



Quarterly Report

1 October to 31 December 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 People Culture & Performance Report

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>Mid-Year Budget Review</i>	<i>Material projected differences to budget</i>
<i>Statement from CEO</i>	<i>Section 97 (3) Local Government Act 2020 legislative requirements</i>

Summary of Financial Results

6 months ended 31 December 2020

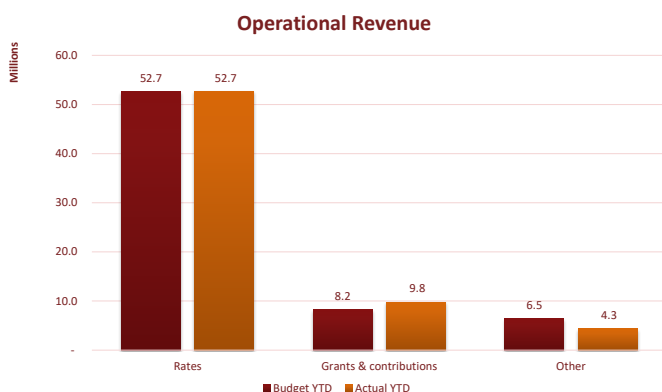
The Income Statement shows that an adjusted operating surplus of \$26.35m, \$1.36m favourable to budget, was recorded for financial year to 31 December. In accordance with accounting standards, all rate income is recognised at the start of the financial year when the rates are struck. This results in Council having a large surplus at the start of the year which reduces as the year progresses, as expenditure is incurred more evenly throughout the year.

Overall the operating surplus for the quarter is \$4.5m favourable to budget - operating income is \$0.5m unfavourable to budget and operating expenses are \$5m favourable to budget. Capital expenditure totalled \$6.02m for the first half of the year which was \$7.57m unfavourable to budget.

The Council remains in a strong financial position for the financial year to 31 December. Impacts on Council's financial position due to COVID-19 pandemic are being recorded as they become known.

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.

A midyear budget review process has been completed and is incorporated into this report. This process will provide a more accurate estimation of the remaining six months of the financial year.

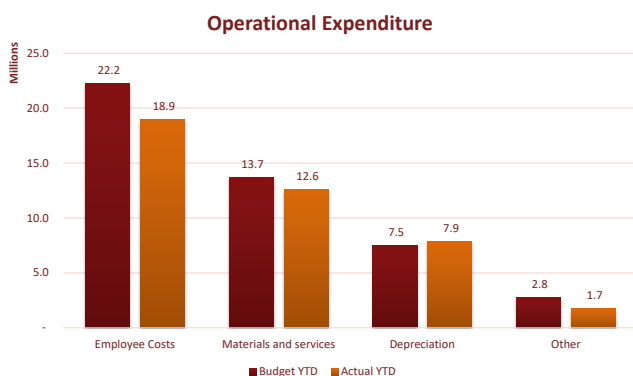


Key budget variances:

Rates: actual income of \$52.7m is in line with budget for the year to date.

Grants & Contributions: overall this income is \$1.6m favourable to budget. This is due to unbudgeted Commonwealth grants being received for Community Infrastructure.

Other: the unfavourable variance to budget of \$2.2m is mainly due to the closure of the Kyneton Town Hall and the Aquatics and Leisure facilities (\$1.7m) as a result of COVID-19.



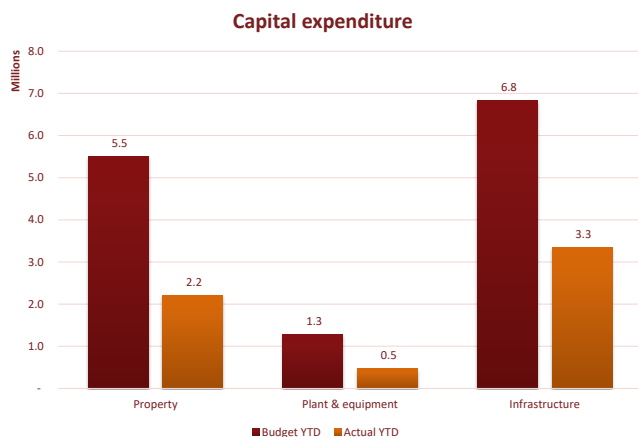
Key budget variances:

Employee costs: expenditure of \$18.9m is less than budget due to reduced number of Working for Victoria staff and reduced costs relating to closed facilities due to COVID-19.

Materials and supplies: expenditure of \$12.6m is favourable to budget year to date due to the closure of the Kyneton Town Hall and the Aquatics and Leisure facilities (\$0.3m) and the timing of operational project spend.

Depreciation: depreciation of \$7.9m is unfavourable to budget due to higher revaluations in 2019/20 than anticipated in the original budget. Impact on annual depreciation is forecast to be \$1.1m.

Other: other expenditure is favourable to budget by \$1.1m due to the Movelt project and the timing of expenditure.



Key budget variances:

Property: expenditure of \$2.2m is favourable to the budget of \$5.5m, variance largely due to timing of project expenditure.

Plant and equipment: Plant purchases of \$0.5m is favourable to the budget of \$1.3m due to timing of delivery of plant and equipment.

Infrastructure: expenditure of \$3.3m is favourable to the budget of \$6.8m at this stage of the year due to timing of expenditure.

INCOME STATEMENT

6 months ended 31 December 2020

	2020/21 December YTD Adjusted Budget* \$'000	2020/21 December YTD Actuals \$'000	2020/21 December YTD Variance \$'000
Income			
Rates and charges	52,670	52,700	30
Statutory fees and fines	1,791	1,982	191
User fees	3,697	1,679	(2,018)
Grants - operating	6,012	6,909	897
Grants - capital	2,128	2,640	512
Contributions - monetary	67	228	161
Other income	980	678	(302)
	-	-	-
Total income	67,345	66,816	(529)
Expenses			
Employee costs	22,244	18,945	3,299
Materials and services	13,712	12,597	1,115
Depreciation and amortisation	7,459	7,890	(431)
Borrowing costs	88	89	(1)
Other expenses	2,674	1,624	1,050
	-	-	-
Total expenses	46,177	41,145	5,032
Surplus/(deficit) Ex other adjustments	21,168	25,671	4,503
Other adjustments			
Contributions - non monetary	3,920	735	(3,185)
Fair value adjustments for investment property	-	-	-
Share of net profits/(losses) of Regional Library	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	(100)	(56)	44
(Increase)/decrease in provision for landfill liability	-	-	-
	-	-	-
Total surplus/(deficit)	24,988	26,350	1,362

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 \$26.35m is only 5% different to budget. There are a number of variances which make up this total. The financial summary provides an explanation of key variances to budget.

* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2019/20.

BALANCE SHEET

As at 31 December 2020

	2020/21 December Adjusted Budget* \$'000	2020/21 December Actuals \$'000	2020/21 December Variance \$'000
Current assets			
Cash and cash equivalents	14,288	12,200	(2,088)
Trade and other receivables	31,748	32,324	576
Other financial assets	24,011	21,716	(2,295)
Right of use assets	1,296	1,296	-
Other assets	18	51	33
Total current assets	71,361	67,587	(3,774)
Non-current assets			
Other financial assets	21	21	-
Investment in Regional Library	1,223	1,280	57
Property, infrastructure, plant and equipment	1,104,178	1,130,075	25,897
Investment property	2,856	2,584	(272)
Intangible assets	274	529	255
Total non-current assets	1,108,552	1,134,489	25,937
Total assets	1,179,913	1,202,076	22,163
Current liabilities			
Trade and other payables	4,245	3,274	971
Trust funds and deposits	5,490	5,528	(38)
Provisions	6,233	7,439	(1,206)
Interest-bearing loans and borrowings	685	485	200
Total current liabilities	16,653	16,726	(73)
Non-current liabilities			
Provisions	5,016	5,848	(832)
Interest-bearing loans and borrowings	9,678	3,784	5,894
Total non-current liabilities	14,694	9,632	5,062
Total liabilities	31,347	26,358	4,989
Net assets	1,148,566	1,175,718	27,152
Equity			
Accumulated surplus	667,494	678,008	(10,514)
Reserves	481,072	497,710	(16,638)
Total Equity	1,148,566	1,175,718	(27,152)

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 31 December 2020 is \$1.175b which is \$27.15m higher than budget. This favourable variance is predominantly due to the revaluation of Buildings, Footpaths and Drainage assets in 2019/20. The revaluation was completed after the budget was prepared.

* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2019/20. Also opening balances have been adjusted for the actual 30 June 2020 closing net asset position.

CAPITAL WORKS STATEMENT

6 months ended 31 December 2020

	2020/21 December Adjusted Budget* \$'000	2020/21 December Actuals \$'000	2020/21 December Variance \$'000
Property			
Land and land improvements	229	86	143
Buildings and building improvements	5,265	2,124	3,141
Total property	5,494	2,210	3,284
Plant and equipment			
Plant, machinery and equipment	800	265	535
Computers and telecommunications	479	208	271
Total plant and equipment	1,279	473	806
Infrastructure			
Roads	2,895	1,755	1,140
Bridges	232	56	176
Footpaths and Cycleways	674	245	429
Drainage	572	145	427
Recreational, leisure and community facilities	1,378	752	626
Parks, open space and streetscapes	763	271	492
Other infrastructure	306	121	185
Total infrastructure	6,820	3,345	3,475
Total capital works expenditure	13,593	6,028	7,565

Capital works expenditure is under budget by \$7.6m at the end of December 2020. Please refer to section 2 for more detail on individual projects.

* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2019/20.

FINANCIAL RESERVES

As at 31 December 2020

	Balance 01/07/2020	Transfers to Reserve	Transfer from Reserve	Balance 31/12/2020
Discretionary Reserves				
Plant Replacement	257,207	842,972	132,688	967,491
Asset Conversion	864,372			864,372
Commercial Development	3,599,239			3,599,239
Gravel Pit Operations	545,422			545,422
Hanging Rock	612,250			612,250
Maintenance Senior Citizens Accommodation	252,999			252,999
Debt Repayment	91,470	400,000		491,470
Total Discretionary Reserves	6,222,960	1,242,972	132,688	7,333,244
Statutory Reserves				
Public Open Space - South	1,350,212	197,500		1,547,712
Public Open Space - East	1,120,585	180,250		1,300,835
Public Open Space - Central	1,040,082	115,700		1,155,782
Public Open Space - West	184,843			184,843
Public Open Space	3,695,721	493,450	-	4,189,171
Community Facilities - South	-			-
Community Facilities - East	222,041			222,041
Community Facilities - Central	17,697			17,697
Community Facilities - West	178,306			178,306
Community Facilities	418,044	-	-	418,044
Car Parking	135,600			135,600
Planning Roadworks	426,580			426,580
Drainage	445,883	22,374		468,257
Gisborne Development Contributions Plan	758,709	21,219		779,928
Romsey Development Contributions Plan	112,734	38,249		150,983
Planning Footpath Works	128,257	21,085		149,342
Total Statutory Reserves	6,121,528	596,377	-	6,717,905
GRAND TOTAL	12,344,488	1,839,349	132,688	14,051,149

INVESTMENTS HELD

As at 31 December 2020

Institution	Non Fossil fuel *	Percentage of Total investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
Short Term Investments							
AMP BANK LTD	No	9.21%	Term Deposit	\$ 2,000,000	0.80%	29/07/2020	25/01/2021
AMP BANK LTD	No	9.21%	Term Deposit	\$ 2,000,000	0.60%	3/12/2020	25/03/2021
ANZ BANK LTD	No	27.73%	Term Deposit	\$ 6,021,471	0.36%	25/11/2020	23/02/2021
ANZ BANK LTD	No	9.21%	Term Deposit	\$ 2,000,000	0.45%	3/10/2020	4/01/2021
MEMBERS EQUITY BANK	Yes	9.21%	Term Deposit	\$ 2,000,000	0.60%	29/07/2020	25/01/2021
MEMBERS EQUITY BANK	Yes	4.60%	Term Deposit	\$ 1,000,000	0.55%	6/10/2020	6/01/2021
NATIONAL AUSTRALIA BANK LTD	No	12.41%	At Call Account	\$ 2,694,485	0.12%		
NATIONAL AUSTRALIA BANK LTD	No	9.21%	Term Deposit	\$ 2,000,000	0.55%	2/10/2020	5/01/2021
NATIONAL AUSTRALIA BANK LTD	No	9.21%	Term Deposit	\$ 2,000,000	0.40%	26/11/2020	25/03/2021

Total Investments

\$ 21,715,956

Total % of Non Fossil Fuel Lending Institutions

14%

* 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.

Mid Year Budget Review Summary

Key Variances to budget identified in December 2020 Review:

<u>Additional Income/Expense Savings:</u>		
Drainage construction program	(1)	\$184,000
Kinder fees grant for 4 year olds	(2)	\$391,814
Oval maintenance reduction due to COVID	(3)	\$108,343
Road construction program savings	(4)	\$495,000
Workcover costs	(5)	\$432,837
Local roads and community infrastructure	(6)	\$3,748,843
COVID - Outdoor dining activation	(7)	\$250,000
		\$5,610,837
<u>Additional Expenses/Income Reduction:</u>		
Aquatic & Leisure closures net cost	(3)	-\$833,919
Cleaning contract costs increased for facilities & public toilets	(3)	-\$150,000
Drainage program - Dunsford Street, Lancefield	(1)	-\$125,000
Emergency events	(8)	-\$58,728
Interest Income decrease due to interest rates	(9)	-\$352,000
Kerbside collection cost increased	(10)	-\$100,000
Kyneton Museum- Urgent roof works	(11)	-\$170,000
Municipal Building Surveyor contractor	(12)	-\$166,724
Project Lifecycle Management Project (IT project)	(13)	-\$155,000
Reimbursement of kinder fees	(2)	-\$105,637
Building renewal programs expenditure	(14)	-\$133,000
Road construction - design and investigation for 2021-22 projects	(4)	-\$100,000
Road construction - East Street, Woodend	(4)	-\$450,000
Local roads and community infrastructure projects	(6)	-\$3,748,843
COVID - Outdoor dining activation expenditure	(7)	-\$250,000
		-\$6,898,851
Net other budget variances below \$100,000 identified in review		\$1,108,670
Net Budget Variance identified in mid-year review		-\$179,344
Remaining budget surplus from 2020/21		\$12,861
Forecast Cash surplus/(deficit) for the 2020/21 budget		-\$166,483

Notes:

- (1) Reallocation of drainage program savings to fund other priority projects.
- (2) Additional grant received and refund of fees already charged for 4 year old kinder.
- (3) COVID reduced Aquatic & Leisure income (offset by reduced costs), increased cleaning costs and reduced requirements for mowing of sporting ovals.
- (4) Savings on the road construction projects and reallocation to urgent new projects.
- (5) The workcover insurance premium is lower than expected due to lower claims.
- (6) New grant received for non budgeted road and community infrastructure projects
- (7) New grant received to assist with outdoor dining.
- (8) Works on emergency storm and flood events greater than budget, this is net of amount claimable.
- (9) Interest income reduced due to interest rates lower than budgeted.
- (10) Costs of kerbside collection higher due to increased volumes and higher than predicted percentage of non-recyclable materials contaminating recycling streams.
- (11) Works at the Kyneton Museum have identified that the roof needs urgent replacement.
- (12) Additional costs during the year for a contract Municipal Building Surveyor.
- (13) Project Lifecycle Management software requires additional funding to complete.
- (14) Additional budget required for ongoing building renewal projects.

STATEMENT FROM THE ACTING CHIEF EXECUTIVE OFFICER

In accordance with Section 97(3) of the Local Government Act 2020, it is the view of the Acting Chief Executive Officer that a revised budget for 2020/21 will not be required by Macedon Ranges Shire Council.

John Nevins

Acting Chief Executive Officer

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
PROPERTY - Land					
Gisborne Open Space purchase	250,000	143,417	0	143,417	Purchase of new open space land in Gisborne.
TOTAL PROPERTY - Land	250,000	143,417	0	143,417	
PROPERTY - Buildings					
Council building demolition	146,000	73,000	1,382	71,618	This is the parent program consisting of eight building demolition projects.
Council building renewal program	3,196,959	1,839,959	437,462	1,402,497	This is the parent project for 28 building renewal projects. Projects are in various stages of scoping, project briefs, tender process and construction.
Dixon Field pavilion no2	292,577	292,577	207,279	85,298	Project works complete & building compliance certificate signed off in November 2020. Some minor work items to be carried out post handover, but facility is now open for public use. Final invoices to be received.
Gardiner Reserve female changerooms	35,537	35,537	40,866	(5,329)	Contracted design and construct building works completed. Minor builders defects identified and being attended to.
Gardiner Reserve football changerooms	979,265	979,265	894,259	85,006	Modules delivered and installed, decks and internal fitout works in progress.
Kyneton Museum renewal	309,886	209,886	61,023	148,863	Works to timber shed complete. Living Heritage grant application was not successful. Alternative source of funding required to complete roof works.
47 Victoria Street Macedon renewal	324,630	324,630	6,627	318,004	Contract awarded. Construction drawings being compiled and building permit finalised.
Macedon netball & umpires changerooms	125,000	-	-	-	This project did not receive funding through Sport and Recreation Victoria, as a result Recreation officers are reviewing the project scope to determine potential improvements based on the budget provided.
Seniors units renewal	80,000	40,000	11,026	28,974	Renewal works on units undertaken as required.
Woodend kindergarten renewal	6,703	6,703	10,260	(3,557)	Works from 2019/20 now complete.
Kyneton early learning centre	1,800,000	-	-	-	Discussions have occurred with Department of Education and Training and the Victorian School Building Authority. The first Design Reference Group has been held, with further meetings scheduled to progress project.
Swinburne Kindergarten Extension	581,412	581,412	524,295	57,117	Project completed - under defects warranty. Some invoices still to be received.
Woodend Buffalo Reserve Toilet Block	150,000	75,000	-	75,000	Scoping works.
Kyneton Town Hall renewal	892,712	892,712	15,911	876,801	Detailed design is nearing completion.
TOTAL PROPERTY - Buildings	8,920,681	5,350,681	2,210,390	3,140,291	
TOTAL LAND AND BUILDINGS	9,170,681	5,494,098	2,210,390	3,283,708	
INFRASTRUCTURE - Roads					
Bitumen resurfacing program	1,757,500	150,000	138,288	11,712	Asphalt program commenced and currently undertaking spray seal preparation works.
Black Spot road funding	1,088,096	450,000	301,840	148,160	Detailed design complete, waiting on permit from DELWP for tree removal. Contract has been awarded.
Disabled parking renewal	-	-	809	(809)	Additional expenditure from prior year.
Gisborne Business Park roads upgrade	762,761	412,761	209,524	203,237	Detailed design completed, waiting on Planning permit for tree removal. Works to be done internally.
Gravel road renewal program	862,000	431,000	306,253	124,747	Program in progress
Guardrail program	99,711	56,661	18,236	38,425	Guardrail condition inspections for the entire Municipality have been completed. Scope of works will now be determined. Works will be delivery in the second half of the year.
Intersection upgrade and renewal program	123,900	61,950	69,019	(7,069)	Program commenced.
Kerb and channel program	169,400	84,700	76,103	8,597	Program commenced.
Kyneton bluestone heritage kerb renewal program	101,616	101,616	-	101,616	Tenders have come in over budget. Scope of works currently being reviewed.
Minor road stabilisation program	257,250	128,625	12,851	115,774	Inspections required to scope works for tender.
Minor roadworks program	69,000	34,500	6,214	28,286	Some work completed other works currently being scoped.
Minor traffic management works	47,380	23,690	15,739	7,951	Inspections carried out, gravel road signs installed and sealed road signs in progress of being installed.
Road construction program	4,236,575	750,000	414,500	335,501	This is the parent project for eight road construction projects which are in various stages of construction, procurement or design.
Victoria Street Kyneton pedestrian crossing	96,391	96,391	121,019	(24,628)	Works complete
Woodend pedestrian crossing	113,892	113,892	46,914	66,978	Works have been completed, however there are several defects which the contractor is required to fix.
Road Design Program	-	-	15,280	(15,280)	Costs for the design of future road projects.
TOTAL INFRASTRUCTURE - Roads	9,785,472	2,895,786	1,752,588	1,143,198	
INFRASTRUCTURE - Footpaths					
Campaspe River Trail	-	-	15,016	(15,016)	Additional expenditure from prior year.

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Footpath construction program	1,435,301	150,000	94,982	55,018	This is the parent program for 19 footpath construction projects. Projects are in various stages from design, procurement, pre-construction and construction.
Footpath renewal program	326,500	163,250	22,816	140,434	Some projects have been tendered with others currently being scoped.
Woodend to Hepburn rail trail - Stage 1	500,000	-	-	-	Feasibility study adopted by Council. Advocacy materials to be developed to use in representations to government.
Black Hill Reserve	122,393	61,197	-	61,197	Works to commence in early 2021.
Macedon Ranges Shared Trail	4,926,991	300,000	112,677	187,323	The preferred trail alignment is under investigation with engagement continuing with land owners and land managers. Stage 1 works to the northern section of the trail in Woodend township has commenced and is targeted for completion in May 2021. Preparation of Stage 2 tender documentation is underway, and is targeted for release in February 2021. A consultant for the preparation of the Cultural Heritage Management Plan is targeted to be engaged in January 2021.
TOTAL INFRASTRUCTURE - Footpaths	7,311,185	674,447	245,491	428,955	
INFRASTRUCTURE - Bridges					
Bridge Renewal Program	674,925	50,000	22,476	27,524	This is the parent project for four Bridge projects which are currently in the planning, procurement and preconstruction stages.
Gisborne to Bullengarook footbridge	182,364	182,364	33,651	148,713	Bridge and footpath works commenced in November 2020.
TOTAL INFRASTRUCTURE - Bridges	857,289	232,364	56,127	176,237	
INFRASTRUCTURE - Drainage					
Minor drainage works	753,287	468,287	59,263	409,024	Some works completed other works currently being scoped.
Fersfield Road drainage contribution	103,984	103,984	85,567	18,417	Payment made for initial stage of works. Final payment will be when agreed works have been completed.
TOTAL INFRASTRUCTURE - Drainage	857,271	572,271	144,830	427,441	
INFRASTRUCTURE - Recreational, Leisure and Community Facilities					
Gardiner Reserve lighting	139,447	139,447	138,000	1,447	Project is pending completion. Lux Level testing carried out in December but uniformity values did not meet minimum standards. Lights are adequate to use, but contractor needs to return to venue and perform re-aiming.
Gardiner Reserve netball court	17,500	17,500	11,275	6,225	Works have been completed. Awaiting documentation and certification before final completion.
Gisborne Tennis Club lighting and court redevelopment	1,060	1,060	-	1,060	Project completed including reconstruction of two courts, new synthetic surface on two courts and new lighting on two courts.
Minor capital works program at recreational facilities	47,381	47,381	27,450	19,931	Replacement of cricket pitches at Tony Clarke Reserve and JD Clifford Reserve currently being quoted, which will require 75% of funds. Remaining 25% of funds require scoping of works.
Playground renewal	45,000	-	-	-	Works currently in planning stage and priorities being identified. Works to commence February 2021.
Sports ground drainage adjacent to ground	40,000	-	980	(980)	Works currently being scoped.
Howey Reserve Gisborne irrigation	94,409	10,000	2,112	7,888	Irrigation design completed and approval granted by Western Water to commence. Project out to tender, works to commence early 2021.
Woodend and Macedon cricket nets	317,665	317,665	325,813	(8,148)	Works completed. State Government funding acquittal underway.
Riddells Creek Football/Cricket Change Room Showers	350,000	175,000	21,615	153,385	Tender awarded. Works to commence in January, with a target date for completion of mid-March.
Aquatic and Leisure equipment renewal	40,000	20,000	12,500	7,500	Replacement of vinyl flooring at the KSAC has been completed.
Kyneton Barkly Square Field	750,000	-	-	-	State Government funding application was not successful therefore project will not be proceeding. Officers will be seeking approval to resubmit funding application for the 2021/22 financial year.
Lancefield Park Lighting	342,000	-	-	-	State Government funding application was not successful therefore project will not be proceeding. Officers will be seeking approval to resubmit funding application for the 2021/22 financial year.
Gilbert Gordon Netball Court Woodend	420,000	-	-	-	State Government funding application was not successful therefore project will not be proceeding.
Macedon Ranges Regional Sports Precinct	3,066,941	650,000	212,070	437,930	Schematic design has been completed which includes the proposed scope for stage 1 construction. Feedback from the Concept phase community and primary user group consultation has been considered in the preparation of the schematic design. The project is temporarily on hold from the sign off of Schematic Design (at end December 2020), in order to further evaluate scope options with the new Council.

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
TOTAL INFRASTRUCTURE - Recreational, Leisure and Community Facilities	5,671,403	1,378,053	751,815	626,238	
INFRASTRUCTURE - Parks, Open Space and Streetscapes					
Ash Wednesday park landscaping	50,000	-	-	-	Ash Wednesday Park landscape plan adopted by Council in May 2020. Delivery of first stage being planned for delivery in first half of 2021.
Botanical Gardens improvements	23,500	-	-	-	Funds have been allocated towards The Growing Victoria's Botanic Gardens grants program for the Installation of automatic irrigation systems for Malmsbury and Gisborne Botanic Gardens. Awaiting results of the grant application.
Fitness Equipment - regional	125,438	125,438	102,376	23,062	Works completed. State Government funding acquittal underway.
Gisborne Fields open space development	263,750	130,000	-	130,000	Principal Consultant / Landscape Architect RFQ issued.
Hanging Rock DELWP funding	107,248	107,248	41,488	65,760	Works currently underway.
Hanging Rock projects	78,834	-	-	-	Works being scoped.
Healthy heart of Victoria	496,293	100,000	93,108	6,892	FIT PROJECT: Final reporting and acquittal due 31 March 2021. Approx 40% delivered. WALKYNETON: Letter of variation submitted to funder (DHHS) and extension for final report and budget acquittal for WalkKyneton granted to 31 March 2021. Approx 30% delivered
Parks infrastructure renewal	80,000	-	-	-	Works have commence upgrading bollards around the shire.
Romsey CBD improvements	10,557	10,557	-	10,557	Streetscape works completed including installation of heritage lamp posts and garden beds along Main Road, Romsey. Tourist Information Bay signage was installed to complete this project in December 2020.
Wyralla Crescent landscaping	36,267	-	1,688	(1,688)	Project is currently in design stage
Romsey Ecotherapy Park Stage 2	415,500	207,750	28,645	179,105	MOU signed. Funding agreement signed. Project Brief complete. Communications Plan complete. Landscape Architect engaged. First funding milestone complete. Schematic Design complete. Detailed Design commenced.
Romsey Five Mile Creek Stage 1	165,000	82,500	4,007	78,493	Pathway design complete. Cultural Heritage Management Plan commenced. First stage of woody weed removal to commence in early December. Letters to adjoining property owners and sign on site installed.
TOTAL INFRASTRUCTURE - Parks, Open Space and Streetscapes	1,852,387	763,493	271,313	492,180	
INFRASTRUCTURE - Other Infrastructure					
Kerbside bin replacement	370,000	185,000	93,009	91,991	Planning has commenced for the kerbside bin replacement program which will be undertaken in the second half of the financial year.
Kyneton Landfill rehabilitation	200,000	100,000	7,495	92,505	Landfill leachate extraction plan has been prepared. Tender specification being finalised. Project expected to be completed by June 2021.
Kyneton Livestock Exchange	1,169,969	-	1,000	(1,000)	Tender has closed and tender evaluation is underway.
RV disposal site	38,494	-	-	-	Pending further council and community consultations before final location determined. Costs for installation at a number of possible locations are being determined.
Solar compactor for waste and recycling trial	3,783	3,783	-	3,783	Solar compactor has been ordered.
Street/park bin renewal program	33,500	16,750	19,235	(2,485)	Street and Park bin renewal program has commenced.
Kyneton Pound - Dog Holding Facility	25,000	-	-	-	Project Brief complete. Architect appointed.
Hobbs Road Bushland Reserve and Bullengarook C	77,000	-	-	-	Request for quote nearly ready to send out following confirmation of scope of works with Parks Victoria and Council's Resource Recovery team.
Kyneton Saleyards Gantry	450,000	-	-	-	Tender has closed and tender evaluation is underway.
TOTAL INFRASTRUCTURE - Other Infrastructure	2,367,746	305,533	120,739	184,794	
TOTAL INFRASTRUCTURE	28,702,753	6,821,946	3,342,903	3,479,044	
PLANT AND EQUIPMENT - Plant and Equipment					
Plant replacement program	1,600,000	800,000	264,613	535,387	Plant replacement program has started and will be undertaken throughout the year.
TOTAL PLANT AND EQUIPMENT - Plant and Equipment	1,600,000	800,000	264,613	535,387	

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
PLANT AND EQUIPMENT - Computers and Telecommunications					
Accounts Payable procurement	4,260	4,260	7,000	(2,740)	Project complete.
Agenda Management system	6,046	6,046	18,662	(12,616)	Council Agenda Implementation Phase underway. Template Design currently being finalised and agreed
Cultural venue system	16,000	-	-	-	Venue seating maps are in development to ensure patron spacing requirements.
Fleet Management system	6,419	6,419	-	6,419	Stage 1 - Fleet Management System implemented. Stage 2 ready for implementation – Liaise with end users, Lift and Shift work System into MRSC Environment, Setup Supply Chain Management integration, Populate Work Order templates, Maintenance Scheduling and training.
ICT Server generator	39,040	39,040	30,607	8,433	Works completed pending compliance sign off by engineer
IT infrastructure renewal	633,000	410,500	147,877	262,623	Renewal undertaken as required over the financial year.
Kyneton Town Hall equipment renewal	25,500	12,750	3,552	9,198	Evaluation of suitable equipment is in progress.
TOTAL PLANT AND EQUIPMENT - Computers and Telecommunications, furniture	730,265	479,015	207,699	271,316	
TOTAL PLANT & EQUIPMENT	2,330,265	1,279,015	472,312	806,703	
Total	40,203,699	13,595,059	6,025,605	7,569,454	

* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2019/20.

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.

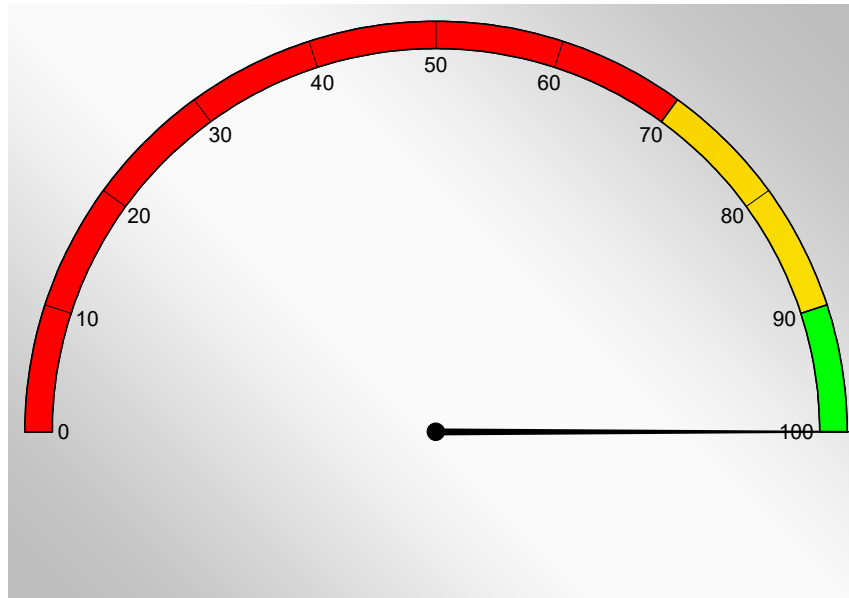
Macedon Ranges Shire Council

Quarterly Review

October 2020 - December 2020

Council Plan Actions

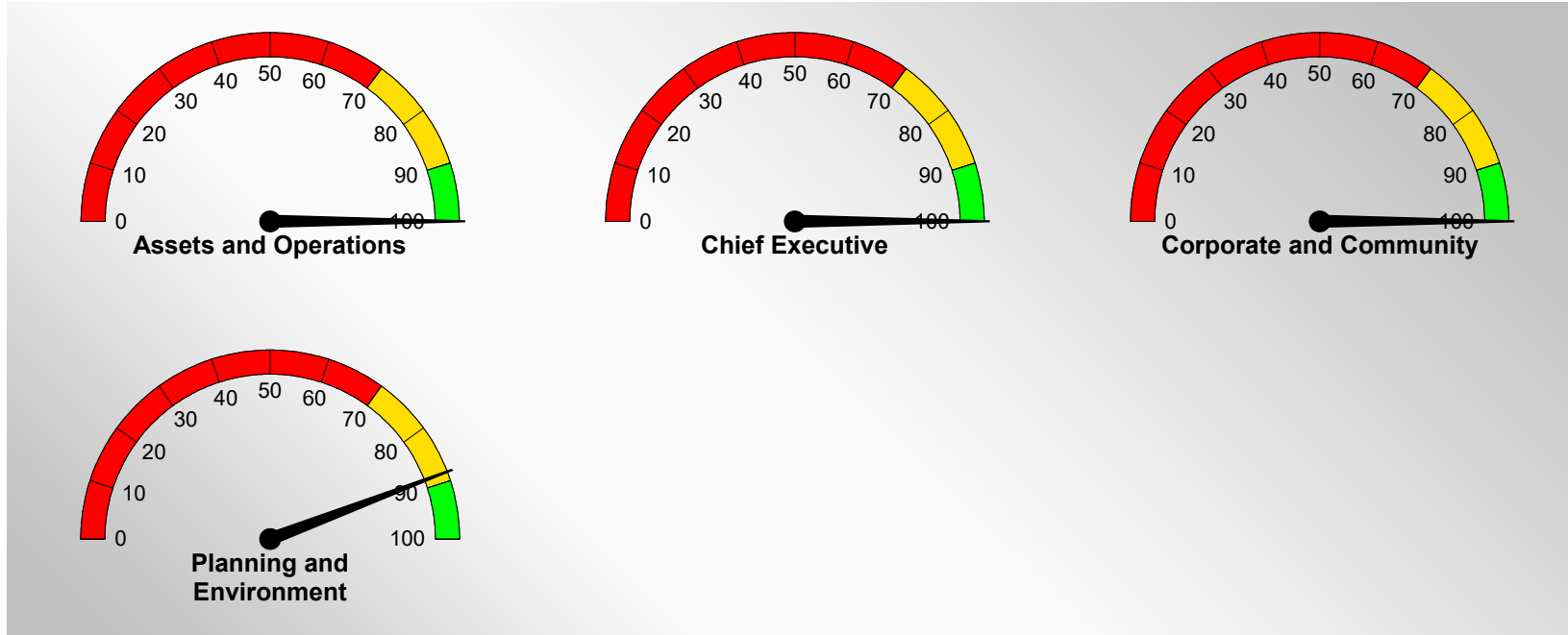
Quarterly Progress Against Council Plan Actions



<i>Description</i>	<i>Indicator</i>
54 Council Plan Actions reported on	
48 Council Plan Actions at least 90% of quarterly target	■
1 Council Plan Actions between 70 and 90% of quarterly target	■
5 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	11	10	0	1	0
Chief Executive	14	13	1	0	0
Corporate and Community	10	10	0	0	0
Planning and Environment	19	15	0	4	0
Total number of Council Plan actions	54				







Council Plan Actions


ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
1 PROMOTE HEALTH AND WELLBEING							
Outcome: 1.1 We want Macedon Ranges residents to be mentally and physically healthy and active.							
Strategy: 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 FOUR ACTION PLAN Work with the Victorian School Building Authority to create additional capacity to support the roll-out of three year old kindergarten.	In Progress	50	50	Council have engaged a consultant to assist in planning, specifications, modelling and recommendations for three-year year old roll out with final report scheduled for completion in March 2021.	Manager Children and Family Services	30/06/2021	
1.1.1.2 YEAR FOUR ACTION PLAN Commence delivery of the Macedon Ranges Shared Trail Experience that will see the development of three shared trails linking rural landscapes, towns and heritage places from Woodend to Riddells Creek.	In Progress	100	50	Early project delivery activities are underway, including further assessment of environmental, cultural heritage and planning constraints. The preferred trail alignment is under investigation. Engagement has commenced with land owners. Stage 1 construction works to the northern part of the trail commenced at end November 2020.	Manager Major Project Management Office	30/06/2021	
1.1.1.3 YEAR FOUR ACTION PLAN Advocate for funding to commence construction of a rail trail and off road cycling and walking track from Woodend to Hanging Rock	In Progress	30	30	Council officers will continue to advocate for funding to commence construction of the trail from Woodend to Hanging Rock as opportunities arise.	Manager Open Space and Recreation	30/06/2021	
1.1.1.4 YEAR FOUR ACTION PLAN Through the Healthy Heart of Victoria initiative, implement the Free Inclusive Training (FIT) project to get more people more active more often	In Progress	50	50	Free Inclusive Training (FIT) Project - Staff have been recruited and planning for classes to run in March 2021 is underway.	Manager Open Space and Recreation	31/03/2021	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>1.1.1.5 YEAR FOUR ACTION PLAN</p> <p>Advance Indigenous reconciliation through working with Recognised Aboriginal Parties on the implementation of Council's Reconciliation Action Plan</p>	In Progress	50	50	The draft Reconciliation Action Plan was made available for public comment before being received at the Ordinary Council meeting September 2020. Council resolved to submit the draft plan to Reconciliation Victoria. Once feedback is received the Reconciliation Action Plan will be brought to a future council meeting for adoption.	Manager Community & Economic Development, Arts & Events	30/06/2021	
<p>1.1.1.6 YEAR FOUR ACTION PLAN</p> <p>Continue to demonstrate leadership in advancing gender equality through the implementation of MRSC Gender Equality Action Plan</p>	In Progress	75	75	Draft Gender Equality Action Plan Complete. Now being reviewed against the new Act for impact on implementation.	Interim Executive Manager People Culture and Performance	30/06/2021	
<p>1.1.1.7 YEAR FOUR ACTION PLAN</p> <p>Building on the work of the Healthy Heart of Victoria initiative, continue to embed health and wellbeing in Council's policies and decision-making processes</p>	In Progress	50	50	Council departments have continued to prioritise the importance of strong governance and planning through the endorsement of key strategic documents which impact on residents health and wellbeing; Reconciliation Action Plan, Positive Aging Plan and Early Years Plan. State Government support for the Health Broker role has been extended to 30 June 2021.	Manager Open Space and Recreation	30/06/2021	
<p>1.1.1.8 YEAR FOUR ACTION PLAN</p> <p>Continue to increase visibility of diversity in our community across our publications and communications through a refresh of Council's photo and video library</p>	In Progress	50	60	Working For Victoria Creative team were engaged for six months to compile new content. This is now being reviewed and tagged in the image library for future use.	Manager Communications	30/06/2021	
<p>1.1.1.9 YEAR FOUR 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	50	50	The LMMI project has issued amended contracts to participating agencies and activities have resumed in line with easing of COVID-19 restrictions.	Manager Community Care	30/06/2021	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>1.1.1.10 YEAR FOUR ACTION PLAN</p> <p>Continue to monitor the implication of aged care reform on Council's role supporting older people</p>	In Progress	50	50	<p>Royal Commission activities and related communication continue to be monitored. Note extended timeframes for the Royal Commission into Aged Care Quality and Safety, with the Final Report due to the Australian Government by 26 February 2021. Implemented Council resolution to cease delivered meals effective 1 January 2021. Corresponding with Department of Health regarding recommissioning home maintenance and modifications by 1 July 2021.</p>	Manager Community Care	30/06/2021	
<p>1.1.1.11 YEAR FOUR ACTION PLAN</p> <p>Continue to increase community awareness and resilience in relation to mental health including by supporting the activities of the Macedon Ranges Suicide Prevention Action Group</p>	In Progress	50	50	<p>Planning has occurred to deliver mental health first aid in a COVID safe environment for 2021.</p>	Manager Children and Family Services	30/06/2021	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
2 PROTECT THE NATURAL ENVIRONMENT							
Outcome: 2.1 We want to lead by example and improve environmental outcomes in all aspects of life.							
Strategy: 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 FOUR ACTION PLAN Undertake Emissions Reduction Energy Audits of Council buildings to inform preparation of a Zero Net Emissions Strategy and Action Plan and to inform future building upgrades and retrofitting works	Completed	100	100	Inspection of Council facilities completed. Outcomes presented to facility managers within Council. Audit data to be used to inform capital works proposals for 2021/22 Council budget.	Manager - Strategic Planning & Environment	30/06/2021	
2.1.1.2 YEAR FOUR ACTION PLAN Roll out Stage 2 of Food Organics Garden Organics (FOGO) kerbside collection and continue to reduce waste to landfill	In Progress	50	50	Stage 2 and 3 of the Food Organics Garden Organics (FOGO) kerbside collection will be combined due to the reform being rolled out by the Victorian Government. The operational planning for the roll out is complete, along with revised education and communications plan. It is anticipated that the roll out will occur in June 2021 to align with the financial year.	Manager Engineering and Resource Recovery	30/06/2021	
2.1.1.3 YEAR FOUR ACTION PLAN Implement the first stage of works from the Romsey Five Mile Creek Masterplan including upgrading the Pohlman Street footpath and associated landscaping to improve the visitor experience of the creek corridor	In Progress	50	30	First stage of woody weed removal completed. Cultural Heritage Management Plan process commenced.	Manager - Strategic Planning & Environment	30/06/2021	
2.1.1.4 YEAR FOUR ACTION PLAN Commence an asset management condition assessment of existing Council Water Sensitive Urban Design (WSUD) assets	In Progress	20	20	A consultant has been appointed to commence the Water Sensitive Urban Design (WSUD) investigation work which is anticipated will be completed by June 2021.	Manager Engineering and Resource Recovery	30/06/2021	


ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>2.1.1.5 YEAR FOUR ACTION PLAN</p> <p>Continue review of Vegetation Protection Overlays with Stage 2 completed by 30 June 2021</p>	In Progress	25	30	Draft of Stage 1 complete. Background analysis and stakeholder engagement for Stage 2 underway.	Manager - Strategic Planning & Environment	30/06/2021	
<p>2.1.1.6 YEAR FOUR ACTION PLAN</p> <p>Work toward amending the Planning Scheme to introduce new policy and planning controls to implement the Significant Landscapes Study</p>	In Progress	50	50	Planning Scheme Amendment C133 has been lodged for authorisation with the Minister for Planning. The Department of Environment, Land, Water and Planning is currently assessing the amendment.	Manager - Strategic Planning & Environment	30/06/2021	
<p>2.1.1.7 YEAR FOUR ACTION PLAN</p> <p>Continue delivery of a program of community climate change action plans across the shire's townships, building on the success of the previous program in Malmsbury and the current project in Woodend</p>	In Progress	50	50	Cool Changes Woodend complete with finalisation of the Action Plan in late 2020. Planning for Cool Changes #3 has commenced.	Manager - Strategic Planning & Environment	30/06/2021	
<p>2.1.1.8 YEAR FOUR ACTION PLAN</p> <p>Commence phase 2 of Council's Single Use Plastics Project and implement a range of actions to phase out single use plastics, based on the audit findings and action plan completed in Year 3 (2019/20)</p>	In Progress	50	50	Some actions identified in the action plan have been impacted by COVID-19. Plastic Oceans Australasia (POA) are scheduled to commence in February 2021 with the focus on organisational actions and an education program in a number of schools.	Manager Engineering and Resource Recovery	30/06/2021	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>2.1.1.9 YEAR FOUR ACTION PLAN</p> <p>Deliver the second round of regenerative agriculture workshops and speaker nights, and continue to provide individual sustainable farming advice to land owners as a part of Council's Healthy Landscapes for Healthy Livestock project funded by through the Commonwealth Government's National Landcare Program</p>	<p>In Progress</p>	<p>50</p>	<p>50</p>	<p>Three farmer webinars were delivered. Two soil webinars and two Regenerative Grazing Short Course sessions completed. Farm visits recommenced during the quarter.</p>	<p>Manager - Strategic Planning & Environment</p>	<p>30/06/2021</p>	






ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
3 IMPROVE THE BUILT ENVIRONMENT							
Outcome: 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.							
Strategy: 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 FOUR ACTION PLAN Pursue opportunities to purchase open space land along Bunjil Creek in Gisborne	In Progress	10	10	Officers are currently working through the best option to negotiate the opportunity to purchase the identified land along Bunjil Creek in Gisborne.	Manager Finance and Reporting	30/06/2021	
3.1.1.2 YEAR FOUR ACTION PLAN Complete design for the Macedon Ranges Sports Precinct Project	In Progress	50	50	Draft schematic design has been completed. Schematic communication consultation is targeted for March, pending options analysis and review by Council.	Manager Major Project Management Office	30/06/2021	
3.1.1.3 YEAR FOUR ACTION PLAN Continue to maintain and renew community building assets through the delivery of the building renewal capital works program	In Progress	40	40	Planning for delivery of Council's building renewal program is underway, with some works commenced. Works continue to be initiated and carried out with additional projects having commenced since last quarterly report	Manager Facilities and Operations	30/06/2021	
3.1.1.4 YEAR FOUR ACTION PLAN Continue to improve continuous accessible paths of travel to key destinations such as recreation, community facilities, schools and business areas	In Progress	25	50	Footpath improvement works approved in Council's Capital Works program are currently underway. The provision of these paths will enable Council to continuously improve its accessible paths of travel to key destinations. Funding has also been received under the Local Roads and Community Infrastructure Program which has provided additional funding for pathways and has enabled Council to accelerate its footpath program.	Manager Engineering and Resource Recovery	30/06/2021	
3.1.1.5 YEAR FOUR ACTION PLAN Progress the Gisborne Structure Plan incorporating Neighbourhood Character Study and Town Centre Urban Design Framework Plan to Council for decision and consider implementation into the Macedon Ranges Planning Scheme	In Progress	25	25	Submissions received during the consultation process were compiled and reviewed. At the Scheduled 25 November 2020 Meeting, Council resolved to make changes to the Gisborne Futures Council Project Group to include all Councillors and to meet at least monthly. The first meeting was held on 15 December 2020.	Manager - Strategic Planning & Environment	30/06/2021	





ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>3.1.1.6 YEAR FOUR ACTION PLAN</p> <p>Progress the Romsey Structure Plan to Council for decision and consider implementation into the Macedon Ranges Planning Scheme</p>	In Progress	10	10	The Romsey Structure Plan Tender is now complete. Officers are assessing Tender Responses.	Manager - Strategic Planning & Environment	30/06/2021	
<p>3.1.1.7 YEAR FOUR ACTION PLAN</p> <p>Progress the Kyneton Town Centre Urban Design Framework to Council for decision and consider implementation into the Macedon Ranges Planning Scheme</p>	In Progress	15	15	The first stage of this project is to undertake a preliminary round of community consultation with businesses, landowners, residents and visitors within the Kyneton Town Centre, which has been delayed due to COVID-19. Further project planning and scoping has identified the first stage of consultation to occur in January 2021. Consultation materials have been prepared for project launch.	Manager - Strategic Planning & Environment	30/06/2021	
<p>3.1.1.8 YEAR FOUR ACTION PLAN</p> <p>Progress the Planning Scheme Amendment to incorporate the heritage study for Woodend, Lancefield, Macedon and Mount Macedon into the Macedon Ranges Planning Scheme</p>	In Progress	10	10	Planning Scheme Amendment C127macr has been authorised with eight conditions. These conditions must be met to the satisfaction of the Department of Environment, Land, Water, and Planning (DELWP) prior to exhibition of the Amendment. Correspondence was provided to DELWP in the quarter to reflect Council's understanding that these conditions have been met and the amendment can now proceed to exhibition. Following this correspondence Council received a revised list of conditions. Officers have been working to meet the revised conditions.	Manager - Strategic Planning & Environment	30/06/2021	
<p>3.1.1.9 YEAR FOUR ACTION PLAN</p> <p>Continue to implement the funded Romsey Ecotherapy Park Stage 2 project with Regional Development Victoria and the community</p>	In Progress	50	50	Detailed design is being finalised in preparation for construction tender March/April 2021. An event to promote the detailed design was held on 11 December 2020 at the Park with attendance by the local member, Councillors and representatives from Regional Development Victoria.	Manager Open Space and Recreation	30/06/2021	






ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>3.1.1.10 YEAR FOUR ACTION PLAN</p> <p>Following completion of the feasibility study in 2019-20, work with the community and seek funding for resourcing to revitalise the Woodend Library and community centre and associated land area</p>	In Progress	50	45	Community feedback has been incorporated into the development of the Draft Woodend Community Centre Master Plan. The Master Plan is currently listed for the January 2021 scheduled council meeting, to enable public consultation to commence after this date.	Manager Community & Economic Development, Arts & Events	30/06/2021	






ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
4 ENHANCE THE SOCIAL AND ECONOMIC ENVIRONMENT							
Outcome: 4.1 We want to encourage and support the social and economic development of the shire.							
Strategy: 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 FOUR ACTION PLAN Subject to Council adoption and within existing resources, commence implementation of actions contained in year one of Council's Economic Development Strategy	Not Started	50	0	Planned community engagement and consultation to develop the Economic Development Strategy was cancelled in March 2020 due to the restrictions associated with the COVID-19 pandemic. A revised engagement program is planned to begin in February 2021. Once the engagement has taken place the Economic Development Strategy will be developed for endorsement by Council. An action plan will be developed at that time.	Manager Community & Economic Development, Arts & Events	30/06/2021	
4.1.1.2 YEAR FOUR ACTION PLAN Progress the Gisborne Business Park Development Plan through the Gisborne Structure Plan	In Progress	25	25	This project now forms part of the Gisborne Futures project. As per the Gisborne Futures project submissions received during the consultation process were compiled and reviewed. At the Scheduled 25 November 2020 Meeting, Council resolved to make changes to the Gisborne Futures Council Project Group to include all Councillors and to meet at least monthly. The first meeting was held on 15 December 2020.	Manager - Strategic Planning & Environment	30/06/2021	
4.1.1.3 YEAR FOUR ACTION PLAN Progress the Rural Land Use Strategy (incorporating the 'In the Farming Zone Strategy') to Council for decision and consider implementation into the Macedon Ranges Planning Scheme	In Progress	10	10	A draft of the Rural Land Use Strategy has been prepared and will be considered for public consultation by Council early in 2021.	Manager - Strategic Planning & Environment	30/06/2021	


ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>4.1.1.4 YEAR FOUR ACTION PLAN</p> <p>Continue to support local Business and Tourism Associations (BATAs) and the Agribusiness Forum, and look to re-establish a BATA in Gisborne</p>	In Progress	50	50	<p>Regular meetings to discuss COVID Recovery needs and actions involving Business and Tourism Associations, the Agribusiness Forum and other industry sector peak bodies have been productive and well received. A decision was taken to continue this method of interaction into 2021 to ensure recovery resources are used in the most effective way.</p> <p>Councils Economic Development unit has held initial, informal conversations with the GREAT group regarding the need/potential of re-establishing a Gisborne BATA. These discussions effectively ceased as a consequence of the COVID-19 pandemic and restrictions, and the impact this had on the Gisborne Region Events Activities & Tourism (GREAT) Association. Officers will look to recommence these discussions at a time that is appropriate to GREAT and other businesses involved.</p>	Manager Community & Economic Development, Arts & Events	30/06/2021	
<p>4.1.1.5 YEAR FOUR ACTION PLAN</p> <p>Work with community and other stakeholders in considering the recommendations outlined in the Lancefield Megafauna Interpretation Centre feasibility study</p>	In Progress	50	25	The Lancefield Megafauna Interpretation Centre feasibility study has been listed for Executive discussion in January 2021 and Councillor briefing February 2021.	Manager Community & Economic Development, Arts & Events	30/06/2021	
<p>4.1.1.6 YEAR FOUR ACTION PLAN</p> <p>To continue to increase the engagement of the business community, refresh the annual Macedon Ranges Shire Council Business Awards, including by making changes to the award categories</p>	In Progress	50	30	<p>The 2020 business awards were cancelled due to restrictions associated with the COVID-19 pandemic. To increase engagement with businesses, Councils Economic Development Unit implemented a buy local campaign in association with Business and Tourism Associations.</p> <p>Utilising funding from the Local Councils Outdoor Eating and Entertainment Package, Council assisted with main street activations in Woodend and Romsey during November and December 2020. Traffic management, outdoor dining infrastructure, festive street lighting, waste management and signage formed part of the support package. Budget allocations for similar activations in other towns in the Shire to be undertaken in the New Year were confirmed.</p>	Manager Community & Economic Development, Arts & Events	30/06/2021	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
5 DELIVER STRONG AND RELIABLE GOVERNMENT							
Outcome: 5.1 We want our community to have confidence in the way we govern and make decisions.							
Strategy: 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 FOUR ACTION PLAN Support and implement initiatives that will strengthen the Health and Wellbeing Advisory Committee's capacity to ensure a disability perspective in its considerations	In Progress	25	25	At the Health and Wellbeing Advisory Committee meeting held on 9 December 2020, the unanimous decision of voting members present was to endorse to Council their preferred option to develop a standalone Municipal Public Health and Wellbeing Plan and Disability Action plan in 2021. Section 27 of the Public Health and Wellbeing Act provides Councils the option to include the public health and wellbeing plan in a Council Plan as MRSC has done previously, but this would require MRSC to seek an exemption from the Secretary of the Department of Health and Human Services. Regardless of which option is taken, the requirements of the Public Health and Wellbeing Act are the same. The Committee will provide input to both these plans when work commences in January 2021.	Manager Finance and Reporting	30/06/2021	
5.1.1.2 YEAR FOUR ACTION PLAN Investigate improvement to Council's online information, including options to increase the use of HTML-based content and increasing the accessibility of online forms	In Progress	50	50	Further resources have been engaged to support digital content, design and accessibility.	Manager Communications	30/06/2021	
5.1.1.3 YEAR FOUR ACTION PLAN Provide a package of support measures for the community and local businesses to assist the shire's recovery from the COVID-19 pandemic	In Progress	50	50	This package continues to provide relief to the community and local business to assist the shire's recovery from the COVID-19 pandemic. As at 31 December 2020 Council has deferred penalties and interest, supported tenants and provided emergency relief support to assist the Community. Support has also been provided for the waiver of Goods on Footpath Local Law permit renewals, along with a waiver provided on health permits. Winter sporting groups have also had their Winter 2020 fees waived. Funding has been provided to the Go Local First promotion.	Manager Finance and Reporting	30/06/2021	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>5.1.1.4 YEAR FOUR ACTION PLAN</p> <p>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</p>	In Progress	50	50	Council decided 69.4% of applications in time in October 2020, 67.6% in time in November 2020 and 64.0% in time in December 2020. The average percentage of applications decided over this quarter was 67.0%. This almost achieves the Council Plan target of 70%.	Manager Statutory Planning	30/06/2021	
<p>5.1.1.5 YEAR FOUR ACTION PLAN</p> <p>Review Council's Complaints Handling Policy to ensure a flexible approach that assists people with varying abilities to outline their concerns in a variety of ways</p>	In Progress	50	40	Review of policy started and new version drafted.	Manager Legal and Corporate Governance	30/06/2021	
<p>5.1.1.6 YEAR FOUR 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>	In Progress	50	50	Extension provided by Local Government Victoria for the submission of Council's financial and performance statements due to COVID-19. Annual financial and performance statements were submitted to the Minister on the 26 November 2020, within the due date of 30 November 2020. Quarterly reporting continues to be prepared in line with legislation.	Manager Finance and Reporting	30/06/2021	
<p>5.1.1.7 YEAR FOUR ACTION PLAN</p> <p>Draft and begin consultation on, a new Community Vision (for adoption by or before 31 October 2021)</p>	In Progress	15	15	Officers are currently preparing the project plan for the new Community Vision, in line with the requirements of the new Local Government Act 2020. Council was provided with a high level summary of the process at the December Council meeting.	Manager Finance and Reporting	30/06/2021	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>5.1.1.8 YEAR FOUR ACTION PLAN</p> <p>Draft, and begin consultation on, a new Council Plan (for adoption by or before 31 October 2021)</p>	In Progress	15	15	<p>A Project plan for the new Council Plan has been drafted to ensure requirements of the new Local Government Act 2020 are met.</p> <p>A deliberative engagement panel will be recruited to commence work on the requirements of preparing a Corporate Plan under the new Local Government Act 2020.</p> <p>The content for the deliberative engagements workshops is also being planned.</p>	Manager Finance and Reporting	30/06/2021	
<p>5.1.1.9 YEAR FOUR ACTION PLAN</p> <p>Develop Governance Rules for adoption by Council by 1 September 2020</p>	Completed	100	100	Governance Rules drafted and adopted by Council on 26 August 2020.	Manager Legal and Corporate Governance	30/06/2021	
<p>5.1.1.10 YEAR FOUR ACTION PLAN</p> <p>Develop and adopt a suite of new governance-related policies and procedures as required by the new Act, including a Community Engagement Policy, Public Transparency Policy, and Chief Executive Officer Employment and Remuneration Policy</p>	In Progress	50	50	<p>Community Engagement Policy - scheduled for Council meeting in January 2021.</p> <p>Public Transparency Policy - completed - developed and adopted by Council on 26 August 2020.</p> <p>Chief Executive Officer Employment and Remuneration Policy - not yet commenced. Required under section 45 LGA 2020, which commences 1 July 2021. Policy required to be adopted within six months of commencement, that is, by 31 December 2021.</p>	Manager Legal and Corporate Governance	30/06/2021	
<p>5.1.1.11 YEAR FOUR ACTION PLAN</p> <p>Review and adopt revised Instruments of Delegation to delegate Council powers, duties and functions to Council staff</p>	Completed	100	100	Delegations reviewed and new instruments adopted at Council Meeting 26 August 2020	Manager Legal and Corporate Governance	30/06/2021	
<p>5.1.1.12 YEAR FOUR ACTION PLAN</p> <p>Review and adopt revised Instruments of Delegation, and implement any required transition processes, for delegated committees of Council</p>	Completed	100	100	<p>Completed. Special Committees reviewed July 2020.</p> <p>Instrument of Delegation for Submitters Delegated Committee of Council developed and adopted 26 August 2020 (revoking previous Special Committee instrument of delegation).</p> <p>Instruments of Delegation for remaining special committees lapsed.</p> <p>Future work will continue regarding management of Stanley Park Reserve.</p>	Manager Legal and Corporate Governance	30/06/2021	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>5.1.1.13 YEAR FOUR ACTION PLAN</p> <p>Support the delivery of a robust general election on 24 October 2020 in accordance with VEC service plan requirements, including through the implementation of appropriate election (caretaker) period arrangements</p>	Completed	100	100	Complete. Election period requirements were observed and monitored in a number of ways, including by the information request register.	Manager Legal and Corporate Governance	30/06/2021	
<p>5.1.1.14 YEAR FOUR ACTION PLAN</p> <p>Implement initiatives to support local government election candidates, and deliver a comprehensive induction program for new councillors, to support the continuation of strong governance in the shire</p>	Completed	100	100	A two-day Councillor induction program successfully delivered on 19 and 20 November 2020 by a range of internal and external presenters. Councillors were provided with a comprehensive Councillor Resource Kit.	Manager Legal and Corporate Governance	30/06/2021	
<p>5.1.1.15 YEAR FOUR ACTION PLAN</p> <p>Continue to develop a whole of organisation process mapping and framework</p>	In Progress	75	75	Framework has been completed however work to operationalise is dependent on securing additional resource allocation.	Interim Executive Manager People Culture and Performance	30/06/2021	
<p>5.1.1.16 YEAR FOUR ACTION PLAN</p> <p>Continue to identify and implement agreed actions from employee surveys</p>	Completed	50	100	Actions against the 2019 Staff Satisfaction Survey complete and 2020 Staff Satisfaction Survey delivered.	Interim Executive Manager People Culture and Performance	30/06/2021	
<p>5.1.1.17 YEAR FOUR ACTION PLAN</p> <p>Continue to progress initiatives to embed organisational values into policies and processes of the organisation</p>	Completed	75	100	Values have been embedded in key documents and induction processes.	Interim Executive Manager People Culture and Performance	30/06/2021	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
5.1.1.18 YEAR FOUR ACTION PLAN Include disability training in the development of a whole-of-organisation training calendar	In Progress	50	75	E-learning package has been purchased - Introduction to Disability Awareness. User testing to be conducted in Q3 followed by rollout to whole of organisation in Q4.	Interim Executive Manager People Culture and Performance	30/06/2021	



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 Policy and 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 and Business Continuity. The Risk Management Framework is implemented through a dedicated Risk & OHS Management system.

This section provides a high level overview of key risk matters for the quarter.

During the October-December 2020 quarter, Council received approximately 25 notifications of potential insurance claims. Following investigation, they were considered and then resolved or referred to the relevant insurer as appropriate.

Trip and fall incidents – one claim relating to Council’s compliance with the Road Management Plan was referred to Council’s insurers.

A freedom of information request was received which related to an incident dating back to 2019, which may be a preliminary step prior to legal proceedings. One other trip and fall incident failed to fulfil claim requirements.

Motor vehicle – two fleet vehicle claims were lodged.

Council buildings – two property damage claims were lodged, one for an act of vandalism, the other for water damage caused by a burst hot water pipe.

Mowing – Council accepted four mowing related claims resulting in third party property damage.

Trees – Seven tree-related property damage claims were made against Council. All were denied due to extreme weather and on the basis of the requirements set out in the Road Management Act for trees along roadsides.

Process Review

Professional development workshops run by the MAV have resulted in internal process reviews for our Roads and Leisure Areas.

Risk Registers and Workshop

The Risk Register and Workshop roll out was put on hold pending the appointment of a Risk Coordinator.

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
PE	8-Mar-17	Ordinary	Notice of Motion No. 18/2016-17 - seeking to remove the Equine Strategy as a reference document from local, state and federal government policy development, including from the Macedon Ranges Planning Scheme.	123255	The removal of references to the now lapsed Equine Strategy 2012 will be undertaken as part of the Planning Policy Framework Translation process that is being managed by the Department of Environment, Land, Water and Planning and expected to be completed by June 2022.	Executive Assistant, Planning and Environment	In Progress	60%
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	Coordinator Property and Valuations	In Progress	95%
PE	27-Feb-19	Ordinary	PE.2 Planning Scheme Review project : Bring a report back to a future Council meeting outlining the implementation plan for the planning scheme review.	171005	A report is expected to be presented to a Council meeting no later than December 2021.	Executive Assistant, Planning and Environment	In Progress	80%
AO	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.	Manager Engineering and Resource Recovery	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.	Coordinator Property and Valuations	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 and will be incorporated and combined with Stage 3 to align with the Kerbisde reform being rolled out by the State Government. Resolution 1 - Complete Resolution 2 - 5 Open	Coordinator Resource Recovery	In Progress	70%
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	Council officers are exploring potential grant opportunities to fund investigation of the application of locally sourced material with the use of recycled materials. The overall project will take place over a 12 month period and following the application of recycled material mixed with road construction material. It is expected that trials will be undertaken this financial year. Council will develop guidelines on the adequate use of recycled materials.	Manager Engineering and Resource Recovery	In Progress	80%
PE	28-Aug-19	Ordinary	PE.5 Proposed changes to flood mapping in Kyneton – Request to proceed with a Planning Scheme Amendment	183347	North Central Catchment Management Authority to lodge draft amendment January 2021.	Executive Assistant, Planning and Environment	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.	Executive Assistant, Corporate and Community	In Progress	80%
AO	28-Aug-19	Ordinary	AO.1 Review of Nature Strip Landscaping Policy Amended	183366	Council resolution noted by Council officers. A briefing of Councillors on the first years implementation of the Policy has been scheduled for 23 February 2021. Resolutions 1, 2 and 4 - Complete Resolution 3 - Open	Manager Engineering and Resource Recovery	In Progress	90%
PE	23-Oct-19	Ordinary	PE.5 Recreation vehicle facilities	186425	Cost estimates are being determined on sites to enable comparisons and funding requirements for each option ahead of a further report for council consideration.	Executive Assistant, Planning and Environment	In Progress	95%
AO	27-Nov-19	Ordinary	AO.1 Proposed traffic alteration at Farrell and Station Street, New Gisborne	188633	1. Resolution of Council not to close Farrell Street New Gisborne noted. 2. Officers continue to monitor traffic movements through Farrell Street New Gisborne during the Regional Roads Victoria intersection upgrade works and have been in contact with residents during these works. 3. The first named petitioner and submitters have been advised of Council's resolution and that Farrell Street New Gisborne will remain open. 4. The Farrell Street New Gisborne footpath has been listed as a high priority in the Shire-Wide Footpath Plan. Resolutions 1, 3 and 4 - Complete Resolution 2 - Open	Manager Engineering and Resource Recovery	In Progress	80%

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
AO	27-Nov-19	Ordinary	AO.4 Dog and cat control order	188637	Resolution 1. Dog and Cat Control Order including Schedule 2 updated to include Mount Gisborne Reserve. Resolution 2. Notice published in the Government Gazette and local papers in December 2019. Resolution 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; Resolution 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; Resolution 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 resolutions 3 and 4. Resolution 6. New initiative completed for consideration in the 2020/21 budget. Resolution 7. This is not relevant until 2021 when the development of the new Domestic Animal Management Plan will commence.	Coordinator Local Laws	In Progress	60%
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 Kyneton Urban Design Framework.	Manager Engineering and Resource Recovery	In Progress	40%
CS	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 Officer will report back to Council on the outcome of the EOI Process.	Executive Assistant, Corporate and Community	In Progress	75%
AO	1-May-20	Special	AO.4 Kyneton Saleyards – Feasibility update	200052	Council officers have conversed with Building Better Regions Fund (BBRF) officers and confirmed an extension of time for project delivery. An indication of support has also been received to continue to fund the project to initial funding levels (noting the changed scope). This is subject to formal approval. Works are currently being tendered. Resolution 1 - Complete Resolution 2 - Open Resolution 3 - Complete Resolution 4 - Complete	Executive Assistant, Assets and Operations	In Progress	80%
AO	27-May-20	Ordinary	15.1 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. A report on this matter will be provided to the February 2021 Scheduled Council meeting.	Traffic and Road Safety Engineer	In Progress	85%
PE	24-Jun-20	Ordinary	PE.3 Draft Gisborne Futures Structure Plan, Urban Design Framework and Neighbourhood Character Study It was moved by Cr Mees, seconded by Cr Twaits	203577	Resolution 1 and 2 complete. Resolution 4 & 5 - Future action.	Executive Assistant, Planning and Environment	In Progress	40%
AO	24-Jun-20	Ordinary	AO.1 Mobile Trading Guidelines	203597	Council meeting action reallocated to Planning and Environment Directorate so that they are aware of resolution.	Executive Assistant, Planning and Environment	In Progress	80%
PE	22-Jul-20	Ordinary	PE.3 Draft Macedon Ranges Event Strategy 2020-2025	205287	Final draft report has been received. This is listed for a Cr Briefing on 9 February 2021.	Executive Assistant, Planning and Environment	In Progress	80%
AO	22-Jul-20	Ordinary	AO.1 Kyneton Airfield	205288	As per the Council resolution the Kyneton Airfield Master Plan 2019 was updated to reflect the changes listed in resolution 1; Council officers have noted that delivery of any actions identified in the Kyneton Airfield Master Plan 2019 are subject to Council's budgetary processes; All persons who made a submission to the Draft Kyneton Airfield Master Plan 2019 are being advised of Council's resolution; and the Kyneton Airfield Advisory Committee have been thanked for their time and effort and advised of Council's resolution on this matter. Resolutions 1, 3 and 4 - Completed Resolution 2 - Noted	Manager Engineering and Resource Recovery	Completed	100%
CX	22-Jul-20	Ordinary	Notice of Motion No. 2/2020-21 – Councillor Anderson It was moved by Cr Anderson seconded by Cr Twaits that Council direct the Chief Executive Officer to: 1. Consult with the Stanley Park Committee of Management to establish interim arrangements for the management of Stanley Park from 1 September 2020; 2. Develop an appropriate community consultation process to gauge community preferences for the management of Stanley Park; and 3. Following consultation prepare a report for Council recommending options for the ongoing management of Stanley Park.	205291	MOU drafted by Interim Manager Legal and Corporate Governance and provided to committee members for consideration and sign-off (29 September 2020)	Coordinator Governance	In Progress	50%
PE	26-Aug-20	Ordinary	PE.2 Heritage update on Melbourne Road and Kilmore Road intersection	208402	Chief Executive Officer signed letter for RRV and Minister Wynn. Letters emailed 14 October 2020	Executive Assistant, Planning and Environment	Completed	100%

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
CX	26-Aug-20	Ordinary	CX.2 Small Project Grants – Consideration of grant application	208405	Letter has been sent.	Governance Officer	Completed	100%
CX	26-Aug-20	Ordinary	CX.6 Council Support and Expenses Policy	208409	Item 1: Adopted Policy on Council's website. Item 2: Work in progress.	Coordinator Governance	In Progress	40%
CC	26-Aug-20	Ordinary	CC.3 Performance Statement for the year ended 30 June 2020	208415	Resolution in progress. Pending advice from Victorian Auditor-General's office. In progress.	Executive Assistant, Corporate and Community	In Progress	70%
CC	26-Aug-20	Ordinary	CC.4 Financial Statements for the year ended 30 June 2020	208416	Resolution in progress. Pending advice from Victorian Auditor-General's office. In progress.	Executive Assistant, Corporate and Community	In Progress	70%
CC	26-Aug-20	Ordinary	CC.7 Proposal to sell 20 Jacobs Avenue, Kyneton	208419	Resolution in progress	Executive Assistant, Corporate and Community	In Progress	10%
PE	16-Sep-20	Scheduled	PE.2 Application to amend a Development Plan DP/2020/1 – Amendment to Fersfield Road Development Plan 110-112 Willowbank Road, Gisborne	209196	Amended Development Plan endorsed on 4/12/20 in accordance with Part A of Council resolution	Executive Assistant, Planning and Environment	In Progress	50%
AO	16-Sep-20	Scheduled	AO.1 Waste Management Strategy update Recommendation	209213	Council resolution noted. Community members who provided feedback during the prestrategy consultation period have been thanked for providing their input and feedback; and a final draft Waste Management and Resource Recovery Strategy 2021-2025 will be received at a future Ordinary Council meeting prior to public exhibition of the Strategy. Resolutions 1 and 2 - Noted Resolution 3 - Completed Resolution 4 - In progress	Coordinator Resource Recovery	In Progress	80%
AO	16-Sep-20	Scheduled	15. Urgent and other business It was moved by Cr Gayfer seconded by Cr Radnedge that an urgent matter regarding wildlife and speed limits be included on the agenda.	209215	Council resolution noted by officers. Council's engineering department are looking at an overall approach to this, in conjunction with various other road and safety matters. A comprehensive report with a proposal will be provided to the February 2021 Scheduled Council meeting. Resolution 1 - Noted Resolution 2 - In progress	Manager Engineering and Resource Recovery	In Progress	70%
CE	16-Sep-20	Scheduled	16 September 2020 Scheduled Council Meeting 15. Urgent and other business It was moved by Cr Pearce seconded by Cr Mees that an urgent matter regarding the administrative process for the future appointment of an Acting Chief Executive Officer and recruitment of a permanent Chief Executive Officer be included on the agenda.	209216	Acting CEO confidential report brought to October scheduled Council meeting. Permanent CEO confidential report brought to November scheduled Council meeting.	Executive Assistant, People, Culture and Performance	Completed	100%
AO	26-Aug-20	Ordinary	6. PETITIONS Cr Pearce presented a petition. It was moved by Cr Pearce and seconded by Cr Anderson that a petition signed by approximately 38 persons requesting the sealing with bitumen of Mowbrays Road, Carlsruhe be received and lay on the table until a future meeting of Council at which a report on the matter will be presented.	210177	A report in response to the petition was presented to the 16 December 2021 Scheduled Council meeting.	Manager Engineering and Resource Recovery	Completed	100%
PE	21-Oct-20	Scheduled	PE.1 Update of Municipal Emergency Management Plan and Municipal Fire Management Plan	212448	Items 1, 4, and 5 completed. Items 2 and 3 are in progress, waiting to be signed by CEO. Item 6: report is listed for 27 January Scheduled Council Meeting.	Executive Assistant, Planning and Environment	In Progress	90%
CX	21-Oct-20	Scheduled	CX.1 Hanging Rock Project Control Group report	213042	Council received the report.	Executive Assistant, Chief Executive Office	Completed	100%
CX	21-Oct-20	Scheduled	CX.2 Council meeting arrangements	213043	Resolution implemented	Executive Assistant, Chief Executive Office	Completed	100%
CC	21-Oct-20	Scheduled	CC.1 Appointment of an Acting Chief Executive Officer and related matters	213044	John Nevins commenced as Acting Chief Executive Officer on 21 October 2020.	Interim Executive Manager People, Culture and Performance	Completed	100%
CC	21-Oct-20	Scheduled	CC.2 Engagement of recruitment professional to assist with the recruitment of a permanent Chief Executive Officer	213045	Follow up confidential report provided to November scheduled Council meeting. Omera Partners formally engaged 30/11/2020.	Interim Executive Manager People, Culture and Performance	Completed	100%
CX	21-Oct-20	Scheduled	16.1 Appointment of an Acting Chief Executive Officer and Related Matters	213046	Resolution implemented	Executive Assistant, Chief Executive Office	Completed	100%
CX	25-Nov-20	Scheduled	CX.1 Annual Report 2019/20	214093	Resolution implemented.	Executive Assistant, Chief Executive Office	Completed	100%
CX	25-Nov-20	Scheduled	CX.2 Engagement of a professional to assist with the recruitment of a permanent Chief Executive Officer	214094	Omera Partners formally engaged to support Council with recruitment of permanent Chief Executive Officer. Recruitment process became public on 12 December 2020.	Executive Assistant, People, Culture and Performance	Completed	100%
CC	25-Nov-20	Scheduled	CC.1 Contracts to be awarded as at 25 November 2020 and breach of the Procurement Policy	214096	Resolution noted.	Executive Assistant, Corporate and Community	Completed	100%
CC	25-Nov-20	Scheduled	CC.2 Quarterly Report for the period ended 30 September 2020	214098	Resolution noted.	Executive Assistant, Corporate and Community	Completed	100%

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
CC	25-Nov-20	Scheduled	CC.3 Future of Health and Wellbeing Advisory Committee : the CEO to present a review of the effectiveness of the committee over the next 12 months to the October 2021 scheduled meeting of Council.	214100	Resolution noted. Health and Wellbeing Advisory Committee meeting held 9 December 2020, with three meetings scheduled for 2021. Report will be prepared for October 2021 scheduled Council Meeting.	Executive Assistant, Corporate and Community	In Progress	20%
CC	25-Nov-20	Scheduled	CC.4 Instrument of appointment and authorisation to staff under the Planning and Environment Act 1987	214114	Resolution noted.	Executive Assistant, Corporate and Community	Completed	100%
CC	25-Nov-20	Scheduled	CC.5 Appointment of Councillor committee delegates, meetings and related matters	214115	Resolution noted.	Executive Assistant, Corporate and Community	Completed	100%
CC	25-Nov-20	Scheduled	15. Urgent Business It was moved by Cr Neil seconded by Cr Ridgeway that Council thank Roger Jukes, Mandi Mees, Andrew Twaits, Henry Bleeck, Natasha Gayfer, Bill West, Jennifer Anderson, Janet Pearce, and Helen Radnedge for their outstanding and dedicated service and commitment to the Macedon Ranges Shire over the last four years.	214117	Resolution noted. Media release issued.	Executive Assistant, Corporate and Community	Completed	100%
CX	25-Nov-20	Scheduled	6. Election of Mayor	214344	Councillor Anderson was declared to be elected Mayor.	Executive Assistant, Chief Executive Office	Completed	100%
CX	25-Nov-20	Scheduled	8. Election of Deputy Mayor	214346	Councillor Ridgeway was declared to be elected Deputy Mayor.	Executive Assistant, Chief Executive Office	Completed	100%
PE	16-Dec-20	Scheduled	PE.1 Application for extension of time for Planning Permit PLN/2015/204 – 2-4 Davy Street, Woodend	215509	As at 31 December: A rescission motion against this Council resolution was received on 21 December 2020 and requires this item to be brought to the 27 January 2021 Scheduled Council Meeting.	Executive Assistant, Planning and Environment	In Progress	10%
PE	16-Dec-20	Scheduled	PE.2 Application for Planning Permit PLN/2019/573 – Edgcombe Road, Kyneton	215510	Resolution 1 - completed. Resolution 2 - noted	Executive Assistant, Planning and Environment	Completed	100%
CC	16-Dec-20	Scheduled	CC.1 Contracts to be awarded as at 16 December 2020	215511	Resolution noted.	Executive Assistant, Corporate and Community	Completed	100%
CC	16-Dec-20	Scheduled	CC.2 Australia Day Township Celebration Grants 2021	215512	Resolution in progress.	Executive Assistant, Corporate and Community	In Progress	25%
CC	16-Dec-20	Scheduled	CC.3 2021 Australia Day Awards	215513	Resolution implemented. All nominators and winning nominees have been notified of embargoed award results.	Executive Assistant, Corporate and Community	Completed	100%
CC	16-Dec-20	Scheduled	CC.4 Integrated strategic planning and reporting framework approach	215515	Resolution noted.	Executive Assistant, Corporate and Community	Completed	100%
CC	16-Dec-20	Scheduled	CC.5 Report from the Audit and Risk Committee meetings, committee membership and annual report of committee	215517	Resolution noted.	Executive Assistant, Corporate and Community	Completed	100%
CC	16-Dec-20	Scheduled	CC.6 Proposal to name part of an unnamed Kyneton laneway "Turners Lane"	215519	Items 1 and 2 have been completed. Item 3 is in progress.	Executive Assistant, Corporate and Community	In Progress	50%
CC	16-Dec-20	Scheduled	CC.7 Update on the proposed transfer of East Paddock, Hanging Rock	215522	Resolution in progress.	Executive Assistant, Corporate and Community	In Progress	10%
AO	16-Dec-20	Scheduled	AO.1 Consideration of a request for inclusion of road onto the Public Road Register – Service road off Black Forest Drive, Woodend	215523	Council Officers have noted the Council resolution, and a response has been provided to the requester together with a copy of the Council minutes. Resolution 1 - Noted Resolution 2 - Completed	Team Leader Business Support, Engineering and Resource Recovery	Completed	100%
AO	16-Dec-20	Scheduled	AO.2 Consideration of a request for inclusion of road onto the Public Road Register – Hillsboro Street, Carlsruhe	215524	Council Officers have noted the Council resolution, and a response has been provided to the requester together with a copy of the Council minutes. Resolution 1 - Noted Resolution 2 - Completed	Team Leader Business Support, Engineering and Resource Recovery	Completed	100%
AO	16-Dec-20	Scheduled	AO.3 Consideration of a request for inclusion of road onto the Public Road Register – Lowe Street, Tylden	215525	Council Officers have noted the Council resolution, and a response has been provided to the requester together with a copy of the Council minutes. Resolution 1 - Open until works are completed by requestor and inspected and approved by Council officers. Resolution 2 - Completed	Team Leader Business Support, Engineering and Resource Recovery	In Progress	75%
AO	16-Dec-20	Scheduled	AO.4 Petition response – Sealing of Mowbrays Road, Cadello	215528	Resolution noted by officers. Report to be provided to the April 2021 Scheduled Council meeting which will include the results of the consultation and analysis of the updated traffic count. The first named petitioner has been advised of Council's resolution. Resolution 1 - Noted Resolution 2 - In progress Resolution 3 - Completed	Team Leader Business Support, Engineering and Resource Recovery	In Progress	60%
PE	16-Dec-20	Scheduled	Notice of Motion No. 4/2020-21 – Councillor Neil It was moved by Cr Neil seconded by Cr Death that Council direct the Chief Executive Officer to prepare a formal report for consideration at the 24 February 2021 Scheduled Council Meeting on the establishment of a Planning Delegated Committee of Council, including advice regarding the necessary resources to implement, and the relevant delegated powers, duties and functions such a committee would require.	215530	Resolution noted. Report listed for February 2021 Council meeting.	Executive Assistant, Planning and Environment	In Progress	50%

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
PE	16-Dec-20	Scheduled	Notice of Motion No. 5/2020-21 – Councillor Ridgeway It was moved by Cr Ridgeway seconded by Cr Death that Council direct the Chief Executive Officer to prepare a formal report for consideration at the March 2021 Scheduled Council Meeting on the declaration of a Climate Emergency, including advice regarding the necessary resources to implement, how such a declaration would sit with the Council's current policy platform and any adjustments that would need to be made to policy and strategic priorities.	215531	Draft briefing paper and Council report currently being prepared. Councillor briefing scheduled for 16 February 2021.	Executive Assistant, Planning and Environment	In Progress	50%
AO	16-Dec-20	Scheduled	Notice of Motion No. 6/2020-21 – Councillor Bonanno It was moved by Cr Bonanno seconded by Cr Moore that Council 1. Notes written and video correspondence received from 738 people including school students, principals, and teachers from numerous schools requesting the Gisborne Skate Park be upgraded and expanded; 2. Notes the specific requests for the development of more challenging elements at the skate park, a pump track, the installation of water taps and the installation of lighting; and 3. Refers these requests to the 2021/22 Council Budget process for consideration	215532	Council officers have noted the written and video correspondence requesting the Gisborne Skate Park be upgraded and the specific requests for development. These requests will be included in a business case for Council consideration as part of the 2021/22 budget process. Resolutions 1 and 2: Complete Resolution 3: Underway	Manager Open Space and Recreation	In Progress	50%
PE	16-Dec-20	Scheduled	Notice of Motion No. 7/2020-21 – Councillor Anderson It was moved by Cr Neil seconded by Cr Ridgeway that Council 1. Directs the Chief Executive Officer to write to the (new model) Municipal Emergency Management Planning Committee to request that the Committee consider allowing one Councillor to permanently sit on it. 2. Direct the Chief Executive Officer to include in this letter the context for the request which is that Macedon Ranges Shire Councillors represent the community, and are keen to ensure that their input and knowledge of the area and community is represented on this new Committee. 3. Notes that Council officers thanked the members of the former (old model) Municipal Emergency Management Planning Committee at their last meeting in November 2020.	215533	Council resolution noted by officers. The three actions will be introduced during the first MEMPC meeting scheduled for February 2021 by the Chair, Anfeia Hughes.	Executive Assistant, Planning and Environment	In Progress	20%
AO	16-Dec-20	Scheduled	Notice of Motion No. 8/2020-21 – Councillor Neil It was moved by Cr Neil seconded by Cr Ridgeway That Council 1. Undertake an audit of school bus stops to ascertain what steps are required to provide weather relief to students; which should include prioritisation of when shelters may be installed, interested parties (including schools, Public Transport Victoria (PTV) and Regional Roads Victoria (RRV)) and potential opportunities for advocacy and funding. This audit to be presented as a report at a future Council meeting; and 2. Seek a report, no later than the February Council Meeting, to install a bus bay and shelter in the vicinity of Reynolds Grove and Melbourne-Lancefield Road Service Road, Romsey. This report should include potential funding options and detail time lines to finalise design, seek relevant approvals and deliver the project before May 2021.	215535	Council resolution noted by officers. Audit of school bus stops has commenced. A report has will be provided to the February 2021 Scheduled Council meeting on the installation of a bus bay and shelter in the vicinity of Reynolds Grove and Main Road (Melbourne-Lancefield Road) Romsey. Resolutions 1 and 2 - In progress	Team Leader Business Support, Engineering and Resource Recovery	In Progress	50%

SECTION 6

People Culture & Performance Report

The People, Culture and Performance department has undergone change as a result of the Organisational Restructure in 2020. The department now comprises of three units; People and Wellbeing, Customer Service and, the newly created, Transformation unit. The restructure process resulted in risk being separated from the People, Culture and Performance team and moving to the Legal and Corporate Governance department.

This summary provides an overview of Council's People, Culture and Performance operations in relation to risk management and potential impact on Council. The statistical information supporting areas such as Worker's Compensation, Council's Pandemic response (internal), Customer Service responsiveness and Transformation's Service delivery update.

General Update

Pandemic response

Macedon Ranges Shire Council has continued to adapt to the challenges caused by COVID-19. Council continues to engage an on call resource, Director Incident Response, to support the Executive Leadership Team with the strategic response to the pandemic.

As restrictions have eased across Victoria there has been a focus on reopening of services and return to the office in line with Department of Health and Human Services guidelines (DHHS). The People & Wellbeing unit continue to have a dedicated Covid Contact Officer position to support staff who are required to be tested or isolate with a range of support services, from leave advice to employee assistance to referrals to other support organisations.

The People & Wellbeing team have assisted with the reopening of the Customer Service Hubs at Romsey and Woodend, working with the staff and Goldfields Library Corporation staff to ensure that staff and customers are able to safely return to operations.

People & Wellbeing

People & Culture

Staff overview per Directorate

Table 1: Staff numbers as at 31 December 2020



Turnover percentage during the quarter was 2.41%. This is based on the Local Government Performance Reporting Framework (LGPRF) model for reporting turnover and does not include fixed term staff of 6 months or less or casual employees.

Working for Victoria

15 employees commenced this quarter through the Working for Victoria initiative.

Staff satisfaction survey

The Staff Satisfaction Survey commenced in September 2020 and concluded during the quarter. Pleasingly, there was an increase in participation rates from 48% in 2019 to 52% in 2020, and when excluding casual workers from the overall response, the response rate was equal to the Local Government industry average of 66%.

The report showed a slight improvement on the overall Alignment score (from 48% to 50% favourable) and stayed within the 2nd and 3rd quartiles against the local government specific benchmark. However, it did show a decrease on the overall Engagement score (from 61% to 57% favourable) and dropped to the bottom quartile against the local government specific benchmark. The results also show an improvement on almost all of the seven alignment factors, except for Investment in People (dropped from 37% to 35% favourable) and Performance Focus (dropped from 49% to 47% favourable).

Debriefing sessions were held during November and December for the Executive Leadership Team, Senior Leadership Team, Operational Leadership Team, all staff and Councillors. Further workshops are planned in Quarter 3 of 2020/2021 to address survey results.

Injury and illness management

One claim was received during the quarter however this was later withdrawn.

Table 2 – Claims received 1 October – 10 December 2020*

Agent Received Date	Liability Accepted	Medical Liability Accepted	Accident Type Group Description
19/10/2020	N	N	MENTAL

*Based on date claim is received by agent

*Data is released mid-month and does not cover the full quarter.

A previously closed claim was re-opened during this quarter.

Seven claims are currently being managed as at 10 December 2020. Four workers are working modified duties whilst working pre-injury hours, two workers are working on modified duties at reduced hours and one worker has no capacity.

During this quarter, two workers received a full clearance and their claims were closed.

Table 3 - Worker compensation claims cost data as at 10 December 2020*

ARD FY	Paid Amt	SCE Amt	Total Incurred	Paid Day Ct	No. of Claims
2016/2017	\$103,283.15	\$288,425.00	\$390,949.82	197	9
2017/2018	\$351,898.27	\$43,914.00	\$395,091.27	1810	11
2018/2019	\$94,629.56	\$54,548.00	\$149,177.56	183	12
2019/2020	\$199,951.34	\$757,907.00	\$957,498.34	781	17
2020/2021	\$59,180.03	\$137,987.00	\$197,147.62	260	10

*Data is released mid-month and does not cover the full quarter.

Wellbeing

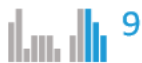
Staff wellbeing continues to be a key focus this quarter and a dedicated Covid Contact Officer continues to be a major support for staff. A Leadership Coach, employed through the Working for Victoria program has been active in supporting Coordinators to understand how to better manage the wellbeing of themselves and their teams.

Regular reminders are provided to staff in relation to the Employee Assistance Program (EAP) through Converge.

De-identified EAP access statistics for the quarter listed below. There has been a rise in statistics however we still have a lower than average utilisation rate.

Table 4 - Employee assistance access statistics Q2 – 2020/2021

New Cases



+3
since last
period

Annual Utilisation Rate

4.1%

▼ -3.8 percentage points lower than industry

Industry Utilisation Rate

7.9%

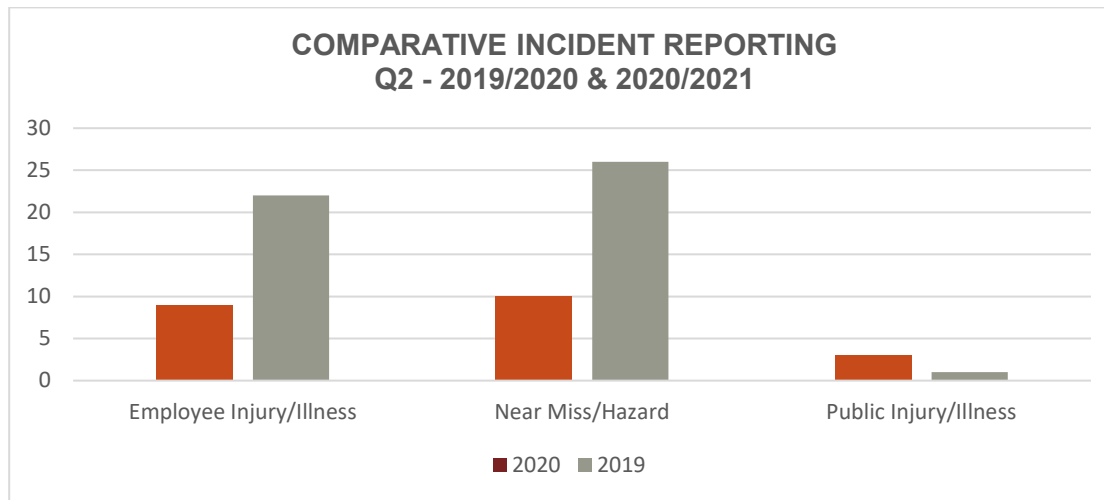
PUBLIC ADMINISTRATION/GOVERNMENT

Safety & Wellbeing

Incident reporting

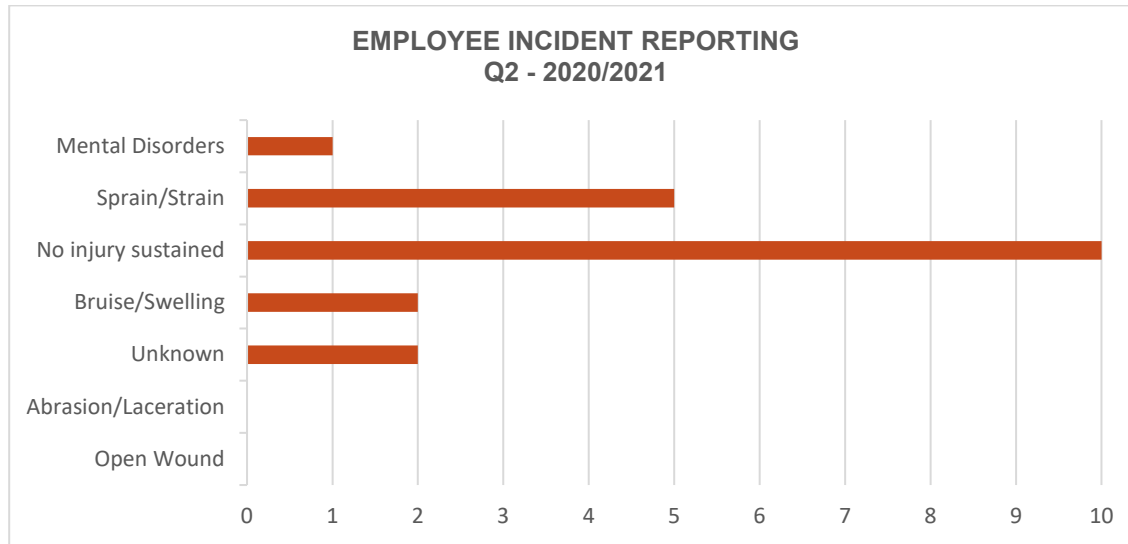
Incident reporting for Quarter 2 of 2020/2021 (30 incidents) has decreased significantly compared to the same quarter in 2019 (116 incidents) and is likely due to lockdowns, decreased office/site attendance and a significant decrease in public participation/attendance at Council facilities.

Table 5: Comparative incident reporting data Q2 - 2019/2020 & 2020/2021



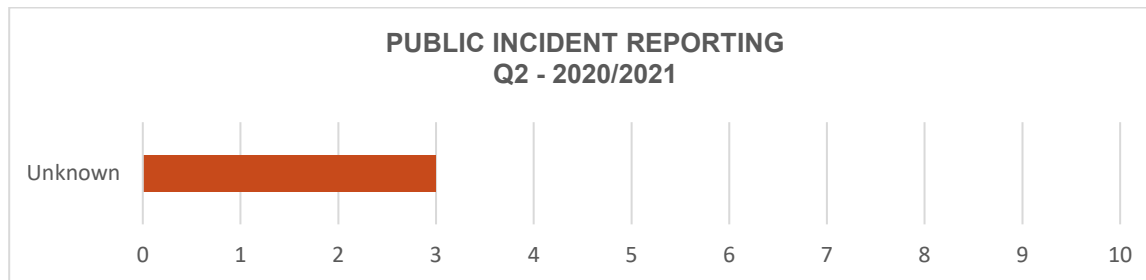
Sprains and strains (5) were the highest number of reported incidents followed by bruise and swelling (2).

Table 6: Employee incident reporting data Q2 - 2020/2021



There has been three public injury/illness type incidents reported this quarter as compared to quarter 2 2019/2020, where 33 incidents were reported. This is due to the closure and restrictions on sports, leisure and aquatics facilities.

Table 7: Public incident reporting data Q2 - 2020/2021



Occupational health and safety system gap analysis

The People and Wellbeing unit, with the assistance of a Work for Victoria employee, conducted a gap analysis of our OHS processes and systems which resulted in a report which will guide us towards improvements in the way we manage and deliver OHS across the organisation.

Test and tag

The test and tag schedule resumed in October 2020 after a hiatus due to COVID-19 and office/site shutdowns. Approximately 900 tests have been conducted across the Woodend depot and the Kyneton Town Hall this quarter. We are currently planning our schedule for the next round of testing in late summer/early autumn.

Notifiable incidents

There has been one (1) Worksafe Notifiable Incident this quarter; which related to a structural failure of a light tower on Council property. The Buildings and Maintenance team acted swiftly to address potential safety concerns in the area and these actions were commended by the Worksafe Inspector.

In this instance, it was determined that a number of factors contributed to the incident and these have prompted MRSC to review a range of processes to ensure such events do not occur again at that site or other sites

As at 31/12/20, all activities associated with this incident have been undertaken.

Learning & Development

Similarly to the previous quarter, most training was delivered online due to pandemic restrictions.

Table 8 - Professional development training Q2 - 2020/2021

Course Name	Workshop Date/s	Attendees	No. of participants	Training Provider
Manage People Effectively – (workshop 2)	1 October 2020	Mandatory training for Coordinators (Operational Leadership Team)	20	Swinburne Professional
Mad, Bad, Sad, Tears, Abuse and Threats	22 October 2020	Staff that interact regularly with the community as part of their role	21	Preferred Training Networks
Assessing, Analysing and Treating Risk	18, 19 & 24 November 2020	Mandatory Training (Senior Leadership Team & Operational Leadership Team) related to Risk Management Framework	46	Governance Institute Australia

For mandatory refresher training in First Aid and CPR, staff completed course work via an external eLearning portal. Practical assessments were conducted on a 1:2 basis with a Covid-Safe plan in place. Staff unable to travel outside of restricted areas attended nearby courses where necessary. Learning and Development worked with several governing bodies, including Physical Activity Australia, to have extensions granted to existing certificates. This enabled staff to postpone their refresher training until COVID-19 restrictions eased.

Table 9 - Mandatory training Q2 - 2020/2021

Course Name	Date/s	No. of participants	Training Provider
CPR Assessment	15 October 2020	18	Australia Pacific Training Solutions
First Aid Assessment	10 November 2020	11	Australia Pacific Training Solutions
First Aid & CPR Assessment	3 December 2020	4	Australia Pacific Training Solutions
Traffic Management – Refresher Training	16 December 2020	8	Peter Vincent Training
Traffic Management – Full Course	17 December 2020	8	Peter Vincent Training

Table 10 - Corporate induction & systems training Q2 - 2020/2021

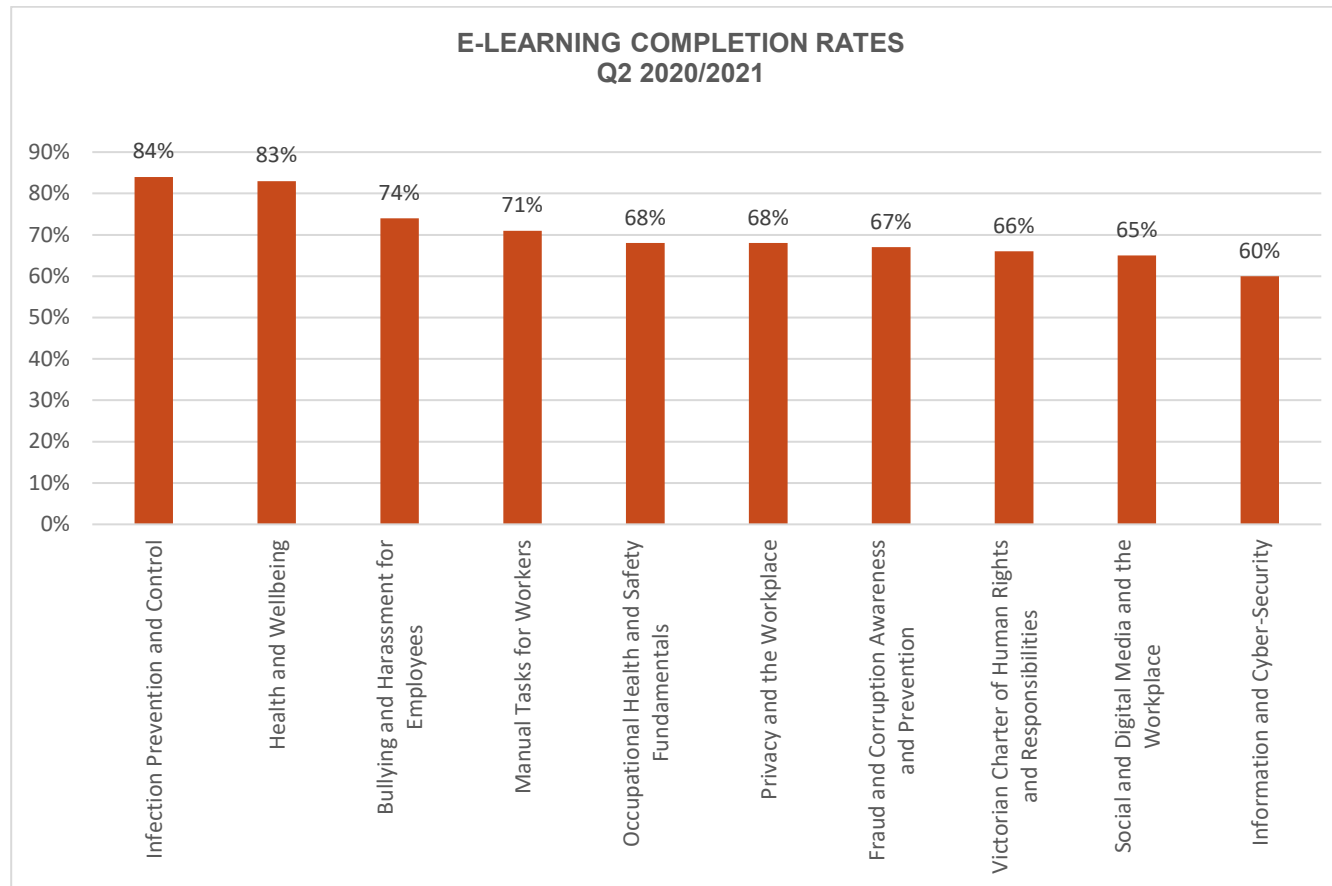
Course Name	Sessions held	No. of participants
Corporate Induction	4	34
P2P My Procurement and Supply Chain – new systems training	10	66
Pathway – Customer Requests Module	5	28
Records Management	2	13
Smartform Business Case Training	2	20
Zoom Meetings Training	8	24
Comms Bites – <i>various topics delivered by the Communications Team</i>	9	108

E-learning

A new module 'Introduction to Disability Awareness' was purchased in December. This is currently being tested by a select staff prior to rolling out across the organisation in the coming weeks. This training supports the Disability Action Plan and supports staff to meet requirements around reasonable adjustments in the **Equal Opportunity Act 2010**.

Reporting on e-learning compliance has commenced with reports sent to Managers on a monthly basis.

Table 11 - E-Learning completion rates Q2 - 2020/2021



Transformation

Service reviews

Further investigations conducted on the following

- Gather and recorded other information about services and sub services for Communications and Customer Service
 - Outputs and Service Standards
 - Net Cost of Service
 - Fixed and Variable Cost
 - Existing Stakeholder Views
 - Identification of existing service levels
- Commencement with documenting high level processes (level 1) of key services
- Draft Service Evaluation Framework created

Pathway support

- Review and confirmation of listed Pathway Projects
- Commencement of the PBS Pathway Implementation (on line submission of Section 80) Project
- New maternity leave position filled (Systems Configuration Analyst – Building and Planning
Utilisation of IT Service Desk Application pending (Discussions with IT regarding requirements and setup have not yet taken place)

Infocouncil

- Requirements for paragraph layouts for Council Agenda documents needing to be finalised
- Request for training of MS Word and Infocouncil (Pre Condition requirements for Infocouncil) pending

Customer Service

Customer service standards

Customer service standards are used to measure the quality of customer service, and are defined in Council’s Customer Service Charter. 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	Response time
Telephone	Calls to 5422 0333 all calls answered within 30 seconds
Mail (including fax)	Respond within 10 working days
Request for service	Respond within 10 working days
Complaints	Respond within 10 working days

Measuring our performance—mail, complaints and requests for service

To help 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.

Table 12 – Requests v. Responsiveness Q2 – 2020/2021

Requests v. Responsiveness										
REQUESTS RECEIVED	Total Requests Received		Actioned Completed On Time		Actioned Completed Late		Not Completed & Not Due		Not Completed & Overdue	
	No.	%	No.	%	No.	%	No.	%	No.	%
1 October 2020 to 31 December 2020										
TOTAL	7,267	100	6,331	87.12	559	7.69	71	0.98	306	4.21

Interventions have been planned to address and reduce late and overdue completion numbers in Quarter 3.

Table 13 – Percentage Responsiveness Q2 – 2020/2021

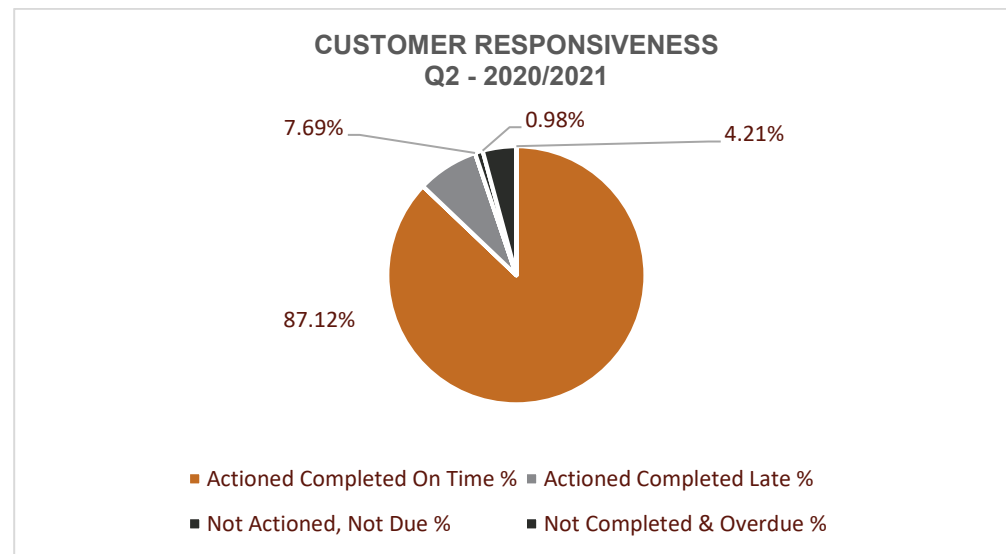


Table 14 – Actioned on Time Trend Q2 – 2020/2021

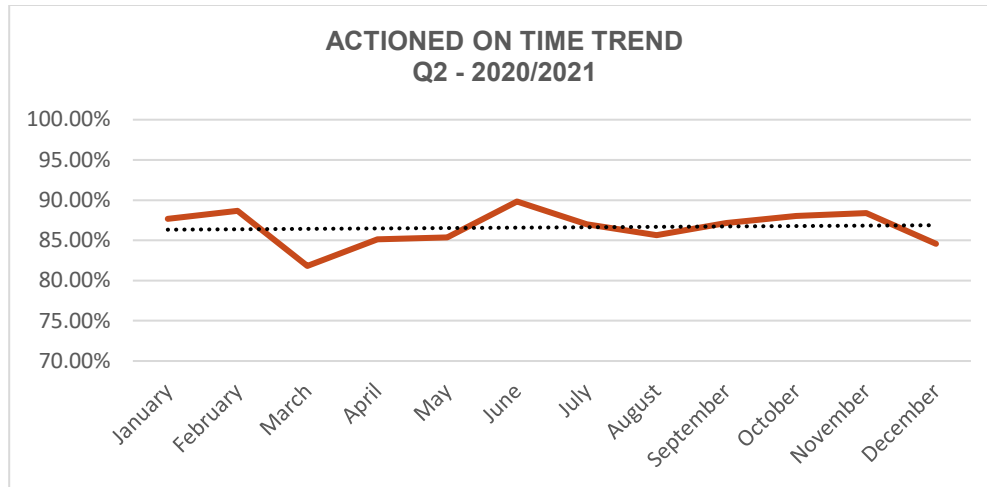


Table 15– Calls Received and Abandonment Rates Q2 – 2020/2021

Calls Received and Abandonment Rates						
PHONE CALLS - QUEUES	Total Calls Received		Total Calls Answered		Total Calls – Customer Abandoned**	
Customer Service Team	16,789	85.41%	15,696	93.49%	1,093	6.51%
Other Departments	2,868	14.59%	2,684	93.58%	184	6.42%
TOTAL	19,657	100%	18,380	93.50%	1,277	6.50%

In addition to direct follow up with the relevant staffer, further interventions, including reporting to the operational, senior leadership and executive leadership teams on issues related to abandoned and unanswered calls will be commenced in quarter 3. The focus of this is to improve customer outcomes.

Note: Calls for the Planning Team are received via Customer Service. 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 Customer Service.

Outreach Connection Unit

In October last year, Customer Service successfully recruited five new staff to establish an Outreach Connection Unit (OCU). These new staff were recruited as part of the Working for Victoria initiative and will support the Customer Service Team. The primary purpose of the OCU is to contact and engage with customers in the community, especially those most affected by the pandemic. The OCU have been conducting outbound calls to a variety of customers, including those who are receiving community care. Customers have been assisted to ensure COVID safety requirements are being undertaken, as well as given general support and information. The OCU will continue this work in engaging those who may be feeling disconnected, including facilitating visits at libraries, assisting customers to engage with Council through our website and learning about activities that they can participate in.

Communications

Two major initiatives are currently underway:

Community Engagement Policy development

The department worked with a specialist consultant to develop a new Community Engagement Policy as required under the new Local Government Act 2020. The draft policy, was available for public comment until 20 December 2020. Based on feedback and further review the draft policy will be presented to Council for adoption at a future Scheduled Council Meeting.

Deliberative engagement methods ensure communities are closely involved in decision-making and differ from other forms of engagement in that they bring together a representative sample of a community.

The draft policy details that deliberative engagement methods will be used for the development of Council's new Council Plan, Community Vision, Asset Plan and Financial Plan in line with requirements of the new Local Government Act 2020. Under the Act, the Community Vision, Council Plan and Financial Plan will need to be adopted by 30 September 2021, and the Asset Plan by 30 June 2022.

Rural Council ICT Infrastructure Program Grant expenditure

The department is managing the Rural Councils ICT Infrastructure Support Grant funding provided by the Victorian Government (\$80,806).

Council successfully submitted a range of items to this grant opportunity in order to improve its information communication technology capacity and create greater and alternate opportunities for engaging with the community.

The grant funding covered:

- Web chat technology – to add to Council's existing telephony to provide additional channel and improved access where closure of face-to-face customer service is required.
- Digital messaging panels and online engagement portals/kiosks – to extend Council's capacity to provide contactless engagement at office buildings, recreation centres and libraries.
- A mobile community engagement hub - an ICT-based mobile engagement hub will enable Council staff to undertake face-to-face consultations out in the community facilitating connection with harder to reach groups and other targeted or deliberative engagement.
- Additional production hardware - a number of new production hardware items including a camera, tripod and microphones will assist Council to deliver professional community campaign content and deliver community programs unable to be delivered face-to-face.

Under the terms of the grant, all funding must be expended by 28 February 2021.

SECTION 7

Governance Schedule – Statutory Compliance Obligations

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

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

MACEDON RANGES SHIRE COUNCIL - STATUTORY OBLIGATIONS

Statutory Obligations are imposed upon Council, Councillors and Council Officers under the *Local Government Act 1989*. On 24 March 2020, the *Local Government Act 2020* received Royal Assent. 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	Reimbursement of expenses of Councillors and members of a delegated committee		40(1)	A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses Council must provide details of reimbursements to the Audit and Risk Committee	Ongoing	Ongoing	Ongoing
2	Coordinator Governance	Councillor Code of Conduct	76C	139	Council must review the Councillor Code of Conduct	By 24 February 2021	25-Sep-19	24-Feb-21
3		Conduct Councillor induction training		32	Councillors must complete induction training	By 30 April 2021	20-Nov-20	30-Apr-25
4		Adopt Councillor gift policy		138	Council must adopt a Councillor Gift Policy	By 24 April 2021	New requirement under LGA 2020	24-Apr-21
5	Coordinator Governance	Register of Interests	81		Primary Returns: A person who becomes a Councillor or Member of a Special Committee must submit a Primary Return to the CEO	Councillor: 30 days after election or 7 days after oath of office Committee Member: 30 days after membership	As required	As required
6	Coordinator Governance	Register of Interests	81		Nominated Officer: must submit a primary return to the CEO	Nominated Officer: Within 30 days of becoming an Officer	As required	As required
7	Coordinator Governance	Register of Interests	81		Ordinary Returns: Councillor, Member of Special Committee or Nominated Officer must submit an Ordinary Return to the CEO	Ordinary Returns: By 9 February & 9 August of each year	10-Sep-20	Superceded by new personal interests return obligations (refer below)
8		Lodging of an initial personal interests return	81	133	Specified person must lodge an initial personal interests return with the CEO.	As of 24 October 2020, within 30 days of taking oath/affirmation or of appointment	16-Dec-20 (oath/affirmation of office taken 16-Nov-20)	30 days after taking oath / affirmation following 2024 election
9		Lodging of biannual personal interests return	81	134	Specified person who continues to be a specified person must lodge biannual personal interests return with CEO twice yearly.	As of 24 October 2020, twice yearly (1-31 March and 1-30 Sept) each year	16-Dec-20	31-Mar-21

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
10		Publish summary of personal interest on Council's internet website	81	135	CEO to publish summary of personal interests on Council's internet website.	As of 24 October 2020, once previous period personal interest returns lodged with the CEO	03-Feb-21	Following receipt of personal interests returns lodged March 2021
11	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
12	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
13	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	10-Sep-20	Superseded by personal interests return requirements
14		Adopt community engagement policy		55	Council must adopt a Community Engagement Policy	By 1 March 2021	New requirement under LGA 2020	01-Mar-21
15		Elect the Mayor and Deputy Mayor		26 & 27	Council must elect the Mayor and Deputy Mayor	By 24 November 2020	23-Nov-20	24-Nov-21
16	Coordinator Governance	Keep delegations register		11(8)	The Council must keep a register of its delegations	Ongoing	Ongoing	Ongoing
17		Keep register of delegations		47	The CEO must keep a register of delegations	Ongoing	Ongoing	Ongoing

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
18	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
19	Coordinator Governance	Annual Report	134	100	Council must consider the Annual Report at a meeting of the Council as soon as practicable but within the time required by the regulations	Under the Local Government (Planning and Reporting) Regulations 2014 Council must hold a meeting to consider the Annual Report: s.22 (1) Within one month after submitting the Annual Report to the Minister. s.22 (2) In the year of a general election no later than the day before the election	25/11/2020 (under LGA 1989)	31/10/2021 (under LGA 2020)
20		Meet to consider annual report		100	The Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting.	In the year of a general election on a day not later than the day before an election day; and in any other year, within 4 months of the end of the financial year	New requirement under LGA 2020	31-Oct-21
21	Manager Finance	Adopt budget	127	94	Council must adopt its budget	By 30 June 2021	22-Jul-20 (under LGA 1989)	30/06/2021 (under LGA 2020)
22	Manager Finance	Adopt revised Budget (where necessary)	128	95	Council must prepare a revised budget if circumstances arise which cause a material change in the budget which affect the financial operations of Council	As soon as practicable after the Council becomes aware of a change in the budget	If required	If required
23	Manager Finance	CEO to present Quarterly Statements	138	97	CEO must ensure that a statement comparing budgeted and actual revenue and expenditure is presented at an open Council meeting	At least every 3 months	25-Nov-20	Following completion of quarterly results
24		CEO to present quarterly budget report	138	97	CEO to ensure that quarterly budget report is presented to the Council at a Council meeting open to the public	From 24 October 2020, as soon as reasonably practicable at the end of each quarter of the financial year	25-Nov-20	As soon as reasonably practicable at the end of each quarter of the financial year

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
25	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
26	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
27	Coordinator Contracts	Procurement	186(2)		Council must register any expressions of interest	Ongoing	Ongoing	Ongoing
28	Manager Finance	Procurement Policy	186A(1)		Council must prepare and approve a Procurement Policy	Ongoing	Ongoing	Ongoing
29	Manager Finance	Procurement Policy	186A(7)		At least once in each financial year Council must review the policy	By 30 June each year	30-Jun-20	30-Jun-21
30	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.	30-Jun-20 (current policy)	Ongoing
31	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.	30-Jun-20	30-Jun-21
32	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	Reporting requirements of the ESC Act were completed and provided by the due date of 31 October 2020.	31-Oct-21
33	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

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
34		Adopt Revenue and Rating Plan		93	Council must adopt the Revenue and Rating plan	By 30 June 2021	New requirement under LGA 2020	30-Jun-21
35	Manager Finance	Restriction on power to lease land	190		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
36	Coordinator Governance	Register of Authorised Officers	224(1A)		Maintain a register that shows all people appointed as authorised officers	Ongoing	Ongoing	Ongoing
37	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 26 2024.
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 extended the timeframe for the completion of the 2019/20 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

2nd quarter	Travel	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$275	\$0	\$131	\$0	\$0	
Cr Janet Pearce	\$0	\$0	\$0	\$131	\$0	\$0	
Cr Mark Ridgeway	\$0	\$612	\$0	\$99	\$0	\$0	
Cr Annette Death	\$0	\$0	\$0	\$113	\$0	\$0	
Cr Geoff Neil	\$0	\$357	\$0	\$123	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$131	\$0	\$0	
Cr Dominic Bonanno	\$0	\$0	\$0	\$51	\$0	\$0	
Cr Rob Guthrie	\$0	\$0	\$0	\$84	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$49	\$0	\$0	
Cr Roger Jukes	\$0	\$0	\$0	\$46	\$0	\$0	
Cr Henry Bleeck	\$0	\$0	\$0	\$44	\$0	\$0	
Cr Natasha Gayfer	\$0	\$0	\$0	\$35	\$0	\$0	
Cr Mandi Mees	\$0	\$0	\$0	\$0	\$0	\$0	
Cr Helen Radnedge	\$0	\$0	\$0	\$44	\$0	\$0	
Cr Andrew Twaits	\$0	\$0	\$0	\$35	\$0	\$0	
	\$0	\$1,244	\$0	\$1,116	\$0	\$0	\$3,354*

2020/2021 YTD	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$275	\$0	\$278	\$0	\$0	
Cr Janet Pearce	\$0	\$0	\$0	\$277	\$0	\$0	
Cr Mark Ridgeway	\$0	\$612	\$0	\$99	\$0	\$0	
Cr Annette Death	\$0	\$0	\$0	\$113	\$0	\$0	
Cr Geoff Neil	\$0	\$357	\$0	\$123	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$278	\$0	\$0	
Cr Dominic Bonanno	\$0	\$0	\$0	\$51	\$0	\$0	
Cr Rob Guthrie	\$0	\$0	\$0	\$84	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$49	\$0	\$0	
Cr Roger Jukes	\$0	\$0	\$0	\$202	\$0	\$0	
Cr Henry Bleeck	\$0	\$0	\$0	\$191	\$0	\$0	
Cr Natasha Gayfer	\$0	\$0	\$0	\$182	\$0	\$0	
Cr Mandi Mees	\$0	\$0	\$0	\$156	\$0	\$0	
Cr Helen Radnedge	\$0	\$0	\$0	\$191	\$0	\$0	
Cr Andrew Twaits	\$0	\$0	\$0	\$139	\$0	\$0	
	\$0	\$1,244	\$0	\$2,412	\$0	\$0	\$3,354*

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

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 October–31 December 2020

Cr Jennifer Anderson West Ward	Council meetings attended:	5	Assemblies of Councillors attended:	6
	Appointments to internal/external committees and groups: Chief Executive Officer Performance Appraisal Advisory Group, Gisborne Futures Council Project Group, Health and Wellbeing Advisory Committee, Submitters Delegated Committee, Central Victorian Greenhouse Alliance (CVGA) (sub), Municipal Association of Victoria (MAV)			
Specific activities highlighted by Councillors: Daylesford Macedon Ranges Tourism Forum (online); launch of 16 days of activism on international day for prevention of violence against women; Macedon Ranges Youth Awards—announcements and presentations; 2nd Woodend Scouts 3 Queen Scout awards ceremony; Romsey Ecotherapy Park concept design announcement.				
Cr Janet Pearce West Ward	Council meetings attended:	5	Assemblies of Councillors attended:	6
	Appointments to internal/external committees and groups: Gisborne Futures Council Project Group, Health and Wellbeing Advisory Committee, Macedon Ranges Agribusiness Forum, Submitters Delegated Committee, Central Ranges Local Learning and Employment Network (LLEN) Board, Municipal Association of Victoria (MAV) (sub), Rural Councils Victoria Inc (RCV) (sub)			
Specific activities highlighted by Councillors: Remembrance Day - Woodend RSL - service and wreath laying, Daylesford Macedon Ranges Tourism Virtual Forum, Launch of the 16 Days of Activism to Prevent Violence Against Women – Kyneton, Presentations of Macedon Ranges Shire Council Youth Awards, Malmsbury Community Carols (Virtual) and Kyneton Community Christmas Carols (at St Paul's Park).				
Cr Mark Ridgeway West Ward	Council meetings attended:	4	Assemblies of Councillors attended:	5
	Appointments to internal/external committees and groups: Audit Committee, Gisborne Futures Council Project Group, Health and Wellbeing Advisory Committee, Submitters Delegated Committee, Annual Meeting of Braemar College Ltd, Macedon Ranges Local Safety Committee			
Specific activities highlighted by Councillors: Councillor induction training; Daylesford Macedon Ranges Tourism Forum (online); Macedon Ranges Youth Awards—announcements and presentations; Christmas Carols at St Paul's Park, Kyneton; presentation by Monash University Architectural students of their design ideas for the old Kyneton Primary School.				

Cr Annette Death East Ward	Council meetings attended:	4	Assemblies of Councillors attended:	5
	Appointments to internal/external committees and groups: Chief Executive Officer Performance Appraisal Advisory Group, Gisborne Futures Council Project Group, Central Ranges Local Learning and Employment Network (LLEN) Board (sub)			
Specific activities highlighted by Councillors: Christmas in Romsey judging panel; Macedon Ranges Youth Awards.				
Cr Geoff Neil East Ward	Council meetings attended:	4	Assemblies of Councillors attended:	5
	Appointments to internal/external committees and groups: Audit Committee, Gisborne Futures Council Project Group, Submitters Delegated Committee, Annual Meeting of Braemar College Ltd Committee (sub), Rural Councils Victoria Inc (RCV)			
Specific activities highlighted by Councillors: Not submitted.				
Cr Bill West East Ward	Council meetings attended:	5	Assemblies of Councillors attended:	6
	Appointments to internal/external committees and groups: Gisborne Futures Council Project Group, Submitters Delegated Committee, Calder Highway Improvement Committee, Goldfields Library Corporation Board			
Specific activities highlighted by Councillors: Inspected the Romsey Men's Shed building erected in Romsey Park; chaired the Annual Meeting of Romsey Men's Shed committee; attended the opening by Mary-Anne Thomas, MP of the Kyneton Library extensions; declared open the new Romsey Co-op. Shop, a positive neighbourhood house project; attended Romsey Ecotherapy Park concept design announcement.				

Cr Dominic Bonanno South Ward	Council Meetings attended:	4	Assemblies of Councillors attended:	5
	Appointments to internal/external committees and groups: Gisborne Futures Council Project Group, Macedon Ranges Agribusiness Forum, Submitters Delegated Committee, Local Government Waste Forum			
Specific activities highlighted by Councillors: Macedon Ranges Youth Awards				
Cr Rob Guthrie South Ward	Council Meetings attended:	4	Assemblies of Councillors attended:	5
	Appointments to internal/external committees and groups: Chief Executive Officer Performance Appraisal Advisory Group, Gisborne Futures Council Project Group Submitters Delegated Committee, Goldfields Library Corporation Board (proxy), Local Government Waste Forum (sub), Macedon Ranges Heritage Council, Workspace Australia			
Specific activities highlighted by Councillors: Councillor induction training; Workspace Australia board meeting in Bendigo.				
Cr Anne Moore South Ward	Council Meetings attended:	3	Assemblies of Councillors attended:	4
	Appointments to internal/external committees and groups: Gisborne Futures Council Project Group, Submitters Delegated Committee, Calder Highway Improvement Committee (sub), Central Victorian Greenhouse Alliance (CVGA), Macedon Ranges Heritage Council, Macedon Ranges Local Safety Committee (sub)			
Specific activities highlighted by Councillors: Not submitted.				