

Quarterly Report

1 April to 30 June 2023



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

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

The Quarterly Report comprises the following sections.

SECTION 1 - Financial Statements

SECTION 2 - Capital Works Statement

SECTION 3 - Council Plan Actions - Progress Report

SECTION 4 - Customer Service

SECTION 5 - People Risk & Wellbeing Report

SECTION 6 - Implementation of Council Resolutions

SECTION 7 - Governance Schedule

SECTION 8 - Councillor Expenditure

SECTION 9 - Councillor Activities in the Community

SECTION 1

Financial Statements

Included in this section are the following financial statements:

Summary of Financial Results

Commentary on budget variances for operational revenue and expenditure and capital revenue and expenditure

Income Statement

Summary of year to date financial performance against budget

Balance Sheet

Balance of assets, liabilities and equity as at the reporting date

Financial Reserves

Summary of balances and movement in Council reserves

Investments

Summary of investments by institution with rate and maturity date

Summary of Financial Results

12 months ended 30 June 2023

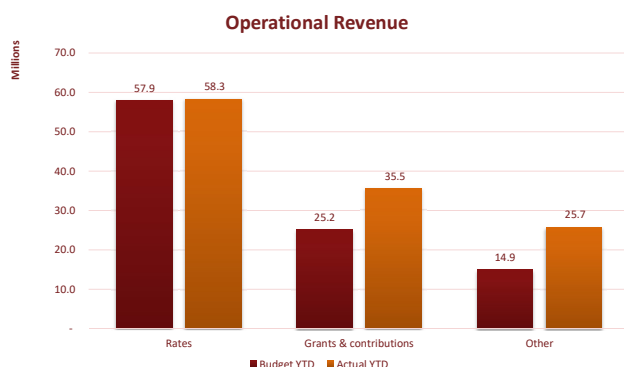
The Income Statement reports an operating surplus of \$37.6m for the twelve months to 30 June 2023 compared to the annual budget of \$10.6m. In accordance with accounting standards, all rate income is recognised at the start of the financial year when the rates are struck. This results in Council having a large surplus at the start of the year which reduces as the year progresses, as expenditure is incurred more evenly throughout the year.

Payments continue to be received for the reimbursement of costs relating to the June 2021 storm as claims are assessed and authorised. Claims are still being authorised and the final amount payable will not be known for a further period of time.

The cash balance of \$39.5m is higher than budget by \$6.8m. However Other Financial Assets (Investments) has increased by \$10m against budget. The higher cash and investment holdings is due to the timing of payment for Capital Works and receipt of operating grants for 2023/24.

Council remains in a strong cash position at 30 June 2023.

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



Key budget variances:

Rates and charges: Actual income of \$58.3m is slightly above budget for the twelve months to 30 June 2023. This is due to higher supplementary rates being recognised compared to budget.

Grants & Contributions: Actual income is \$32m, this is \$10.3m favourable to budget for the twelve months to 30 June 2023 due mainly to early receipt of 2023/24 operating grant \$9.4m.

Other: Actual income is \$25m, this is \$10m favourable, due to unbudgeted income relating to timber processing from June 2021 storm \$11m. Investment income is \$559k favourable to budget due to higher than budgeted interest on investments. Resource Recovery Station fees are \$663k unfavourable to budget.

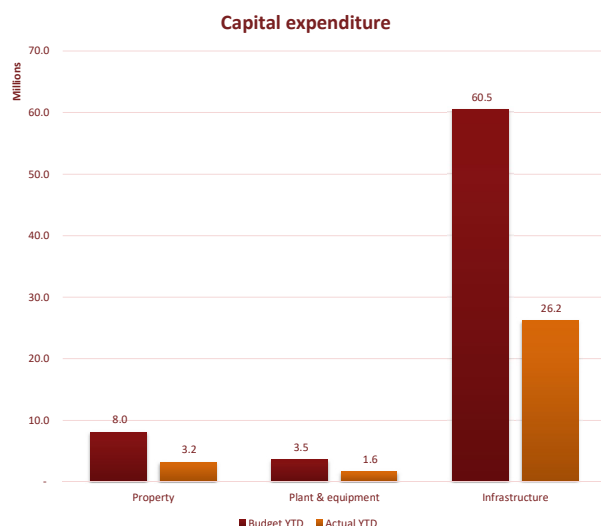
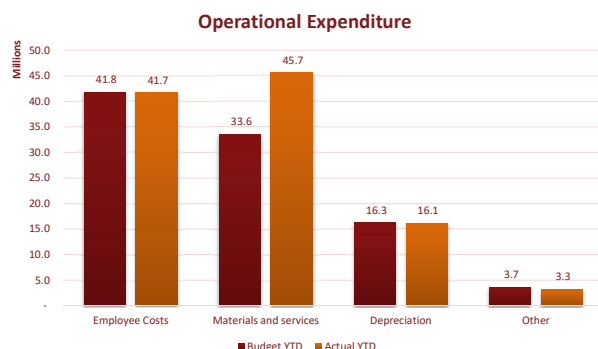
Key budget variances:

Employee costs: Actual expenditure of \$41m is \$100k favourable to budget for the twelve months to 30 June 2023.

Materials and services: Actual expenditure of \$45m is unfavourable to budget for the twelve months to 30 June 2023 due mainly to \$12m relating to timber processing from the June 2021 storm. These costs are reimbursed by the contractor in other income above.

Depreciation: Depreciation of \$16m is favourable to budget by \$200k.

Other: Other expenditure within expected budget variance.



Key budget variances:

Property: Actual expenditure of \$3.2m is lower than budget of \$8m due to delayed construction on Council's building and building improvement projects. Several projects that have been delayed include the Woodend Golf Club Clubhouse, Kyneton Mechanics Institute and the Romsey Kindergarten Veranda and Window upgrade

Plant and equipment: Plant purchases of \$1.6m is lower than budget of \$3.5m due to the timing of plant purchases. Lengthy delays are still being experienced for the supply of plant and equipment.

Infrastructure: Expenditure of \$26m is lower than budget of \$60m due to delayed construction. Two significant projects contribute to this variance. They include the Macedon Ranges Shared Trail Project and the Macedon Ranges Regional Sports Precinct Stage 1 project.

INCOME STATEMENT

12 months ended 30 June 2023

	2022/23 June YTD Adjusted Budget* \$'000	2022/23 June YTD Actuals \$'000	2022/23 June YTD Variance \$'000
Income			
Rates and charges	57,885	58,267	382
Statutory fees and fines	3,291	3,233	(58)
User fees	7,683	7,142	(541)
Grants - operating	12,053	24,457	12,404
Grants - capital	9,577	7,521	(2,056)
Contributions - monetary	3,536	3,480	(56)
Other income	3,945	15,335	11,390
	-	-	-
Total income	97,970	119,435	21,465
Expenses			
Employee costs	41,796	41,686	110
Materials and services	33,558	45,673	(12,115)
Depreciation and amortisation	16,253	16,127	126
Borrowing costs	145	153	(8)
Other expenses	3,506	3,119	387
	-	-	-
Total expenses	95,258	106,758	(11,500)
Surplus/(deficit) <i>Ex other adjustments</i>	2,712	12,677	9,965
Other adjustments			
Contributions - non monetary	7,920	24,964	17,044
Fair value adjustments for investment property	-	303	303
Share of net profits/(losses) of Regional Library	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	40	40
(Increase)/decrease in provision for landfill liability	-	(378)	(378)
	-	-	-
Total surplus/(deficit)	10,632	37,606	26,974

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 \$37m is \$27m favourable to budget. The financial summary provides an explanation of key variances to budget.

* This column represents the adjusted budget which is the 2022/23 adopted budget adjusted for the 2021/22 carry forward budgets and mid year review adjustments.

BALANCE SHEET

As at 30 June 2023

	2022/23 June Adjusted Budget* \$'000	2022/23 June Actuals \$'000	2022/23 June Variance \$'000
Current assets			
Cash and cash equivalents	32,715	39,577	6,862
Trade and other receivables	8,981	17,815	8,834
Other financial assets	-	10,000	10,000
Other assets	-	566	566
Total current assets	41,696	67,958	26,262
Non-current assets			
Other financial assets	21	21	-
Investment in Regional Library	1,353	1,432	79
Property, infrastructure, plant and equipment	1,216,765	1,380,771	164,006
Right of use assets	225	345	120
Investment property	2,566	2,933	367
Intangible assets	393	416	23
Total non-current assets	1,221,323	1,385,918	164,595
Total assets	1,263,019	1,453,876	190,857
Current liabilities			
Trade and other payables	8,412	9,412	(1,000)
Trust funds and deposits	4,718	6,952	(2,234)
Unearned income	7,043	16,668	
Provisions	6,634	6,730	(96)
Interest-bearing loans and borrowings	1,620	391	1,229
Lease liabilities	231	256	(25)
Total current liabilities	28,658	40,409	(2,126)
Non-current liabilities			
Provisions	4,784	4,934	(150)
Interest-bearing loans and borrowings	15,928	5,117	10,811
Lease liabilities	36	128	
Total non-current liabilities	20,748	10,179	10,661
Total liabilities	49,406	50,588	8,535
Net assets	1,213,613	1,403,288	199,392
Equity			
Accumulated surplus	710,855	707,147	(3,708)
Reserves	502,758	696,141	193,383
Total Equity	1,213,613	1,403,288	189,675

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

* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2021/22, together with mid year review adjustments.

FINANCIAL RESERVES

As at 30 June 2023

	Balance 1 July 2022	Transfers to Reserve	Transfer from Reserve	Balance 30 June 2023
Discretionary Reserves				
Plant Replacement	1,142,128	344,523	742,762	743,889
Asset Conversion	744,372	-	-	744,372
Commercial Development	3,182,148	-	-	3,182,148
Open Space Reserve	-	2,925,000	-	2,925,000
Gravel Pit Operations **	1,527,814	897,148	-	2,424,962
Hanging Rock	212,395	-	58,865	153,530
Maintenance Senior Citizens Accommodation	198,605	15,174	84,715	129,064
Debt Repayment	891,470	400,000	-	1,291,470
Total Discretionary Reserves	7,898,932	4,581,845	886,342	11,594,435
Statutory Reserves				
Public Open Space - South	1,875,805	955,826	1,327,912	1,503,719
Public Open Space - East	1,051,849	278,300	197,571	1,132,578
Public Open Space - Central	1,079,973	222,500	-	1,302,473
Public Open Space - West	180,645	334,601	22,012	493,234
Public Open Space	4,188,272	1,791,227	1,547,495	4,432,004
Community Facilities - South	-	-	-	-
Community Facilities - East	222,042	-	-	222,042
Community Facilities - Central	17,697	-	-	17,697
Community Facilities - West	351,520	-	-	351,520
Community Facilities	591,259	-	-	591,259
Car Parking	135,600	-	-	135,600
Planning Roadworks	531,180	-	-	531,180
Drainage	734,262	236,380	-	970,642
Gisborne Development Contributions Plan	1,544,351	704,762	-	2,249,113
Romsey Development Contributions Plan	52,902	13,023	-	65,925
Planning Footpath Works	142,362	6,041	-	148,403
Total Statutory Reserves	7,920,188	2,751,433	1,547,495	9,124,125
GRAND TOTAL	15,819,120	7,333,278	2,433,837	20,718,560

** Reserve transfers include a percentage of the proceeds put aside from timber processing on the gravel pit site. These funds are to contribute towards rehabilitating/improving the site

INVESTMENTS HELD

As at 30 June 2023

Institution	ICAN	Non Fossil fuel *	Percentage of Total investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
At call investments								
NATIONAL AUSTRALIA BANK LTD	No	No	17.74%	At Call Account	\$ 8,192,190	4.24%		
Short term investments								
AUSWIDE BANK	No	Yes	8.66%	Term Deposit	\$ 4,000,000	4.55%	26/04/2023	25/07/2023
BANKVIC	No	Yes	8.66%	Term Deposit	\$ 4,000,000	5.15%	28/06/2023	27/09/2023
DEFENCE BANK	No	Yes	10.82%	Term Deposit	\$ 5,000,000	4.55%	24/05/2023	23/08/2023
MACQUARIE BANK	No	No	2.16%	Term Deposit	\$ 1,000,000	4.63%	21/05/2023	21/08/2023
MACQUARIE BANK	No	No	2.16%	Term Deposit	\$ 1,000,000	4.63%	21/05/2023	21/08/2023
MACQUARIE BANK	No	No	2.16%	Term Deposit	\$ 1,000,000	4.63%	21/05/2023	21/08/2023
NATIONAL AUSTRALIA BANK	No	No	6.49%	Term Deposit	\$ 3,000,000	4.30%	26/04/2023	25/07/2023
NATIONAL AUSTRALIA BANK	No	No	10.82%	Term Deposit	\$ 5,000,000	5.00%	28/06/2023	27/09/2023
P&N BANK	No	Yes	8.66%	Term Deposit	\$ 4,000,000	4.95%	28/06/2023	27/09/2023
Financial assets								
AUSTRALIAN MILITARY BANK	No	Yes	10.82%	Term Deposit	\$ 5,000,000	5.44%	28/06/2023	28/11/2023
MyState Bank	No	Yes	10.82%	Term Deposit	\$ 5,000,000	5.40%	28/06/2023	28/11/2023
Total Investments					\$ 46,192,190			

Total % of Non Fossil Fuel Lending Institutions

58%

Total % of Lending Institutions that support the International Campaign to abolish Nuclear Weapons (ICAN)

0%

SECTION 2

Capital Works Statement

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

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

CAPITAL WORKS STATEMENT

12 months ended 30 June 2023

	2022/23 June Adjusted Budget* \$'000	2022/23 June Actuals \$'000	2022/23 June Variance \$'000
Property			
Land and land improvements	750	0	750
Buildings and building improvements	7,258	3,179	4,079
Total property	8,008	3,179	4,829
Plant and equipment			
Plant, machinery and equipment	3,155	1,307	1,847
Computers and telecommunications	375	290	86
Total plant and equipment	3,530	1,597	1,933
Infrastructure			
Roads	13,182	9,274	3,908
Bridges	1,064	615	449
Footpaths and Cycleways	13,430	2,286	11,144 1
Drainage	1,165	752	413
Recreational, leisure and community facilities	29,112	11,167	17,945 2
Parks, open space and streetscapes	1,188	1,348	(160)
Other infrastructure	1,341	753	588
Total infrastructure	60,481	26,195	34,286
Total capital works expenditure	72,018	30,970	41,048

Capital works expenditure is under budget by \$41m at 30 June 2023.

* This column represents the year to date adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2021/22 and any Council approved budget changes during 2022/23.

Variance explanation:

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

2 - The Macedon Ranges Regional Sports Precinct encountered delays when the contracted construction company underwent voluntary administration. This significantly prolonged the project as necessary procedures were followed and Council effectively established a new contract with a different contractor.

SECTION 3

Council Plan Actions – Progress Report

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

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

Connecting Communities;

Healthy environment, healthy people;

Business and tourism; and

Deliver strong and reliable government.

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

Strategic objective 1. Connecting communities
We will maintain our built environment – including roads, paths, buildings, open space and other assets in a fiscally, environmentally and socially sustainable way. This includes effective land-use planning, which has a direct impact on the liveability of our shire.
We will provide support for volunteers, community groups and organisations, in recognition of their work in contributing to social connections.

Strategic Priority - Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to improve continuous accessible paths of travel to key destinations, such as recreation and community facilities, through the funding of the Footpath Construction Program	Deliver	Completed	100%	100%	Eight footpath projects have been completed, adding almost 2km of new footpaths this financial year. The review of the Shire Wide Footpath Plan was adopted by Council at the 28 June 2023 Scheduled Council meeting.	Manager Engineering and Resource Recovery	30 June 2023
Formalise the joint partnership with Hepburn Shire Council advocate the Victorian Government for support to undertake the detailed design and pre-project works for the Daylesford to Hanging Rock Shared Trails project	Advocate	Completed	100%	100%	Memorandum of Understanding developed and signed by the CEO's of MRSC and Hepburn. Advocacy for planning funding continued in partnership with Hepburn Shire Council. A further funding application this financial year was unsuccessful. Now on hold subject to future funding opportunities.	Manager Open Space and Recreation	30 June 2023
Commence a review of the Kyneton Movement Network Study (2018) to develop and guide the planning of future infrastructure requirements (multi-year)	Deliver	Completed	100%	100%	The Issues and Opportunities report is complete. The funding to complete the study is included in the FY23/24 budget. The study will be presented for endorsement by June 2024.	Manager Engineering and Resource Recovery	30 June 2023
Continue to advocate to the Victorian Government for improvements to bus and rail public transport services, with a focus to identify township issues throughout the year	Advocate	Completed	100%	100%	Ongoing advocacy to Department Transport and Planning (DTP) is occurring via regular meetings with their officers. This has resulted in: - a new car park on Hamilton Street, Riddells Creek with shared user path connection to train station - Upgrades to FlexiRide Woodend, including an expanded service area now operating from Honeysuckle Lane and Tweedle Lane and increased operating hours on weekday. - Two return Sunday services added to the Lancefield bus service (Gisborne and Kyneton), with an identical timetable to the current Saturday timetable. MRSC continues to advocate with DTP to trial Demand Responsive Transit (DRT) service in Riddells Creek and more frequency of buses in the Kyneton township.	Manager Engineering and Resource Recovery	30 June 2023
Finalise the Woodend corridor study to investigate the movements of pedestrians, cyclists and vehicles within Woodend's main road corridor, identifying areas of concern and possible solutions	Deliver	Completed	100%	100%	The Woodend Integrated Transport Plan was endorsed by Council at the 23 November 2022 Scheduled Council meeting.	Manager Engineering and Resource Recovery	30 June 2023
Review and update the 2018 Shire Wide Footpath Plan	Deliver	Completed	100%	100%	The review of the Shire Wide Footpath Plan is complete. Council adopted the revised Plan at the 28 June 2023 Scheduled Council meeting.	Manager Engineering and Resource Recovery	30 June 2023
Advocate for increased State Government funding for supervised school crossings	Advocate	Completed	100%	100%	MRSC participated in meetings organised by Monash Council based in Glen Waverley.	Manager Safer Communities	30 June 2023
Undertake intersection works at Brooke and Templeton Streets, Woodend to install a new slow point (Brooke Street), and the design and construction of a pedestrian crossing.	Deliver	In Progress	100%	75%	The design for the safety improvements works are complete. A contract has been awarded for the works which are expected to commence in September 2023. Works are funded and programmed to commence on Monday, 14 August (weather permitting) with completion expected by the end of October 2023.	Manager Engineering and Resource Recovery	30 June 2023

Integrate land-use planning, and revitalise and protect the identity and character of the shire							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Progress the Kyneton Town Centre Urban Design Framework to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	100%	80%	A new consultant has been appointed to develop the draft Urban Design Framework (UDF) for Council to endorse prior to consultation, with planned approval for consultation of the UDF by the end of December 2023. The balance of funding available to complete this project will be carried forward to the 2023/24 budget to enable completion of the project by 30 June 2024.	Manager Strategic Planning and Environment	30 June 2023
Progress the Gisborne Structure Plan, incorporating the Neighbourhood Character Study and Town Centre Urban Design Framework Plan to a Council meeting for a decision on further steps required to confirm the future inclusion in the Macedon Ranges Planning Scheme	Deliver	In Progress	80%	75%	A detailed consultation report was presented to the 24 August 2022 Scheduled Council Meeting outlining a range of actions to complete to enable the preparation of a revised draft structure plan. Council has received consultant reports for traffic and transport, economic and land supply analysis and a strategic bushfire risk. A community Infrastructure report is expected to follow. These reports provide the basis for the revised draft Gisborne Futures documents that will be released for community consultation in late 2023. Funding has been included in the 2023/24 Council Budget to progress the Gisborne Futures Structure Plan which is expected to be presented to Council for adoption prior to 30 June 2024.	Manager Strategic Planning and Environment	30 June 2023
Progress the Romsey Structure Plan to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	80%	80%	A detailed consultation report was presented to the 28 September 2022 Scheduled Council Meeting outlining a range of actions to complete that will help to inform the preparation of the draft Structure Plan. The project is on track to have a draft Structure Plan for community consultation early in 2023/24. Funding has been included in the 2023/24 Council Budget to progress the Romsey Structure Plan which is expected to be presented to Council for adoption prior to 30 June 2024.	Manager Strategic Planning and Environment	30 June 2023
Finalise the Planning Scheme Amendment to incorporate the heritage study for Woodend, Lancefield, Macedon and Mount Macedon into the Macedon Ranges Planning Scheme	Deliver	In Progress	100%	95%	Planning Scheme Amendment C127macr was submitted to the Minister for Planning for approval on 23 June 2022. Council are currently awaiting the Ministers decision. Expected completion by the end of 2023.	Manager Strategic Planning and Environment	31 December 2022
Progress the Riddell's Creek Precinct Structure Plan, in conjunction with the applicant and the community	Deliver/Facilitate	Completed	100%	100%	The current Amess Road Precinct Structure Plan application has been refused and this project is concluded. At the Planning Delegated Committee Meeting of 12 April 2022 it was resolved: That the Committee: 1. Notes the submission received containing 1231 signatures; 2. Resolves not to support requesting the Minister for Planning to authorise the preparation of Planning Scheme Amendment C148macr that seeks to implement the Amess Road Precinct Structure Plan into the Macedon Ranges Planning Scheme	Manager Strategic Planning and Environment	30 June 2023
Enhance planning protection of the shire's heritage assets, through completion of the Macedon Ranges Shire Thematic Environmental History	Deliver	In Progress	100%	90%	A community consultation process was undertaken between August and September 2022 to inform the final draft of the Thematic Environmental History. Final feedback has been provided to the consultant with the final draft expected for Council's consideration in the first quarter of 2023/24. Funding has been included in the 2023/24 Council Budget to finalise and implement the Thematic Environmental History once adopted by Council.	Manager Strategic Planning and Environment	30 June 2023
Progress the review of Council's Developer Contributions Plans (Gisborne and Romsey), and consider any future changes to the Macedon Ranges Planning Scheme recommended by its findings	Deliver	In Progress	60%	40%	A consultant has been appointed to begin the Developer Contributions Plans Review. Information has been collected and provided to the consultant to inform the review. Funding for this project is expected to be carried forward from the 2022/23 budget and completed by 30 June 2024.	Manager Strategic Planning and Environment	30 June 2023
Develop future work, following the outcomes of the Macedon Ranges Thematic Environment History project	Deliver	In Progress	100%	0%	This action will commence once the draft Thematic Environmental History is completed and ready to be presented to Council for adoption. This is anticipated to be first quarter 2023/24. This quarter work has commenced on the new Heritage Strategy with 40 submissions received. Funding has been included in the 2023/24 Council Budget to implement the Thematic Environmental History once it is adopted by Council.	Manager Strategic Planning and Environment	30 June 2023

Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure where the community can connect, engage and participate in a financially responsible way							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Finalise the preparation of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	75%	50%	Work on developing the draft Open Space Strategy is behind schedule. The draft Open Space Strategy is now expected late 2023.	Manager Strategic Planning and Environment	30 June 2023
Continue construction on stage 1 of the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery	Deliver/Advocate	Completed	100%	100%	Works on site ceased when Council received notice that the construction contractor had entered into voluntary administration on 31 March 2023. Council works with administrators and another construction contractor to investigate the potential for novating the contract. On 8 June 2023, the contract novated to Monaco Hickey to complete the remaining Stage 1 works. The novation's resulted in the retention of all site staff and subcontractors, many of whom live locally. Stage 1 completion is set for in mid-2024.	Manager Facilities and Operations	30 June 2023
Deliver the annual capital works program within budget	Deliver	In Progress	100%	70%	There has been a 33% improvement in capital works completion this year. It is still short of the 80% key performance indicator, however the amount of change indicates a sustainable improvement. Challenges were experienced in project delivery with a very wet spring and the October Flood event; many project experienced a 4-6 week delay as a result.	Manager Assets and Project Management Office	30 June 2023
Complete the Macedon Ranges Shire Wide Skate Park Master Plan, to provide prioritised strategic guidance, regarding the future renewal, upgrade and new facility requirements for the shire	Deliver/Partner	In Progress	100%	75%	The Shire Wide Skate Park Master Plan was presented at a Councillor briefing on 6 June 2023 to be considered for release for consultation and endorsement at future Scheduled Council Meetings later in 2023. At the conclusion of the public consultation processes, a further report will be presented to Council in the second half of 2023 seeking approval of the Strategy.	Manager Open Space and Recreation	30 June 2023
Progress the concept design works for the Woodend Community Centre redevelopment, funded by Council and RDV, via the Investment Fast Track Fund commitment from 2021/22	Deliver/Partner	Completed	100%	100%	Project was completed and documents adopted at September 2022 Council meeting.	Manager Economic Development and Visitor Economy	30 September 2022
Deliver the Barkly Square playing surface upgrade	Deliver	In Progress	100%	75%	Due to delays resulting from weather conditions in Spring, the new turf is scheduled for late October/early November with community use expected to be available during the first quarter of the 2024 calendar year.	Manager Open Space and Recreation	30 June 2023
Continue planning for Gisborne Skate Park upgrade	Facilitate	Delayed	100%	50%	The Shire Wide Skate and BMX Strategy will influence the upgrade of the Gisborne Skate Park, therefore this project is on hold until the strategy is endorsed later in 2023.	Manager Open Space and Recreation	30 June 2023

Target community needs through development programs and grants							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Engage and consult with the community, groups and organisations to better understand community needs and program design	Facilitate	Completed	100%	100%	Regular consultation with groups such as Neighbourhood Houses, Men's Sheds and all groups applying for funding continues to be undertaken throughout the year.	Manager Community Strengthening	30 June 2023
Promote community centres and their programs – direct some Council community grant funding to initiatives that emphasise inclusiveness	Deliver	Completed	100%	100%	Community centres and their programs have been regular promoted. Grant guidelines reward applicants that facilitate access and inclusion. CFS 22/23 awarded grants to groups that improved physical access as well as gender inclusiveness.	Manager Community Strengthening	30 June 2023
Continue Council's community grants programs (the Community Funding Scheme and the Small Projects Grants) to support community groups to deliver community, cultural and environmental projects, and enhance community places	Deliver	Completed	100%	100%	Community Funding Scheme and Small Project Grants successfully delivered. All successful projects will deliver significant community benefits across the shire.	Manager Community Strengthening	30 June 2023
Collaborate with Loddon Mallee partners and across Council to coordinate, support, engage and recognise volunteers	Deliver/Partner	Completed	100%	100%	New system 'Better Impact' implemented with ongoing support and training to our volunteers and coordinators.	Manager People, Risk and Wellbeing	30 June 2023
Promote the library programs of the Goldfields Library Corporation to engage the community	Deliver/Partner	Completed	100%	100%	This is an ongoing proactive initiative that Council continues to do to ensure the community is aware of all the libraries and services that are on offer to them.	Manager Communication and Engagement	30 June 2023
Review Council's role in supporting playgroups and toy libraries, and develop opportunities to strengthen the connections between users of early years and maternal and child health programs	Deliver	In Progress	100%	75%	The council website has been updated to include information on playgroups and toy libraries operating across the shire. Where appropriate, these services have been promoted via our Maternal and Child Health and Early Years services. Council has allocated funding from the Vic Health Local Government Partnerships fund to work with local playgroups in the 2023/24 financial year.	Manager Children, Youth & Family Services	30 June 2023
Conduct a comprehensive review of the Community Funding Scheme to ensure it is meeting the needs of the community	Deliver	Completed	100%	100%	Review of Community Funding Scheme (CFS) successfully completed resulting in new guidelines that clearly support projects that demonstrate (i) evidence of need, (ii) alignment to Council priorities, (iii) community benefit, and (iv) ability to deliver the project. The guidelines have been implemented for the 23-24 CFS.	Manager Community Strengthening	31 October 2022
Improve access to Council's grants programs by implementing and promoting the new grants administration system	Deliver/Partner	Completed	100%	100%	New Grants and Administration System (SmartyGrants) implemented for Community Funding Scheme and Small Grants Funding Program	Manager Community Strengthening	31 July 2022

Continue to deliver improved outcomes for and recognition of our First Nations People							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Advance Indigenous reconciliation through working with First Nations People on the implementation of Council's Reconciliation Action Plan	Deliver/Partner	Delayed	100%	90%	Some actions have been delayed due to staff shortages. The relevant departments are aware of the actions which have been delayed and are on track to deliver them in the next few months.	Manager Community Strengthening	30 June 2023
Celebrate and participate in National Reconciliation Week, by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander Peoples and other Australians	Deliver/Partner	Completed	100%	100%	Keynote presentation by Yoorrook Commission delivered during Reconciliation week. Three yarning circles on the three Countries were organised.	Manager Community Strengthening	30 June 2023
Implement the Aboriginal and Torres Strait Islander cultural awareness training strategy that is integrated into Council's Learning and Development Strategy	Deliver	Delayed	100%	90%	Delayed due to staff shortages. Action met at the foundation level, but there is still work to be done and it will be incorporated into a project plan for the next 6 months for a more detailed reflect/refine process.	Manager Community Strengthening	30 June 2023
Celebrate and recognise Indigenous culture at Macedon Ranges Shire Kindergartens including art work, sculptures, murals and mosaic seat	Deliver	Carry Forward	100%	75%	Kindergartens continue to celebrate and recognise Indigenous culture at Macedon Ranges Shire Kindergartens. Council is seeking quotes for Indigenous art work and expects to complete this action by April 2024. Funding for this project has been carried forward into the 2023-24 financial year.	Manager Children, Youth & Family Services	30 June 2023

Promote a more inclusive community by supporting community groups and vulnerable groups							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to support targeted initiatives for young people of diverse backgrounds that enable them to express their identities, such as raising the Rainbow Flag on International Day Against Homophobia, Biphobia, Intersexism and Transphobia	Deliver	Ongoing BAU	100%	100%	Youth Services continues to support young people of diverse backgrounds through delivery and involvement in a range of events such as the International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT) Flag Raising Ceremony and the Rainbow Formal.	Manager Children, Youth & Family Services	30 June 2023
Continue to demonstrate leadership in advancing gender equality, through implementation of Council's Gender Equality Action Plan, including delivery of year one actions	Deliver	Completed	100%	100%	Year one actions completed noting that a number of the action items are ongoing.	Manager People, Risk and Wellbeing	30 June 2023
Commission and promote the availability of a designated modular change room at the Gisborne Aquatic Centre, which enables Council to meet Child Safe requirements, and improve service provision and accessibility	Deliver	In Progress	100%	30%	Designs were completed in June 2023 and additional funding will be sought in the 2023/24 financial year for construction, with an expected completion date by the end of May 2024.	Manager Facilities and Operations	30 June 2023
Provide information and guidance on available external funding opportunities to support sustainability of community programs delivered by Neighbourhood Houses, and continue to advocate to the Victorian Government for increased funding	Advocate	Completed	100%	100%	Neighbourhood Houses are regularly advised of external funding opportunities. The Department of Families, Fairness and Housing has delayed its review of the Neighbourhood House Coordination program. Officers are awaiting the outcomes of the review.	Manager Community Strengthening	30 June 2023
Implement year two of Village Hubs – a project to give older people the opportunity to connect for social activities and mutual support	Deliver	Completed	100%	100%	Year two actions are completed. This year has seen an increase in patronage of activities in the Village Connect program. Year three actions will build on this momentum.	Manager Community Wellbeing	30 June 2023

Explore opportunities for affordable and social housing in the shire							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to progress an Affordable Housing Policy to guide Council's approach to housing needs	Deliver	Completed	100%	100%	An Affordable Housing Policy was endorsed at Councils scheduled meeting in June.	Manager Community Wellbeing	30 June 2023
Work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire	Advocate/Partner	Completed	100%	100%	Council has worked with Homes Victoria advocating for the need for an increase in social and affordable housing across the shire. Advocacy work will continue in the coming year.	Manager Community Wellbeing	30 June 2023
Participate in development of the Loddon Mallee Housing Revitalisation Strategy and actions relevant to the Macedon Ranges Shire	Advocate/Partner	Completed	100%	100%	The final Loddon Mallee Housing Revitalisation Strategy has been released.	Manager Strategic Planning and Environment	30 June 2023
Work with housing providers to seek Victorian Government funding to renew and, where appropriate, expand Council-owned or managed seniors' housing stock	Advocate/Partner	Completed	100%	100%	Council was successful in partnering with Wintringham to attract Big Build funding allocation to increase Council owned social housing in Lancefield.	Manager Community Wellbeing	30 June 2023

Strategic objective 2. Healthy environment, healthy people
We will contribute to positive health and wellbeing in our community by proactively supporting mental health, the prevention of violence against women, healthy lifestyles for all ages and abilities, social connection and inclusion, volunteers, community safety, and arts and culture.
We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity and enhance water catchment quality. The Macedon Ranges Shire declared a Climate Emergency in 2021.
We will take action to reduce waste in order to protect public health and the environment.

Protect the natural environment and enhance biodiversity							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to deliver the actions for the Biodiversity Strategy 2018	Deliver	Completed	100%	100%	Spotlight events completed as part of Autumn Festival. MRSC is supporting the Community Climate Offset Pilot Project with North Central Catchment Management Authority (NCCMA) to further implement biolinks. Landcare grant guidelines have been reviewed and now support and promote biolink outcomes and better reflect objectives in Biodiversity Strategy. Stanley Park Environmental Management Plans have been reviewed and Stanley Park Community Asset Committee consultation undertaken, progressing to wider community consultation.	Manager Strategic Planning and Environment	On-going
Continue the Healthy Landscapes – Practical Regenerative Agricultural Communities project	Deliver	Completed	100%	100%	Practical Regenerative Agriculture Course completed, 15 property visits and 3 revisits occurred this quarter, Horse (15 participants) and Cultural Heritage (20 participants) discussion groups held this quarter.	Manager Strategic Planning and Environment	30 June 2023
Implement priority actions outlined in the Roadside Conservation Management Plan	Deliver	Completed	100%	100%	Work to develop a software application to improve the management of roadside weeds is underway, recently progressing to field trials. The application will improve the management of roadside weeds. Roadside audits have commenced to address the threat of noxious weeds on council-managed land. Ute guide is in final draft stages and is currently undergoing review. Conservation stickers signage for use on marker poles has been designed and ready for review.	Manager Strategic Planning and Environment	30 June 2023
Protect, preserve and enhance bushland and biodiversity on Council land, through implementation of our Bushland Reserve Environmental Management Plans, and on private land, through the development of our bio link and habitat links	Deliver	Completed	100%	100%	Review of the draft Environment Management Plan (EMP) for Stanley Park, with Stanley Park Community Asset Committee has been completed and is progressing to Community consultation. Revegetation program for Hanging Rock link areas is continuing. Bushland Reserve EMP Audits are 70% complete.	Manager Strategic Planning and Environment	30 June 2023
Continue to advocate to the Victorian Government for Barrm Birrm to become a State Park due to its significant flora and fauna	Advocate	Completed	100%	100%	MRSC completed an ecological assessment of Barrm Birrm with professional ecologist, and is in the process of having a cultural heritage assessment undertaken by Wurundjeri. MRSC worked closely with Riddell's Creek Landcare to respond to issues and support community engagement.	Manager Strategic Planning and Environment	30 June 2023

Lessen the severity of climate change, through actions that enable Council and the community to reduce greenhouse gas emissions							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Develop a Climate Emergency Response Plan to be a guide for both Council and the community to address climate change	Deliver	In Progress	70%	90%	Six thematic workshops were held with Council, stakeholder and community representatives. The draft Climate Emergency Response Plan is expected to be released for consultation in 2023/2024.	Manager Strategic Planning and Environment	30 June 2023
Finalise a Zero Net Emissions Plan for Council Operations to guide our efforts in achieving zero net emissions by 2030	Facilitate/Deliver	Completed	100%	100%	Counting Down to Zero - Councils Zero Net Emissions Plan for Council Operations was adopted at the Scheduled Council Meeting of 14 December 2022.	Manager Strategic Planning and Environment	31 December 2022
Consider a suite of environmental upgrades to Council buildings to enhance energy efficiency and environmental performance	Deliver	Completed	100%	100%	Kyneton Aquatic Centre upgraded to a more efficient gas boiler. Solar installs on two leisure centres. Replaced gas hot water and cooking with electric systems at Swinburne Kinder.	Manager Strategic Planning and Environment	30 June 2023
Continue delivery of a program of community climate change action plans across the shire's townships	Deliver	Completed	100%	100%	Seven community climate change action plans now complete for all major townships in the shire. Implementation meetings underway with Macedon and Kyneton. Follow-up meetings held with Lancefield/Romsey, Gisborne and Riddells Creek.	Manager Strategic Planning and Environment	30 June 2023
Research ways for Council to support the use and uptake of electric vehicles across the shire	Facilitate/Deliver	Completed	100%	100%	Electric vehicle charging stations installed at Kyneton, Gisborne and Woodend Council Offices to support transition to electric fleet. New public charging stations installed at Kyneton, Macedon and Lancefield.	Manager Strategic Planning and Environment	30 June 2023

Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Actively promote the use of reusable nappies through the Maternal and Child Health Service	Facilitate/Deliver	Completed	100%	100%	Maternal Child and Health Service actively promote the use of reusable nappies through promotional signage and workshops.	Manager Children, Youth & Family Services	30 June 2023
Continue to resource and fund the implementation of the actions identified in the Waste and Resource Recovery Management Strategy 2021–2026	Deliver/Partner	Completed	100%	100%	Waste strategy actions have three years remaining. Key actions such as Romsey Soft Plastics trial and Glass Processing Plant are continuing in the financial year 2023/24.	Manager Engineering and Resource Recovery	30 June 2023
Decrease tonnes of waste to landfill per capita	Deliver	Completed	100%	100%	Diversion target of 74% has been achieved given the full 4-bin rollout. The tonnage reduction of general waste to landfill is 479 tonnes for the 2022/23 financial year or a reduction of general waste of 9.26 kg per person. This is a 8% decrease per capita in waste sent to landfill.	Manager Engineering and Resource Recovery	30 June 2023
Promote use of wash against waste at public events	Advocate	Completed	100%	100%	Promotion of the wash against waste trailer has been undertaken. There is also information on the web page and as part of the events booking process on Council property, organisers are made aware of the trailer's availability.	Manager Engineering and Resource Recovery	30 September 2022
Increase funding and resources to support the development of the new Waste Education Action Plan.	Deliver	Completed	100%	100%	Funding and resources received and the development of the updated Waste Education Action Plan has commenced for completion late 2023.	Manager Engineering and Resource Recovery	30 June 2023

Provide opportunities to experience open space and bushland reserves							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Work towards amending the Planning Scheme to introduce new policy and planning controls to implement the Significant Landscapes Study	Deliver	Delayed	40%	25%	Project has been placed on hold pending Minister for Planning's decision on Surf Coast, Bellarine and Bass Coast Statement of Planning Policies. The Minister's decision will inform what changes may be required to the planning scheme amendment to implement the Significant Landscape Study.	Manager Strategic Planning and Environment	30 June 2023
Update the Stanley Park Environment Management Plan and develop an infrastructure plan to determine levels of service for asset maintenance renewal.	Deliver	In Progress	100%	80%	The draft Stanley Park Environment Management Plan and community consultation will occur in the next quarter. The engagement of a consultant to undertake the Infrastructure Master Plan is underway and expected to be finalised in 2023/24. Funding for this project is expected to be carried forward from the 2022/23 budget and completed by 30 June 2024.	Manager Strategic Planning and Environment	30 June 2023
Continue implementation of recommended master plan actions at the Gisborne, Kyneton and Malmsbury Botanic Gardens.	Deliver	Completed	100%	100%	Master Plan works commenced. West entry garden design has been completed. Construction pending contractor availability with an expected cost escalation due to inflation; works to be re-tendered. Irrigation projects have been continued and reached hold points subject to further design.	Manager Open Space and Recreation	30 June 2023
Review the Draft Rural Land Use Strategy in light of community feedback received, and determine the next steps	Deliver	Completed	100%	100%	The Rural Land Use Strategy project has now been concluded. At the Scheduled Council Meeting of 14 December 2022 Council determined the following: 1. Resolves to not progress the current Rural Land Use Strategy project. 2. Notes the feedback received from the community on the draft Rural Land Use Strategy. 3. Notes the significant amount of background work, research and community feedback that has been developed and captured as part of the Rural Land Use Strategy project. 4. Notes the unresolved status of both the State Government's Planning for Melbourne's Green Wedge and Strategic Agricultural Land project, and bushfire considerations as a result of protecting and enhancing vegetation. 5. Notes that any future related work would be progressed as a new project and subject to Council approval as part of any future Council Plan and/or budget process. 6. Notifies all submitters and subscribers to the Rural Land Use Strategy project of Council's decision.	Manager Strategic Planning and Environment	30 June 2023
Provide opportunities for the community to experience open space and bushland reserves	Deliver	Completed	100%	100%	Seasonal environment event calendar and biodiversity monitoring program enabling multiple opportunities for community to get involved in and connect with nature.	Manager Strategic Planning and Environment	30 June 2023
Develop the Woodend Racecourse Reserve Master Plan to assist future development opportunities of the reserve and surrounds	Deliver	In Progress	100%	50%	Draft Master Plan complete and awaiting presentation to council in Quarter one of the 23/24 financial year before going out for community consultation. The Macedon Ranges Community Equestrian Facilities Plan (MRCEFP) needs to be finalised prior to the Woodend Racecourse Reserve Master Plan being presented to Council or the Community. The MRCEFP will assist in informing on equestrian facilities across the Municipality including Woodend.	Manager Open Space and Recreation	30 June 2023

Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue priority waterway restoration works that implement adopted waterway environmental plans, which includes completing the master plan of the Woodend Five Mile Creek, and continued delivery of implementation of the Romsey Five Mile Creek Master Plan	Deliver	In Progress	100%	100%	Weed control and revegetation of 2358 native plants across multiple waterway reserves. Obtained funding from RRV for restoration project on Bunjil Creek, Gisborne. Completed the Woodend Five Mile Creek Master Plan. Supported Melbourne Water capital works projects on Jacksons Creek, Gisborne and Romsey Five Mile Creek	Manager Strategic Planning and Environment	30 June 2023
Continue the water conservation works program	Deliver	Completed	100%	100%	Weed control and revegetation of 2358 native plants across multiple waterway reserves.	Manager Strategic Planning and Environment	30 June 2023

Maintain systems, capacity and capability to manage, respond to and lead recovery after emergency events							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Monitor and mitigate key emergency risks	Deliver	Completed	100%	100%	Municipal Emergency Management Planning Committees (MEMPC) (Inc. Fire) continue to identify and evaluate risk and treatments for local hazards. Works are ongoing on the Critical Roads for Managing Fire Plan for risk mitigation of townships and access/egress roads. The Property Inspection program and roadside slashing works achieved risk reduction including the storm clean up coordinated by Council with Disaster Recovery Australia. Council participated in the Community Emergency Risk Assessment (CERA) reviewing bush/grassfire risk, collaborating with key Emergency Management stakeholders on multiagency risk mitigation commitments.	Manager Community Strengthening	30 June 2023
Leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events	Facilitate/Partner	Completed	100%	100%	Council have partnered with CFA for fuel reduction and fire mitigation works and preparedness on fire danger days through our Municipal Emergency Management Officers (MEMO), Municipal Recovery Managers (MRM) and depot arrangements. The Municipal Emergency Management Planning Committees (MEMPC) continue to foster relationships with excellent attendance in the March and June 2023 meetings. Coordinator Emergency Management (EM) at Council is now the deputy Chair of the State Municipal Emergency Management Enhancement Group (MEMEG), steering the agenda including featuring Macedon Ranges Kettlewells project presentation to state-wide stakeholders. Council led storm and flood recovery programs have included community meetings, advocacy and coordination of multi-agency connections with impacted areas including Melbourne Water in Darraweit Guim. Council officers attended the June Local Government Fire Management Forum, connecting and receiving presentations from multiple agencies. Multiple actions have been determined from the forum and new and strengthened connections with the sector. Coordinator EM is now the Deputy Chair of MAV State MEMEG and participated in the working group for the Local Government Fire Management Forum. The Disaster Recovery Funding Arrangements (DRFA) State Peer Network, started by MRSC as a platform for local councils to work together with DRFA claims, is now a MAV led group to continue state level engagement and education.	Manager Community Strengthening	30 June 2023
Contribute to Municipal Emergency Management Planning	Facilitate/Partner	Completed	100%	100%	The Municipal Emergency Management Planning Committee (MEMPC) continues to lead multi-agency and Council wide municipal fire management planning following June meeting and the endorsement of the multi-agency critical roads project that will ensure strategic access for communities impacted by fire. The MEMPC also endorsed the fully revised Municipal Storm and Flood Emergency Management Plan June 2023 which includes updated data and preparedness including an extensive sandbagging plan (lesson of Oct 2022 floods).	Manager Community Strengthening	30 June 2023
Learn from emergency management responses to improve future responses	Partner	Completed	100%	100%	Multiple Lessons Learnt sessions with staff were held for the storm 2019 and flood 2022 events with recommendations for improvement supported by executive and implemented by staff including additional training and systems improvement between Pathways/BAU system and CrisisWorks/EM system. Municipal Fire Prevention Officers (MFPO's) met with fire agencies for a post season review. The outcome of this review also feeds into the fire management planning for future seasons.	Manager Community Strengthening	30 June 2023
Continue to participate in the Municipal Association of Victoria Emergency Management Advisory Committee	Partner	Completed	100%	100%	Macedon Ranges representation has been present at each Municipal Association of Victoria (MAV) Emergency Management Advisory Committee. The Committee was in place for the calendar year 2022, with 21 October 2022 being the last meeting of the year. MAV Advisory Committees announced that they will be re-formed as of July 2023, officers are awaiting confirmation of committee and 2023/24 meeting dates.	Director Community	30 June 2023
Identify nominated potential relief centres/community support locations in each town, and implement a process for the annual review of the planning, readiness and resilience of these locations, and any emergency supplies deployed at these locations	Deliver	Completed	100%	100%	An audit of relief centres was conducted. Sites are identified and were reviewed 2023/24 Summer. Emergency Relief Centre (ERC) stock has been replenished.	Manager Community Strengthening	30 June 2023
Upgrade three Relief and Recovery Centres that are currently grid-connected to be able to operate off-grid during times of an emergency.	Deliver	In Progress	100%	75%	Works have been completed on both the Romsey and Macedon sites. Onsite training will be conducted by the contractor for all relevant staff that have responsibility for the units, week commencing 10 July 2023. The third site, proposed to be Riddells Creek, will be looked at in the next financial year.	Manager Community Strengthening	30 June 2023

Encourage active and healthy lifestyles for people of all ages and abilities							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Optimise accessibility and usage of open space and facilities, through a program of development and renewals for open space, playgrounds and sporting infrastructure	Deliver	Completed	100%	100%	The following projects are complete: - Gisborne Fields Barbeque and shelter and supporting infrastructure, - Behind goal safety netting at Kyneton Showgrounds and Lancefield Park, - Ash Wednesday Park playground upgrade and pathways - Romsey Oval drainage Woodend Golf Clubhouse redevelopment has commenced.	Manager Open Space and Recreation	30 June 2023
Work in partnership with health, education and community organisations, including sporting clubs and community groups, to enhance opportunities for improved health, and participation in passive and active recreation	Partner	Completed	100%	100%	Council continued to work in partnership with health organisations, sporting clubs and community groups for improved health outcomes and increased participation in passive and active recreation. Specific action included healthy eating promotion and working with sporting clubs to assist in their development and increasing programs to drive participation in sport including participants with disabilities and improving inclusivity.	Manager Open Space and Recreation	30 June 2023
Continue to deliver the actions for the Municipal Public Health and Wellbeing Plan 2021–2025	Deliver	Completed	100%	100%	Year 2 actions have been delivered.	Manager Community Wellbeing	30 June 2023
Continue to deliver the actions for the Disability Action Plan 2021–2025	Deliver	Completed	100%	100%	Year 2 actions have been delivered.	Manager Community Wellbeing	30 June 2023
Continue to deliver the actions for Elevate – Council's Youth Strategy 2018–2028	Deliver	Completed	100%	100%	Council continues to deliver the actions for 'Elevate – Council's Youth Strategy 2018-2028'.	Manager Children, Youth & Family Services	30 June 2023
Continue to deliver the actions for Participate – Council's Positive Ageing Plan 2020– 2025	Deliver	Completed	100%	100%	Year 2 Actions have been delivered. New actions created for the coming year that align with consultation results that occurred in 22/23	Manager Community Wellbeing	30 June 2023

Engage families to promote the importance of early childhood education and health							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to partner with the Department of Education and Training to support current education reforms, such as the rollout of three-year-old kindergarten in the Macedon Ranges Shire and School Readiness Funding	Facilitate/Partner	Completed	100%	100%	Council continues to work closely with the Department of Education and Training to support the current reforms. Work to deliver a three room kindergarten (and Maternal and Child Health service) in Lancefield is progressing.	Manager Children, Youth & Family Services	30 June 2023
Continue to provide and support access to quality kindergarten programs across the Shire	Deliver	Completed	100%	100%	Council continues to provide and support access to quality kindergarten program across the Shire.	Manager Children, Youth & Family Services	30 June 2023
Improve social connection for children and families with barriers to social engagement	Facilitate	Completed	100%	100%	Council continues to explore opportunities for enhanced pathways from kindergarten to primary school via the school transition project.	Manager Children, Youth & Family Services	30 June 2023
Continue to deliver actions for Council's Early Years Plan – CREATE	Deliver	Completed	100%	100%	Council continues to deliver the actions for 'Early Years Plan – CREATE'	Manager Children, Youth & Family Services	30 June 2023
Continue to strengthen municipal planning of early years services	Facilitate/Partner	Completed	100%	100%	Municipal planning of Early Years Services continues via the actions set out in 'Early Years Plan - CREATE' and work with the Department of Education and Training.	Manager Children, Youth & Family Services	30 June 2023
Explore feasibility of Macedon Ranges Shire becoming a Child Friendly community	Facilitate/Deliver	Carry Forward	100%	60%	Council continues to work to strengthen child safety, consultation and engagement across the Shire. Child and youth consultation and engagement guidelines are expected to be completed by March 2024, which will support Council to progress Child Friendly Community endorsement.	Manager Children, Youth & Family Services	30 June 2023
Continue to deliver maternal and child health, and early childhood services and programs, including immunisation, breast feeding support, sleep settling and supported playgroups	Deliver	Completed	100%	100%	Council continues to deliver these services and programs.	Manager Children, Youth & Family Services	30 June 2023

Support our community to ensure better access and connection for facilities and services							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to monitor the implication of aged care reforms on Council's role in supporting older people in our community	Deliver/Advocate	Completed	100%	100%	Council has transitioned out of the Commonwealth Home Support Program and has monitored the transition to ensure that all impacted clients continue to receive the supports and services they require. Council has consulted with the community and will now continue to support older people in an advocacy and community engagement capacity. Although Council will not provide direct services to older people, we will continue through the Regional Assessment Service to assess the impact that further reform will have on our community.	Manager Community Wellbeing	30 June 2023

Assist to improve mental wellbeing within the community							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to increase community awareness and resilience in relation to mental health, through initiatives such as Live4Life	Facilitate	Completed	100%	100%	Youth Services continues to increase community awareness and resilience in relation to mental health through the coordination of the Macedon Ranges Youth Mental Health Advocacy Group, Chairing the Macedon Ranges School Wellbeing Network Meetings and delivering initiatives such as Live4Life.	Manager Children, Youth & Family Services	30 June 2023
Support and promote mental health by continued training of mental health first aid sessions through Live4Life	Facilitate/Deliver	Completed	100%	100%	Youth Services continues to offer Youth Mental Health First Aid to adults and Teen Mental Health First Aid to secondary students in the shire through the Life4Life Program.	Manager Children, Youth & Family Services	30 June 2023
Continue to work with the Commonwealth and Victorian Governments to advocate for the establishment of a youth mental health service in the Macedon Ranges Shire	Advocate/Partner	Completed	100%	100%	Youth Services has collaborated with Sunbury and Cobaw Community Health and Macedon Ranges Health in advocating to the relevant Primary Health Networks to increase funding for youth mental health services in the shire. In addition, funding has been sought for additional youth mental health outreach services at a local level via the Bendigo (community) Bank Network.	Manager Children, Youth & Family Services	30 June 2023
Continue to support Phase 2 of Sunbury and Cobaw Community Health's Human Code Project, through the Healthy Masculinities Partnership Grant	Partner	Completed	100%	100%	This project is complete. Cut the Silence was the final project as part of the #humancode project.	Manager Children, Youth & Family Services	30 September 2022
Continue delivering Live4Life in secondary schools and the wider community across the shire	Partner/Deliver	Completed	100%	100%	Youth Services continues to deliver Live4Life in secondary schools and the wider community across the shire.	Manager Children, Youth & Family Services	30 June 2023
Develop and deliver a primary school-based mental health and wellbeing model for grade 5 and 6 students across our shire for trial in Terms 3 and 4 2022 with full implementation to occur in 2023 school year	Deliver	Carry Forward	100%	80%	Youth Services has commenced trialling a primary school-based mental health and wellbeing program (Branch Out) at Woodend Primary School and Kyneton Primary School. The Branch Out Program pilot is fully funded and expected to conclude at the end of the 2023 school year.	Manager Children, Youth & Family Services	30 June 2023

Strategic objective 3. Business and tourism

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

Encourage economic vitality (including tourism, agribusiness, buy local and local employment options)							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Implement key actions contained in Year 1 and 2 of Council's Economic Development Strategy 2021–2031	Implement/Facilitate	In Progress	100%	95%	Most Year 1 and 2 Economic Development Strategy actions were satisfactorily completed in the context of a significant COVID -19 Business Recovery program being delivered simultaneously. A detailed report will be presented to Council in the 2023-2024 year.	Manager Economic Development and Visitor Economy	30 June 2023
Progress the Events Strategy 2021–2025, including ongoing development and delivery of the Autumn Festival	Deliver	Completed	100%	100%	The Autumn Festival was successfully delivered in April, with over 60 community groups, businesses, and artists coming together to host 50 fantastic events across all of our towns and villages.	Manager Economic Development and Visitor Economy	30 June 2023
Continue delivering actions from the Arts and Culture Strategy 2018–2028	Deliver	Ongoing BAU	100%	100%	Numerous actions from the Arts and Culture Strategy have successfully been delivered. In FY 22/23 Kyneton Town Hall hosted almost 40 separate events, including 12 hires by professional tour companies, bringing quality artists and performers such as Kitty Flanagan, Jimeoin, Lior, Alexander McCall Smith and Hannah Gadesby. Local music was promoted through the development of a new searchable, online database - http://www.macedonrangeshalls.com.au/bands/ - and the Live and Local project was developed and funding secured for delivery in April 2024. Kyneton Museum remained closed, with the completion of roofing renovation work and maintenance of internal spaces being complete in mid-June. Planning and preparation has been underway for the next exhibition and reopening on 14 July 2023.	Manager Community Strengthening	30 June 2023
Identify and support initiatives that involve participatory arts practices	Deliver	Ongoing BAU	100%	100%	Creative Kids (formerly KTH Kids - Arts and Culture activities for school holidays) was successfully delivered. There were 3 different performances and 2 workshops presented that were very well attended and enjoyed by all. Real Pigeons (presented in partnership with The Wheeler Centre) on Saturday 24 June sold 209 tickets. Whalebone and its associated workshop The Wacky Lolly Shooting Machine sold 79 tickets in total, and The Alphabet of Awesome Science performance and workshop sold 327 tickets between them. Arts and Culture also partnering with local music producer, Shaun Evans to host The Orkestra Llektriq presents THE BEAT at Kyneton Town Hall on Friday 19 May. The show provided an opportunity for 15-20 aspiring community and student musicians to join a professional big sound, modern, technologically inspired augmented Orchestra featuring Strings, Harp, Brass, Woodwinds, Guitar, Bass, Keyboards, Drums, Percussion, Vocals and our Electronic Artist. Originally booked into the Kyneton Mechanics Institute, the strong community connection and development opportunities inherent in the show made it an excellent candidate to be transferred to Kyneton Town Hall without incurring any additional costs on the community group.	Manager Community Strengthening	30 June 2023
Support the development of local festivals, events and cultural activities across the shire	Partner/Deliver	Completed	100%	100%	Ongoing support for event delivery through the Events and Festivals fund. Visitor Economy team are providing assistance and raising awareness including planning for the introduction of event drop-in sessions for event organisers to meet with Council officers.	Manager Economic Development and Visitor Economy	30 June 2023
Continue to support the community and businesses to create their own festive season decorations	Partner	In Progress	100%	75%	Council Officers provided guidance on the process and timelines to community and business groups enabling them to plan for the installation of their festive season decorations later in the year, in towns across the shire. Support will continue until December 2023.	Manager Economic Development and Visitor Economy	30 June 2023
Increase funding to improve signage/ way finding within our town business centres	Deliver	In Progress	100%	25%	Engagement with State Government agencies has taken place to discuss funding for replacement Tourism directional signage on highway and main road entry points to the Shire. Unfortunately no funding has been made available to date. Councils seed funding has been included in the 2023-24 budget.	Manager Economic Development and Visitor Economy	30 June 2023

Support local industry sectors that align with our Community Vision and strategies							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to support local business and tourism associations (BATAs) and industry-sector peak bodies, and look to have geographic and industry-sector coverage	Partner	Completed	100%	100%	Council Officers hosted and provided secretariat support for the quarterly BATA and industry group meeting, enabling information and ideas sharing, cross pollination and networking. In addition a very successful and well attended Capability Building Program (CBP) was completed in April. The meetings and CBP were made available to groups and individuals from all main towns.	Manager Economic Development and Visitor Economy	30 June 2023
Continue to increase the engagement of the business community with the Macedon Ranges Shire Council Business Awards	Deliver	Completed	100%	100%	To compliment the 2022 Business Excellence Awards program, the inaugural 2023 Community Choice Awards were delivered. The Community Choice Awards attracted 78 nominations with the five category winners being presented their awards by the Mayor and sponsors at their business premises in June. They were also promoted widely via print and social media platforms.	Manager Economic Development and Visitor Economy	30 June 2023
Promote local purchasing and the circular economy by implementing Stage 3 of the Go Local First campaign	Deliver	Planning	100%	60%	As part of the COVID-19 Business Recovery Program, Go Local First collateral continued to be displayed. This included a pull up banner for business events and workshops and corflute signage across the main townships. Final elements of this program will be completed in the first quarter of 2023-24.	Manager Economic Development and Visitor Economy	30 June 2023
Attract investment in the region by actively supporting the creation of an Invest Loddon- Mallee website	Advocate	Completed	100%	100%	Officers were involved in the Project Reference Group for the Invest Loddon Mallee website and provided Macedon Ranges content. Following review and several changes of the first iteration the website went live on 6 July 2022.	Manager Economic Development and Visitor Economy	30 June 2023

Support small business and the local economy							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Consolidate delivery obligations under the Small Business Friendly Charter: <ul style="list-style-type: none"> o Deliver 14-day payments to local suppliers o Engage with businesses o Streamline business applications o Help set up and support local business networks 	Deliver	Ongoing BAU	100%	75%	Payments to local suppliers are processed within the 14 day period. Engagement with local businesses potentially impacted by capital works projects included an explanatory letter drop prior to project start, enabling concerns to be raised and solutions discussed. In addition traffic management plans take into consideration pedestrian and cyclist access, alternative car parking options and clear signage. Good progress was made in developing an online application option for planning permits, implementation is expected in the first half of the 2023-24 period. Local business networks were well supported via the Capability Building Program and final quarter hosted meeting.	Manager Economic Development and Visitor Economy	30 June 2023
Support the local economy by encouraging procurement to be undertaken locally	Advocate	Completed	100%	100%	A procurement and tendering information session delivered in May was well supported and received good feedback from the businesses in attendance. Planning for a second session in July, with an additional focus on Commonwealth Games 2026 opportunities, got underway.	Manager Economic Development and Visitor Economy	30 June 2023

Engage with emerging technology solutions and initiatives to increase the liveability of the shire							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Advocate for improved telecommunications infrastructure, with a focus on blackspots	Advocate	Completed	100%	100%	Very good progress was evident with upgrades at both Mt Macedon and the Mineral Springs tower in Kyneton North, plans for small cell 5G infrastructure and an additional base station within Kyneton and scoping of potential sites for a base station at Tylden. In addition formal support for a new facility to service the Bullengarook community was provided.	Manager Economic Development and Visitor Economy	30 June 2023
Actively participate in government reviews and initiatives to increase provision of service and awareness of issues	Advocate/Partner	Completed	100%	100%	Input from an economic development/business impact perspective was provided to the Parliamentary Enquiry into Victoria's Major Flood Event (October 2022).	Manager Economic Development and Visitor Economy	30 June 2023
Investigate provision of Wi-Fi in each of the towns in the shire to increase telecommunications connectivity – advocate for funding for delivery of this project	Advocate	Planning	100%	5%	This project remains unfunded. Development of a Digital Plan with assistance from Telecommunications providers will be undertaken in the first half of 2023-24 that will assist with advocacy and funding attraction actions.	Manager Economic Development and Visitor Economy	30 June 2023

Strategic objective 4. Deliver strong and reliable government

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

Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Develop and implement a new Risk Strategy and Strategic Risk Register	Deliver	Completed	100%	100%	Risk management framework, policy and procedures including Strategic Risk Register completed	Manager People, Risk and Wellbeing	31 March 2023
Regularly review and update long-term financial and infrastructure planning to guide our budget decisions, to ensure they are responsible and sustainable	Deliver	Completed	100%	100%	During the budget process, the long term plan underwent a comprehensive review. This involved a thorough review and update of the assumptions used in the plan. Additionally, the schedule of Capital Works was reviewed, and it was ensured that the plan incorporated the projects prioritised by the Councillors. Assumptions regarding grants and borrowings necessary to accomplish the delivery of major priority projects were also taken into account.	Manager Finance and Reporting	28 February 2023
Deliver a new project management framework and software for delivery of capital work projects	Deliver	Completed	100%	100%	The project management framework and Project Lifecycle Module are complete and went live on 4 July 2022.	Manager Assets and Project Management Office	31 July 2022
Meet financial reporting requirements, in line with the Local Government Victoria framework	Deliver	Completed	100%	100%	All reporting requirements have been met in line with the Local Government Victoria Planning and Reporting Framework.	Manager Finance and Reporting	30 June 2023

Enhance strategy, policy and plan development, and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Conduct the 2022 Employee Survey and develop an action plan responding to key survey findings	Deliver	Completed	100%	100%	Completed, survey results were shared with all employees November 2022 with individual departments engaging with their teams to identify specific team action plans	Manager People, Risk and Wellbeing	30 June 2023
Provide appropriate training and development of staff to ensure continuous improvement and access to the required skills	Deliver	Completed	100%	100%	Our Learning and Development team have developed an annual corporate training calendar aimed at both compulsory and development sessions	Manager People, Risk and Wellbeing	30 June 2023
Negotiate a new Enterprise Agreement	Deliver	Completed	100%	100%	New Enterprise Agreement was approved by Fair Work and effective 21 June 2023	Manager People, Risk and Wellbeing	31 January 2023
Review Local Law 10, which provides the procedures for the administration of all Council's Local Laws	Deliver	In Progress	100%	90%	Community Engagement process completed, feedback assessed and version 4 of the draft Community Local Law prepared for a Councillor Briefing in July 2023. Project on target for completion in Q1 2023/24	Manager Safer Communities	30 June 2023
Review Council's current software providers to determine if an enterprise solution is available to meet Council's needs	Deliver	Completed	100%	100%	As part of the Information Services Digital Strategy the following key projects have been completed in line with the work plan: TechnologyOne SaaS implementation completed, Pathway upgrade completed and Key network links upgraded.	Manager Information Services	30 June 2023

Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Actively participate in community and government networks and regional alliances	Partner/Facilitate	Completed	100%	100%	Various officers of Council participate in the following community and government networks and regional alliances in the 2023-24 year: Loddon Campaspe Council meetings, Loddon Campaspe Regional Partnership Forum meetings, MAV Technology (Sector wide IT group), Loddon Mallee Regional Procurement Network, Loddon Campaspe Transport Working Group, MAV Emergency Management Board Advisory Committee, Goldfields Library Corporation, Regional Directors Meeting, Macedon Ranges Safety Committee, Municipal Emergency Management Committee, Start-up Central Vic, Invest Loddon Mallee, Bendigo City and Region of Gastronomy, Regional Employment and Innovation Corridor, Victorian Tourism Industry Council, Macedon Ranges Accommodation Association, Daylesford Macedon Tourism, Macedon Ranges Vignerons Association, Tourism Macedon Ranges , Macedon Ranges BATA group Network, Romsey BATA, Woodend Traders, Kyneton Business Network, Loddon Mallee Regional Relief, Central Ranges Local Learning and Employment Network, Start-up Central Vic, Central Victorian Goldfields World Heritage Project, Environmental Health Professionals Australia – Loddon Mallee Region, Calder Highway Improvement Committee (CHIC),Macedon Ranges Heritage Council, Central Victorian Greenhouse Alliance, Healthy Coliban Catchment, North Central Catchment, Management Authority Catchment Partners, Macedon Ranges Sustainability Group, Loddon Mallee, Environment Officers Network, Greening the West Steering Group, Maribyrnong Rural Land Officer Network and Recovery Plan Review group.	Manager Finance and Reporting	30 June 2023
Actively meet local members and key decision makers to influence positive outcomes for the Macedon Ranges community	Partner/Facilitate	Completed	100%	100%	Senior Officers and Councillors take the opportunity to meet both local state and federal members where possible. Additionally, the Mayor and CEO make it a priority to attend the annual National General Assembly (NGA) of Local Government conference organised by the Australian Local Government Association in Canberra, where they have the chance to meet with federal members.	Manager Finance and Reporting	30 June 2023

Enhance customer experience through the transformation of our services, to ensure they are easy to access and provide user-friendly experiences							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Implement actions from the review of the Customer Request System, with the aim of improving our customer service and response times for ratepayers	Deliver	Completed	100%	100%	Improvements to customer service and response times to ratepayers is continuing with Corporate Induction sessions being held focussing on 'our service standards' in line with the adoption of the new Customer Service Charter. The customer request management system review is ongoing to ensure officers are updated in the system.	Manager Information Services	30 June 2023
Continue to develop and implement the Community Engagement Framework	Deliver	Completed	100%	100%	The community engagement framework is in use and a community engagement platform is being explored to further extend our capability to engage with the community and a decision on this is due by the end of Q1 2023/2024.	Manager Communication and Engagement	30 June 2023
Review the organisation's Customer Charter to further enhance our service excellence to the community	Deliver	Completed	100%	100%	The Customer Service Charter has been reviewed and redeveloped. It was open for community consultation during February 2023. It will be scheduled to appear at the April Council meeting.	Manager Community Strengthening	31 December 2022
Improve our digital platforms, ensuring they are fully accessible for all residents and ratepayers	Deliver	Completed	100%	100%	As part of the Information Services Digital Strategy the following key projects have been completed in line with the work plan: Implemented the Pathway online Planning Commenced a review of all of Council's online forms Reviewing other opportunities to improve digital services.	Manager Information Services	30 June 2023

Support transparent and evidence-based decision making, through sharing Council data and clear							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Ensure compliance with legislative external reporting and disclosure obligations, and ensure internal reporting frameworks are delivered to demonstrate transparency to the community	Deliver	Completed	100%	100%	Quarterly reports were presented to Council in accordance with section 97(1) of the Local Government Act 2020. Listed are the dates of each Council meeting that each quarterly reported was adopted. Quarter Report 1. June 2022 - 24/08/2022, Quarter Report 2. September 2022 - 23/11/2022, Quarter Report 3. December 2022 - 22/02/2023, Quarter Report 4. March 2023 - 24/05/2023.	Manager Finance and Reporting	30 June 2023

Reporting on our measures of success to the community							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Strengthen community engagement practices and relationships, with the development and implementation of Community Engagement Guidelines	Deliver	In Progress	100%	75%	On track to have the community engagement guidelines finalised and rolled out for staff by the end of 2023. Benchmarking across other Councils has helped inform the development of the guidelines. The Communications team is also researching best practice engagement platforms which would complement the guidelines and strengthen engagement across Council.	Manager Communication and Engagement	30 June 2023
Report on the delivery of Year 2 actions of the Council Plan	Deliver	Completed	100%	100%	Report was presented by the Mayor at the 26 October 2022 Council meeting. The Annual Report has been published on Council's website.	Manager Finance and Reporting	31 December 2022

SECTION 4

Customer Service

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

Customer service standards

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

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

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

Standard of responsiveness for the quarter

Table 1: Customer Request Status (Responsiveness) Q4, 2022/2023

Customer Request Status (Responsiveness)														
1 April 2023 to 30 June 2023	Total requests received		Response not requested		Not configured		Responded, On- time		Responded, Overdue		Not yet Responded, Not yet Due		Not yet responded, Overdue	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
TOTAL	6684	100	2954	44.20	70	1.04	3160	47.28	246	3.68	138	2.06	116	1.74

"Not configured" (1.04%) refers to requests that have not been configured in the workflow in the request system. *i.e. Does the customer want to be contacted / response from the actioning officer?*

There has been an overall decrease in requests from quarter 3 to quarter 4. The Planning department received 883 requests during quarter 4 as opposed to 1025 for the previous quarter. The Building department received 161 requests in quarter 4, a decrease of 91 requests from quarter 3. A total of 248 parking requests were received during quarter 4 as opposed to 87 requests in quarter 3. The increase in parking requests can be partly attributed to the Autumn Leaves festival in the Macedon Ranges.

Table 2: Customer Request Status (Completion) Q4, 2022/2023

Customer Request Status (Completion)														
1 April 2023 to 30 June 2023	Total requests received		<10 days		10 to 15 days		11 to 20 days		21 to 30 days		31 to 60 days		Not complete	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
TOTAL	6684	100	4323	64.68	469	7.02	260	3.89	162	2.42	152	2.27	1318	19.72

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

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

Table 3: Calls Received, Answered and Abandoned Q4, 2022/2023

Calls Received, Answered and Abandoned						
1 April 2023 to 30 June 2023	Total Calls Received		Total Calls Answered		Total Calls Customer Abandoned	
PHONE QUEUES						
Customer Service Team	13464	77.55%	12015	89.24%	1449	10.76%
Other Departments	3898	22.45%	3466	88.92%	432	11.08%
TOTAL	17362	100%	15481	89%	1881	11%

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

The average customer ring wait time for the call to be answered by the Customer Service Team was 39 seconds. The decrease in the average customer ring wait time for the call to be answered from quarter 3, (41 seconds) to quarter 4, (39 seconds) can be attributed to a decrease in calls totalling 17362 in quarter 4 compared to 18898 in quarter 3. A decrease of 1536 calls for the period. The decrease in calls and subsequent decrease in wait time correlates with the reduction in customer requests logged for quarter 4.

SECTION 5

People, Risk & Wellbeing Report

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

People and Wellbeing Update Quarter 4 2022-23

Staff overview per Directorate

Table 1: Staff numbers as of 30 June 2023

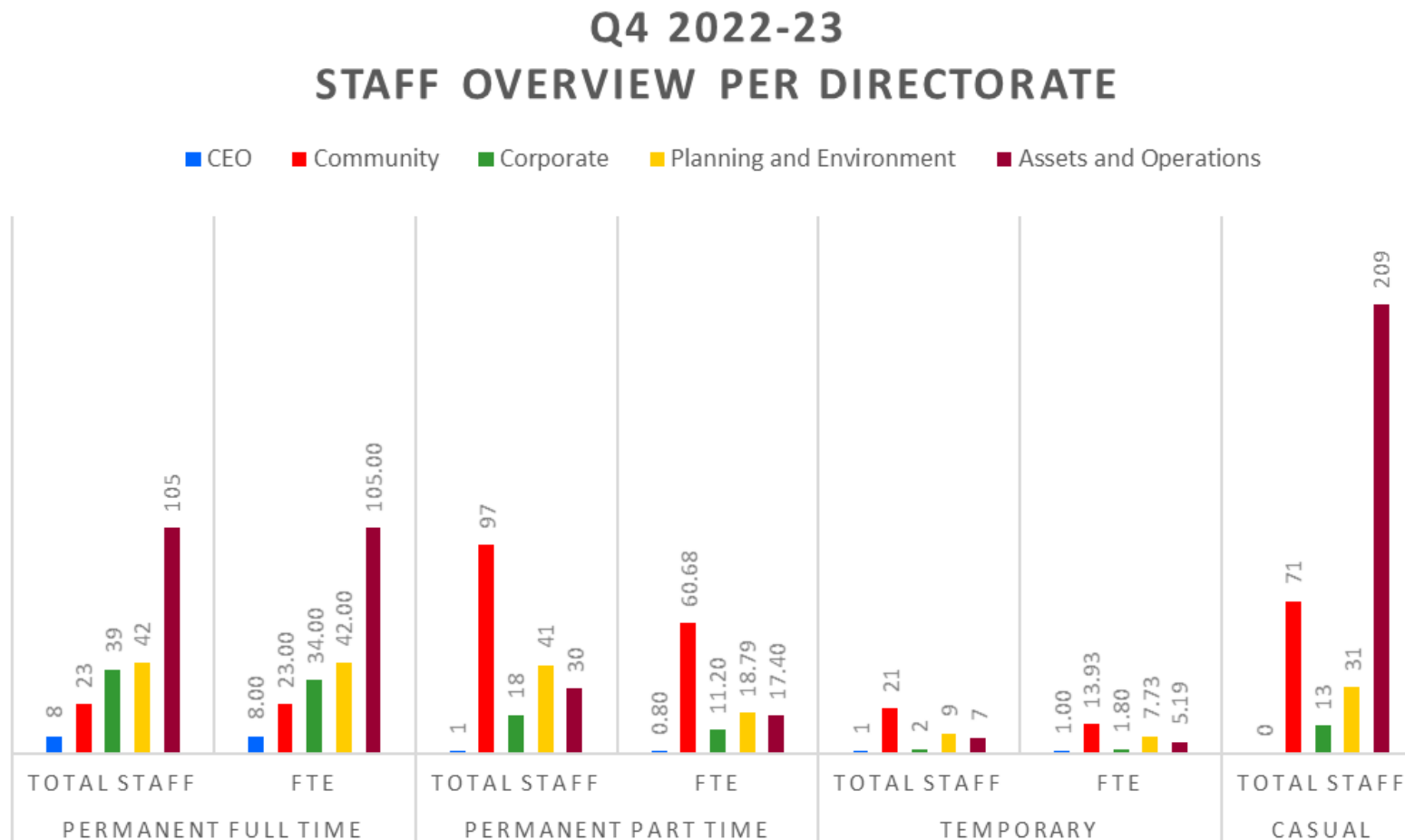


Table 2: Comparative staff turnover by quarter

Staff turnover by quarter for the 2022-23 financial year, figures do not include fixed term staff of 6 months or less or casual employees.

Financial Year	Quarter	Staff Turnover %
2022-23	Q1	5.45%
	Q2	3.52%
	Q3	4.08%
	Q4	8.25%*

** In August 2022, Council made the decision withdraw services previously funded by the CHSP from 30 June 2023. As a result of withdrawing from this service, a portion of Council's Community Wellbeing staff were offered (and accepted) redundancies. These redundancies have contributed to a significant increase in Council's staff turnover in Q4 of 2022-23. The turnover for Q4 with these redundancies excluded is 2.82%, being the lowest quarterly turnover rate for Council in recent years.*

Risk Management

Council's strategic risks (listed below) are the risks associated with achieving Council plan. Council is managing its risks in line with the Macedon Ranges Shire Council Risk Management Framework.

Table 3: Council Strategic Risks

ID	Risk name	Risk event	Residual Risk Rating	Improvement actions required
1	State of emergency	Risk of damage to environment and assets and injury to people.	Very High	13
2	Community customer service expectations	Risk of inability to deliver services and managing expectations on service delivery	High	10
3	Staff management	Risk of inability to deliver service and/or severe injury or death to staff.	High	19
4	Local planning scheme	Risk of planning not being maintained to manage growth and environmental change.	High	2
5	Business planning	Risk of poor business planning and decision making	High	11
6	ICT Cyber / Security and Data Protection	Risk of a breach to ICT systems and/or data	High	8
7	Financial viability	Risk of inability to provide agreed/legislated services to community.	High	17
8	Legislative compliance	Risk of significant breach in legislation.	Medium	5
9	Environmental harm	Risk of significant environmental pollution or harm related to shire activities.	Medium	15
10	Economic environment	Risk of not having a local economic environment that supports community, industry and business	Medium	3

Insurance

Council has seen a reduction in new incident notifications in Q4 with a total of 38 (Q3 68 incident notifications). Of these new incident reports, only five of these progressed into valid claims with the majority of these relating to internal claims against Council's fleet policy (under excess and over excess). One claim relates to an under excess public liability claim caused by tree roots. Two of Council fleet assets were declared a total loss and Council received two payout amounts (both incidents occurred in Q3 and settled in Q4).

Effective 1 May 2023, Macedon Ranges Shire Council engaged Echelon Claims Services to assess compensation claims on Council's behalf for all under excess claims. During this time 16 potential claimants have been referred to Echelon, with only five of these have progressed to the point of assessment. Three claims have been formally denied by Echelon on Council's behalf and two remain open. Council assets (JMAPP insured) damaged by the 13 October 2022 flood continue to progress slowly with Malmsbury Cricket club enduring a three month delay whilst waiting for a building permit. It is anticipated that works will be finalised swiftly once the permit is in hand.

Darraweit Guim tennis club has also endured delays. The tennis courts are awaiting a final clean of the playing surface. Delays have been caused by contractor availability and works have been re-scheduled for mid-July.

Repairs to the synthetic turf surface at the Woodend Bowls club are due to start July 2023. Once the synthetic surface has been lifted, the full extent of flood damage can be accurately assessed.

Preliminary works regarding the Insurance reinstatement of the Gisborne footbridges are underway.

The insurance renewal for 2023-24 has been successfully negotiated and finalised.

Table 4: Insurance Claim Notifications

Status		Property Damage					Fleet	JMAPP*	Public Liability	Total
		Drains	Contractors	Roads/ Footpaths	Trees	Council Works				
Claim Notification Closed and /or declined		1	2	10	3	4	0	0	0	20
Claim Notification open and under investigation		0	0	5	1	0	5	0	0	11
Open claims Q4		0	0	0	0	0	4	0	0	4
Paid and Closed claims for Q4 claims		0	0	0	1	1	0	0	1	3
Total reported Q4		1	2	15	5	5	9	0	1	38
Paid and settled claims lodged outside Q4		0	0	0	0	0	2	0	0	2
Claim settlement outcome	Payments	-	-	-	-\$1,928.00	-\$32.99	-\$6,850.00	\$0.00	-	-\$8,810.99
	Credits (recovery)	-	-	-	-	-	\$161,430.91	-	-	\$161,430.91
	Total	-	\$00.00	\$00.00	-\$1,928.00	-\$32.99	\$154,580.90	\$00.00	-	\$152,619.92

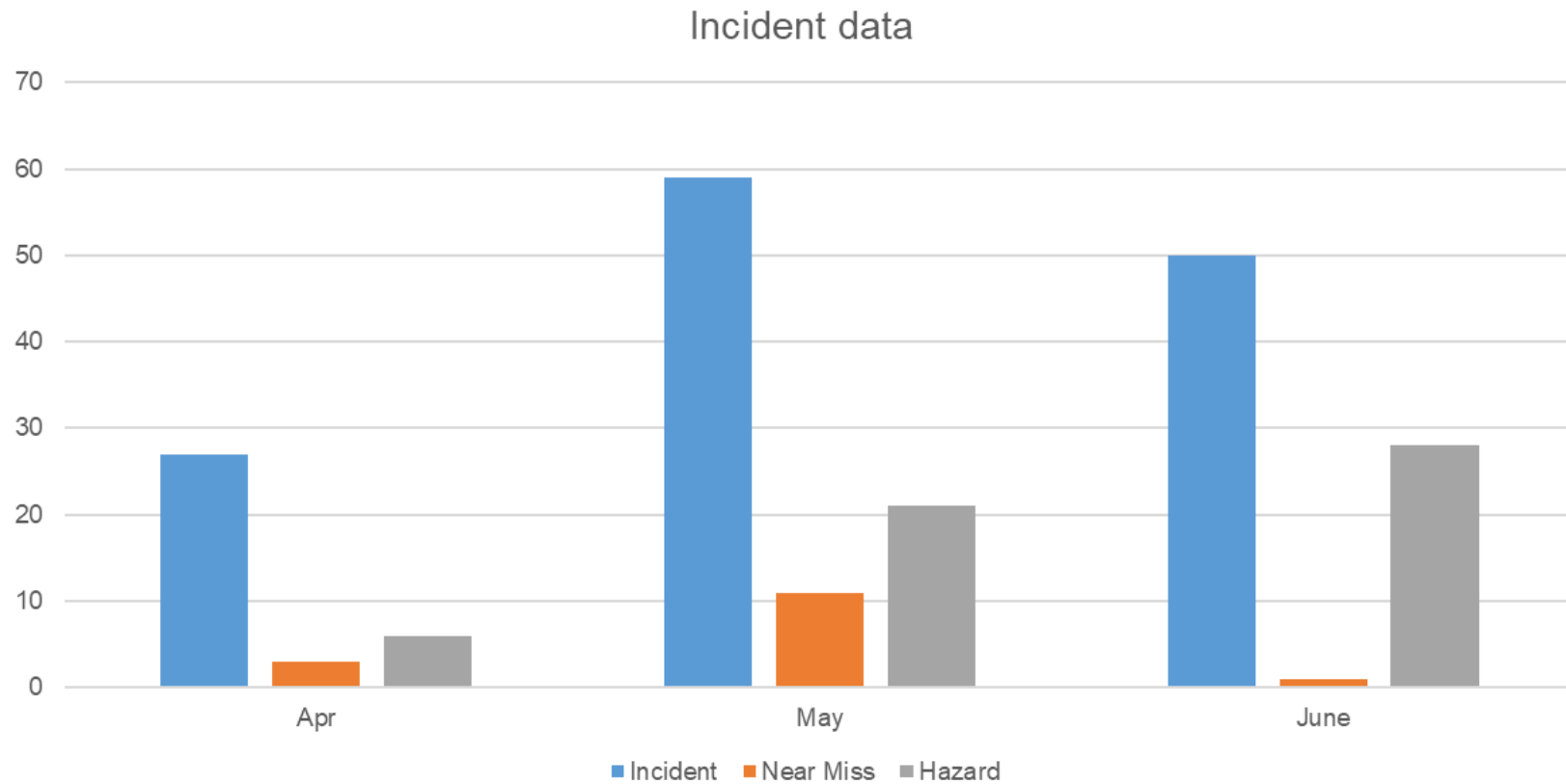
*JMAPP - JLT Municipal Asset Protection Plan

Health and Safety

In Q4, Council received 206 incident reports, which is a significant increase from the previous quarter (Q3, received 139 incident reports).

The increase in incidents reported is a positive indication of an increase in safety culture. Council's Risk and OHS unit have increased communication and education efforts to raise the importance of incident reporting across Council. The Risk and OHS unit have increased auditing which is also seeing an increase in reportable hazards.

Table 5: Type of Incident



SECTION 6

Implementation of Council Resolutions

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

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

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	28-Aug-19	Scheduled	Proposed land swap and boundary realignment at Walshes Road, Woodend That Council: 1. Proceed to commence the statutory process to exchange land in accordance with Attachment 2, by publishing a public notice proposing to undertake a minor road deviation, road declaration and land exchange; 2. In accordance with Section 223 of the Act, provides any person the opportunity to make a submission within 28 days of the day of the notice and if requested provides the opportunity to any person to be heard at a meeting to be held on 16 October 2019 at the Gisborne Administration Centre; 3. Be presented with a report at the 23 October 2019 Ordinary Council Meeting to consider the submissions and the approval of transfers; 4. On the basis that no submissions be received at (2) above: a) Approve the transfer of land under the land swap; b) Advertise a government gazettal notice to declare the realigned section of Walshes Road a government road; and c) Authorise the Chief Executive Officer to sign the necessary documentation to enable the land swap to occur. 5. Endorse the rezoning of the land described as Volume 06019 and Folio 750, Lot 1 on TP879826E, Parish of Tylden from Public Use Zone to Rural Conservation Zone; and 6. Endorse the rezoning of land at (5) above as the basis to prepare Planning Scheme Amendment C138macr a) Request Authorisation from the Minister for Planning to prepare Amendment C138macr pursuant to Section 9 of the Planning and Environment Act 1987 i. Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation ii. Upon satisfaction of any conditions of authorisation, exhibit Amendment C138macr pursuant to Section 19 of the Planning & Environment Act 1987.	Discussion underway with new property owner.	Director Corporate	In progress	85%
Planning and Environment	28-Aug-19	Scheduled	Proposed changes to flood mapping in Kyneton – Request to proceed with a Planning Scheme Amendment That Council: 1. Endorse that the amendment proceed as a local amendment to the Macedon Ranges Planning Scheme; 2. Note the findings from the community consultation and thank the community for their participation; and 3. Request authorisation from the Minister for Planning and prepare draft amendment documents for the purposes of proceeding to a formal exhibition of the amendment.	DELWP's Regional Planning Hub team has agreed to consider progressing this amendment as part of a broader implementation of similar flood studies from across the State. Process to progress DTP amendment to cover multiple flood studies has been delayed due to State's response to floods from October 2022. Awaiting further advice from DTP about likely timeframes.	Director Planning and Environment	In progress	66%
Planning and Environment	27-Nov-19	Scheduled	Dog and cat control order That Council: 1. Make the Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2) as per section 25 and 26(2) of the Domestic Animals Act 1994 with the insertion of the following amendment to Schedule 2 Designated Prohibited Areas on page 8 of the Order: "Gisborne Township 'Mount Gisborne Reserve – 198 Mount Gisborne Road, Gisborne"; 2. Give public notice of the making of the 'Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2)' by publishing it in the Government Gazette and in newspapers circulating in the municipal district of the Council in accordance with Section 26(3) of the Domestic Animals Act 1994; 3. Direct the Chief Executive Officer to commence the process with the Department of Land, Water and Planning (DELWP) to revoke and dissolve existing Government Gazetted regulations at the eight sites identified in this report, managed by Council and owned by DELWP; 4. Direct the Chief Executive Officer to commence a process with DELWP to formally appoint Council as the Committee of Management for the sections of the Campaspe River Walk in Kyneton that are currently unreserved Crown land; 5. Receive a further report at a future Council meeting on the progress of recommendations 3 and 4; 6. Refer the resourcing for the second stage implementation of the Order and for the introduction of a Council subsidised cat desexing and microchipping scheme to the 2020/21 budget process; and 7. Direct the Chief Executive Officer to review Schedule 1 and Schedule 2 of the Council Dog and Cat Order 2019 as a first year action in Council's Domestic Animal Management Plan 2022 – 2026.	1. Completed - Dog and Cat Control Order including Schedule 2 updated to include Mount Gisborne Reserve. 2. Completed -Notice published in the Government Gazette and local papers in December 2019. 3. Liaising with DEWLP - this can be a lengthy process 4. Liaising with DEWLP - this can be a lengthy process 5. Pending completion of items 3 and 4. 6. Cat desexing program was not funded in 22/23 budget, new initiative will be prepared for the 23/24 budget. 7. Domestic Animal Management Plan 2021 – 2025 adopted at the February Council meeting, which includes a 1st year action to review schedules 1 and 2 of the Dog and cat Order.	Director Planning and Environment	In progress	60%
Corporate	26-Aug-20	Scheduled	Proposal to sell 20 Jacobs Avenue, Kyneton That Council: 1. Having determined that the property at 20 Jacobs Avenue, Kyneton is considered surplus to Council requirements commence the statutory process to sell the land by: a. Advertising a notice of intention to sell 20 Jacobs Avenue, Kyneton, in accordance with section 189 of the Local Government Act 1989 ("the Act"); b. Noting that in accordance with section 223 of the Act, the public notice provides an opportunity to make a submission within 28 days of the day of the notice and if requested provides the submitter the opportunity to speak in support of their submission at a future Submitters Committee meeting; c. Notifying all neighbouring properties of the proposal and seeking submissions; and d. Considering all submissions prior to determining to proceed with the sale. 2. Note that should there be no written submissions received under Section 223 of the Act to the Chief Executive Officer will: a. Proceed to sell the property by public auction (or subsequently by private treaty should it fail to sell at auction); b. negotiate the sale of the property based on a current market valuation obtained by an independent qualified valuer; c. be authorised to sign and seal any associated documentation in relation to the sale. 3. Note that net proceeds from the sale will be allocated to the Public Open Space-West Financial Reserve.	Resolution in progress pending review of Open Space Strategy.	Director Corporate	In progress	10%

Corporate	26-Aug-20	Scheduled	CX.6 Council Support and Expenses Policy That Council: 1. Adopt the revised Council Support and Expenses Policy and publish the policy on Council's website; and 2. Undertake further work to consider options for the reimbursement of bona fide expenses incurred by members of Council's current (and future) advisory committees and community asset committees.	Item 1: Completed - Adopted Policy on Council's website. Item 2: Work In progress - Governance Team is reviewing policies from other Councils and LGI best practice advice.	Governance Team	In progress	40%
Assets and Operations	16-Dec-20	Scheduled	Notice of Motion No. 8/2020-21 – Councillor Neil That Council: 1. Undertake an audit of school bus stops to ascertain what steps are required to provide weather relief to students; which should include prioritisation of when shelters may be installed, interested parties [including schools, Public Transport Victoria (PTV) and Regional Roads Victoria (RRV)] and potential opportunities for advocacy and funding. This audit to be presented as a report at a future Council meeting; and 2. Seek a report, no later than the February Council Meeting, to install a bus bay and shelter in the vicinity of Reynolds Grove and Melbourne-Lancefield Road Service Road, Romsey. This report should include potential funding options and detail time lines to finalise design, seek relevant approvals and deliver the project before May 2021.	1. The concept of using university engineering students to complete this work will not achieve the result required. The team is creating a consultant brief to undertake a full assessment of all bus stops, both Public Transport Victoria bus stops and school bus stops. School bus coordinators will be contacted to provide information on the school bus stop locations and the number of students at each stop. This will commence in July 2023 and is anticipated to be completed in early 2024. 2. Completed	Director Assets and Operations	In progress	20%
Corporate	16-Dec-20	Scheduled	Proposal to name part of an unnamed Kyneton laneway "Turners Lane" That Council: 1. Approves the naming of the southern part of an unnamed laneway running between High Street and Market Street Kyneton - affecting land parcels Lot 1 TP318437, Lot 2 TP326174, Lot 3 PS441508 and Lot 1 TP22292 and ending at the southern boundary to Lot 2 TP584557 - as "Turners Lane". 2. Notes that, if approved, the naming will be submitted to the Registrar for Geographic Names for endorsement and gazettal. 3. Notes that officers will write to the naming applicant, surrounding property owners and those community members who responded to the public consultation process to advise them of the decision.	1. Completed 2. Completed 3. Geographic Names Victoria has responded with its advice which is to name the entirety of the lane Turner Lane, as opposed to part of the lane. The Director Asset and Operations is preparing a Council report for June 2022. Action closed as a result of advice from Registrar for Geographic Names and can no longer proceed, noting further actions are ongoing as part of the July Scheduled Council Meeting.	Governance Team	Complete	100%
Corporate	23-Jun-21	Scheduled	Notice of Motion - Financial Reserves Policy Review That Council requests the Chief Executive Officer to provide a report to a Councillor briefing prior to the end of July 2021, regarding the approved use of funds section associated with the Public Open Space reserve section of Council's Financial Reserves Policy currently under review and; 1. Brings the briefing report and a summary of any Councillor discussions on this item to the August 2021 Audit and Risk committee meeting. 2. Ensures the report includes but is not limited to: a. Clarity about how Council interprets the wording from the Subdivision Act 1988 as "land set aside in a plan or land in a planned zone or reserve under a planning scheme-for public recreation or public resort; or as parklands; or for similar purposes"; b. Whether the preparation of a master plan for future improvements of public open space can be included; c. Whether unrestricted or restricted club and sporting facilities can be funded from this reserve; and d. How passive public open space could be prioritised over facilities referred to in point c of this motion.	In progress. Policy to be reviewed pending the completion of Council's Open Space Strategy.	Director Corporate	In progress	20%
Corporate	25-Aug-21	Scheduled	Petition to rename Hutton Street, Kyneton Council received a petition with 164 signatures, formally requesting Council to consult with the traditional owner group to rename Hutton Street, Kyneton so that it acknowledges the region's indigenous history. That Council: 1. Receives and notes the petition. 2. Refers it to the Manager Legal and Corporate Governance for investigation and reporting back to Council by December 2021. 3. Notifies the petition organisers accordingly.	The Traditional Owner group was scheduled to meet on 23/2/22. Awaiting advice from group on potential names. - No further progress made	Governance Team	In progress	25%
Planning and Environment	24-Nov-21	Scheduled	Open Space Purchase *Confidential*	The land was purchased by a new owner which has delayed the purchase process while the transfer process was completed.	Director Planning and Environment	In progress	50%
Community	15-Dec-21	Scheduled	Kindergarten Strategic Direction for endorsement *Confidential*	1. Adopted 2. Pending	Director Community	In progress	20%
Assets and Operations	27-Jul-22	Scheduled	Naming of Turner Lane, Kyneton *Confidential*	CONFIDENTIAL UPDATE Resolution 1: Complete Resolution 2: On Hold, pending discussions Resolution 3: On Hold Resolution 4: On Hold	Director Assets and Operations	In progress	25%

Community	27-Jul-22	Scheduled	Kyneton Early Years' Service Planning *Confidential*	1. In progress 2. In progress (a) Completed (b) Completed (c) Completed (d) In progress (e) Completed (i) Completed (ii) Completed (iii) Completed 3. Approved 4. Acknowledged (a) Confirmed (b) Noted	Manager Children, Youth and Family Services	In progress	80%
Planning and Environment	27-Jul-22	Scheduled	Dalton Street Reserve Environmental Management Plan That Council: 1. Adopt the Dalton Street Environmental Management Plan; 2. Commence implementation of the short term actions identified in the plan within existing resources; 3. Support the formation of a local residents "Friends" group to participate in the management of the reserve network; and, 4. Explore options for renaming the Dalton Street Reserve, engaging with the Wurundjeri Woi Wurrung, land management agencies and the community.	A Friends group has been formed as part of the Gisborne Landcare Network. Process to explore the renaming of the reserve will progressed in Quarter 4.	Director Planning and Environment	In progress	75%
Community	24-Aug-22	Scheduled	Community Service Planning Confidential at time of decision, now public That Council: 1. Determines that it will transition out of direct service delivery roles in all funded Commonwealth Home Support Programme services: (a) Domestic Assistance; (b) Personal Care; (c) Flexible Respite; (d) Social Support – Individual; and (e) Centre based meals. 2. Commits to working with the Commonwealth Government to negotiate timing and transition processes that will protect the interests of clients, their families, staff and the broader community. 3. Notes that under its service agreements, all processes and matters related to the transition process will remain confidential until the Commonwealth provides consent for release of information. 4. Affirms that, in taking this decision, it will continue to play an active role in ensuring its community will receive high-quality aged care services and will advocate for the needs of vulnerable members of the community. 5. Commits to the values and principles outlined in Appendix A of the report, to underpin and support decision making through the transition process. 6. Review its policy direction towards future investment in positive-ageing initiatives and ensuring that Council's universal services and facilities are designed to meet the needs of a growing population of older residents. Further policy work and recommended directions will be referred to the 2023/24 budget process for review and approval. 7. Notes that Council's policy objective of ensuring that older adults seeking to live independently in the community will continue to have access to home support services. 8. Provides delegated authority to the Chief Executive Officer, or their nominee, to undertake or commission all tasks and activities related to the implementation of this council decision. 9. Appoints the Mayor and CEO as spokespersons for all matters related to the Home Support Program Transition process. 10. Approves that a non-confidential version of this report and resolutions will be made public through Council's website once the confidential resolutions have been acted on to ensure transparency in Council's decision making process. 11. Approves immediate notification of its decision to, and appropriate consultation with: (a) clients and families; (b) staff, volunteers and union representatives; (c) media and other communications; and (d) the broader community. 12. Receives a further report no later than November 2022 to confirm the details of transition, including timing of transition, the process for appointment of new provider(s), safety-net provisions, transition arrangements for clients, transition support for staff, implications for Council assets and facilities and communications to the broader community.	1. Determined and decision communicated to Commonwealth Government via email 26 August 2022 2. Committed. Transition planning between management and Commonwealth Government in progress. 3. Noted. 4. Affirmed. 5. Committed. 6. In progress. Update report provided at November 2022 Scheduled Meeting. To be referred to the 2023/24 budget process for review and approval. 7. Noted. 8. Delegated authority granted. 9. Spokespeople appointed. 10. Approved. Non-confidential copy of report published on Council's website. 11. Approved - notifications sent and consultation completed. 12. Update report provided at November 2022 Scheduled Meeting. At time of report, Commonwealth had not yet provided confirmation of appointment of new providers. Councillors have since been notified of contracted providers. A further report will be provided at the conclusion of the transition process, to inform Council of the outcomes.	Manager Community Wellbeing	In progress	95%
Corporate	28-Sep-22	Scheduled	Riddells Creek CFA Fire Station That Council: 1. Acknowledges the draft proposal from the CFA to relocate the Riddells Creek fire station from its current location to the south-west corner of the Riddells Creek Recreation Reserve; 2. Endorses releasing the draft proposal for community consultation; and, 3. Receives a report at a future Scheduled Council meeting including the outcomes of the consultation and recommended next steps.	Completed. Report presented to April Council Meeting.	Director Corporate	Complete	100%

Planning and Environment	12-Oct-22	Planning Delegated Committee	Request Authorisation for a Planning Scheme Amendment C155MACR - 9-35 Mollison Street, Malmesbury - Rezone from Commercial 2 Zone to Neighbourhood Residential Zone That the Committee:, 1. Seeks authorisation from the Minister for Planning to prepare Planning Scheme Amendment C155macr to the Macedon Ranges Planning Scheme pursuant to section 9 of the Planning and Environment Act 1987., 2. Authorises Council officers to prepare amendment documents for authorisation and exhibition of Amendment C155macr, and, (a) Upon receipt of authorisation from the Minister for Planning, make any changes necessary to comply with conditions of authorisation, (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C155macr pursuant to section 19 of the Planning and Environment Act 1987.	A request to be authorised to prepare the amendment has been submitted to the Minister for Planning. A request for further information was received from the Department of Transport and Planning in response to the authorisation request. Officers have submitted the requested information and awaiting a decision of the Minister.	Director Planning and Environment	In progress	33%
Planning and Environment	12-Oct-22	Planning Delegated Committee	Hearing from submitters - Application for a Section 96A Planning Scheme Amendment C154MACR and Planning Permit PLN/2022/198 - 1 Wills Street Malmesbury That the Committee:, 1. Requests the Minister for Planning to authorise the preparation of Planning Scheme Amendment C154macr and Planning Permit PLN/2022/198 to the Macedon Ranges Planning Scheme pursuant to section 9 of the Planning and Environment Act 1987., 2. Authorises Council officers to prepare amendment documents for authorisation and exhibition of Amendment C154macr and Planning Permit PLN/2022/198, and, (a) Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation, (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C154macr and Planning Permit PLN/2022/198 pursuant to section 19 of the Planning and Environment Act 1987	A request to be authorised to prepare the amendment has been submitted to the Minister for Planning. A request for further information was received from the Department of Transport and Planning in response to the authorisation request. Officers have submitted the requested information and awaiting a decision of the Minister.	Director Planning and Environment	In progress	33%
Assets and Operations	23-Nov-22	Scheduled	Report in response to petition requesting the sealing of Noonan Grove and Christian Street Woodend That Council :, 1. Proceed with undertaking the next steps to prepare a detailed Special Charge Scheme for sealing of the unsealed section of Noonan Grove for future Council consideration; including further public consultation and direct contact with benefiting residents as outlined in the Special Charge Scheme for Infrastructure Works Policy (2018) and this report.; 2. Not proceed with the sealing of the unsealed section of Christian Street, Woodend; and, 3. Advise the first-named petitioner of this Council resolution.	Resolution 1: Further Special Charge Scheme survey complete. Report going to a Scheduled Council meeting in quarter one of the financial year 2023/2024. Resolution 3: On Hold - pending resolution 1	Director Assets and Operations	In progress	80%
Assets and Operations	23-Nov-22	Scheduled	Kettlewells - Emergency Response Site That Council, 1. Endorses, in principle, the continued use of 1 Joyces Road, Monegeetta, for emergency response purposes: and, 2. Commences the process to seek a Planning Permit amendment to allow the ongoing use of 1 Joyces Road Monegeetta for emergency response purposes.,	1. Completed 2. Planning Permit Amendments submitted. Advertising commenced June 2023.	Director Assets and Operations	In progress	50%
Community	23-Nov-22	Scheduled	Small Projects Grants That Council approves the awarding of a \$1,500 Small Project Grant to:, 1. Lancefield Cricket Club for their upright freezer and pie/food warmer project.; 2. The Mount Players Inc. for their project 'The publishing of a book on 50 years of The Mount Players'; and, 3. The Kyneton District Business & Tourism Association Inc. for their Christmas Decorations project.	Approved. All funding has been distributed.	Coordinator Community Development	Complete	100%
Community	23-Nov-22	Scheduled	Community Service Planning hat Council notes:, 1. The progress undertaken in preparing to transition out of direct service delivery in all funded Commonwealth Home Support Programme services by 30 June 2023; and, 2. That a further report will be provided at the conclusion of the transition process, to inform Council of the outcomes.	1. Progress noted. 2. Report scheduled for August 2023.	Manager Community Wellbeing	In progress	95%
Planning and Environment	7-Dec-22	Planning Delegated Committee	Application for a rezoning and Section 96A planning scheme amendment C153macr and planning permit PLN/2022/359- 101-105 Willowbank Road, Gisborne That the Committee:, 1. Seeks authorisation from the Minister for Planning to prepare Planning Scheme Amendment C153macr to the Macedon Ranges Planning Scheme pursuant to section 9 of the Planning and Environment Act 1987.; 2. Authorises Council officers to prepare amendment documents for authorisation and exhibition of Amendment C153macr and draft Planning Permit PLN/2022/359, (a) Upon receipt of authorisation from the Minister for Planning, make any changes necessary to comply with the conditions of authorisation; and, (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C153macr and Planning Permit PLN/2022/359 pursuant to section 19 of the Planning and Environment Act 1987.	Amendment C152macr was authorised by the Minister on 1 March 2023 subject to conditions. Officers are currently working through the conditions with the proponent and will proceed to public exhibition in the next quarter.	Director Planning and Environment	In progress	66%
Community	14-Dec-22	Scheduled	Customer Service Charter review That Council:, 1.Endorses the draft Customer Service Charter to be released for community consultation; and, 2.Notes that a final Customer Service Charter will be presented to Council for consideration at a scheduled meeting in April 2023.	1. Endorsed. Consultation completed 28 Feb 2023. 2. Noted. Final Charter adopted at April 2023 Scheduled Meeting.	Coordinator Customer Service	Complete	100%
Corporate	14-Dec-22	Scheduled	Council's Social and Affordable Housing: Update and Leasing *Confidential*	Completed. Report presented to April Council Meeting.	Director Corporate	Complete	100%
Assets and Operations	22-Feb-23	Scheduled	Petition in Relation to a Bitumen Upgrade to Adamson Street, Malmesbury 1.Notes the petition from the residents of Adamson Street, Malmesbury requesting bitumen upgrade works in Adamson Street between Mollison and Drake Streets.; 2.Notes that the petition has been circulated to all Councillors confidentially as it contains personal information; and, 3.Requests the Director Assets and Operations to prepare a report in response to this petition to be presented to Council by the April 2023 Council Meeting.	1. Completed 2. Completed 3. Report endorsed at the April 2023 Scheduled Council meeting.	Director Assets and Operations	Complete	100%
Assets and Operations	22-Mar-23	Scheduled	Shire Wide Footpath Plan That Council endorses the release of the draft Shire Wide Footpath Plan for four weeks of community consultation.	Completed - The Shire Wide Footpath Plan was released for four weeks community consultation on 28 March 2023.	Director Assets and Operations	Complete	100%

Community	22-Mar-23	Scheduled	Small Projects Grant That Council approves the awarding of a \$1,500 Small Project Grant to Gisborne Soccer Club, for the installation of 3-phase power project at Dixon Field.	Approved. Distribution of funds in progress.	Director Community	In progress	95%
Planning and Environment	22-Feb-23	Scheduled	FEASIBILITY AND OPTIONS TO REMOVE DEVELOPMENT PLAN OVERLAY 24 - LANCEFIELD DEVELOPMENT PLAN AREAS. That Council seeks to remove Development Plan Overlay Schedule 24 from the Macedon Ranges Planning Scheme through a Ministerial Amendment application.	Draft letter to the Minister has been prepared in consultation with Department of Transport and Planning and expected to be sent to the Minister for Planning early April 2023	Director Planning and Environment	In progress	50%
Planning and Environment	22-Mar-23	Scheduled	DRAFT COMMUNITY LOCAL LAW 2023 That Council endorse the draft Community Local Law 2023 to be released for community consultation	The Consultation for the draft community local law 2023 commenced on 28 March and closes on 30 April. Consultation methods include a website, survey, information sheets and attendance at markets and events across the Shire during this period. Community Consultation closed on 30 April 2023. Final draft is scheduled for the August 2023 Council Meeting	Director Planning and Environment	Complete	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Planning and Environment	12-Apr-23	Planning Delegated Committee	HEARING OF SUBMITTERS - PLN/2022/421 - SIXTY FIVE (65) LOT SUBDIVISION, NATIVE VEGETATION REMOVAL, AND REMOVAL OF EASEMENTS E-1 AND E-4 - 85 HARPERS LANE, KYNETON That the Committee: 1. Notes the submissions received in relation to Application for Planning Permit PLN/2022/421 for Sixty Five (65) Lot Subdivision, Native Vegetation Removal, and Removal of Easements E-1 and E-4; and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 10 May 2023.	No further action required	Director Planning and Environment	Complete	100%
Planning and Environment	12-Apr-23	Planning Delegated Committee	Request Authorisation for a combined planning scheme amendment (C147macr) and planning permit application PLN/2022/354 - Benetas Retirement Village, corner of Neal, Robertson and Hamilton Streets Gisborne That the Committee: 1. Defers the item until the Planning Delegated Committee meeting scheduled for 10 May 2023.	No further action required	Director Planning and Environment	Complete	100%
Planning and Environment	12-Apr-23	Planning Delegated Committee	Request Authorisation for a Planning Scheme Amendment C148macr - Amess Road Precinct Structure Plan That the Committee: 1. Notes the submission received containing 1231 signatures; 2. Resolves not to support requesting the Minister for Planning to authorise the preparation of Planning Scheme Amendment C148macr that seeks to implement the Amess Road Precinct Structure Plan into the Macedon Ranges Planning Scheme.	EDM sent advising council resolved not to progress with authorisation. No further action required	Director Planning and Environment	Complete	100%
Planning and Environment	12-Apr-23	Planning Delegated Committee	FOR DECISION - MISCELLANEOUS CONSENT MCA/2022/29 - DEVELOPMENT OF AN EFFLUENT DISPOSAL AND MINOR WORKS ASSOCIATED WITH THE DWELLING OUTSIDE THE BUILDING AND DRIVEWAY ENVELOPES - 12 CORNISH ROAD, RIDDELLS CREEK That Committee issues Miscellaneous Consent for the development of an effluent disposal works and some minor works in association with the dwelling outside the building and driveway envelopes for the land at LOT 2 PS 830906U P/Kerrie 12 Cornish Road RIDDELLS CREEK VIC 3431.	MCA was issued on 21 April 2023.	Director Planning and Environment	Complete	100%
Corporate	26-Apr-23	Scheduled	MAYOR'S REPORT - MARCH 2023 TO APRIL 2023 That Council receives and notes the Mayor's report.	No further action required	Governance Team	Complete	100%
Corporate	26-Apr-23	Scheduled	RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - MARCH 2023 TO APRIL 2023 That Council receives and notes the record of meetings of Councillors and Council staff, as outlined in this report.	No further action required	Governance Team	Complete	100%
Community	26-Apr-23	Scheduled	Draft Affordable Housing Policy That Council:, 1. Endorses the draft Affordable Housing Policy to be released for community consultation; and, 2. Notes that a final Affordable Housing Policy will be presented to Council for consideration at the scheduled meeting in June 2023	1. Endorsed. Consultation held from 27 April to 25 May 2023 2. Noted. Final Policy adopted at June 2023 Scheduled Meeting.	Director Community	Complete	100%
Corporate	26-Apr-23	Scheduled	Notice of Intention to lease: 3-5 Noel Street Lancefield That Council, 1. Authorises the Chief Executive Officer to enter into a lease with Wintringham Housing Limited for the property 3 – 5 Noel Street, Lancefield on the following key terms:; (a) The lease term is proposed to be for twenty years; (b) The rental is proposed to be \$1.00 per annum (if requested) for the whole of the lease; (c) All improvements will be owned by Wintringham and Wintringham will be responsible for their maintenance and repair; (d) Wintringham will be responsible for all outgoings and services, 2. Authorises the Chief Executive Officer to sign any associated documentation in relation to the proposed lease; 3. Endorses the officer responses to submissions as contained in this report; 4. Responds to all submitters in accordance with Council's Community Engagement Policy	Resolution in progress. Officers are currently completing a final review of the lease before signing.	Director Corporate	In progress	50%
Corporate	26-Apr-23	Scheduled	Instrument of Appointment and Authorisation That Council:, 1. Resolves that in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987; (a) Council Officer named in the Instrument of Appointment and Authorisation provided at Attachment 1 be appointed and authorised; (b) the Instrument of Appointment and Authorisation come into force upon signing and remain in force until Council determines to vary or revoke these; and, (c) the Instrument of Appointment and Authorisation at Attachment 1 be signed.	Instrument signed - no further action required	Director Corporate	Complete	100%

Assets and Operations	26-Apr-23	Scheduled	Capital Works Monitoring That Council:, 1. Adopts the following changes to the FY22/23 budget relating to the following infrastructure projects:, (a) Project 100324 – Gisborne Bowling Club Synthetic Rink – increase the budget for this project by \$81,362.60, (b) Project 100579 – Building Renewal – Woodend Playgroup – increase the budget for this project by \$5,950, (c) Project 100275 – Gardiner Reserve Carpark and Landscaping – increase the budget for this project by \$2,907, (d) Project 100100 – Woodend Neighbourhood House – The project has been completed. Return the saving of \$5,950 to the consolidated capital works budget, (e) Project 100576 – Building Renewal – Riddells Creek Montessori Kindergarten – The project has been completed. Return the saving of \$9,028 to the consolidated capital works budget, (f) Project 100970 – Macedon – MP Theatre Roof Design – The project has been completed. Return the saving of \$7,324 to the consolidated capital works budget, (g) Project 100136 – Woodend Bowling Club Social Room Design – The project has been completed. Return the saving of \$11,270 to the consolidated capital works budget, (h) Project – Mulbarton Rockwall, Gisborne – fund the design works providing a budget of \$30,000, (i) Project – Gisborne Aquatic Centre Electric Boiler – fund the design works providing a budget of \$80,000, (j) Project – Kyneton Sports and Aquatic Centre Gas Boilers– fund the installation works providing a budget of \$138,000, (k) 100713 – Drainage Fersfield Road, Gisborne – Cancel this project and returning \$18,417 back to the Developer Contribution Fund, (l) Project - Kyneton Sports and Aquatic Centre Electric Boiler Design – Cancel this project returning \$80,000 to the consolidated capital works budget, 2. Notes the current reported Capital Works Program deficit of \$344,870.60.	1. Completed 2. Completed	Director Assets and Operations	Complete	100%
Assets and Operations	26-Apr-23	Scheduled	Macedon Ranges Regional Sports Precinct ***Confidential Resolution****	Completed	Director Assets and Operations	Complete	100%
Assets and Operations	26-Apr-23	Scheduled	Consideration of a request for inclusion of road onto the public road register - Pattinsons Lane, Goldie That Council:, 1.Resolves at this time, not to include the fire access track section of Pattinsons Lane, Goldie, in the Register of Public Roads and advise the requestor of this decision; and, 2.Engages with the residents to determine their appetite to upgrade the fire access track section of Pattinsons Lane to a Category 6 road for inclusion into Council's Road Register at their cost. Should this be acceptable to the residents Council will be responsible for ongoing maintenance of the road.	1. Completed. 2. Awaiting feedback from three residents with regards to their appetite to pay for the upgrade of the fire access track section.	Director Assets and Operations	Complete	100%
Assets and Operations	26-Apr-23	Scheduled	Response to Petition in relation to a bitumen upgrade to Adamson Street, Malmesbury 1. Does not proceed with the sealing of Adamson Street Malmesbury; and, 2. Advises the first-named petitioner of this Council resolution.	1. Completed 2. Completed	Director Assets and Operations	Complete	100%
Corporate	26-Apr-23	Scheduled	Contracts Awarded as at April 2023 That Council:, 1. Grants delegated authority to the Chief Executive Officer to award the following contracts:, (a) C2023-20 Supply Panel Bushland Services, (b) C2023-36 Supply Panel Sportsground and Open Space Maintenance., 2. Notes that the following contracts will be awarded by Council officers under delegated authority:, (a) C2023-33 Footbridge Replacement Main Road Riddells Creek, (b) C2023-34 Kyneton Saleyard Modifications, (c) C2023-35 Major Bridge and Culvert Maintenance.	Contracts awarded as per resolution	Director Corporate	Complete	100%
Community	26-Apr-23	Scheduled	Customer Service Centre review That Council endorses the Customer Service Centre Review to be released for community consultation.	Endorsed. Consultation held from 27 April to 24 May 2023 inclusive.	Director Community	Complete	100%
Community	26-Apr-23	Scheduled	Customer Service Charter That Council adopts the Customer Service Charter and revokes all previous versions of the Customer Service Charter effective from 27 April 2023.	Adopted and revoked.	Director Community	Complete	100%
Community	26-Apr-23	Scheduled	Small Project Grants - April 2023 That Council approves the awarding of a \$1,500 Small Project Grant to U3A Kyneton, for their Walking Football project.	Approved. Funding has been distributed.	Director Community	Complete	100%
Community	26-Apr-23	Scheduled	2023-24 Community Funding Scheme Guidelines and Community Grants Policy That Council:, 1. Adopts the 2023-24 Community Funding Scheme Guidelines;, 2. Adopts the Draft Community Grants Policy; and, 3. Adopts the Terms of Reference for Grants Assessment Panels.	1. Adopted 2. Adopted 3. Adopted All documents now in active use.	Director Community	Complete	100%
Corporate	26-Apr-23	Scheduled	Draft Council Plan 2021-2031 (Year Three Actions 2023-2024) That Council:, 1. Endorses the draft Council Plan 2021-2031 (Year Three Actions 2023-2024) to be made available for public comment from 27 April until 19 May 2023;, 2. Undertakes community engagement and consultation in accordance with the Local Government Act 2020 and Council's Community Engagement Policy;, 3. Schedules a Submitters Delegated Committee meeting to be held online at 7pm on Wednesday 31 May 2023, to provide an opportunity for any person who wishes to make a verbal presentation in support of their submission on the draft Council Plan 2021-2031 (Year Three Actions 2023-2024) to be heard; and, 4. Notes that a report and recommendations will be presented to the Scheduled Council Meeting on Wednesday 28 June 2023, to enable Council to consider submissions and adopt the Council Plan 2021-2031 (Year Three Actions 2023-2024).	Resolution completed. Community Consultation process undertaken and a report was presented at the June Council Meeting for consideration.	Director Corporate	Completed	100%

Corporate	26-Apr-23	Scheduled	Draft Budget 2023/24 That Council:, 1. Endorses the draft Budget 2023/24, prepared in accordance with Section 94 of the Local Government Act 2020, to be made available for public comment from 27 April until 19 May 2023;; 2. Notes the fees, charges, borrowing and capital works discussed as part of this report and as outlined in the draft Budget 2023/24;; 3. Notes the rates and charges discussed as part of this report and as outlined in Appendix 1;; 4. Undertakes community engagement and consultation on the draft Budget 2023/24 in accordance with the Local Government Act 2020 and Council's Community Engagement Policy;; 5. Schedules a Submitters Delegated Committee meeting to be held online at 7pm on Wednesday 31 May 2023, to provide an opportunity for verbal presentations to be heard in support of submissions on the draft Budget 2023/24; and, 6. Notes that a report and recommendations will be presented to the Scheduled Council Meeting on Wednesday 28 June, to enable Council to consider submissions and adopt the Budget 2023/24.	Resolution completed. Community Consultation process undertaken, with a Submitters Delegated Committee held on 31 May 2023. A report was presented at the June Council Meeting for consideration.	Director Corporate	Completed	100%
Corporate	26-Apr-23	Scheduled	Riddells Creek CFA Fire Station That Council:, 1. Notes the results of the community consultation, including submissions received, regarding the CFA's proposal to relocate the Riddells Creek fire station to the Riddells Creek Recreation Reserve; and, 2. Writes to the CFA requesting they continue to work with Council, the State Government, and the Riddells Creek community to find a suitable solution to relocating the Riddells Creek Fire Station.	Resolution completed. Officers have advised the CFA of the outcome of Council's decision.	Director Corporate	Completed	100%
Planning and Environment	10-May-23	Planning Delegated Committee	HEARING OF SUBMITTERS IN RESPECT OF APPLICATION FOR A PLANNING PERMIT PLN/2022/461 - Use and development of the land for a Dwelling, Development of a Studio and Two (2) Agricultural Buildings and Use of the Land for Horse Husbandry (Two (2) Horses) - Lot 1, Gradys Lane, Kerrie That the Committee 1. Notes the submissions received in relation to PLN/2022/461 - Use and Development of the Land for a Dwelling, Development of a Studio and Two (2) Agricultural Buildings and Use of the Land for Horse Husbandry (Two (2) Horses); and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 14 June 2023.	The matter went to June PDC for decision.	Director Planning and Environment	Complete	100%
Planning and Environment	10-May-23	Planning Delegated Committee	Hearing of submitters in respect of application for a planning permit PLN/2022/376 - development of the land for two (2) dwellings - 1 Thom Street NEW GISBORNE That the Committee 1. Notes the submissions received in relation to PLN/2022/376 - Development of the Land for Two (2) Dwellings; and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 14 June 2023.	The matter went to June PDC for decision.	Director Planning and Environment	Complete	100%
Planning and Environment	10-May-23	Planning Delegated Committee	Request Authorisation for a combined planning scheme amendment (C147macr) and planning permit application PLN/2022/354 - Benetas Retirement Village That the Committee: 1. Requests the Minister for Planning authorise preparation of Planning Scheme Amendment C147macr and Planning Permit PLN/2022/354 to the Macedon Ranges Planning Scheme pursuant to Section 9 of the Planning and Environment Act 1987. 2. Authorises Council officers to prepare Amendment documents for authorisation and exhibition of Amendment C147macr and Planning Permit PLN/2022/354, and (a) Upon receipt of authorisation from the Minister for Planning, make any changes necessary to comply with conditions of authorisation (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C147macr pursuant to section 19 of the Planning and Environment Act 1987.	Request for authorisation has been lodged. A request for more information was received on 2 June 2023.	Director Planning and Environment		100%
Planning and Environment	10-May-23	Planning Delegated Committee	PLN/2022/421 - 85 HARPERS LANE, KYNETON - SIXTY FIVE (65) LOT SUBDIVISION, REMOVAL OF NATIVE VEGETATION, AND REMOVAL OF EASEMENTS E-1 AND E-4 That the Committee determine to issue a Notice of Decision to Grant a Planning Permit for the proposed Sixty Five (65) Lot Staged Subdivision, Removal of Native Vegetation, and Removal of Easements E-1 and E-4 at Lot 2 PS827043, 85 Harpers Lane Kyneton, subject to the following conditions: 1. Before the plan of subdivision is certified for Stage 1 under the Subdivision Act 1988, and the commencement of works for the approved subdivision, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of this permit. The plans must be generally in accordance with the plans submitted with the application, but modified to show: See minutes for full resolution	This matter has been dealt with. Permit has been signed off.	Director Planning and Environment	Complete	100%
Assets and Operations	24-May-23	Scheduled	Capital Works Carry Forwards That Council approves the carry forward of 47 Capital projects as listed in Attachment 1 for delivery in the Financial Year 2023-2024.	1. Noted and completed.	Director Assets and Operations	Complete	100%
Assets and Operations	24-May-23	Scheduled	Single-use Plastics Policy (2023) That Council adopts the Single-Use Plastics Policy (2023) as attached.	1. Noted and completed	Director Assets and Operations	Complete	100%
Assets and Operations	24-May-23	Scheduled	Draft Ross Watt Reserve Master Plan That Council endorses the release of the draft Ross Watt Reserve Master Plan for four weeks of community consultation.	Completed. The Ross Watt Reserve Master Plan was released for four weeks community consultation in late May 2023.	Director Assets and Operations	Complete	100%

Assets and Operations	24-May-23	Scheduled	Repurpose It - Procurement ***Confidential Resolution***	1. Completed. 2. Completed. 3. Completed.	Director Assets and Operations	Complete	100%
Assets and Operations	24-May-23	Scheduled	Kettlewells Processing Site - Weighbridge ***Confidential Resolution***	1. Noted 2. Noted	Director Assets and Operations	Complete	100%
Corporate	24-May-23	Scheduled	Timing of the Planning Delegated Committee Meeting 14 June 2023 That Council resolves to reschedule the Planning Delegated Committee Meeting on 14 June 2023 from 7pm to 6pm.	Completed	Director Corporate	Complete	100%
Corporate	24-May-23	Scheduled	Mayor's Report - April 2023 to May 2023 That Council receives and notes the Mayor's report.	No further action required	Governance Team	Complete	100%
Corporate	24-May-23	Scheduled	Record of Meetings of Councillors and Council Staff - April 2023 to May 2023 That Council receives and notes the record of meetings of Councillors and Council staff as outlined in this report with the following amendments: 1. Maria Weiss (Director Community), Adele Drago-Stevens (Director Corporate) and Isobel Maginn (Senior Strategic Planner) as apologies for the 2 May 2023 meeting; and 2. Jack Wiltshire (Strategic Planner) as an attendee for the 2 May 2023 meeting.	No further action required	Governance Team	Complete	100%
Community	24-May-23	Scheduled	Small Project Grants That Council:, 1. Approves the awarding of a \$1,500 Small Project Grant to Woodend Bee Friendly Society, for their Honeybee Swarm Monitoring project; and, 2. Approves the awarding of an \$865.50 Small Project Grant to Woodend Landcare Inc. for their Safety Clothing project.	1. Approved. Distribution of funds in progress. 2. Approved. Funding has been distributed.	Director Community	In progress	95%
Planning and Environment	24-May-23	Scheduled	Letter of Support - 20 Bowen Street Woodend That Council writes to the Minister for Planning offering support for the Minister to prepare, adopt and approve a planning scheme amendment to change the Restructure Overlay applying to 20 Bowen Street, Woodend to enable the development of the site while protecting the heritage and biodiversity values of the site.	Letter sent 20 June 2023 - see D23-94032	Director Planning and Environment	Complete	100%
Community	24-May-23	Scheduled	Parliamentary inquiry into Victoria's major flood event of October 2022 That Council notes officers will make a submission, as summarised below, to the parliamentary inquiry into the October 2022 flood event by 5 June 2023.	Noted. Submission completed.	Director Community	Complete	100%
Assets and Operations	24-May-23	Scheduled	Capital Works Monitoring 1. Adopts the following changes to the Financial Year 2022/23 budget relating to the following infrastructure projects: (Refer to minutes for items (a) to (dd); and 2. Notes that recommendation 1 (above) currently provides a deficit of \$174,339.89 to the financial year 2022-2023 Capital Works budget. Officers will continue to manage the overall infrastructure project program within the initial overall infrastructure project program 2022-2023 budget.	1. Completed 2. Completed	Director Assets and Operations	Complete	100%
Corporate	24-May-23	Scheduled	Quarterly Report for period ending 31 March 2023 That Council notes the Quarterly Report for the period ending 31 March 2023.	Resolution completed. Report made available to the public by Council's website.	Director Corporate	Complete	100%
Community	24-May-23	Scheduled	Library Service and Funding Agreement That Council authorises the Chief Executive Officer to sign the North Central Goldfields Regional Library Corporation Service and Funding Agreement 2023 to 2025, (Attachment 2) for 12 months, with the option to extend for an additional 12 months, noting that this agreement carries over the existing conditions of the Service and Funding Agreement currently in place.	Authorised. Officers working with Library Corporation to arrange signing of agreement.	Director Community	In progress	90%
Planning and Environment	14-Jun-23	Planning Delegated Committee	PLN/2022/461 - Lot 1 Gradys Lane That the Committee support the Planning Permit Application PLN/2022/461 and a Notice of Decision to Grant a Permit be issued for the use and development of the land for a dwelling, development of two (2) outbuildings (studio and storage shed), two (2) rainwater tanks (125,000 litres each), one (1) agricultural building and use of the land for horse husbandry (two (2) horses) at LOT 1, TP681509, P/Kerrie Gradys Lane, Kerrie subject to the conditions outlined in Attachment 1.	Notice of Decision issued on 27 June 2023	Director Planning and Environment	Complete	100%
Planning and Environment	14-Jun-23	Planning Delegated Committee	PLN/2022/376 - 1 THOM STREET That the Committee support the Planning Permit Application PLN/2022/376 and a Notice of Decision to Grant a Permit be issued for the development of two (2) dwellings at Lot 34, LP58762 1 Thom Street, New Gisborne subject to the conditions outlined in Attachment 1.	Notice of Decision issued on 27 June 2023.	Director Planning and Environment	Complete	100%

Planning and Environment	14-Jun-23	Planning Delegated Committee	HEARING OF SUBMITTERS IN RESPECT OF APPLICATION FOR A PLANNING PERMIT PLN/2022/384 - DEVELOPMENT OF THE LAND FOR TEN (10) DWELLINGS - 3 SOMERVILLE LANE, RIDDELLS CREEK That the Committee: 1. Notes the submissions received in relation to PLN/2022/384 – Development of the Land for Ten (10) Dwellings; and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 12 July 2023.	The matter is going to July PDC for decision.	Director Planning and Environment	In progress	75%
Planning and Environment	14-Jun-23	Planning Delegated Committee	HEARING OF SUBMITTERS IN RESPECT OF AN APPLICATION FOR PLANNING PERMIT PLN/2022/388 - REMOVAL OF VEGETATION 409 CAMERON DRIVE, MOUNT MACEDON That the Committee: 1. Notes the submissions received in relation to Application for Planning Permit PLN/2022/388 – Vegetation Removal; and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 12 July 2023.	The matter is going to July PDC for decision.	Director Planning and Environment	In progress	75%
Community	28-Jun-23	Scheduled	Draft Disability Action Plan That Council endorses the draft Disability Action Plan 2023-2024 to be placed on public exhibition for a minimum period of four weeks.	Endorsed. Consultation to take place from 10 July to 6 Aug 2023 inclusive.	Director Community	In progress	90%
Community	28-Jun-23	Scheduled	Affordable Housing Policy That Council:, 1.Adopts the Affordable Housing Policy and notes its supplementary background papers; Overview of affordable housing; Affordable Housing Policy and Legislation; and Macedon Ranges – Affordable Housing Profile; and, 2.Revokes the Affordable Housing Interim Policy, adopted in December 2021effective from 29 June 2023.	1. Adopted 2. Revoked	Director Community	Complete	100%
Corporate	28-Jun-23	Scheduled	Contracts to be Awarded as at June 2023 That Council:, 1.Notes that the following contracts will be awarded by Council officers under delegated authority:, (a)C2023-38 Street Sweeping Waste Processing, 2.Grants delegated authority to the Chief Executive Officer to award the following contracts:, (a)C2023-37 Supply Panel Aquatic Services,	Contracts awarded as per resolution	Director Corporate	Complete	100%
Corporate	28-Jun-23	Scheduled	Audit and Risk Committee Biannual Report - June 2023 That Council notes the Audit and Risk Committee Biannual Report - June 2023 and thanks the committee for the report.	Resolution noted	Director Corporate	Complete	100%
Assets and Operations	28-Jun-23	Scheduled	Riddells Creek Movement Network Study (Stage 2A) - Update That Council notes this report on the outcome of Stage 2A of the Riddells Creek Movement Network Study and the next steps for Stage 2B in the next financial year 2023/2024.	1. Noted	Director Assets and Operations	Complete	100%
Planning and Environment	28-Jun-23	Scheduled	Notice of Motion - Update on Barrm Birm That Council request staff to prepare a report to be presented to Council at the September 2023 Scheduled Meeting of Council providing the following:, 1.A progress update on actions supported by Council at the 26 October 2022 Scheduled Council Meeting to address the ongoing land management challenges with Barrm Birm in Riddells Creek; and, 2.Options for next steps, including a Public Acquisition Overlay and officer recommendations.	Report underway	Director Planning and Environment	In progress	50%
Planning and Environment	28-Jun-23	Scheduled	Notice of Motion - Review of the Kangaroo Harvest Management Plan That Council:, 1.Writes to the State Government requesting a briefing on the current review of the Kangaroo Harvest Management Plan (KHMP), including any submissions that have come from the Macedon Ranges Shire Community and be provided an opportunity to provide feedback once this briefing has occurred;, 2.Request the State Government to publicly respond to the submissions from community members of Macedon Ranges Shire, or in relation to the inclusion of the Macedon Ranges in the KHMP quotas, about this program and to specifically address their concerns, particularly around the evidence behind harvest quotas and the need to expand the use of kangaroo products for commercial interests;, 3.Encourages residents to provide feedback to the current KHMP review via the Victorian Government website, open until 11 July 2023, and provide Council with a copy of their feedback; and, 4.Provides a copy of this resolution to Rural Councils Victoria, Municipal Association Victoria and local member for Macedon, Mary Anne-Thomas	Underway - Residents were encouraged to provide feedback through a social media post on 6 July 2023	Director Planning and Environment	Complete	100%
Assets and Operations	28-Jun-23	Scheduled	Shire wide Footpath Plan Review That Council:, 1.Adopts the revised Shire Wide Footpath Plan (2018 to 2027), and, 2.Delegates to the Director Asset and Operations the authority to add additional paths to the Shire Wide Footpath Plan (2018 to 2027) as required from time to time, utilising the Plan's prioritisation process.	1. Noted and completed. 2. Noted.	Director Assets and Operations	Complete	100%

Assets and Operations	28-Jun-23	Scheduled	Capital Works Monitoring That Council: 1. Adopts the following changes to the financial year 2022/23 budget relating to the following projects: (a) to (bb) - refer to minutes for list; and 2. Notes that recommendation 1 above provides a surplus of \$218,395.69 to the financial year 2022-23 capital works program budget. 3. Notes the potential surplus of \$256,708.23 from eight (8) projects due for completion by 30 June 2023.	1. Noted and Completed 2. Noted 3. Noted	Director Assets and Operations	Complete	100%
Corporate	28-Jun-23	Scheduled	Budget 2023/24 That Council, 1.Adopts the draft Budget 2023/24, prepared in accordance with section 94 of the Local Government Act 2020, with the following amendments:, see minuted for full resolutions	Resolution in progress	Director Corporate	In progress	25%
Community	28-Jun-23	Scheduled	Customer Service Centre review That Council:, 1.Notes community feedback received on the proposal to close the Woodend Customer Service Centre, as summarised within this report; and, 2.Approves a reduction in operating hours at the Woodend Customer Service Centre. With this change, the centre will operate from 12pm to 5pm two days per week, effective from 1 August 2023.	1. Noted. 2. Approved - change to be implemented from 1 Aug 2023.	Director Community	In progress	90%
Community	28-Jun-23	Scheduled	Small Project Grants That Council:, 1.Approves the awarding of a \$1,045 Small Project Grant to Kyneton District Soccer Club, for their Soccer BBQ and Livestream of Women's World Cup project, to be funded in the 2023/24 financial year;., 2.Carries forward \$1,045 from the Small Projects Grants 2022/23 budget title Small Projects Grants 2023/24 budget, to fund the Kyneton District Soccer Club's Women's World Cup project, as per item 1; and, 3.Carries forward \$32,400 (includes \$9,002 unspent from the Small Projects Grants 2022/23 budget and \$23,398 returned monies from Community Funding Scheme funded projects not completed) to the Community Funding Scheme 2023/24 budget, to increase the funding pool for this grants program, noting this increase is for the 2023/24 financial year only.	1. Approved, distribution of funds in progress. 2. Approved. Carry forward will be referred to budget updates in Aug/Sep. 3. Approved. Carry forward will be referred to budget updates in Aug/Sep.	Director Community	In progress	80%
Community	28-Jun-23	Scheduled	Small Project Grants Review That Council adopts the Small Project Grants 2023/24 Guidelines.	Adopted, guidelines in active use.	Director Community	Complete	100%
Corporate	28-Jun-23	Scheduled	Record of Meetings of Councillors and Council Staff - May-June 2023 That Council receives and notes the record of meetings of Councillors and Council staff, as outlined in this report.	No further action required	Governance Team	Complete	100%
Chief Executive	28-Jun-23	Scheduled	Recognition of King's Birthday Honour Recipients That Council sends letters to Alexander Forrest OAM, Leslie Binns OAM and John Ellis OAM in recognition of their 2023 King's Birthday Honours Award.	Letters sent	Chief Executive Officer	Complete	100%
Corporate	28-Jun-23	Scheduled	Council Plan 2021-2031 (Year Three Actions 2023-24) That Council:, 1.Adopts the Council Plan 2021–2031 (Year Three Actions 2023-24), prepared in accordance with the Local Government Act 2020, and gives public notice of its decision to replace the previous Council Plan 2021-31 (Year Two Actions 2022 23)effective from 29 June 2023;., 2.Endorses the officer responses to submissions as contained in this report; and, 3.Responds to the submitter in accordance with Council's Community Engagement Policy.	Resolution in progress	Director Corporate	In progress	25%
Planning and Environment	28-Jun-23	Scheduled	Submission to the Draft Victoria's Mineral Springs Master Plan 2023–2032 That Council:, 1.Notes the Draft Victoria's Mineral Springs Master Plan 2023 – 2032; and, 2.Requests the Macedon Ranges Shire Council Mineral Springs Master Plan submission be lodged with The Department of Energy, Environment and Climate Action.	Email advising DEECA of the resolution with our submission	Director Planning and Environment	Complete	100%
Corporate	28-Jun-23	Scheduled	Mayor's Report - May-June 2023 That Council receives and notes the Mayor's report	No further action required	Governance Team	Complete	100%

SECTION 7

Governance Schedule – Statutory Compliance Obligations

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

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

MACEDON RANGES SHIRE COUNCIL - STATUTORY OBLIGATIONS

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

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
1	Coordinator Governance	Reimbursement of expenses of Councillors and members of a delegated committee		40(1)	A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses Council must provide details of reimbursements to the Audit and Risk Committee	Ongoing	Ongoing	Ongoing
2	Director Community	Adopt complaints policy		107	Council to adopt complaints policy	By 31 December 2021	15-Dec-21	30-Apr-25
3	Coordinator Governance	Lodging of an initial personal interests return		133	Specified person must lodge an initial personal interests return with the CEO.	Within 30 days of taking oath/affirmation or of appointment	As required when nominated officers begin employment with Council	Ongoing as required
4	Coordinator Governance	Lodging of biannual personal interests return		134	Specified person who continues to be a specified person must lodge biannual personal interests return with CEO twice yearly.	Twice yearly in March and September	31-Mar-23	30-Sep-23
5	Coordinator Governance	Publish summary of personal interest on Council's internet		135	CEO to publish summary of personal interests on Council's internet website.	Twice yearly in April and October	30-Apr-23	30-Nov-23
6	Chief Executive Officer	Elect the Mayor and Deputy Mayor		26 & 27	Council must elect the Mayor and Deputy Mayor	Annually unless Council resolves otherwise	22-Nov-22	22-Nov-23
7	Director Corporate	Code of Conduct	95AA		The CEO must maintain a Code of Conduct for Council Staff	Executive review every three years	19-Aug-22	31-Aug-24
8	Director Corporate	Develop and implement Code of conduct for members or Council staff	95AA	49	A CEO must develop and implement a code of conduct for members of Council staff.	By 1 January 2022	31-Mar-22	31-Aug-24
9	Coordinator Governance	Keep delegations register		11(8)	The Council must keep a register of its delegations	Ongoing	Ongoing	Ongoing
10	Coordinator Governance	Conduct delegations review		11(7)	Council must review all delegations in force within 12 months after a general election	Review within 12 months after a general election	28 July 2021, 27 October 2021 CEO Delegation updated 28 September 2022	As required
11	Coordinator Governance	Keep register of delegations		47	The CEO must keep a register of delegations	Ongoing	Ongoing	Ongoing

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
12	Coordinator Governance	Right to make Submission	223		Where a person is given a right to make a submission Council must publish a public notice specifying the matter, prescribed details, submission date and the right to be heard in person	Council should provide not less than 28 days for submissions to be received	As required	As required
13	Manager Finance and Reporting	Adopt Council Plan		90	Council must adopt the Council Plan	By 31 October 2021	28-Jun-23	30-Jun-24
14	Manager Finance and Reporting	Adopt Financial Plan		91	Council must adopt the Financial Plan	By 31 October 2021	27-Oct-21	30-Jun-24
15	Manager Finance and Reporting	Adopt budget		94	Council must adopt its budget	By 30 June each year	28-Jun-23	30-Jun-24
16	Manager Finance and Reporting	Adopt revised Budget (where necessary)		95	Council must prepare a revised budget if circumstances arise which cause a material change in the budget which affect the financial operations of Council	As soon as practicable after the Council becomes aware of a change in the budget	As required	As required
17	Director Corporate	Adopt CEO Employment and Remuneration Policy		45	Council must adopt CEO Employment and Remuneration Policy	By 31 December 2021	15-Dec-21	31-Oct-25
18	Director Corporate	CEO responsibilities		46, 48 & 49	CEO must adopt Workforce plan and Recruitment Policy	By 31 December 2021	31-Mar-21	31-Dec-24
19	Manager Finance and Reporting	Adopt Community Vision		88	Council must adopt the Community Vision	By 31 October 2021	27-Oct-21	31-Oct-25
20	Manager Communications and Engagement	Preparation and adoption of Annual Report		98, 99 & 100	Council must prepare and adopt the Annual Report (including the performance and financial statements)	In the year of a general election, on a day not later than the day before election day; in any other year, within 4 months of the end of the financial year	31-Oct-22	31-Oct-23
21	Manager Finance and Reporting	Performance Statement		99	Council must submit the performance statement and financial statements to the auditor	As soon as is reasonably practicable after each financial year	31-Oct-22	31-Oct-23
22	Manager Finance and Reporting	Performance Statement		99	Council must submit the statement to its auditor for reporting on the audit	After passing a resolution giving approval to the performance statement and financial statements	31-Oct-22	31-Oct-23
23	Manager Finance and Reporting	Performance Statement		99	The auditor must prepare a report on the performance statement	Once every financial year	31-Oct-22	31-Oct-23
24	Manager Finance and Reporting	Performance Statement		99	Council must ensure that the performance statement and financial statements, in their final form, after any changes have been made, are certified by two Councillors authorised by the Council	After changes recommended or agreed by the auditor have been made	31-Oct-22	31-Oct-23
25	Manager Finance and Reporting	Performance Statement		99	The auditor must provide the Council and the Minister with a copy of the report on the performance statement	As soon as is reasonably practicable (the auditor is required to report on the financial statements to the Council within 4 weeks and give a copy of the report to the Minister)	31-Oct-22	31-Oct-23

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
26	Manager Communications and Engagement	Annual Report		100	Council must consider the Annual Report at a meeting of the Council as soon as practicable but within the time required by the regulations	Under the Local Government (Planning and Reporting) Regulations 2014 Council must hold a meeting to consider the Annual Report: s.22 (1) Within one month after submitting the Annual Report to the Minister. s.22 (2) In the year of a general election no later than the day before the election	31-Oct-22	31-Oct-23
27	Manager Finance and Reporting	Meet to consider annual report		100	The Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting.	In the year of a general election on a day not later than the day before an election day; and in any other year, within 4 months of the end of the financial year	31-Oct-22	30-Sep-23
28	Manager Finance and Reporting	CEO to present Quarterly Statements		97	CEO must ensure that a statement comparing budgeted and actual revenue and expenditure is presented at an open Council meeting	At least every 3 months	March quarter was presented to Council on 24/05/2023	June quarter will be presented to Council on 23/08/2023
29	Manager Finance and Reporting	CEO to present quarterly budget report		97	CEO to ensure that quarterly budget report is presented to the Council at a Council meeting open to the public	As soon as reasonably practicable at the end of each quarter of the financial year	March quarter was presented to Council on 24/05/2023	June quarter will be presented to Council on 23/08/2024
30	Manager Finance and Reporting	Land Valuation	157(2)		Council must publish public notice of a decision to change its system of valuation	Promptly	N/A	As required
31	Manager Finance and Reporting	Rates & Charges	158(1)		Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges	At least once every financial year declare by 30 June	28-Jun-23	30-Jun-24
32	Manager Finance and Reporting	Rates & Charges	Part 8A		Under Section 10E(1)(a) of the Essential Services Commission Act 2001, the Essential Services Commission (ESC) has a responsibility to monitor and review Councils compliance with the caps set under Part 8A of the Local Government Act 1989	Annually	30-Sep-22	30-Sep-23
33	Manager Finance and Reporting	Adopt Revenue and Rating Plan		93	Council must adopt the Revenue and Rating plan	By 30 June after a general election for a period of the next 4 financial years	29-Jun-21	30-Jun-25
34	Director Assets and Operations	Adopt Asset Plan		92	Council to adopt Asset Plan	By 30 June 2022, and then by 31 October in the year following a general election	22-Jun-22	31-Oct-25
35	Coordinator Contracts	Prepare and adopt Procurement Policy		108	Council must prepare and adopt a Procurement Policy	By 1 January 2022 - Council must then review the Policy at least once every 4 year term of the Council	24-Nov-21	31-Dec-25

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

Note

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

SECTION 8

Councillor Expenditure

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

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

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

Quarter 4 2022-23 Councillor Expenditure excluding allowances and Mayoral vehicle

4th quarter	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$2,579	\$0	\$131	\$0	\$758	
Cr Janet Pearce	\$0	\$1,489	\$0	\$131	\$16	\$205	
Cr Mark Ridgeway	\$0	\$2,705	\$0	\$103	\$0	\$0	
Cr Annette Death	\$0	\$0	\$302	\$143	\$591	\$0	
Cr Geoff Neil	\$0	\$2,347	\$0	\$64	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$131	\$0	\$0	
Cr Dominic Bonanno	\$0	\$469	\$0	\$59	\$0	\$0	
Cr Rob Guthrie	\$0	\$1,268	\$0	\$92	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$84	\$0	\$0	
	\$0	\$10,857	\$302	\$938	\$607	\$963	\$0

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

2022/23 YTD	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$156	\$3,529	\$0	\$522	\$854	\$1,258	
Cr Janet Pearce	\$0	\$5,379	\$0	\$524	\$1,310	\$2,094	
Cr Mark Ridgeway	\$0	\$5,116	\$0	\$363	\$146	\$0	
Cr Annette Death	\$0	\$0	\$302	\$534	\$591	\$1,249	
Cr Geoff Neil	\$0	\$6,224	\$0	\$258	\$51	\$0	
Cr Bill West	\$0	\$0	\$0	\$522	\$0	\$0	
Cr Dominic Bonanno	\$0	\$1,439	\$0	\$234	\$0	\$4,021	
Cr Rob Guthrie	\$0	\$4,552	\$0	\$358	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$301	\$0	\$0	
	\$156	\$26,239	\$302	\$3,617	\$2,952	\$8,622	\$0

SECTION 9



Councillor Activities in the Community



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



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



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


Councillor activity report: 1 April – 30 June 2023

Cr Jennifer Anderson West Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	7	Other meetings of Councillors attended:	12
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Central Victorian Greenhouse Alliance (CVGA)(sub) Municipal Association of Victoria (MAV) Municipal Fire Management Planning Committee Local Government Working Group On Gambling (sub) Audit and Risk Committee (sub) Chief Executive Officer Employment and Remuneration Committee <p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> Attended the final day of the Healthy Landscapes course on Sam White's farm in Sidonia Reconciliation week smoking ceremony and Yarning Circle in Malmsbury Wyralla Reserve Opening, Gisborne Judging the Single Use Plastics Art competition Official opening of the Jo Clancy Bridge over 5 mile creek, Woodend 			
Cr Janet Pearce West Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	7	Other meetings of Councillors attended:	12
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Municipal Association of Victoria (MAV)(sub) Rural Councils Victoria Inc. (RCV)(sub) Municipal Fire Management Planning Committee Local Government Working Group On Gambling (sub) Audit and Risk Committee (sub) <p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> Attended the West Ward Councillor Listening Post, meeting and talking to residents at the Woodend Farmers Market. Attended ANZAC Day services in Malmsbury, Kyneton and Woodend. Attended the community event at Kyneton to recognise National Reconciliation week with the Yoorook Justice Commission. Attended the Kyneton Senior Citizens lunch to discuss the Draft 2023/24 Budget and Council Plan Attended the event held at Tylden to recognise the work of Disaster Relief Australia helping residents in our Shire following the 2021 storm event. 			

Cr Mark Ridgeway West Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	6	Other meetings of Councillors attended:	12
	<div> Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Audit and Risk Committee Annual Meeting of Braemar College Ltd Macedon Ranges Local Safety Committee (sub) MAV Emergency Management Committee (sub) Municipal Association of Victoria (MAV) (sub) </div> <div> Specific activities highlighted by Councillors: <ul style="list-style-type: none"> IDAHOBIT Flag Raising Municipal Association of Victoria State Council Reconciliation Week - Malmsbury Town Hall Braemar College Annual General Meeting West Ward Councillors Listening Post at Woodend Farmers Market </div>			
Cr Annette Death East Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	7	Other meetings of Councillors attended:	10
	<div> Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Chief Executive Officer Employment and Remuneration Committee Central Victorian Greenhouse Alliance (CVGA) Local Government Working Group On Gambling Macedon Ranges Municipal Emergency Management Planning Committee </div> <div> Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Councillor Listening Post at Lancefield Market Launch Macedon and Mt Macedon Landcare Group 2023 National Volunteer week celebrations: The Change Makers Reconciliation Week Launch Event – Yoorrook Justice Commission: Truth-telling Refugee Week - Macedon Ranges Rural Australians for Refugees Launch - Finding Freedom: Real Stories of Human Survival </div>			

Cr Geoff Neil East Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	6	Other meetings of Councillors attended:	12
	<div> Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Audit and Risk Committee </div> <div> <ul style="list-style-type: none"> Annual Meeting of Braemar College Ltd Committee (sub) Rural Councils Victoria Inc. (RCV) Municipal Fire Management Planning Committee </div> <div> Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Reconciliation event Riddells Creek Acknowledgement and farewell to Aged Care staff. Romsey Residents Event at RNHH Anzac Day services Romsey & Lancefield Melbourne Water Community Drop-in Session at Darraweit Guim </div>			
Cr Bill West East Ward	Council meetings attended: (including scheduled, unscheduled and Delegated Committees)	7	Other meetings of Councillors attended:	12
	<div> Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee </div> <div> <ul style="list-style-type: none"> Calder Highway Improvement Committee Goldfields Library Corporation Board </div> <div> Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Australian Citizenship Ceremony at Kyneton Judging Shire-wide Art Competition for Schoolchildren on 'Plastics' theme IDAHOBIT Ceremony in Kyneton Romsey Ecotherapy Park Post-Celebration Day Launch of Lancefield Football Club's 150 Years of History Book </div>			

Cr Dominic Bonanno South Ward	Council Meetings attended: (including scheduled, unscheduled and Delegated Committees)	6	Other meetings of Councillors attended:	9
	Appointments to internal/external committees and groups: <ul style="list-style-type: none"> • Submitters Delegated Committee • Planning Delegated Committee 			
	Specific activities highlighted by Councillors: <ul style="list-style-type: none"> • Cultural Heritage Event at Wil-im-ee Mooring (Mt William Quarry) with Uncle Bill Nicholson to open the Macedon Ranges Autumn Festival • Opening Ceremony for Wyralla Reserve, Gisborne • Represented Council and laid wreath at Gisborne ANZAC Day Service • Community Listening Post - Macedon Farmers Market • Community Bank Gisborne & District Autumn 2023 Community Investment Evening 			
Cr Rob Guthrie South Ward	Council Meetings attended: (including scheduled, unscheduled and Delegated Committees)	7	Other meetings of Councillors attended:	12
	Appointments to internal/external committees and groups: <ul style="list-style-type: none"> • Submitters Delegated Committee • Planning Delegated Committee • Chief Executive Officer Employment and Remuneration Committee • Goldfields Library Corporation Board (proxy) • Macedon Ranges Heritage Council • Workspace Australia 			
	Specific activities highlighted by Councillors: <ul style="list-style-type: none"> • Attended Cultural Heritage event at Wil-im-ee-Moor-ring, (Mt William Quarry) • Attended 2 Workspace Board Meetings in Bendigo • Attended Citizenship Ceremony at Kyneton Town Hall • Laid a Wreath at the Gisborne Cenotaph on Anzac Day • Attended Reconciliation Week Keynote Event - Yoorrook Justice Commission Truth-telling 			

Cr Anne Moore South Ward	Council Meetings attended: <small>(including scheduled, unscheduled and Delegated Committees)</small>	5	Other meetings of Councillors attended:	8
	Appointments to internal/external committees and groups: <ul style="list-style-type: none"> Submitters Delegated Committee Planning Delegated Committee Calder Highway Improvement Committee (sub) Macedon Ranges Heritage Council Macedon Ranges Local Safety Committee MAV Emergency Management Committee 			
	Specific activities highlighted by Councillors: <ul style="list-style-type: none"> Not provided 			