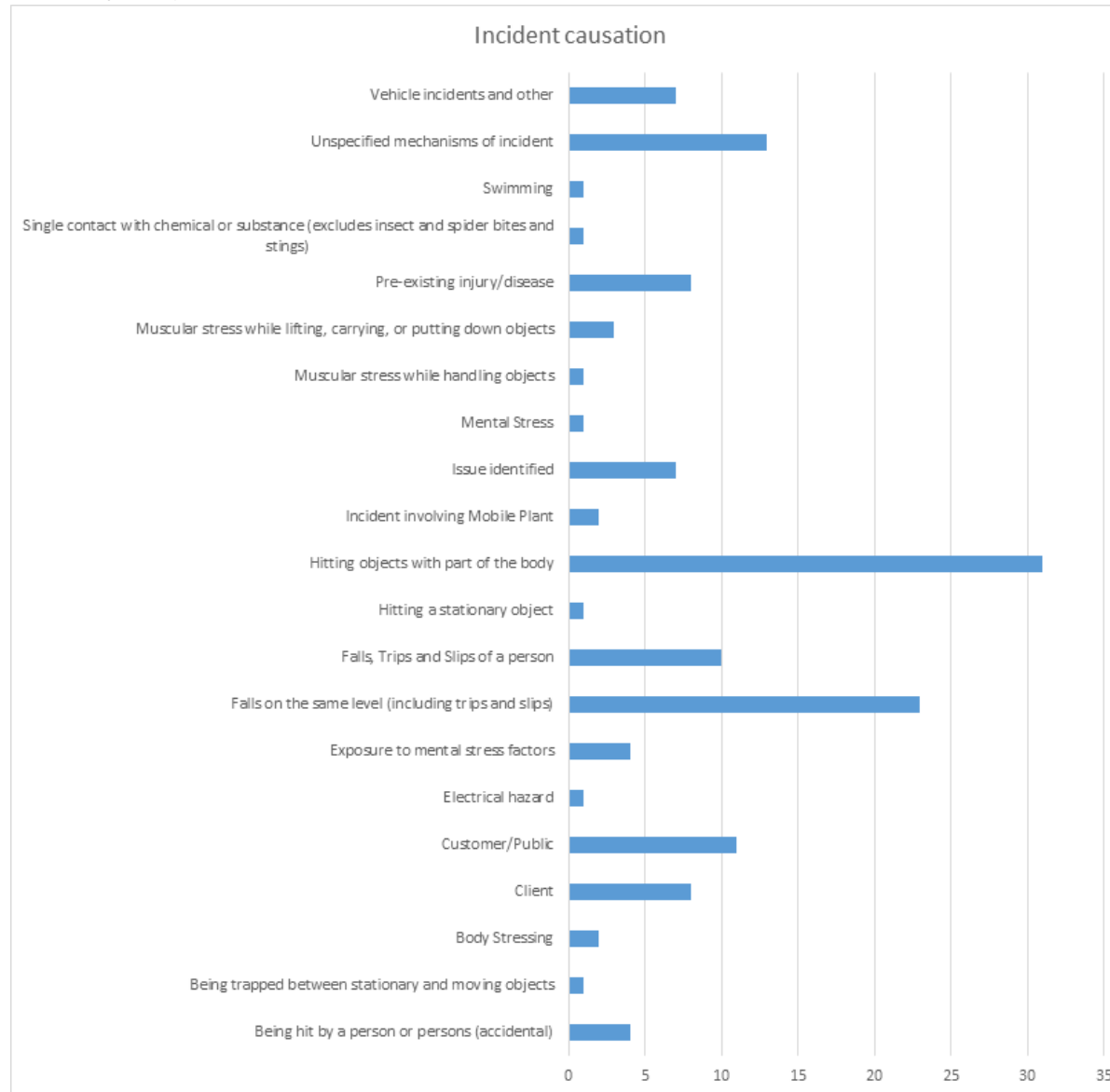


Table 7. Incident causation

In Q2 2022-23 the majority of incidents were caused by 'Hitting objects with a part of the body ' followed by 'Falls on the same level (including trips and slips) ' categories (all minor injuries).



SECTION 6

Implementation of Council Resolutions

The implementation of Council decisions without undue delay is a fundamental function and responsibility of the Chief Executive Officer. In practical terms this responsibility is delegated to the relevant Council Officers.

This report provides a progress report on the actions undertaken by staff to implement the decisions made by Council at Scheduled and Unscheduled Council Meetings and Delegated Committee Meetings during the quarter and includes any previous decisions of Council that are yet to be completely implemented.

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	27-Feb-19	Scheduled	Notice of Motion No. 10/2018-19 – Councillor Jennifer Anderson That Council refer to the budget process the development of a policy for management of bluestone assets owned and/or managed by Council.	Continuing to utilise the guide as is, in draft. The final guide will be presented to councillors at their 28 March 2023 Councillor Briefing session.	Director Assets and Operations	In progress	90%
Assets and Operations	26-Jun-19	Scheduled	Notice of Motion No. 24/2018-19 – Councillor Jennifer Anderson That officers provide information to Councillors at a future Councillor Briefing regarding: 1. The current use of recycled products in construction projects (including the purchase of materials and equipment) and current involvement in trial projects for the use of recycled material; and 2. Additional resources that may be required to: a. understand current industry recommendations, practices and cost implications of implementation of an increase in use of the recycled products; and b. participate in or undertake trial projects in the use of recycled products. with a view to this information being used to help inform future policy and budget decisions about the use of recycled products in Council projects.	Resolution 1: Briefing Scheduled in Q2 2022-23 to brief councillors on actions. Resolution 2: Officers will develop guidelines on the adequate use of recycled materials, noting that external agencies such as Australian Road Research Board have commenced the development of guidelines. A meeting was held with RMIT on 20 December 2022 to explore collaboration in using bio-wood recycled materials within concrete for trialing footpath. An updated bulletin will be provided in February 2023.	Director Assets and Operations	In progress	95%
Corporate	28-Aug-19	Scheduled	Proposed land swap and boundary realignment at Walshes Road, Woodend That Council: 1. 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; 2. 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; 3. Be presented with a report at the 23 October 2019 Ordinary Council Meeting to consider the submissions and the approval of transfers; 4. On the basis that no submissions be received at (2) above: a) Approve the transfer of land under the land swap; b) Advertise a government gazettal notice to declare the realigned section of Walshes Road a government road; and c) Authorise the Chief Executive Officer to sign the necessary documentation to enable the land swap to occur. 5. 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 6. Endorse the rezoning of land at (5) above as the basis to prepare Planning Scheme Amendment C138macr a) Request Authorisation from the Minister for Planning to prepare Amendment C138macr pursuant to Section 9 of the Planning and Environment Act 1987 i. 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	Proposed changes to flood mapping in Kyneton – Request to proceed with a Planning Scheme Amendment That Council: 1. Endorse that the amendment proceed as a local amendment to the Macedon Ranges Planning Scheme; 2. Note the findings from the community consultation and thank the community for their participation; and 3. Request authorisation from the Minister for Planning and prepare draft amendment documents for the purposes of proceeding to a formal exhibition of the amendment.	DELWP's Regional Planning Hub team has agreed to consider progressing this amendment as part of a broader implementation of similar flood studies from across the State. Council is currently awaiting advice that this amendment will be progressed as part of this broader DELWP amendment.	Director Planning and Environment	In progress	66%
Planning and Environment	27-Nov-19	Scheduled	Dog and cat control order That Council: 1. 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"; 2. 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; 3. 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; 4. 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; 5. Receive a further report at a future Council meeting on the progress of recommendations 3 and 4; 6. 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 7. 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.	1. Completed - Dog and Cat Control Order including Schedule 2 updated to include Mount Gisborne Reserve. 2. Completed -Notice published in the Government Gazette and local papers in December 2019. 3. Liaising with DELWP - this can be a lengthy process 4. Liaising with DELWP - this can be a lengthy process 5. Pending completion of items 3 and 4. 6. Cat desexing program was not funded in 22/23 budget, new initiative will be prepared for the 23/24 budget. 7. 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%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	26-Aug-20	Scheduled	Proposal to sell 20 Jacobs Avenue, Kyneton That Council: 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: 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: 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	CX.6 Council Support and Expenses Policy That Council: 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.	Item 1: Completed - Adopted Policy on Council's website. Item 2: Work In progress.	Governance Team	In progress	40%
Assets and Operations	16-Dec-20	Scheduled	Notice of Motion No. 8/2020-21 – Councillor Neil That Council: 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.	Resolution 1 - In progress and will be presented to Council in 2023. Original work was delayed due to Covid and resourcing complications. Resolution 2 - Completed.	Director Assets and Operations	In progress	80%
Corporate	16-Dec-20	Scheduled	Proposal to name part of an unnamed Kyneton laneway "Turners Lane" That Council: 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.	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 - Awaiting response from lawyers following Council decision in July 2022	Governance Team	In progress	80%
Planning and Environment	28-Apr-21	Scheduled	Macedon Ranges Residential land demand and supply assessment – Response to Notice of Motion 14/2021 That Council: 1. Notes the Options outlined in this report 2. Refer to the 2021/22 Budget and Council Plan process for consideration the undertaking of community consultation, based on Option 2 of this paper, on population growth scenarios for the towns of Gisborne, Romsey, Riddells Creek, Lancefield, Woodend and Kyneton that are the subject of the report prepared by Urban Enterprise on Macedon Ranges Residential Land Demand and Supply Assessment. 3. Note the objective of this consultation is to obtain feedback from the communities of each of these towns on the recommended growth scenarios that the Macedon Ranges Residential Demand and Supply Assessment (RDSLA) in part, and other Council and State government documents refer to. Specifically: does the community of each township support the projected scenarios of low, medium or high growth outlined in the RDSLA report, or are there alternative population changes that are supported? 4. Provide a workshop in a future Councillor Briefing of simpler, less costly alternative methods of consultation to those outlined in option 2 of this report, working together on defining further the scope, purpose and how outcomes will be considered in future Council deliberations.	DELWPs Urban Development Program has recently completed a review of land demand and supply for Gisborne and Kyneton. Data from this latest review is expected to be published in last quarter of 2022	Director Planning and Environment	In progress	75%
Corporate	26-May-21	Scheduled	NOTICE OF MOTION NO. 21/2020-21 – CR PEARCE That Council requests that the Chief Executive Officer prepare a report for a future Councillor Briefing in relation to petitions and joint letters, including but not limited to the acceptance of electronic petitions, to enable more efficient and effective ways for our communities to advocate to Council on local issues.	Governance Rules adopted at the December 2022 Council Meeting these included specific details around petitions and joint letters.	Governance Team	Completed	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	23-Jun-21	Scheduled	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; 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: 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	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; 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.	The Traditional Owner group was scheduled to meet on 23/2/22. Awaiting advice from group on potential names. - No further progress made	Governance Team	In progress	25%
Corporate	22-Sep-21	Scheduled	Proposal to lease land for an NBN antenna at Riddells Creek Recreation Reserve That Council: 1. Authorises the Chief Executive Officer to enter into a lease with NBN Co. for the site at Riddells Creek Recreation Reserve on the following terms: (a) The lease term is proposed to be for nine years; (b) The rental is proposed to be \$10,000 per annum plus GST; (c) Rental reviews are proposed at 2.5% per annum. 2. Notes that the lease is subject to final approval from: (a) The Department of Environment, Land, Water and Planning (DELWP) as the Riddells Creek Recreation Reserve is on Crown land and therefore will require a 17 D Crown Land Lease. (b) Telstra as the NBN antenna is proposed to be located on an existing Telstra telecommunications tower. 3. Notes that NBN Co. shall be issuing a LAAN (Land Activity Access Notice) to enable construction to commence as soon as possible on the site. 4. Authorises the Chief Executive Officer to sign any associated documentation in relation to the proposed lease.	Resolution completed. Lease was signed on 1 August 2022.	Director Corporate	Completed	100%
Planning and Environment	24-Nov-21	Scheduled	Open Space Purchase *Confidential*	A draft Heads of Agreement has been prepared. A meeting will be held with landowner early in Q2 to agree to a valuer.	Director Planning and Environment	In progress	50%
Community	15-Dec-21	Scheduled	Kindergarten Strategic Direction for endorsement *Confidential*	1. Adopted 2. Pending	Director Community	In progress	20%
Planning and Environment	10-Mar-22	Planning Delegated Committee	Request Authorisation For a Planning Scheme Amendment - Update of Environmental Significance Overlay Schedule 4 That the Committee: 1. Requests the Minister for Planning authorise preparation of Planning Scheme Amendment C145macr 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 C145macr, 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 C145macr pursuant to section 19 of the Planning and Environment Act 1987.	Amendment C145macr was publicly exhibited between October and November 2022	Director Planning and Environment	Completed	100%
Corporate	23-Mar-22	Scheduled	Review of Governance Rules That Council: 1. Endorses the amended Governance Rules for release for community consultation for 28 days. 2. Schedules a meeting of the Submitters Delegated Committee (if required) to be held on Wednesday 11 May 2022 and invites members of the public to attend the meeting to speak to their submissions on the Governance Rules. 3. Receives a final report to adopt the amended Governance Rules by no later than June 2022.	Council adopted revised Governance Rules 14 December 2022	Director Corporate	Completed	100%
Assets and Operations	27-Apr-22	Scheduled	Woodend Integrated Transport Study - Update That Council notes this update and that officers will present the completed, Woodend Integrated Transport Study for consideration at the 23 November 2022, Scheduled Council Meeting.	Report presented to 23 November 2022 Scheduled Council meeting - refer to the minutes of that meeting for further actions.	Director Assets and Operations	Completed	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Community	22-Jun-22	Scheduled	Small Project Grants That Council: 1. Approves the awarding of the Ashbourne Landcare Small Project Grants application of \$1087.50 for the purchase of signage for their members to promote the Landcare group and attract further support and membership. 2. Approves the awarding of the Kyneton Art Group Inc. Small Project Grants application of \$1,500 for the purchase of teardrop signage to increase promotion of the group to attract new members and improve awareness of their events. 3. Carries forward the remaining \$16,968 in the 2021/22 Small Project Grant budget allocation to 2022/23 to supplement the allocation for the Community Funding Scheme.	1. Approved. Distribution of funds in progress 2. Approved. Funding has been distributed. 3. Approved. Monies carried forward.	Director Community	In progress	80%
Assets and Operations	27-Jul-22	Scheduled	Naming of Turner Lane, Kyneton *Confidential*	In progress	Director Assets and Operations	In progress	25%
Community	27-Jul-22	Scheduled	Kyneton Early Years' Service Planning *Confidential*	1. In progress 2. Initiated (a) In progress (b) In progress (c) Completed (d) In progress (i) Pending (ii) Pending (iii) Pending 3. Approved 4. Acknowledged (a) Confirmed (b) Noted	Manager Children, Youth and Family Services	In progress	50%
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.	Implementation of short term actions outlined in the endorsed EMP has commenced. Residents have been invited to form a Friends Group. Once the formation of the Friends Group is completed work will commence on exploring name options for the reserve.	Director Planning and Environment	In progress	75%
Assets and Operations	24-Aug-22	Scheduled	Report in response to petition requesting the sealing of Noonan Grove and Christian Street Woodend That Council defer the item for consideration at a future Scheduled Council Meeting	Report presented to 23 November 2022 Scheduled Council meeting.	Director Assets and Operations	Completed	100%
Community	24-Aug-22	Scheduled	Community Service Planning - Confidential at time of decision, now public That Council: 1. Determines that it will transition out of direct service delivery roles in all funded Commonwealth Home Support Programme services: (a) Domestic Assistance; (b) Personal Care; (c) Flexible Respite; (d) Social Support – Individual; and (e) Centre based meals. 2. Commits to working with the Commonwealth Government to negotiate timing and transition processes that will protect the interests of clients, their families, staff and the broader community. 3. Notes that under its service agreements, all processes and matters related to the transition process will remain confidential until the Commonwealth provides consent for release of information. 4. Affirms that, in taking this decision, it will continue to play an active role in ensuring its community will receive high-quality aged care services and will advocate for the needs of vulnerable members of the community. 5. Commits to the values and principles outlined in Appendix A of the report, to underpin and support decision making through the transition process. 6. Review its policy direction towards future investment in positive-ageing initiatives and ensuring that Council's universal services and facilities are designed to meet the needs of a growing population of older residents. Further policy work and recommended directions will be referred to the 2023/24 budget process for review and approval. 7. Notes that Council's policy objective of ensuring that older adults seeking to live independently in the community will continue to have access to home support services. 8. Provides delegated authority to the Chief Executive Officer, or their nominee, to undertake or commission all tasks and activities related to the implementation of this council decision. 9. Appoints the Mayor and CEO as spokespersons for all matters related to the Home Support Program Transition process. 10. Approves that a non-confidential version of this report and resolutions will be made public through Council's website once the confidential resolutions have been acted on to ensure transparency in Council's decision making process. 11. Approves immediate notification of its decision to, and appropriate consultation with: (a) clients and families; (b) staff, volunteers and union representatives; (c) media and other communications; and (d) the broader community. 12. Receives a further report no later than November 2022 to confirm the details of transition, including timing of transition, the process for appointment of new provider(s), safety-net provisions, transition arrangements for clients, transition support for staff, implications for Council assets and facilities and communications to the broader community.	1. Determined and decision communicated to Commonwealth Government via email 26 August 2022. 2. Committed. Transition planning between management and Commonwealth Government in progress. 3. Noted. 4. Affirmed. 5. Committed. 6. In progress. Update report provided at November 2022 Scheduled Meeting. To be referred to the 2023/24 budget process for review and approval. 7. Noted. 8. Delegated authority granted. 9. Spokespeople appointed. 10. Approved. Non-confidential copy of report published on Council's website. 11. Approved - notifications sent and consultation completed. 12. Update report provided at November 2022 Scheduled Meeting. At time of report, Commonwealth had not yet provided confirmation of appointment of new providers. Confirmed a further report will be provided at the conclusion of the transition process, to inform Council of the outcomes.	Manager Community Wellbeing	In progress	90%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	24-Aug-22	Scheduled	Quarterly Report for period ending 30 June 2022 and Carry Forwards That Council:, 1. Notes the Quarterly Report for the period ended 30 June 2022; 2. Notes the budget carry forwards as attached.; 3. Notes the attached carry forwards are the final projects and amounts recognised at 30 June 2022, superseding carry forwards previously recognised for the 2021/22 Budget year; 4. Notes the net budget result for 2021/2022 after carry forwards is a deficit budget; and, 5. Notes the potential net cash position outlined in the report, and that the final net cash position will be included in the 2022/23 mid-year budget review, after storm recovery claims are completed.	Resolution completed. Quarterly Report made available to the public via Council's website.	Director Corporate	Completed	100%
Assets and Operations	28-Sep-22	Scheduled	Capital Works Monitoring That Council:, 1. Adopts the following changes to the FY22/23 budget relating to the following infrastructure projects:; (a) Barkley Square Resurfacing – increase the budget for this project by \$215,000 from \$750,000 to \$965,000, (b) Riddells Creek Recreation Room Expansion – increase the budget for this project by \$120,000 from \$230,000 To \$350,000, (c) Building Program – Gardiner Reserve Social Club Rooms Design – cancel this project returning \$25,000 to the budget, (d) Building Program – Lancefield Golf Course Clubhouse – cancel this project returning \$10,000 to the budget, (e) Building Program – Kyneton Bowls Club – recognised a budget surplus returning \$164,000 to the budget, (f) Building Program – Lancefield Swimming Pool Change rooms – cancel this project returning \$40,000 to the budget pending mid-year budget review, (g) Building Program – Woodend Swimming Pool Change rooms – cancel this project returning \$60,000 to the budget pending mid-year budget review, (h) Building Program – Kyneton Hurry Reserve Design and Planning – cancel this project returning \$20,000 to the budget, (i) Building Program – Gisborne Shire Office Roof Design – cancel this project returning \$50,000 to the budget pending mid-year budget review, 2. Notes that recommendation 1 (above) currently provides a surplus of \$34,000 to the financial year 2022-2023 budget. Officers will continue to manage the overall infrastructure project program within the initial overall infrastructure project program 2022-2023 budget	The changes to the budget have been reflected in both the PLM and Finance Systems. Relevant project officers have been informed about the changes.	Director Assets and Operations	Completed	100%
Assets and Operations	28-Sep-22	Scheduled	Public Toilet and Barbecue Strategy That Council endorses the release of the draft Public Toilet and Barbecue Strategy for four weeks of community consultation	The draft Public Toilet and Barbecue Strategy was released for consultation. The final draft Strategy will be presented to Council for consideration of endorsement in Quarter three of this financial year	Director Assets and Operations	Completed	100%
Assets and Operations	28-Sep-22	Scheduled	Draft Romsey Park Sports Precinct Master Plan That Council endorses the release of the draft Romsey Park Sports Precinct Master Plan for four weeks of community consultation	The draft Masterplan was endorsed for four weeks community consultation at the 28 September 2022 Scheduled Council meeting. Consultation was undertaken from 10 October 2022 - 14 November 2022. The feedback is now being considered and incorporated into the draft Masterplan where appropriate. The final draft will be presented to Council for consideration of endorsement at the March 2023 Scheduled Council Meeting.	Director Assets and Operations	Completed	100%
Assets and Operations	28-Sep-22	Scheduled	Draft Kyneton Showgrounds Master Plan That Council endorses the release of the draft Kyneton Showgrounds Master Plan for four weeks of community consultation.	The draft Masterplan was endorsed for four weeks community consultation at the 28 September 2022 Scheduled Council meeting. Consultation was undertaken from 10 October 2022 - 14 November 2022. The feedback is now being considered and incorporated into the draft Masterplan where appropriate. The final draft will be presented to Council for consideration of endorsement at the March 2023 Scheduled Council Meeting.	Director Assets and Operations	Completed	100%
Assets and Operations	28-Sep-22	Scheduled	Draft Gilbert Gordon Oval Master Plan That Council endorses the release of the draft Gilbert Gordon Oval Master Plan for four weeks of community consultation.	Consultation undertaken	Director Assets and Operations	Completed	100%
Corporate	28-Sep-22	Scheduled	Riddells Creek CFA Fire Station That Council:, 1. Acknowledges the draft proposal from the CFA to relocate the Riddells Creek fire station from its current location to the south-west corner of the Riddells Creek Recreation Reserve; 2. Endorses releasing the draft proposal for community consultation; and, 3. Receives a report at a future Scheduled Council meeting including the outcomes of the consultation and recommended next steps.	Resolution in progress. Consultation closed on 23 December 2022 and an assessment underway by officers, with a future report to be presented to Council.	Director Corporate	In progress	70%
Corporate	28-Sep-22	Scheduled	Instrument of Appointment and Authorisation That Council, 1. resolves that in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987: , a) the Instrument of Appointment and Authorisation for the officers outlined in the table in Attachment 1 be revoked; , b) Council Officers named in the Instruments of Appointment and Authorisation provided at Attachment 2 be appointed and authorised: , c) any previous Instruments issued to the officers in Attachment 2 by Council are revoked; , d) the Instruments of Appointment and Authorisation come into force upon signing and remain in force until Council determines to vary or revoke these; and, e) the Instruments of Appointment and Authorisation at Attachment 2 be signed.	Completed	Director Corporate	In progress	100%
Corporate	28-Sep-22	Scheduled	Australia Day Grants and Awards Community Nominations That Council:, 1. Supports the commencement of the Australia Day Awards and Australia Day Grants processes for 2023; 2. Endorses that from 2023 the Australia Day Award categories will be: Citizen of the Year Award; Connecting Communities Award; Healthy People and Environment Award; and Business and Tourism Award; and, 3. Delegates the determination of the Australia Day Grants to the Chief Executive Officer beginning with the 2023 grants.	Resolution completed. A confidential report was presented to Council in December 2022 for consideration of Awards. A report was also presented to provide delegation to the Director Corporate for the determinatio of Australia Day Grants	Director Corporate	Completed	100%
Corporate	28-Sep-22	Scheduled	Instrument of Delegation to Chief Executive Officer That Council, 1. resolves that the Chief Executive Officer may exceed the financial delegation where the expenditure is required by legislation in which case the expenditure must not exceed \$1,100,000 (including GST) inclusive of the initial \$1,000,000 (including GST) limit; 2. resolves to adopt the amended Instrument of Delegation from Council to the Chief Executive Officer at Attachment 1; 3. authorises signing of the Instrument of Delegation from Council to the Chief Executive Officer at Attachment 1; and, 4. notes that the amended Instrument of Delegation from Council to the Chief Executive Officer comes into force immediately after signing	Completed	Director Corporate	In progress	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Planning and Environment	28-Sep-22	Scheduled	Woodend Community Centre Project – Design Endorsement That Council:, 1. Notes submissions (including survey responses) received to the Woodend Community Centre Redevelopment – Concept, Schematic & Detailed Design project, and thank submitters for their contribution.; 2. Endorses the Woodend Community Centre Redevelopment – Concept, Schematic & Detailed Designs for the project; and, 3. Notes that Council will continue to seek external funding in order to progress the Woodend Community Centre Redevelopment.	Correspondence sent to survey respondents and stakeholders post the September SCM. A site walk through with Minister for Regional Development was conducted on Tuesday 4 October 2022 with CEO and Mayor, Council officers and key community group members/stakeholders in attendance. Priority project report has been updated to reflect endorsement of Stage 1 plans for the redevelopment at the site. Further work on securing external funding underway to progress project.	Director Planning and Environment	Completed	100%
Planning and Environment	12-Oct-22	Planning Delegated Committee	Hearing from submitters - DP/2022/1 - 176 Saunders Road, New Gisborne - Development Plan That the Committee, 1. Notes the submissions received in relation to Development Plan Application DP/2022/1; 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 2022	Report presented to November 2022 Scheduled Council Meeting	Director Planning and Environment	Complete	100%
Planning and Environment	12-Oct-22	Planning Delegated Committee	Request Authorisation for a Planning Scheme Amendment C155MACR - 9-35 Mollison Street, Malmesbury - Rezone from Commercial 2 Zone to Neighbourhood Residential Zone That the Committee:, 1. Seeks authorisation from the Minister for Planning to prepare Planning Scheme Amendment C155macr 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 C155macr, and, (a) Upon receipt of authorisation from the Minister for Planning, make any changes necessary to comply with conditions of authorisation, (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C155macr pursuant to section 19 of the Planning and Environment Act 1987.	A request to be authorised to prepare the amendment has been submitted to the Minister for Planning.	Director Planning and Environment	In progress	10%
Planning and Environment	12-Oct-22	Planning Delegated Committee	DP/2021/1 - 89 Ross Watt Road, Gisborne - Development Plan & PLN/2021/616 - 89 Ross Watt Road, Gisborne - Planning Permit ESOLUTION, 1. Notes that the application for approval of the Development Plan is subject to VCAT proceedings to be determined in 2023., 2. Resolves to advise VCAT that Council opposes the approval of the Gisborne Area 1 Development Plan (8 July 2022) prepared by Collie Pty Ltd covering the Development Plan Overlay area affecting the land at 89 Ross Watt Road Gisborne, prepared for the purposes of Clause 43.04, Schedule 4 of the Macedon Ranges Planning Scheme. <i>See minuted for whole resolution.</i>	Matter has proceeded to VCAT	Director Planning and Environment	Complete	100%
Planning and Environment	12-Oct-22	Planning Delegated Committee	DP/2019/1 - Bennett Road, Gisborne - Development Plan That the Committee:, 1. Approve the Development Plan prepared by G2 Urban Planning (December 2021) covering the Development Plan Overlay Schedule 18 - Bennett Road, Gisborne Rural Living Area, prepared for the purposes of Clause 43.04 Schedule 18 of the Macedon Ranges Planning Scheme., 2. Notify the applicant and submitters of Council's decision	Applicant and submitters notified of Council's decision	Director Planning and Environment	Complete	100%
Planning and Environment	12-Oct-22	Planning Delegated Committee	AGR/2022/5 - End of Section 173 Agreement AU829337V - 52B Murphy Street, Romsey That the Committee:, 1. Notes no submissions have been received in relation to application AGR/2022/5 for Ending the Section 173 Agreement AU829337V; and, 2. Endorses that recommendations be prepared, based on all relevant information, for consideration and determination at the next scheduled Council meeting on 26 October 2022.	Council decided at a Council meeting on 26 October that Council not provide in principle support for the ending of section 173 Agreement AU829337V for the land at Lot 2 on Plan of Subdivision 830900H at 52B Murphy Street, Romsey in accordance with Section 178A of the Planning and Environment Act 1987.	Director Planning and Environment	Complete	100%
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 Wills Street Malmesbury 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	A request to be authorised to prepare the amendment has been submitted to the Minister for Planning	Director Planning and Environment	In progress	10%
Assets and Operations	26-Oct-22	Scheduled	Consideration of a request for inclusion of road onto the Public Road Register - Talbots Lane Lancefield That Council resolves not to include Talbots Lane, Lancefield, in the Register of Public Roads and advise the requestor of this decision	Letter sent to requestor advising of Council's resolution.	Director Assets and Operations	Complete	100%
Assets and Operations	26-Oct-22	Scheduled	Design consultant variation request CONFIDENTIAL DECISION	Both actions completed. The variation order has been issued to the Design Consultant.	Director Assets and Operations	Complete	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	26-Oct-22	Scheduled	Capital Works Monitoring That Council, 1.Adopts the following changes to the Financial Year 2022/2023 budget relating to the following infrastructure projects:; (a)Kyneton Obedience Dog Club Project and Barkly Square Public Toilet Project – cancel this project returning \$167,000 to the budget, (b)Barkly Square Multiuse Building, design and plan – provide a budget (as returned by item 1(a)) to undertake this revised project, (c)Carrington Street, Macedon Footpath Installation Project – increase the budget for this project by \$43,000 from \$116,650 to \$159,650, (d)The Crescent, Lancefield Footpath Installation Project – increase the budget for this project by \$68,000 from \$102,500 to \$170,500, (e)Bloomfield Road Gisborne Footpath Installation – cancel this project returning \$230,739.99 to the budget, (f)Bloomfield Road, Gisborne Drainage – cancel this project returning\$26,899.99, 2.Notes that recommendation 1 (above) currently provides a capital works surplus of \$146,639.98 to the financial year 2022-2023 budget. Officers will continue to manage the overall infrastructure project program within the initial overall infrastructure project program 2022-2023 budget.	The changes to the budget have been reflected in both the PLM and Finance Systems. Relevant project officers have been informed about the changes.	Director Assets and Operations	Complete	100%
Assets and Operations	26-Oct-22	Scheduled	Gisborne Skate Park Review and Design That Council endorses the release of the draft Gisborne Skate Park Review and Design for four weeks of community consultation.	The draft Gisborne Skate Park Review and Design was endorsed for four weeks community consultation at the October 2022 Scheduled Council meeting. Consultation was undertaken 18 November 2022 - 16 December 2022, further feedback will be sought at a skate competition to be held at the park. Following this, feedback will be considered and adjustments made if required. As this project is running in parallel with Shirewide Skatepark and BMX strategy, there will be a hold point after review of consultation outcomes for alignment with the outcomes of the Shirewide strategy.	Director Assets and Operations	Complete	100%
Chief Executive	26-Oct-22	Scheduled	ANNUAL REPORT 2021-22 That Council defers the item, and that the Annual Report 2021/22 be presented for consideration at a Council meeting to be scheduled for Monday 31 October 2022 at 4:30pm, to be held online.	At the Council Meeting held on 31 October 2022 Council received the Annual Report 2021/22; and in accordance with Section 98 of the Victorian Local Government Act 2020 gave public notice that the Annual Report 2021/22 had been prepared and that it would be available on Council's website and at Council offices.	CEO	Complete	100%
Community	26-Oct-22	Scheduled	Small Projects Grants That Council approves the awarding of a Small Project Grant of \$1,500 to:; (a)Sunbury Cobaw Community Health for their 16 Days of Activism Film Project. This will support the costs of producing and editing the film in time for the 16 Days of Activism, to raise awareness and campaign against gender-based violence.; (b)Romsey Playgroup for their Outdoor Cubby Upgrade Project. This will support the costs of repainting the cubby and purchasing outdoor play furniture to enhance the outdoor play area for children and families using this space.; (c)Lancefield Football Netball Club for their 150 year History Book Project. This will support the club to research, compile, edit and print a book detailing the club's history, with funding used to cover the costs of printing and publication.	Approved (a) Funding has been distributed (b) Funding has been distributed (c) Funding has been distributed	Coordinator Community Development	Complete	100%
Corporate	26-Oct-22	Scheduled	Financial Statements for the year ended 30 June 2022 That Council:; 1.Approves 'in principle' the Financial Statements for the year ended 30 June2022, on the recommendation of the Audit and Risk Committee.; 2.Delegates to its Councillor members of the Audit and Risk Committee, authorisation to certify the Financial Statements.; 3.Endorses the Financial Statements be included in the Annual Report upon certification.	Resolution completed.	Director Corporate	Complete	100%
Corporate	26-Oct-22	Scheduled	Performance Statements for the year ended 30 June 2022 That Council:; 1.Approves 'in principle' the Performance Statement for the year ended 30 June2022, on the recommendation of the Audit and Risk Committee.; 2.Delegates to the nominated Councillor members of the Audit and Risk Committee, authorisation to certify the Performance Statement.; 3.Endorses the Performance Statement be included in the Annual Report upon certification.	Completed and included in Annual Report	Director Corporate	Complete	100%
Corporate	26-Oct-22	Scheduled	Mayor's Report - September to October 2022 That Council receives and notes the Mayor's report.	No more action required	Governance Team	Complete	100%
Corporate	26-Oct-22	Scheduled	CEO Employment and Remuneration Committee Report That Council notes the CEO Employment and Remuneration Committee's successful completion of the assessment of Bernie O'Sullivan's performance as Chief Executive Officer of Macedon Ranges Shire Council during the first year to 30 June 2022, in accordance with Council's CEO Employment and Remuneration Policy and the Local Government Act 2020.	Resolution noted. Copy placed on personnel file.	Director Corporate	Complete	100%
Corporate	26-Oct-22	Scheduled	Contracts to be Awarded as At October 2022 That Council:; 1.Notes that the following contracts will be awarded by Council officers under delegated authority:; (a)C2023.12 Road Reconstruction Hamilton and Fitzgerald Streets Riddells Creek, (b)C2023.15 Project Management Services Shared Trails, (c)C2023.16 Five Mile Creek Footbridge Wood St Woodend, (d)C2023.18 Woodend Golf Club Renewal, 2.Grants delegated authority to the Chief Executive Officer to award the following contracts:; (a)C2023.14 Public Place and Reserve Litter Bin Clearance, (b)C2023.08 Bulk Waste and Recycling Services.	Resolution completed.	Director Corporate	Complete	100%
Corporate	26-Oct-22	Scheduled	Governance Rules That Council endorses the draft Governance Rules for community consultation commencing no later than 31 October 2022.	Community consultation undertaken and report presented to Council on 14 December 2022.	Director Corporate	Complete	100%
Corporate	26-Oct-22	Scheduled	Investment Policy 1.Adopts the Investment Policy as attached to the agenda effective from 27October 2022, replacing the previous Investment Policy.; 2.Notes the ongoing work to consider further application of responsible investment and Environment, Social and Governance (ESG) principles, including seeking community feedback and understanding the potential risks and benefits.	Policy added to council website and signed by CEO.	Director Corporate	Complete	100%
Corporate	26-Oct-22	Scheduled	Record of Meetings of Councillors and Council Officers - September to October 2022 That Council receives and notes the record of meetings of Councillors and Council staff, as outlined in this report.	No more action required	Governance Team	Complete	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	26-Oct-22	Scheduled	Notice of Motion - Flood efforts - October 2023 That Council:, 1.recognises and acknowledges the efforts of the Macedon Ranges Shire Council leadership and staff, Victorian emergency services and community groups in preparing for and responding to the Macedon Ranges extreme weather event and flooding during October 2022; 2.commends the Shire community for supporting one another, and their resilience in dealing with the impacts of these events; and, 3.conveys our well wishes and thoughts to other Victorian communities impacted by these weather events in their recovery efforts.	No more action required	Governance Team	Complete	100%
Corporate	26-Oct-22	Scheduled	CEO Employment and Remuneration CONFIDENTIAL DECISION	Completed - letter provided and copy placed on personnel file.	Director Corporate	Complete	100%
Planning and Environment	26-Oct-22	Scheduled	Future Management of Barrm Birm That Council:, 1.Supports the ongoing advocacy to the State Government, in the lead up to the State Election on 26 November 2022, for the purchase of the privately owned lots in Barrm Birm for both community and environment benefit. This includes, but is not limited to, inclusion of the project in Council's Priority Projects Prospectus and on-going liaison with State Government representatives., 2.Notes that detailed ecological and cultural heritage assessments are planned that will help demonstrate the significant ecological and heritage values of the site., 3.Continues to offer the gift back program to all landholders and consider waiving outstanding rates to expedite this offer., 4.Continues to explore possible options to protect the site including seeking probate for deceased estates and new planning provisions., 5.Continues to liaise with real estate agents, new landholders or prospective buyers of the subdivision to ensure that they are aware of planning restrictions, native vegetation protection, access difficulties and promotion of natural values., 6.Continues to work with community groups to build awareness of the site's importance and natural values.	No further action required	Director Planning and Environment	Complete	100%
Planning and Environment	26-Oct-22	Scheduled	AGR/2022/5 - End of Section 173 Agreement AU829337V - 52b Murphy Street, Romsey That Council not provide in principle support for the ending of section 173 Agreement AU829337V for the land at Lot 2 on Plan of Subdivision 830900H at 52B Murphy Street, Romsey in accordance with Section 178A of the Planning and Environment Act 1987. The section 173 agreement was to ensure compliance with the landscape plan and the provision of a building envelope to Lot 2 to meet the setback requirements of DDO18.	Council decided at a Council meeting on 26 October that Council not provide in principle support for the ending of section 173 Agreement AU829337V for the land at Lot 2 on Plan of Subdivision 830900H at 52B Murphy Street, Romsey in accordance with Section 178A of the Planning and Environment Act 1987.	Director Planning and Environment	Complete	100%
Planning and Environment	26-Oct-22	Scheduled	Annual Environment Report 2021/22 That Council notes the Annual Environment Report 2021-22, as attached.	No further action required	Director Planning and Environment	Complete	100%
Chief Executive	31-Oct-22	Scheduled	Annual Report 2021-22 That Council:, 1. Receives the Annual Report 2021/22; and, 2. In accordance with Section 98 of the Victorian Local Government Act 2020, gives public notice that the Annual Report 2021/22 has been prepared and that it will be available on Council's website and at Council offices.	Annual Report available on the website and at Council offices.	CEO	Complete	100%
Planning and Environment	9-Nov-22	Planning Delegated Committee	HEARING OF SUBMITTERS IN RESPECT OF APPLICATION FOR PLANNING PERMIT PLN/2021/592 - Use and Development of the Land for a Dwelling Planning and Environment 09 - Nov - 22 No Lot 1, TP3344568R, Burke & Wills Track, Benloch That the Committee:, 1. Notes the submission received in relation to PLN/2021/592 – Use and Development of the Land for a Dwelling; and, 2. Requests that recommendations be prepared, based on all relevant information, including the submission received, for consideration and determination at the next Planning Delegated Committee Meeting on 7 December 2022.	Two submitters addressed the Committee on planning permit PLN/2021/592 - use and development of the land for a dwelling Lot 1, TP3344568r, Burke & Wills Track, Benloch	Director Planning and Environment	Complete	100%
Planning and Environment	9-Nov-22	Planning Delegated Committee	DP/2022/1 - 176 Saunders Road, New Gisborne - Development Plan That the Committee: . 1. Approve the Development Plan prepared by Concepts Town Planners (February 2022) covering 176 Saunders Road, New Gisborne under the Development Plan Overlay Schedule 2 – New Gisborne along Kilmore Road, prepared for the purposes of Clause 43.04 Schedule 2 of the Macedon Ranges Planning Scheme., 2. Notify the applicant and submitters of Council's decision.	Applicant and submitter notified of Council's decision, no further action required	Director Planning and Environment	Complete	100%
Corporate	22-Nov-22	Scheduled	Motion That Council resolves to elect a Deputy Mayor for a of one year term in accordance with section 20(A) and section 26 (3) of the Local Government Act 2020	No further action required	Governance Team	Complete	100%
Corporate	22-Nov-22	Scheduled	Motion That Council resolves to determine that the term of office of the Mayor will be for a one year term	No further action required	Governance Team	Complete	100%
Assets and Operations	23-Nov-22	Scheduled	Woodend Integrated Transport Plan hat Council:, 1. Endorses the Woodend Integrated Transport Plan; and, 2. Advocates for the prompt safety upgrade of the Urquhart and High Street intersection, noting that Department of Transport design work is already underway.	1. Completed - Council resolution noted. 2. Officers to write to Department of Transport in early January 2023 to advocate for the prompt safety upgrade and to inform them of this council resolution. Staff have also sought a grant for minor pedestrian improvements on some Woodend intersections.	Director Assets and Operations	In progress	50%
Assets and Operations	23-Nov-22	Scheduled	Report in response to petition requesting the sealing of Noonan Grove and Christian Street Woodend That Council :, 1. Proceed with undertaking the next steps to prepare a detailed Special Charge Scheme for sealing of the unsealed section of Noonan Grove for future Council consideration; including further public consultation and direct contact with benefiting residents as outlined in the Special Charge Scheme for Infrastructure Works Policy (2018) and this report.; 2. Not proceed with the sealing of the unsealed section of Christian Street, Woodend; and, 3. Advise the first-named petitioner of this Council resolution.	1. In progress - Officers will prepare a detailed costing and will undertake consultation next year. 2. Noted - Closed 3. The first named petitioner has been advised of the Council resolution - Closed	Director Assets and Operations	In progress	60%
Assets and Operations	23-Nov-22	Scheduled	Kettlewells - Emergency Response Site hat Council, 1. Endorses, in principle, the continued use of 1 Joyces Road, Monegeetta, for emergency response purposes: and, 2. Commences the process to seek a Planning Permit amendment to allow the ongoing use of 1 Joyces Road Monegeetta for emergency response purposes.,	1. Noted - Completed. 2. In progress - Discussion has commenced with Statutory Planning regarding the Planning Permit amendment process and necessary requirements.	Director Assets and Operations	In progress	40%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	23-Nov-22	Scheduled	Capital Works Monitoring That Council, 1. Adopts the following changes to the FY22/23 budget relating to the following infrastructure projects:; (a) Pohlman Street, Kyneton, Footpath Construction – increase the budget for this project by \$32,699 from \$192,550 to \$225,249, (b) Three Chain Road, Carlsruhe, Road Section Reconstruction – increase the budget for this project by \$285,000 from \$445,000 to \$730,000, (c) Mission Hill Road, Baynton, Culvert Upgrade Works – change the scope to design and investigation, decreasing the project budget from \$319,785 to \$60,015 returning \$259,770 to the budget, (d) Martins Road, Nulla Vale, Culvert Upgrade Works – change the scope to design and investigation, decreasing the project budget from \$175,000 to \$25,000 returning \$150,000 to the budget, (e) Main Road East side, Romsey, Footbridge Construction Works – change the scope to design and investigation, decreasing the project budget from \$130,000 to \$30,000 returning \$100,000 to the budget, (f) Riddells Creek Footbridge Renewal – increase the budget for this project by \$116,451 from \$64,549.00 to \$181,000.00, (g) Ross Street, Malmsbury, Bridge Renewal Design – provide \$50,000 for design and investigation works, 2. Notes that recommendation 1 (above) currently provides a capital works surplus of \$172,259.98 to the financial year 2022-2023 budget. Officers will continue to manage the overall infrastructure project program within the initial overall infrastructure project program 2022-2023 budget.	The changes to the budget have been reflected in both the PLM and Finance Systems. Relevant project officers have been informed about the changes.	Director Assets and Operations	Complete	100%
Chief Executive	23-Nov-22	Scheduled	Annual Councillor Appointments and Council Memberships That Council:; 1. Appoints the Councillor delegates from November 2022 to November 2023 to the internal and external committees/organisations as specified in the table in Attachment 1 with the following alteration, that the Councillor delegates for the Chief Executive Officer Employment and Remuneration Committee will be the Mayor (Cr Death), Cr Anderson and Cr Guthrie; 2. Endorses the ongoing financial membership to the Victorian Local Governance Association, Central Victorian Greenhouse Alliance, Rural Councils Victoria Incorporated; and, 3. Endorses the ongoing financial membership to the Municipal Association of Victoria., Part 2, That Council endorses the ongoing membership to Australian Local Government Women's Association - Victorian Branch.	1. Appointments noted and organisations advised if required 2 & 3. Memberships to be paid when invoices received.	Governance Team	Complete	100%
Chief Executive	23-Nov-22	Scheduled	Council Meeting Dates 2022 That Council:; 1. Approves the proposed meeting schedule for the period 1 January 2023 to 31 December 2023 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.	No further action required	Governance Team	Complete	100%
Chief Executive	23-Nov-22	Scheduled	Municipal Association of Victoria (MAV) Options Paper That Council, 1. Endorses the Non-metropolitan Option 1 as the preferred regional grouping for the MAV Board representatives; and, 2. Approves the Chief Executive Officer to submit a written response to MAV by 7 December 2022 outlining Council's preference.	Letter sent and MAV decision made.	Governance Team	Complete	100%
Community	23-Nov-22	Scheduled	Reconciliation Action Plan - First Year Review That Council notes the actions that have been undertaken in the first year of the INNOVATE Reconciliation Action Plan 2021-2023, as detailed in this report.	Noted. No further action	Coordinator Community Development	Complete	100%
Community	23-Nov-22	Scheduled	Small Projects Grants That Council approves the awarding of a \$1,500 Small Project Grant to:; 1. Lancefield Cricket Club for their upright freezer and pie/food warmer project; 2. The Mount Players Inc for their project 'The publishing of a book on 50 years of The Mount Players'; and, 3. The Kyneton District Business & Tourism Association Inc. for their Christmas Decorations project.	Approved (1) Distribution of funds in progress, awaiting return of funding agreement. (2) Distribution of funds in progress, awaiting return of funding agreement. (3) Funding has been distributed	Coordinator Community Development	In progress	60%
Community	23-Nov-22	Scheduled	Community Service Planning That Council notes:; 1. The progress undertaken in preparing to transition out of direct service delivery in all funded Commonwealth Home Support Programme services by 30 June 2023; and, 2. That a further report will be provided at the conclusion of the transition process, to inform Council of the outcomes.	Noted. Report to be scheduled for Q1 2023/24.	Manager Community Wellbeing	In progress	90%
Corporate	23-Nov-22	Scheduled	Mayor's Report - October to November 2022 That Council receives and notes the Mayor's report both written and verbal.	No further action required	Governance Team	Complete	100%
Corporate	23-Nov-22	Scheduled	Record of Meetings of Councillors and Council Staff - October - November 2022 That Council receives and notes the record of meetings of Councillors and Council staff as outlined in this report with the correction of the date and time of the meeting in the final table from 8 November 2022 at 8:30am to 15 November 2022 at 9:00am.	No further action required	Governance Team	Complete	100%
Corporate	23-Nov-22	Scheduled	Quarterly Report for period ended 30 September 2022 That Council notes the Quarterly Report for the period ended 30 September 2022.	Resolution noted.	Director Corporate	Complete	100%
Corporate	23-Nov-22	Scheduled	Contracts to be Awarded as at November 2022 That Council:; 1. Notes that the following contracts will be awarded by Council officers under delegated authority:; (a) C2023.17 Provision of Cold Premix/Hot Asphalt, (b) C2023.21 Gisborne Fields Stage 4 Landscaping, 2. Grants delegated authority to the Chief Executive Officer to award the following contracts:; (a) C2023.24 Supply Panel Quarry Products,	Resolution noted.	Director Corporate	Complete	100%
Planning and Environment	23-Nov-22	Scheduled	Woodend Five Mile Creek Master Plan That Council:; 1. Adopts the Woodend Five Mile Creek Master Plan and presents priority actions for consideration as part of future budget processes; 2. Acknowledges and thanks the Woodend Landcare Group for their work in co-developing the Master Plan and their ongoing contribution to improving the environmental health of Five Mile Creek; and, 3. Notifies submitters of Council's decision.	Submitters and Landcare Group notified of Council's decision	Director Planning and Environment	Complete	100%
Planning and Environment	23-Nov-22	Scheduled	Notice of Motion - Development Plan Overlay, Schedule 24 (DPO24) That Council requests a report within two (2) scheduled Council meetings regarding the Development Plan Overlay, Schedule 24 (DPO24) that applies to three areas within Lancefield. The report will examine the feasibility and options of removing DPO24, including any indicative timelines, costs and resources associated with each option.	A report is scheduled to be presented to the February 2023 Scheduled Council Meeting in response to this Council Resolution	Director Planning and Environment	Complete	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Planning and Environment	7-Dec-22	Planning Delegated Committee	HEARING OF SUBMITTERS IN RESPECT OF APPLICATION FOR A PLANNING PERMIT PLN/2022/216 - Resubdivision of Two (2) Lots into Two (2) Lots 64 Mofatts Lane, Romsey That the Committee:, 1. Notes that no submissions have been received in relation to PLN/2022/216 for the resubdivision of two (2) lots into two (2) lots; and, 2. Requests that recommendations be prepared, based on all relevant information, for consideration and determination at the next Scheduled Council Meeting to be held on 14 December 2022.	One submitter addressed the Committee on planning permit PLN/2022/216 - Resubdivision of Two (2) Lots into Two (2) Lots 64 Mofatts Lane, Romsey	Director Planning and Environment	Complete	100%
Planning and Environment	7-Dec-22	Planning Delegated Committee	Application for a rezoning and Section 96A planning scheme amendment C153macr and planning permit PLN/2022/359-101-105 Willowbank Road, Gisborne That the Committee:, 1. Seeks authorisation from the Minister for Planning to prepare Planning Scheme Amendment C153macr 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 C153macr and draft Planning Permit PLN/2022/359, (a) Upon receipt of authorisation from the Minister for Planning, make any changes necessary to comply with the conditions of authorisation; and, (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C153macr and Planning Permit PLN/2022/359 pursuant to section 19 of the Planning and Environment Act 1987.	A request to be authorised to prepare the amendment has been submitted to the Minister for Planning	Director Planning and Environment	In progress	10%
Planning and Environment	7-Dec-22	Planning Delegated Committee	FOR DECISION - PLN/2021/592 - BURKE & WILLS TRACK BENLOCH - USE AND DEVELOPMENT OF LAND FOR A DWELLING hat the Committee issues a Notice of Decision to Refuse to Grant a Permit to use and development of land for a dwelling for the land at Burke & Wills Track Benloch, LOT 1 TP334568R VIC 3435, on the following grounds:; 1. The proposal is contrary to Clause 12.01-1S as it will be unable to protect and enhance the biodiversity as the submitted land management plan proposed limited amount of revegetation; 2. The proposal is contrary to Clause 14.01-1S, which seeks to consolidate lots in rural zones. The adjoining land to the south-east is under the same ownership with an existing dwelling therefore opportunity exists for consolidation to make it viable for the protection of the conservation values of the land; 3. The proposal is contrary to Clause 16.01- 3S which aims to identify land suitable for rural living and rural residential development. The proposal will be unable to protect the existing environmental qualities such as biodiversity and habitat; 4. The proposal is contrary to Clause 21.07-1 as it fails to demonstrate and provide adequate justification that the dwelling is required for sustainable agricultural or conservation pursuits; 5. The proposal is contrary to the purpose of the Rural Conservation Zone in relation to the protection and enhancement of the natural resources, biodiversity and landscape values of the area; 6. The proposal is contrary to the conservation values specified under Schedule 1 of the Rural Conservation Zone, as it will be unable to enhance the native vegetation and biodiversity of the area; and, 7. The proposal is contrary to the objective of the Statement of Planning Policy in relation to the protection of conservation values of the land.	PDC decided at the meeting of 7 December 2022 to issue a Notice of Decision to Refuse to Grant a Permit to use and development of land for a dwelling for the land at Burke and Wills Trach Benloch.	Director Planning and Environment	Complete	100%
Assets and Operations	14-Dec-22	Scheduled	Capital Works Monitoring That Council, 1. Adopts the following changes to the FY22/23 budget relating to the following infrastructure projects:; (a)Mt Gisborne Road Reconstruction – increase the budget for this project by \$120,109 from \$497,610 to \$617,719.; 2. Notes that recommendation 1 (above) currently provides a capital works surplus of \$52,150.98 to the financial year 2022-2023 budget. Officers will continue to manage the overall infrastructure project program within the initial overall infrastructure project program 2022-2023 budget.	The changes to the budget have been reflected in both the PLM and Finance Systems. Relevant project officers have been informed about the changes.	Director Assets and Operations	Complete	100%
Community	14-Dec-22	Scheduled	Customer Service Charter review That Council:; 1. Endorses the draft Customer Service Charter to be released for community consultation; and, 2. Notes that a final Customer Service Charter will be presented to Council for consideration at a scheduled meeting in April 2023.	1. Endorsed 2. Noted - Consultation scheduled for February 2023	Coordinator Customer Service	In progress	50%
Community	14-Dec-22	Scheduled	Municipal Public Health and Wellbeing Plan 2021-2025 and Disability Action Plan- 2021-2025 - Year One reports 2021-22 That Council:; 1. Receives and notes the Disability Action Plan 2021-2025 - year one report (easy English);; 2. Receives and notes the Municipal Public Health and Wellbeing Plan 2021-2015–year one report; and, 3. Confirms that, following the annual review of the Municipal Public Health and Wellbeing Plan 2021-2025, no amendments to the original adopted plan are required	1. Received and noted 2. Received and noted 3. Confirmed	Manager Community Wellbeing	Complete	100%
Corporate	14-Dec-22	Scheduled	Mayor's Report - November to December 2022 That Council receives and notes the Mayor's report.	No further action required	Governance Team	Complete	100%
Corporate	14-Dec-22	Scheduled	Record of Meetings of Councillors and Council Staff - November to December 2022 hat Council receives and notes the record of meetings of Councillors and Council staff, as outlined in this report.	No further action required	Governance Team	Complete	100%
Corporate	14-Dec-22	Scheduled	Governance Rules That Council adopts the Governance Rules in Attachment 1 and revokes any previous versions of the Governance Rules, effective 15 December 2022.	Resolution completed. Governance Rules available on Council's website.	Governance Team	Complete	100%
Corporate	14-Dec-22	Scheduled	Audit and Risk Committee Biannual Report - December 2022 That Council:; 1. Notes the Audit and Risk Committee Biannual Report - December 2022 and thanks the Committee for the report; and, 2. Notes the copy of the Annual Self-Assessment Survey of the Audit and Risk Committee.	Resolution completed. Report noted.	Director Corporate	Complete	100%
Corporate	14-Dec-22	Scheduled	Audit and Risk Committee - Appointment of Chair for 2023, Extension of Independent Member and Adoption of Audit and Risk Committee Charter That Council:; 1. Offers an extension to the appointment of independent member Vinitha Pinto for the period 1 January 2023 to 31 December 2025; 2. Endorses the appointment of independent member, Professor Peter Matthews as Audit and Risk Committee Chairperson from 1 January 2023 to 31 December 2023; and, 3. Approves the Audit and Risk Committee Charter in Attachment 1, to be effective from 15 December 2022, replacing the previous Charter, with the following amendment to the second dot point on page 5 of the Charter under 'Internal Audit': amend 'Review the annual audit plan (or changes to the plan) and recommend to Council for approval' to read 'Review the annual audit plan (or changes to the plan).'	Resolution noted. Members advised of Council resolution. Audit and Risk Committee Charter updated and available on Council's website.	Director Corporate	Complete	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	14-Dec-22	Scheduled	Contracts to be awarded as at December 2022 That Council:, 1.Notes that the following contracts will be awarded by Council officers under delegated authority:, (a)C2023-22 Supply Panel Signage – Design, Manufacture and Installation; and, 2.Grants delegated authority to the Chief Executive Officer to award the following contracts:, (a)C2023-27 Road Reconstruction and Footpath Construction Gisborne, Section A and C; noting Section B as an optional component that requires further Council consideration in the New Year.	Resolution noted.	Director Corporate	Complete	100%
Corporate	14-Dec-22	Scheduled	Australia Day Awards That Council delegates the determination of the Australia Day Grants to the Director Corporate in cases where the Chief Executive Officer has a conflict of interest preventing their making the determination.	Resolution noted.	Director Corporate	Complete	100%
Corporate	14-Dec-22	Scheduled	Council's Social and Affordable Housing: Update and Leasing *Confidential*	Council officers are currently preparing a community consultation plan in association with Wintringham Housing that is expected to be provided to the community in February/March 2023.	Director Corporate	In Progress	10%
Corporate	14-Dec-22	Scheduled	2023 Australia Day awards *Confidential*	Resolution noted. Correspondence has been provided with outcome of Council's decision. Decision embargoed until 26 January 2023.	Director Corporate	Complete	100%
Planning and Environment	14-Dec-22	Scheduled	Zero Net Emissions Plan for Council operations That Council:, 1.Notes the framing of its new emission reduction target:, Zero Net Emissions for Council operations by 30 June 2030, from the baseline of 3,260.6* tonnes CO2-e at 30 June 2022., *OR as retrospectively amended to account for additional indirect sources of greenhouse gas emissions;, 2.Adopts the attached plan Counting Down to Zero: Our plan to reach Zero Net Emissions for Council operations by 2030 (Stage 1) as a guide for working towards the emission reduction target;, 3.Notes that the plan will be reviewed every two years to account for the rapid changes in external factors that influence climate action; and, 4.Notes that progress on implementation of the plan and towards the target for Zero Net Emissions will be reported on annually.	No further action required	Director Planning and Environment	Complete	100%
Planning and Environment	14-Dec-22	Scheduled	PLN/2022/216 - 64 Moffats Lane Romsey - Resubdivision of two (2) lots into two (2) lots That Council resolve to issue a Permit PLN/2022/216 for the resubdivision of two (2) lots into two (2) lots for the land at 64 Moffats Lane, Romsey LOT 1 and LOT 2 TP 248701W P/Monegeetta subject to the conditions below:, <i>See Minutes for further details</i>	Council decided at the meeting of 14 December 2022 to issue a Notice of Decision to Grant a Permit.	Director Planning and Environment	Complete	100%
Planning and Environment	14-Dec-22	Scheduled	Rural Land Use Strategy That Council:, 1.Resolves to not progress the current Rural Land Use Strategy project., 2.Notes the feedback received from the community on the draft Rural Land Use Strategy., 3.Notes the significant amount of background work, research and community feedback that has been developed and captured as part of the Rural Land Use Strategy project., 4.Notes the unresolved status of both the State Government's Planning for Melbourne's Green Wedge and Strategic Agricultural Land project, and bushfire considerations as a result of protecting and enhancing vegetation., 5.Notes that any future related work would be progressed as a new project and subject to Council approval as part of any future Council Plan and/or budget process., 6.Notifies all submitters and subscribers to the Rural Land Use Strategy project of Council's decision.	Submitters and subscribers notified of Council's decision	Director Planning and Environment	Complete	100%
Planning and Environment	14-Dec-22	Scheduled	Roadside and Footpath Trading Policy That Council adopts the Roadside and Footpath Trading Policy 2022 effective from 15 December 2022 which supersedes the Roadside and Footpath Trading Policy 2019	Roadside and footpath trading policy has been implemented	Director Planning and Environment	Complete	100%

SECTION 7

Governance Schedule – Statutory Compliance Obligations

There are numerous statutory obligations imposed upon Councils, Councillors and staff under the Local Government Act 1989 and the Local Government Act 2020 (the ‘Act’) with varying frequency of actions and reporting requirements.

To ensure that Council fulfils its obligations under the Act, a ‘Governance Schedule’ has been developed as an internal monitoring and reporting tool. The schedule acts as a reminder of key dates throughout the year of actions to be completed. The schedule will also assist in a ‘whole of organisation’ approach to achieving and maintaining good governance and in supporting responsible officers in completing the obligations.

MACEDON RANGES SHIRE COUNCIL - STATUTORY OBLIGATIONS

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-22	31-Mar-23
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	30-Nov-22	30-Apr-23
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	22-Nov-22	22-Nov-23
7	Director Corporate	Code of Conduct	95AA		The CEO must maintain a Code of Conduct for Council Staff	Executive review every three years	10-Mar-21	10-Mar-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-Mar-23
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	28 July 2021, 27 October 2021 CEO Delegation updated 28 September 2022	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	22-Jun-22	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	22-Jun-22	30-Jun-23
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	Council must prepare and adopt the Annual Report (including the performance and financial statements)	By 31 October 2023	31-Oct-22	31-Oct-23
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	31-Oct-22	31-Oct-23
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	31-Oct-22	31-Oct-23
23	Manager Finance and Reporting	Performance Statement		99	The auditor must prepare a report on the performance statement	Once every financial year	31-Oct-22	31-Oct-23
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	31-Oct-22	31-Oct-23
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)	31-Oct-22	31-Oct-23

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	31-Oct-22	31-Oct-23
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	31-Oct-22	31-Oct-23
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	23-Nov-22	22-Feb-23
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	23-Nov-23	22-Feb-23
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	22-Jun-22	30-Jun-23
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-22	30-Sep-23
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	22-Jun-22	30-Jun-23
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.

SECTION 8

Councillor Expenditure

The Councils' Councillor Support Policy defines the level of resources that shall be provided to Councillors to assist in the performance of their roles.

In the interest of transparency and accountability the policy requires that the collective Councillor expenses incurred via reimbursement or paid directly by Council be reported on a quarterly basis in relation to:

- travel and accommodation*
- car mileage*
- family care*
- information, communication and technology*
- conference and training (individual and collective)*

Quarter 2 2022-23 Councillor Expenditure excluding allowances and Mayoral vehicle

2nd quarter	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$156	\$0	\$0	\$131	\$182	\$0	
Cr Janet Pearce	\$0	\$1,633	\$0	\$131	\$206	\$0	
Cr Mark Ridgeway	\$0	\$1,548	\$0	\$86	\$56	\$0	
Cr Annette Death	\$0	\$0	\$0	\$131	\$0	\$1,249	
Cr Geoff Neil	\$0	\$2,257	\$0	\$78	\$51	\$0	
Cr Bill West	\$0	\$0	\$0	\$131	\$0	\$0	
Cr Dominic Bonanno	\$0	\$0	\$0	\$59	\$0	\$4,021	
Cr Rob Guthrie	\$0	\$1,290	\$0	\$88	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$71	\$0	\$0	
	\$156	\$6,728	\$0	\$906	\$495	\$5,270	\$0

2022-23 Year to Date Councillor Expenditure excluding allowances and Mayoral vehicle

2022/23 YTD	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$156	\$0	\$0	\$261	\$681	\$0	
Cr Janet Pearce	\$0	\$2,963	\$0	\$261	\$413	\$1,889	
Cr Mark Ridgeway	\$0	\$2,411	\$0	\$172	\$146	\$0	
Cr Annette Death	\$0	\$0	\$0	\$260	\$0	\$1,249	
Cr Geoff Neil	\$0	\$2,686	\$0	\$131	\$51	\$0	
Cr Bill West	\$0	\$0	\$0	\$261	\$0	\$0	
Cr Dominic Bonanno	\$0	\$0	\$0	\$117	\$0	\$4,021	
Cr Rob Guthrie	\$0	\$2,007	\$0	\$181	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$150	\$0	\$0	
	\$156	\$10,067	\$0	\$1,794	\$1,291	\$7,159	

SECTION 9



Councillor Activities in the Community



Councils' Councillor Support Policy defines the level of resources that shall be provided to Councillors to assist in the performance of their roles.



In conjunction with the reporting to Council on Councillor Expenses the policy requires that Councillors be provided the opportunity to submit a summary of their activities in the community over the preceding quarter and this be incorporated in to the quarterly reporting regime.



The following report includes the attendances of Councillors at Ordinary and Special Council Meeting and Assemblies of Councillors during the preceding quarter. The report additionally lists the external and internal committees / working groups and organisations to which each Councillor is currently appointed.


Councillor activity report: 1 October – 31 December 2022

Cr Annette Death East Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	8	Other meetings of Councillors attended:	8
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Chief Executive Officer Employment and Remuneration Committee Central Victorian Greenhouse Alliance (CVGA) Local Government Working Group On Gambling <p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> Walk Against Violence and events across the 16 Days of Activism Against Gendered Violence International Volunteer Day afternoon tea Loddon Murray Community Leadership Program graduation Remembrance Day services Citizenship ceremony 			
Cr Jennifer Anderson West Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	8	Other meetings of Councillors attended:	9
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Chief Executive Officer Employment and Remuneration Committee Central Victorian Greenhouse Alliance (CVGA)(sub) Municipal Association of Victoria (MAV) Municipal Fire Management Planning Committee Local Government Working Group On Gambling (sub) <p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> Attending and participating in the 160th Kyneton Agricultural show Macedon Ranges Youth Awards North Central Catchment Management Chicks in the Sticks Opening the inaugural Mountain Writers festival, Jubilee Hall Macedon Macedon Ranges Business Excellence awards 			

Cr Janet Pearce West Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	8	Other meetings of Councillors attended:	9
	Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Municipal Association of Victoria (MAV)(sub) Rural Councils Victoria Inc. (RCV)(sub) Municipal Fire Management Planning Committee Local Government Working Group On Gambling (sub) 			
	Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Attending the celebration event for the 20 year anniversary of the Macedon Ranges Accommodation Association (MRAA). Attending the Josh's Rainbow Eggs Macedon Ranges Business Awards. Attending the launch of the 2023 Macedon Ranges Arts and Culture Program at the Kyneton Town Hall. Attending the Macedon Ranges Events and Festival Grants and Community Funding Scheme event at the official opening of the Macedon and Mount Macedon Community House. Attending Kyneton and Woodend Community Christmas lunches, the Kyneton Senior Citizens and Kyneton Men's Shed Christmas lunches and Malmsbury Christmas Carols. 			
Cr Mark Ridgeway West Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	8	Other meetings of Councillors attended:	9
	Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Audit and Risk Committee Annual Meeting of Braemar College Ltd Macedon Ranges Local Safety Committee (sub) MAV Emergency Management Committee (sub) 			
	Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Attended Macedon Ranges Business Breakfast Attended Citizenship Ceremony at Kyneton Town Hall Opening off the Romsey Ecotherapy Park Attended Ash Wednesday Play Reading in Macedon Attended Remembrance Day Ceremony at Kyneton 			

Cr Geoff Neil East Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	7	Other meetings of Councillors attended:	9
	<div> Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Audit and Risk Committee </div> <div> Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Attending the Diwali Community Festival Romsey/Lancefield Rotary 25th year celebrations Attending the Romsey Ecotherapy Park opening Attending the Macedon Ranges Business Breakfast Attending Darraweit Guim Community Christmas event </div> <div> <ul style="list-style-type: none"> Annual Meeting of Braemar College Ltd Committee (sub) Rural Councils Victoria Inc (RCV) Municipal Fire Management Planning Committee </div>			
Cr Bill West East Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	8	Other meetings of Councillors attended:	9
	<div> Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee </div> <div> Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Chaired Romsey Men's Shed Annual Meeting, the highlight being the election of three life members for outstanding services rendered in the establishment of the men's shed. Remembrance Day – attended observances at Romsey and Lancefield memorials. Relief & Recovery meeting at Darraweit Guim following disastrous Deep Creek flooding. Attended several pre-state election announcements in Woodend, Lancefield and Gisborne about funding promises if elected. Riddells Creek meeting regarding community viewpoints on Amess Road residential development proposal. </div> <div> <ul style="list-style-type: none"> Calder Highway Improvement Committee Goldfields Library Corporation Board </div>			

Cr Dominic Bonanno South Ward	Council Meetings attended: (including scheduled, unscheduled and Delegated Committees)	2 (on leave for 6)	Other meetings of Councillors attended:	2 (on leave for 7)
	Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Loddon Mallee Waste and Resource Recovery Group Forum 			
	Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Cr Bonanno was on leave due to running as a candidate in the State election so has not provided highlights 			
Cr Rob Guthrie South Ward	Council Meetings attended: (including scheduled, unscheduled and Delegated Committees)	8	Other meetings of Councillors attended:	9
	Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Chief Executive Officer Employment and Remuneration Committee Goldfields Library Corporation Board (proxy) Loddon Mallee Waste and Resource Recovery Group Forum (sub) Macedon Ranges Heritage Council Workspace Australia 			
	Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Attended the launch of the Central Goldfields World Heritage Bid Economic Benefit Assessment Summary at Creswick Attended a Citizenship Ceremony at Kyneton Town Hall Attended 2 Workspace Board meetings and the Annual General meeting in Bendigo Attended funding announcement in Castlemaine, where Regional Development Victoria granted Workspace \$3 million to do stage 1 of the Ette Street Castlemaine redevelopment Attended Dealing with Complex Behaviour Councillor Workshop in Bendigo 			

Cr Anne Moore South Ward	Council Meetings attended: (including scheduled, unscheduled and Delegated Committees)	7	Other meetings of Councillors attended:	7
	Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Calder Highway Improvement Committee (sub) Macedon Ranges Heritage Council Macedon Ranges Local Safety Committee MAV Emergency Management Committee 			
	Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Not provided 			