



# Quarterly Report

1 April to 30 June 2020

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 Progress Report**

**SECTION 3 Council Plan Actions - Progress Report**

**SECTION 4 Risk Management Report**

**SECTION 5 Implementation of Council Resolutions**

**SECTION 6 Customer Service Standards – Responsiveness**

**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>Capital Works Statement</i>	<i>Summary of year to date capital expenditure by asset type</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>Budget Carry Forwards/ Net</i>	<i>Summary of carry forwards and 2019/20 net budget position</i>
<i>Budget Position</i>	

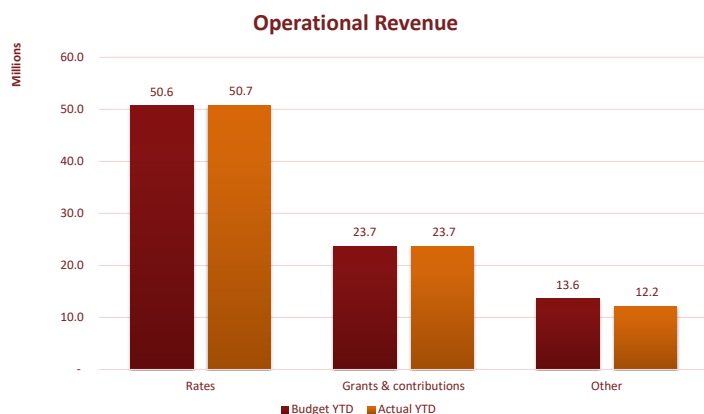
## Summary of Financial Results

12 months ended 30 June 2020

The Income Statement shows that an adjusted operating surplus of \$31.8m was recorded for the financial year. This surplus includes revaluation increases for Land, Land under Roads, Buildings, Footpaths and condition assessment for Kerb and Channel totalling \$18.1m.

Overall the operating surplus (excluding adjustments) is \$0.59m favourable to budget - income is \$1.27m below budget and operating expenses are \$1.86m lower than budget. Capital expenditure totalled \$23.98m, which was \$11.3m under budget.

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.

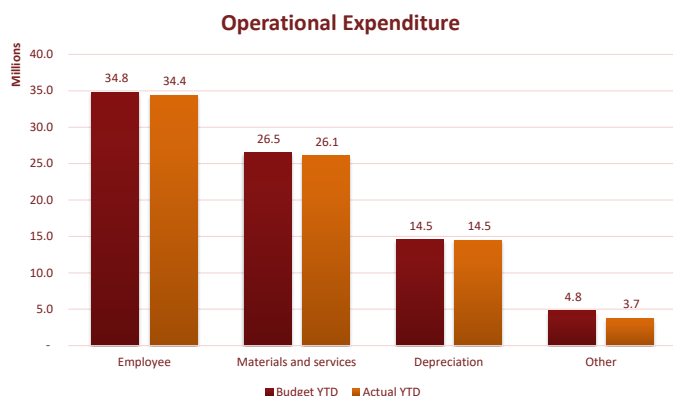


### Key budget variances:

**Rates:** Actual income is in line with budget for the year to date.

**Grants & Contributions:** overall this income is \$0.4m below budget. This is predominantly due to the timing of capital project grants in line with the lower capital expenditure to date.

**Other:** Lower than budget as Recreational, Leisure and Cultural venues have been closed due to COVID-19.



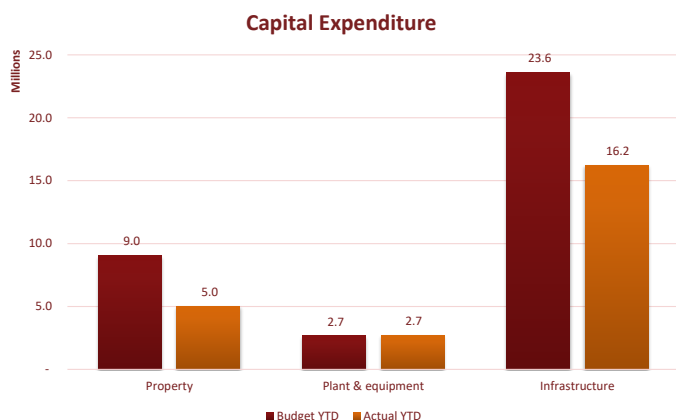
### Key budget variances:

**Employee costs:** expenditure is under budget due to temporary position vacancies and lead times for recruitment of newly budgeted positions.

**Materials and supplies:** under budget due to the timing of project related expenditure and contract payments.

**Depreciation:** The budget variance is within acceptable parameters.

**Other:** Lower than budget as Recreational, Leisure and Cultural venues have been closed due to COVID-19.



### Key budget variances:

**Property:** expenditure is under budget due to delay of projects due to COVID-19 and weather. The projects will be completed in the 2020/21 year.

**Plant and equipment:** The budget variances are within acceptable parameters.

**Infrastructure:** Capital expenditure is below budget at this stage of the year due to the delay in a number of projects which will be completed in 2020/21.

# INCOME STATEMENT

## 12 months ended 30 June 2020

	2019/20 June YTD Adjusted Budget* \$'000	2019/20 June YTD Actuals \$'000	2019/20 June YTD Variance \$'000
<b>Income</b>			
Rates and charges	50,645	50,749	104
Statutory fees and fines	4,044	4,274	230
User fees	7,314	5,688	(1,626)
Grants - operating	11,222	14,968	3,746
Grants - capital	11,409	7,956	(3,453)
Contributions - monetary	1,070	808	(262)
Other income	2,231	2,225	(6)
<b>Total income</b>	<b>87,935</b>	<b>86,668</b>	<b>(1,267)</b>
<b>Expenses</b>			
Employee costs	34,752	34,373	379
Materials and services	26,473	26,064	409
Depreciation and amortisation	14,532	14,493	39
Borrowing costs	259	321	(62)
Other expenses	4,506	3,416	1,090
<b>Total expenses</b>	<b>80,522</b>	<b>78,667</b>	<b>1,855</b>
<b>Surplus/(deficit) <i>Ex other adjustments</i></b>	<b>7,413</b>	<b>8,001</b>	<b>588</b>
<b>Other adjustments</b>			
Contributions - non monetary	8,700	5,913	(2,787)
Fair value adjustments for investment property	-	(270)	(270)
Share of net profits/(losses) of Regional Library	-	57	57
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	(182)	(182)
Net asset revaluation increment decrement	1,500	18,107	16,607
(Increase)/decrease in provision for landfill liability	-	220	220
<b>Total surplus/(deficit)</b>	<b>17,613</b>	<b>31,846</b>	<b>14,233</b>

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 \$31.8m is \$14.2m (81%) favourable to budget. The surplus includes revaluation of Land, Land under Roads, Buildings, Footpaths and condition assessment on Kerb and Channel.

The operating grants revenue is greater than budget due to prepayment of Grants Commission for the 2020/21 year of \$2.98m and receipt of some unbudgeted grants such as the first milestone payment for Working for Victoria \$347k.

\* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2018/19 and approved changes from the mid-year budget review.

# BALANCE SHEET

## As at 30 June 2020

	2019/20 June Adjusted Budget* \$'000	2019/20 June Actuals \$'000	2019/20 June Variance \$'000
<b>Current assets</b>			
Cash and cash equivalents	4,151	17,567	13,416
Trade and other receivables	6,782	6,271	(511)
Other financial assets	19,136	16,000	(3,136)
Non-current assets classified as held for sale	-	-	-
Right of use assets	-	357	357
Other assets	445	512	67
<b>Total current assets</b>	<b>30,514</b>	<b>40,707</b>	<b>10,193</b>
<b>Non-current assets</b>			
Other financial assets	21	21	-
Investment in Regional Library	1,223	1,280	57
Property, infrastructure, plant and equipment	1,128,887	1,131,089	2,202
Right of use assets	-	939	939
Investment property	2,854	2,584	(270)
Intangible assets	283	632	349
<b>Total non-current assets</b>	<b>1,133,268</b>	<b>1,136,545</b>	<b>3,277</b>
<b>Total assets</b>	<b>1,163,782</b>	<b>1,177,252</b>	<b>13,470</b>
<b>Current liabilities</b>			
Trade and other payables	7,416	7,508	(92)
Trust funds and deposits	3,320	3,072	248
Provisions	6,253	6,567	(314)
Lease liability	-	381	(381)
Interest-bearing loans and borrowings	655	485	170
<b>Total current liabilities</b>	<b>17,644</b>	<b>18,013</b>	<b>(369)</b>
<b>Non-current liabilities</b>			
Provisions	5,025	4,888	137
Lease liability	-	961	(961)
Interest-bearing loans and borrowings	5,980	4,023	1,957
<b>Total non-current liabilities</b>	<b>11,005</b>	<b>9,872</b>	<b>1,133</b>
<b>Total liabilities</b>	<b>28,649</b>	<b>27,885</b>	<b>764</b>
<b>Net assets</b>	<b>1,135,133</b>	<b>1,149,367</b>	<b>14,234</b>
<b>Equity</b>			
Accumulated surplus	657,193	653,364	(3,829)
Reserves	477,940	496,003	18,063
<b>Total Equity</b>	<b>1,135,133</b>	<b>1,149,367</b>	<b>14,234</b>

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.

The total equity at 30 June 2020 is \$1.149m which is \$14.2m higher than budget. This favourable variance is predominantly due to revaluation of assets. The value of assets are also affected by capital expenditure being under budget by \$11.3m which is offset by higher cash and cash equivalents of \$13.4m.

\* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2018/19. Also opening balances have been adjusted for the actual 30 June 2019 closing net asset position.

# CAPITAL WORKS STATEMENT

## 12 months ended 30 June 2020

	2019/20 June 2020 Adjusted Budget* \$'000	2019/20 June 2020 Actuals \$'000	2019/20 June 2020 Variance \$'000
<b>Property</b>			
Land and land improvements	104	0	104
Buildings and building improvements	8,945	5,036	3,909
<b>Total property</b>	<b>9,049</b>	<b>5,036</b>	<b>4,013</b>
<b>Plant and equipment</b>			
Plant, machinery and equipment	1,983	1,942	41
Fixtures, fittings and furniture	0	0	0
Computers and telecommunications	677	783	(106)
<b>Total plant and equipment</b>	<b>2,660</b>	<b>2,725</b>	<b>(65)</b>
<b>Infrastructure</b>			
Roads	11,982	9,200	2,782
Bridges	701	361	340
Footpaths and Cycleways	1,784	1,298	486
Drainage	932	673	259
Recreational, leisure and community facilities	4,810	2,441	2,369
Parks, open space and streetscapes	1,510	901	609
Other infrastructure	1,869	1,349	520
<b>Total infrastructure</b>	<b>23,588</b>	<b>16,223</b>	<b>7,365</b>
<b>Total capital works expenditure</b>	<b>35,297</b>	<b>23,984</b>	<b>11,313</b>

Capital works expenditure is under budget by \$11.3m at the end of June 2020.

\* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2018/19 and approved changes from the mid-year budget review.

### Projects which are likely to have expenditure budgets carry forwarded to 2020/21

Project	Reason for budget carry forward
Drainage works	Ongoing negotiations with land owners for easements.
Gardiner Reserve football/cricket change rooms	Change in project funding and scope.
Gardiner Reserve netball/umpire change rooms	Change in project funding and scope.
Kyneton Early Years	Requires external funding.
Kyneton livestock exchange	Report prepared for Council on cost and options.
Kyneton Museum	Heritage assessment delayed works.
Kyneton Historic Piggery Shed	Heritage assessment delayed works.
Lauriston Reservoir Road Kyneton	Deferred to 2020/21.
Macedon & Woodend cricket nets	Works were re-tendered. Additional funding was required.
Macedon Ranges Sports Precinct	Requires Federal funding for project delivery.
Mt Eliza Road Romsey black spot project	Funding received during year.
Pedestrian crossings in Gisborne and Kyneton	Construction starting in April, completion may be in 2020/21.
Romsey ecotherapy park	Climbing forest completed, some works carried forward.
Romsey Road Romsey black spot project	Funding received during year.
Woodend to Hepburn rail trail - stage 1	Requires grant funding for project to proceed.

# FINANCIAL RESERVES

As at 30 June 2020

	Balance 01/07/2019	Transfers to Reserve	Transfer from Reserve	Balance 30/06/2020
<b>Discretionary Reserves</b>				
Plant Replacement	565,010	1,209,000	1,516,803	257,207
Asset Conversion	880,540		16,168	864,372
Commercial Development	3,636,478		37,239	3,599,239
Gravel Pit Operations	397,972	147,450		545,422
Hanging Rock	463,240	149,010		612,250
Maintenance Senior Citizens Accommodation	195,203	84,719	26,923	252,999
Debt Repayment	3,449,470	700,000	4,058,000	91,470
<b>Total Discretionary Reserves</b>	<b>9,587,914</b>	<b>2,290,179</b>	<b>5,655,133</b>	<b>6,222,960</b>
<b>Statutory Reserves</b>				
Public Open Space - South	1,316,885	363,219	329,891	1,350,213
Public Open Space - East	917,817	299,174	96,405	1,120,586
Public Open Space - Central	723,332	316,750		1,040,082
Public Open Space - West	150,752	157,500	123,409	184,843
<b>Public Open Space</b>	<b>3,108,785</b>	<b>1,136,643</b>	<b>549,705</b>	<b>3,695,723</b>
Community Facilities - South	-			-
Community Facilities - East	222,041			222,041
Community Facilities - Central	17,697			17,697
Community Facilities - West	13,819	164,487		178,306
<b>Community Facilities</b>	<b>253,557</b>	<b>164,487</b>	<b>-</b>	<b>418,044</b>
Car Parking	135,600			135,600
Planning Roadworks	262,093	164,487		426,580
Drainage	392,879	53,004		445,883
Gisborne Development Contributions Plan	698,959	59,750		758,709
Romsey Development Contributions Plan	256,925	30,809	175,000	112,734
Planning Footpath Works	107,129	21,128		128,257
<b>Total Statutory Reserves</b>	<b>5,215,927</b>	<b>1,630,308</b>	<b>724,705</b>	<b>6,121,530</b>
<b>GRAND TOTAL</b>	<b>14,803,841</b>	<b>3,920,487</b>	<b>6,379,838</b>	<b>12,344,490</b>



## INVESTMENTS HELD

As at 30 June 2020

Institution	Non Fossil fuel *	Percentage of Total investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
<b>Short Term Investments</b>							
AMP BANK LTD	No	8.10%	Term Deposit	\$ 2,000,000	1.80%	29/01/2020	29/07/2020
AMP BANK LTD	No	8.10%	Term Deposit	\$ 2,000,000	1.55%	9/03/2020	7/09/2020
ANZ BANK LTD	No	24.30%	Term Deposit	\$ 6,000,000	0.80%	29/05/2020	20/08/2020
ANZ BANK LTD	No	8.10%	Term Deposit	\$ 2,000,000	0.75%	5/06/2020	4/09/2020
MACQUARIE BANK	No	12.15%	Term Deposit	\$ 3,000,000	1.60%	26/02/2020	8/09/2020
MEMBERS EQUITY BANK	Yes	8.10%	Term Deposit	\$ 2,000,000	1.91%	29/01/2020	29/07/2020
MEMBERS EQUITY BANK	Yes	4.05%	Term Deposit	\$ 1,000,000	1.55%	26/02/2020	6/10/2020
NATIONAL AUSTRALIA BANK LTD	No	10.89%	At Call Account	\$ 2,688,984	0.12%		
NATIONAL AUSTRALIA BANK LTD	No	8.10%	Term Deposit	\$ 2,000,000	1.15%	27/04/2020	27/08/2020
NATIONAL AUSTRALIA BANK LTD	No	8.10%	Term Deposit	\$ 2,000,000	0.86%	5/06/2020	2/10/2020

### Total Investments

\$ 24,688,984

### Total % of Non Fossil Fuel Lending Institutions\*

12%

\* The Council's Investment Policy requires that preference will be given to investing its funds in banks and financial institutions that do not invest in or finance the fossil fuel industry, providing that they meet the other policy criteria of safeguarding council's investments and maximising investment returns.

During Covid-19 lending has decreased and on the converse side some banks have reduced or stopped taking investments. The two main non fossil fuel A1 rated lending institutions which Council invested with stopped taking investments or rolling investments over during May and June. This reduced the non fossil fuel institutions which Council could invest with.

## Budget carry forwards from 2019/20 to 2020/21

No.	Projects In progress at the end of the year :	Remaining Budget		Net Carry
		Income	Expense	Forward
1	Macedon Ranges Regional Sports Precinct	(\$1,998,636)	\$1,766,941	(\$231,695)
2	Kyneton bluestone heritage kerb renewal program	\$0	\$101,616	\$101,616
3	Beauchamp St Kyneton	\$0	\$478,909	\$478,909
4	Kyneton-Metcalf Rd Kyneton	\$0	\$86,854	\$86,854
5	Lauriston Road Kyneton	\$0	\$111,814	\$111,814
6	Lauriston Reservoir Rd	\$0	\$110,000	\$110,000
7	Farrell Street New Gisborne	\$0	\$150,000	\$150,000
8	Blackspot Project (VicRoads) - Mt Eliza Road	(\$851,958)	\$834,740	(\$17,218)
9	Blackspot Project (VicRoads) - Romsey Road	(\$308,897)	\$253,356	(\$55,541)
10	Woodend Pedestrian Crossings	\$0	\$113,892	\$113,892
11	Gisborne to Bullengarook walking track and bridge	\$0	\$182,364	\$182,364
12	Lauriston Road - Drummond	(\$60,000)	\$119,027	\$59,027
13	Footbridge Renewal (Riddells Creek Footbridge)	\$0	\$95,898	\$95,898
14	Victoria Street, Kyneton (TAC Grant) - Ped Crossing	(\$32,250)	\$96,391	\$64,141
15	Walking track fitness equipment	(\$89,000)	\$125,438	\$36,438
16	Healthy Heart of Victoria Initiative - WalkKyneton	\$0	\$248,369	\$248,369
17	Healthy Heart of Victoria Initiative - the FIT Project	\$240,000	\$0	\$240,000
18	Gardiner Football/Cricket Pavilion	(\$20,000)	\$979,265	\$959,265
19	Gardiner Netball/Umpires Pavilion	(\$305,000)	\$35,537	(\$269,463)
20	Council Building Renewals	\$0	\$119,522	\$119,522
21	47 Victoria St Macedon	(\$163,500)	\$166,307	\$2,807
22	Swinburne Ave Kinder	(\$250,000)	\$581,412	\$331,412
23	Dixon Field	(\$157,000)	\$292,577	\$135,577
24	Gardiner Reserve Lighting	(\$55,000)	\$139,447	\$84,447
25	Kyneton Saleyards	(\$705,000)	\$511,469	(\$193,531)
26	Macedon Community Centre Netball Changerooms	(\$125,000)	\$125,000	\$0
27	Piggery Shed	\$0	\$204,376	\$204,376
28	Kyneton Museum	\$0	\$109,886	\$109,886
29	Loddon Mallee Region Move It Project	\$0	\$755,762	\$755,762
30	Kyneton Early Years	(\$200,000)	\$200,000	\$0
31	Woodend to Hepburn rail trail	(\$500,000)	\$500,000	\$0
32	Gardiner Reserve netball court	(\$70,000)	\$17,500	(\$52,500)
33	Sports ground drainage adjacent to ground	(\$40,000)	\$40,000	\$0
34	Woodend and Macedon Cricket nets	(\$100,900)	\$317,665	\$216,765
35	Romsey Ecotherapy Park Phase 3	\$240,000	\$0	\$240,000
36	Riddells Creek Tennis Courts	(\$100,000)	\$0	(\$100,000)
37	Kyneton Town Centre Urban Design Framework	\$0	\$80,000	\$80,000
38	Landscape Assessment Study	\$0	\$60,053	\$60,053
39	Romsey structure plan review	\$0	\$130,000	\$130,000
40	Reform	\$0	\$125,000	\$125,000
41	Local Government Act reform	\$0	\$65,000	\$65,000
42	Disaster claims	(\$452,075)	\$0	(\$452,075)
43	Net of other minor projects under \$60k	(\$468,579)	\$1,230,510	\$761,931
<b>Grants received in advance</b>				
44	Financial Assistance Grants for 2019/20 paid in advance	\$4,231,341	\$0	\$4,231,341
45	Hanging Rock DELWP funding	\$0	\$107,248	\$107,248
46	Working for Victoria	\$346,962	(\$77,185)	\$269,777
47	Meals on wheels	\$54,089	\$0	\$54,089
48	Early Start Grant Funding	\$45,158	\$23,816	\$68,974
49	Fixing Country roads grants	(\$216,001)	\$0	(\$216,001)
50	Roads to recovery grants	(\$249,784)	\$0	(\$249,784)
<b>Net budget carry forwards</b>				<b>\$9,354,747</b>

*Budget carry forwards represent unspent expenditure or unbudgeted income that needs to be made available to fund the completion of in-progress projects during the following financial year. Often, these in progress projects are intended to be undertaken over two or more years and are identified as in progress projects which require budget carry forwards in the Budget Reports adopted by Council in June each year. Budget Carry forwards are used to manage internal budgeting and project management, they do not form part of the Financial Statements.*

## Budget Management Position Summary - 30 June 2020

Net operating budget variance (1)	\$4,100,333
Net capital budget variance (2)	\$5,254,426
Less net budget carry forwards (see page 10)	(\$9,354,747)
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<b>Surplus</b>	<b>\$ 12</b>
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**Notes:**

1. Includes loans and reserves transfers, excludes depreciation and provision movements.

2. Net budget carry forwards includes the additional amounts provided to projects in the 2019/20 MYBR and the resulting \$175,061 deficit.

# SECTION 2

## Capital Works Progress Report

*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.*

*This section provides an update on our progress towards achieving each project.*

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
<b>PROPERTY - Land</b>					
Fersfield Road Gisborne open space purchase	103,984	103,984	-	103,984	Works completed by developer. Payment will be made following inspection in August 2020.
<b>TOTAL PROPERTY - Land</b>	<b>103,984</b>	<b>103,984</b>	<b>-</b>	<b>103,984</b>	
<b>PROPERTY - Buildings</b>					
Council building demolition	100,000	100,000	58,155	41,845	This is the parent program consisting of five building demolition projects. All 5 demolition projects are complete.
Council building renewal program	2,870,000	2,870,000	2,176,646	693,354	This is the parent project for 25 building renewal projects. 23 projects are completed. Two projects require budgets carried forward due to weather delays, Lauriston Hall at 95% and Piggery Shed at 80% complete.
Dixon Field pavilion no2	355,000	355,000	62,423	292,577	Tender awarded with works to commence in July 2020. Carry forward of budget to be requested.
Gardiner Reserve Netball/Umpires changerooms	926,001	926,001	890,464	35,537	Netball/Umpires Pavilion. Pavilion complete. Certificate of Occupancy will be issued in July. Some external works to be completed. Builder is working through defects. Landscaping works to be completed. Partial carry forward of budget to be requested to 2020/21.
Gardiner Reserve football changerooms	1,031,557	1,031,557	52,292	979,265	Football / Cricket Pavilion - Design and construct documents finalised and building permit close to being issued. On site works programmed to start as per agreed schedule set in January to end of September 2020. Carry forward of budget to be requested.
Gilbert Gordon pavilion	70,000	70,000	33,421	36,579	Works completed.
Gisborne Changing Places toilet facility	90,000	90,000	90,857	(857)	Works completed.
Gisborne office compliance works	20,685	20,685	23,580	(2,895)	Works completed.
Gisborne Stadium futsal proofing	79,500	79,500	44,632	34,868	Works completed.
Cat pound	50,200	50,200	33,992	16,208	Works completed.
IR Robertson Reserve pavilion	330,630	330,630	344,274	(13,644)	Works completed. Attending to a few minor defects.
Kinder and MCH temporary relocation at Romsey and Riddells Creek	-	-	1,168	(1,168)	Additional costs to complete prior year project.
Kyneton early learning centre (stage one)	856,220	856,220	-	856,220	Application submitted to Department of Education and Training Children's Facilities Program 2019-20 was unsuccessful. Department of Education and Training have referred the application to the Kinder on School sites program for funding opportunities. Continuing discussions with Victorian School Building Authority.
Kyneton Library upgrade works	180,000	180,000	195,856	(15,856)	Works completed.
Kyneton Museum renewal	180,000	180,000	70,114	109,886	Heritage documentation for Heritage Victoria completed. Partial works completed including asbestos removal, floor repaired and painting completed. Active termite infestation discovered and being treated as a high priority in main bluestone building which impacted budget. Scope for roof and internal works costed higher than budget permits. A \$200K grant submission to Heritage Victoria Living Heritage Grant completed awaiting response. \$65,000 to be carried forward to 2020/21 as Council's contribution to grant application.
Kyneton Town Hall and office heating	-	-	2,839	(2,839)	Additional costs to complete prior year project.
Kyneton Town Hall exterior	-	-	40,277	(40,277)	Survey and architects costs.
Lauriston Hall refurbishment	13,463	13,463	13,105	358	Works completed.
Macedon 47 Victoria Street renewal	186,000	186,000	19,693	166,308	Tenders received over budget. Project on hold pending Council Meeting. Carry Forward of budget requested.
Macedon netball & umpires changerooms	125,000	125,000	-	125,000	Project on hold. Pending grant and revision of scope as Quantity Surveyor report advises over budget. This project will be carried forward to 2020/21.
Romsey and Riddells Creek Stadium seating	40,000	40,000	38,853	1,147	Works completed.

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Seniors units renewal	80,000	80,000	26,923	53,077	Unit upgrade works are difficult to forecast as they are undertaken when tenants vacate. There has been lower than expected expenditure for the year as there has been limited tenant turnover.
Solar and energy efficiency council buildings	75,000	75,000	77,388	(2,388)	Works completed.
Transfer station eWaste buildings	91,008	91,008	129,802	(38,794)	Construction of all sheds complete. The additional expenditure was covered by grant funding.
Tony Clarke Reserve Changerooms	-	-	2,990	(2,990)	Additional costs to complete prior year project.
Swinburne Av Kinder refurbishment	735,000	735,000	153,588	581,412	Construction was delayed but now underway. Carry forward of budget requested.
Woodend kindergarten renewal	460,155	460,155	453,452	6,703	Works completed.
<b>TOTAL PROPERTY - Buildings</b>	<b>8,945,419</b>	<b>8,945,419</b>	<b>5,036,784</b>	<b>3,908,635</b>	
<b>TOTAL LAND AND BUILDINGS</b>	<b>9,049,403</b>	<b>9,049,403</b>	<b>5,036,784</b>	<b>4,012,619</b>	
<b>INFRASTRUCTURE - Roads</b>					
Bitumen resurfacing program	1,813,810	1,813,810	1,730,805	83,005	Spray sealing works complete. Asphalt projects have been completed waiting on invoices. Program delivered under budget.
Black Spot road funding	1,914,163	1,914,163	770,428	1,143,735	Additional funding received, which was added in the mid year budget review. Carry forward of budget requested.
Bluestone Theatre carpark	150,000	150,000	66,168	83,832	Works completed.
Disabled parking renewal	50,000	50,000	9,398	40,602	Works completed all identified parking bays amended and upgraded to meet current Disability and Discrimination Act standards.
Gisborne Business Park roads upgrade	100,000	100,000	37,239	62,761	Detail design and all investigations have been completed. Works to commence in 2020/21.
Gisborne pedestrian crossing	105,000	105,000	71,517	33,483	Works completed.
Gravel road renewal program	907,000	907,000	903,994	3,006	Works completed.
Guardrail program	82,000	82,000	68,389	13,611	Works completed.
Howey Street Gisborne traffic calming	45,000	45,000	49,280	(4,280)	Works completed.
Intersection upgrade and renewal program	140,635	140,635	97,388	43,247	Works completed.
Kerb and channel program	195,223	195,223	149,692	45,531	Works completed.
Kyneton bluestone heritage kerb renewal program	105,334	105,334	3,718	101,616	50% of works were completed in 2018/19. The contractor has notified Council due to the current situation they will not be returning to complete the project. Currently assessing options to retender the remainder of the project as the number of contractors with bluestone kerb experience is limited.
Kyneton showgrounds carpark asphaltting	62,283	62,283	62,973	(690)	Works completed waiting for Powercor to install some new LED lighting on existing poles.
Minor road stabilisation program	245,000	245,000	235,162	9,838	Works completed.
Minor roadworks program	67,000	67,000	72,702	(5,702)	Works completed.
Minor traffic management works	46,000	46,000	39,400	6,600	Inspections complete with some signs to be installed.
Road construction program	5,571,472	5,571,472	4,675,278	896,194	This is the parent project for 14 road construction projects. 11 road construction projects are complete, 2 projects are in construction and one project has been deferred to 2020/21. Carry forward of budget has been requested.
Road design works	50,000	50,000	41,805	8,195	Works completed.
Romsey kindergarten carpark	70,000	70,000	54,583	15,417	Works completed.
Victoria Street Kyneton pedestrian crossing	105,000	105,000	8,609	96,391	Works are in pre-construction phase and are due to commence in July. This project will be requested to be carry forward due to contractors resources being effected by Covid-19.

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Woodend pedestrian crossing	155,000	155,000	41,108	113,892	90% of the works were completed onsite prior to 30 June 2020. Asphalt works are the only outstanding works. However there are several defects identified. Budget carry forward will be requested.
<b>TOTAL INFRASTRUCTURE - Roads</b>	<b>11,979,920</b>	<b>11,979,920</b>	<b>9,189,634</b>	<b>2,790,286</b>	
<b>INFRASTRUCTURE - Footpaths</b>					
Bald Hill pathway	100,000	100,000	102,056	(2,056)	Works completed.
Campaspe River Trail	26,467	26,467	27,320	(853)	Works completed.
Footpath construction program	850,000	850,000	894,711	(44,711)	This is the Parent Project. Eleven footpaths have been completed and total program has been delivered.
Footpath renewal program	308,000	308,000	270,897	37,103	Works completed.
Macedon Trails	-	-	12,801	(12,801)	Preliminary expenditure for 2020/21 project.
Woodend to Hepburn rail trail - Stage 1	500,000	500,000	-	500,000	Feasibility study adopted by Council. Advocacy materials to be developed to use in representations to government. Remaining budget requested to carry forward to 2020/21.
<b>TOTAL INFRASTRUCTURE - Footpaths</b>	<b>1,784,467</b>	<b>1,784,467</b>	<b>1,307,784</b>	<b>476,683</b>	
<b>INFRASTRUCTURE - Bridges</b>					
Bridge Renewal Program	480,778	480,778	323,623	157,155	This is the parent project for three bridge projects. One project is in pre-construction, one project will be carry forward to the 2020/21 financial year and one project has been cancelled with the bridge to be fully replaced within the next five years. Lauriston Road Culvert will also need to carry forward due to an environmental issue delaying the project. Works will be completed next summer.
Gisborne to Bullengarook footbridge	220,000	220,000	37,636	182,364	Design completed. Planning permit is required due to native vegetation discovered on site. Currently awaiting VicRoads and Melbourne Water approval. Works to be carried forward to 2020/21 financial year due to delay in permits and too wet for contractor to access site.
<b>TOTAL INFRASTRUCTURE - Bridges</b>	<b>700,778</b>	<b>700,778</b>	<b>361,259</b>	<b>339,519</b>	
<b>INFRASTRUCTURE - Drainage</b>					
Gross pollutant traps	120,000	120,000	80,880	39,120	Works completed.
Minor drainage works	681,000	681,000	500,688	180,312	This is the parent project for eight drainage projects. Seven projects are completed. The final project is in discussions with land owners regarding easements and will be a carry forward to the 2020/21 financial year.
Quarry Road detention basin	21,036	21,036	19,913	1,123	Works completed.
Water sensitive urban design (WSUD) works Gisborne township	110,000	110,000	71,459	38,541	Works completed.
<b>TOTAL INFRASTRUCTURE - Drainage</b>	<b>932,036</b>	<b>932,036</b>	<b>672,940</b>	<b>259,096</b>	
<b>INFRASTRUCTURE - Recreational, Leisure and Community Facilities</b>					
Aquatic and Leisure equipment replacement	40,000	40,000	49,303	(9,303)	Works completed.
Barkly Square lighting	381,161	381,161	412,497	(31,336)	Works completed.
Gardiner Reserve lighting	157,015	157,015	17,568	139,447	As agreed with all impacted parties, we are waiting on the announcement from local Football Netball League in relation to season 2020, which in turn will determine whether the lights are changed over now, or in October. Project budget is being carried forward to 2020/21.
Gardiner Reserve netball court	70,000	70,000	52,500	17,500	Club are delivering this project. Final payment will be made when lights have been installed. Carry forward of budget requested to 2020/21.
Gilbert Gordon oval works	32,704	32,704	30,000	2,704	Works completed.

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Gisborne Tennis Club lighting and court redevelopment	339,450	339,450	319,662	19,788	Works completed.
Kyneton Showgrounds #2	-	-	5,541	(5,541)	Additional costs to complete prior year project.
Kyneton tennis courts project - additional funding	7,658	7,658	6,325	1,333	Works completed.
Macedon Ranges Sports Precinct (stage one)	1,978,700	1,978,700	211,759	1,766,942	Design Services consultants have been appointed and concept design is underway. Target project completion is April 2022. The project is approximately 28% complete. The project remains underfunded (by approximately \$14M based on latest project cost estimates). The project team continue to explore opportunities for project funding via State and Federal Governments.
Minor capital works program at recreational facilities	100,000	100,000	47,119	52,881	Works completed.
Playground renewal	52,000	52,000	52,045	(45)	Works completed.
Riddells Creek tennis courts	471,974	471,974	474,454	(2,480)	Works completed.
Sports ground drainage adjacent to ground	109,849	109,849	74,562	35,287	Works at Tony Clarke Reserve completed. Romsey Recreation Reserve drainage works have been deferred.
Sports ground drainage on ground	100,000	100,000	112,101	(12,101)	Works completed.
Tony Clarke Reserve lighting	548,650	548,650	564,944	(16,294)	Works completed.
Howey Reserve Gisborne irrigation	100,000	100,000	5,591	94,409	Works completed.
Woodend and Macedon cricket nets	321,765	321,765	4,860	316,905	Works completed.
<b>TOTAL INFRASTRUCTURE - Recreational, Leisure and Community Facilities</b>	<b>4,810,926</b>	<b>4,810,926</b>	<b>2,440,830</b>	<b>2,370,096</b>	
<b>INFRASTRUCTURE - Parks, Open Space and Streetscapes</b>					
Ash Wednesday park landscaping	50,000	50,000	-	50,000	The Master Plan was adopted by Council at the Special Council Meeting of 1 May 2020. Works are to be undertaken in 2020/21 and budget will need to be carried forward.
Botanical Gardens improvements	40,000	40,000	16,500	23,500	Due to the COVID-19 restrictions works have not been able to proceed. Carry forward of budget to be requested to 2020/21.
Cenotaph renewal	8,635	8,635	9,845	(1,210)	Works completed.
Fitness Equipment - regional	245,000	245,000	119,562	125,438	Kyneton installation is complete. Tenders have been awarded and works are currently being implemented for Romsey, Gisborne and Woodend. Carry forward of budget has been requested to 2020/21.
Gisborne Fields open space development	91,524	91,524	106,210	(14,686)	Works completed.
Hanging Rock DELWP funding	279,885	279,885	172,637	107,249	Various works progressing – Grassland Management Plan Draft being finalised, revegetation works ongoing.
Hanging Rock projects	8,834	8,834	-	8,834	Work being scoped.
Healthy heart of Victoria	300,000	300,000	51,631	248,369	Have internally agreed upon the alignment of a new connecting path from the existing river walk path and the community park. Consultation, design and approvals work will be completed for the connecting path and an eventual extension of the river walk path to Mollison St bridge but no construction of the extension will be delivered in this project. Feature survey completed and have commenced Cultural Heritage Management Plan (CHMP). Until CHMP is completed and we have Heritage Victoria approval, we cannot progress to the delivery phase of the project. Heritage Vic have indicated some concerns with connecting path alignment. This will need to be resolved before we can achieve any significant progress. An Arborist's study has been completed. Still awaiting CHMP and Heritage Victoria approval.
Malmsbury Common improvements	86,000	86,000	85,994	6	Works completed.



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Parks infrastructure renewal	78,000	78,000	76,667	1,333	Works completed.
Romsey CBD improvements	21,435	21,435	10,878	10,557	Works near completion. Way finding signage to be installed.
Romsey EcoTherapy park	266,000	266,000	215,041	50,959	Works completed.
Wyralla Crescent landscaping	35,000	35,000	35,564	(564)	Works completed.
<b>TOTAL INFRASTRUCTURE - Parks, Open Space and Streetscapes</b>	<b>1,510,313</b>	<b>1,510,313</b>	<b>900,529</b>	<b>609,784</b>	
<b>INFRASTRUCTURE - Other Infrastructure</b>					
Bicycle parking	-	-	2,160	(2,160)	Additional costs to complete prior year project.
Kerbside bin replacement	140,000	140,000	276,118	(136,118)	Replacement of damaged and old kerbside bins has been greater than anticipated.
Kyneton Landfill rehabilitation	225,000	225,000	180,029	44,971	Works completed.
Kyneton Livestock Exchange	698,053	698,053	186,584	511,469	Main project on hold - pending Council decision. Showers completed and open to truck drivers. Carry forward of budget requested.
Kyneton livestock pound	11,331	11,331	12,779	(1,448)	Works completed.
Kyneton mineral springs renewal	9,160	9,160	7,761	1,399	Works completed.
RV disposal site	45,000	45,000	6,506	38,494	Project currently on hold.
Solar compactor for waste and recycling trial	15,000	15,000	11,217	3,783	Solar bin ordered and scheduled to be installed early July. Carry forward of budget to be requested.
Street/park bin renewal program	32,500	32,500	16,604	15,896	Works completed.
Streetlight replacement program	-	-	709	(709)	Additional costs to complete prior year project.
Kerbside Glass bins	693,005	693,005	648,314	44,691	Works completed.
<b>TOTAL INFRASTRUCTURE - Other Infrastructure</b>	<b>1,869,049</b>	<b>1,869,049</b>	<b>1,348,780</b>	<b>520,269</b>	
<b>TOTAL INFRASTRUCTURE</b>	<b>23,587,489</b>	<b>23,587,489</b>	<b>16,221,758</b>	<b>7,365,731</b>	
<b>PLANT AND EQUIPMENT - Plant and Equipment</b>					
Plant replacement program	1,982,740	1,982,740	1,942,105	40,635	All plant purchased.
<b>TOTAL PLANT AND EQUIPMENT - Plant and Equipment</b>	<b>1,982,740</b>	<b>1,982,740</b>	<b>1,942,105</b>	<b>40,635</b>	
<b>PLANT AND EQUIPMENT - Computers and Telecommunications</b>					
Accounts Payable procurement	30,000	30,000	25,740	4,260	Final testing of system underway
Agenda Management system	41,200	41,200	35,154	6,046	Project being phased back to application exploration and system design phases to account for new organisational structure and modifications required to templates to meet new structure and legislative requirements (project requirements will be deployed in stages/phases with Council Agenda and associated reports to be first phase to be deployed. Request to be carry forward to 2020/21.
Cultural venue system	16,000	16,000	-	16,000	Original quotes to be updated. Working group established. Quotes will be assessed by panel from IT, Finance and Arts & Culture.
Document conversion	131,390	131,390	124,479	6,911	Project works adjusted following further information received on Council's obligations for records retention requirements on Pensioner Concession records requiring additional tasks to be undertaken extending project timeline and cost.
Fleet Management system	110,000	110,000	103,581	6,419	System configuration and testing currently underway.

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
ICT Server generator	100,000	100,000	60,960	39,040	Specialised product from the UK took longer delivery times due to pandemic and works completed. Engineer sign off to be finalised and completed end of July 2020. Will be a small carry forward to 2020/21 due to sign off and outstanding invoices.
IT infrastructure renewal	211,000	211,000	355,336	(144,336)	Desktops and laptops at end of life are being replaced in batches. Project over budget due to additional devices required for COVID-19 and Working for Victoria.
Kyneton Town Hall equipment renewal	7,749	7,749	7,488	261	Works completed.
Leisure and Aquatic software	30,000	30,000	62,870	(32,870)	Implementation complete.
Telephone system software and processing unit upgrade	-	-	7,884	(7,884)	Additional costs to complete prior year project.
<b>TOTAL PLANT AND EQUIPMENT - Computers and Telecommunications, furniture</b>	<b>677,339</b>	<b>677,339</b>	<b>783,491</b>	<b>(106,152)</b>	
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>2,660,079</b>	<b>2,660,079</b>	<b>2,725,596</b>	<b>(65,517)</b>	
<b>Total</b>	<b>35,296,971</b>	<b>35,296,971</b>	<b>23,984,138</b>	<b>11,312,833</b>	

\* This column represents the adjusted budget which is the adopted budget, plus Council approved budget carry forwards from 2018/19 and all mid-year budget review changes adopted by Council.

# SECTION 3

## Council Plan Actions – Progress Report

*Council reviews the Council Plan 2017-27 annually and establishes actions across its five priority areas:*

*Promote health and wellbeing;*

*Protect the natural environment;*

*Improve the built environment;*

*Enhance the social and economic environment; and*

*Deliver strong and reliable government.*

*The actions are individual and specific activities that will be undertaken within the financial year to support the achievement of the priority areas.*

*This section provides a quarterly update on progress towards achieving the actions.*

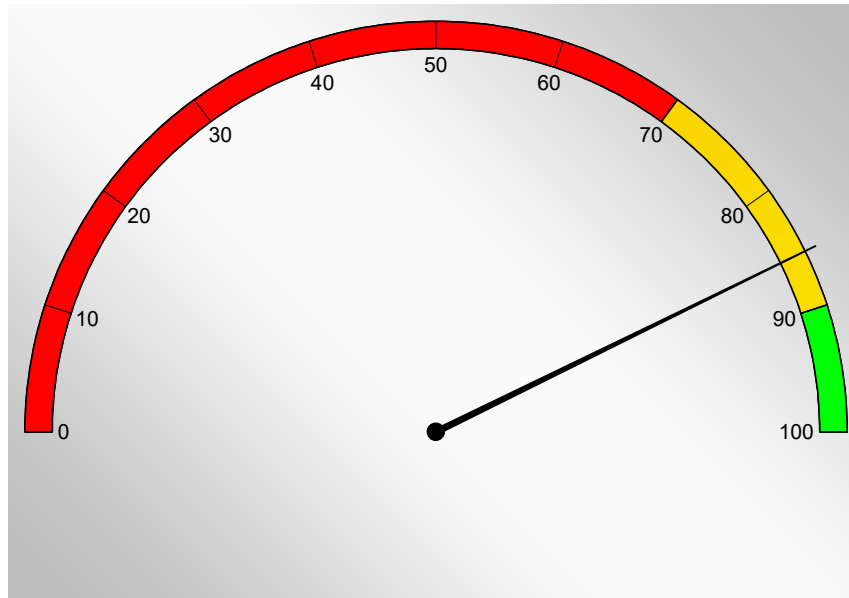
# Macedon Ranges Shire Council

## *Quarterly Review*

*April 2020 - June 2020*

# Council Plan Actions

## Quarterly Progress Against Council Plan Actions



Description	Indicator
61 Council Plan Actions reported on	
39 Council Plan Actions at least 90% of quarterly target	■
14 Council Plan Actions between 70 and 90% of quarterly target	■
8 Council Plan Actions less than 70% of quarterly target	■
0 Council Plan Actions with no target set	






## Progress Against Council Plan Actions Per Directorate









DIRECTORATE	NO. OF COUNCIL PLAN ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF QUARTERLY TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF QUARTERLY TARGET	NO. OF ACTIONS LESS THAN 70% OF QUARTERLY TARGET	NO. OF ACTIONS WITH NO TARGET
Assets and Operations	10	8	2	0	0
Chief Executive	10	7	1	2	0
Community Wellbeing	21	13	7	1	0
Corporate Services	3	2	1	0	0
Planning and Environment	17	9	4	4	0
<b>Total number of Council Plan actions</b>	<b>61</b>				

## Council Plan Actions






ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<b>1 PROMOTE HEALTH AND WELLBEING</b>							
<b>Outcome:</b> 1.1 We want Macedon Ranges residents to be mentally and physically healthy and active.							
<b>Strategy:</b> 1.1.1 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/inclusion, volunteers, community safety, and arts and culture.							
1.1.1.1 YEAR THREE ACTION PLAN  Demonstrate leadership in advancing gender equality through the implementation of MRSC Gender Equality Action Plan	In Progress	100	95	Plan finished. The final report and acquittal of bulk of grant monies has been submitted to Office for Women. Next stage is to begin implementation.	Manager Community & Culture	30/06/2020	
1.1.1.2 YEAR THREE ACTION PLAN  Advocate for funding to commence construction of a rail trail and off road cycling and walking track from Daylesford to Hanging Rock	Completed	100	100	Council staff continue to work in partnership with the Hepburn Shire Council to advocate for funding for this project as opportunities arise. At this stage advocacy has been unsuccessful as a feasibility study is required for the Hepburn Shire Council section of the trail.  Hepburn Shire Council have allocated funds to develop a feasibility study and quantity surveyor costs for their section of the trail. This work is currently out to tender and expected to be completed in 2020/21 which will assist in future advocacy for the trail that runs through both Municipalities.	Manager Recreation & Sport	30/06/2020	
1.1.1.3 YEAR THREE ACTION PLAN  Work with communities to promote safety, equal respectful relationships and opportunities for empowerment	Completed	100	100	Present at Place Making Group and other staff meetings to promote key messages from Positive Ageing Plan consultation- safety, equal respectful relationships and empowerment. Communicate with senior citizens groups/ community meals organisations re COVID- changes to promote safety 'Mental health first aid for older people' training offered to lifestyle carers, U3A, MRH and Cobaw Community Health.	Manager Community Services	30/06/2020	
1.1.1.4 YEAR THREE ACTION PLAN  Local implementation of Loddon Campaspe Region Healthy Heart project to get more people more active more often	Completed	100	100	The Healthy Hearts Initiative involves three core components which include the Active Living Census, Infrastructure improvements or programs that get more people, more active, more often and the Health Broker workforce. The Active Living Census is complete and information sessions are being implemented online to inform stakeholders on the key findings. The project has successfully delivered outdoor fitness equipment in Kyneton along the Campaspe River Trail and design documentation is currently out to tender for Woodend, Gisborne and Romsey which are expected to be delivered in 2020/21. The Health Broker role has recently been extended through until June 2021 as a result of the impact experienced by the COVID-19 pandemic.	Co-ordinator Aquatics & Leisure	30/06/2020	


ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>1.1.1.5 YEAR THREE ACTION PLAN</p> <p>Leadership of Move It Aus – Better Ageing Program across Loddon Mallee Region, seeking to engage more older people in regular physical activity</p>	In Progress	100	75	Contracted activities across Loddon Mallee region are underway. Final contract awarded after targeted EOI (hard to reach cohorts). Steering group met twice in period. Report submitted to Sport Australia late March re impact of COVID-19 which has seen activities be suspended. Sport Australia reviewing all projects- advice pending.	Manager Community Services	30/06/2020	
<p>1.1.1.6 YEAR THREE ACTION PLAN</p> <p>Develop a Positive Ageing Plan to prioritise need, attract funding and guide allocation of resources to services and programs</p>	In Progress	100	95	Resolved at June 2020 Ordinary meeting to place the Draft Positive Ageing Plan on public display for a period of four weeks.	Manager Community Services	30/06/2020	
<p>1.1.1.7 YEAR THREE ACTION PLAN</p> <p>Develop a Municipal Early Years Plan to prioritise need, attract funding and guide allocation of resources to services and programs</p>	In Progress	100	75	Draft document developed but requires to further work on proposed actions. This will be progressed with Council in 2020/21.	Manager Community Services	30/06/2020	
<p>1.1.1.8 YEAR THREE ACTION PLAN</p> <p>Advance Indigenous reconciliation through working with Recognised Aboriginal Parties on the development of a Reconciliation Action Plan</p>	In Progress	100	85	The draft RAP has been sent to the three traditional owner groups and is being exhibited publicly for four weeks from 3 July 2020. The RAP is expected to be considered for adoption at the September 2020 Ordinary Council Meeting.	Manager Community & Culture	30/06/2020	
<p>1.1.1.9 YEAR THREE ACTION PLAN</p> <p>Increase community awareness and resilience in relation to mental health including by supporting the activities of the Macedon Ranges Suicide Prevention Action Group</p>	Completed	100	100	Have delivered 1 Youth Mental Health First Aid course in Jan/Feb 2020. Live4Life crew 2020 is up and running, launch event was cancelled this year due to Covid-19 restrictions but crew are developing material to promote mental health and wellbeing across the wider community.	Manager Community & Culture	30/06/2020	









ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>1.1.1.10 YEAR THREE ACTION PLAN</p> <p>Develop a primary school Live4Life mental health education and promotion model aimed at grades 5 and 6</p>	In Progress	100	75	Activities completed include: Student and Parent Engagement (production of online Parent Survey; planning for 4 x community based Face2Face Parent Consultation Events; opening the EOI for Primary Schools to engage students in the process; Meetings with Local Service Providers to set up for the co-design/ development of the model. Work in regards to this program will continue in 2020/21.	Manager Community & Culture	30/06/2020	
<p>1.1.1.11 YEAR THREE ACTION PLAN</p> <p>Make a submission on behalf of the Macedon Ranges shire to the Victorian Government Royal Commission into Mental Health</p>	Completed	100	100	Macedon Ranges Shire Council submission to the Royal Commission is complete and has been submitted.	Manager Community & Culture	30/06/2020	
<p>1.1.1.12 YEAR THREE ACTION PLAN</p> <p>Celebrate the 90th birthday of the Kyneton Town Hall with a week-long retro-theatre event featuring nostalgic classic cult and local films</p>	Completed	100	100	A total of 221 people attended the six free nostalgic film sessions presented in December 2019 to celebrate the Kyneton Town Halls 90th year. The feedback from patrons was very positive with requests for future screenings of classics films and newsreel footage.	Manager Community & Culture	30/06/2020	
<p>1.1.1.13 YEAR THREE ACTION PLAN</p> <p>Apply universal design principles and consider accessible elements in the provision of outdoor exercise equipment</p>	Completed	100	100	Accessible equipment and improved disability parking has been included in the recently installed outdoor exercise equipment along the Campaspe River Trail in Kyneton and has been included in the tender documentation for outdoor exercise equipment for Woodend, Gisborne and Romsey.	Co-ordinator Aquatics & Leisure	30/06/2020	
<p>1.1.1.14 YEAR THREE ACTION PLAN</p> <p>Increase visibility of diversity in our community across our publications and communications</p>	Completed	100	100	Increasing the visibility of diversity in our publications is progressing as key documents are produced throughout the year. Notable documents produced to date which reflect the diversity of our community in the images chosen for inclusion include ShireLife and the 2018/19 Annual Report. The Annual Report was finalised in September 2019.	Manager Communications	30/06/2020	
<p>1.1.1.15 YEAR THREE ACTION PLAN</p> <p>Increase the level of information about support options and other opportunities for carers of people with disabilities</p>	Completed	100	100	Each HACCPYP client has had a service review in this period to support transition to a new provider- these discussions have addressed support available to carers where appropriate. Information for the 'National Services for Carers counselling' continues to be provided to clients through the assessment process when appropriate. All Support Workers have been provided with this information to provide to relevant carers.	Manager Community Services	30/06/2020	



ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<b>2 PROTECT THE NATURAL ENVIRONMENT</b>							
<b>Outcome:</b> 2.1 We want to lead by example and improve environmental outcomes in all aspects of life.							
<b>Strategy:</b> 2.1.1 We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity, enhance water catchment quality, and manage waste as a resource.							
2.1.1.1 YEAR THREE ACTION PLAN  Advocate for enhanced health of waterways and water catchment quality and funding for the Gisborne Water Sensitive Urban Design project	Completed	100	100	Gross Pollutant Traps project has been completed. Council officers will continue to advocate for enhanced health of waterways and water catchments as opportunities arise.	Manager Engineering & Projects	30/06/2020	
2.1.1.2 YEAR THREE ACTION PLAN  Commence the implementation of the first year recommendations of the Dog on and off Leash and Cat Curfew Review	Completed	100	100	Dog and Cat Orders adopted at the November 2019 Ordinary Council meeting.	Manager Community Safety	30/06/2020	
2.1.1.3 YEAR THREE ACTION PLAN  Complete the development of the Integrated Water Management Plan (Maribyrnong Catchment) for improved waterway environmental outcomes	Completed	100	100	The Integrated Water Management Plan has been finalised and signed off by all stakeholders.	Manager Engineering & Projects	30/06/2020	
2.1.1.4 YEAR THREE ACTION PLAN  Commence a detailed review of Vegetation Protection Overlays with Stage 1 completed by 30 June 2020	In Progress	100	90	Consultant has prepared draft report for Stage 1 review of VPO's. Report expected to be reviewed and finalised in first quarter of 2020/21 financial year.	Manager - Strategic Planning & Environment	30/06/2020	
2.1.1.5 YEAR THREE ACTION PLAN  Deliver agreed milestones on the Macedon Ranges Significant Landscapes Study by October 2019	Completed	100	100	Macedon Ranges Significant Landscapes Study was adopted at the 24 April 2019 Ordinary Council Meeting.	Manager - Strategic Planning & Environment	30/06/2020	





ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>2.1.1.6 YEAR THREE ACTION PLAN</p> <p>Confirm a pathway for Council procurement of large scale renewable energy generation to offset greenhouse emissions from its operations by 30 June 2020</p>	Completed	100	100	Council delegated authority to the Chief Executive Officer at the July 2019 Ordinary Council Meeting to sign a letter of commitment for a tender process to award the resulting contract for the Local Government Renewal Energy Power Purchase Agreement. The tender process for the PPA is underway and the pathway for renewable energy has been confirmed.	Manager - Strategic Planning & Environment	30/06/2020	
<p>2.1.1.7 YEAR THREE ACTION PLAN</p> <p>Commence delivery of a program of community climate change action plans across the shire's townships, building on the success of the pilot program in Malmsbury in 2018/19, with the next plan to be completed by 30 June 2020</p>	In Progress	100	50	The progress and delivery of the project has been impacted by the Covid-19. Program moved to online platform with first online workshop held and online platform developed to enable progress. Next workshop scheduled for August 2020 with consultation on draft action plan expected by end of 2020.	Manager - Strategic Planning & Environment	30/06/2020	
<p>2.1.1.8 YEAR THREE ACTION PLAN</p> <p>Confirm a pathway to phase out single use plastics from all facets of Council operations by 30 June 2020</p>	Completed	100	100	The implementation plan has been finalised and actions identified will be planned in 2020/21 financial year for implementation.	Manager Operations	30/06/2020	
<p>2.1.1.9 YEAR THREE ACTION PLAN</p> <p>Install walking paths at Malmsbury Common to enable a broad range of community members to enjoy the site and its natural values</p>	Completed	100	100	All walking paths and associated revegetation works have been completed	Coordinator - Policy Implementation	30/06/2020	
<p>2.1.1.10 YEAR THREE ACTION PLAN</p> <p>Upgrade entry, pathway and picnic area at the Mt St Mary's Lane entrance to Bald Hill Reserve to enable people of all abilities to access this section of the reserve for picnics and recreation</p>	Completed	100	100	Works complete.	Coordinator - Policy Implementation	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
2.1.1.11 YEAR THREE ACTION PLAN  Roll out Food Organics Garden Organics (FOGO) kerbside collection and consider waste minimisation practice in-line with the Waste Management Strategy	Completed	100	100	FOGO service commenced in February as planned. This has resulted in a diversion of up to 40% of food waste from landfill, therefore minimising the amount of waste to landfill. The roll-out of glass only bins has also minimised recyclable materials going to landfill and increased the value of the recycled product.	Manager Operations	30/06/2020	





ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<b>3 IMPROVE THE BUILT ENVIRONMENT</b>							
<b>Outcome:</b> 3.1 We want to manage infrastructure in a sustainable and efficient way that supports the delivery of services to our residents and visitors, now and into the future.							
<b>Strategy:</b> 3.1.1 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.							
3.1.1.1 YEAR THREE ACTION PLAN  Meet current renewal demand requirements through the delivery of the \$2.9 million building renewal capital works program	In Progress	100	95	The building renewal program comprised 25 projects in the 2019/20 financial year. 23 projects have been completed, 2 projects are underway with Lauriston Hall near completion at 95% and the Piggery Shed at 80%.	Building Projects Officer	30/06/2020	
3.1.1.2 YEAR THREE ACTION PLAN  Continue to improve continuous accessible paths of travel to key destinations such as recreation and community facilities	Completed	100	100	All footpath construction projects have been delivered for the 2019/20 financial year.	Manager Operations	30/06/2020	
3.1.1.3 YEAR THREE ACTION PLAN  Commence planning for the implementation of the Macedon Ranges Sports Precinct Project (subject to Government funding)	Completed	100	100	Project planning has been finalised and project delivery is underway. Design services consultants have been appointed and concept design is in progress.	Manager Recreation & Sport	30/06/2020	
3.1.1.4 YEAR THREE ACTION PLAN  Complete the Gisborne Structure Plan incorporating Neighbourhood Character Study and Town Centre Urban Design Framework Plan by December 2019	In Progress	100	80	The draft Gisborne Futures project was considered by Council at the Ordinary Meeting held on 24 June 2020 and it was resolved to commence community consultation on draft Structure Plan, Neighborhood Character Study and Urban Design Framework.	Manager - Strategic Planning & Environment	30/06/2020	
3.1.1.5 YEAR THREE ACTION PLAN  Finalise the Romsey Structure Plan by June 2020	In Progress	100	20	Tender process to engage consultant expected to be completed first quarter of 2020/2021 financial year.	Manager - Strategic Planning & Environment	30/06/2020	





ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
3.1.1.6 YEAR THREE ACTION PLAN  Prepare the Kyneton Town Centre Urban Design Framework by June 2020	In Progress	100	50	The progress and delivery of the project has been impacted by Covid-19. First phase of community consultation was planned for first quarter of 2020 not able to proceed due to Covid-19. Project now anticipated to completed in 2020/2021 financial year.	Manager - Strategic Planning & Environment	30/06/2020	
3.1.1.7 YEAR THREE ACTION PLAN  Deliver the Heritage Study for Woodend, Lancefield, Macedon and Mount Macedon by August 2019	Completed	100	100	Heritage Study for Woodend, Lancefield, Macedon and Mount Macedon was adopted by Council at the 24 April 2019 Ordinary Council Meeting.	Manager - Strategic Planning & Environment	30/06/2020	
3.1.1.8 YEAR THREE ACTION PLAN  Complete Kyneton Airfield Master Plan by October 2019	In Progress	100	85	A Council report has been prepared for the 23 July 2020 Ordinary Council meeting recommending that Council adopt the Master Plan.	Director Assets & Operations	30/06/2020	
3.1.1.9 YEAR THREE ACTION PLAN  Deliver minor pedestrian crossing works within Woodend, Kyneton and Gisborne for improved walking outcomes within the community	In Progress	100	75	Pedestrian crossing in Gisborne complete with Woodend crossing 90% complete. Works on Kyneton crossing in pre-construction phase and due to commence in July 2020 with completion expected in September 2020.	Manager Operations	30/06/2020	
3.1.1.10 YEAR THREE ACTION PLAN  Continue to work with the community to deliver further stages of the Romsey Ecotherapy Park	In Progress	100	75	A draft project plan has been developed. A picnic and movie at the Romsey Ecotherapy Park was held on Saturday 14 March to showcase the next stage of the project. The project plan has been completed and preparations are underway to commence design work for the next stage of the project.	Manager Community & Culture	30/06/2020	
3.1.1.11 YEAR THREE ACTION PLAN  Upgrade accessible car parking spaces to meet industry best standards	Completed	100	100	Upgrade works completed.	Manager Engineering & Projects	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>3.1.1.12 YEAR THREE ACTION PLAN</p> <p>Facilitate improvements to the environmental performance of new development in the shire through Council's Sustainable Design Advisory Service, advocacy and participation in regional projects</p>	Completed	100	100	<p>Sustainable Design Officer Role has delivered the following in the first half of the financial year:</p> <ul style="list-style-type: none"> <li>• Individual sustainable design advice provided to approximately 20 households</li> <li>• Delivery of 3 sustainable design information sessions attended by approximately 50 people in total</li> <li>• Delivery of a Sustainable House Day bus tour which was sold out. Attended by 26 people.</li> <li>• Completion of sustainable design guidelines for Council buildings and works</li> <li>• Completion of a preliminary environmental audit of the Kyneton Offices.</li> </ul> <p>Council's Sustainable Design Officer role was funded until 31 December 2019.</p>	Manager - Strategic Planning & Environment	30/06/2020	
<p>3.1.1.13 YEAR THREE ACTION PLAN</p> <p>Prepare a master plan / feasibility study for revitalisation of the Woodend library and community centre and associated land area</p>	In Progress	100	40	<p>Stage 1 community consultation reopened 24 June for a four week period to provide data for development of draft masterplan and feasibility study documents.</p> <p>Overall project timelines pushed out overall due to COVID-19 restrictions and Council deadlines leading into Election Caretaker Period.</p>	Manager Economic Development & Tourism	30/06/2020	





ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<b>4 ENHANCE THE SOCIAL AND ECONOMIC ENVIRONMENT</b>							
<b>Outcome:</b> 4.1 We want to encourage and support the social and economic development of the shire.							
<b>Strategy:</b> 4.1.1 We will foster economic vitality in a way that promotes positive individual and community health outcomes , including business diversity; housing, transport and employment options. Investment attracted to the shire will be consistent with Council's vision .							
4.1.1.1 YEAR THREE ACTION PLAN  Develop a high level strategic economic development plan which focuses on the needs and future direction of business, agriculture and tourism in the Macedon Ranges by 30 September 2019	In Progress	100	80	Business and industry engagement was cancelled in March 2020 due to pandemic restrictions. In addition to an online business impact survey, ongoing engagement with businesses and business groups is being maintained. New Economic Development Strategy sessions are to be planned when the business community is ready to engage in the production of the draft strategy. Revised Completion date: 31/03/2021	Manager Economic Development & Tourism	30/06/2020	
4.1.1.2 YEAR THREE ACTION PLAN  Finalise the Gisborne Business Park Development Plan for Council decision by June 2020	In Progress	100	80	Council resolved at its Ordinary Council Meeting on 18 December 2019 to progress the Gisborne Business Park Development Plan as part of the Gisborne Futures project.	Manager - Strategic Planning & Environment	30/06/2020	
4.1.1.3 YEAR THREE ACTION PLAN  Complete the Rural Land Use Strategy (incorporating the 'In Farming Zone Strategy') for Council decision by June 2020 and consider implementation into the Macedon Ranges Planning Scheme	In Progress	100	85	A draft Rural Land Use Strategy has been prepared and expected to be presented to Council for endorsement for community consultation in first quarter of 2020/21 financial year. Project was postponed due to limitations associated with undertaking community consultation as a result of COVID-19.	Manager - Strategic Planning & Environment	30/06/2020	
4.1.1.4 YEAR THREE ACTION PLAN  Build connections that support the creative economy through professional development and networking opportunities for artists and craftspeople	In Progress	100	75	Specific arts and creative industry development has been identified with Economic Development and Tourism. Engaged CRAFT Victoria to identify and run professional development for artists in our region. Delayed by impact of COVID-19.	Manager Community & Culture	30/06/2020	



ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>4.1.1.5 YEAR THREE ACTION PLAN</p> <p>Complete a review of known existing Places of Assembly throughout the municipality to ensure compliance with the Macedon Ranges Planning Scheme</p>	Completed	100	100	Review of Places of Assembly is complete.	Director Planning and Environment	30/06/2020	
<p>4.1.1.6 YEAR THREE ACTION PLAN</p> <p>Work with community and other stakeholders to progress the development of a business case to establish a Megafauna Interpretation Centre in Lancefield</p>	In Progress	100	75	Megafauna feasibility study control group has been established. Consultants engaged to do the feasibility study, final report submitted from the consultants.	Manager Community & Culture	30/06/2020	
<p>4.1.1.7 YEAR THREE ACTION PLAN</p> <p>Review criteria and processes for Council awards and funding schemes, to ensure inclusiveness and encourage applications from groups that involve people with disabilities</p>	In Progress	100	20	A review of council funding schemes is yet to be completed. Information gained through the 2020 round of the Community Funding Stream will be used to inform the review of councils grant programs to further streamline the process for Community Funding Scheme, Events and Festivals Grants and Small Project Grants. This will be progressed in 2020/21.	Manager Community & Culture	30/06/2020	
<p>4.1.1.8 YEAR THREE ACTION PLAN</p> <p>Continue to support opportunities for social connection / events to recognise the International Day of People with Disability</p>	Completed	100	100	Council hosted the annual International Day of People with a Disability Dinner Dance on 6 December 2019, with 90 people attending.	Manager Community Services	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<b>5 DELIVER STRONG AND RELIABLE GOVERNMENT</b>							
<b>Outcome:</b> 5.1 We want our community to have confidence in the way we govern and make decisions.							
<b>Strategy:</b> 5.1.1 We will demonstrate the qualities of good governance including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.							
5.1.1.1 YEAR THREE ACTION PLAN  Monitor statutory planning services processing / decision times to ensure we achieve the statutory timeframes set by the Planning & Environment Act 1987. Target to be achieved is 70% of applications determined within 60 statutory days	Completed	100	100	This quarter, an average of 62% of applications were decided in time. This comprised 69% of applications in April, 62% of applications in May and 56% of applications in June 2020.	Director Planning and Environment	30/06/2020	
5.1.1.2 YEAR THREE ACTION PLAN  Continue to develop the overarching strategy and policy framework	In Progress	100	95	The work has recommenced after a short hiatus as resources were diverted to urgent waste and recycling project work. Work is continuing with the review process finalised for the consideration of the Executive Leadership Team in February 2020. A final workshop was held with Councillors and documents are being updated.	Chief Executive Officer	30/06/2020	
5.1.1.3 YEAR THREE ACTION PLAN  Continue to develop a whole of organisation process mapping and framework	In Progress	100	75	Work continues on projects across the organisation. Two critical interdepartmental pieces of work which are underway are the Business Systems Analyst systems review and an EOI to identify appropriate software for the process mapping. A project plan incorporating the rollout of process mapping is being finalised. An internal IT solution is being considered.  This piece of work will not be completed this year, however the foundation has been laid to continue the work in the next financial year.	Chief Executive Officer	30/06/2020	
5.1.1.4 YEAR THREE ACTION PLAN  Deliver any required outcomes from the Local Government Act Reform process	Completed	100	100	Council at its July 2019 Ordinary Council Meeting noted a submission on the Local Government Bill Reform Paper. Councillors have been briefed on the potential requirements of the new Act and planning work has been completed which scopes out the requirements for implementation.  Work has been completed pursuant to the State Government set timeframe.	Director Corporate Services	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>5.1.1.5 YEAR THREE ACTION PLAN</p> <p>Continue to implement outcomes from the employee survey</p>	Completed	100	100	New priorities will be identified once the data from the latest staff survey is analysed and assessed. No further update.	Chief Executive Officer	30/06/2020	
<p>5.1.1.6 YEAR THREE ACTION PLAN</p> <p>Progress initiatives to embed organisational values into policies and processes of the organisation</p>	Completed	100	100	An extensive engagement and embedding strategy has been developed and is being implemented. No further update. Initiatives to embed values have commenced and now the restructure has been completed all policies and processes will be reviewed and update to align with the new structure.	Chief Executive Officer	30/06/2020	
<p>5.1.1.7 YEAR THREE ACTION PLAN</p> <p>Ensure compliance with legislative external reporting and disclosure obligations and ensure internal reporting frameworks are delivered to demonstrate transparency to the community</p>	Completed	100	100	Annual report inclusive of financial statements and performance statement were provided to the Minister prior to 30 September 2019. Quarterly reports have been prepared as scheduled.	Director Corporate Services	30/06/2020	
<p>5.1.1.8 YEAR THREE ACTION PLAN</p> <p>Implement changes to the delivery of the Community Funding Stream to enhance the user experience and streamline the grant assessment processes</p>	Completed	100	100	The 2020 round of the Community Funding Stream used the reviewed processes. Results from this will be used to inform the review of councils grant programs to further streamline the process for Community Funding Scheme, Events and Festivals Grants and Small Project Grants.	Manager Community & Culture	30/11/2020	
<p>5.1.1.9 YEAR THREE ACTION PLAN</p> <p>Review Council's Communications and Advocacy practice by June 2020</p>	Not Started	100	0	Due to the COVID-19 pandemic, this action has not been achieved and it is anticipated the funds allocated will need to be carried over to the 2020/21 financial year.	Manager Communications	30/06/2020	
<p>5.1.1.10 YEAR THREE ACTION PLAN</p> <p>Support and implement initiatives that will strengthen the Health and Wellbeing Advisory Committee's capacity to ensure a disability perspective in its considerations</p>	Completed	100	100	Following the Facilitated Workshop, outcomes of the review have been referred to the budget process for consideration. No further update. Awaiting budget outcome following review.	Chief Executive Officer	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>5.1.1.11 YEAR THREE ACTION PLAN</p> <p>Facilitate an all-of-organisation disability training schedule that is customised to the needs of each Directorate</p>	Not Started	100	0	Will be delivered by the new learning and development resource. Training will be scheduled in 2020. This item has not been completed due to the impact of COVID-19 on organisational training.	Manager People, Culture and Performance	30/06/2020	
<p>5.1.1.12 YEAR THREE ACTION PLAN</p> <p>Review formats of Council's online public information to identify possible improvements to accessibility for people with disabilities</p>	Completed	100	100	A Writing for the Web session to increase awareness and skills in producing accessible online materials was held in September. Staff from across the organisation participated in this session and content was customized to ensure it was relevant to staff attending. This will give staff the tools they need to ensure materials are provided in multiple alternative formats. These sessions are scheduled regularly and two more were completed in the first quarter of 2020.	Manager Communications	30/06/2020	
<p>5.1.1.13 YEAR THREE ACTION PLAN</p> <p>Investigate the possibility of making Council's meeting livestream accessible through inclusion of live captioning and/or provision of a transcript once the recording is uploaded</p>	In Progress	100	70	Investigation underway with vendor. Options for delivery exist, subject to evaluation and funding.	Director Corporate Services	30/06/2020	
<p>5.1.1.14 YEAR THREE ACTION PLAN</p> <p>Make sure that the needs of people with disabilities are included in the scope of the review of Council's Community Consultation Framework</p>	Completed	100	100	The needs of people with disabilities was included in the review of the framework. One of the core principles of the framework, which has been retained and expanded in the revised document, is that all consultations must be inclusive (e.g. specific needs of people with a disability must be considered).	Manager Communications	30/06/2020	

# SECTION 4

## Risk Management Report

*The Risk Management Committee has adopted a conservative attitude to risk, seeking to minimise risk to the lowest level reasonably possible having regard to Council resolutions, policies and decisions.*

*Council's Risk Management Framework was endorsed on 27 November 2019 and forms part of a suite of risk management documents which guide Council's risk management, including Corporate Risk, Business Continuity and Occupational Health and Safety. The Risk Management Framework is implemented through a dedicated Risk & OHS Management system.*

*This section provides an overview of Council's risk profile, outlining the 16 most significant risks to Council's operations as identified by Council officers. Statistical information on both workers compensation and insurance claims is included as these can have a significant financial impact on Council.*

# Risk Management Progress Update

## Pandemic Risk Management Action Plan

Macedon Ranges Shire Council has continued to adapt to the challenges caused by the current pandemic taking place globally. The risk workshops completed in the last quarter provided the foundation for Council to make decisions on the closure and reduction of services and facilities.

As the restrictions have eased across Victoria, the risk and OHS teams implemented a Risk Assessment and inspection process for any facility or service planned to recommence. This process has involved detailed planning and approval procedures followed by an inspection of the site and risk management measures by our team with expertise in Building, Risk and OHS.

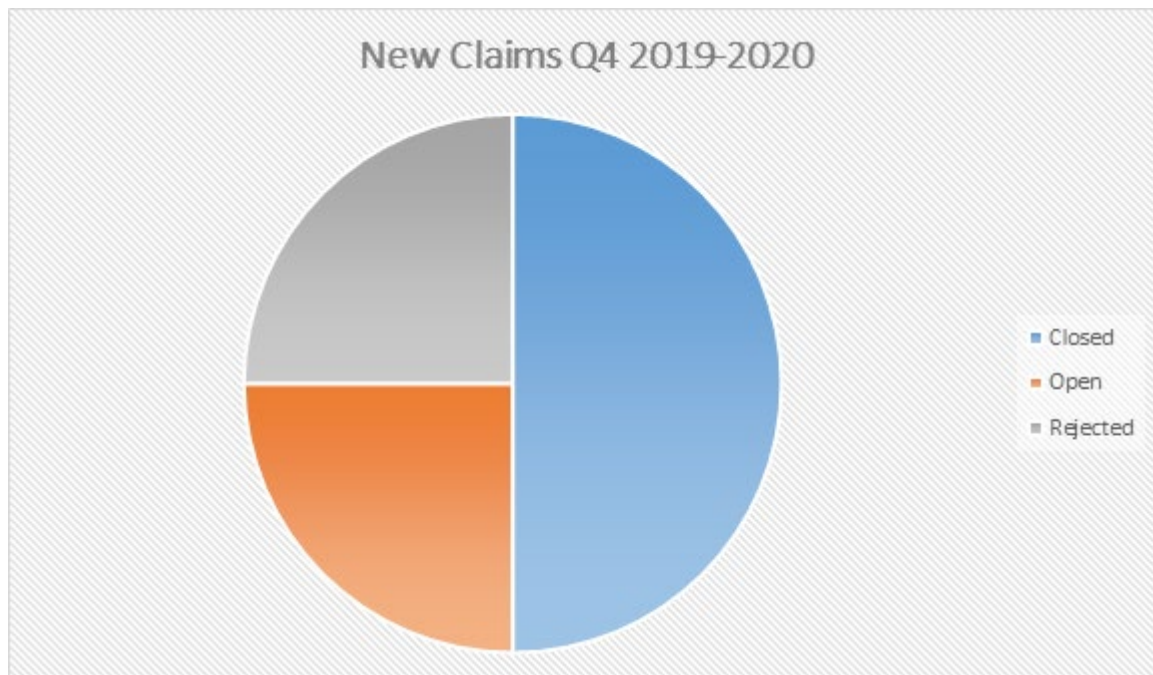
The Risk and OHS teams have been integral to the management and implementation of Alternative Work arrangements for vulnerable staff, centralisation ordering of required Personal Protective Equipment (PPE) and the management of staff undergoing COVID-19 testing.

# Workers Compensation and Wellbeing

Four new claims were received during the quarter. Of these, two claims were minor claims that incurred medical and like expenses only, one claim is being managed with the worker returning to work on modified duties and the other claim was rejected.

During this quarter, five pre-existing claims were closed.

**Table 1 – New Claims Status Q4 2019-2020**



**Table 2 - Worker Compensation Claims Cost Data as at 30/06/2020**

ARD FY	Paid Amt	SCE Amt	Total Incurred	Paid Day Ct	No. of Claims
2015/2016	\$308,852.47	\$46,460.00	\$355,012.16	956	7
2016/2017	\$77,044.05	\$246,488.00	\$322,942.45	197	9
2017/2018	\$350,057.06	\$388,556.00	\$738,613.06	1810	11
2018/2019	\$92,394.52	\$202,695.00	\$295,089.52	183	12
2019/2020	\$114,879.93	\$385,547.00	\$500,426.93	539	17

## Wellbeing

Staff wellbeing is a key focus in minimising organisational risk. Staff have had a challenging time over recent months with the announcement of an organisational realignment and the outbreak of COVID-19.

Council have provided regular reminders to staff in relation to the Employee Assistance Program (EAP). Council have offered the opportunity for three staff members to access their existing providers as opposed to Converge to assist with the difficulties caused by the restructure or pandemic.

Converge (Council’s provider) have indicated that the calls relating to the pandemic across all sectors has reduced in line with the restrictions. Council remain vigilant as confirmed COVID-19 cases are seen to be increasing in Victoria.

Deidentified EAP access statistics for the quarter listed below:

**Table 3 - Employee Assistance – Access Statistics Q3 2019-2020**

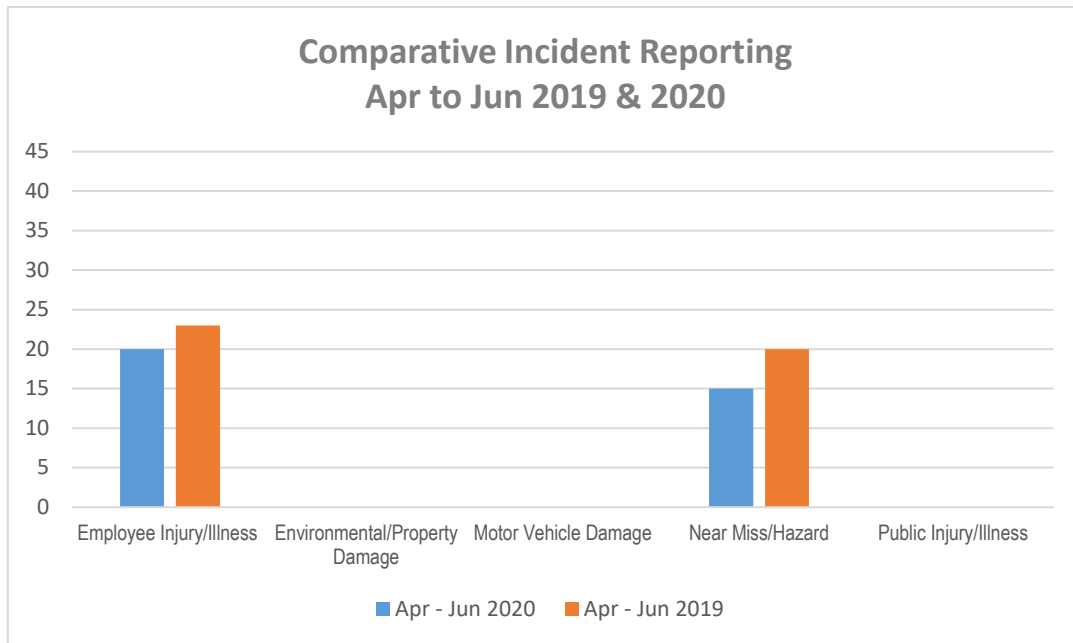




# Occupational Health & Safety

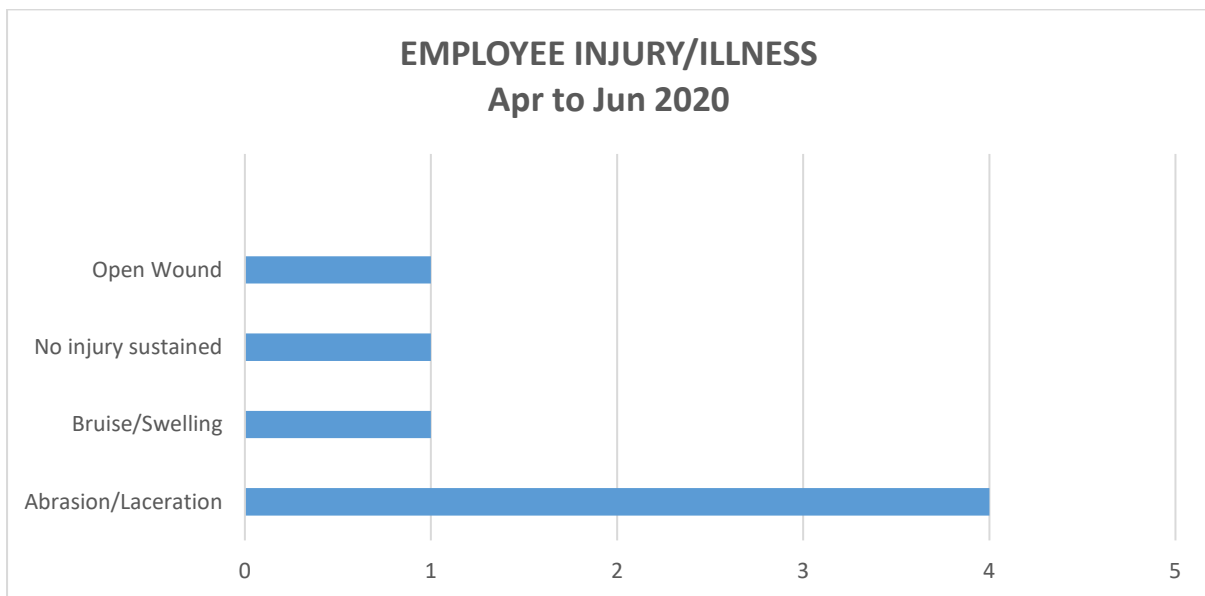
Incident reporting for the fourth quarter of 2019-2020 (78 incidents) has decreased slightly compared to the same quarter in 2018-2019 (91 incidents).

**Table 4: Comparative Incident Reporting Data April to June 2019 and April to June 2020** (not all data available at time of report due to staff leave)



**Table 5: Employee Incident Reporting Data April to June 2020**

Sprains and strains were the highest number of reported incidents followed by bruise and swelling.



## Test and Tag

The Test and Tag program has been impacted by Covid-19, limited work completed in this quarter. Program will continue next quarter.

## Covid-19 response

The Safety and Wellbeing Officer has been working collaboratively with many programs and units, including Buildings and Maintenance and Risk, to address OHS issues associated with re-opening plans across the organisation. This has included supporting MRSC staff who oversee/manage these sites, assisting with risk assessments and cleaning checklists to help reduce the risk of transmission across the organisation.

We have conducted multiple inspections across a variety of sites from community halls, sports and recreation clubrooms, leisure centres, aquatic centres etc in order to identify potential hazards, put up signage and determine venue capacities.

## Implementation of Inspection software

The People & Wellbeing unit continue to explore the flexibility and functionality of the iAuditor software to conduct site inspections and record actions required.

## Notifiable Incidents

There has been one WorkSafe Notifiable Incident during this reporting period. There was a gas bottle leak at premises leased by Council. There were no injuries, the building was evacuated and the Landlord has now addressed the conditions that contributed to the leak in the first place.

# Insurance

## Public Liability and Professional Indemnity Insurance

During April - June 2020, approximately 41 potential insurance claims were received. Upon investigating these, some remain active, others however were declined, resolved or referred on to Council's insurers in accordance with established risk management protocols.

One matter of interest relates to a fall at Templeton Street, Woodend in 13 December 2016. This matter was taken to court and council's decision to decline the claim was upheld.

## Over Excess Claim

Council have referred a claim to insurers LMI/MAV involving claim arising from a December 2018 incident involving a council owned drain

## Closed Claims for Quarter 2

A number of claims were closed in this period with a total value of \$21,342.72

## Insurance Renewal

After going out to tender, Council has successfully reappointed JLT as its Insurance Broker and Risk Service Provider for 2020-22 + 1 year. Significant premium increases are forecast for insurance periods 2021-22 and beyond due to the current COVID crisis as well significant losses in the Councillor and Officers Liability line. Also, Council's sum insured will increase next year with the finalisation and acquisition of Gardener Reserve.

Council's Professional Indemnity/Public Liability and Commercial Crime renewals have also been successful through LMI/MAV.

# SECTION 5

## 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 Ordinary and Special Council Meetings during the quarter and includes any previous decisions of Council that are yet to be completely implemented.*

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
AO	23-May-18	Ordinary	AO.2 Discontinuance and sale of an unmade Government road between Bruce Street and Elliot Street, Macedon	153191	Transfer documents with titles office pending settlement.	Hayley Drummond	In Progress	95%
CS	26-Sep-18	Ordinary	CS.3 Former Kyneton Primary School site	161197	Report presented to Special Council Meeting on 1 May 2020.	John Hausler	Completed	100%
	27-Feb-19	Ordinary	Notice of Motion No. 10/2018-19 – Councillor Jennifer Anderson It was moved by Cr Anderson seconded by Cr Gayfer that Council refer to the budget process the development of a policy for management of bluestone assets owned and/or managed by Council.	171041	Draft guidelines have been developed and internal consultation has been undertaken. Feedback received will be incorporated into the draft guidelines and they will be re-circulated internally for further comment.	Gary Randhawa	In Progress	90%
AO	27-Mar-19	Ordinary	AO.2 Discontinuance of Council road reserve in Newry Drive, New Gisborne	172885	Property and Valuations currently reviewing valuation to finalise sale price and will then finalise agreement with purchaser.	Hayley Drummond	In Progress	60%
AO	24-Apr-19	Ordinary	AO.1 Waste Management Strategy progress report	174834	A review of the Waste Management Strategy has commenced. Community issues and opportunities process complete. Councillors scheduled to be briefed in August and an update report is scheduled for September 2020 Ordinary Council Meeting. Still tracking for presentation of Strategy to the December 2020 Ordinary Council Meeting.	Thomas Bloomfield	In Progress	60%
AO	24-Apr-19	Ordinary	AO.2 Introducing Food Organics Garden Organics (FOGO) service	174836	Council resolution endorsing a staged implementation of a Food Organics Garden Organics (FOGO) service over the next five years noted by officers. Stage 1 of FOGO preparation and rollout complete, with first bins collected in February 2020. Planning for Stage 2 has commenced with rollout to be undertaken in January 2021.  Resolution 1 - Complete Resolution 2 - Open Resolution 3 - Open Resolution 4 - Open Resolution 5 - Open	Thomas Bloomfield	In Progress	75%
PE	26-Jun-19	Ordinary	PE.6 Consultation options for the Riddells Creek Precinct Structure Plan	178583	Resolution implemented. Report presented to February Council Meeting	Evan Krausgrill	Completed	100%
AO	26-Jun-19	Ordinary	AO.1 State Emergency Service/Council leases	178614	Resolution implemented. Leases signed in November 2019.	Hayley Drummond	Completed	100%
AO	26-Jun-19	Ordinary	Notice of Motion No. 24/2018-19 – Councillor Jennifer Anderson It was moved by Cr Anderson seconded by Cr Radnedge 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.	178619	An update was provided to Councillors via the Council Bulletin on 8 May 2020.	Gary Randhawa	In Progress	80%
PE	24-Jul-19	Ordinary	PE.2 Consideration of Statement of Planning Policy (SoPP) and implementation guidelines	182128	Met with Department of Environment, Land, Water and Planning representatives on 6 February 2020 to discuss implementation of SoPP and requested that they confirm governance arrangements, develop a work plan and outline funding available to implement the SoPP	Rob Ball	In Progress	75%
PE	28-Aug-19	Ordinary	PE.5 Proposed changes to flood mapping in Kyneton – Request to proceed with a Planning Scheme Amendment	183347	Officers has attempted to get an update from the NCCMA for an update. Have not received a response. No further progress on this project.	Danielle Findlay	In Progress	66%
CS	28-Aug-19	Ordinary	CS.6 Proposed land swap and boundary realignment at Walshes Road, Woodend	183362	Transfer in progress. Land transferred and plans certified. Final agreement to be signed by new property owner.	Kaitlin Evans	In Progress	70%
AO	28-Aug-19	Ordinary	AO.1 Review of Nature Strip Landscaping Policy Amended	183366	Resolution 1 - Complete Resolution 2 - Complete Resolution 3 - Open, scheduled for August 2020, via bulletin. Resolution 4 - Complete	Gary Randhawa	In Progress	80%
CW	25-Sep-19	Ordinary	CW.1 Funding stage two of the Romsey Ecotherapy Park	184550	Resolution implemented. Awaiting final confirmation from Regional Development Victoria.	Kaitlin Evans	In Progress	90%
PE	23-Oct-19	Ordinary	PE.5 Recreation vehicle facilities	186425	Resolutions 1. Noted. Resolution 2 - Latrobe University students engaged and investigated options. More detailed investigations are still being undertaken at feasible sites before coming back to Council with a recommendation. Resolution 3 - The Visitor Accommodation Study, completed in May 2020 recommended that Romsey or Lancefield be considered as the shire's second RV Friendly town. No further action has been taken. Resolution 4 - Letters sent from Executive office in Sept/Oct 2019.	Jacqui Wood	In Progress	95%

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
CS	23-Oct-19	Ordinary	CS.5 Locality boundary changes: Sheltons Road, Rochford and Youngs Road, Kyneton	186431	Resolution completed. Advice provided on 22 May 2020 by Geographic Names Victorian that changes have been registered. Affected property owners and other stakeholders advised on 28 May 2020.	Kaitlin Evans	Completed	100%
AO	23-Oct-19	Ordinary	AO.2 Waste and recycling project update	186437	Resolution implemented.	Gary Randhawa	Completed	100%
AO	27-Nov-19	Ordinary	AO.1 Proposed traffic alteration at Farrell and Station Street, New Gisborne	188633	Resolution noted. Officers will monitor traffic movements through Farrell Street New Gisborne before and after the Regional Roads Victoria intersection upgrade works. The first named petitioner and submitters have been advised of Council's resolution and that Farrell Street New Gisborne will remain open. The Farrell Street New Gisborne footpath has been listed as a high priority in the Shire-Wide Footpath Plan.	Janet Hayes	In Progress	80%
AO	27-Nov-19	Ordinary	AO.4 Dog and cat control order	188637	Item 1. Dog and Cat Control Order including Schedule 2 updated to include Mount Gisborne Reserve. Item 2. Notice published in the Government Gazette and local papers in December 2019. Item 3. Referred to the Property Department of Council 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; Item 4. Referred to the Property Department of Council 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; Item 5. Receive a further report at a future Council meeting on the progress of recommendations 3 and 4. This has not commenced as yet as it is reliant on items 3 and 4. Item 6. New initiative completed for consideration in the 2020/21 budget. Item 7. This is not relevant until 2021 when the development of the new Domestic Animal Management Plan will commence.	Althea Jalbert	In Progress	60%
PE	27-Nov-19	Ordinary	Notice of Motion No. 2/2019-20 – Councillor Helen Radnedge It was moved by Cr Radnedge seconded by Cr Anderson that Council refer the formal recognition of the Gisborne Avenue of Honour and the New Gisborne Avenue of Honour to the budget process.	188639	New initiative has been submitted.	Jacqui Wood	Completed	100%
AO	18-Dec-19	Ordinary	AO.4 Kyneton Movement Network Study update	189843	Resolution noted. Engineering officers are working with strategic planning officers to identify suitable studies to assist in informing the development of the Kyneton Urban Design Framework. Kyneton Movement Network Study on hold pending completion of the UDF.	Kerry Wilkinson	In Progress	40%
PE	26-Feb-20	Ordinary	CW.2 Hanging Rock Grassland Management Plan	195917	Final adopted plan uploaded to website. Emails to submitters have been sent.	Anne Walsh	In Progress	100%
PE	26-Feb-20	Ordinary	AO.2 Kyneton Airfield	195920	Report presented to Ordinary Council on 27 May 2020.	Janet Hayes	Completed	100%
AO	1-May-20	Special	PE.1 C138macr – Lot 1 TP 879826 Walshes Road, Woodend rezoning	200013	Resolution implemented.	Jacqui Wood	Completed	100%
AO	1-May-20	Special	CX.2 Dixon Field Draft Master Plan	200014	Community consultation on the Draft Master Plan has been undertaken and a report will be scheduled for Council consideration at the 16 September 2020 Ordinary Council meeting.	Janet Hayes	In Progress	90%
AO	1-May-20	Special	CX.3 Ash Wednesday Park Master Plan	200018	Council resolution noted by officers. All submitters who provided feedback on the draft Ash Wednesday Master Plan have been advised of Council's resolution.	Janet Hayes	Completed	100%
AO	1-May-20	Special	CX.4 Powercor's vegetation management practices	200019	Council noted the report.	Micheline Williams	Completed	100%
AO	1-May-20	Special	CS.1 Contracts to be awarded as at 1 May 2020	200021	Resolution noted.	Kaitlin Evans	Completed	100%
AO	1-May-20	Special	CS.2 Small Project Grants – Consideration of grant applications	200022	Resolution noted.	Kaitlin Evans	Completed	100%
AO	1-May-20	Special	CS.3 Revised Instrument of Delegation to members of Council (S6)	200024	Resolution noted.	Kaitlin Evans	Completed	100%
CX	1-May-20	Special	CS.4 Revocation of Instrument of Appointment and Authorisation to staff under the Planning and Environment Act 1987	200040	Resolution noted.	Kaitlin Evans	Completed	100%
CX	1-May-20	Special	CS.5 Report from the Audit Committee meeting held on 4 March 2020	200041	Resolution noted.	Kaitlin Evans	Completed	100%
CX	1-May-20	Special	CS.6 Flag Policy	200043	Resolution underway. Support provided to Cobaw Community Health Services	Kaitlin Evans	In Progress	50%
CX	1-May-20	Special	CS.7 Update on East Paddock, Hanging Rock, Woodend	200044	Resolution noted.	Kaitlin Evans	Completed	100%
CX	1-May-20	Special	CS.8 Knight Court, Kyneton – Potential discontinuance and sale	200045	Resolution noted.	Kaitlin Evans	Completed	100%

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
CX	1-May-20	Special	CS.9 Response to invitation for expressions of interest for the future management of the former Kyneton Primary School	200047	Expression of Interest (EOI) submitted to DELWP on 1 June 2020. The Chief Executive Office will report back to Council on the outcome of the EOI Process.	Kaitlin Evans	In Progress	75%
CX	1-May-20	Special	AO.1 Kerbside Collection and Associated Services Charge Policy	200048	Resolution noted. The Kerbside Collection and Associated Services Charge Policy has been exhibited for six weeks and a report incorporating the feedback received is scheduled to be presented to the 26 August 2020 Ordinary Council Meeting.	Gary Randhawa	In Progress	80%
CX	1-May-20	Special	AO.2 Adoption of section of McGregor Road Gisborne into Public Road Register	200050	Council resolution noted by officers and requestor has been advised of Council's resolution.	Janet Hayes	Completed	100%
	1-May-20	Special	AO.3 Adoption of private road off Governors Drive Mount Macedon into Public Road Register	200051	Council resolution noted by officers and requestor has been advised of Council's resolution.	Janet Hayes	Completed	100%
	27-May-20	Ordinary	AO.4 Kyneton Saleyards – Feasibility update	200052	Resolution 1 - Complete Resolution 2 - Open Resolution 3 - Open Resolution 4 - Open.	Gary Randhawa	In Progress	80%
	1-May-20	Special	CX.1 Chief Executive Officer's biannual review	200054	Resolution noted.	Micheline Williams	Completed	100%
	1-May-20	Special	Notice of Motion No. 11/2019-20 – Councillor Jennifer Anderson	200057	Resolution implemented.	Micheline Williams	Completed	100%
	1-May-20	Special	Notice of Motion No. 12/2019-20 – Councillor Jennifer Anderson	200058	Resolution implemented.	Micheline Williams	Completed	100%
	27-May-20	Ordinary	9. Deputations and presentations to Council	201813	Resolution implemented.	Micheline Williams	Completed	100%
	27-May-20	Ordinary	PE.1 Application for extension of time for Planning Permit PLN/2010/477 – Development of land for a supermarket with associated car parking, a reduction in the car parking requirements and signage – 1-3 Station Street, Riddells Creek	201814	Decision issued.	Jacqui Wood	Completed	100%
	27-May-20	Ordinary	PE.2 Application for Planning Permit PLN/2019/279 – Application for Miscellaneous Consent MCA/2019/63 – Use and development of the land for a child care centre and medical centre – 2-8 Poplar Drive, Romsey	201816	Decision issued.	Jacqui Wood	Completed	100%
	27-May-20	Ordinary	PE.3 Application to amend Planning Permit PLN/2015/294/A – Use and development of the land for agriculture: for horticulture and the keeping of 30 poultry, four sheep and two alpacas (application to amend planning permit, conditions and plans) – 936 Bacchus Marsh Road, Bullengarook	201817	Decision issued.	Jacqui Wood	Completed	100%
	27-May-20	Ordinary	PE.4 Application for Planning Permit PLN/2019/340 – Use and development of the land for a rural store and a dwelling (including an outbuilding), reduction of car parking and alteration to access from a road zone, category 1 – Rochford Road, Lancefield	201818	Decision issued.	Jacqui Wood	Completed	100%
	27-May-20	Ordinary	PE.5 Application to amend Planning Permit PLN/2018/55/C - Use and development of the land for a second dwelling (amendment for second vehicle crossover) - 9 Ladye Place, Woodend	201821	Decision issued.	Jacqui Wood	Completed	100%
	27-May-20	Ordinary	PE.6 Heritage overlay control Bunjil Creek bridge and channel	201823	Authorisation request for C143macr to be submitted to DELWP in accordance with Council resolutions in May 2020.	Jacqui Wood	Completed	100%
	27-May-20	Ordinary	CX.2 Continued delivered meals service to January 2021	201826	Resolution noted. Notice provided to Department of Health of Council's intention to provide meals until 1 January 2021.	Kaitlin Evans	Completed	100%
	27-May-20	Ordinary	CX.3 Hanging Rock Project Control Group report	201829	Resolution noted.	Micheline Williams	Completed	100%
	27-May-20	Ordinary	CS.1 Contracts to be awarded as at 27 May 2020 and Procurement and Policy breach	201831	Resolution noted.	Kaitlin Evans	Completed	100%
	27-May-20	Ordinary	CS.2 Quarterly Report for the period ended 31 March 2020	201832	Resolution noted.	Kaitlin Evans	Completed	100%
	27-May-20	Ordinary	CS.3 Draft Council Plan 2017-2027 (Year Four – 2020/21) for public display	201834	Resolution underway. Draft Council Plan 2017-2027 (Year Four) placed on public display. Submissions closed 30 June 2020.	Kaitlin Evans	In Progress	50%
	27-May-20	Ordinary	CS.4 Draft Budget Report 2020/21	201836	Resolution underway. Draft Budget 2020/21 placed on public display. Submissions closed 30 June 2020.	Kaitlin Evans	In Progress	50%

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
	27-May-20	Ordinary	CS.5 Draft Strategic Resource Plan 2020/21	201838	Resolution underway. Draft Strategic Resource Plan 2020/21 placed on public display. Submissions closed 30 June 2020.	Kaitlin Evans	In Progress	50%
	27-May-20	Ordinary	AO.1 Kyneton Airfield	201840	Resolution noted. Due Diligence report has been made available on Council's website and a report on the Kyneton Airfield Master Plan 2019 is being prepared for consideration by Council at their 22 July 2020 Ordinary Council meeting.  Resolution 1 - Complete Resolution 2 - Complete Resolution 3 - Open - the June date was not met, but the Due Diligence Report will be publically available prior to the release of the July agenda. This was the intent of the resolution as per the body of the report. Resolution 4 - Complete Resolution 5 - Complete Resolution 6 - Open	Janet Hayes	In Progress	80%
	27-May-20	Ordinary	Notice of Motion No. 13/2019-20 – Councillor Mandi Mees	201842	Council officers have spoken with the lead community member to confirm the roads in question. Traffic assessments are underway. A report will be provided to the Ordinary Council meeting no later than February 2020.	Gary Randhawa	In Progress	20%
	24-Jun-20	Ordinary	PE.1 Application for Planning Permit PLN/2019/580 – Re-subdivision of two lots into fifteen lots – 142 and 144 Barry Street, Romsey	203570	Notice of Decision to Refuse to Grant a Permit has been issued.	Jacqui Wood	Completed	100%
	24-Jun-20	Ordinary	PE.2 Melbourne Kilmore Road Significant Tree Heritage Report	203576	Authorisation request for C143macr submitted to DELWP in accordance with Council resolutions in June 2020.	Jacqui Wood	Completed	100%
	24-Jun-20	Ordinary	PE.3 Draft Gisborne Futures Structure Plan, Urban Design Framework and Neighbourhood Character Study	203577	Resolution 1 - Officers are in the process of making changes listed. Expect consultation to commence by 31 July 2020. Resolution 2 & 3 - no further action. Resolution 4 & 5 - Future	Jacqui Wood	In Progress	20%
	24-Jun-20	Ordinary	PE.4 Peri Urban Group of Rural Councils Economic Development Strategy (Draft) review	203581	Resolution in progress. Information drafted, pending approval.	Jacqui Wood	In Progress	50%
	24-Jun-20	Ordinary	CX.1 Aged care and disability reform impact on home support services – Update	203582	Resolution noted.	Kaitlin Evans	Completed	100%
	24-Jun-20	Ordinary	CX.2 Draft Reconciliation Action Plan	203583	Consultation scheduled to commence in early July 2020.	Jacqui Wood	Completed	100%
	24-Jun-20	Ordinary	CS.1 Contracts to be awarded as at 24 June 2020	203584	Resolution noted.	Kaitlin Evans	Completed	100%
	24-Jun-20	Ordinary	CS.2 Small Project Grants – Consideration of grant applications	203586	Letters have been sent to applicant.	Kaitlin Evans	Completed	100%
	24-Jun-20	Ordinary	CS.3 Procurement Policy 2020	203590	Resolution noted. Policy to be made available on Council website.	Kaitlin Evans	In Progress	75%
	24-Jun-20	Ordinary	CS.4 Report from the Audit Committee meeting held on 6 May 2020	203594	Resolution noted.	Kaitlin Evans	Completed	100%
	24-Jun-20	Ordinary	CS.5 Revocation of Instrument of Appointment and Authorisation to staff under the Planning and Environment Act 1987	203594	Resolution noted.	Kaitlin Evans	Completed	100%
	24-Jun-20	Ordinary	CS.6 Revised Instrument of Delegation from Council to CEO (S5)	203596	Resolution in progress.	Lauren Reader	In Progress	
	24-Jun-20	Ordinary	AO.1 Mobile Trading Guidelines	203597	Resolution 1- 3 noted and adopted. Resolution 4 Completed. Resolution 5 - In progress – Media release of Council decision already completed by the Comms team. We are updating Council's website with the amended policy and updated info. Resolution 6 - Proposed date at this stage is June 2021, but we will review our position in relation to COVID impacts every 3 months and progress as soon as the environment is suitable.	Jacqui Wood	In Progress	80%
	24-Jun-20	Ordinary	Notice of Motion No. 14/2019-20 – Councillor Jennifer Anderson	203598	Correspondence sent.	Micheline Williams	Completed	100%



# SECTION 6

## Customer Service Standards - Responsiveness

### ***Customer Service Standards***

*Customer service standards are used to measure the quality of customer service, and are defined in Council's Customer Service Charter. Our customer service standards set the timeframes (standard of responsiveness) for responding to phone calls, emails, requests for service, correspondence and complaints. The time frames are:*

#### ***Method of contact***

*Telephone*

*Mail (including fax)*

*Request for service*

*Complaints*

#### ***Response time***

*Calls to 5422 0333 all calls answered within 30 seconds*

*Respond within 10 working days*

*Respond within 10 working days*

*Respond within 10 working days*

### ***Measuring our performance—mail, complaints and requests for service***

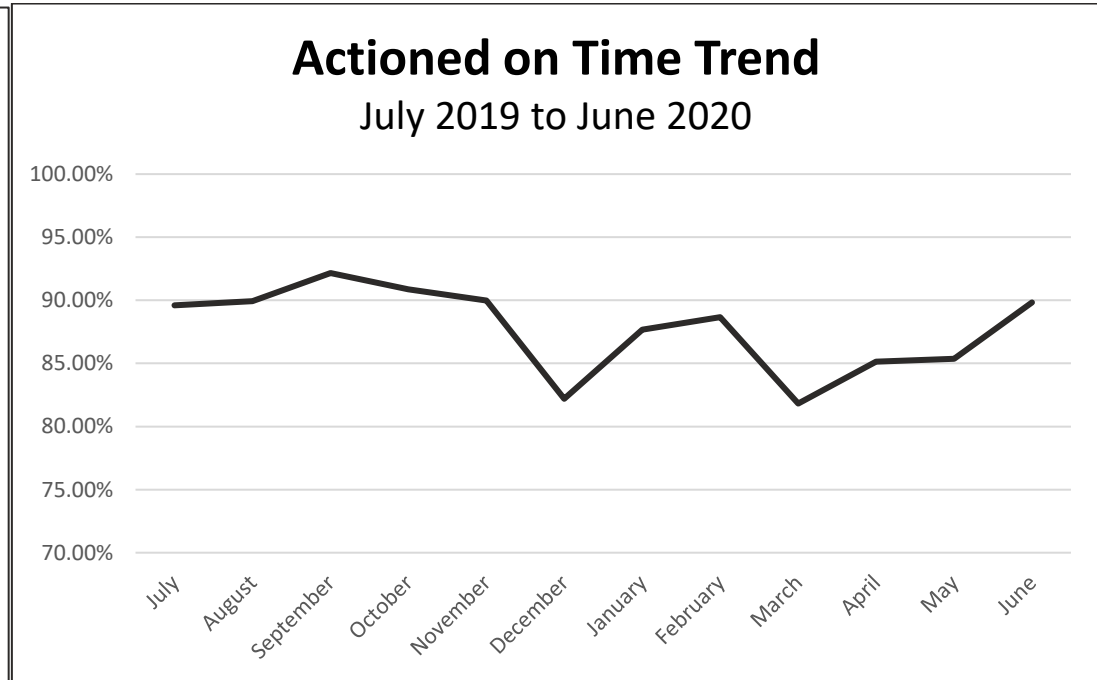
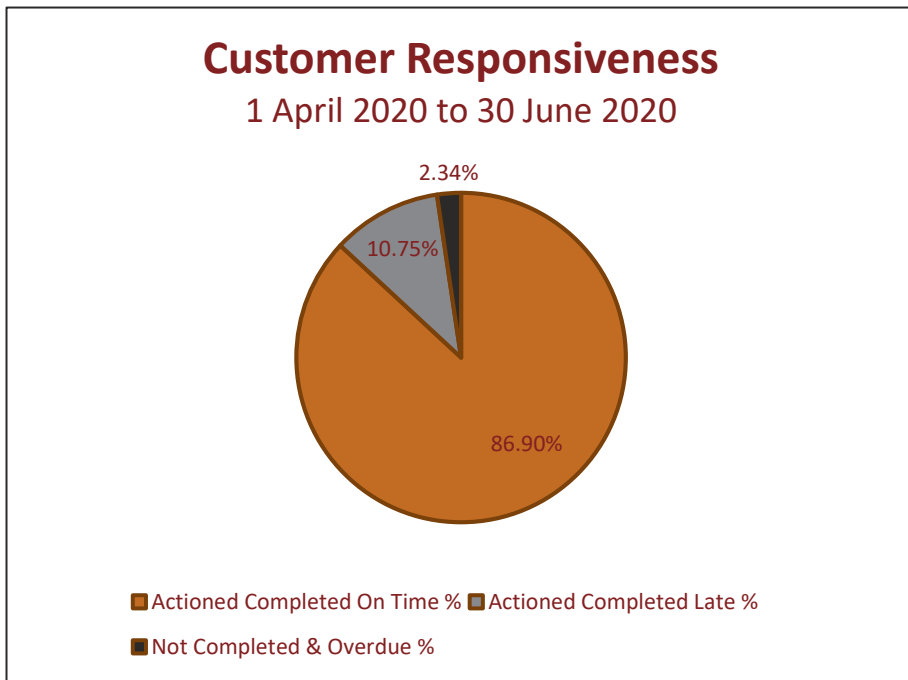
*To help Council staff meet this standard of responsiveness, council software systems which register mail and record requests for service have been configured to measure how we respond to customers.*

### ***Standard of responsiveness***

*The following table and charts record our standard of responsiveness for the quarter. Any reference to time (actioned on time, actioned late, not actioned - not due and not actioned - overdue) refer to the respond within 10 working days standard.*

Overview of the number of requests for service received and responsiveness against Council’s Customer Service Standards for period **1 April 2020 to 30 June 2020**.

REQUESTS RECEIVED	Total Requests Received		Actioned Completed On Time		Actioned Completed Late		Not Completed & Overdue	
	No.	%	No.	%	No.	%	No.	%
1 April 2020 to 30 June 2020								
<b>TOTAL</b>	<b>6,017</b>	<b>100</b>	<b>5,229</b>	<b>86.90</b>	<b>647</b>	<b>10.75</b>	<b>141</b>	<b>2.34</b>



Note: Percentages equate to 99.99% due to the natural rounding to two decimal places.

Note: The not completed category reflects items that are not completed and overdue exclusively. 'Overdue' refers to service requests greater than 10 days and not actioned. There is a comparative decline in the Actioned on Time Trend in March due to disruption caused by the pandemic and the subsequent adjustments.

Overview of the number of phone calls received for period **1 April 2020 to 30 June 2020**.

PHONE CALLS - QUEUES	Total Calls Received		Total Calls Answered		Total Calls – Customer Abandoned**	
	Count	Percentage	Count	Percentage	Count	Percentage
Customer Service Team	18,042	87.60%	17,469	96.95%	573	3.05%
Planning Team	468	2.27%	293	72.78%	175	27.22%
Other Departments	2,087	10.13%	1,986	88.62%	101	11.38%
<b>TOTAL</b>	<b>20,597</b>		<b>19,748</b>		<b>849</b>	

\*\* Customer Abandoned refers to calls where a customer chooses to end the call before being answered from the queue by a staff member.

Note: Calls for the Planning Team are received via CST. Due to process changes required to adjust to the pandemic, there have been significant impacts to standard call volumes.. Calls to other departments will often overflow to CST.

# SECTION 7

## Governance Schedule – Statutory Compliance Obligations

*There are numerous statutory obligations imposed upon Councils, Councillors and staff under the Local Government Act 1989 (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. This report notes a number of the new provisions that took effect during the period.

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
1	Coordinator Governance	Mayoral Election	71		The Council must elect a Councillor to be a Mayor <i>Refer also to Council's Meeting Procedure Local Law No. 11</i>	After the fourth Saturday in October but not later than 30 November in each year	20-Nov-19	30-Nov-20
2	Coordinator Governance	Councillor & Mayoral Allowances	74 (1)		Council must review and determine the level of Councillor and Mayoral allowances	6 months after a general election or by the next 30 June, whichever is later	21-Jun-17	s.74(1) LGA 1989 repealed. However, this section will continue to apply until the first determination on allowances is made by the Victorian Independent Remuneration Tribunal.
3	Coordinator Governance	Reimbursement of Councillor expenses	75	40(1)	A Council must reimburse a Councillor for expenses if the Councillor applies in writing and the expenses are bona fide	Ongoing	Ongoing	Ongoing
4	Coordinator Governance	Reimbursement Policy	75B(1)		A Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees	Ongoing	27-Mar-19	Repealed; refer below - to be replaced by Councillor Expenses Policy
	Coordinator Governance	Expenses Policy		41(1)	Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees	Ongoing	Provision commenced 1 May 2020	Policy to be adopted by 1-Sep-20
5	Manager People Culture and Performance	Insurance	76		Council must take out and maintain insurances against public liability (\$30M) and professional liability (\$5M)	Annually	Annually from 1 July	Annually from 1 July
6	Coordinator Governance	Councillor Code of Conduct	76C		Maintain a Councillor Code of Conduct. The Code must not be inconsistent with any Act or Regulations	Review within 4 months of a general election and approve any amendments at a special meeting called solely for that purpose	25-Sep-19	23-Feb-21

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
7	Coordinator Governance	Assembly of Councillors	80A		The CEO must keep a written record of all Councillors and members of Council staff attending, matters considered, any conflict of interest disclosures made and whether a Councillor, having disclosed a conflict of interest, leaves the assembly. The CEO must present the record to the next practicable ordinary meeting of Council	Ongoing	Ongoing  Reported and presented at each Ordinary Meeting	Ongoing
8	Coordinator Governance	Register of Interests	81		<b>Primary Returns:</b> A person who becomes a Councillor or Member of a Special Committee must submit a Primary Return to the CEO	<b>Councillor:</b> 30 days after election or 7 days after oath of office.  <b>Committee Member:</b> 30 days after membership.	As required	As required
	Coordinator Governance	Register of Interests	81		<b>Nominated Officer:</b> must submit a primary return to the CEO	<b>Nominated Officer:</b> Within 30 days of becoming an Officer.	As required	As required
	Coordinator Governance	Register of Interests	81		<b>Ordinary Returns:</b> Councillor, Member of Special Committee or Nominated Officer must submit an Ordinary Return to the CEO	<b>Ordinary Returns:</b> By 9 February & 9 August of each year	09-Feb-20	09-Aug-20
9	Coordinator Governance	Inspection of Register of Interests	81 (13A)		The CEO must maintain a record of all persons who inspect the register of interests	Ongoing	As requested	Ongoing
10	Coordinator Governance	Removal of returns from Register	81(16)		After a person ceases to be a Councillor, Member of a Special Committee or Nominated Officer, the CEO must remove all returns from the register	As soon as practicable	As required	As required
11	Coordinator Governance	Keeping Register of Interests	81(9)		The CEO must keep a register of interests containing the last 3 returns required to be submitted by Councillors, Members of Special Committees and Officers	Ongoing	09-Feb-20	09-Aug-20
12	Coordinator Governance	Special Committees	86(6)		Council must review any delegations to a special committee	Within 12 months after a general election	28-Jun-17 Delegations to three existing Special Committees extended to 31 December 2020 - 18-Dec-19	Delegations to existing special committees will lapse on 1 September 2020 if not revoked sooner.

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
13	Coordinator Governance	Special Committees	87(1)		Council must keep a register of delegations to special committees	Ongoing	Ongoing	Delegations to existing special committees will lapse on 1 September 2020 if not revoked sooner.
14	Coordinator Governance	Special Committees	87(5)		A meeting of a special committee must be held at a time and place determined by the special committee	Ongoing	As required	Delegations to existing special committees will lapse on 1 September 2020 if not revoked sooner.
15	Coordinator Governance	Conduct of Meetings	91(1)	69	Council must maintain local laws governing the conduct of meetings of the Council and Special Committees	Ongoing	05-Jan-18	Conduct of meetings of Council and delegated committees to be contained in Governance Rules - to be adopted by 1 September 2020.
16	Coordinator Governance	Minutes	93(1)	69	Council must keep minutes of each meeting of the Council	Ongoing	Ongoing	Meeting records of Council and delegated committees to be contained in Governance Rules - to be adopted by 1 September 2020.
17	Coordinator Governance	Minutes	93(2)	69	The minutes must be submitted to the next appropriate Council meeting for confirmation	Ongoing	Ongoing	Meeting records of Council and delegated committees to be contained in Governance Rules - to be adopted by 1 September 2020.
18	Coordinator Governance	Minutes	93(3)	69	The Chairperson of a special committee must arrange for minutes to be kept	Ongoing	As required	Meeting records of Council and delegated committees to be contained in Governance Rules - to be adopted by 1 September 2020.
19	Coordinator Governance	Election Period Policy	93B	69	The Council must maintain an election period policy	Review no later than 12 months before each subsequent general election period	25-Sep-19	Election Period Policy to be contained in Governance Rules - to be adopted by 1 September 2020.
20	Manager People Culture and Performance	Employment Principles	94C		Council must establish employment processes	Review every 5 years <i>Recruitment &amp; Selections Policy &amp; Procedures</i>	09-Jun-18	Jun-21

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
21	Coordinator Governance	Code of Conduct	95AA		The CEO must maintain a Code of Conduct for Council Staff	Executive review every three years	30-Jun-17	Note: currently under review.
22	Council	Performance Assessment	97A(1)		Council must review the performance of its CEO	At least once each year	25-Mar-20	31-Dec-20
23	Manager People Culture and Performance	Performance Assessment	97A(2)		The CEO must review the performance of every other senior officer	At least once each year	Annually as required	Annually as required
24	Coordinator Governance	Delegations Register		11(8)	The Council must keep a register of its delegations	Ongoing	Ongoing	Ongoing
	Coordinator Governance	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	Reviewed following 2016 election 27-Sep-17 Reviewed 18-Dec-2019	23-Oct-21
25	Coordinator Governance	Local Laws	111		A local law must not be inconsistent with any Act or Regulation	Ongoing	Ongoing	Ongoing
26	Coordinator Governance	Local Laws	119		Before and after making a local law Council must give notice in the Government Gazette and provide public notice	Prior to making (119 (2))	LLaw 10 01-Aug-13 LLaw 11 09-Nov-17	As required
						After making (119 (3))	LLaw 10 10-Oct-13 LLaw 11 04-Jan-18 LLaw 12 09-May-19 LLaw 13 05-Sep-19	
27	Coordinator Governance	Local Laws	119(4)		After a local law has been made a copy must be sent to the Minister	After making	LLaw 10 26-Sep-13 LLaw 11 08-Jan-18 LLaw 12 02-Apr-19 LLaw 13 06-Sep-19	As required
28	Coordinator Governance	Local Laws	120		Council must print copies and have available for inspection and purchase, copies of Council's Local Laws. Every incorporated document must also be available for inspection	Ongoing	LLaw 10 25-Sep-13 LLaw 11 08-Jan-18 LLaw 12 02-Apr-19 LLaw 13 06-Sep-19	As required
29	Coordinator Governance	Right to Inspect Documents	222		Council must ensure that a prescribed document is available for inspection	Must be available at all reasonable times	Ongoing	Provision repealed. Council to adopt Public Transparency Policy under s.57 of LGA 2020 by 1 September 2020
30	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	COMPLETED	NEXT DUE BY
31	Coordinator Governance	Council Plan	125(1)		Council must prepare and approve a Council Plan	6 months after a general election or by the next 30 June, whichever is later	21-Jun-17	30-Jun-21
32	Coordinator Governance	Council Plan	125(10)		If Council makes an adjustment to the Plan the Council must advise the Minister	Within 30 days of making the adjustment	As required	Within 30 days of making the adjustment
33	Coordinator Governance	Council Plan	125(11)		A copy of the Plan must be available for public inspection. A copy of the current Council Plan is published on Council's website	Following adoption	Ongoing	Ongoing
34	Coordinator Governance	Council Plan	125(4)		The Council Plan must be available for public inspection	Ongoing	Ongoing	Ongoing
35	Coordinator Governance	Council Plan	125(5)		Council must submit a copy of the Plan to the Minister	6 months after a general election or by the next 30 June, whichever is later (unless extended by Minister)	30-Jun-17	30-Jun-21
36	Coordinator Governance	Council Plan	125(7)		Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan	At least once every financial year	26-Jun-19	30-June-20 - scheduled for consideration on 22 July 2020
37	Manager Finance	Strategic Resource Plan (SRP)	126(3)		Council must review the SRP during the preparation of the Council Plan	Must be adopted no later than 30 June each year	26-Jun-19	30-Jun-20
38	Manager Finance	SRP	126(4)		A copy of the SRP must be available for inspection at Council's office. Note: Council must ensure that the current Strategic Resource Plan is published on Council's website.	Ongoing	Ongoing	30-Jun-20
39	Manager Finance	Budget	127		Council must prepare a budget	Each financial year	26-Jun-19	30-Jun-20
40	Manager Finance	Revised Budget	128		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	No revised budgets prepared during current Council term.	As soon as practicable after the Council becomes aware of a change in the budget
41	Manager Finance	Public Notice	129(1)		Council must give public notice after preparing a proposed budget or a revised budget	As soon as practicable (no timeline specified in the LGA)	30-Apr-19	As soon as practicable
42	Manager Finance	Adoption of Budget	130(2)		Council must give public notice of its decision to adopt a budget	As soon as practicable (no timeline specified in the LGA)	02-Jul-19	As soon as practicable

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
43	Manager Finance	Adoption of Budget	130(3)		Council must adopt the budget	By 30 June each year	26-Jun-19	Date extended to 31 August 2020 by the Minister for Local Government
44	Manager Finance	Adoption of Budget	130(4)		Council must submit a copy of the budget to the Minister	Within 28 days after adopting the budget or revised budget.	19-Jul-19	28-Dec-20
45	Coordinator Governance	Annual Report	131(1)		Council must prepare an Annual Report	Once every financial year	30-Sep-19	30-Sep-20 Date extended to 30 November 2020 by the Minister for Local Government
46	Manager Finance	Performance Statement	132(1)		Council must submit the performance statement and financial statements to the auditor	As soon as is reasonably practicable after each financial year	05-Aug-19	05-Aug-20
47	Manager Finance	Performance Statement	132(2)		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	29-Aug-19	27-Aug-20
48	Manager Finance	Performance Statement	132(3)		The auditor must prepare a report on the performance statement	Once every financial year	27-Sep-19	30-Sep-20
49	Manager Finance	Performance Statement	132(5)		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	25-Sep-19	30-Sep-20
50	Manager Finance	Performance Statement	132(6)		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)	27-Sep-19	30-Sep-20
51	Coordinator Governance	Annual Report	133(1)		Must be submitted to the Minister	Annually by 30 September	30-Sep-19	30-Sep-20 Date extended to 30 November 2020 by the Minister for Local Government
52	Coordinator Governance	Annual Report	133(2)		After submitting to Minister, must give public notice that the Annual Report can be inspected	After submitting to Minister (no timeline specified in the LGA)	25-Oct-19	After submitting to the Minister in 2020

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
53	Coordinator Governance	Annual Report	134		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	23-Oct-19	31-Oct-20
54	Manager Finance	Sound Financial Management	136(1)		Council must implement the principles of sound financial management	Ongoing	Ongoing	Ongoing
55	Manager Finance	Budgeting & Reporting Framework	137		Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management	Ongoing	26-Jun-19	Ongoing
56	Manager Finance	Quarterly Statements	138		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	27-May-20	Following completion of quarterly results
57	Director Corporate Services	Audit Committee	139		Council must establish an audit committee	No timeline specified - mandatory requirement.	2 x Independent Members appointed - 19 December 2018. 1 x Independent Member appointed 26 February 2020. Charter endorsed - 28 March 2018. Councillor Members appointed - 20 November 2019	Ongoing
58	Manager Finance	Land Valuation	157(2)		Council must publish public notice of a decision to change its system of valuation	Promptly	As required	As required
59	Manager Finance	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	27-May-20	30-Jun-21

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
60	Manager Finance	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	04-Oct-19	30-Sep-20
61	Coordinator Contracts	Procurement	186(2)		Council must register any expressions of interest	Ongoing	Ongoing	Ongoing
62	Manager Finance	Procurement Policy	186A(1)		Council must prepare and approve a Procurement Policy	Ongoing	24-Jun-20	30-Jun-21
63	Manager Finance	Procurement Policy	186A(7)		At least once in each financial year Council must review the policy	By 30 June each year	31-May-20	30-Jun-21
64	Manager Finance	Procurement Policy	186A(8)		A copy of the policy must be available for inspection by the public at Council's office and on Council's website	Ongoing Most current version to be made available.	01-Jul-19	Following next Policy review
65	Manager Finance	Procurement Policy	186A(9)		Council must comply with its Procurement Policy	Ongoing Under the Local Government (Planning and Reporting) Regulations 2014 it is an annual reporting requirement to disclose contracts entered into above legislated values that did not engage in a competitive process.	Ongoing 30-Sep-19	Ongoing 30-Sept-20
66	Manager Finance	Restriction on power to sell land	189		Before selling or exchanging land Council must ensure that public notice of intention to do so is given. Council must also obtain a valuation of the land	At least 4 weeks prior to sale/exchange of the land, valuation must be made not more than 6 months prior to the sale/exchange	As required	As required
67	Manager Finance	Restriction on power to lease land	190		Council may lease land for a maximum period of 50 years	Mandatory requirement	Ongoing	Ongoing

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
68	Manager Finance	Restriction on power to lease land	190(3) (4)		Council must publish notice and receive submission under s.223 in certain circumstances	Where circumstances are applicable, at least 4 weeks before the lease is made, Council must publish a public notice of the proposed lease. Note - this for leases that need to be advertised under s190.  A person has a right to make a submission within the associated timeframes.	As required	As required
69	Coordinator Contracts	Quality & Cost Standards	208F		Council must ensure that any quality or cost standards it adopts are available for public inspection	Ongoing	As required	As required
70	Coordinator Contracts	Best Value Principles	208G		Council must report to its community on what has been done to ensure that it has given effect to Best Value Principles	At least once a year	23-Oct-19	31-Dec-20
71	Coordinator Governance	Register of Authorised Officers	224(1A)		Maintain a register that shows all people appointed as authorised officers	Ongoing	Ongoing	Ongoing
72	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 October 24 2020.
2. Dates reflect the statutory timeframe for completion of the outcome.
3. Since the end of the quarter on 31 March 2020 the State Government has extended the timeframe for the completion of the Budget and Strategic Resource plan to 31 august 2020 and for the Annual Report to 30 November 2020.

# 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)*

## Councillor expenses excluding allowances and mayoral vehicle

4th quarter	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$287	\$0	\$156	\$0	\$268	
Cr Roger Jukes	\$0	\$0	\$0	\$131	\$0	\$0	
Cr Janet Pearce	-\$768	\$0	\$0	\$156	\$0	\$0	
Cr Henry Bleeck	\$0	\$1,236	\$0	\$156	\$0	\$0	
Cr Natasha Gayfer	\$0	\$0	\$0	\$156	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$211	\$0	\$0	
Cr Mandi Mees	\$0	\$0	\$0	\$131	\$0	\$0	
Cr Helen Radnedge	\$0	\$0	\$0	\$156	\$0	\$0	
Cr Andrew Twaits	\$0	\$0	\$0	\$92	\$0	\$0	
	<b>-\$768</b>	<b>\$1,523</b>	<b>\$0</b>	<b>\$1,345</b>	<b>\$0</b>	<b>\$268</b>	<b>\$0</b>

Note: Total may not add due to rounding.

2019/2020 YTD	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$3,096	\$0	\$624	\$0	\$718	
Cr Roger Jukes	\$0	\$0	\$0	\$288	\$0	\$0	
Cr Janet Pearce	\$250	\$0	\$0	\$625	\$193	\$400	
Cr Henry Bleeck	\$0	\$4,980	\$0	\$624	\$0	\$0	
Cr Natasha Gayfer	\$0	\$961	\$0	\$624	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$748	\$0	\$0	
Cr Mandi Mees	\$56	\$796	\$1,650	\$288	\$227	\$0	
Cr Helen Radnedge	\$17	\$1,344	\$0	\$624	\$0	\$0	
Cr Andrew Twaits	\$0	\$0	\$0	\$268	\$0	\$0	
	<b>\$323</b>	<b>\$11,177</b>	<b>\$1,650</b>	<b>\$4,713</b>	<b>\$420</b>	<b>\$1,118</b>	<b>\$3,500*</b>

\* This appears as a single cost as it relates to training and development undertaken or offered to the councillor group as a whole.

Note: Total may not add due to rounding.

# 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 additional lists the external and internal committees / working groups and organisations to which each Councillor is currently appointed.*



## Councillor activity report: 1 April–30 June 2020

<b>Cr Jennifer Anderson</b> West Ward	<b>Council meetings attended:</b>	<b>5</b>	<b>Assemblies of Councillors attended:</b>	<b>14</b>
	<b>Appointments to internal/external committees and groups:</b> Health and Wellbeing Advisory Committee (Chair), Macedon Ranges Heritage Council, Municipal Association of Victoria (MAV), Local Government Waste Forum, Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Taking part in the first virtual council meeting for the whole of the State of Victoria; Woodend Cool Changes project on line; Supporting our local markets around the shire as they adapt to the social distancing restrictions; Participating in online professional development run by Planning institute Australia on social and affordable housing and the role of the councillor				
<b>Cr Roger Jukes</b> West Ward	<b>Council meetings attended:</b>	<b>3</b>	<b>Assemblies of Councillors attended:</b>	<b>8</b>
	<b>Appointments to internal/external committees and groups:</b> Macedon Ranges Agribusiness Forum, Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Not submitted				
<b>Cr Janet Pearce</b> West Ward	<b>Council meetings attended:</b>	<b>5</b>	<b>Assemblies of Councillors attended:</b>	<b>14</b>
	<b>Appointments to internal/external committees and groups:</b> Airfield Advisory Committee, Audit Committee, Central Victorian Greenhouse Alliance (CVGA) (sub), Central Ranges Local Learning and Employment Network (LLEN) Board, CEO Performance Appraisal Advisory Group, Health and Wellbeing Advisory Committee, Municipal Association of Victoria (MAV) (sub), Macedon Ranges Agribusiness Forum, Peri Urban Councils Group (sub), Rural Councils Victoria Inc (RCV), Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Australian Network on Disability Annual Conference “Stronger together” via teleconference; Kyneton University of Third Age (U3A) zoom meeting with members on budget, questions and answers; Woodend Cool Changes project on line; Local Government Mayor Advisory Committee meetings via teleconferences; Video for Library Storytime, Goldfields Libraries Corporation.				

<b>Cr Henry Bleeck</b> East Ward	<b>Council meetings attended:</b>	<b>5</b>	<b>Assemblies of Councillors attended:</b>	<b>10</b>
	<b>Appointments to internal/external committees and groups:</b> Annual meeting of Braemar College Ltd (Sub), Macedon Ranges Local Safety Committee, Municipal Emergency Management Planning Committee (MEMPC), Municipal Fire Management Planning Committee (MFMP), Workspace Australia, Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Not submitted				
<b>Cr Natasha Gayfer</b> East Ward	<b>Council meetings attended:</b>	<b>5</b>	<b>Assemblies of Councillors attended:</b>	<b>14</b>
	<b>Appointments to internal/external committees and groups:</b> Audit Committee, Central Victorian Greenhouse Alliance (CVGA), CEO Performance Appraisal Advisory Group, Peri Urban Councils Group, Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Not submitted				
<b>Cr Bill West</b> East Ward	<b>Council meetings attended:</b>	<b>5</b>	<b>Assemblies of Councillors attended:</b>	<b>14</b>
	<b>Appointments to internal/external committees and groups:</b> Goldfields Library Corporation Board, Calder Highway Improvement Committee, Central Ranges Local Learning and Employment Network (LLEN) Board (sub), Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Not submitted				

<b>Cr Mandi Mees</b> South Ward	<b>Council Meetings attended:</b>	<b>5</b>	<b>Assemblies of Councillors attended:</b>	<b>11</b>
	<b>Appointments to internal/external committees and groups:</b> Airfield Advisory Committee (Chair), Gisborne Futures Council Project Group, Macedon Ranges Agribusiness Forum, Rural Councils Victoria Inc (RCV) (sub), Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Not submitted				
<b>Cr Helen Radnedge</b> South Ward	<b>Council Meetings attended:</b>	<b>5</b>	<b>Assemblies of Councillors attended:</b>	<b>12</b>
	<b>Appointments to internal/external committees and groups:</b> Gisborne Futures Council Project Group, Health and Wellbeing Advisory Committee, Macedon Ranges Heritage Council, Macedon Ranges Local Safety Committee (sub), Municipal Emergency Management Planning Committee (MEMPC), Municipal Fire Management Planning Committee (MFMP), Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Remote attendance at a Stanley Park Committee of Management meeting. In the time when Covid-19 restrictions were eased, I was happy to participate in three working bees on community-owned public open space where all involved were able to adhere to social distancing rules.				
<b>Cr Andrew Twaits</b> South Ward	<b>Council Meetings attended:</b>	<b>5</b>	<b>Assemblies of Councillors attended:</b>	<b>14</b>
	<b>Appointments to internal/external committees and groups:</b> Airfield Advisory Committee, Annual meeting of Braemar College Ltd, Calder Highway Improvement Committee (sub), CEO Performance Appraisal Advisory Group, Gisborne Futures Council Project Group, Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Not submitted				