

# Report of Operations October to December 2024





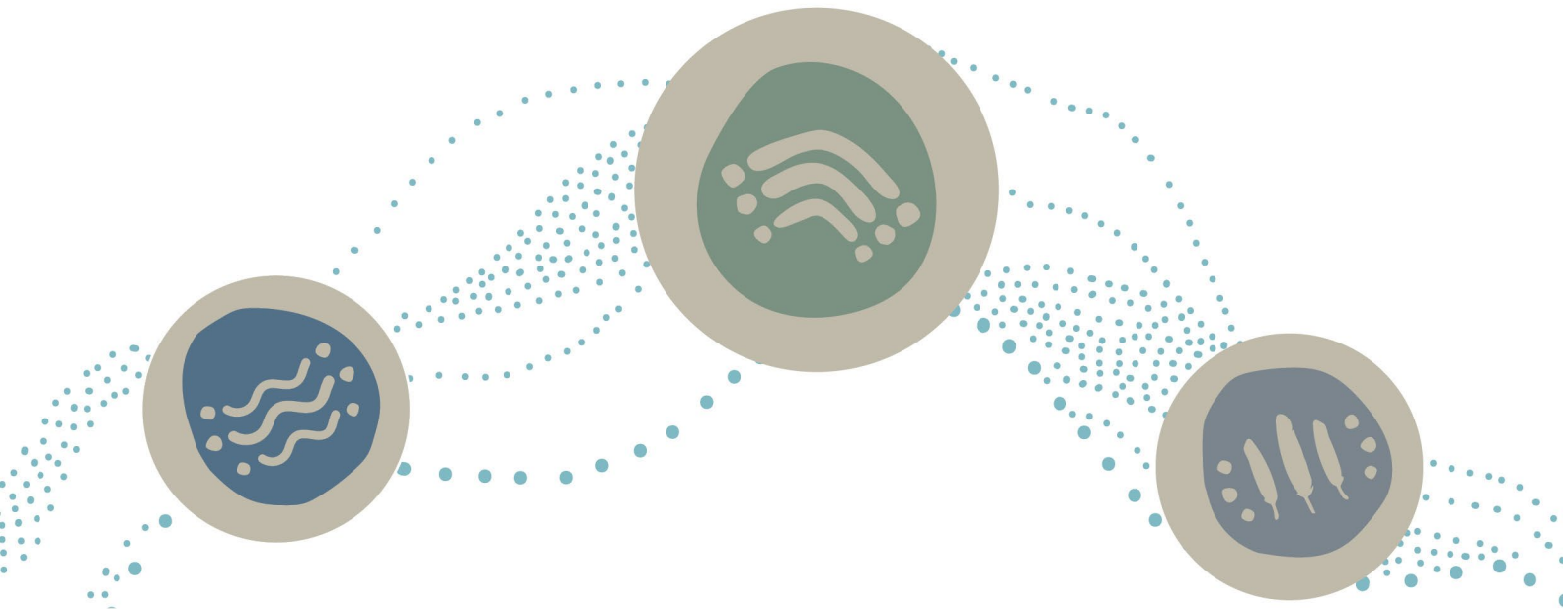
# Acknowledgment of Country

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 October to 31 December 2024 (Q2 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:

- Financial Performance
- 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

## October to December 2024 Highlights

- Reported a favourable variance to budget at 31 December of \$2.7M.
- Mid-year budget review undertaken as part of December financial reporting process.
- Balance Sheet reports adequate levels of cash and other financial assets to ensure bills are paid when due.
- General debtors remain at a manageable and collectable level.
- Statutory Reserve balances have increased during the first six 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 removed as the financial year progresses.



*Native grassland shoot.*

## Income Statement

**Table 1** Income Statement as at 31 December 2024

	2024/25 Dec YTD Adj. Budget* \$'000	2024/25 Dec YTD Actuals \$'000	2024/25 Dec YTD Variance \$'000
<b>Income</b>			
Rates and charges	63,784	63,713	(71)
Statutory fees and fines	1,603	1,354	(249)
User fees	4,399	3,949	(450)
Grants - operating	15,614	15,948	334
Grants - capital	11,108	10,925	(183)
Contributions - monetary	1,483	1,473	(10)
Other income	1,634	2,704	1,070
<b>Total Income</b>	<b>99,625</b>	<b>100,066</b>	<b>441</b>
<b>Expenses</b>			
Employee costs	24,112	23,827	285
Materials and services	19,569	17,407	2,162
Depreciation and amortisation	8,806	8,932	(126)
Borrowing costs	419	402	17
Other expenses	1,713	1,755	(42)
<b>Total expenses</b>	<b>54,619</b>	<b>52,323</b>	<b>2,296</b>
<b>Surplus/(deficit) excluding other adjustments</b>	<b>45,006</b>	<b>47,743</b>	<b>2,737</b>
<b>Other adjustments</b>			
Contributions - nonmonetary	4,125	2,486	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	150	(212)	(362)
<b>Total surplus/(deficit)</b>	<b>49,281</b>	<b>50,017</b>	<b>2,375</b>

**\* 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 \$50.017m is \$0.736m favourable to budget. The financial summary provides an explanation of key variances to budget.

## Balance Sheet

**Table 2** Balance sheet as at 31 December 2024

	2023/24 Dec YTD Actuals \$'000	2024/25 Dec YTD Actuals \$'000	2024/25 Dec YTD Variance \$'000
<b>Current assets</b>			
Cash and cash equivalents	15,697	8,883	(6,814)
Trade and other receivables	46,839	42,813	(4,026)
Other financial assets	28,925	43,072	14,147
Prepayments	97	46	(51)
Other assets	13	104	91
<b>Total current assets</b>	<b>91,571</b>	<b>94,918</b>	<b>3,347</b>
<b>Non-current assets</b>			
Other financial assets	21	21	-
Investment in Regional Library	1,447	1,477	30
Property, infrastructure, plant and equipment	1,404,986	1,441,546	36,560
Right of use assets	345	2,006	1,661
Investment property	2,933	2,985	52
Intangible assets	373	171	(202)
<b>Total non-current assets</b>	<b>1,410,105</b>	<b>1,448,206</b>	<b>38,101</b>
<b>Total assets</b>	<b>1,501,676</b>	<b>1,543,124</b>	<b>41,448</b>
<b>Current liabilities</b>			
Trade and other payables	5,151	4,727	424
Trust funds and deposits	10,447	11,800	(1,353)
Unearned Income	-	-	-
Provisions	6,916	7,177	(261)
Interest-bearing loans and borrowings	391	1,385	(994)
Lease Liabilities	256	399	-
<b>Total current liabilities</b>	<b>23,161</b>	<b>25,488</b>	<b>(2,184)</b>
<b>Non-current liabilities</b>			
Provisions	4,936	5,131	(195)
Interest-bearing loans and borrowings	4,956	15,347	(10,391)
Lease Liabilities	131	1,628	(1,497)
<b>Total non-current liabilities</b>	<b>10,023</b>	<b>22,106</b>	<b>(10,586)</b>
<b>Total liabilities</b>	<b>33,184</b>	<b>47,594</b>	<b>(12,770)</b>
<b>Net assets</b>	<b>1,468,492</b>	<b>1,495,530</b>	<b>28,678</b>
<b>Equity</b>			
Accumulated surplus	771,022	795,333	24,311
Reserves	697,470	700,197	2,727
<b>Total equity</b>	<b>1,468,492</b>	<b>1,495,530</b>	<b>27,038</b>

## Investments Held

**Table 3 Investments held as at 31 December 2024**

Institution	ICAN	Non-Fossil Fuel*	Short Term Rating	% of Total Investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
<b>At call investments</b>									
NAB#	No	No	A1+	0.03%	At Call Account	\$ 12,034	4.70%		
<b>Financial assets</b>									
AMP	No	Yes	A2	11.61%	Term Deposit	\$ 5,000,000	5.02%	28/08/2024	25/06/2025
AMP	No	Yes	A2	11.61%	Term Deposit	\$ 5,000,000	5.20%	20/12/2024	20/06/2025
Mystate Bank	No	Yes	A2	11.61%	Term Deposit	\$ 5,000,000	5.10%	04/12/2024	04/06/2025
Beyond Bank	No	Yes	A2	6.96%	Term Deposit	\$ 3,000,000	5.32%	09/07/2024	09/01/2025
Judo Bank	No	Yes	A2	6.96%	Term Deposit	\$ 3,000,000	4.95%	02/10/2024	02/04/2025
Mystate Bank	No	Yes	A2	6.96%	Term Deposit	\$ 3,000,000	5.00%	04/09/2024	07/05/2025
NAB	No	No	A1+	4.64%	Term Deposit	\$ 2,000,000	5.30%	09/07/2024	09/01/2025
NAB	No	No	A1+	4.64%	Term Deposit	\$ 2,000,000	4.95%	22/08/2024	18/02/2025
NAB	No	No	A1+	11.61%	Term Deposit	\$ 5,000,000	4.95%	20/08/2024	18/02/2025
NAB	No	No	A1+	4.64%	Term Deposit	\$ 2,000,000	5.00%	02/10/2024	02/04/2025
NAB*	No	No	A1+	7.13%	Term Deposit	\$ 3,072,460	4.95%	16/09/2024	14/05/2025
Police Bank	No	Yes	A2	11.61%	Term Deposit	\$ 5,000,000	5.05%	11/10/2024	11/04/2025
<b>Total Investments</b>						<b>\$ 43,084,494</b>			

\* *Open space reserve investment*

# *National Australia Bank (NAB)*

<b>Total % of investment portfolio held by Non-Fossil Fuel Lending Institutions</b>	67%
<b>Total % of investment portfolio held by Lending Institutions that support the International Campaign to Abolish Nuclear Weapons (ICAN)</b>	0%

<b>Policy Compliance</b>							
<b>4.1 (a) Portfolio Credit Framework</b>			<b>4.1 (b) Individual Institution Credit Framework</b>				
Short Term Raing	Maximum Exposure	Current Exposure	Institution	Rating	Maximum Exposure	Current Exposure	
A1+/A1	100%	33%	AMP	A2	40%	23%	
A2/A3	70%	67%	Judo Bank	A2	40%	7%	
B	0%	0%	Beyond Bank	A2	40%	7%	
			Mystate Bank	A2	40%	19%	
			Police Bank	A2	40%	12%	
			National Australia Bank	A1+	45%	33%	



## Financial Reserves

**Table 4** Financial reserves as at 31 December 2024

	Balance 1 Jul 2024	Transfers to Reserve	Transfers from Reserve	Balance 31 Dec 2024
<b>Discretionary Reserves</b>				
Plant Replacement	1,513,687	271,871	28,894	1,756,664
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	217,030	-	2,810,704
Hanging Rock	-	-	-	-
Maintenance Senior Citizens Accommodation	61,065	-	-	61,065
Debt Repayment	1,691,470	400,000	-	2,091,470
<b>Total discretionary reserves</b>	<b>11,627,534</b>	<b>963,436</b>	<b>28,894</b>	<b>12,562,076</b>
<b>Statutory Reserves</b>				
Public Open Space - South	474,317	192,500	-	666,817
Public Open Space - East	1,321,399	357,500	-	1,678,899
Public Open Space - West	1,617,703	90,000	-	1,707,703
<b>Total public open space</b>	<b>3,413,419</b>	<b>640,000</b>	<b>-</b>	<b>4,053,419</b>
Community Facilities - South	-	-	-	-
Community Facilities - East	222,042	-	-	222,042
Community Facilities - Central	17,697	-	-	17,697
Community Facilities - West	351,520	-	-	351,520
<b>Total community facilities</b>	<b>591,259</b>	<b>-</b>	<b>-</b>	<b>591,259</b>
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	143,225	-	1,351,382
Romsey Development Contributions Plan	165,103	18,536	-	183,639
Planning Footpath Works	148,403	-	-	148,403
<b>Total statutory reserves</b>	<b>7,167,822</b>	<b>865,337</b>	<b>-</b>	<b>8,033,159</b>
<b>Grand Total</b>	<b>18,795,355</b>	<b>1,828,773</b>	<b>28,894</b>	<b>20,595,234</b>

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

# Council Plan Delivery

## October to December 2024 Highlights

- 97% of actions are progressing on schedule.
- Delayed actions include:
  - Induction training for new Councillors which will be completed by March 2025.
  - Implementation of a Reconciliation Plan 2024-2027 as further consultation with Traditional Owners was recommended. A revised draft was presented to Council in December 2024, followed by a period for Councillor consideration and feedback. An updated draft will be presented for endorsement in 2025.
  - Construction of the Macedon Ranges Shared Trails project is now expected to recommence in the third quarter subject to required approvals being granted by DEECA and other third parties.
- Four actions are not started but are due to commence in the next quarter and six actions are in the planning phase.
- The Annual Report 2023-24 was endorsed at the October 2024 Council Meeting, reporting on Year 3 of the Council Plan actions in compliance with the Local Government Act 2020, sections 90 and 98.



*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 October 2024 to 31 December 2024.**

Strategic Objective	Total Actions	Actions Started	Actions not scheduled to start	Actions Complete	Actions Behind Target	% Actions progressing on schedule
Connecting Communities	35	33	2	2	2	94%
Healthy Environment, Healthy People	36	34	2	1	0	100%
Business and Tourism	14	14	0	1	0	100%
Deliver a Strong and Reliable Government	17	17	0	1	1	94%
<b>Total</b>	<b>102</b>	<b>98</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>97%</b>

**Table 6 Summary of actions not scheduled to start and delayed.**

Strategic Objective	Action and Progress Comments	Target % Complete	Actual % Complete
<b>Delayed</b>			
Connecting Communities	Progress the construction of the Macedon Ranges Shared Trails project towards completion by 30 December 2025 - delays due to approvals with and works by third parties.	25%	10%
Connecting Communities	Upon endorsement, commence implementation of a Council Reconciliation Plan 2024–2027 - plan yet to be endorsed by Council. Requires additional time for feedback. Updated draft to be presented to Council in 2025.	40%	30%
Deliver a Strong and Reliable Government	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 - Remaining training components to be completed by March 2025.	100%	90%
<b>Not Scheduled to Start</b>			
Connecting Communities	Commence construction of Stage 2 of the Macedon Ranges Regional Sports Precinct - Construction is pending the approval of the detailed designs and contractor procurement.	0%	0%
Connecting Communities	Undertake a feasibility for the best location for a skate park in Gisborne - The Feasibility study of the proposed Gisborne site is to commence in quarter three.	0%	0%
Healthy Environment, Healthy People	Review and update the Pest Animal and Weed Strategy 2014-2024 - This item is scheduled to commence in the 3rd quarter.	0%	0%
Healthy Environment, Healthy People	Deliver the Year 2 actions in Council's Zero Net Emissions Plan for Operations - This item is scheduled to commence in the 3rd quarter.	0%	0%

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

# Capital Works Performance

## October to December 2024 Highlights

- \$6.05M of capital works has been delivered at 31 December 2024.
- Designs for the Macedon Ranges Regional Sports Precinct Stage 2 are being finalised.
- Construction is complete on Stage 1A of the Shared Trail Project (Quarry Rd to Wood St, Woodend), with construction underway on Stage 1Bi (between Woodend Station and Plants Lane, Woodend) and Stage 2A (from Walls Road).
- Construction is underway for the major upgrade of the football oval lights at Riddells Creek Recreation Reserve.
- Construction has commenced to deliver two new netball courts at Gilbert Gordon Oval, Woodend, as well as for the delivery of a new netball pavilion at Kyneton Showgrounds.



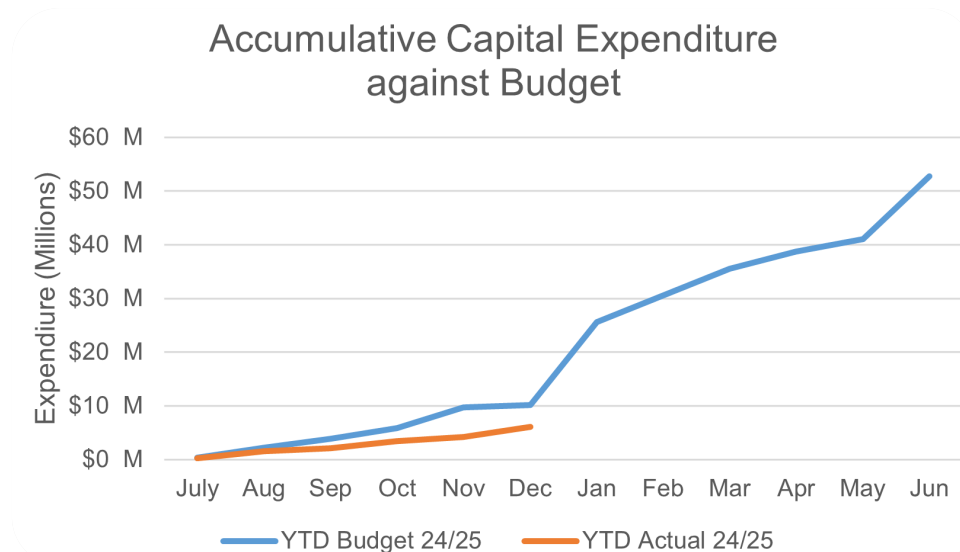
*Kyneton Showgrounds prior to the new netball pavilion currently under construction.*



## Capital Works Statement

**Table 7** Capital works statement as at 31 December 2024

	2024/25 Annual Budget \$'000	2024/25 Dec YTD Budget \$'000	2024/25 Dec YTD Actuals \$'000	2024/25 Dec YTD Variance \$'000
<b>Property</b>				
Land and land improvements	0	-	4	- 4
Buildings and building improvements	5,395	2,177	959	1,218
<b>Total property</b>	<b>5,395</b>	<b>2,177</b>	<b>963</b>	<b>1,214</b>
<b>Plant and equipment</b>				
Plant, machinery and equipment	2,547	830	280	550
Computers and telecommunications	351	173	203	(30)
<b>Total plant and equipment</b>	<b>2,898</b>	<b>1,003</b>	<b>482</b>	<b>520</b>
<b>Infrastructure</b>				
Roads	17,463	2,804	2,304	500
Bridges	1,112	423	258	165
Footpaths and Cycleways	12,199	859	662	197
Drainage	1,036	393	74	319
Recreational, leisure and community facilities	12,900	1,981	910	1,072
Parks, open space and streetscapes	240	220	166	54
Other infrastructure	1,656	292	231	62
<b>Total infrastructure</b>	<b>46,605</b>	<b>6,973</b>	<b>4,605</b>	<b>2,367</b>
<b>Total capital works expenditure</b>	<b>54,898</b>	<b>10,153</b>	<b>6,051</b>	<b>4,102</b>



**Figure 1** Actual and budgeted capital expenditure for 2024/25. Actual expenditure is below budgeted amount for year to date.

# Governance

## October to December 2024 Highlights

- 65% of quarter two Council resolutions have been completed.
- Of the 21 aged resolutions in progress at the start of the quarter, six resolutions were completed leaving only 15 aged resolutions open.
- Council's Statutory obligations remain compliant.
- No strategies, plans or policies were adopted or 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 October 2024 to 31 December 2024.

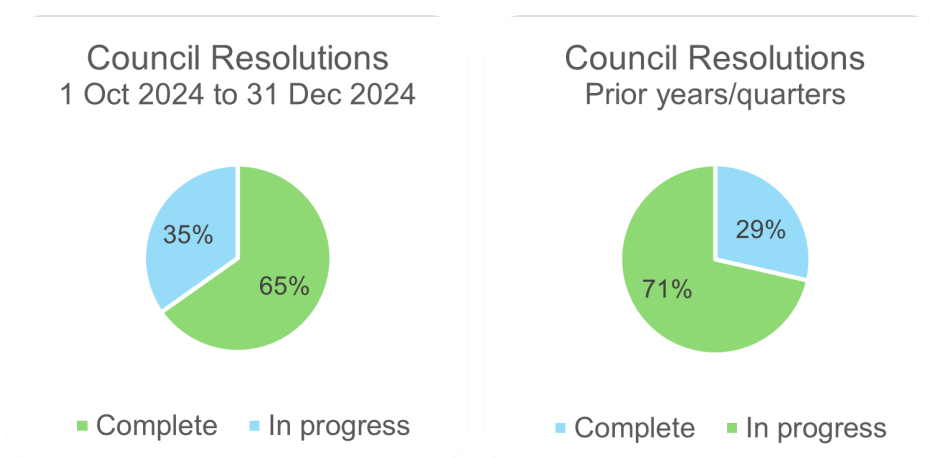
Meeting Date	Meeting Type	Resolutions (No.)	Complete (No.)	Complete (%)	In Progress (No.)	In Progress (%)
9/10/2024	Planning Delegated Committee	1	1	100%	0	0%
23/10/2024	Council Meeting	3	1	33%	2	67%
27/11/2024	Council Meeting	5	5	100%	0	0%
11/12/2024	Planning Delegated Committee	1	1	100%	0	0%
16/12/2024	Council Meeting	14	8	57%	6	43%
	<b>Total</b>	<b>23</b>	<b>15</b>	<b>65%</b>	<b>8</b>	<b>35%</b>

**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	5	1	20%	4	80%
2024/25	Council Meeting	11	5	45%	6	55%
	<b>Total</b>	<b>21</b>	<b>6</b>	<b>29%</b>	<b>15</b>	<b>71%</b>

**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 October 2024 to 31 December 2024

Councillor name	Travel / accommodation (\$)		Car mileage (\$)		Family care (\$)		I&CT (\$)		Events & Conferences (Representative) (\$)		Training & Development (Individual) (\$)		Training & Development (Collective) (\$)	
	Q2	YTD	Q2	YTD	Q2	YTD	Q2	YTD	Q2	YTD	Q2	YTD	Q2	YTD
Cr Jennifer Anderson	-	-	560	1,622	-	-	-	147	-	-	-	1,724	-	-
Cr Janet Pearce	-	-	884	1,846	-	-	-	147	-	16	-	-	-	-
Cr Mark Ridgeway	-	-	487	487	-	-	-	77	-	-	-	-	-	-
Cr Annette Death	-	-	-	-	-	-	-	93	39	296	-	3,559	-	-
Cr Geoff Neil	-	-	214	1,822	-	-	-	41	-	-	-	-	-	-
Cr Bill West	-	-	-	-	-	-	-	95	-	-	-	-	-	-
Cr Dominic Bonanno	-	-	757	1,216	-	-	-	41	-	-	-	-	-	-
Cr Rob Guthrie	-	-	339	1,023	-	-	-	93	-	-	-	-	-	-
Cr Christine Walker	-	-	737	1,413	-	-	-	41	-	-	-	373	-	-
Cr Cassy Borthwick	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cr Andrew Scanlon	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cr Daniel Young	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cr Alison Joseph	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cr Kate Kendall	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	<b>3,978</b>	<b>9,429</b>	-	-	-	<b>775</b>	<b>39</b>	<b>312</b>	-	<b>5,656</b>	-	-

## 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

## October to December 2024 Highlights

- Staff turnover rate for this quarter remains consistent with the quarterly average from 2023/24. The rate is well below the quarterly averages from the previous two financial years.
- 18 staff left their positions this quarter, 15 of which were resignations.
- Council's staff turnover rate remains lower than the industry average of 18% last reported by VAGO<sup>1</sup> for 2022/23.
- Compliance training rates are at 92% which is an increase of 4.02% on last quarter.
- We continue to see an increasing level of engagement in our optional internal development program offerings, with 182 enrolments (91% attendance) across the quarter.



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

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<sup>1</sup> 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

## October to December 2024 Highlights

- The number of new insurance claim notifications has increased this quarter. These have been mostly due to theft activity at Council owned and managed facilities and the Montessori Pre-school incident at Riddells Creek.
- There has been a decrease in total claims managed under excess for this quarter (4) compared to previous quarter (9) and compared to the same period last year (22). This is due to less damage caused in the community by Council activities such as windscreen damage from mowing.
- Risk analysis for this reporting period indicates the majority of 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.



*Lightning strikes over the landscape.*

# Customer Service

## October to December 2024 Highlights

- The number of Customer Service Requests increased by 160 (2.3%) compared with the prior quarter.
- 78% of Customer Requests were completed within 10 working days, an improvement from the previous quarter (76%).
- 58% of customer service requests received were directed to the Assets and Operations Directorate (compared with 60% last quarter), followed by 34% to the Planning and Environment Directorate (compared with 32% last quarter).
- Telephone calls to the Customer Service Team increased by over a thousand calls (1113) during this quarter compared with the prior quarter. The average wait time for the call to be answered was 34.33 seconds; an improvement since last quarter, however, is this remains above the 30 seconds service standard as per Council's Customer Service Charter, which Council continues to work on.



*Customer service staff member assisting a customer in Gisborne.*

# Appendix A – Council Plan Actions Progress



ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
<b>Strategic objective 1. Connecting communities</b>								
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.								
<b>Strategic Priority - Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths</b>								
Progress the construction of the Macedon Ranges Shared Trails project towards completion by 30 December 2025.	Deliver	In Progress	25%	10%	The submission for Section 2A was sent to DEECA on 11 December 2024 to gain approval for construction of this stage in early 2025. The Project team continues to progressing the designs and approvals with DEECA, V/Line, Melbourne Water, Parks Victoria and 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 third quarter.	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	50%	50%	Advocacy for funding in partnership with Hepburn Shire Council continues.	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	50%	50%	This is an ongoing advocacy where Council officers meet regularly to discuss operational matters with officers from the Department of Transport and Planning. There has been some success in getting traction for improved bus services in Gisborne.	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	50%	50%	Officers have been working with Engineering to identify grant opportunities for funding to upgrade key high risk crossings.	Manager Safer Communities	30 June 2025	
<b>Integrate land-use planning, and revitalise and protect the identity and character of the shire</b>								
Progress the Kyneton Town Centre Urban Design Framework to Council for decision.	Deliver	In Progress	80%	80%	The Kyneton Urban Design Framework was placed on public consultation again between 28 October and 20 December 2024. Twenty submissions were received. A report on the outcomes of this community consultation process is underway for the 26 February 2025 Scheduled Council Meeting.	Manager Strategic Planning and Environment	30 June 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	10%	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. Council awaits further direction from the Minister for Planning, and as such, progress on this item is currently outside Council's control.	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	30%	30%	A review of the draft Urban Design Framework and Neighbourhood Character Study 2020 took place in the first quarter along with project scoping and project planning. Drafting of the Urban Design Framework and Neighbourhood Character Study began this quarter.	Manager Strategic Planning and Environment	30 June 2025	
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	10%	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. Council awaits further direction from the Minister for Planning, and as such, progress on this item is currently outside Council's control.	Manager Strategic Planning and Environment	30 June 2025	
Investigate options to progress delivery of a framework plan for Kyneton South.	Deliver	Planning	25%	25%	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	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
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	60%	60%	Work on developing the draft Open Space Strategy is underway utilising existing resources. Drafting began this quarter and it is expected consultation will now occur in mid-2025.	Manager Strategic Planning and Environment	30 June 2025	
Advocate for funding of the Macedon Ranges Regional Sports Precinct for Stage 3.	Advocate	In Progress	50%	50%	Advocacy for Stage 3 is ongoing and occurs whenever possible.	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	40%	60%	The detailed designs have progressed and are scheduled to be completed by the end of the third quarter and the associated tender documents to be completed in the fourth quarter prior to tendering.	Manager Facilities and Aquatics	30 June 2025	
Commence construction of Stage 2 of the Macedon Ranges Regional Sports Precinct.	Deliver	Not Started	0%	0%	Construction is pending the approval of the detailed designs and contractor procurement.	Manager Facilities and Aquatics	30 June 2025	
Deliver the annual capital works program within budget.	Deliver	In Progress	30%	30%	Delivery of the Capital Works Program is underway. Some projects have commenced whilst others are in the planning, tendering phase.	Director Assets and Operations	30 June 2025	
Undertake a feasibility for the best location for a skate park in Gisborne.	Deliver	Not Started	0%	0%	The Feasibility study of the proposed Gisborne site is to commence in quarter three.	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	30%	30%	Community consultation was completed in February 2024, receiving strong support from the community. The design was endorsed at the 26 June 2024 Scheduled Council Meeting. Officers are currently awaiting guidance from Sport and Recreation Victoria on the process to apply for the \$550k and \$400k funding amounts from the Victorian Government. It is expected an application will lodged in the next quarter. Council must secure this funding before tendering and procurement can begin.	Manager Parks, Recreation and Depot Operations	30 June 2025	
Finalise the Lancefield Park Recreation Reserve Master Plan.	Deliver	In Progress	50%	50%	The draft Lancefield Park Recreation Reserve Master Plan was endorsed and released by Council for a four-week community consultation period from July to August 2024. Nineteen submissions were received. Officers are currently reviewing the feedback received to finalise the Plan and will seek final endorsement at a future Scheduled Council Meeting.	Manager Parks, Recreation and Depot Operations	30 June 2025	
Advocate for funding to realise the delivery of the Woodend Community Centre in line with priority projects.	Deliver/Advocate	In progress	25%	25%	Content was reviewed and updated in readiness for a funding application to be lodged should an opportunity arise. A meeting was convened to update community stakeholders. The Woodend Community Centre redevelopment was re-affirmed as a key priority project.	Manager Economic Development and Visitor Economy	30 June 2025	
Target community needs through development programs and grants								
Promote community centres, neighbourhood houses, and their programs to encourage community participation.	Deliver	In Progress	50%	50%	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	50%	50%	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	50%	50%	Volunteer recognition categories have been incorporated into Council's annual Community Awards program, celebrated later in 2025.	Manager Community Strengthening	30 June 2025	
Promote the library programs of the Goldfields Library Corporation to engage the community.	Partner/Deliver	In Progress	50%	50%	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	80%	80%	Council supported Goldfields Libraries Corporation (GLC) by completing a preliminary architectural design and cost estimate project in FY23/24. While prepared to assist in securing construction funding through the Living Libraries Infrastructure Program, only Minor Works funding (\$10,000–\$200,000) was available. GLC opted not to apply, anticipating a future Major Works round. Council will continue to monitor funding opportunities to support the next phase of the project.	Manager Community Strengthening	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
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	20%	30%	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	50%	50%	The early years team has proposed several recommendations for implementation in the Council Reconciliation Action Plan at kindergartens. The Lancefield Children's Centre engaged in a naming process that incorporated Indigenous names from the Wurunjerderi Woi Wurrung people. Staff have embedded learnt practices at the Koori Curriculum into kindergarten programs.	Manager Community Services	30 June 2025	
Upon endorsement, commence implementation of a Council Reconciliation Plan 2024–2027.	Partner/Deliver	In Progress	40%	30%	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 updated draft will be presented for endorsement in 2025.	Manager Community Strengthening	30 June 2025	
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	50%	100%	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	50%	50%	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 will be presented to Councillors for noting in early February 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	25%	25%	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	50%	50%	The Aged Care Volunteer Visiting Scheme team continues to actively recruit volunteers for the program and has 36 matches, 33 volunteers and 11 participants waiting. Promotion efforts continue with the intention to engage a new cohort of volunteers.	Manager Community Services	30 June 2025	
Acknowledge and promote community volunteers through Council's Annual Community Awards.	Deliver	In Progress	50%	50%	The volunteer recognition day is scheduled for later this financial year.	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	25%	25%	Key actions taken in the implementation of the Affordable Housing Policy include: Delivery of a Social Housing Regional Needs Assessment; Investigation and research into how Council can best enable developer contributions of affordable housing; Drafting recommendations for the future of council-owned social housing assets. Council continues to contribute to the Loddon Mallee Housing Action Plan as opportunities arise.	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	25%	25%	Council met with Homes Vic to discuss existing agreements across Council sites and their potential for uplift on 19 November 2024. Council met with Homeward Housing, Community Equity housing and Women's' Property Initiative to discuss available federal government grant opportunities. Planning for the future of Council's social housing assets continues with a goal to facilitate uplift of social housing in the Shire.	Coordinator Community and Social Planning	30 June 2025	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
<b>Strategic objective 2. Healthy environment, healthy people</b>								
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.								
<b>Protect the natural environment and enhance biodiversity</b>								
Continue to deliver the actions for the Biodiversity Strategy 2018 including community education and engagement program and biolink plan.	Deliver	In Progress	50%	50%	Biolink Boost grant recipients for 2024/25 awarded following the December SCM. A project to develop and pilot a backyard biodiversity program for the Shire is underway with a target to launch in March 2025.	Manager Strategic Planning and Environment	30 June 2025	
Continue the Healthy Landscapes – Practical Regenerative Agricultural Communities project.	Deliver	In Progress	50%	50%	Holistic Grazing Course - Day 4 of this year's program held on 22 Nov with a full cohort. 3 Grass ID field days held across partner shires in Dec with a total of 82 attendees in addition to an online Grass Guide webinar in Nov with 41 participants. 10 property visits conducted in Macedon Ranges for the quarter.	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	60%	60%	Fire prevention and access tracks slashing completed prior to Christmas break at Bald Hill, Woodend Grassland, Marsh Crt and Browning St.	Manager Strategic Planning and Environment	30 June 2025	
Review and update the Pest Animal and Weed Strategy 2014-2024.	Deliver	Not Started	0%	0%	This item is scheduled to commence in the 3rd quarter.	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	50%	50%	Citizen science events included two Aussie Bird Count walks with 32 participants. The Koala Count brought 24 participants to Hanging Rock to spot a koala and a family of Peregrine Falcons. Flora surveys were ran at Bald Hill Reserve and Black Hill Reserve with 14 participants discovering more occurrences of Clover Glycine than previous years.	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	50%	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	
<b>Lessen the severity of climate change, through actions that enable Council and the community to reduce greenhouse gas emissions</b>								
Implement very high and high priority actions in the Climate Emergency Response Plan.	Deliver	In Progress	50%	50%	2nd Climate Emergency Working Group meeting held in Dec with organisation and community representation. Community Climate Action Grants awarded to 8 groups following Dec SCM. Central Victorian Greenhouse Alliance led Regional EV Infrastructure framework final report received Oct 2024. Committed to 'Grow Towards Zero' community carbon project led by the North Central Catchment Management Authority with EOIs for participating properties advertised Dec-Jan.	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	50%	50%	Planning for 'Change Makers Macedon Ranges' - a week long program of free community events reflecting the community engagement aims of the Climate Emergency Plan - is in full swing. It will be held from Sat 15 - Sun 23 March, delivered in partnership with Macedon Ranges Sustainability Group and associated action groups.	Manager Strategic Planning and Environment	30 June 2025	
Deliver the Year 2 actions in Council's Zero Net Emissions Plan for Operations.	Facilitate/Deliver	Not Started	0%	0%	This item is scheduled to commence in the 3rd quarter.	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	50%	50%	Commenced process for engaging consultants to do design works for getting off gas at Kyneton Town Hall, Kyneton Mechanics Institute, and Red Brick Hall. A feasibility study to get off gas at Bluestone Theatre will be conducted in Q2. A new initiative (by Facilities) has been put forward to support a submission to the forthcoming round of Community Energy Upgrades Fund to covert gas boiler at Gisborne Aquatic Centre to electric heat pumps.	Manager Strategic Planning and Environment	30 June 2025	
<b>Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal</b>								
Continue to decrease tonnes of waste to landfill per-capita.	Deliver	In Progress	50%	50%	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	50%	50%	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 -i.e. batteries, vapes -Targeted campaign for Romsey residents addressing recycling bin contamination	Manager Civil Services and Resource Recovery	30 June 2025	



ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	TRAFFIC LIGHT
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	50%	50%	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	50%	50%	The community was invited to the Bald Hill Reserve Entrance Revitalisation Celebration Event, with 30 members of the public along with State Minister Lisa Chesters. Three monthly environment e-newsletters were published with a focus of promoting Councils Days of Recognition such as Bird Month, Ride2Work Day and the promotion National Recycling Week on behalf of Resource Recovery.	Manager Strategic Planning and Environment	30 June 2025	
Complete the Woodend Racecourse reserve Master Plan.	Deliver	In Progress	25%	25%	The Woodend Racecourse Reserve Master Plan - Issues and Opportunities Paper was released for community consultation between 9 August and 5 September 2024. 167 submissions were received. The feedback is currently being reviewed to shape the future direction of the Master Plan.	Manager Parks, Recreation and Depot Operations	30 June 2025	
Complete the Macedon Ranges Community Equestrian Facilities Master Plan.	Deliver	In Progress	50%	50%	The draft Macedon Ranges Community Equestrian Facilities Plan was endorsed for consultation at the 24 July 2024 Scheduled Council Meeting. Community consultation occurred between 25 July and 22 August 2024 and received 83 submissions. The feedback is currently being reviewed to shape the future direction of the Plan. It is expected the Plan will be finalised in the last quarter.	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	50%	50%	Year 3 of the Liveable Communities, Liveable Waterways program progressing with all spring revegetation activities completed. Officers secured federal government funding for 3.5yrs under the Urban Rivers and Catchments program to deliver on ground works to restore the threatened EVCs and waterways of the Upper Maribymong Catchment (Djirri Djirr, Bunjil/Howey/Jacksons creeks)	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	50%	50%	Council is supported the Woodend Landcare Biolink project which is delivering the Action: TZ-3 L04 Blackgum Woodlands project - grant acquitted in October. Implementation of Woodend Five Mile Creek and Romsey Five Mile Creek Master Plans dependent on 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	50%	50%	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.	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	50%	50%	Ongoing participation in regional recovery meetings, facilitating the exchange of learnings between 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. This collaboration aims to enhance understanding of community needs during the immediate response and recovery phases after an emergency.	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	50%	50%	A number of key recreation projects are progressing including: -Planning for the Kyneton Showgrounds netball facilities development is underway with construction expected to start in the next quarter -Planning for key upgrades to netball and tennis facilities in Romsey and Woodend is underway with works to begin in the next quarter -Lighting at the Riddells Creek oval is expected to start in the next quarter -Stage Five implementation of the Gisborne Fields Master Plan is completed -Following the first found of consultation (a survey) 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	50%	50%	The Fair Access Policy addresses barriers faced by women, girls, and gender-diverse people in accessing and using community sports infrastructure. In this quarter a working group has been established with key community/sporting club representatives to begin implementation of the Action Plan.	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	25%	25%	Activation projects are underway and on track for the project. Kyneton Community House has received its funding to undertake the Neighbourhood Houses Collective Community Gardening Project. Sunbury Cobaw Community Health have received their funding to implement the Healthy Schools Project and have successfully recruited three schools. Six community members are participating in the second round of the Veg on the Verge Project. Community consultation is planned for the Footpath and Fitness Equipment Activation Project, Kyneton. 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	25%	25%	There are 22 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: - Delivery of the 16 Days of Activism Free to Be Me campaign, - Advocacy for increased social and affordable housing in the Shire - Review and redevelopment of Council's Wastewater Management 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	25%	25%	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 identified to enable the delivery of Person-Centred Emergency Response Planning - International Day for People with Disability recognised through social media and the launch of internal staff training; and - The delivery of targeted engagements with people with disabilities to inform the next Council Plan, which will include the Disability 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	50%	50%	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.  Looking ahead to 2025, development is underway for a range of programs, including LGBTIQ+ Inclusion initiatives (such as the IDAHOBIT events), and the Annual Youth Awards (now integrated with the Community Awards). These events will be co-designed with young people through advisory groups, ensuring they reflect their voices and needs.	Manager Community Strengthening	30 June 2025	
Continue to deliver the actions for Participate – Council's Positive Ageing Plan 2020–2025.	Deliver	In Progress	50%	50%	Council continues to deliver on actions outlined in the Positive Ageing Plan. Transport Medical Education sessions were delivered across the shire along with social engagement activities such as coffee catch ups. My Aged Care and Home Care Package Education sessions have been scheduled in partnership with the local libraries, as well as Diabetes and Dementia Education for the community.	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	50%	50%	In 2025, all Council kindergartens will provide 15 hours of kindergarten for children aged 3 and 4 years.	Manager Community Services	30 June 2025	
Continue to provide and support access to quality kindergarten programs across the Shire.	Deliver	In Progress	50%	50%	Council's Early Years team is planning for the delivery of a shire-wide Educational Leaders Community of Practice, and continues to support professional development through ECEC networks.	Manager Community Services	30 June 2025	
Continue to deliver actions for Council's Early Years Plan – CREATE.	Deliver	In Progress	50%	50%	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	50%	50%	Council continues to work with the Department of Education in collecting and analysing data to inform the development of a new Kindergarten Infrastructure and Services Plan (KISP). In addition, Council continues to collaborate with key stakeholders in fulfilling Early Years Services' current and future workforce needs through planning and development.	Manager Community Services	30 June 2025	
Continue to explore the feasibility of Macedon Ranges Shire becoming a "Child Friendly Community"	Facilitate/Deliver	In Progress	50%	50%	Council is working with a consultant to develop Child and Youth Engagement Guidelines, which are an essential step in supporting Council to become a "Child Friendly Community". We received a second draft of the document at the end of Q2.	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	50%	50%	Council maintains a register to track the impact of aged care reforms on our community and to provide feedback to the Commonwealth regarding the needs of those in the shire. Our current focus is on assessing the effects of the new single assessment framework and Home Support. There are plans to host educational sessions in the community to help residents understand these changes and navigate available services.	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	50%	50%	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	50%	50%	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 is scheduled to commence in early 2025 and conclude in June 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
<b>Strategic objective 3. Business and tourism</b>								
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	50%	50%	Following attendance at the Riddells Creek Thriving Villages workshop, the Economic Development team received and distributed the Riddells Creek Town Centre Vision and Action Plan. The team convened and facilitated an onsite meeting with the Lancefield and Romsey Town Teams to agree on plans for works in those locations. 3 business workshops were delivered in October aimed at building digital skills. A Kyneton based business was contracted to deliver the workshops and was very well received by participants.	Manager Economic Development and Visitor Economy	30 June 2025	
Deliver the Autumn Festival.	Deliver	In progress	50%	50%	Planning for the 2025 Macedon Ranges Autumn Festival is well underway. The Pie & Tart and Tipple Trails have all been confirmed, with the highest ever business participation rate. A new addition to the Festival this year is the introduction of an augmented reality experience at our Treasure Trail locations, this experience is still being developed. The promotional festival poster artwork is complete, and a new sponsor has been locked in for the colouring competition, this year welcoming the Lancefield Community Bank onboard.	Manager Economic Development and Visitor Economy	30 June 2025	
Continue delivering actions from the Arts and Culture Strategy 2018–2028.	Partner/Deliver	In progress	50%	50%	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	50%	50%	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	50%	50%	Grant guidelines have been drafted and will go to Council for approval in February 2025. Applications for the 2025 round will open late April and close late May 2025.	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	50%	50%	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 conducted two onsite visits to Hanging Rock to understand site needs and are currently developing concept plans. 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	50%	50%	Support for local business groups continued, with a focus on the Thriving Villages and Town Activation Plan process. Good progress was made with actions in Romsey and Lancefield. A further quarterly meeting facilitated by Tourism Macedon Ranges was held on 12 November - with input provided by the Economic Development & Visitor Economy teams. The positive sentiment around the Thriving Villages project continued and provided a focus for stakeholders in Malmsbury and Gisborne.	Manager Economic Development and Visitor Economy	30 June 2025	
Continue to promote local purchasing and the circular economy.	Deliver	In progress	50%	50%	Four local businesses were featured in the October, November and December Business E News publications. To build knowledge of best practice, team members attended the Waste Expo ("Helping Your Council Area Become Circular") in October and a "Helping Your Council Area Become Circular" webinar in November. The latter being a masterclass delivered by Sustainability Victoria that provided details on funding opportunities and shared circular economy initiatives and lessons learned. Planning for the 2025 Community Choice business awards got underway in December. The "customer service" focussed awards put the spotlight on local businesses and encourage residents and visitors to support them by nominating and voting for their favourites.	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	50%	50%	Support to Startup Central Victoria (SCV) was highlighted in their November online communication video, with the Manager Economic Development & Visitor Economy providing a voiceover and local perspective. The video promoted the value in joining the SCV start-up ecosystem. With 16 of the 39 regional (non Bendigo) start-ups currently involved based in the Macedon Ranges, the message is working. The presenter on a subsequent online SCV meetup featuring Lancefield's Lost Watering Hole, commented that "the Macedon Ranges is a hotbed for start-ups".	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	50%	50%	Small Business Friendly status was maintained throughout the reporting period. This included timely processing of invoices from local businesses, engaging with and supporting local business 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 to function well.	Manager Economic Development and Visitor Economy	30 June 2025	
Support the local economy by encouraging procurement to be undertaken locally.	Advocate	In progress	25%	25%	Initial planning got underway for the 2025 procurement and tendering information session. A range of dates and times were considered to ensure maximum local business involvement. The inclusion of the free OH&S essentials workshop delivered in 2024 was reviewed with a view to adding a similar opportunity for businesses in 2025.	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	25%	25%	Two workshops were delivered in October to progress the Macedon Ranges Digital Plan. Representatives from council's Information Services, Emergency Management and Economic Development teams were joined by telecommunications infrastructure providers (NBN and Telstra) to provide input and expertise. The focus of these workshops was on: 1. Emergency Management needs/shortfalls. 2. Timely provision of information creating awareness of opportunities for new residents and developers. 3. The advantages of involving the Statutory and Strategic Planning teams.	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	50%	50%%	Progress was made in the development of the Macedon Ranges Digital Plan during October. Completion of the plan will lead to improved service provision and digital literacy over time. Key issues canvassed include inconsistent connectivity, outages and their impact, digital literacy and awareness, affordability and reliability. Issues arising during natural disasters and emergencies were also on the agenda.	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
<b>Strategic objective 4. Deliver strong and reliable government</b>								
<b>We will demonstrate the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.</b>								
<b>Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services</b>								
Redevelop Council's ongoing continuous improvement and service review program.	Deliver	In Progress	50%	50%	Three service reviews are currently in progress including: Aquatics and Fitness, Payroll and Resource Recovery. Planning compliance review is also scheduled to commence in Q3. A plan for service review scheduling a 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	50%	40%	The Long-Term Financial Plan is being updated to reflect Council's financial position as of 30 June 2024, the forecast outcome for 30 June 2025, and the draft budget for the year ending 30 June 2026. This updated plan will allow officers to present a revised Long-Term Financial Plan in compliance with the Act, as required following a Council election.	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	50%	50%	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 and September 2024 quarters, with the December quarterly report scheduled for presentation to Council in February 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	50%	50%	Three service reviews are currently in progress including: Aquatics and Fitness, Payroll and Resource Recovery. Planning compliance review is also scheduled to commence in Q3.	Manager Governance and Performance	30 June 2025	
<b>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</b>								
Implement actions arising from the 2024 Employee Engagement Pulse survey, and integrate responses to feedback into organisational actions and plans.	Deliver	In Progress	50%	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. Updates on these actions will be provided to all staff in November and February for accountability and transparency.	Manager People and Wellbeing	30 June 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	50%	100%	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. The focus for Q2 has been the design of a Learn to Lead program for emerging leaders, as well as a program tailored for our Administrators across Council. We have also finalised a review of our compliance training suite and will continue to work towards 100% compliance across the organisation.	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	50%	50%	Recruitment of the community assembly and engagement of facilitators is complete with assembly meetings scheduled over March and April. Officers are working collaboratively with internal stakeholders and consultants where appointed to prepare draft plans in line with requirements of the Local Government Act 2020. 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	In Progress	10%	75%	This is an ongoing review of all systems currently in use at Council. Current focus is on SharePoint/Microsoft 365 and Pathway UX rollout.	Manager Information 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	50%	50%	In addition to Council's ongoing commitment and activity in various networks across the sector Council's Manager Communications and Advocacy facilitated the Healthy Loddon Campaspe Regional Workshop held in Bendigo in November. Other network meetings supported in the reporting period included but wasn't limited to, ate Joint State and Local Government CEO Forum, Loddon Mallee Housing Leadership Group, Loddon Campaspe Councils CEO Meeting, Loddon Campaspe Regional Partnership, Coliban Water Integrated Water Management Forum, LG Pro CEO Network, Healthy Loddon Campaspe and a regular meeting with the Department of Transport and Planning Loddon Mallee and Hume Executive team.	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	50%	50%	During the reporting period the CEO and Manager Communications and Advocacy pitched priority advocacy items to Senator Bridget McKenzie and Senator James Paterson and continued meetings with Federal Election Candidates in Matthew Evans, Liberal Candidate for Bendigo. Monthly State and Federal Key Project Updates have been supplied to each local member; these now include details of related pending grant applications. Federal Election Advocacy asks are being finalised with newly elected Councillors.	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	50%	50%	Council is communicating with selected Community Assembly participants and those unsuccessful in their applications. Dates have been set and development for the Community Assembly sessions is progressing strongly. The first session will take place on 12 March 2025. Council has upgraded its online community engagement platform to optimize its online component of consultation which includes enhanced technical support which is particularly beneficial for complex project needs.	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	50%	90%	Officers have continued to liaise with the Victorian Electoral Commission which has resulted in a successful election. Officers have provisioned data to enable the CEO to comply with statutory reporting requirements through this period. Officers will await the election report expected to be received by 25 April expected to be tabled 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	50%	60%	Review of Customer Service Enquiries and Complaints recommendations continues. Recommendations 2, 6, 11 and 12 have been completed. Remaining actions in progress and are on track.	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	25%	80%	We continue to deliver the work plan in each year. The items planned for 2024/25 year are on track.	Manager Information 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	50%	50%	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. Mid-financial year LGPRF reporting to be prepared in Q3. Progressing the monitoring of policies on RelianSys and commencing input of internal audit actions into RelianSys for increased tracking and monitoring ability which is planned to be implemented by end of Q3.	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	In Progress	100%	90%	Officers will complete the remaining components of the induction by 11 March 2025 and continue planning the ongoing mandatory professional development for Councillors.	Manager Governance and Performance	30 June 2025	
Reporting on our measures of success to the community								
Report on the delivery of Year 3 actions of the Council Plan.	Deliver	Completed	100%	100%	Council officers prepared the Annual Report 2023-24 which was endorsed at the October 2024 Council Meeting, reporting on Year 3 of the Council Plan. This ensured that Council carried out its requirements in accordance with the Local Government Act 2020, specifically sections 90 and 98.	Manager Communications and Advocacy	31 October 2024	

# Appendix B – Council Resolutions



Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Planning and Environment	9-Oct-24	Planning Delegated Committee	<b>PLN/2023/333 - Walls Lane, Pipers Creek VIC 3444</b> That the Committee resolve to issue a Planning Permit for the Use and Development of the Land for a Single Dwelling and Associated Outbuilding (Shed) at LOT 4 LP 112012 P/Carlsruhe Walls Lane, Pipers Creek VIC 3444 subject to the conditions below; ***SEE MINUTES FOR FULL RESOLUTION***	Planning permit issued 17/10/2024	Director Planning and Environment	Completed	100%
Chief Executive	23-Oct-24	Scheduled	<b>Annual Report 2023-24</b> That Council; 1. receives the Annual Report 2023-24; and, 2. in accordance with Section 98 of the Victorian Local Government Act 2020, gives notice that the Annual Report 2023-24 has been prepared and that it will be available on Council's website and at Council offices.	The Annual Report 2023-24 is available on Council's website and at Council offices.	Chief Executive	Completed	100%
Corporate	27-Nov-24	Scheduled	<b>Quarterly Financial Report for period ending 30 September 2024</b> That Council receives the Quarterly Financial report as at 30 September 2024, in accordance with the requirements of the Local Government Act 2020.	Resolution noted - no further action.	Director Corporate	Completed	100%
Corporate	27-Nov-24	Scheduled	<b>Contracts to be Awarded as at November 2024</b> That Council; 1. Notes that the following contracts will be awarded by Council officers under delegated authority; (a) C2025-79 Bolinda Hall Renewal Works, (b) C2025-80 Footbridge Replacement Clarke Street Mount Macedon, 2. Grants delegated authority to the Chief Executive Officer to award the following contracts; (a) C2025-76 Gilbert Gordon Oval Netball Courts, (b) C2025-77 Supply Panel Asphalt Works.	Resolution noted - no further action.	Director Corporate	Completed	100%
Corporate	27-Nov-24	Scheduled	<b>Audit and Risk Committee Councillor Appointment and Council Memberships</b> That Council: 1. Appoints Councillor Allison Joseph and Councillor Christine Walker to be the Councillor delegates to the Audit and Risk Committee. 2. Appoints Councillor Cassy Borthwick and Councillor Daniel Young to be the Councillor delegate substitutes to the Audit and Risk Committee. 3. Endorses the ongoing membership to the Central Victorian Greenhouse Alliance, the Rural Councils Victoria Incorporated and the Municipal Association of Victoria.	No further action required	Director Corporate	Completed	100%
Corporate	27-Nov-24	Scheduled	<b>Audit and Risk Committee Councillor Appointment and Council Memberships</b> That Council endorses the ongoing membership to the Victorian Local Governance Association and the Australian Local Government Women's Association - Victorian Branch.	No further action required	Director Corporate	Completed	100%
Corporate	27-Nov-24	Scheduled	<b>Alteration of the Date of the December 2024 Planning Delegated Committee Meeting</b> That Council reschedules the Planning Delegated Committee Meeting currently scheduled to be held online at 7pm Wednesday 4 December 2024 to instead be held online at 7pm Wednesday 11 December 2024.	No further action required	Director Corporate	Completed	100%
Planning and Environment	11-Dec-24	Planning Delegated Committee	<b>HEARING OF SUBMITTERS IN RESPECT OF APPLICATION FOR A PLANNING PERMIT - PLN/2023/462 - 104 Melton Road, Gisborne</b> That the Planning Delegated Committee; 1. Notes that submissions were received in relation to Application PLN/2023/462 for the subdivision of the land into seventeen (17) lots adjacent to a road in a Transport Zone 2, removal of native vegetation and creation of reserves; and, 2. Requests that recommendations be prepared, based on all relevant information, for consideration and determination at the next Scheduled Council Meeting on 18 December 2024.	At its Ordinary Council Meeting on 18 December 2024 Council resolved to issue a Notice of Decision to Grant a Planning Permit. This Notice was then issued on 7/1/2025. Council is currently waiting to see if the NOD is appealed at VCAT.	Director Planning and Environment	Completed	100%
Corporate	18-Dec-24	Scheduled	<b>Contracts to be Awarded as at December 2024</b> That the item COR.2, contracts to be awarded as at December 2024, be deferred until March 2025 to allow Councillors to be provided with further information on; 1., the C2025-81 Supply Panel Commercial Builders contract tender process; and, 2., the current delegated authorities of the CEO.	No further action required	Director Corporate	Completed	100%
Corporate	18-Dec-24	Scheduled	<b>Audit and Risk Committee - Appointment of Chair for 2025, Extension of Independent Member and Audit and Risk Committee Charter</b> 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.	No further action required	Director Corporate	Completed	100%
Corporate	18-Dec-24	Scheduled	<b>Audit and Risk Committee Biannual Report - December 2024</b> That Council notes the Audit and Risk Committee Biannual Report – December 2024 and thanks the committee for the report.	No further action required	Director Corporate	Completed	100%
Corporate	18-Dec-24	Scheduled	<b>Council Meeting Dates 2025</b> That Council; 1. Approves the proposed meeting schedule for the period 1 January 2025 to 31 December 2025 as outlined in Attachment 1; 2. Notes that Planning Delegated Committee meetings will be held when required on the dates outlined in the schedule at Attachment 1; and, 3. Schedules a Submitters Delegated Committee Meeting to be held online at 7pm on Wednesday 19 February 2025 to consider budget submissions and other matters if required.	Dates published on Council Website and circulated internally.	Director Corporate	Completed	100%
Corporate	18-Dec-24	Scheduled	<b>Instruments of Appointment and Authorisation</b> 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 officers named in the Instruments of Appointment and Authorisation provided in Attachment 1 be appointed and authorised; 2. The Instruments of Appointment and Authorisation come into force upon signing and remain in force until Council determines to vary or revoke these; 3. The Instruments of Appointment and Authorisation in Attachment 1 are signed; and, 4. The Instrument of Appointment and Authorisation for Amy Swan and Damian Hodgkins be revoked.	Instruments signed.	Director Corporate	Completed	100%
Corporate	18-Dec-24	Scheduled	<b>Annual Councillor Appointments</b> That Council appoints the Councillor delegates from December 2024 to November 2025 to the internal and external committees and organisations as specified in the table in Attachment 1.	Organisations informed as required.	Director Corporate	Completed	100%
Planning and Environment	18-Dec-24	Scheduled	<b>PLN/2023/462 - 104 Melton Road, Gisborne</b> That Council support the Planning Permit Application PLN/2023/462 and a Notice of Decision to Grant a Permit be issued for the subdivision of the land into seventeen (17) lots adjacent to a road in a Transport Zone 2, removal of native vegetation and creation of reserves at 104 Melton Road, Gisborne subject to the conditions outlined in Attachment 1.	At its Ordinary Council Meeting on 18 December 2024 Council resolved to issue a Notice of Decision to Grant a Planning Permit. This Notice was then issued on 7/1/2025. Council is currently waiting to see if the NOD is appealed at VCAT.	Director Planning and Environment	Completed	100%
Planning and Environment	18-Dec-24	Scheduled	<b>Environment Group Support Grant &amp; Community Climate Action Grant 2024-25: Officer Recommendations</b> That Council; 1. Endorses a waiver to the auspice limitation requirement included in the Environment Group Support Grant 2024-2025 guidelines that states an incorporated auspice organisation can submit a maximum of two applications; 2. Endorses the funding recommendations for successful recipients for the Environment Group Support Grant Program and Community Climate Action Grants 2024-2025 as found in Attachment 1 and Attachment 2.	All grant recipients notified of funding outcomes on 19/12/2024. Funds starting to be paid to groups as invoices come in.	Director Planning and Environment	Completed	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	<b>Proposed land swap and boundary realignment at Walshes Road, Woodend</b> That Council: 1. Proceed to commence the statutory process to exchange land in accordance with Attachment 2, by publishing a public notice proposing to undertake a minor road deviation, road declaration and land exchange; 2. In accordance with Section 223 of the Act, provides any person the opportunity to make a submission within 28 days of the day of the notice and if requested provides the opportunity to any person to be heard at a meeting to be held on 16 October 2019 at the Gisborne Administration Centre; 3. Be presented with a report at the 23 October 2019 Ordinary Council Meeting to consider the submissions and the approval of transfers; 4. On the basis that no submissions be received at (2) above: a) Approve the transfer of land under the land swap; b) Advertise a government gazettal notice to declare the realigned section of Walshes Road a government road; and c) Authorise the Chief Executive Officer to sign the necessary documentation to enable the land swap to occur. 5. Endorse the rezoning of the land described as Volume 06019 and Folio 750, Lot 1 on TP879826E, Parish of Tylden from Public Use Zone to Rural Conservation Zone; and 6. Endorse the rezoning of land at (5) above as the basis to prepare Planning Scheme Amendment C138macr a) Request Authorisation from the Minister for Planning to prepare Amendment C138macr pursuant to Section 9 of the Planning and Environment Act 1987 i. Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation ii. Upon satisfaction of any conditions of authorisation, exhibit Amendment C138macr pursuant to Section 19 of the Planning & Environment Act 1987.	Discussion underway with new property owner.	Director Corporate	In progress	85%
Planning and Environment	27-Nov-19	Scheduled	<b>Dog and cat control order</b> 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. Cat desexing program was not funded in 23/24 budget. Alternative options from operational budget now being progressed. 7. Domestic Animal Management Plan 2021 – 2025 Off lead area review schedule to commence next quarter. Due to unplanned leave, dependency on the Gencon project and other prioritised projects, the upgrade has been deferred to the 24/25 year	Director Planning and Environment	In progress	60%
Corporate	26-Aug-20	Scheduled	<b>Proposal to sell 20 Jacobs Avenue, Kyneton</b> 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	<b>Kindergarten Strategic Direction for endorsement</b> *Confidential*	Finalised the SGS consultant report, this will support the strategic direction for Early Years. This will support the councilors direction for future kindergarten delivery.	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	<b>Notice of Intention to lease: 3-5 Noel Street Lancefield</b> That Council, 1. Authorises the Chief Executive Officer to enter into a lease with Wintringham Housing Limited for the property 3 – 5 Noel Street, Lancefield on the following key terms: (a) The lease term is proposed to be for twenty years; (b) The rental is proposed to be \$1.00 per annum (if requested) for the whole of the lease; (c) All improvements will be owned by Wintringham and Wintringham will be responsible for their maintenance and repair; (d) Wintringham will be responsible for all outgoings and services, 2. Authorises the Chief Executive Officer to sign any associated documentation in relation to the proposed lease., 3. Endorses the officer responses to submissions as contained in this report., 4. Responds to all submitters in accordance with Council's Community Engagement Policy.	Resolution in progress. Officers are currently completing a final review of the lease before signing.	Director Corporate	In progress	75%
Corporate	26-Jul-23	Scheduled	<b>Acquisition of Land - 51 Coop Drive Gisborne</b> That Council:, 1. Commences the statutory process to acquire the land known as part of 51 Coop Drive, Gisborne, having determined that the land is to be acquired for the purpose of public interest and in accordance with the Development Plan, by undertaking consultation in accordance with Council's Community Engagement Policy under Section 112 of the Local Government Act 2020.; 2. Schedules an online Submitters Delegated Committee meeting at 7pm on Wednesday, 20 September 2023, to provide for any person who wishes to present in support of their submission to the consultation process., 3. Authorises the Chief Executive Officer to enter into a Heads of Agreement with the landowner, subject to Council undertaking the necessary statutory processes in accordance with the Local Government Acts 1989 and 2020., 4. Should there be no written submissions received under Section 223 of the Local Government Act 1989, authorises the Chief Executive to: (a) Proceed to acquire the property by private treaty; (b) Negotiate the acquisition of the property based on a current market valuation obtained by an independent qualified valuer; and, (c) Sign and seal any associated documentation in relation to the acquisition.	Property settled on 25/10/2024	Director Corporate	Completed	100%
Community	27-Sep-23	Scheduled	<b>Maternal and Child Health - Service Funding</b> 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	<b>Barrm Barrm Report on Ecological Assessment and Cultural Heritage Assessment</b> 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 Barrm 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 Barrm.; 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 Barrm 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 cultural burns and woody weed control.; 6. Investigates the best means of providing ongoing funding to support the continued management of Barrm Barrm and conservation of its environmental values, including but not limited to as part of the review of Council's financial reserves policy.	Further work needs to be undertaken to explore future funding options for the ongoing management of Barrm Barrm.	Director Planning and Environment	In Progress	83%
Assets and Operations	22-Nov-23	Scheduled	<b>Macedon Ranges Shire Skate and BMX Strategy</b> 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	<b>Historic Council Resolutions</b> 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%
Assets and Operations	24-Jul-24	Scheduled	<b>Draft Macedon Ranges Community Equestrian Plan</b> That Council endorses releasing the draft Macedon Ranges Community Equestrian Plan for four weeks of community consultation.	The Macedon Ranges Community Equestrian Plan was endorsed and released by Council for a four-week community consultation period from July to August 2024.	Director Assets and Operations	Completed	100%
Assets and Operations	24-Jul-24	Scheduled	<b>Draft Lancefield Park Master Plan 2024</b> That Council endorses releasing the draft Lancefield Park Master Plan for four weeks of community consultation on behalf of the Lancefield Park Committee of Management.	The Draft Lancefield Master Plan was endorsed and released by Council for a four-week community consultation period from July to August 2024.	Director Assets and Operations	Completed	100%
Corporate	24-Jul-24	Scheduled	<b>Response to Petition - Public Land Acquisition - 18 Kilmore Road, Gisborne</b> 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	<b>Barkly Square Multipurpose Facility Location</b> That Council endorses the Western Option location and progresses with design for the future Barkly Square Multipurpose Facility.	The design for the Barkly Square Multipurpose Facility is underway	Director Assets and Operations	Completed	100%



Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	28-Aug-24	Scheduled	<b>Management of Unsealed Roads Within Township Boundaries</b> 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	28-Aug-24	Scheduled	<b>Request for Inclusion of Road onto the Public Road Register - Red Gap Road, Lancefield</b> That Council defers this item for consideration until the Scheduled Council Meeting on 26 October 2024.	Report presented to October Council meeting. As action officers will consult with	Director Assets and Operations	Completed	100%
Assets and Operations	16-Sep-24	Scheduled	<b>Request for Inclusion of Road into the Public Road Register - Service Lane, Kilmore-Lancefield Road, Goldie</b> 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%
Community	16-Sep-24	Scheduled	<b>Draft Reconciliation Plan 2024-27</b> That Council notes: 1.The summary of feedback received on the draft Reconciliation Plan 2024-27during 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.	Since Council and Councillors approved further consultation with Traditional Owners in September 2024, Officers have undertaken in-depth engagement with the Taungurung Land and Waters Council, DJAARA (Dja Dja Wurrung Clans Aboriginal Corporation), and Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation. Officers are now addressing questions and incorporating feedback provided by Councillors during the 10 December 2024 briefing. The updated plan is scheduled for presentation to Council in February 2025.	Director Community	In progress	50%
Community	16-Sep-24	Scheduled	<b>Small Project Grants</b> That Council approves the awarding of a \$1,505 Small Project Grant to Kyneton Agricultural Society, for their 'Purchase Portable PA System' Project.	This grant has been allocated.	Director Community	Completed	100%
Planning and Environment	16-Sep-24	Scheduled	<b>Draft Kyneton Urban Design Framework for adoption</b> 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.	Not completed.	Director Planning and Environment	In Progress	20%
Planning and Environment	16-Sep-24	Scheduled	<b>Anzac Day Commemorative Services</b> 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 imitative 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%

# 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-21	30-Apr-25
3	Coordinator Governance	Lodging of an initial personal interests return		133	<b>Specified person</b> 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	<b>Specified person</b> who continues to be a specified person must lodge biannual personal interests return with CEO twice yearly.	Twice yearly in March and September	30-Sep-24	31-Mar-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	31-Mar-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	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	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	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	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



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
25	Manager Finance and Reporting	Performance Statement		99	The auditor must provide the Council and the Minister with a copy of the report on the performance statement.	As soon as is reasonably practicable (the auditor is required to report on the financial statements to the Council within 4 weeks and give a copy of the report to the Minister)	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	September quarter was presented to Council on 27/11/2024	December quarter will be presented to Council on 26/02/2025
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	September quarter was presented to Council on 27/11/2024	December quarter will be presented to Council on 26/02/2025
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

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
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
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