

Report of Operations

January to March 2025



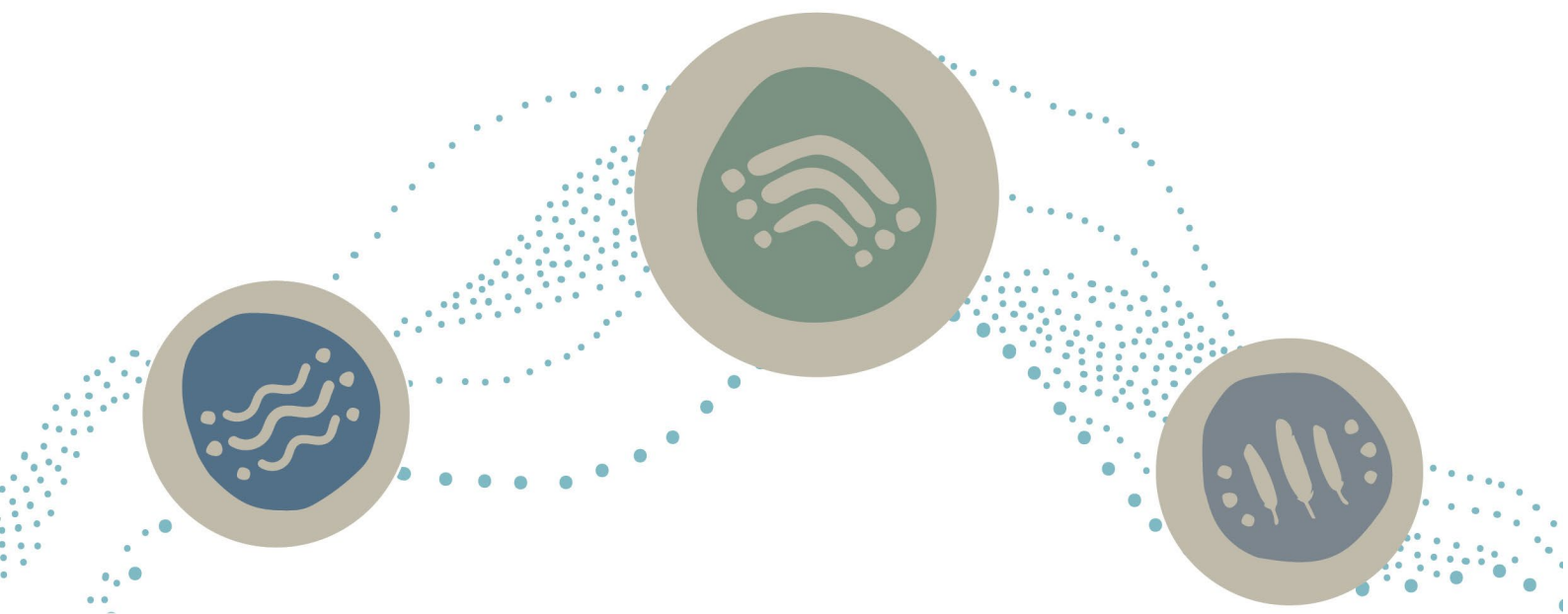
Acknowledgment of Country

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi-wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, and present.

Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

Artwork by Taungurung artist Maddi Moser

“Both artworks talk about our connection, connection to Country, connection to places and connection to each other. This is signified by the whimsical circles that form the ‘rivers; that wrap around our lands and ourselves. It reminds us that we should look out for one another.”



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Introduction

I am pleased to present the Quarterly Report of Operations for the period 1 January to 31 March 2025 (Q3 2024/25).

The report has been generated to enable Senior Management and Councillors greater transparency and a more comprehensive view of the organisation and its key activities.

Key topic areas include:

- Finance
- Council Plan Action progress
- Capital Works progress
- Governance and Councillor reporting
- People and Wellbeing
- Insurance and Risk
- Customer Service

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

Regards

Bernie O'Sullivan

Chief Executive Officer

Financial Performance

January to March 2025 Highlights

- As at 31 March, Council reported a favourable operating budget variance of \$1.99 million.
- Council's Recreation facilities including Aquatics and Fitness are experiencing higher than expected utilisation rates.
- The Balance Sheet reflects adequate levels of cash and financial assets to meet payment obligations as they fall due.
- Capital Works expenditure differs to budget due to a large percentage of projects being finalised during May and June 2025.
- Statutory reserve balances have increased over the first nine months of the financial year.
- Investments held are in line with internal policy.
- Variances in the operating budget are largely due to timing; it is anticipated these variances will be reduced as the financial year progresses.



Laughing Kookaburra at Macedon Days Picnic Ground.

Income Statement

Table 1 Income Statement as at 31 March 2025

	2024/25 Mar YTD Adj. Budget* \$'000	2024/25 Mar YTD Actuals \$'000	2024/25 Mar YTD Variance \$'000
Income			
Rates and charges	64,296	64,083	(213)
Statutory fees and fines	2,364	2,510	146
User fees	6,355	5,654	(701)
Grants - operating	18,566	19,215	649
Grants - capital	16,786	14,697	(2,089)
Contributions - monetary	2,250	2,329	79
Other income	3,216	3,928	712
Total Income	113,833	112,416	(1,417)
Expenses			
Employee costs	34,944	34,708	236
Materials and services	29,185	26,160	3,025
Depreciation and amortisation	13,209	13,326	(117)
Borrowing costs	628	600	28
Other expenses	2,650	2,555	95
Total expenses	80,616	77,349	3,267
Surplus/(deficit) excluding other adjustments	33,217	35,067	1,850
Other adjustments			
Contributions - nonmonetary	6,188	6,773	585
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	225	(211)	(436)
Total surplus/(deficit)	39,630	41,629	1,999

*** This column represents the adjusted budget which is the 2024/25 adopted budget adjusted for the 2023/24 carry forward budgets and any Council approved budget changes during 2024/25.**

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 \$41.63m is \$1.99m favourable to budget. The financial summary provides an explanation of key variances to budget.

Balance Sheet

Table 2 Balance sheet as at 31 March 2025

	2023/24 Mar YTD Actuals \$'000	2024/25 Mar YTD Actuals \$'000	2024/25 Mar YTD Variance \$'000
Current assets			
Cash and cash equivalents	7,990	9,586	1,596
Trade and other receivables	42,017	28,642	(13,375)
Other financial assets	25,925	40,072	14,147
Prepayments	97	46	(51)
Other assets	43	182	139
Total current assets	76,072	78,528	2,456
Non-current assets			
Other financial assets	21	21	-
Investment in Regional Library	1,447	1,477	30
Property, infrastructure, plant and equipment	1,413,946	1,447,176	33,230
Right of use assets	344	2,006	1,662
Investment property	2,933	2,985	52
Intangible assets	311	131	(180)
Total non-current assets	1,419,002	1,453,796	34,794
Total assets	1,495,074	1,532,324	37,250
Current liabilities			
Trade and other payables	4,401	5,143	(742)
Trust funds and deposits	9,643	9,694	(51)
Unearned Income	-	-	-
Provisions	6,647	6,801	(154)
Interest-bearing loans and borrowings	391	1,385	(994)
Lease Liabilities	254	399	
Total current liabilities	21,336	23,422	(1,941)
Non-current liabilities			
Provisions	4,934	5,131	(197)
Interest-bearing loans and borrowings	4,891	14,999	(10,108)
Lease Liabilities	134	1,628	(1,494)
Total non-current liabilities	9,959	21,758	(10,305)
Total liabilities	31,295	45,180	(12,246)
Net assets	1,463,779	1,487,144	25,004
Equity			
Accumulated surplus	765,900	785,934	20,034
Reserves	697,879	701,210	3,331
Total equity	1,463,779	1,487,144	23,365

Investments Held

Table 3 Investments held as at 31 March 2025

Institution	ICAN	Non-Fossil Fuel*	Short Term Rating	% of Total Investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
At call investments									
NAB#	No	No	A1+	0.03%	At Call Account	\$12,166	4.70%		
Financial assets									
AMP	No	Yes	A2	12.47%	Term Deposit	\$5,000,000	5.02%	28/08/2024	25/06/2025
AMP	No	Yes	A2	12.47%	Term Deposit	\$5,000,000	5.20%	20/12/2024	20/06/2025
Mystate Bank	No	Yes	A2	12.47%	Term Deposit	\$5,000,000	5.10%	4/12/2024	4/06/2025
Mystate Bank	No	Yes	A2	7.48%	Term Deposit	\$3,000,000	5.00%	4/09/2024	7/05/2025
Judo Bank	No	Yes	A2	7.48%	Term Deposit	\$3,000,000	4.95%	2/10/2024	2/04/2025
NAB	No	No	A1+	4.99%	Term Deposit	\$2,000,000	4.90%	9/01/2025	10/04/2025
NAB	No	No	A1+	4.99%	Term Deposit	\$2,000,000	4.75%	18/02/2025	15/07/2025
NAB	No	No	A1+	12.47%	Term Deposit	\$5,000,000	4.75%	18/02/2025	22/07/2025
NAB	No	No	A1+	4.99%	Term Deposit	\$2,000,000	5.00%	2/10/2024	2/04/2025
NAB*	No	No	A1+	7.66%	Term Deposit	\$3,072,460	4.95%	16/09/2024	14/05/2025
Police Bank	No	Yes	A2	12.47%	Term Deposit	\$5,000,000	5.05%	11/10/2024	11/04/2025
Total Investments						\$40,084,626			

* Open space reserve investment

National Australia Bank (NAB)

Note: \$3m from Beyond Bank term deposit reported last quarter, matured 9/1/25. Funds held in cash for operational expenses.

Total % of investment portfolio held by Non-Fossil Fuel Lending Institutions	65%
Total % of investment portfolio held by Lending Institutions that support the International Campaign to Abolish Nuclear Weapons (ICAN)	0%

Policy Compliance							
4.1 (a) Portfolio Credit Framework				4.1 (b) Individual Institution Credit Framework			
Short Term Rating	Maximum Exposure	Current Exposure		Institution	Rating	Maximum Exposure	Current Exposure
A1+/A1	100%	35%		AMP	A2	45%	25%
A2/A3	70%	65%		Judo Bank	A2	40%	7%
B	0%	0%		Mystate Bank	A2	40%	20%
				Police Bank	A2	40%	12%
				National Australia Bank	A1+	45%	35%

Financial Reserves

Table 4 Financial reserves as at 31 March 2025

	Balance 1 Jul 2024	Transfers to Reserve	Transfers from Reserve	Balance 31 Mar 2025
Discretionary Reserves				
Plant Replacement	1,513,687	1,000,583	513,636	2,000,634
Asset Conversion	744,372	-	-	744,372
Commercial Development	2,025,341	-	-	2,025,341
Open Space Reserve *	2,997,925	74,535	-	3,072,460
Gravel Pit Operations	2,593,674	253,628	-	2,847,302
Hanging Rock	-	-	-	-
Maintenance Senior Citizens Accommodation	61,065	-	-	61,065
Debt Repayment	1,691,470	400,000	-	2,091,470
Total discretionary reserves	11,627,535	1,728,746	513,636	12,842,645
Statutory Reserves				
Public Open Space - South	474,317	432,000	-	906,317
Public Open Space - East	1,321,399	575,000	-	1,896,399
Public Open Space - West	1,617,703	90,000	-	1,707,703
Total public open space	3,413,419	1,097,000	-	4,510,419
Community Facilities - South	-	-	-	-
Community Facilities - East	222,042	-	-	222,042
Community Facilities - Central	17,697	-	-	17,697
Community Facilities - West	351,520	-	-	351,520
Total community facilities	591,259	-	-	591,259
Car Parking	135,600	-	-	135,600
Planning Roadworks	943,996	57,223	-	1,001,219
Drainage	561,885	6,353	-	568,238
Gisborne Development Contributions Plan	1,208,157	145,584	-	1,353,741
Romsey Development Contributions Plan	165,103	291,270	-	456,373
Planning Footpath Works	148,403	-	-	148,403
Total statutory reserves	7,167,822	1,597,429	-	8,765,251
Grand Total	18,795,356	3,326,176	513,636	21,607,895

***Funds equalling this balance have been invested for a 6-month period @ 4.95% maturing on 14 May 2025.**

Council Plan Delivery

January to March 2025 Highlights

- 90% of actions are progressing on schedule.
- Four actions were completed during the quarter, including:
 - The Kyneton Urban Design Framework was adopted by Council at the 26 March 2025 Scheduled Council Meeting.
 - The Lancefield Park Recreation Reserve Master Plan was presented to and noted by Council at the 26 March 2025 Scheduled Council Meeting.
 - All directorates have set Roadmap action plans and a Council wide action plan has also been established following the 2024 Employee Engagement Survey. The 2025 Survey was also completed in the quarter.
 - As at 4 March 2025, all 9 Councillors completed their Councillor Induction and training.
- Delayed actions and their summary status are described in Table 6 below.
 - Two actions are not started but will commence pending completion of another action (described in Table 6 below).



A series of First Nations artefacts laid out for observation, as part of a Wurundjeri-guided tour of Wil-im-ee Moor-ring (Mt William) during Autumn Festival.

Table 5 Council plan action progress for period 1 January 2025 to 31 March 2025.

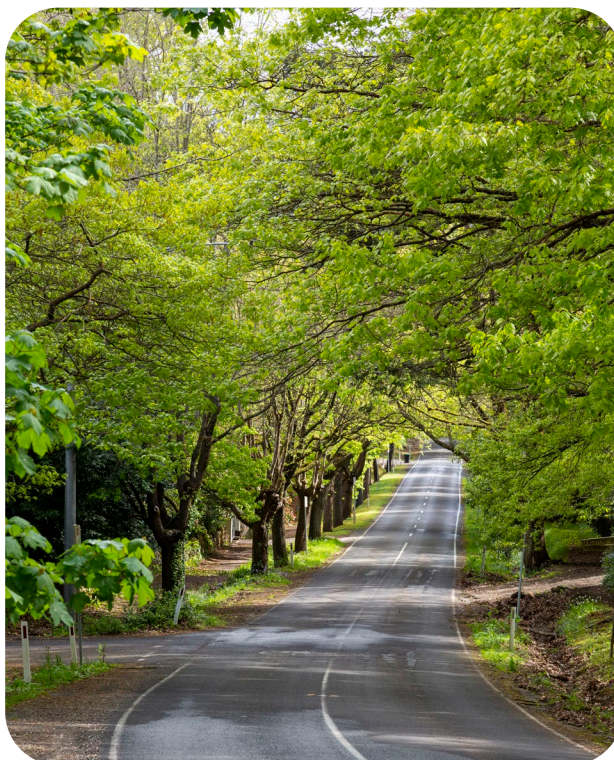
Strategic Objective	Total Actions	Actions Started	Actions not scheduled to start	Actions Complete	Actions Behind Target	% Actions progressing on schedule
Connecting Communities	35	34	0	4	6	83%
Healthy Environment, Healthy People	36	35	0	1	2	94%
Business and Tourism	14	14	0	1	0	100%
Deliver a Strong and Reliable Government	17	17	0	3	2	88%
Total	102	100	0	9	10	90%

Table 6 Summary of actions delayed

Strategic Objective	Action and Progress Comments	Target % Complete	Actual % Complete
Delayed			
Connecting Communities	Progress the construction of the Macedon Ranges Shared Trails project towards completion by 30 December 2025. <i>Delays due to approvals with and works by third parties.</i>	60%	50%
Connecting Communities	Following the adoption of the draft Gisborne Futures Structure Plan commence the implementation process including the introduction of the protected settlement boundary associated changes to the Macedon Ranges Planning Scheme. <i>Delays are due to ongoing discussions with the Department of Transport and Planning to amend the Statement of Planning Policy to insert the protected settlement boundary. Council expects a further update from the Department by October 2025.</i>	30%	10%
Connecting Communities	Following the adoption of the draft Romsey Structure Plan, commence the implementation process including the introduction of the protected settlement boundary and associated changes to the Macedon Ranges Planning Scheme. <i>Delays are due to ongoing discussions with the Department of Transport and Planning to amend the Statement of Planning Policy to insert the protected settlement boundary. Council expects a further update from the Department by October 2025.</i>	30%	10%
Connecting Communities	Progress the preparation of a new Open Space Strategy towards adoption. <i>Work is underway and Councillors are expected to be briefed on the draft early in the fourth quarter.</i>	80%	60%
Connecting Communities	Complete stage 2 of the Macedon Ranges Regional Sports Complex design, documentation in and tender preparation. <i>Detailed designs and tender documentation is scheduled to be completed by April/May 2025.</i>	100%	80%
Connecting Communities	Commence construction of Stage 2 of the Macedon Ranges Regional Sports Precinct. <i>Delays due to delay in</i>	50%	0%

	<i>tender preparation (expected to be completed April/May 2025).</i>		
Healthy Environment, Healthy People	Review and update the Pest Animal and Weed Strategy 2014-2024. <i>This review is waiting on completion of the review of the Biodiversity Strategy, which is currently underway</i>	25%	0%
Healthy Environment, Healthy People	Implement actions in the Woodend Five Mile Creek Master Plan and Romsey Five Mile Creek Master Plan. <i>Implementation of asset renewal and capital works projects is dependent on successful new initiative or grant funding.</i>	75%	50%
Deliver a Strong and Reliable Government	Continue to review and update long-term financial and infrastructure planning to guide our budget decisions, to ensure they are responsible and sustainable; noting the development of the new plans (Council, Financial, Revenue and Rating and Asset Plan) must be adopted by Council by 31 October in the year following a general election. <i>A draft version of the revised Financial Plan will be shared with Councillors in the coming weeks for review and discussion.</i>	75%	60%

Refer to Appendix A for full table of Council Plan actions progress for the reporting period.



Mt Macedon Road, Mount Macedon.

Capital Works Performance

January to March 2025 Highlights

- \$11.86M of capital works has been delivered at 31 March 2025.
- Construction of two new netball courts is progressing at Woodend Gilbert Gordon Reserve with all concrete subbase works now complete.
- Construction is underway for the Bolinda Hall Renewal project. The refurbishment of the external toilet block has been completed, and replacement of the hall's floor is in progress.
- The Riddells Creek Recreation Reserve floodlighting upgrade has progressed well and is nearing completion (early April 2025). The three new light towers have been constructed, with the fourth set of lights to be attached to the existing Telstra tower.
- Construction has commenced on the new maintenance shed at Romsey Golf Club, which shall replace the old maintenance shed that was damaged by fire in October 2022.
- The decking at Gilbert Gordon FNC Social Rooms has been refurbished, completing a renewals project that also involved replacement of the internal carpet flooring.



Woodend Gilbert Gordon Reserve Netball Courts currently under construction.

Capital Works Statement

Table 7 Capital works statement as at 31 March 2025

	2024/25 Annual Budget \$'000	2024/25 Mar YTD Budget \$'000	2024/25 Mar YTD Actuals \$'000	2024/25 Mar YTD Variance \$'000
Property				
Land and land improvements	0	-	4	-4
Buildings and building improvements	5,508	4,028	1,552	2,476
Total property	5,508	4,028	1,556	2,472
Plant and equipment				
Plant, machinery and equipment	2,537	1,874	504	1,370
Computers and telecommunications	365	294	232	62
Total plant and equipment	2,902	2,168	737	1,431
Infrastructure				
Roads	17,379	14,769	5,760	9,008
Bridges	1,082	923	272	650
Footpaths and Cycleways	1,401	1,871	925	946
Large Trail Projects	10,798	2,127	241	1,886
Drainage	1,010	842	119	723
Recreational, leisure and community facilities	8,698	6,616	1,524	5,092
Macedon Ranges Sports Precinct stage 2	4,861	465	228	237
Parks, open space and streetscapes	240	212	178	34
Other infrastructure	1,656	733	323	410
Total infrastructure	47,124	28,556	9,570	18,986
Total capital works expenditure	55,535	34,751	11,863	22,889

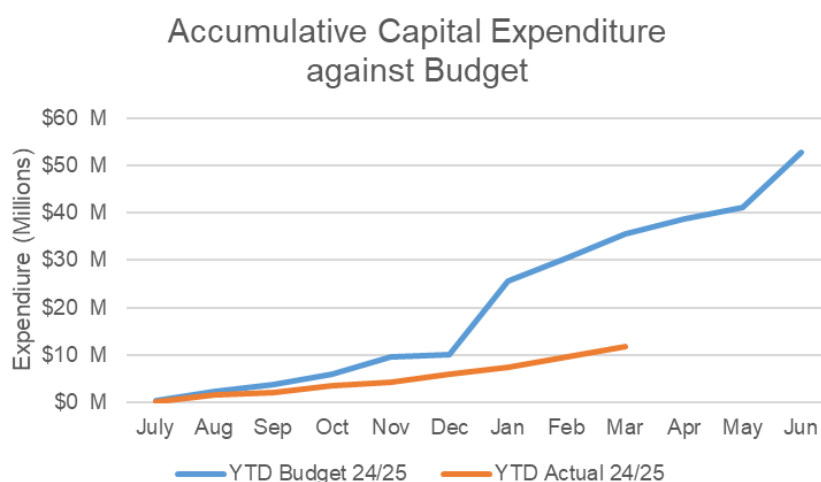


Figure 1 Actual and budgeted capital expenditure for 2024/25.

Governance

January to March 2025 Highlights

- 82% of quarter three Council resolutions have been completed.
- Of the 15 aged resolutions in progress at the start of the quarter, three resolutions were completed leaving only 12 aged resolutions open.
- Council's Statutory obligations remain compliant.
- Adopted the following strategies, plans or policies during the reporting period:
 - 2025 Community Awards Nomination Guide
 - Eligibility Criteria to the Community Funding Scheme and Small Project Grants Guidelines
 - Draft 2025/2026 Events and Festival Grant Program Guidelines
 - Draft Kyneton Urban Design Framework
 - Guidelines for the 2026 ANZAC Day Commemorative Services Support Fund
- No strategies, plans or policies were endorsed for public consultation during the reporting period.



2024 MRSC Councillors. L-R: Cr Jennifer Anderson, Cr Kate Kendall, Cr Daniel Young, Cr Dominic Bonanno, Cr Alison Joseph, Cr Cassy Borthwick, Cr Andrew Scanlon, Cr Christine Walker, Cr Janet Pearce.

Council Resolutions

Table 8 Council resolutions summary for period 1 January 2025 to 31 March 2025.

Meeting Date	Meeting Type	Resolutions (No.)	Complete (No.)	Complete (%)	In Progress (No.)	In Progress (%)
26/02/2025	Council Meeting	8	8	100%	0	0%
12/03/2025	Planning Delegated Committee	1	1	100%	0	0%
26/3//25	Council Meeting	8	5	63%	3	38%
	Total	17	14	82%	3	18%

Refer to Appendix B for full table of council resolutions for the reporting period.

Table 9 Aged Council resolutions from prior reporting periods that are still in progress.

Financial Year	Meeting Type	Resolutions (No.)	Complete (No.)	Complete (%)	In Progress (No.)	In Progress (%)
2019/20	Council Meeting	2	0	0%	2	100%
2020/21	Council Meeting	1	0	0%	1	100%
2021/22	Council Meeting	1	0	0%	1	100%
2022/23	Council Meeting	1	0	0%	1	100%
2023/24	Council Meeting	4	1	25%	3	75%
2024/25	Council Meeting	6	2	33%	4	67%
	Total	15	3	20%	12	80%

Refer to Appendix C for full table of aged council resolutions.

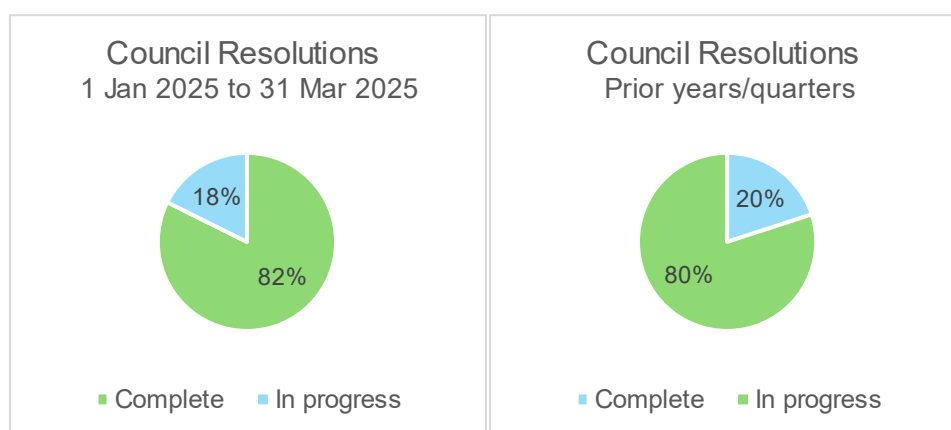


Figure 2 Council resolutions for current and prior reporting periods.

Councillor Reimbursements

Table 10 Reimbursements to Councillors for period 1 January 2025 to 31 March 2025

Councillor name	Travel / accommodation (\$)		Car mileage (\$)		Family care (\$)		I&CT (\$)		Events & Conferences (Representative) (\$)		Training & Development (Individual) (\$)		Training & Development (Collective) (\$)	
	Q3	YTD	Q3	YTD	Q3	YTD	Q3	YTD*	Q3	YTD	Q3	YTD	Q3	YTD
Cr Jennifer Anderson	-	-	-	1,622	-	-	81	324	-	-	-	1,724	-	-
Cr Janet Pearce	-	-	-	1,846	-	-	95	338	-	16	-	-	-	-
Cr Mark Ridgeway	-	-	-	487	-	-	-	137	-	-	-	-	-	-
Cr Annette Death	-	-	-	-	-	-	-	185	0	296	-	3,559	-	-
Cr Geoff Neil	-	-	-	1,822	-	-	-	82	-	-	-	-	-	-
Cr Bill West	-	-	-	-	-	-	-	172	-	-	-	-	-	-
Cr Dominic Bonanno	55	55	-	1,216	-	-	38	120	-	-	-	-	-	-
Cr Rob Guthrie	-	-	-	1,023	-	-	-	186	-	-	-	-	-	-
Cr Christine Walker	22	22	423	1,836	-	-	41	123	-	-	-	373	-	-
Cr Cassy Borthwick	-	-	111	111	-	-	95	121	-	-	-	-	-	-
Cr Andrew Scanlon	-	-	-	-	-	-	95	121	-	-	-	-	-	-
Cr Daniel Young	-	-	-	-	-	-	95	121	-	-	-	-	-	-
Cr Alison Joseph	-	-	-	-	-	-	95	121	-	-	-	-	-	-
Cr Kate Kendall	315***	315	1262	1262	-	-	95	121	-	-	1,800**	1,800	-	-
Total	392	392	1,796	11,225	-	-	730	2,272	-	312	1,800	7,456	-	-

*YTD ICT costs have been updated to include the previous quarters, following receipt of the outstanding reports from the service provider.

**No cost to Council due to scholarship funding with Municipal Association of Victoria (MAV)

***No cost to Council funded travel as part of scholarship funding with MAV

Other costs are those not separately specified in this table but eligible under the Councillor Expenses Policy

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.

Refer to Appendix D for status table of statutory obligations for the reporting period.

People and Wellbeing

January to March 2025 Highlights

- Staff turnover rate for this quarter (4.37%) is higher than the previous quarter, but in line with the trend over the last 18 months.
- Whilst higher than Q3 in 2023/24, turnover remains lower than the average for 2022/23 and 2021/22.
- 21 staff left their positions this quarter, 18 of which were resignations with 1 retirement from the workforce.
- Council's staff turnover rate remains lower than the industry average of 18% last reported by VAGO¹ for 2022/23.
- Compliance training rates are at 93% which is an increase of 1% on last quarter.
- We continue to see strong engagement in our optional internal development program offerings, with 373 enrolments across Q3. Attendance rates are up 3% on Q2, at 94%.



Open space staff safely performing maintenance at a reserve in Woodend.

¹ Victorian Auditor-General's Report 2024, **Results of 2022-23 Audits: Local Government**, Victorian Auditor-General's Office, <https://www.audit.vic.gov.au/report/results-2022-23-audits-local-government?section=#:~:text=The%20sector's%20average%20staff%20turnover,that%20occurred%20in%202018%E2%80%9319.>

Insurance and Risk

January to March 2025 Highlights

- The number of new insurance claim notifications has decreased by two claims this quarter. This may be due to a drop off in theft activity at Council owned and managed facilities.
- There has been an increase in total claims managed under excess for this quarter (10) compared to previous quarter (4). This is largely due to an increase in tree related claims this quarter (6) compared to zero claims last quarter and three claims in the first quarter.
- Risk analysis for this reporting period indicates most of the risk overall, as well as the majority of high and extreme risks, currently sit at the unit/project level due to two major projects currently underway.
- Council have completed the insurance renewal program for the 2025/26 financial year. This process involved the completion of multiple questionnaires which then inform the level of risk that Council carries as well as the volume of assets across a range of asset categories which inform the premiums for all lines of cover.



Lightning strikes over the landscape.

Customer Service

January to March 2025 Highlights

- The number of Customer Service Requests increased by 841 (11.9%) compared with the prior quarter.
- 75% of Customer Requests were completed within 10 working days compared to 78% in the previous quarter.
- 60% of customer service requests received were directed to the Assets and Operations Directorate (compared with 58% last quarter), followed by 33% to the Planning and Environment Directorate (compared with 34% last quarter).



Customer service staff member.

Appendix A – Council Plan Actions Progress

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
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								
Progress the construction of the Macedon Ranges Shared Trails project towards completion by 30 December 2025.	Deliver	In Progress	60%	50%	Section 2A has been approved by DEECA with construction commencing in April/May 2025. The Project team continues to progress the designs and approvals with DEECA, V/Line, Melbourne Water, Parks Victoria and the CHMP for the remaining sections of the Trail. It is anticipated that construction will recommence in Section 2A and the remaining section of 1Bi following the completion of V/Line works in this area in the coming months and to be completed by the end of December 2025.	Manager Facilities and Aquatics	30 June 2025	
In partnership with Hepburn Shire Council, advocate to the Victorian Government for support to undertake preconstruction planning for the Daylesford to Hanging Rock Rail Trail project.	Advocate	Ongoing BAU	75%	75%	Discussions on the project are continuing with Hepburn Shire Council.	Manager Parks, Recreation and Depot Operations	30 June 2025	
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	Ongoing BAU	75%	75%	This is an ongoing advocacy campaign where Council officers meet regularly to discuss operational matters with the Department of Transport and Planning.	Manager Engineering and Asset Services	30 June 2025	
Continue to advocate for increased State Government funding for supervised school crossings and consider alternative safe crossing methodologies for schools.	Advocate	In Progress	75%	75%	Council is actively addressing this item through several key initiatives: •Council was successful in obtaining additional state government funding for the School Crossing Supervisor servicing Willowbank Primary School. •Successful grant applications have secured funding for Safe System Pedestrian Infrastructure upgrades across Kyneton, Gisborne, Woodend, and Riddles Creek, with project completion anticipated by June 2025. •Further funding has been obtained for school crossing upgrades in Kyneton and Gisborne, with an expected completion date of February 2026. •An Expression of Interest has been submitted for the School Safety Improvement Package under the Road Safety Program. If successful, funding will be allocated to address remaining pedestrian safety concerns, tailor crossing treatments to student age and road environments, and install crossings for use outside of school hours. •Council is proactively expanding its pool of trained crossing supervisors to better meet community needs.	Manager Safer Communities	30 June 2025	
Integrate land-use planning, and revitalise and protect the identity and character of the shire								
Progress the Kyneton Town Centre Urban Design Framework to Council for decision.	Deliver	Completed	90%	100%	The Kyneton Urban Design Framework was adopted by Council at the 26 March 2025 Scheduled Council Meeting.	Manager Strategic Planning and Environment	31 March 2025	
Following the adoption of the draft Gisborne Futures Structure Plan commence the implementation process including the introduction of the protected settlement boundary associated changes to the Macedon Ranges Planning Scheme.	Deliver	Planning	30%	10%	The Gisborne Futures Structure Plan was adopted at the 24 July 2024 Scheduled Council Meeting. Council has written to the Minister for Planning to request an amendment be prepared to the Statement of Planning Policy to insert a protected settlement boundary for Gisborne and any consequential amendment to the Macedon Ranges Planning Scheme in order to insert this protected settlement boundary. Senior officers of Council met with senior officers of the Department of Transport and Planning in February 2025 to discuss progress of the implementation of the protected settlement boundary. Council expects a further update on the progress of the implementation process from the Department of Transport and Planning by October 2025.	Manager Strategic Planning and Environment	30 June 2025	
Following the adoption of the draft Gisborne Futures Structure Plan, continue to finalise the draft Gisborne Futures Urban Design Framework Plan and Neighbourhood Character Study to guide future development and investment in public realm improvements.	Deliver	In Progress	50%	50%	An updated draft of the Neighbourhood Character Study has been drafted and Councillors expected to briefed on the updated draft early in the fourth quarter. An updated draft Urban Design Framework is almost completed with a Councillor briefing scheduled in the fourth quarter,	Manager Strategic Planning and Environment	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
Following the adoption of the draft Romsey Structure Plan, commence the implementation process including the introduction of the protected settlement boundary and associated changes to the Macedon Ranges Planning Scheme.	Deliver	Planning	30%	10%	The Romsey Structure Plan was adopted at the 22 May 2024 Scheduled Council Meeting. Council has written to the Minister for Planning to request an amendment be prepared to the Statement of Planning Policy to insert a protected settlement boundary for Romsey and any consequential amendment to the Macedon Ranges Planning Scheme in order to insert this protected settlement boundary. Senior officers of Council met with senior officers of the Department of Transport and Planning in February 2025 to discuss progress of the implementation of the protected settlement boundary. Council expects a further update on the progress of the implementation process from the Department of Transport and Planning by October 2025.	Manager Strategic Planning and Environment	30 June 2025	
Investigate options to progress delivery of a framework plan for Kyneton South.	Deliver	Planning	60%	60%	Funding to prepare the Kyneton South Framework Plan is being considered as part of the 2025/26 budget.	Manager Strategic Planning and Environment	30 June 2025	
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								
Progress the preparation of a new Open Space Strategy towards adoption.	Deliver	In Progress	80%	60%	Work on developing the draft Open Space Strategy is underway utilising existing resources. Preparation of a draft Open Space Strategy is well progressed with Councillors expected to be briefed on the draft early in the fourth quarter.	Manager Strategic Planning and Environment	30 June 2025	
Advocate for funding of the Macedon Ranges Regional Sports Precinct for Stage 3.	Advocate	In Progress	75%	75%	Advocacy for Stage 3 is ongoing effort.	Manager Facilities and Aquatics	30 June 2025	
Complete stage 2 of the Macedon Ranges Regional Sports Complex design, documentation in and tender preparation.	Deliver	In Progress	100%	80%	Detailed designs and tender documentation is scheduled to be completed by April/May 2025. Once documentation is finalised the construction tender will be released to the market.	Manager Facilities and Aquatics	30 June 2025	
Commence construction of Stage 2 of the Macedon Ranges Regional Sports Precinct.	Deliver	Not Started	50%	0%	Construction is pending the award of a construction tender. This can not occur until the construction tender has been advertised.	Manager Facilities and Aquatics	30 June 2025	
Deliver the annual capital works program within budget.	Deliver	In Progress	50%	55%	Approximately 112 projects of the 141 in the program are set to be delivered this financial year. The remaining 29 projects are predominantly related to projects that are scheduled to be completed over multiple years or paused as they may not have progressed to design stage.	Director Assets and Operations	30 June 2025	
Undertake a feasibility for the best location for a skate park in Gisborne.	Deliver	In Progress	50%	50%	The Feasibility Study is underway and will be completed this financial year.	Manager Parks, Recreation and Depot Operations	30 June 2025	
Implement the Romsey Skate Park, in conjunction with Lancefield Romsey Lions Club and the recommendations from the shire wide Skate park and BMX strategy.	Partner/Facilitate	In Progress	50%	50%	Applications for the \$950,000 funding amounts to the Victorian Government were submitted and the funding agreement has now been signed. Preparation for the tender is underway and expected to be released in April 2025. Completion of the project is expected by June 2026.	Manager Parks, Recreation and Depot Operations	30 June 2025	
Finalise the Lancefield Park Recreation Reserve Master Plan.	Deliver	Completed	75%	100%	Council at its 26 March 2025 Scheduled Meeting carried the following - That Council notes the Lancefield Park Recreation Reserve Master Plan	Manager Parks, Recreation and Depot Operations	31 March 2025	
Advocate for funding to realise the delivery of the Woodend Community Centre in line with priority projects.	Deliver/Advocate	In progress	75%	75%	A potential funding source to progress the Woodend Community Centre re-development was identified and the process to confirm approval to apply was initiated. A meeting was held with key community stakeholders and an update was provided. The request from the stakeholder group to address Council was supported and the process outlined. Council's project delivery team were notified that a funding application during quarter 4 was likely.	Manager Economic Development and Visitor Economy	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
Target community needs through development programs and grants								
Promote community centres, neighbourhood houses, and their programs to encourage community participation.	Deliver	In Progress	75%	75%	Community participation is consistently promoted through local newspapers, social media, and Council's website, as outlined in the Neighbourhood House Policy.	Manager Community Strengthening	30 June 2025	
Continue Council's community grants programs (the Community Funding Scheme and the Small Projects Grants) to support community groups to deliver community, cultural and environmental projects, and enhance community places.	Deliver	In Progress	75%	75%	Council continues to implement its community grants programs, including the Community Funding Scheme and Small Projects Grants. The 2025/26 Small Projects Grants program offers a total funding pool of \$30,000, with individual grants of up to \$3,000 available for community groups. The Community Funding Scheme is set to open in mid 2025.	Manager Community Strengthening	30 June 2025	
Collaborate with Bendigo Volunteer Resource Centre and across Council to coordinate, support, engage and recognise volunteers.	Partner/Deliver	In Progress	75%	90%	Volunteer recognition categories have been incorporated into Council's annual Community Awards program, celebrated later in May 2025.	Manager Community Strengthening	30 June 2025	
Promote the library programs of the Goldfields Library Corporation to engage the community.	Partner/Deliver	In Progress	75%	75%	Council's Communications and Advocacy team maintains ongoing collaboration with Goldfields Libraries' communications counterparts to share relevant activities and events across Council channels. To strengthen this partnership, the team has committed to more regular catch-ups in 2025-26. Additionally, the Emergency Management and Recovery teams are working with Goldfields Libraries to deliver recovery support programs, including the 'Birdie's Tree' activity.	Manager Community Strengthening	30 June 2025	
Advocate for possible funding opportunities to support the Goldfields Library Corporation to undertake construction works for the Gisborne Library.	Advocate	In Progress	90%	90%	The 2024-25 Living Libraries Infrastructure Program (LLIP) applications opened on 3 February 2025. In collaboration with the Goldfields Library Corporations (GLC), Council submitted an application for Major Works funding (\$200,001 - \$1,000,000). The contribution ratio – LLIP \$3 - \$1 Local. Announcements are expected from May 2025.	Manager Community Strengthening	30 June 2025	
Continue to deliver improved outcomes for and recognition of our First Nations People								
Celebrate and participate in National Reconciliation Week, by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander Peoples and other Australians.	Partner/Deliver	Planning	80%	80%	Planning is underway for National Reconciliation Week, observed from 27 May to 3 June. The 2025 program will include public events focused on truth-telling, Aboriginal culture, and Reconciliation education, providing meaningful opportunities for the community to engage, learn, and reflect. These initiatives build on past efforts to foster deeper community involvement in the Reconciliation process.	Manager Community Strengthening	30 June 2025	
Continue to recognise Indigenous culture at Macedon Ranges Shire Kindergartens.	Deliver	In Progress	75%	75%	The early years team has a representative on the Council Reconciliation Action Plan Working Group. Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation have been engaged in the process for room names at Lancefield Children's Centre.	Manager Community Services	30 June 2025	
Upon endorsement, commence implementation of a Council Reconciliation Plan 2024–2027.	Partner/Deliver	In Progress	75%	75%	A Draft Reconciliation Plan was presented to Council in July and approved for community consultation, which took place from 25 July to 22 August 2024 via the Council's 'Your Say' platform. Community feedback emphasized the need to rename the plan to 'Reconciliation Plan' instead of 'RAP,' as it had not been endorsed by Reconciliation Australia. Additionally, further consultation with Traditional Owners was recommended. Councillors supported these recommendations. A revised draft was presented to Council in mid-December 2024. After discussions, it was determined that more time was needed for Councillors to understand resourcing implications and incorporate their feedback. An overview of Reconciliation Plans, emphasising benefits and challenges will be presented to council during a briefing 6 May 2025. Further actions to present a plan for endorsement are underway and will be scheduled for June/July 2025.	Manager Community Strengthening	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
Promote a more inclusive community by supporting community groups and vulnerable groups								
Continue to demonstrate leadership in advancing gender equality, through implementation of Council's Gender Equality action Plan, including delivery of year three actions.	Deliver	In Progress	75%	75%	Council continues to progress action items across all three priority areas, noting a majority of the action items are ongoing initiatives we are continually improving and imbedding into our strategies, frameworks and policies.	Manager People and Wellbeing	30 June 2025	
Oversee delivery and collaboration with the community to facilitate approved Council recognition days (or weeks).	Deliver	In Progress	75%	75%	Council remains committed to working with the community and partners to deliver activities that recognise key Council-endorsed days and weeks of significance. These initiatives range from symbolic gestures, such as lighting the Kyneton Town Hall, to larger-scale community engagement programs designed to promote awareness, education, and participation. A list of committed recognition days for 2025 was presented to Councillors for noting in early February 2025. Councillors requested more information regarding Recognition Days for the 25/25 FY. Reports are scheduled for May 2025.	Manager Community Strengthening	30 June 2025	
Provide information and guidance on available external funding opportunities to support sustainability of community programs delivered by Neighbourhood Houses, and continue to advocate to the Victorian Government for increased funding.	Advocate	In Progress	75%	80%	Council's Community Resilience Officer shares funding opportunities with communities, often through Neighbourhood Houses, to support the development of 72-hour plans. Additionally, the Council's Community Partnerships Officer disseminates funding opportunities to Neighbourhood Houses to support various community programs..	Manager Community Strengthening	30 June 2025	
Deliver the Aged Care Volunteer Visitor Scheme actions to link an older vulnerable person with a dedicated volunteer to decrease social isolation.	Deliver	In Progress	75%	75%	A communication plan to target volunteers' participation has been developed including attendance at pop up markets. This has resulted in an increase with 14 new volunteers currently being onboarded. Almost 40 older people are currently receiving volunteer visitors.	Manager Community Services	30 June 2025	
Acknowledge and promote community volunteers through Council's Annual Community Awards.	Deliver	In Progress	75%	75%	Nominations were promoted in the community and submitted in March.	Manager Community Services	30 June 2025	
Explore opportunities for affordable and social housing in the shire								
Continue to implement Council's Affordable Housing Policy including to support the implementation of the Loddon Mallee Housing Action Plan.	Deliver	In Progress	50%	50%	Council continues to contribute to the Loddon Mallee Housing Action Plan as opportunities arise. Ongoing exploration of planning mechanisms to enable more affordable housing, including alignment with the Rating and Revenue Plan. Meeting with Housing for All Australians to explore opportunities to support key worker housing. A review of the Affordable Housing Policy commenced, supported by a project plan, internal consultation, and input from stakeholder workshops and the community assembly process. A background paper analyzing local affordable housing needs also commenced.	Coordinator Community and Social Planning	30 June 2025	
Continue to work with the Victorian Government and housing providers to increase the supply of social housing, in the shire, including consideration of Council owned seniors housing stock.	Advocate/Partner	In Progress	50%	50%	Council progressed work with Homes Victoria to confirm the status of social housing sites, identifying one site suitable for redevelopment and continuing to explore others. Legal advice is being obtained to support this work. Council also advocated for funding and policy reform through Rural Councils Victoria and directly to the State Government to increase local social housing supply.	Coordinator Community and Social Planning	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
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								
Continue to deliver the actions for the Biodiversity Strategy 2018 including community education and engagement program and biolink plan.	Deliver	In Progress	75%	75%	A project to develop and pilot a backyard biodiversity program for the Shire was launched in March inciting residents in Kyneton to be part of the pilot. Applications to be part of the pilot close in early April 2025.	Manager Strategic Planning and Environment	30 June 2025	
Continue the Healthy Landscapes – Practical Regenerative Agricultural Communities project.	Deliver	In Progress	75%	75%	Launched Equine Property Management Course, fully subscribed (15 properties) and strong positive feedback provided. Delivered 1 field day (49 attendees), 1 Holistic Grazing course day, 1 Cultural Engagement Day with Djaara (26 attendees) and 5 property visits. Supported the Macedon Ranges Regenerative Farmers community group to deliver GROW Festival. Approx. 565 attendees, 25+ local and international speakers, 15+ paddock-to-plate food producers and 25+ exhibitors. Hosted regenerative farming film screening with Director Q&A.	Manager Strategic Planning and Environment	30 June 2025	
Continue to protect, preserve and enhance biodiversity on Council land, through implementation of Environmental Management Plans, including pest plant and animal management, tree assessment and mitigation, ecological burning, and liaison with community.	Deliver	Ongoing BAU	75%	75%	EMPs for majority of bushland reserves have been reviewed. Contractors currently assessing and capturing GIS data on trees in Black Hill and Bald Hill Reserves in Kyneton.	Manager Strategic Planning and Environment	30 June 2025	
Review and update the Pest Animal and Weed Strategy 2014-2024.	Deliver	Not Started	25%	0%	This review will be completed following the review of the Biodiversity Strategy currently underway	Manager Strategic Planning and Environment	30 June 2025	
Continue annual biodiversity monitoring program including fauna and flora surveys through the Bird Blitz, Nest Box Monitoring, and Spotlighting Surveys.	Deliver	In Progress	75%	75%	New Biodiversity Officer, Jaclyn Harris, commenced in January. A review of the monitoring program is underway as part of the Biodiversity Strategy review. Citizen science opportunities are continuing with nest box surveys, iNaturalist surveys at Hanging Rock and spotlighting planned for Q4.	Manager Strategic Planning and Environment	30 June 2025	
Continue to advocate to the Victorian Government for Barrm Birrm to become a State Park due to its significant flora and fauna.	Advocate	Ongoing BAU	75%	75%	Locks have recently been replaced at 2 entrances to limit access to the site by non-owners for 4WDing, motorbiking and camping. Individual blocks continue to be put up for sale by local real-estate agents despite officer efforts to pursue the gift-back scheme.	Manager Strategic Planning and Environment	30 June 2025	
Lessen the severity of climate change, through actions that enable Council and the community to reduce greenhouse gas emissions								
Implement very high and high priority actions in the Climate Emergency Response Plan.	Deliver	In Progress	75%	75%	First Changemaker's Macedon Ranges successfully delivered through March. Stage 1 of the North Central CMA led 'Grow Toward Zero' progressed to assessing EOIs - 54 from landholders in the Macedon Ranges. Feasibility study into additional solar and battery storage at four key emergency management sites underway Youth Climate Group launched on 17 March Macedon Ranges continues to participate in the CVGA-led regional EV infrastructure framework	Manager Strategic Planning and Environment	30 June 2025	
Provide opportunities for the community to mobilise and participate in individual, household and collective local climate action.	Deliver	In Progress	75%	75%	First Changemaker's Macedon Ranges successfully delivered in partnership with MRSB in March 2025 Youth Climate Group launched on 17 March	Manager Strategic Planning and Environment	30 June 2025	
Deliver the Year 2 actions in Council's Zero Net Emissions Plan for Operations.	Facilitate/Deliver	In Progress	50%	75%	Site visits completed for feasibility study into additional solar and battery storage at 4 key emergency management sites (Romsey Hub, Romsey Recreation Reserve clubrooms, Gisborne Community Centre and Gisborne Sports Hub).	Manager Strategic Planning and Environment	30 June 2025	
Conduct a scoping study and commission detailed design work to enable very high and high priority sites and small Council owned sites to transition off gas.	Deliver	Planning	75%	75%	Officers cont. to work with consultants engaged to design 'getting off gas' process at Kyneton Town Hall, Kyneton Mechanics Institute and Red Brick Hall. First concept options presented and Facilities Projects team to progress.	Manager Strategic Planning and Environment	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal								
Continue to decrease tonnes of waste to landfill per-capita.	Deliver	In Progress	75%	75%	There has been a slight increase in waste to landfill per capita due to contamination with organics and general recycling. The 2024/25 education program will target these areas for improvement.	Manager Civil Services and Resource Recovery	30 June 2025	
Finalise the new circular economy education and engagement plan and commence its implementation.	Deliver	In Progress	75%	75%	DEECA behaviour change project has commenced, and a staff member has been recruited -Soft plastic trial expansion rolled out Shire-wide -Compostable paper bag FOGO trial -Campaign targeting hazardous waste -ie batteries, vapes -Targeted campaign for Romsey residents addressing recycling bin contamination	Manager Civil Services and Resource Recovery	30 June 2025	
Provide opportunities to experience open space and bushland reserves								
Deliver Eastern base circuit track repairs, development and installation of wayfinding signs and ongoing engagement with the Taungurung to build rapport and to inform cultural content for interpretive signs and features at Black Hill Reserve.	Deliver	In Progress	75%	75%	BIIK (Taungurung on country works crew) contractor engaged for track repairs. Repair to 450m track/steps completed.	Manager Strategic Planning and Environment	30 June 2025	
Provide opportunities for the community to experience open space and bushland reserves and learn about nature via monthly environment e-news and seasonal environment event program.	Deliver	In Progress	75%	75%	Backyard Biodiversity program pilot launch in Kyneton March 22. Nature-themed story time events at all libraries as part of ChangeMakers festival attracted 165 people. e-News distributed to mailing list in February and March.	Manager Strategic Planning and Environment	30 June 2025	
Complete the Woodend Racecourse reserve Master Plan.	Deliver	In Progress	50%	50%	The Draft Woodend Racecourse Reserve Master Plan is underway. Community feedback on the Draft is being planned for July/August 2025 with presentation to the November or December Sceduled Council Meeting for adoption.	Manager Parks, Recreation and Depot Operations	30 June 2025	
Complete the Macedon Ranges Community Equestrian Facilities Master Plan.	Deliver	In Progress	75%	75%	The Draft Macedon Ranges Community Equestrian Facilities Plan is run in parallel with the Woodend Racecourse Reserve Master Plan.	Manager Parks, Recreation and Depot Operations	30 June 2025	
Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water								
Continue priority waterway restoration works that implement adopted waterway environmental plans including Bunjil, Howey, Djirri Djirri Waterway and Jacksons Creeks and Nursery Road Waterway.	Deliver	In Progress	75%	75%	A funding agreement has been signed for 3.5yrs under the Urban Rivers and Catchments program to deliver onground works to restore the threatened EVCs and waterways of the Upper Marybyrnong Catchment (Djirri Djirr, Bunjil/Howey/Jacksons creeks). Works are expected to commence in the fourth quarter.	Manager Strategic Planning and Environment	30 June 2025	
Implement actions in the Woodend Five Mile Creek Master Plan and Romsey Five Mile Creek Master Plan.	Deliver	In Progress	75%	50%	Council continues to support Woodend Landcare in their efforts to restore and maintain the Woodend Biolink through Environment grants and working bees. Implementation of asset renewal and capital works projects in Woodend Five Mile Creek and Romsey Five Mile Creek Master Plans dependent on successful new initiative or grant funding.	Manager Strategic Planning and Environment	30 June 2025	
Maintain systems, capacity and capability to manage, respond to and lead recovery after emergency events								
Continue to leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events.	Facilitate/Partner	In Progress	75%	75%	Council continues to participate in regional recovery meetings to exchange learnings with other LGAs and agencies. Maintain and strengthen relationships with key agencies and groups, including Emergency Recovery Victoria, Woodend Neighbourhood House, Riddells Creek Neighbourhood House, Kyneton Neighbourhood House, Romsey and Lancefield Neighbourhood Houses, Bullengarook community, and the Darraweit Guim Resilience Community Group, to ensure a comprehensive understanding of community needs in the immediate response and recovery phase after an emergency. Continued support for community led activities in relation to recovery and resilience has been provdied to both Darraweit Guim and Bullengarook communities.	Manager Community Strengthening	30 June 2025	
Contribute to Municipal Emergency Management Planning, learning from emergency management responses to improve future responses.	Facilitate/Partner	In Progress	75%	75%	Ongoing hosting and executive support to the Municipal Emergency Management Planning Committee, participation in regional emergency management planning meetings, participation in municipal emergency risk assessments and continued formal and informal debriefs and identification of oportunities for improvement, all continue to facilitate the exchange of learnings between other LGAs and agencies.	Manager Community Strengthening	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
Encourage active and healthy lifestyles for people of all ages and abilities								
Optimise accessibility and usage of open space and facilities, through a program of development and renewals for open space, playgrounds and sporting infrastructure.	Deliver	In Progress	75%	75%	A number of key recreation projects are progressing including: -The Kyneton Showgrounds netball facilities development is underway with construction set to commence in April 2025 -Upgrades to netball and tennis facilities in Romsey and Woodend are underway -Lighting at the Riddells Creek oval is nearing completion -Stage Five implementation of the Gisborne Fields Master Plan is completed -Following the first found of consultation in May 2024, drafting of the Playground Strategy is underway.	Manager Parks, Recreation and Depot Operations	30 June 2025	
Work in partnership with health, education and community organisations, including sporting clubs and community groups, to enhance opportunities for improved health, and participation in passive and active recreation.	Partner	In Progress	75%	75%	The Fair Access Policy addresses barriers faced by women, girls, and gender-diverse people in accessing and using community sports infrastructure. The working group has been established with further progress expected during May 2025.	Manager Parks, Recreation and Depot Operations	30 June 2025	
Work in partnership with Healthy Loddon Campaspe to deliver actions specific to Macedon Ranges Shire.	Partner/Deliver	In Progress	50%	75%	Activation projects are underway and on track for the project. Kyneton Community House are expanding their garden club model to three other neighborhood houses. Sunbury Cobaw Community Health have received their funding to implement the Healthy Schools Project and have successfully recruited three schools. Schools are well underway with delivering their initiatives, which are Stephanie Alexander Kitchen Garden, Safe Routes to School and School Canteen improvements. Six community members are participating in the second round of the Veg on the Verge Project. Community consultation is completed for the Footpath and Fitness Equipment Activation Project, Kyneton. Activities as a part of this to be delivered April - June 2025, including outdoor fitness classes, positive signs, story walks. The Project also continues to facilitate the Local Partnership Group to oversee implementation of the funded projects and provides support to the formation of a Food Network.	Coordinator Community and Social Planning	30 June 2025	
Continue to deliver the actions for the Municipal Public Health and Wellbeing Plan 2021–2025.	Deliver	In Progress	50%	50%	There are 18 actions remaining to be implemented in the final year of Council's Municipal Public Health and Wellbeing Plan (2021-2025). Action taken to date has included: - Completed a number of actions in Council's Gender Equality Action Plan including a comprehensive review of our organisations recruitment guidelines - Commenced review of Council's Affordable Housing Policy - Three schools attended the Launch of the Youth Climate Action Group in partnership with CERES. - A stakeholder workshop was delivered to review community engagement findings and identify priority areas for collaboration for the next Municipal Public Health and Wellbeing Plan.	Coordinator Community and Social Planning	30 June 2025	
Continue to deliver the 2024-25 actions for the Disability Action Plan 2021–2025.	Deliver	In Progress	50%	50%	There are 17 actions remaining to be implemented in the final year of Council's Disability Action Plan (2021-2025). Action taken to date has included: - Funding obtained for the delivery of Person-Centered Emergency Response Planning, pilot identified in Riddells Creek due to existing community connections - Training delivered to Council staff in key roles on inclusive communications, including skills to deliver Easy Read materials, - A stakeholder workshop was delivered to review community consultation findings and identify priority areas for the next Disability Plan (integrated with Council Plan).	Coordinator Community and Social Planning	30 June 2025	
Continue to deliver the actions for Elevate – Council's Youth Strategy 2018–2028.	Deliver	In Progress	75%	80%	Council has collaborated with young people to co-develop and deliver a series of educational workshops during the Q2 school holiday period. These workshops included: Barista Training Photography Workshops Lighting Workshops Additionally, weekly Youth Spaces have been provided in Kyneton and Woodend during school terms, creating safe environments where young people can build social connections. Council has continued to co-design with young people for the development of 2025 Youth programs over the Q3 reporting period, ensuring they reflect their voices and needs.. Examples include: - Youth Advisory Panel for Annual Youth Awards (now integrated with the Community Awards). - Barista Training School Holiday Workshops (fully subscribed with wait list) - Fortnightly Youth Spaces alternating between Kyneton and Woodend - IDAHOBIT activities	Manager Community Strengthening	30 June 2025	
Continue to deliver the actions for Participate – Council's Positive Ageing Plan 2020–2025.	Deliver	In Progress	75%	75%	Council continues to deliver the actions for <i>Participate</i> as part of the recently integrated planning documents for the Community Directorate.	Manager Community Services	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
Engage families to promote the importance of early childhood education and health								
Continue to partner with the Department of Education and Training to support current education reforms, such as the rollout of three-year-old kindergarten in the Macedon Ranges Shire and School Readiness Funding.	Facilitate/Partner	In Progress	75%	75%	All Council kindergartens are providing 15 hours of kindergarten for children aged 3 and 4 years. Work continues to understand impacts of the State Government reform agenda for community members and Council as a provider of kindergarten programs.	Manager Community Services	30 June 2025	
Continue to provide and support access to quality kindergarten programs across the Shire.	Deliver	In Progress	75%	75%	One shire-wide Education Leaders Community of Practice has been delivered with two further sessions planned for term 2.	Manager Community Services	30 June 2025	
Continue to deliver actions for Council's Early Years Plan – CREATE.	Deliver	In Progress	75%	75%	Council continues to deliver the actions for CREATE as part of the recently integrated planning documents for the Community Directorate.	Manager Community Services	30 June 2025	
Continue to strengthen municipal planning of early years services.	Facilitate/Partner	In Progress	75%	75%	The development of a new Kindergarten Infrastructure and Services Plan (KISP) is progressing well. Council continues to collaborate with key stakeholders to meet current and future workforce needs within the shire.	Manager Community Services	30 June 2025	
Continue to explore the feasibility of Macedon Ranges Shire becoming a “Child Friendly Community”	Facilitate/Deliver	In Progress	75%	75%	A report seeking endorsement to become a signatory to the Victorian Local Government Association Child Friendly Cities and Communities Charter is underway. Supporting this work, the development of Children and Young People Engagement Guidelines is underway to amplify the voice of children in Council consultations.	Manager Community Services	30 June 2025	
Support our community to ensure better access and connection for facilities and services								
Continue to monitor the impacts of aged care reforms and work with service providers to advocate for the needs of older people.	Advocate	In Progress	75%	75%	Community education sessions on the reforms have commenced and a meeting with Department of Health, service providers and the community to provide an update on the reforms is scheduled for June. To advocate for our community on the impacts of the Aged Care Reforms case studies have been shared with Municipal Association Victoria (MAV).	Manager Community Services	30 June 2025	
Assist to improve mental wellbeing within the community								
Continue to work with the Commonwealth and Victorian Governments to advocate for improved youth mental health services in the Macedon Ranges Shire.	Advocate/Partner	Planning	75%	75%	Council continues its advocacy for improved mental health services: •Advocacy Document and Plan: In collaboration with Sunbury Cobaw Community Health, Council has been developing a drafting an advocacy document and plan to enhance mental health services for young people. •Consultation with Young People: Programs like the Youth Summit are providing platforms for young people to directly contribute to the advocacy process, ensuring their input shapes the project's direction and outcomes.	Manager Community Strengthening	30 June 2025	
Independently assess the effectiveness, impact and efficiency of the current Live 4 life program in Macedon Ranges to inform future developments.	Deliver	In Progress	75%	75%	Live 4 Life will undergo an evaluation process conducted by an external consultant to assess the program's effectiveness in contemporary school settings. The evaluation and service review process commenced in early 2025 and will conclude in July 2026. The findings will provide valuable insights and resources that will be presented to Council and Councillors, helping to inform future delivery and program developments.	Manager Community Strengthening	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
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)								
Implement key actions contained in Year 2 and 3 of Council's Economic Development Strategy 2021–2031, including support for local businesses and community stakeholders to develop and implement township plans, and support the delivery of Council's RAP and delivery actions to increase employment and business opportunities for Aboriginal and Torres Strait Islander Peoples.	Implement/Facilitate	In progress	75%	75%	Following attendance at the Malmsbury Thriving Villages workshop on 27 March, the Economic Development team began the process to develop a Street Tree Lighting Guide to support actions across all four towns with township plans in place. A street walk in Riddells Creek enabled the sharing of desired actions for that location. Plans got underway for a business workshop focusing on website development to be delivered in Kyneton in April. A local social enterprise, Do Food, that employs people with a disability, was promoted via the Business ENews. Council supports the Reconciliation Action Plan by collating Indigenous employment opportunities, engaging with Indigenous-owned businesses, and consulting with key stakeholders to foster meaningful partnerships.	Manager Economic Development and Visitor Economy	30 June 2025	
Deliver the Autumn Festival.	Deliver	In progress	75%	100%	Autumn Festival 2025, was successfully delivered. This years event ran from 1-30 April, achieving the highest ever participation rate from local businesses. The festival included 52 locations on the Pie & tart Trail, 30 Edgey Veg participants, 34 Signature Tipples, an updated Autumn Treasure Trail which included a competition and an augmented reality experience, 65 individual What's On events and overall a 20% increase in business participation.	Manager Economic Development and Visitor Economy	30 June 2025	
Continue delivering actions from the Arts and Culture Strategy 2018–2028.	Partner/Deliver	In progress	75%	75%	Council continues to deliver actions from the Arts and Culture Strategy 2018–2028: •Youth Arts Engagement: The Music in the Sticks (MITS) initiative continued successfully, with young people actively participating in planning and delivering performances and events. In addition, Council supported youth-led projects, providing mentorship and opportunities for local young artists to showcase their talents. •Cultural Programs and Workshops: The Creative Venues Team organised and delivered the Creative Kids workshops during the spring school holidays, which engaged local children in visual arts, led by local artists. These programs aligned with the strategy's focus on fostering youth creativity and engagement in the arts. •Theatre Program: Council delivered its annual theatre program, featuring performances that brought together local artists with larger acts and community members. These events offered both cultural enrichment and opportunities for local performers to showcase their skills.	Manager Community Strengthening	30 June 2025	
Identify and support initiatives that involve participatory arts practices.	Deliver	In Progress	75%	75%	Programs like Creative Kids, led by local artists, have continued to be offered during school holidays, providing innovative, and educational experiences for local children and development opportunities for artists. In the past six months, the Creative Venues team organised the Autumn school holiday programs, with local theatre company Threshold leading the initiative in collaboration with an artist. The team is also actively planning for the Winter and Spring school holidays in 2025, and is currently seeking local artists who can engage young people in meaningful creative processes, including visual arts, theatre, and dance.	Manager Community Strengthening	30 June 2025	
Deliver the 2025 Events and Festivals grant funding program.	Partner/Deliver	In progress	75%	75%	This grant program is currently open for applications. Events can apply up until 25 May. An information session has been held to assist applicants with their applications and this year a new grant stream called Anzac Day Commemorative Services Fund has been introduced.	Manager Economic Development and Visitor Economy	30 June 2025	
Seek external funding to improve signage/ way finding within our town business centres.	Deliver/Advocate	In progress	75%	75%	The region-wide Wayfinding project is progressing well and has been named Roam Discovery Trail. While the City of Ballarat are project leads each participating LGA has a representative on the PCG. Buchan Group have been appointed to deliver the project and they are progressing the project, researching stories for each location and. Separately a signage contractor has also been appointed, as has Handbuilt Creative who will developed an augmented reality experiecn to be incorporated at each location.. Separately to this project, the Thriving Villages program workshops have identified signage as a priority and community teams are developing concepts.	Manager Economic Development and Visitor Economy	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
Support local industry sectors that align with our Community Vision and strategies								
Continue to support local business and tourism associations (BATAs) and industry-sector peak bodies, and look to have geographic and industry-sector coverage.	Partner	In progress	75%	75%	Support for local business groups continued, with a focus on the Thriving Villages and Town Activation Plan process. The Malmesbury workshop was well attended with expectations that the Town Activation Plan would be completed in April. The Business Association and Industry Group quarterly meeting facilitated by Tourism Macedon Ranges was held on 4 February - with input provided by the Visitor Economy team.	Manager Economic Development and Visitor Economy	30 June 2025	
Continue to promote local purchasing and the circular economy.	Deliver	In progress	60%	80%	A local business was featured in the February Business E News. The 2025 Community Choice business awards progressed with promotion via print and social media, a new sponsor being recruited and the nominations period opening on 21 February. Officers from the Economic Development and Resource Recovery teams developed a scope of work and appointed a consultant to identify and promote local circular economy businesses. The aim was to showcase what is possible, and to educate and inspire others. A circular economy benchmarking workshop that included Hepburn, Mt Alexander and Macedon Ranges Shire Councils was facilitated by Sustainability Victoria.	Manager Economic Development and Visitor Economy	30 June 2025	
Support Startup Central Vic to deliver support to new startup businesses across the region.	Advocate	In progress	75%	80%	In the context of State Government funding running its course, and given the successful uptake of SCV opportunities by numerous Macedon Ranges start ups, a new initiative budget bid was lodged to secure/enable ongoing financial support.	Manager Economic Development and Visitor Economy	30 June 2025	
Support small business and the local economy								
Maintain <i>Small Business Friendly Charter</i> status, including relevant increasing responsiveness, engagement, process streamlining, and facilitating business networks.	Deliver	In progress	75%	80%	Small Business Friendly Council status was maintained throughout the reporting period. This included timely processing of invoices for local businesses, engaging with and supporting local business/industry groups, and providing early warning to minimise disruption when capital works were being planned. The Development Assessment Team (DAT) process to provide early guidance for significant developments continued.	Manager Economic Development and Visitor Economy	30 June 2025	
Support the local economy by encouraging procurement to be undertaken locally.	Advocate	In progress	60%	75%	Planning for the 2025 procurement and tendering information session continued. A date and time was confirmed with maximum local business involvement in mind. Inclusion of a free OH&S essentials workshop was also confirmed for the 2025 session.	Manager Economic Development and Visitor Economy	30 June 2025	
Engage with emerging technology solutions and initiatives to increase the liveability of the shire								
Continue to advocate for improved telecommunications infrastructure, with a focus on blackspots.	Advocate	In progress	40%	60%	Taking into account the input from the October workshops (to progress the Macedon Ranges Digital Plan) the Digital Plan template was reviewed and ammended. The template now better reflects the likely inputs to be added by NBN, Telstra and Council's Emergency Management, Planning and Economic Development teams. The plan will form the basis of an advocacy document.	Manager Economic Development and Visitor Economy	30 June 2025	
Actively participate in government reviews and initiatives to increase provision of service and awareness of issues.	Advocate/Partner	In progress	75%	85%	Officers regularly provide information and perspective via surveys and other means to other levels of government. During quarter 3, Council provided input to the Workforce Australia - Local Jobs Plan survey (DWR) and local intelligence relating to Trunk Infrastructure for RDV.	Manager Economic Development and Visitor Economy	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
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								
Redevelop Council's ongoing continuous improvement and service review program.	Deliver	In Progress	75%	75%	Three service reviews are currently in progress including: Aquatics and Fitness, Payroll and Resource Recovery. Planning compliance review is in the project planning phase with service profiling to commence in the next financial year. A plan for service review scheduling and prioritisation has been developed and is being followed.	Manager Governance and Performance	30 June 2025	
Continue to review and update long-term financial and infrastructure planning to guide our budget decisions, to ensure they are responsible and sustainable; noting the development of the new plans (Council, Financial, Revenue and Rating and Asset Plan) must be adopted by Council by 31 October in the year following a general election.	Deliver	In Progress	75%	60%	The Long-Term Financial Plan is currently undergoing a review and update to align with the requirements of Section 91(4) of the Local Government Act 2020. As the draft 2025/26 Budget is now open for community consultation, officers are also reviewing and refining the financial assumptions that will apply in the outer years of the plan. The adopted 2025/26 Budget will form Year 1 of the updated Financial Plan, with future projections built on current economic assumptions and known influences, including inputs from Council's Asset Plan. A draft version of the revised Financial Plan will be shared with Councillors in the coming weeks for review and discussion.	Manager Finance and Reporting	30 June 2025	
Meet financial reporting requirements, in line with the Local Government Integrated Strategic Planning and Reporting Framework.	Deliver	In Progress	75%	75%	Council remains compliant with financial reporting obligations under the Local Government Integrated Strategic Planning and Reporting Framework. Year-to-date reports include the June 2024, September 2024 and December 2024 quarters, with the March quarterly report scheduled for presentation to Council in May 2025. These reports deliver a detailed summary of Council's financial performance, promoting transparency and accountability.	Manager Finance and Reporting	30 June 2025	
Commence program of service planning across which will enable Council to continuously plan, strategically review and improve its services	Deliver	In Progress	75%	75%	Three service reviews are currently in progress including: Aquatics and Fitness, Payroll and Resource Recovery. Planning compliance review is in the project planning phase with service profiling to commence in the next financial year..	Manager Governance and Performance	30 June 2025	
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								
Implement actions arising from the 2024 Employee Engagement Pulse survey, and integrate responses to feedback into organisational actions and plans.	Deliver	Completed	75%	100%	All directorates have set Roadmap action plans and a Council wide action plan has also been established. Leaders were encouraged to link these actions to their PDP goals where relevant. The Council wide and People and Wellbeing commitments have been shared with all staff, with regular updates provides via our intranet to ensure accountability and transparency. Our 2025 Alignment and Engagement survey has just been completed with results being presented to our senior leadership team end of April.	Manager People and Wellbeing	31 March 2025	
Complete the roll-out of Council's capability focused training and development program to ensure continuous improvement across our capability framework whilst offering access to required skills and compliance training.	Deliver	In Progress	75%	75%	The MRSC L&D framework incorporates a number of tailored programs connected to our capability framework. Tailored training and development programs include the launch of our 2025 calendar of development opportunities, EVOLVE for Leaders program which includes an EVOLVE for Outdoor Leaders. Q3 highlights include developing the EVOLVE for Leaders workshop proposal (July), implementing employee lifecycle surveys for strategic process improvement and planning, and redesigning the annual Professional Development Planning process for a July 2025 relaunch. Q3 also saw a significant increase in compliance rates to 93% following Q2 compliance training updates.	Manager People and Wellbeing	30 June 2025	
Progress the redevelopment of Council's suite of core Plans and Strategies in line with the requirements of Local Government Act 2020 following the Council election.	Deliver	In Progress	75%	75%	Community assembly engagement is underway and will be completed 2 April. Draft plans are in development and will incorporate community assembly outcomes, which will be presente dto Council in Q4. The project plan for Integrated Strategic Planning is on track for completion by due dates (30 June for Revenue and Rating Plan, 31 October for other plans).	Manager Governance and Performance	30 June 2025	
Review the software requirements and solutions of Council to ensure that they support our organisational needs in accordance with relevant IT Strategies.	Deliver	Completed	100%	100%	The review of all systems currently in use at Council is complete.Work is underway on upgrades with current focus being SharePoint/Microsoft 365 and Pathway UX rollout.	Manager Digital Technology Services	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders								
Continue to actively participate in community and government networks and regional alliances.	Partner/Facilitate	Ongoing BAU	75%	75%	Council continues to actively engage and participate in a range of forums, networks and alliances. In addition to business-as-usual outputs, network meetings supported in the reporting period included but wasn't limited to, Loddon Campaspe Group of Councils, Municipal Association of Victoria, Joint State and Local Government CEO Forum, Goldfields World Heritage Committee, Victorian Local Government Grants Commission, Local Government Professionals, and Regional Development Australia.	Manager Communications and Advocacy	30 June 2025	
Continue to actively meet local members and key decision makers to influence positive outcomes for the Macedon Ranges community.	Partner/Facilitate	Ongoing BAU	75%	75%	Council continues to build and maintain relationships with local members led by the Mayor, Councillors, CEO and Manager Communications and Advocacy. This includes regular meetings and information sharing between Council officers and Elected Members and their staff. Council also met with Shadow Minister for Roads and Road Safety Tony Pasin MP, the Executive of Department of Transport and Planning Loddon Mallee Hume and Regional Development Australia. Now into a Federal Election campaign, Council continues to advocate for its revised priority projects with candidates. Monthly Federal and State Key Funded Project Updates are supplied to each local member, including details of related pending grant applications, to key them informed on progressions.	Manager Communications and Advocacy	30 June 2025	
Facilitate Deliberative Engagement following the election of the new Council and enhance ongoing community consultation practices.	Facilitate/Deliver	In Progress	75%	75%	At the time of reporting Council had successfully conducted three of four sessions with its Community Assembly. The Community Assembly will ultimately create a Community Report for Council that informs the Community Vision and why these recommendations were arrived at. Council continues to expand on its online engagement practises with the uplift of the Social Pinpoint platform and use of a wider range of engagement tools.	Manager Communications and Advocacy	30 June 2025	
Work with the Victorian Electoral Commission to deliver a successful election during October 2024, including attracting candidates, providing facilities, and information as required.	Facilitate/Deliver	In Progress	75%	90%	In alignment with Regulation 83(1) of the Local Government (Electoral) Regulations 2020 (LGER2020), the Victorian Electoral Commission (VEC) must prepare a report to the Chief Executive Officer (CEO) on the conduct of the election within the period of 6 months after election day. The CEO must under Regulation 83(3) ensure that the report is submitted to the Council. The Election Report Macedon Ranges Shire Council 2024 Local government election is expected to be received by the CEO from the VEC in April 2025, and officers have tabled the report to be received to Council at the May Scheduled Council Meeting.	Manager Governance and Performance	30 June 2025	
Enhance customer experience through the transformation of our services, to ensure they are easy to access and provide user-friendly experiences								
Implement actions from the review of the Customer Request System, with the aim of improving our customer service experience and response times for ratepayers.	Deliver	In Progress	75%	75%	Review of Customer Service Enquiries and Complaints recommendations continues. Recommendations 2, 6, 11 and 12 have been completed. Remaining actions are the bulk of the work and are progressing and on track. Ombudsman training in relation to complaint handling decision making for senior management has been scheduled in Q4.	Manager Community Strengthening	30 June 2025	
Continue to implement the actions of the Information Services Digital Strategy 2022-26 so they are delivered in accordance with the yearly Work Plan, ensuring digital platforms are accessible and fit for purpose for all community members.	Deliver	In Progress	100%	80%	This strategy is due for review March 2025. Delay in some actions due to reduced staffing in digital technology team.	Manager Digital Technology Services	30 June 2025	
Support transparent and evidence-based decision making, through sharing Council data and clear reporting on our measures of success to the community								
Comply with legislative external reporting and disclosure obligations, and progress the redevelopment of internal monitoring and reporting frameworks to demonstrate transparency to the community.	Deliver	In Progress	75%	75%	Officers continue to meet external reporting and disclosure obligations including financial reporting and the quarterly Report of Operations. The Report of Operations is being further developed to enhance internal monitoring, meaningful reporting and transparency for the community. LGPRF reporting will be collated at the end of Q4. RelianSys is now in use for monitoring policies, plans, strategies and internal audit actions. This will improve monitoring of items coming up for review or renewal and assist tracking of open audit action status.	Manager Governance and Performance	30 June 2025	
Complete the induction and training of elected councillors to enable effective decision making by ensuring understanding of the Governance role of Council, Council's performance, and priorities for the community.	Deliver	Completed	100%	100%	As at 4 March 2025, all 9 Councillors completed their Councillor Induction training declaration attesting to the attached relevant training record and, that their induction was completed within 4 months of having taken the oath/affirmation of office 11 November 2024. Officers will continue with the planning and provision of professional development for Councillors throughout the remainder of the Councillor term.	Manager Governance and Performance	31 March 2025	

Appendix B – Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Planning and Environment	26-Feb-25	Scheduled	Draft Kyneton Urban Design Framework - Phase 3 Consultation outcomes That Council notes the consultation outcomes outlined in this report and that a final report and recommendation on the Kyneton Urban Design Framework Plan will come to the March 2025 Scheduled Council Meeting.	Council Report was presented at Council Meeting 26 March 2025	Director Planning and Environment	Completed	100%
Community	26-Feb-25	Scheduled	Community Awards Guidelines 2025 - Briefing Report That Council approves the 2025 Community Awards Nomination Guide, including the nomination opening and closing dates set for March 2025.	Council approved the 2025 Community Awards Nomination Guide, including the nomination opening and closing dates set for March 2025.	Director Community	Completed	100%
Community	26-Feb-25	Scheduled	Community Funding Scheme Guidelines update That Council; 1. Endorse the amended Eligibility Criteria to the Community Funding Scheme and Small Project Grants Guidelines., 2. Approves the open and close dates for the Community Funding Scheme 2025-2026 round as 28th April 2025, 9am and 26th May 2025, 11pm respectively.	Council endorsed and amended Eligibility Criteria to the Community Funding Scheme and Small Project Grants Guidelines., 2. Approved the open and close dates for the Community Funding Scheme 2025-2026 round as 28th April 2025, 9am and 26th May 2025, 11pm respectively.	Director Community	Completed	100%
Corporate	26-Feb-25	Scheduled	Quarterly Financial Report - October to December 2024 and Mid Year Budget Review 31 December 2024 That Council; 1. Receives the Quarterly Financial report as at 31 December 2024, in accordance with the requirements of the Local Government Act 2020; and, 2. Adopts the budget changes identified as part of the mid-year budget review., 3. Adopts the Reserve Transfers from the Community Facilities – East \$100,000., 4. The Chief Executive Officer acknowledges a revised budget is not required.	Resolution noted.	Director Corporate	Completed	100%
Corporate	26-Feb-25	Scheduled	Notice of Motion - Green Waste Budget Submission That Council; 1. Notes that 840 signatories have submitted their feedback on free green waste in the Shire; 2. Requests the feedback be received as a submission for consideration in the draft Budget 2025-2026; 3. Notes that the submission will be referred to the Council Meeting at which the draft Budget 2025-2026 is presented for adoption; and, 4. Notes that responses and recommendations on the submission received will be prepared for Council's consideration at that meeting.	Resolution noted. A response will be included as part of the adoption of the draft Budget 2025-26 when presented to Council.	Director Corporate	Completed	100%
Corporate	26-Feb-25	Scheduled	Instrument of Appointment and Authorisation That Council resolves that in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987 and section 313 of the Local Government Act 2020; 1. Council officer named in the Instrument of Appointment and Authorisation provided in Attachment 1 be appointed and authorised; 2. The Instrument of Appointment and Authorisation come into force upon signing and remain in force until Council determines to vary or revoke these; and, 3. The Instrument of Appointment and Authorisation in Attachment 1 is signed.	Documents signed and no further action required	Director Corporate	Completed	100%
Planning and Environment	12-Mar-25	Planning Delegated Committee	Hearing of submitters - PLN/2023/402 - 131 Shannons Lane Kerrie 3434 That the Planning Delegated Committee: 1. Notes that seven submissions were received in relation to Application PLN/2023/402 – Use and Development of land for Group Accommodation; and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 9 April 2025. CARRIED	Scheduled for PDC 9 April 2025	Director Planning and Environment	Completed	100%
Assets and Operations	26-Mar-25	Scheduled	Response to Petition - Improved Wildlife Signage and Speed Limit Review in Wildlife Corridors That Council; 1. Continues collecting data and collaborating with Wildlife Victoria to identify areas with a high frequency of wildlife-vehicle collisions., 2. Continues to seek to reduce the potential for injury when planning and designing roads., 3. Continues to advocate for additional funding to support the ongoing implementation of Wildlife Victoria's Wildlife Road Toll Reduction project., 4. Continues to educate the community about wildlife and road safety., 5. Continues to review road operating speeds and signage at identified hotspots., 6. Submits a budget bid based on resolution 1 to 5 when a	Council officers continue to review requests associated with speed reductions, signage and other wildlife queries with best practice. Officers continue to map wildlife hit data. Council officers continue to monitor grant opportunities for wildlife associated projects.	Director Assets and Operations	In Progress	10%
Planning and Environment	26-Mar-25	Scheduled	Draft 2025 Events and Festivals Grant Program Guidelines That Council adopts the Draft 2025/2026 Events and Festival Grant Program Guidelines.	Completed adopted at Council meeting on 26 March 2025	Director Planning and Environment	Complete	100%
Planning and Environment	26-Mar-25	Scheduled	ANZAC Day Commemorative Services Support Fund That Council adopts the guidelines for the 2026 ANZAC Day Commemorative Services Support Fund.	Completed adopted at Council meeting on 26 March 2025	Director Planning and Environment	Complete	100%

Appendix C – Aged Council Resolutions

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.	This request has been delayed due to a change in property ownership. A final request will be made to the new owner to confirm whether they wish to proceed with the transfer. If they do not wish to proceed, officers will recommend including this matter in the aged resolution report to Council for closure.	Director Corporate	In progress	85%
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 DEECA- this can be a lengthy process. 4. Liaising with DEECA - this can be a lengthy process. 5. Pending completion of items 3 and 4. 6. Completed. Progressed through operational budget 2024. 7. In progress - Domestic Animal Management Plan 2021 – 2025 Off lead area review schedule to commence next quarter.	Director Planning and Environment	In progress	70%
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%
Community	15-Dec-21	Scheduled	Kindergarten Strategic Direction for endorsement *Confidential*	SGS consultant report has been finalised. A project plan has been developed to work through the content with the Councillor group, with key reports and data will be provided at a Councillor briefing in May.	Director Community	In progress	25%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	26-Apr-23	Scheduled	Notice of intention to lease: 3-5 Noel Street Lancefield That Council, 1. Authorises the Chief Executive Officer to enter into a lease with Wintringham Housing Limited for the property 3 – 5 Noel Street, Lancefield on the following key terms:; (a) The lease term is proposed to be for twenty years; (b) The rental is proposed to be \$1.00 per annum (if requested) for the whole of the lease; (c) All improvements will be owned by Wintringham and Wintringham will be responsible for their maintenance and repair.; (d) Wintringham will be responsible for all outgoing and services; 2. Authorises the Chief Executive Officer to sign any associated documentation in relation to the proposed lease.; 3. Endorses the officer responses to submissions as contained in this report.; 4. Responds to all submitters in accordance with Council's Community Engagement Policy.	Resolution in progress. Officers are currently completing a final review of the lease before signing.	Director Corporate	In progress	75%
Community	27-Sep-23	Scheduled	Maternal and Child Health - Service Funding That Council:; 1. Collaborates with neighbouring councils in developing a joint Maternal and Child Health services advocacy plan; 2. Advocates, via the Municipal Association of Victoria, to the Victorian Government for true Maternal and Child Health Service funding parity, including responsive and flexible funding to support surges in births; and; 3. Advocates to the Victorian Government to adequately fund Breastfeeding Support within the Maternal and Child Health Service, in order to address local community need.	MCH funding advocacy is a standing item on the agenda of the Victorian MCH Coordinators group and is discussed on a regular basis throughout the year. MRSC MCH coordinator has met with Kim Howland and Helen Lees at MAV to advocate for MCH funding, and MAV are currently putting a paper together for MCH funding advocacy to Safer Care Vic (MCH funding body). These discussions have included advocating for increased and ongoing funding for Breastfeeding support. The round table discussion with Lizzie Blandthorn, Mary-Anne Thomas and the MRSC MCH team was also a great opportunity to discuss funding and MCH service.	Director Community	In Progress	75%
Planning and Environment	27-Sep-23	Scheduled	Barrm Birrm Report on Ecological Assessment and Cultural Heritage Assessment That Council:; 1. Continues actions related to the transfer of land into public ownership via the 'gift back' program, ongoing liaison with new and prospective landholders, Riddells Creek Landcare and relevant agencies, and ongoing management of impacts related to public access and weeds.; 2. Provides a copy of the Barrm Birrm cultural heritage and ecological assessment reports to the State Government as part of the ongoing advocacy for the State's purchase of the privately owned lots in Barrm Birrm.; 3. Supports the inclusion in a future errors and anomalies planning scheme amendment, expected to be progressed in 2024, of the rezoning of Council owned lots in Barrm Birrm to the Public Conservation and Resource Zone.; 4. Notes that a business case will be prepared for 2024/2025 Council budget consideration for the installation of interpretive signage and information of the cultural and ecological values of the site at key entrance points in collaboration with Riddells Creek Landcare.; 5. Continues to liaise with CFA, Council's Fire Prevention Officers and Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation to consider fire mitigation strategies including	Further work needs to be undertaken to explore future funding options for the ongoing management of Barrm Birrm.	Director Planning and Environment	In Progress	83%
Assets and Operations	22-Nov-23	Scheduled	Macedon Ranges Shire Skate and BMX Strategy That Council:; 1. adopts the draft Macedon Ranges Shire Skate and BMX Strategy effective 23 November 2023; 2. writes to the lead petitioner of the 2021 Gisborne Skate Park Petition thanking them for their efforts.; 3. once the location feasibility study process is finalised, consider including the construction of a new/upgraded Gisborne Skate Facility to Council's priority projects; and; 4. notes there will be minor operational improvements to the infrastructure supporting Gisborne Skate Park.	Resolution 1: Complete Resolution 2: Complete Resolution 3: The Feasibility study of the proposed Gisborne site is to commence in Quarter three.	Director Assets and Operations	In Progress	65%
Corporate	26-Jun-24	Scheduled	Historic Council Resolutions That Council endorses resolutions listed in Attachment 1 to this report be closed, effective from 27 June 2024.	Resolutions closed further correspondence with relevant parties required on some items.	Director Corporate	In Progress	50%
Corporate	24-Jul-24	Scheduled	Response to Petition - Public Land Acquisition - 18 Kilmore Road, Gisborne That Council:; 1. Resolves to not acquire 18 Kilmore Road, Gisborne; and; 2. Writes to the lead petitioner thanking them for their petition, advising of the decision of Council.	Resolution in progress.	Director Corporate	In Progress	50%
Assets and Operations	28-Aug-24	Scheduled	Management of Unsealed Roads Within Township Boundaries That Council: 1.Proceeds with the Special Charge Scheme process for Noonan Grove, Woodend, under the previous Special Charge Scheme Policy (Special Charge Scheme for Infrastructure Works Policy 2018).; 2.Prepare a detailed Special Charge Scheme for sealing of the unsealed section of Noonan Grove for future Council consideration; including further direct contact with benefiting residents.; 3.Supports undertaking an unsealed road network condition audit to inform the future management of Council's unsealed road network.; 4.Supports the trial of a "Light Pavement and Spray Seal" for suitable unsealed roads within township boundaries.; 5.Notes officers will prepare matrix criteria and strategy to determine the priority and suitable treatment options for various unsealed road types in townships.	In progress - Resolution 1: Noted. Resolution 2: The Engineering team will start community engagement starting during the first week of February. Resolution 3: Officers to submit a business case for consideration in 2025/2026. Resolution 4: A trial will be conducted following completion of the unsealed road condition audit in early 2025. Resolution 5: The matrix criteria will be established concurrently with the unsealed road condition audit.	Director Assets and Operations	In Progress	30%
Assets and Operations	16-Sep-24	Scheduled	Request for Inclusion of Road into the Public Road Register - Service Lane, Kilmore-Lancefield Road, Goldie That Council:; 1.Resolves to extend the timeframe to 30 March 2025 for Council to receive a financial contribution from impacted property owners to the upgrade of the Service Lane, Kilmore – Lancefield Road, Goldie, for inclusion into the Public Road Register; and; 2.Notifies the residents of Council's decision.	In progress - Resolution 1: Noted - Officers will continue to work with residents to receive a financial contribution to upgrade the Service Lane for inclusion onto the Public Road Register. Resolution 2: Complete - residents have been advised of Council's resolution. Officers working with Councils environment team to understand environmental impact of proposed works. Financial contribution to be followed up once any environmental impacts are confirmed.	Director Assets and Operations	In Progress	50%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Community	16-Sep-24	Scheduled	Draft Reconciliation Plan 2024-27 That Council notes; 1.The summary of feedback received on the draft Reconciliation Plan 2024-27 during the 25 July to 22 August 2024 community consultation period.; 2. That officers will undertake further engagement with the three Traditional Owner Groups – Djaara (Dja Dja Wurrung Clans Aboriginal Corporation), Taungurung Land and Waters Council and Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation), with the final draft Reconciliation Plan 2024-27 to be presented for consideration at the December 2024 Scheduled Council Meeting.	An overview of the Reconciliation Plan will be presented at the Councillor Briefing on 15 April 2025. Following this, further steps will be scheduled to present an updated Reconciliation Plan for formal endorsement.	Director Community	In progress	50%
Planning and Environment	16-Sep-24	Scheduled	Draft Kyneton Urban Design Framework for adoption That Council; 1. Endorses the draft Kyneton Urban Design Framework (Attachment 1) to be released for community consultation until 20 December 2024.; 2. Requests the Chief Executive Officer (CEO) to provide a report on the outcomes of this community consultation process at the February 2025 Scheduled Council Meeting.	The new initiative budget request has been submitted for consideration. Draft guidelines have been developed and are progressing through the briefing process before being finalised for consideration at a future council meeting.	Director Planning and Environment	In Progress	50%
Planning and Environment	16-Sep-24	Scheduled	Anzac Day Commemorative Services That Council; 1. Requests the Chief Executive Officer proceed with integrating an ANZAC Day Traffic Management Support Fund into the community grants program to help fund traffic management costs associated with RSL sub-branch and Mt Macedon ANZAC Day Dawn Service Inc ANZAC Day Memorial Services from 2026.; 2. Requests the Chief Executive Officer bring the guidelines for an integrated funding program back to Council to a future scheduled Council Meeting for endorsement.; 3. Continues to advocate to the Federal and State government to provide funding support to RSL- sub branches and Mt Macedon ANZAC Day Dawn Service Inc.	The new initiative budget request has been submitted for consideration. Draft guidelines have been developed and are progressing through the briefing process before being finalised for consideration at a future council meeting. Stephen Pykett 1. Complete Endorse at March 26th March SCM. 2. Complete Endorsed at March 26th SCM. Lydia Sorensen	Director Planning and Environment	Complete	100%
Assets and Operations	23-Oct-24	Scheduled	Request for Inclusion of Road onto the Public Road Register - Red Gap Road, Lancefield That Council; 1. Notes that officers will consult with impacted property owners on the relevant sections of Red Gap Road regarding the proposed corrections to an historic administrative error to the Public Road Register.; 2. Notes Council officers will contact residents who have expressed an interest in this matter.	Council officers have approached residents to seek feedback on proposed change and are drafting recommendations to proceed with adjustment of public road register.	Director Assets and Operations	In Progress	50%
Community	23-Oct-24	Scheduled	Community Directorate Integrated Annual Report 2023-2024 and Action Plan 2024-2025 That Council notes the Community Directorate Integrated Annual Report 2023-2024 and Action Plan 2024-2025.	"The Community Directorate Annual Report 2023-2024 and Action Plan 2024-2025 is now available on Council's website. Easy English translation documents have been developed and are also displayed on Council's website. Officers continue to implement actions outlined within the 2024-2025 Action Plan and will report on their progress to Council in due course.	Director Community	Complete	100%
Assets and Operations	18-Dec-24	Scheduled	Notice of Motion - Intersection of Urquhart Street and High Street, Woodend That Council writes to The Hon. Melissa Horne MP, Minister for Roads and Road Safety; 1. advising of Council and the community's ongoing daily safety concerns for pedestrians, cyclists and vehicles at the intersection of Urquhart Street and High Street, Woodend; 2. requesting an urgent written response on when a recommendation for treatment to the intersection will be made publicly available for community feedback.	Officers are currently assisting DTP by providing comments and feedback on a concept design for the intersection. The project is funded by DTP for design works but not currently funded for construction. Letter has been drafted for internal review before being sent to the minister.	Director Assets and Operations	In Progress	50%
Assets and Operations	18-Dec-24	Scheduled	Petition in relation to Improved Wildlife Signage and Speed Limit Review in Wildlife Corridors That Council; 1. Notes the petition from Janine McDougall on the matter of improved wildlife signage and speed limit review in wildlife corridors with 59 signatories; 2. Notes that the petition has been circulated to all Councillors confidentially as it contains personal information; and, 3. Requests the Chief Executive Officer to prepare a report in response to this petition to be presented at the March Council Meeting 2025.	Report presented to March Council meeting.	Director Assets and Operations	Complete	100%
Community	18-Dec-24	Scheduled	Integration of the Municipal Public Health and Wellbeing Plan, Disability Action Plan, and Council Plan That Council integrates the Council Plan, Disability Action Plan and Municipal Public Health and Wellbeing Plan, into one central Plan for our community.	Officers are progressing the integration of each of the noted plans into one central plan for the community. The draft plan is anticipated to be presented to Council in July 2025.	Director Community	In Progress	60%
Community	18-Dec-24	Scheduled	Reconciliation Plan 2024-2027 Draft update That Council notes an updated draft Reconciliation Plan will be presented for consideration in 2025	"An overview of the Reconciliation Plan will be presented at the Councillor Briefing on 15 April 2025. Following this, further steps will be scheduled to present an updated Reconciliation Plan for formal endorsement.	Director Community	In Progress	50%
Community	18-Dec-24	Scheduled	Small Project Grants - December 2024 That Council; 1. Approves the awarding of a \$3000.00 Small Projects Grant to Woodend Art Group, for their Beginners Learn to Draw and Paint project and, 2. Approves the awarding of a \$2750.00 Small Projects Grant to Woodend Golf Club, for Golf Sets for their Women's Program project.	Council approved and \$3000.00 was awarded to Woodend Art Group.	Director Community	In Progress	100%
Planning and Environment	18-Dec-24	Scheduled	Consideration of Planning Panel and Adoption of Amendment C154 That Council; 1. Adopts Amendment C154 with changes outlined in this report and provided in Attachment Two.; 2. Submits Amendment C154 to the Minister for Planning together with the prescribed information for approval, in accordance with Section 31 of the Planning and Environment Act 1987; 3. Request that the Minister for Planning grant planning permit application PLN/2022/198 in accordance with Section 96I of the Planning and Environment Act 1987.; 4. Notifies all submitters of Council's decision.	Request for the approval of a planning amendment was lodged with the Department on 20/12/2024	Director Planning and Environment	In Progress	50%

Appendix D – 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-2021 then 22-May-2024	22-May-28
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-25	30-Sep-25
5	Coordinator Governance	Publish summary of personal interest on Council's internet website		135	CEO to publish summary of personal interests on Council's internet website.	Twice yearly in April and October	31-Oct-24	30-Apr-25
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-24	30-Nov-25
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-25
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	N/A
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	As required	26-Oct-25
11	Coordinator Governance	Keep register of delegations		47	The CEO must keep a register of delegations.	Ongoing	Ongoing	Ongoing
12	Coordinator Governance	Right to make Submission	223		Where a person is given a right to make a submission Council must publish a public notice specifying the matter, prescribed details, submission date and the right to be heard in person.	Council should provide not less than 28 days for submissions to be received	As required	As required

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
13	Manager Governance and Performance	Adopt Council Plan		90	Council must adopt the Council Plan.	By 31 October 2021	22-May-24	31-Oct-25
14	Manager Finance and Reporting	Adopt Financial Plan		91	Council must adopt the Financial Plan.	By 31 October 2021	27-Oct-21	31-Oct-25
15	Manager Finance and Reporting	Adopt budget		94	Council must adopt its budget.	By 30 June each year	22-May-24	30-Jun-25
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	01/02/2022 31/12/2024	31/10/2025 31/03/2028
19	Manager Governance and	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	23-Oct-24	31-Oct-25
21	Manager Finance and Reporting / Manager Governance and Performance	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	12-Aug-24	31-Oct-25
22	Manager Finance and Reporting / Manager Governance and Performance	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	10-Oct-24	31-Oct-25
23	Manager Finance and Reporting / Manager Governance and Performance	Performance Statement		99	The auditor must prepare a report on the performance statement.	Once every financial year	15-Oct-24	31-Oct-25
24	Manager Finance and Reporting / Manager Governance and Performance	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	09-Oct-24	31-Oct-25

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NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
25	Manager Finance and Reporting / Manager Governance and Performance	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)	15-Oct-24	31-Oct-25
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	23-Oct-24	31-Oct-25
27	Manager Governance and Performance	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	23-Oct-24	31-Oct-25
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	December quarter presented to Council on 26/02/2025	March quarter will be presented at the May Council meeting.
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	December quarter presented to Council on 26/02/2025	March quarter will be presented at the May Council meeting.
30	Manager Finance and Reporting	Land Valuation	157(2)		Council must publish public notice of a decision to change its system of valuation.	Promptly	N/A	As required
31	Manager Finance and Reporting	Rates & Charges	158(1)		Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges.	At least once every financial year declare by 30 June	22-May-24	30-Jun-25
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-24	30-Sep-25

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
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
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. The last general election was held on 26 October 2024. The next will be held in October 2028.
2. Dates reflect the statutory timeframe for completion of the outcome.
3. The first Council Meeting after the last election was 27 November 2024