



# Quarterly Report

1 January - 31 March 2020



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

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

The Quarterly Report comprises the following sections.

**SECTION 1 Financial Statements**

**SECTION 2 Capital Works Progress Report**

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

**SECTION 4 Risk Management Report**

**SECTION 5 Implementation of Council Resolutions**

**SECTION 6 Customer Service Standards – Responsiveness**

**SECTION 7 Governance Schedule**

**SECTION 8 Councillor Expenditure**

**SECTION 9 Councillor Activities in the Community**

As at 31 March 2020, the *Local Government Act 2020* had not yet commenced. The *Local Government Act 2020* has a number of commencement dates including 6 April 2020, 1 May 2020, 24 October 2020 and 1 July 2021. Officers will look to integrate the requirements of the new Act into the quarterly report as new sections of the Act commence.

# SECTION 1

## Financial Statements

*Included in this section are the following financial statements:*

*Summary of Financial Results*

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

*Income Statement*

*Summary of year to date financial performance against budget*

*Balance Sheet*

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

*Capital Works Statement*

*Summary of year to date capital expenditure by asset type*

*Financial Reserves*

*Summary of balances and movement in Council reserves*

*Investments*

*Summary of investments by institution with rate and maturity date*

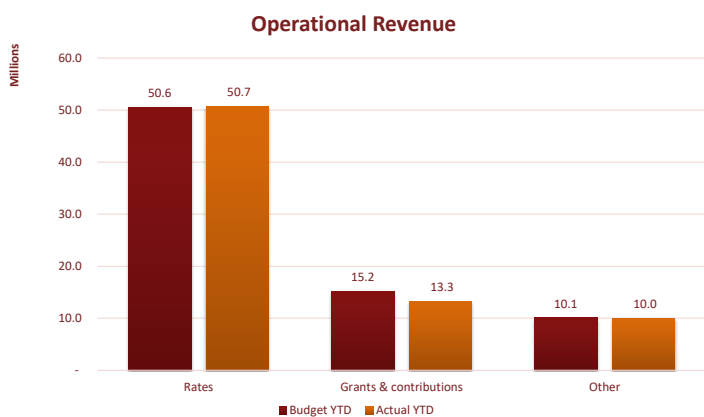
# Summary of Financial Results

## 9 months ended 31 March 2020

The Income Statement shows that an adjusted operating surplus of \$21.4m was recorded for the financial year to 31 March 2020. In accordance with accounting standards, all rate income is recognised at the start of the financial year when the rates are struck. This results in Council having a large surplus at the start of the year which reduces as the year progresses, as expenditure is incurred more evenly throughout the year.

Overall the operating surplus (excluding adjustments) to 31 March is \$0.3m favourable to budget - income is \$1.8m below budget and operating expenses are \$2.1m lower than budget. Capital expenditure totalled \$15.4m, which was \$10.3m under budget. It is expected that capital expenditure will be closer to budget by the end of the financial year.

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

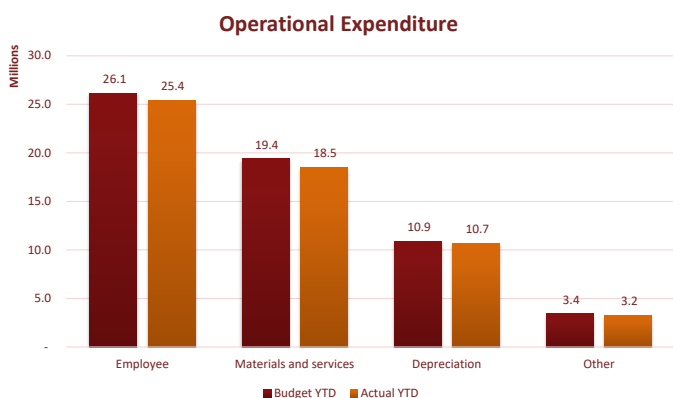


#### Key budget variances:

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

**Grants & Contributions:** overall this income is \$1.9m below budget. This is predominantly due to the timing of capital project grants in line with the lower capital expenditure to date.

**Other:** the budget variances are within acceptable parameters.



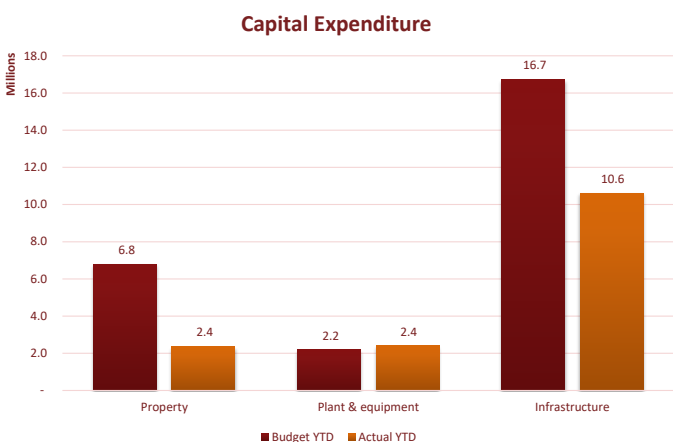
#### Key budget variances:

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

**Materials and supplies:** tracking under budget at this stage of the year mainly due to the timing of project related expenditure and contract payments.

**Depreciation and other expenses:** the budget variances are within acceptable parameters.

**Other:** The budget variances are within acceptable parameters.



#### Key budget variances:

**Property:** expenditure is under budget due to timing of project expenditure which includes the building renewal program. It is expected that the program will be closer to budget by the end of the financial year.

**Plant and equipment:** Some plant items have been purchased earlier than anticipated.

**Infrastructure:** Capital expenditure is below budget at this stage of the year due to timing of expenditure. Several projects have been identified that will not be completed by end of June 2020 and will be completed in 2020/21.

# INCOME STATEMENT

## 9 months ended 31 March 2020

	2019/20 March YTD Adjusted Budget* \$'000	2019/20 March YTD Actuals \$'000	2019/20 March YTD Variance \$'000
<b>Income</b>			
Rates and charges	50,568	50,747	179
Statutory fees and fines	2,697	2,813	116
User fees	5,632	5,300	(332)
Grants - operating	8,465	8,776	311
Grants - capital	5,729	3,861	(1,868)
Contributions - monetary	979	628	(351)
Other income	1,731	1,906	175
	-	-	-
<b>Total income</b>	<b>75,801</b>	<b>74,031</b>	<b>(1,770)</b>
<b>Expenses</b>			
Employee costs	26,149	25,394	755
Materials and services	19,394	18,503	891
Depreciation and amortisation	10,899	10,664	235
Borrowing costs	186	216	(30)
Other expenses	3,215	3,012	203
	-	-	-
<b>Total expenses</b>	<b>59,843</b>	<b>57,789</b>	<b>2,054</b>
<b>Surplus/(deficit) <i>Ex other adjustments</i></b>	<b>15,958</b>	<b>16,242</b>	<b>284</b>
<b>Other adjustments</b>			
Contributions - non monetary	8,700	5,191	(3,509)
Fair value adjustments for investment property	-	-	-
Share of net profits/(losses) of Regional Library	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	(39)	(39)
(Increase)/decrease in provision for landfill liability	-	-	-
	-	-	-
<b>Total surplus/(deficit)</b>	<b>24,658</b>	<b>21,394</b>	<b>(3,264)</b>

The Income Statement includes all sources of Council revenue and expenditure incurred in its day-to-day operations. It should be noted that expenditure listed in the Income Statement does not include the cost of asset purchases or sales, loan repayments, capital works expenditure or reserve funds. It does however, include depreciation as an expense.

Overall the operating surplus of \$21m is \$3.3m (-13%) unfavourable to budget. With non monetary adjustments excluded the variance to budget is \$0.3m. There are a number of variances which make up this total. The financial summary provides an explanation of key variances to budget.

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

# BALANCE SHEET

## As at 31 March 2020

	2019/20 March Adjusted Budget* \$'000	2019/20 March Actuals \$'000	2019/20 March Variance \$'000
<b>Current assets</b>			
Cash and cash equivalents	6,864	6,639	(225)
Trade and other receivables	20,929	18,965	(1,964)
Other financial assets	14,011	26,686	12,675
Non-current assets classified as held for sale	-	-	-
Other assets	38	84	46
<b>Total current assets</b>	<b>41,842</b>	<b>52,374</b>	<b>10,532</b>
<b>Non-current assets</b>			
Other financial assets	21	21	-
Investment in Regional Library	1,223	1,223	-
Property, infrastructure, plant and equipment	1,121,842	1,107,645	(14,197)
Investment property	2,854	2,854	-
Intangible assets	302	473	171
<b>Total non-current assets</b>	<b>1,126,242</b>	<b>1,112,216</b>	<b>(14,026)</b>
<b>Total assets</b>	<b>1,168,084</b>	<b>1,164,590</b>	<b>(3,494)</b>
<b>Current liabilities</b>			
Trade and other payables	4,720	5,362	(642)
Trust funds and deposits	5,215	4,218	997
Provisions	6,243	6,380	(137)
Interest-bearing loans and borrowings	685	485	200
<b>Total current liabilities</b>	<b>16,863</b>	<b>16,445</b>	<b>418</b>
<b>Non-current liabilities</b>			
Provisions	5,021	5,007	14
Interest-bearing loans and borrowings	4,021	4,224	(203)
<b>Total non-current liabilities</b>	<b>9,042</b>	<b>9,231</b>	<b>(189)</b>
<b>Total liabilities</b>	<b>25,905</b>	<b>25,676</b>	<b>229</b>
<b>Net assets</b>	<b>1,142,179</b>	<b>1,138,914</b>	<b>(3,265)</b>
<b>Equity</b>			
Accumulated surplus	664,880	661,470	3,410
Reserves	477,299	477,444	(145)
<b>Total Equity</b>	<b>1,142,179</b>	<b>1,138,914</b>	<b>3,265</b>

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

The total equity at 31 March 2020 is \$1,139m which is \$3.3m lower than budget. This unfavourable variance is predominantly due to lower than expected surplus reflected in the lower than expected capital works expenditure offset against higher than anticipated financial/cash assets.

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

# CAPITAL WORKS STATEMENT

## 9 months ended 31 March 2020

	2019/20 March 2020 Adjusted Budget* \$'000	2019/20 March 2020 Actuals \$'000	2019/20 March 2020 Variance \$'000
<b>Property</b>			
Land and land improvements	104	0	104
Buildings and building improvements	6,679	2,364	4,315
<b>Total property</b>	<b>6,783</b>	<b>2,364</b>	<b>4,419</b>
<b>Plant and equipment</b>			
Plant, machinery and equipment	1,599	1,906	(307)
Fixtures, fittings and furniture	0	0	0
Computers and telecommunications	579	499	80
<b>Total plant and equipment</b>	<b>2,178</b>	<b>2,405</b>	<b>(227)</b>
<b>Infrastructure</b>			
Roads	8,505	5,982	2,523
Bridges	481	345	136
Footpaths and Cycleways	1,054	798	256
Drainage	485	455	30
Recreational, leisure and community facilities	3,210	1,390	1,820
Parks, open space and streetscapes	1,149	462	687
Other infrastructure	1,849	1,171	678
<b>Total infrastructure</b>	<b>16,733</b>	<b>10,603</b>	<b>6,130</b>
<b>Total capital works expenditure</b>	<b>25,694</b>	<b>15,372</b>	<b>10,322</b>

Capital works expenditure is under budget by \$10.32m at the end of March 2020. It is expected that expenditure will be closer to budget by the end of the financial year, however, some projects will carry over to 2020/21.

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

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

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



# FINANCIAL RESERVES

As at 31 March 2020

	Balance 01/07/2019	Transfers to Reserve	Transfer from Reserve	Balance 31/03/2020
<b>Discretionary Reserves</b>				
Plant Replacement (1)	565,010	812,992	1,497,068	- 119,066
Asset Conversion	880,540			880,540
Commercial Development	3,636,478			3,636,478
Gravel Pit Operations	397,972	122,448		520,420
Hanging Rock	463,240	88,066		551,306
Maintenance Senior Citizens Accommodation	195,203			195,203
Debt Repayment	3,449,470	700,000	4,058,000	91,470
<b>Total Discretionary Reserves</b>	<b>9,587,914</b>	<b>1,723,506</b>	<b>5,555,068</b>	<b>5,756,352</b>
<b>Statutory Reserves</b>				
Public Open Space - South	1,316,885	329,219		1,646,104
Public Open Space - East	917,817	117,000		1,034,817
Public Open Space - Central	723,332	112,750		836,082
Public Open Space - West	150,752	150,000		300,752
<b>Public Open Space</b>	<b>3,108,785</b>	<b>708,969</b>	<b>-</b>	<b>3,817,754</b>
Community Facilities - South	-			-
Community Facilities - East	222,041			222,041
Community Facilities - Central	17,697			17,697
Community Facilities - West	13,819	84,897		98,715
<b>Community Facilities</b>	<b>253,557</b>	<b>84,897</b>	<b>-</b>	<b>338,454</b>
Car Parking	135,600			135,600
Planning Roadworks	262,093	84,897		346,990
Drainage	392,879	36,452		429,331
Gisborne Development Contributions Plan	698,959	56,166		755,124
Romsey Development Contributions Plan	256,925	31,784		288,709
Planning Footpath Works	107,129	5,100		112,229
<b>Total Statutory Reserves</b>	<b>5,215,927</b>	<b>1,008,264</b>	<b>-</b>	<b>6,224,191</b>
<b>GRAND TOTAL</b>	<b>14,803,841</b>	<b>2,731,770</b>	<b>5,555,068</b>	<b>11,980,542</b>

## Transfers from reserves

(1) Plant expenditure has occurred earlier than planned resulting in a short term deficit in the reserve. Transfers to reserve will increase over the year bringing the reserve to a positive balance by year end. This temporary timing deficit is funded in the short term by year to date under budget expenditure in other capital programs.



## INVESTMENTS HELD

As at 31 March 2020

Institution	Non Fossil fuel *	Percentage of Total investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
<b>Short Term Investments</b>							
AMP BANK LTD	No	7.49%	Term Deposit	\$ 2,000,000	1.80%	29/01/2020	29/07/2020
AMP BANK LTD	No	7.49%	Term Deposit	\$ 2,000,000	1.55%	9/03/2020	7/09/2020
ANZ BANK LTD	No	7.49%	Term Deposit	\$ 2,000,000	1.30%	6/03/2020	5/06/2020
BENDIGO AND ADELAIDE BANK	Yes	3.75%	Term Deposit	\$ 1,000,000	1.60%	25/11/2019	25/05/2020
MACQUARIE BANK	No	7.49%	Term Deposit	\$ 2,000,000	1.60%	26/11/2019	28/04/2020
MACQUARIE BANK	No	11.24%	Term Deposit	\$ 3,000,000	1.60%	2/03/2020	6/10/2020
MEMBERS EQUITY BANK	Yes	7.49%	Term Deposit	\$ 2,000,000	1.91%	29/01/2020	29/07/2020
MEMBERS EQUITY BANK	Yes	3.75%	Term Deposit	\$ 1,000,000	1.55%	2/03/2020	6/10/2020
NATIONAL AUSTRALIA BANK LTD	No	10.07%	At Call Account	\$ 2,685,969	0.45%		
NATIONAL AUSTRALIA BANK LTD	No	14.99%	Term Deposit	\$ 4,000,000	1.57%	25/11/2019	28/04/2020
NATIONAL AUSTRALIA BANK LTD	No	7.49%	Term Deposit	\$ 2,000,000	1.35%	6/03/2020	5/06/2020
SUNCORP	Yes	11.24%	Term Deposit	\$ 3,000,000	1.57%	19/11/2019	19/05/2020

### Total Investments

**\$ 26,685,969**

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

**26%**

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

# SECTION 2

## Capital Works Progress Report

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

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

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

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
<b>PROPERTY - Land</b>					
Fersfield Road Gisborne open space purchase	103,984	103,984	-	103,984	Payment to developer for drainage works on hold pending developer submitting a Cultural Heritage permit.
<b>TOTAL PROPERTY - Land</b>	<b>103,984</b>	<b>103,984</b>	<b>-</b>	<b>103,984</b>	
<b>PROPERTY - Buildings</b>					
Council building demolition	100,000	100,000	27,062	72,938	This is the parent program consisting of five building demolition projects. Three demolition projects are complete and two are on hold pending the completion of the South Gisborne IR Robertson pavilion.
Council building renewal program	2,870,000	2,870,000	864,321	2,005,679	This is the parent project for 25 building renewal projects. 9 projects are complete, 11 projects are 90% complete, 6 projects are ongoing programs with works underway across various sites including asbestos removal, safe roof access, HVAC renewals, and 1 other project – The Old Market Shed at Kyneton has commenced works.
Dixon Field pavilion no2	355,000	270,000	25,857	244,143	Plans and drawings had been approved, ready for tender, noting SRV (funding body) have requested minor additional changes. Delivery of works subject to Soccer season and impact of COVID-19. Potential carry forward to 2020/21 financial year.
Gardiner Reserve female changerooms	926,001	797,175	52,267	744,908	The Netball/ Umpires modular pavilion fabrication is underway off-site, 40% complete. The modules are scheduled for delivery end April 2020. Works will be completed in the 2020/21 year.
Gardiner Reserve football changerooms	1,031,557	589,709	14,997	574,712	Football / Cricket Pavilion - Design and construct documents have been finalised. On site project construction scheduled for after the Football finals in September 2020 - this will need to be reviewed given the impact of COVID-19. Alternative options for project delivery currently being explored. Will be completed in 2020/21.
Gilbert Gordon pavilion	70,000	70,000	33,309	36,691	Works completed. Builder working through outstanding defects.
Gisborne Changing Places toilet facility	90,000	90,000	85,453	4,547	Works completed.
Gisborne office compliance works	20,685	20,685	22,980	(2,295)	Works completed.
Gisborne Stadium futsal proofing	79,500	79,500	17,032	62,468	Works completed. Invoices to be received.
Cat pound	50,200	50,200	33,316	16,884	Works completed.
IR Robertson Reserve pavilion	330,630	330,630	190,794	139,836	Under construction. Internal fitout underway.
Kinder and MCH temporary relocation at Romsey and Riddells Creek	-	-	1,168	(1,168)	Additional costs to complete prior year project.
Kyneton early learning centre (stage one)	856,220	-	-	-	Application submitted to Department of Education and Training Children's Facilities Program 2019-20 was unsuccessful. Department of Education and Training have referred the application to the Kinder on School sites program for funding opportunities. Continuing discussions with Victorian School Building Authority.
Kyneton Library upgrade works	180,000	180,000	195,856	(15,856)	Works completed. Some work variations to complete the project added additional costs.
Kyneton Museum renewal	180,000	180,000	21,004	158,996	Works commenced with asbestos removed, repairs to floor and painting completed. Investigation works complete. Heritage Architect has prepared documentation for Heritage Victoria permit exemption for works to Main Bluestone Building. Heritage Architect has identified potential shortfall in budget to complete works. Projects team are currently reviewing options. Replacement of west boundary fence is complete.
Kyneton Town Hall and office heating	-	-	2,839	(2,839)	Additional costs to complete prior year project.
Kyneton Town Hall exterior	-	-	11,945	(11,945)	Survey and architects costs.
Lauriston Hall refurbishment	13,463	13,463	13,105	358	Works completed.
Macedon 47 Victoria Street renewal	142,500	61,600	19,693	41,908	Tender under evaluation. Works will be completed in the 2020/21 year.
Macedon netball & umpires changerooms	125,000	125,000	-	125,000	Project on hold. Pending grant and revision of scope as Quantity Surveyor report advises over budget. This project will be carried forward to 2020/21.

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Romsey and Riddells Creek Stadium seating	40,000	40,000	35,143	4,857	Works completed.
Seniors units renewal	80,000	60,000	21,036	38,964	Unit upgrade works are difficult to forecast as they are undertaken when tenants vacate. There has been only a small amount of expenditure to date as there has been limited tenant turnover. Works are being completed in line with expectations.
Solar and energy efficiency council buildings	75,000	75,000	77,388	(2,388)	Works completed.
Transfer station eWaste buildings	91,008	91,008	129,802	(38,794)	Construction of all sheds complete. The additional expenditure is covered by grant funding.
Tony Clarke Reserve Changerooms	-	-	2,990	(2,990)	Additional costs to complete prior year project.
Swinburne Av Kinder refurbishment	735,000	160,000	49,555	110,445	Contract awarded. Construction due to start April.
Woodend kindergarten renewal	460,155	424,875	415,070	9,805	Practical completion has been awarded to the contractor. Outstanding items will be completed by end of May.
<b>TOTAL PROPERTY - Buildings</b>	<b>8,901,919</b>	<b>6,678,845</b>	<b>2,363,982</b>	<b>4,314,863</b>	
<b>TOTAL LAND AND BUILDINGS</b>	<b>9,005,903</b>	<b>6,782,829</b>	<b>2,363,982</b>	<b>4,418,847</b>	
<b>INFRASTRUCTURE - Roads</b>					
Bitumen resurfacing program	1,813,810	1,763,810	1,514,497	249,313	Spray sealing works complete except for second coat of linemarking. Some asphalt projects have been completed and others awarded. Scoping being undertaken of more work to finalise the program.
Black Spot road funding	1,914,163	753,279	699,419	53,860	Additional funding received, which was added in the mid year budget review. One road has been tendered and one is currently being evaluated. Both likely to be completed in 2020/21.
Bluestone Theatre carpark	150,000	-	2,276	(2,276)	Works completed.
Disabled parking renewal	50,000	-	-	-	Scope of works currently being prepared.
Gisborne Business Park roads upgrade	100,000	100,000	9,790	90,210	Design of roads to be completed this financial year.
Gisborne pedestrian crossing	105,000	-	1,824	(1,824)	Works are in pre-construction phase and are due to commence in April 2020.
Gravel road renewal program	907,000	717,000	534,210	182,790	Program in progress.
Guardrail program	82,000	82,000	2,200	79,800	Main works have been completed, with some minor repair works anticipated for the remainder of the financial year.
Howey Street Gisborne traffic calming	45,000	-	9,378	(9,378)	Works commenced and near completion.
Intersection upgrade and renewal program	140,635	95,635	94,387	1,248	Program started, more work being scoped to complete program.
Kerb and channel program	195,223	195,223	141,961	53,262	Program near completion, awaiting some invoices.
Kyneton bluestone heritage kerb renewal program	105,334	105,334	3,718	101,616	50% of works were completed in 2018/19. The contractor has notified Council due to the current situation they will not be returning to complete the project. Currently assessing options to retender the remainder of the project as the number of contractors with bluestone kerb experience is small.
Kyneton showgrounds carpark asphaltting	62,283	62,283	62,283	(0)	Works completed.
Minor road stabilisation program	245,000	245,000	17,368	227,632	Works commenced.
Minor roadworks program	67,000	37,000	72,702	(35,702)	Program complete.
Minor traffic management works	46,000	46,000	36,772	9,228	Inspections complete with some signs to be installed.
Road construction program	5,571,472	4,252,804	2,720,816	1,531,988	This is the parent project for 14 road construction projects. Seven road construction projects are complete, 5 projects are in construction, one project is in preconstruction, and one project has been deferred to 2020/21.
Road design works	50,000	50,000	-	50,000	New budget from mid year review to develop designs for the 2020/21 road program.
Romsey kindergarten carpark	70,000	-	51,197	(51,197)	Works completed.
Victoria Street Kyneton pedestrian crossing	105,000	-	3,223	(3,223)	Works are in pre-construction phase and are due to commence April 2020.

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Woodend pedestrian crossing	155,000	-	3,115	(3,115)	Works are in pre-construction phase and are due to commence April 2020.
<b>TOTAL INFRASTRUCTURE - Roads</b>	<b>11,979,920</b>	<b>8,505,368</b>	<b>5,981,138</b>	<b>2,524,230</b>	
<b>INFRASTRUCTURE - Footpaths</b>					
Bald Hill pathway	100,000	100,000	58,718	41,282	Works complete other than compaction of gravel pathways which will occur in April, subject to weather.
Campaspe River Trail	26,467	26,467	13,165	13,302	Funds carried forward to be utilised along new pathway.
Footpath construction program	850,000	710,000	708,005	1,995	This is the parent project for 11 footpath construction projects. Eight footpath projects are completed, two projects are underway and near completion, one project to be tendered shortly.
Footpath renewal program	308,000	218,000	18,392	199,608	Program commenced.
Woodend to Hepburn rail trail - Stage 1	500,000	-	-	-	Feasibility studies adopted by Council. Advocacy materials to be developed to use in representations to government.
<b>TOTAL INFRASTRUCTURE - Footpaths</b>	<b>1,784,467</b>	<b>1,054,467</b>	<b>798,280</b>	<b>256,187</b>	
<b>INFRASTRUCTURE - Bridges</b>					
Bridge Renewal Program	480,778	480,778	313,245	167,533	This is the parent project for three Bridge projects. One project is in pre-construction, one project will be carry forward to the 2020/21 financial year and one project has been cancelled with the bridge to be fully replaced within the next five years.
Gisborne to Bullengarook footbridge	220,000	-	31,276	(31,276)	Design completed. Planning permit is required due to native vegetation discovered on site. Currently awaiting VicRoads and Melbourne Water approval. This project may be completed in 2020/21.
<b>TOTAL INFRASTRUCTURE - Bridges</b>	<b>700,778</b>	<b>480,778</b>	<b>344,521</b>	<b>136,257</b>	
<b>INFRASTRUCTURE - Drainage</b>					
Gross pollutant traps	120,000	-	16,098	(16,098)	Works to be tendered shortly.
Minor drainage works	681,000	354,000	362,742	(8,742)	This is the parent project for 8 Drainage projects. Four projects are completed, two projects have commenced and are due to be completed by end of April 2020. Two other projects are in discussions with land owners regarding easements and will be completed in the 2020/21 financial year.
Quarry Road detention basin	21,036	21,036	14,685	6,351	Civil works completed. Landscaping works commenced.
Water sensitive urban design (WSUD) works Gisborne township	110,000	110,000	61,270	48,730	Works completed. Some invoices to come.
<b>TOTAL INFRASTRUCTURE - Drainage</b>	<b>932,036</b>	<b>485,036</b>	<b>454,795</b>	<b>30,241</b>	
<b>INFRASTRUCTURE - Recreational, Leisure and Community Facilities</b>					
Aquatic and Leisure equipment replacement	40,000	40,000	23,941	16,059	Works commenced.
Barkly Square lighting	381,161	381,161	321,152	60,009	Works 90% completed. Powercor booked in April to change meters. Project completion anticipated end April 2020.
Gardiner Reserve lighting	157,015	157,015	15,588	141,427	Delivery of light fixtures from China were significantly delayed as a result of COVID-19. It is anticipated lights will arrive late April, with work to be undertaken in May/June 2020.
Gardiner Reserve netball court	70,000	70,000	-	70,000	Club delivering the project. Project nearing completion. Council will make a payment to the club in April.
Gilbert Gordon oval works	32,704	32,704	-	32,704	Works scoped for asphalt works around the perimeter of the oval. Works to be completed by end of April 2020.
Gisborne Tennis Club lighting and court redevelopment	339,450	339,450	112,367	227,083	Works commenced.
Kyneton Showgrounds #2	-	-	6,231	(6,231)	Additional costs to complete prior year project.
Kyneton tennis courts project - additional funding	7,658	7,658	6,325	1,333	Project completed.

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Macedon Ranges Sports Precinct (stage one)	1,978,700	378,700	123,430	255,270	Project is now dependent on Federal funding. Project framework being developed and detailed concept design to commence.
Minor capital works program at recreational facilities	100,000	100,000	47,119	52,881	Works completed. Safety measures installed at Romsey and Gisborne ovals. Further works will be completed in 2020/21.
Playground renewal	52,000	52,000	750	51,250	Works commenced.
Riddells Creek tennis courts	471,974	471,974	224,525	247,449	Works commenced.
Sports ground drainage adjacent to ground	109,849	109,849	67,263	42,586	Works commenced and near completion at Tony Clarke Reserve. Romsey Recreation Reserve drainage works have been deferred until 2020/21.
Sports ground drainage on ground	100,000	100,000	-	100,000	All works completed. Awaiting invoices.
Tony Clarke Reserve lighting	548,650	548,650	436,288	112,362	Works complete. Awaiting some invoices.
Howey Reserve Gisborne irrigation	100,000	100,000	-	100,000	Works being scoped.
Woodend and Macedon cricket nets	321,765	321,765	4,860	316,905	Works have been retendered and are currently under evaluation. This project will be completed in 2020/21.
<b>TOTAL INFRASTRUCTURE - Recreational, Leisure and Community Facilities</b>	<b>4,810,926</b>	<b>3,210,926</b>	<b>1,389,838</b>	<b>1,821,088</b>	
<b>INFRASTRUCTURE - Parks, Open Space and Streetscapes</b>					
Ash Wednesday park landscaping	50,000	-	-	-	Master Plan to be finalised before works can commence.
Botanical Gardens improvements	40,000	40,000	-	40,000	Works to install irrigation scheduled to commence in May 2020.
Cenotaph renewal	8,635	8,635	9,845	(1,210)	Memorial stones and plaques installed on site and launched on Remembrance Day.
Fitness Equipment - regional	245,000	157,500	17,780	139,720	Tender awarded for equipment in Kyneton and scope currently being prepared for equipment in Romsey, Gisborne and Woodend.
Gisborne Fields open space development	91,524	91,524	58,337	33,187	Works completed. Invoices to be received.
Hanging Rock DELWP funding	279,885	209,914	71,986	137,927	Various works progressing – Grassland Management Plan Draft being finalised, revegetation works ongoing.
Hanging Rock projects	8,834	4,834	-	4,834	Work being scoped.
Healthy heart of Victoria	300,000	150,000	31,392	118,608	Have internally agreed upon the alignment of a new connecting path from the existing river walk path and the Community Park. Consultation, design and approvals work will be completed for the connecting path and an eventual extension of the river walk path to Mollison St bridge but no construction of the extension will be delivered in this project. Feature survey completed and have commenced Cultural Heritage Management Plan (CHMP). Until CHMP is completed and we have Heritage Victoria approval, we cannot progress to the delivery phase of the project. Heritage Vic have indicated some concerns with connecting path alignment. This will need to be resolved before we can achieve any significant progress. An Arborist's study has been completed. Still awaiting CHMP and Heritage Vic approval.
Malmsbury Common improvements	86,000	86,000	54,203	31,797	Infrastructure works complete. Plantings and Traditional Owner signs due to be installed in the coming months.
Parks infrastructure renewal	78,000	78,000	4,155	73,845	Works have been scoped and program has commenced.
Romsey CBD improvements	21,435	21,435	10,878	10,557	Works near completion. Way finding signage to be installed.
Romsey EcoTherapy park	266,000	266,000	202,736	63,264	Climbing forest and landscape works complete. Additional scope complete. Some invoices to be received. Some works may be completed in 2020/21.
Wyralla Crescent landscaping	35,000	35,000	622	34,378	Procurement being undertaken.
<b>TOTAL INFRASTRUCTURE - Parks, Open Space and Streetscapes</b>	<b>1,510,313</b>	<b>1,148,842</b>	<b>461,933</b>	<b>686,908</b>	

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
<b>INFRASTRUCTURE - Other Infrastructure</b>					
Bicycle parking	-	-	2,160	(2,160)	Additional costs to complete prior year project.
Kerbside bin replacement	140,000	140,000	180,810	(40,810)	Replacement of damaged and old kerbside bins has been greater than anticipated.
Kyneton Landfill rehabilitation	225,000	225,000	137,757	87,243	Works completed. Final invoices to be received.
Kyneton Livestock Exchange	698,053	688,053	180,449	507,604	Main project on hold - pending Council decision. Showers completed and open to truck drivers.
Kyneton livestock pound	11,331	11,331	13,455	(2,124)	Project completed.
Kyneton mineral springs renewal	9,160	9,160	7,761	1,399	Works in progress. Awaiting signage to be installed to site. Works to be completed April 2020.
RV disposal site	45,000	45,000	6,506	38,494	Project currently on hold.
Solar compactor for waste and recycling trial	15,000	15,000	-	15,000	Solar bin has been ordered.
Street/park bin renewal program	32,500	22,000	10,700	11,300	Renewal program underway and on track.
Streetlight replacement program	-	-	709	(709)	Additional costs to complete prior year project.
Kerbside Glass bins	693,005	693,005	632,349	60,656	Bins have been rolled out to the Shire. Some invoices to be received.
<b>TOTAL INFRASTRUCTURE - Other Infrastructure</b>	<b>1,869,049</b>	<b>1,848,549</b>	<b>1,172,656</b>	<b>675,893</b>	
<b>TOTAL INFRASTRUCTURE</b>	<b>23,587,489</b>	<b>16,733,966</b>	<b>10,603,160</b>	<b>6,130,805</b>	
<b>PLANT AND EQUIPMENT - Plant and Equipment</b>					
Plant replacement program	1,982,740	1,598,740	1,906,489	(307,749)	One ordered replacement vehicle to be received.
<b>TOTAL PLANT AND EQUIPMENT - Plant and Equipment</b>	<b>1,982,740</b>	<b>1,598,740</b>	<b>1,906,489</b>	<b>(307,749)</b>	
<b>PLANT AND EQUIPMENT - Computers and Telecommunications</b>					
Accounts Payable procurement	30,000	22,500	21,138	1,362	Base configuration has been set up and is being tested by staff. On track to complete rollout by 30 June 2020.
Agenda Management system	41,200	41,200	35,154	6,046	Info Council attended onsite and provided training and site installation. Final rollout to Users PC is pending.
Cultural venue system	16,000	16,000	-	16,000	Original quotes to be updated. Working group established. Quotes will be assessed by panel from IT, Finance and Arts & Culture.
Document conversion	131,390	131,390	60,430	70,960	Further work to be undertaken in conversion of both historical and more recent hardcopy records. Project work paused due to recent work on assessment and sentencing of hardcopy property files. Property file assessment and sentencing underway.
Fleet Management system	110,000	50,000	85,941	(35,941)	System configuration and testing currently underway.
ICT Server generator	100,000	100,000	24,878	75,122	Generator commissioned, fire suppression delayed due to supply chain issues during pandemic.
IT infrastructure renewal	211,000	180,000	215,215	(35,215)	Desktops and laptops at end of life are being replaced in batches.
Kyneton Town Hall equipment renewal	7,749	7,749	7,488	261	Project completed.
Leisure and Aquatic software	30,000	30,000	41,050	(11,050)	Implementation complete.
Telephone system software and processing unit upgrade	-	-	7,884	(7,884)	Additional costs to complete prior year project.
<b>TOTAL PLANT AND EQUIPMENT - Computers and Telecommunications, furniture</b>	<b>677,339</b>	<b>578,839</b>	<b>499,177</b>	<b>79,662</b>	
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>2,660,079</b>	<b>2,177,579</b>	<b>2,405,666</b>	<b>(228,087)</b>	
<b>Total</b>	<b>35,253,471</b>	<b>25,694,374</b>	<b>15,372,809</b>	<b>10,321,565</b>	

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



# SECTION 3

## Council Plan Actions – Progress Report

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

*Promote health and wellbeing;*

*Protect the natural environment;*

*Improve the built environment;*

*Enhance the social and economic environment; and*

*Deliver strong and reliable government.*

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

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

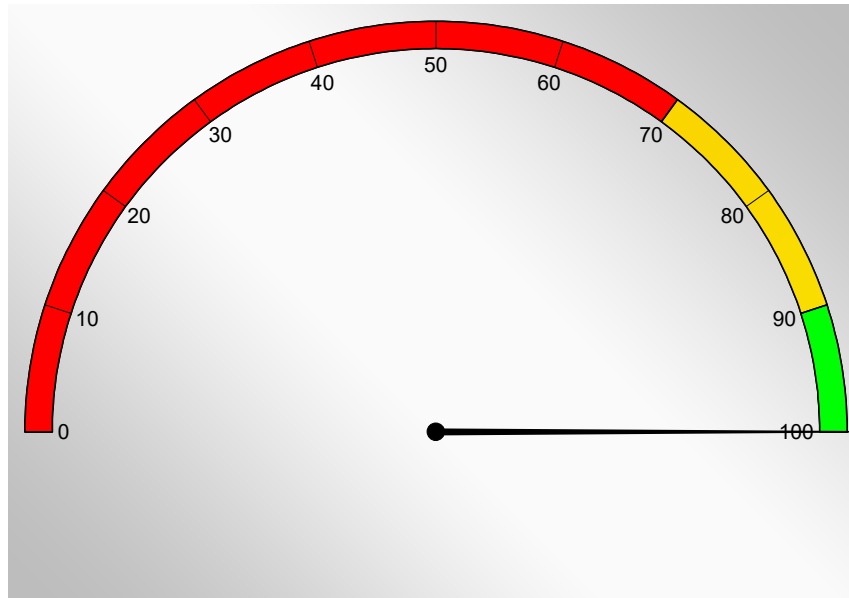
# Macedon Ranges Shire Council

## *Quarterly Review*

*January 2020 - March 2020*

# Council Plan Actions

## Quarterly Progress Against Council Plan Actions



<i>Description</i>	<i>Indicator</i>
61 Council Plan Actions reported on	
53 Council Plan Actions at least 90% of quarterly target	<span style="color: green;">■</span>
5 Council Plan Actions between 70 and 90% of quarterly target	<span style="color: yellow;">■</span>
3 Council Plan Actions less than 70% of quarterly target	<span style="color: red;">■</span>
0 Council Plan Actions with no target set	

## Progress Against Council Plan Actions Per Directorate









DIRECTORATE	NO. OF COUNCIL PLAN ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF QUARTERLY TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF QUARTERLY TARGET	NO. OF ACTIONS LESS THAN 70% OF QUARTERLY TARGET	NO. OF ACTIONS WITH NO TARGET
Assets and Operations	9	7	1	1	0
Chief Executive	10	9	1	0	0
Community Wellbeing	21	20	0	1	0
Corporate Services	3	3	0	0	0
Planning and Environment	18	14	3	1	0
<b>Total number of Council Plan actions</b>	<b>61</b>				

## Council Plan Actions






ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<b>1 PROMOTE HEALTH AND WELLBEING</b>							
<b>Outcome:</b> 1.1 We want Macedon Ranges residents to be mentally and physically healthy and active.							
<b>Strategy:</b> 1.1.1 We will contribute to positive health and wellbeing in our community by proactively supporting mental health , the prevention of violence against women, healthy lifestyles for all ages and abilities, social connection/inclusion, volunteers, community safety, and arts and culture.							
1.1.1.1 YEAR THREE ACTION PLAN  Demonstrate leadership in advancing gender equality through the implementation of MRSC Gender Equality Action Plan	In Progress	75	75	Draft plan developed. Review delayed by impact of Covid-19.	Manager Community & Culture	30/06/2020	
1.1.1.2 YEAR THREE ACTION PLAN  Advocate for funding to commence construction of a rail trail and off road cycling and walking track from Daylesford to Hanging Rock	In Progress	75	75	Advocacy collateral being developed. Information provided to the Loddon Mallee Investment Prospectus.	Manager Recreation & Sport	30/06/2020	
1.1.1.3 YEAR THREE ACTION PLAN  Work with communities to promote safety, equal respectful relationships and opportunities for empowerment	In Progress	75	75	Present at PMG and other staff meetings to promote key messages from Positive Ageing Plan consultation- safety, equal respectful relationships and empowerment. Communicate with senior citizens groups/ community meals organisations re COVID- changes to promote safety 'Mental health first aid for older people' training offered to lifestyle carers, U3A, MRH and Cobaw Community Health.	Manager Community Services	30/06/2020	
1.1.1.4 YEAR THREE ACTION PLAN  Local implementation of Loddon Campaspe Region Healthy Heart project to get more people more active more often	In Progress	75	50	Final report received for the Active Living Census. Second of the two infrastructure proposals approved.	Manager Community & Culture	30/06/2020	


ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>1.1.1.5 YEAR THREE ACTION PLAN</p> <p>Leadership of Move It Aus – Better Ageing Program across Loddon Mallee Region, seeking to engage more older people in regular physical activity</p>	In Progress	75	75	Contracted activities across LM region are underway. Final contract awarded after targeted EOI (hard to reach cohorts). Steering group met twice in period. Five out of nine funded activities identified in quarterly report for close monitoring re low participant numbers (Feb 2020). Report submitted to Sport Australia late March re impact of COVID-19 which has seen activities be suspended. Sport Australia reviewing all projects- advice pending.	Manager Community Services	30/06/2020	
<p>1.1.1.6 YEAR THREE ACTION PLAN</p> <p>Develop a Positive Ageing Plan to prioritise need, attract funding and guide allocation of resources to services and programs</p>	In Progress	75	75	Draft document developed but require further work on proposed actions. Council report with draft scheduled for June meeting.	Manager Community Services	30/06/2020	
<p>1.1.1.7 YEAR THREE ACTION PLAN</p> <p>Develop a Municipal Early Years Plan to prioritise need, attract funding and guide allocation of resources to services and programs</p>	In Progress	75	75	Draft document developed but requires further work on proposed actions. Report with draft to council rescheduled to 24 June.	Manager Community Services	30/06/2020	
<p>1.1.1.8 YEAR THREE ACTION PLAN</p> <p>Advance Indigenous reconciliation through working with Recognised Aboriginal Parties on the development of a Reconciliation Action Plan</p>	In Progress	50	75	Draft RAP has been developed, Council and Executive briefed. The RAP has been sent to Reconciliation Australia for a 2nd review.	Manager Community & Culture	30/06/2020	
<p>1.1.1.9 YEAR THREE ACTION PLAN</p> <p>Increase community awareness and resilience in relation to mental health including by supporting the activities of the Macedon Ranges Suicide Prevention Action Group</p>	In Progress	75	75	Have delivered 1 Youth Mental Health First Aid course in Jan/Feb 2020. Live4Life crew 2020 is up and running, launch event was cancelled this year due to Covid-19 restrictions but crew are developing martial to promote mental health and wellbeing across the wider community.	Manager Community & Culture	30/06/2020	

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





ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<b>2 PROTECT THE NATURAL ENVIRONMENT</b>							
<b>Outcome:</b> 2.1 We want to lead by example and improve environmental outcomes in all aspects of life.							
<b>Strategy:</b> 2.1.1 We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity, enhance water catchment quality, and manage waste as a resource.							
2.1.1.1 YEAR THREE ACTION PLAN  Advocate for enhanced health of waterways and water catchment quality and funding for the Gisborne Water Sensitive Urban Design project	In Progress	75	75	Gross Pollutant Traps have been delivered to site. Contractors are currently being sought for installation. We will continue to advocate for enhanced health of waterways and water catchments as opportunities arise.	Manager Engineering & Projects	30/06/2020	
2.1.1.2 YEAR THREE ACTION PLAN  Commence the implementation of the first year recommendations of the Dog on and off Leash and Cat Curfew Review	Completed	80	100	Dog and Cat Orders adopted at the November 2019 Ordinary Council meeting.	Manager Community Safety	30/06/2020	
2.1.1.3 YEAR THREE ACTION PLAN  Complete the development of the Integrated Water Management Plan (Maribyrnong Catchment) for improved waterway environmental outcomes	In Progress	90	90	Project underway. External consultants have developed a draft Integrated Water Management Plan which has been reviewed by a number of stakeholders. It is anticipated that the Plan will be finalised by end May 2020.	Manager Engineering & Projects	30/06/2020	
2.1.1.4 YEAR THREE ACTION PLAN  Commence a detailed review of Vegetation Protection Overlays with Stage 1 completed by 30 June 2020	In Progress	0	25	Consultant engaged to undertake detailed review of Vegetation Protection Overlays. Inception meeting has been held. Background research and data collection underway.	Manager - Strategic Planning & Environment	30/06/2020	
2.1.1.5 YEAR THREE ACTION PLAN  Deliver agreed milestones on the Macedon Ranges Significant Landscapes Study by October 2019	Completed	100	100	Macedon Ranges Significant Landscapes Study was adopted at the 24 April 2019 Ordinary Council Meeting.	Manager - Strategic Planning & Environment	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>2.1.1.6 YEAR THREE ACTION PLAN</p> <p>Confirm a pathway for Council procurement of large scale renewable energy generation to offset greenhouse emissions from its operations by 30 June 2020</p>	Completed	75	100	Council delegated authority to the Chief Executive Officer at the July 2019 Ordinary Council Meeting to sign a letter of commitment for a tender process to award the resulting contract for the Local Government Renewal Energy Power Purchase Agreement. The tender process for the PPA is underway and the pathway for renewable energy has been confirmed.	Manager - Strategic Planning & Environment	30/06/2020	
<p>2.1.1.7 YEAR THREE ACTION PLAN</p> <p>Commence delivery of a program of community climate change action plans across the shire's townships, building on the success of the pilot program in Malmsbury in 2018/19, with the next plan to be completed by 30 June 2020</p>	In Progress	50	40	<p>Community introduction to project held early March 2020 including online community survey.</p> <p>The progress and delivery of the project has been impacted by the Covid-19 response, a review of the project plan is under way.</p>	Manager - Strategic Planning & Environment	30/06/2020	
<p>2.1.1.8 YEAR THREE ACTION PLAN</p> <p>Confirm a pathway to phase out single use plastics from all facets of Council operations by 30 June 2020</p>	In Progress	50	50	First draft report and action plan has been developed and is being reviewed. Final report and action plan will be ready for implementation by end of April 2020.	Manager Operations	30/06/2020	
<p>2.1.1.9 YEAR THREE ACTION PLAN</p> <p>Install walking paths at Malmsbury Common to enable a broad range of community members to enjoy the site and its natural values</p>	In Progress	75	90	Pathways and gathering space complete. Plantings approved as a part of the mid-year budget review ordered and scheduled to be installed in the coming month.	Coordinator - Policy Implementation	30/06/2020	
<p>2.1.1.10 YEAR THREE ACTION PLAN</p> <p>Upgrade entry, pathway and picnic area at the Mt St Mary's Lane entrance to Bald Hill Reserve to enable people of all abilities to access this section of the reserve for picnics and recreation</p>	Completed	75	100	Works complete.	Coordinator - Policy Implementation	30/06/2020	

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





ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<b>3 IMPROVE THE BUILT ENVIRONMENT</b>							
<b>Outcome:</b> 3.1 We want to manage infrastructure in a sustainable and efficient way that supports the delivery of services to our residents and visitors, now and into the future.							
<b>Strategy:</b> 3.1.1 We will maintain our built environment – including roads, paths, buildings, open space and other assets – in a fiscally, environmentally and socially sustainable way. This includes effective land use planning, which has a direct impact on the liveability of our shire.							
3.1.1.1 YEAR THREE ACTION PLAN Meet current renewal demand requirements through the delivery of the \$2.9 million building renewal capital works program	In Progress	70	75	9 projects are completed, 11 projects are 90% complete, 6 projects are ongoing programs with works underway across various sites including asbestos removal, safe roof access, HVAC renewals, and 1 other project – Old Market Shed at Kyneton has commenced works.	Manager Engineering & Projects	30/06/2020	
3.1.1.2 YEAR THREE ACTION PLAN Continue to improve continuous accessible paths of travel to key destinations such as recreation and community facilities	In Progress	70	80	Footpath improvement works continuing under Council's footpath program to improve continuous accessible paths of travel to key destinations.	Manager Operations	30/06/2020	
3.1.1.3 YEAR THREE ACTION PLAN Commence planning for the implementation of the Macedon Ranges Sports Precinct Project (subject to Government funding)	In Progress	50	75	Project Management Office in place to manage project. Design services have been tendered.	Manager Recreation & Sport	30/06/2020	
3.1.1.4 YEAR THREE ACTION PLAN Complete the Gisborne Structure Plan incorporating Neighbourhood Character Study and Town Centre Urban Design Framework Plan by December 2019	In Progress	100	80	The draft Gisborne Futures project is awaiting presentation of a future Council meeting to endorse for community consultation. The initial target date of December 2019 was not achieved.	Manager - Strategic Planning & Environment	30/06/2020	
3.1.1.5 YEAR THREE ACTION PLAN Finalise the Romsey Structure Plan by June 2020	In Progress	0	20	The draft emerging options paper is expected to be prepared with consultation pending. The initial target date of June 2020 will not be achieved.	Manager - Strategic Planning & Environment	30/06/2020	






ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
3.1.1.6 YEAR THREE ACTION PLAN  Prepare the Kyneton Town Centre Urban Design Framework by June 2020	In Progress	0	50	Background and township character analysis complete. Consultants are engaged and are currently reviewing movement and access recommendations. Currently developing UDF and strategic directions for future community consultation.	Manager - Strategic Planning & Environment	30/06/2020	
3.1.1.7 YEAR THREE ACTION PLAN  Deliver the Heritage Study for Woodend, Lancefield, Macedon and Mount Macedon by August 2019	Completed	100	100	Heritage Study for Woodend, Lancefield, Macedon and Mount Macedon was adopted by Council at the 24 April 2019 Ordinary Council Meeting.	Manager - Strategic Planning & Environment	30/06/2020	
3.1.1.8 YEAR THREE ACTION PLAN  Complete Kyneton Airfield Master Plan by October 2019	In Progress	100	75	The completion of the Master Plan is currently on hold pending a number of precedent actions to resolve to support the potential implementation of the Master Plan.	Director Assets & Operations	30/06/2020	
3.1.1.9 YEAR THREE ACTION PLAN  Deliver minor pedestrian crossing works within Woodend, Kyneton and Gisborne for improved walking outcomes within the community	In Progress	50	50	Contracts have been awarded and works are in pre-construction phase. Estimated to be completed by end of May 2020.	Manager Operations	30/06/2020	
3.1.1.10 YEAR THREE ACTION PLAN  Continue to work with the community to deliver further stages of the Romsey Ecotherapy Park	In Progress	75	75	A draft project plan has been developed. A picnic and movie at the Romsey Ecotherapy Park was held on Saturday 14 March to showcase the next stage of the project.	Manager Community & Culture	30/06/2020	
3.1.1.11 YEAR THREE ACTION PLAN  Upgrade accessible car parking spaces to meet industry best standards	In Progress	50	10	Scope of works near completion. Works will involve line marking and minor civil works of existing accessible car parking bays to ensure they meet DDA standards. Works scheduled to be completed in June 2020.	Manager Engineering & Projects	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>3.1.1.12 YEAR THREE ACTION PLAN</p> <p>Facilitate improvements to the environmental performance of new development in the shire through Council's Sustainable Design Advisory Service, advocacy and participation in regional projects</p>	Completed	100	100	<p>Sustainable Design Officer Role has delivered the following in the first half of the financial year:</p> <ul style="list-style-type: none"> <li>• Individual sustainable design advice provided to approximately 20 households</li> <li>• Delivery of 3 sustainable design information sessions attended by approximately 50 people in total</li> <li>• Delivery of a Sustainable House Day bus tour which was sold out. Attended by 26 people.</li> <li>• Completion of sustainable design guidelines for Council buildings and works</li> <li>• Completion of a preliminary environmental audit of the Kyneton Offices.</li> </ul> <p>Council's Sustainable Design Officer role was funded until 31 December 2019.</p>	Manager - Strategic Planning & Environment	30/06/2020	
<p>3.1.1.13 YEAR THREE ACTION PLAN</p> <p>Prepare a master plan / feasibility study for revitalisation of the Woodend library and community centre and associated land area</p>	In Progress	75	40	<p>Community fact finding engagement for this project was underway during the period that initial COVID-19 social restrictions were introduced. Further engagement is being considered as the results are needed to inform the draft feasibility study and master plan for Council to consider prior to public consultation.</p>	Manager Economic Development & Tourism	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<b>4 ENHANCE THE SOCIAL AND ECONOMIC ENVIRONMENT</b>							
<b>Outcome:</b> 4.1 We want to encourage and support the social and economic development of the shire.							
<b>Strategy:</b> 4.1.1 We will foster economic vitality in a way that promotes positive individual and community health outcomes , including business diversity; housing, transport and employment options. Investment attracted to the shire will be consistent with Council's vision .							
4.1.1.1 YEAR THREE ACTION PLAN  Develop a high level strategic economic development plan which focuses on the needs and future direction of business, agriculture and tourism in the Macedon Ranges by 30 September 2019	In Progress	100	80	In February 2020, REMPLAN was appointed to continue the development of the Economic Development Strategy. To support the planned business engagement process, an Issues and Opportunities Paper was developed and distributed. A series of face to face business and industry engagement sessions were scheduled from March 16 to 19 and were subsequently cancelled and replaced by a number of online sessions. Notwithstanding the quality of some individual inputs, the number of businesses registering and participating was understandably low.	Manager Economic Development & Tourism	30/06/2020	
4.1.1.2 YEAR THREE ACTION PLAN  Finalise the Gisborne Business Park Development Plan for Council decision by June 2020	In Progress	0	80	Council resolved at its Ordinary Council Meeting on 18 December 2019 to progress the Gisborne Business Park Development Plan as part of the Gisborne Futures project.	Manager - Strategic Planning & Environment	30/06/2020	
4.1.1.3 YEAR THREE ACTION PLAN  Complete the Rural Land Use Strategy (incorporating the 'In Farming Zone Strategy') for Council decision by June 2020 and consider implementation into the Macedon Ranges Planning Scheme	In Progress	0	75	It is expected the Draft Rural Land Use Strategy will be endorsed at a future Council Meeting for community consultation. The initial target of June 2020 will not be achieved.	Manager - Strategic Planning & Environment	30/06/2020	
4.1.1.4 YEAR THREE ACTION PLAN  Build connections that support the creative economy through professional development and networking opportunities for artists and craftspeople	In Progress	75	75	Specific arts and creative industry development has been identified with Economic Development and Tourism. Engaged CRAFT Victoria to identify and run professional development for artists in our region. Delayed by impact of COVID-19.	Manager Community & Culture	30/06/2020	



ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>4.1.1.5 YEAR THREE ACTION PLAN</p> <p>Complete a review of known existing Places of Assembly throughout the municipality to ensure compliance with the Macedon Ranges Planning Scheme</p>	Completed	100	100	Review of Places of Assembly is complete.	Director Planning and Environment	30/06/2020	
<p>4.1.1.6 YEAR THREE ACTION PLAN</p> <p>Work with community and other stakeholders to progress the development of a business case to establish a Megafauna Interpretation Centre in Lancefield</p>	In Progress	75	75	Megafauna feasibility study control group has been established. Consultants engaged to do the feasibility study, final report submitted from the consultants.	Manager Community & Culture	30/06/2020	
<p>4.1.1.7 YEAR THREE ACTION PLAN</p> <p>Review criteria and processes for Council awards and funding schemes, to ensure inclusiveness and encourage applications from groups that involve people with disabilities</p>	In Progress	0	10	Criteria and processes reviewed and this has informed the current grant round that opened on 2 March.	Manager Community & Culture	30/06/2020	
<p>4.1.1.8 YEAR THREE ACTION PLAN</p> <p>Continue to support opportunities for social connection / events to recognise the International Day of People with Disability</p>	Completed	75	100	Council hosted the annual International Day of People with a Disability Dinner Dance on 6 December 2019, with 90 people attending.	Manager Community Services	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<b>5 DELIVER STRONG AND RELIABLE GOVERNMENT</b>							
<b>Outcome:</b> 5.1 We want our community to have confidence in the way we govern and make decisions.							
<b>Strategy:</b> 5.1.1 We will demonstrate the qualities of good governance including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.							
5.1.1.1 YEAR THREE ACTION PLAN  Monitor statutory planning services processing / decision times to ensure we achieve the statutory timeframes set by the Planning & Environment Act 1987. Target to be achieved is 70% of applications determined within 60 statutory days	In Progress	75	75	This quarter, an average of 71% of applications were decided in time. This comprised 76% of applications in January and 68% of applications in February and 69% in March 2020.	Director Planning and Environment	30/06/2020	
5.1.1.2 YEAR THREE ACTION PLAN  Continue to develop the overarching strategy and policy framework	In Progress	75	75	The work has recommenced after a short hiatus as resources were diverted to urgent waste and recycling project work. Work is continuing with the review process finalised for the consideration of the Executive Leadership Team. Whilst not complete the work is on target to be completed by 30 June.	Chief Executive Officer	30/06/2020	
5.1.1.3 YEAR THREE ACTION PLAN  Continue to develop a whole of organisation process mapping and framework	In Progress	75	65	Work continues on projects across the organisation. Two critical interdepartmental pieces of work which are underway are the Business Systems Analyst systems review and an EOI to identify appropriate software for the process mapping. A project plan incorporating the rollout of process mapping is being finalised. An internal IT solution is being considered.	Chief Executive Officer	30/06/2020	
5.1.1.4 YEAR THREE ACTION PLAN  Deliver any required outcomes from the Local Government Act Reform process	In Progress	75	75	Council at its July 2019 Ordinary Council Meeting noted a submission on the Local Government Bill Reform Paper. Councillors have been briefed on the potential requirements of the new Act and planning work has been completed which scopes out the requirements for implementation.	Director Corporate Services	30/06/2020	
5.1.1.5 YEAR THREE ACTION PLAN  Continue to implement outcomes from the employee survey	Completed	0	100	New priorities will be identified once the data from the latest staff survey is analysed and assessed. No further update.	Chief Executive Officer	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>5.1.1.6 YEAR THREE ACTION PLAN</p> <p>Progress initiatives to embed organisational values into policies and processes of the organisation</p>	In Progress	75	75	An extensive engagement and embedding strategy has been developed and is being implemented. No further update.	Chief Executive Officer	30/06/2020	
<p>5.1.1.7 YEAR THREE ACTION PLAN</p> <p>Ensure compliance with legislative external reporting and disclosure obligations and ensure internal reporting frameworks are delivered to demonstrate transparency to the community</p>	In Progress	90	90	Annual report inclusive of financial statements and performance statement were provided to the Minister prior to 30 September 2019. Quarterly reports have been prepared as scheduled.	Director Corporate Services	30/06/2020	
<p>5.1.1.8 YEAR THREE ACTION PLAN</p> <p>Implement changes to the delivery of the Community Funding Stream to enhance the user experience and streamline the grant assessment processes</p>	In Progress	75	75	Process and criteria has been considered and reviewed. This has informed the current grant round that opened on 2 March.	Manager Community & Culture	30/06/2020	
<p>5.1.1.9 YEAR THREE ACTION PLAN</p> <p>Review Council's Communications and Advocacy practice by June 2020</p>	Not Started	0	0	Due to the coronavirus COVID-19 pandemic, it is now unlikely this action will be able to be achieved and it is anticipated the funds allocated will need to be carried over to the 2020/21 financial year.	Manager Communications	30/06/2020	
<p>5.1.1.10 YEAR THREE ACTION PLAN</p> <p>Support and implement initiatives that will strengthen the Health and Wellbeing Advisory Committee's capacity to ensure a disability perspective in its considerations</p>	In Progress	75	75	Following the Facilitated Workshop, outcomes of the review have been referred to the budget process for consideration. No further update.	Chief Executive Officer	30/06/2020	

ACTION	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	Key Responsibilities	COMP. DATE	PROGRESS
<p>5.1.1.11 YEAR THREE ACTION PLAN</p> <p>Facilitate an all-of-organisation disability training schedule that is customised to the needs of each Directorate</p>	Not Started	0	0	Will be delivered by the new learning and development resource. Training will be scheduled in 2020.	Manager People, Culture and Performance	30/06/2020	
<p>5.1.1.12 YEAR THREE ACTION PLAN</p> <p>Review formats of Council's online public information to identify possible improvements to accessibility for people with disabilities</p>	Completed	75	100	A Writing for the Web session to increase awareness and skills in producing accessible online materials was held in September. Staff from across the organisation participated in this session and content was customized to ensure it was relevant to staff attending. This will give staff the tools they need to ensure materials are provided in multiple alternative formats. These sessions are scheduled regularly and two more were completed in the first quarter of 2020.	Manager Communications	30/06/2020	
<p>5.1.1.13 YEAR THREE ACTION PLAN</p> <p>Investigate the possibility of making Council's meeting livestream accessible through inclusion of live captioning and/or provision of a transcript once the recording is uploaded</p>	In Progress	70	70	Investigation underway with vendor. Options for delivery exist, subject to evaluation and funding.	Director Corporate Services	30/06/2020	
<p>5.1.1.14 YEAR THREE ACTION PLAN</p> <p>Make sure that the needs of people with disabilities are included in the scope of the review of Council's Community Consultation Framework</p>	Completed	100	100	The needs of people with disabilities was included in the review of the framework. One of the core principles of the framework, which has been retained and expanded in the revised document, is that all consultations must be inclusive (e.g. specific needs of people with a disability must be considered).	Manager Communications	30/06/2020	

# SECTION 4

## Risk Management Report

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

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

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

# Risk Management Progress Update

## Pandemic Risk Management Action Plan

COVID-19 was declared a pandemic on Thursday 12 March 2020 leading to Macedon Ranges Shire Council requiring a prompt response and action to take place across all services and functions. The risk team engaged an external specialist to assist the organisation with the facilitation of pandemic risk management workshops.

Over two and a half days, the workshops focused on one directorate at a time.

The Director remained in the session for the duration with Managers and key employees rotating through as different units and services were addressed.

The workshops led to Council understanding the urgent and critical risks allowing us to make decisions to protect our community and employees. Decisions such as the closure of the Aquatic Centres, reduction in face to face Customer Service and alterations to accessing Hanging Rock were part of the initial response. All directorates received a report of their risks and services after the workshop allowing them to continue to evolve our response as the restrictions and social distancing requirements increased. An example of this was the Customer Service desks that were originally reduced by closing the Romsey Hub before evolving to all sites closing the doors.

We were able to maintain the essential services such as Maternal Child and Health, Early Years and Immunisation services using the workshops to address challenges around obtaining Personal Protective Equipment, maintaining employee safety and promoting social distancing with members of the community.

Our outdoor workforce were able to continue providing their relevant services and functions while implementing some controls to minimise the risk to our employees. Such measures were reducing the number of employees per vehicle, deep cleans of each vehicle's interior twice a day and avoiding site visits unless essential.

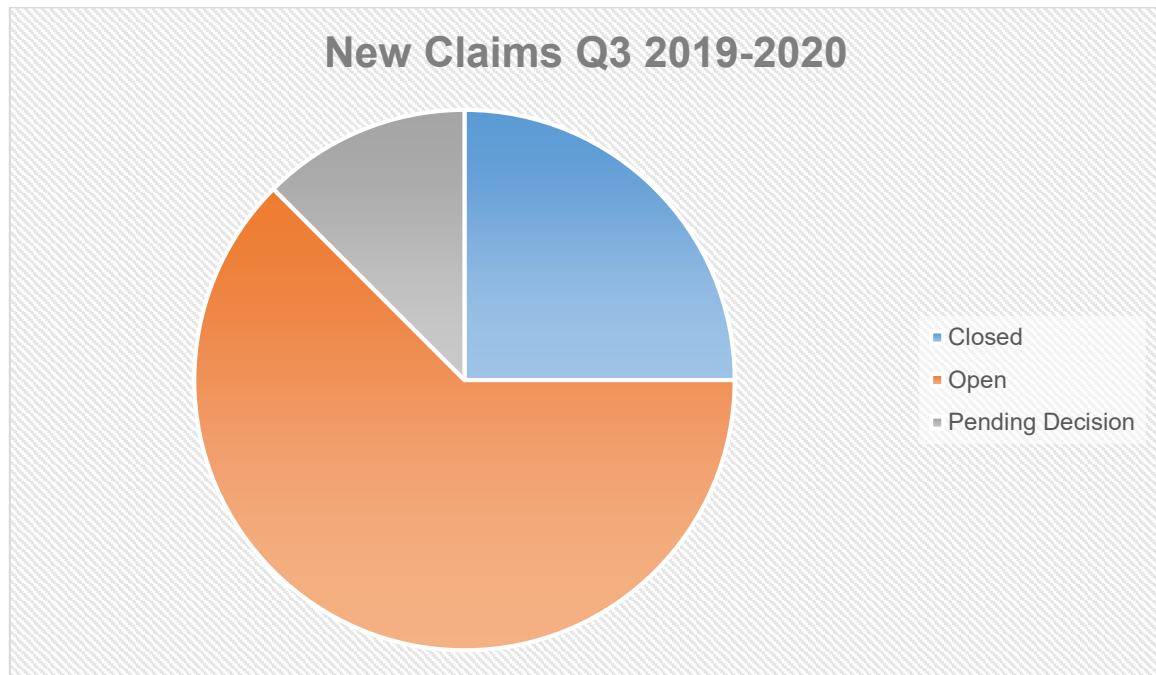
The workshops were considered a success and have placed Macedon Ranges Shire Council in a strong position during a difficult and unknown circumstance.

# Workers Compensation and Wellbeing

Eight new claims were received during the quarter. Of these, the associated liability is yet to be determined on one claim and two claims are closed. Of the remaining five claims, four of them are being managed with those workers on modified duties.

Two claims are minor abrasions, two claims are re-aggravations of a pre-existing injury, two claims are the result of a fall and two claims are strains (back and neck).

**Table 1 – New Claims Status Q3 2019-2020**



**Table 2 - Worker Compensation Claims Cost Data as at 31/03/2020**

ARD FY	Paid Amt	SCE Amt	Total Incurred	Paid Day Ct	No. of Claims
2015/2016	\$308,852.47	\$46,460.00	\$355,012.16	956	7
2016/2017	\$77,044.05	\$246,488.00	\$322,942.45	197	9
2017/2018	\$350,057.06	\$388,556.00	\$738,613.06	1810	11
2018/2019	\$92,394.52	\$202,695.00	\$295,089.52	183	12
2019/2020	\$52,784.93	\$236,730.00	\$289,514.93	198	15

# Wellbeing

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

Council has provided staff with additional access to our EAP provider. Counsellors were on site following the announcement of the organisational realignment and face-to-face counselling sessions were made available, over two days via Skype in response to the COVID-19 outbreak.

Deidentified EAP access statistics for the quarter listed below:

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

## New Cases



## Active Cases



## Annual Utilisation Rate

4.6%

▼ -3.0 percentage points lower than industry

## Critical Incidents - Total Hrs



17

▲ 17 since last period

## Industry Utilisation Rate

7.6%

PUBLIC ADMINISTRATION/GOVERNMENT

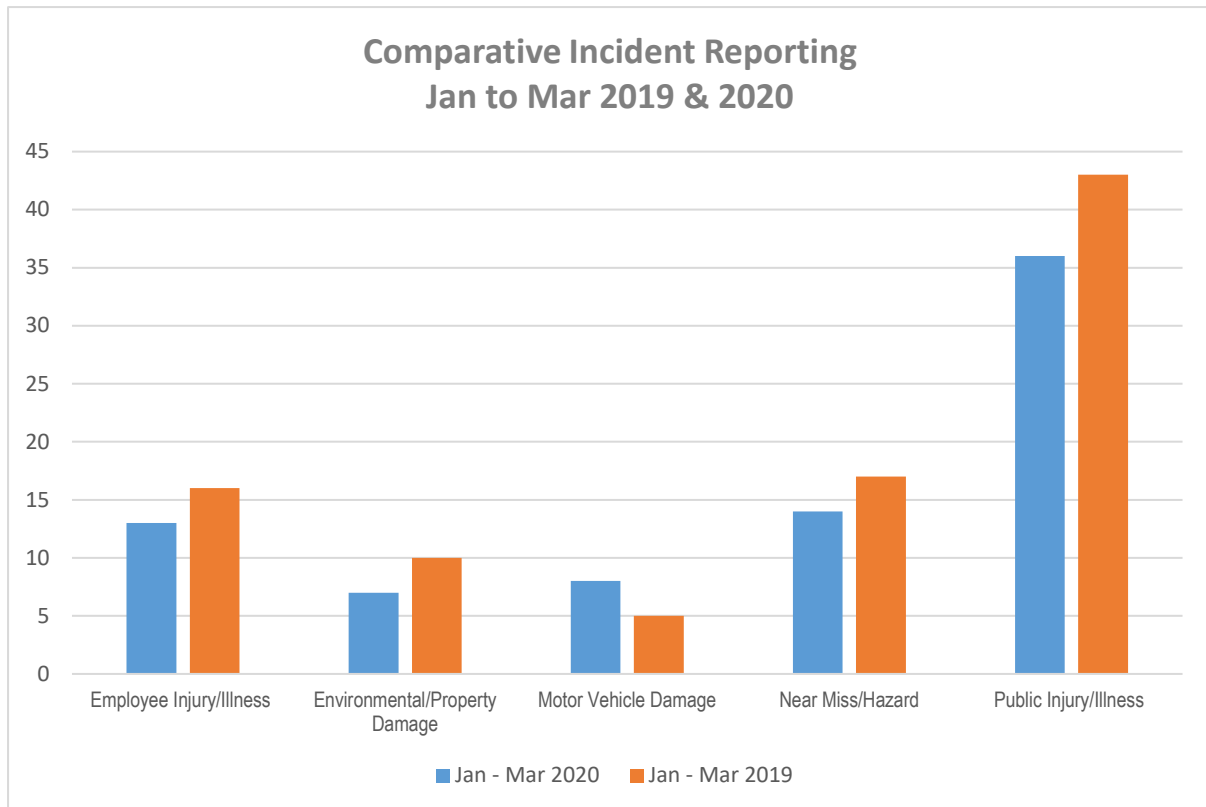
Issue	Cases	%	Trend
Anxiety	3	43%	▲ 3
Mental Ill Health	3	43%	▲ 1



# Occupational Health & Safety

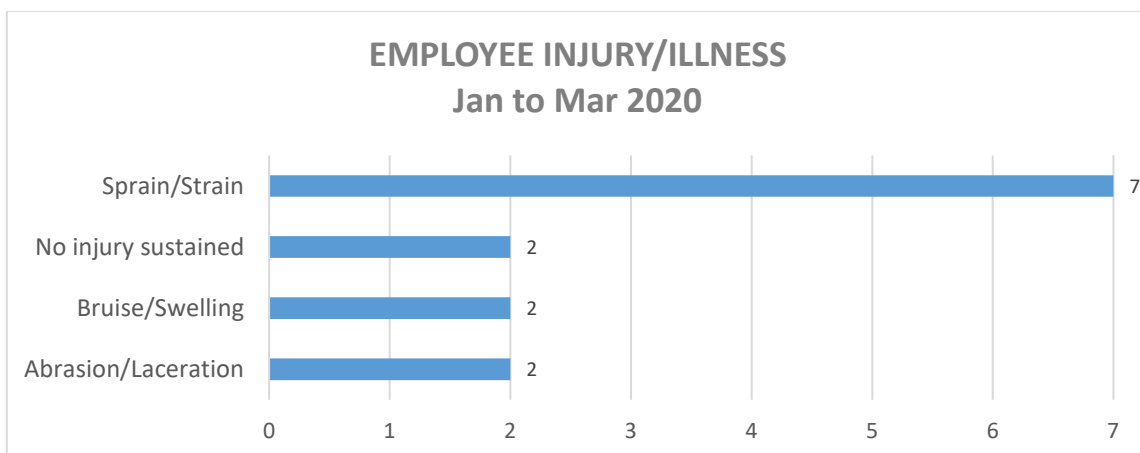
Incident reporting for the third quarter of 2019-2020 (78 incidents) has decreased slightly compared to the same quarter in 2018-2019 (91 incidents).

**Table 4: Comparative Incident Reporting Data January to March 2019 and January to March 2020**



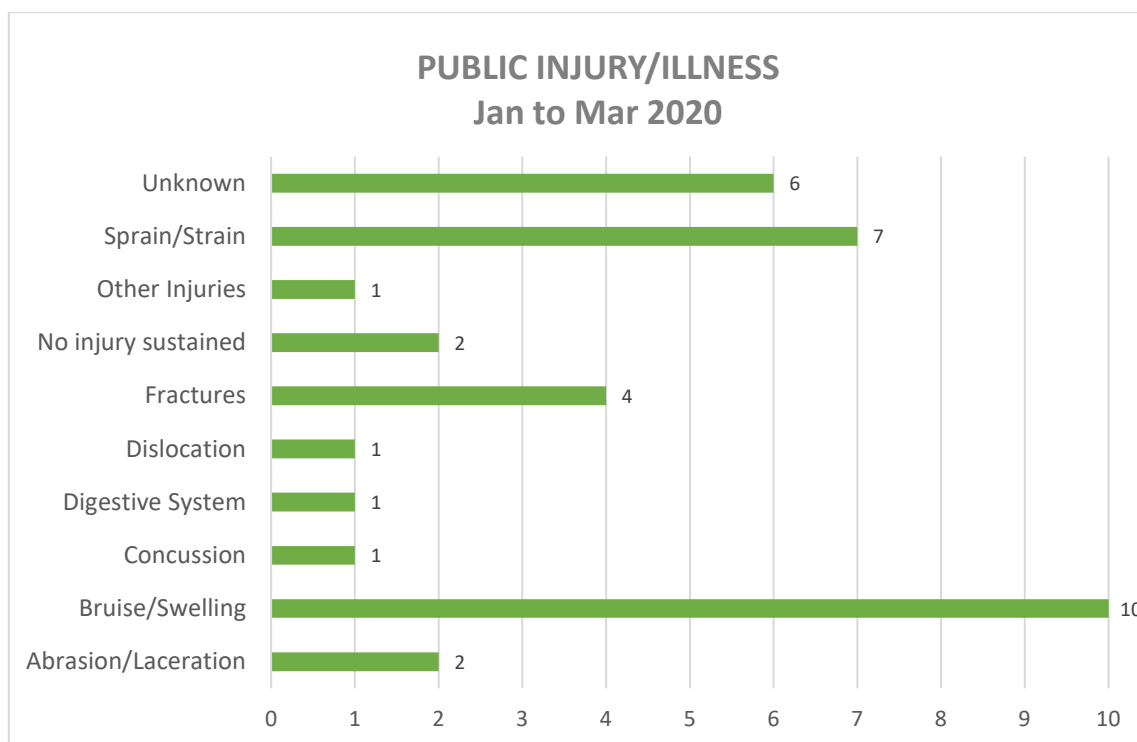
**Table 5: Employee Incident Reporting Data January to March 2020**

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



**Table 6: Public Incident Reporting Data January to March 2020**

The vast majority of all public injuries involve sport related activities in our leisure facilities and aquatic centres. Bruising and swelling were the highest number of reported incidents followed by sprains and strains



## Asbestos Management

The People and Wellbeing team has provided a priority list of sites to the Buildings and Projects teams. The list identifies sites of risk (medium or higher) where asbestos should be removed or remediated in the short term and sites where remediation works or removal works could be undertaken with limited budget (e.g. removal of heater flue's, replacing asbestos electrical backing boards with appropriate materials) in the medium term.

The People and Wellbeing team has also noted increased contact with staff who are responsible for various MRSC sites requesting information about asbestos within the sites they manage/control. Previously there had been little in the way of proactive engagement from those units and this demonstrates the importance of our continued efforts in highlighting the existence of the asbestos register, asbestos awareness and safety.

## Test and Tag

The Safety and Wellbeing Officer has been conducting test and tag across all MRSC sites since November 2019. As of March 31<sup>st</sup> 2020, the testing schedule is incomplete due to the Covid-19 restrictions, there are two sites still pending testing.

The test and tag compliance regime also highlights some issues that will require further work going forward:

1. Staff general knowledge of electrical safety and powerboard usage.
2. Some sites do not have adequate power outlets to service the staff and their required equipment.

- The apparent absence of a full asset list for equipment owned by MRSC. This makes it hard to identify which equipment we are responsible for and equipment that belongs to community groups. MRSC could experience insurance issues if we test and tag equipment that doesn't belong to us.

## Covid-19 response

The Safety and Wellbeing Officer has been working collaboratively with various teams across the organisation to assist in the sourcing of and provision of PPE. Our response has included dispersing any PPE we have to high priority teams, attempting to source suppliers with available stock and providing hand sanitiser where we can.

The next few weeks will be critical as our stocks decrease and we await re-supply via backorders we have with our suppliers. The Safety and Wellbeing Officer has advised the Manager People Culture and Performance of supply issues and we will continue to explore supply and response options in a proactive manner.

## Implementation of Inspection software

The People & Wellbeing unit continue to explore the flexibility and functionality of the iAuditor software and are working on incorporating OHS site audits and First Aid Kit checks into the software as well. It is hoped that once we are able to return to normal working circumstances we will be able to field test these two new checklists and identify areas for improvement.

# Insurance

## Public Liability and Professional Indemnity Insurance

During January - March 2020 Council received over 25 notifications of potential insurance claims. Upon investigating these, some were declined, resolved or referred on to the appropriate insurer.

The below table breaks down incidents with a current 'active' status for quarter 1. Noted under each category are some basic facts or noteworthy claims.

## Current claims for Jan – March 2020

Professional Indemnity claims	Fleet claims	Public Liability claims	Sports cover claim referrals	JMAPP claims
2	5	5	3	2
<b>Noteworthy claims:</b> <ul style="list-style-type: none"> <li>Under excess drainage claim approx. \$10,000-\$15,000</li> <li>Permit matter.</li> <li>Referred to insurer Potentially \$20,000+ claim</li> </ul>				
<ul style="list-style-type: none"> <li>Of these, two are under excess claims</li> </ul>				
<ul style="list-style-type: none"> <li>Installation of a tree root barrier and replacement of internal footpath at an estimated cost of \$8,000</li> </ul>				
<ul style="list-style-type: none"> <li>Theft from a locked tool box at council depot</li> </ul>				

Some other noteworthy incidents that are now closed, resolved or referred on to our insurer are:

- Two serious falls – one at hanging rock, the other at a kindergarten. Both victims expressed their intention to claim. Both matters were referred on to the property/land owner.
- A fall at Woodend, on a raised section of footpath. This incident dates back to 13 December 2016 and has been rejected by our insurer. The Claimant's Solicitor has issued a writ and matter will be heard in court.

## JMAPP Claim

The Macedon Ranges Shire JMAPP policy provides insurance for Council assets.

The Romsey skate park toilets were seriously vandalised on 18/02/2020. Council were successful in recovering repair costs for \$9653 under the JMAPP insurance scheme.

## Forums

Members of the Executive Team and Managers attended a half day training session on 29 January delivered by the Governance Institute of Australia on Assessing, Analysing and Treating Risk.

# SECTION 5

## Implementation of Council Resolutions

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

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

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
AO	23-May-18	Ordinary	AO.2 Discontinuance and sale of an unmade Government road between Bruce Street and Elliot Street, Macedon	153191	Transfer documents with titles office pending settlement.	Hayley Drummond	In Progress	95%
CS	26-Sep-18	Ordinary	CS.3 Former Kyneton Primary School site	161197	Advice received of Expression of Interest from DEWLP for the future management/and or use of the Kyneton Former Primary School site. Report to be prepared and provided to Council.	John Hausler	In Progress	75%
	27-Feb-19	Ordinary	Notice of Motion No. 10/2018-19 – Councillor Jennifer Anderson It was moved by Cr Anderson seconded by Cr Gayfer that Council refer to the budget process the development of a policy for management of bluestone assets owned and/or managed by Council.	171041	Draft guidelines have been developed and internal consultation has been undertaken. Feedback received will be incorporated into the draft guidelines and they will be re-circulated internally for further comment.	Gary Randhawa	In Progress	90%
AO	27-Mar-19	Ordinary	AO.2 Discontinuance of Council road reserve in Newry Drive, New Gisborne	172885	Property and Valuations currently reviewing valuation to finalise sale price and will then finalise agreement with purchaser.	Hayley Drummond	In Progress	60%
CS	27-Mar-19	Ordinary	Notice of Motion No. 16/2018-19 – Councillor Mandi Mees It was moved by Cr Mees seconded by Cr Twaits that Council officers: 1. Prepare an options paper on developing a Councillor and Staff Interaction Policy to recognise the respective roles and responsibilities of Councillors and Council staff, and to provide clarity on Councillor-staff interactions; 2. Include, as part of the options paper, an assessment of similar policies and protocols currently in use within Victorian local councils and an assessment of the implications of developing and implementing a Councillor and Staff Interaction Policy; and 3. Present the options paper at the July 2019 Ordinary Meeting of Council.	172908	Report presented to 24 July 2019 Ordinary Council Meeting. Responsibility for Councillor/Staff Interaction ultimately resides with the CEO.	John Hausler	Completed	100%
PE	24-Apr-19	Ordinary	PE.3 Adoption of Woodend, Lancefield, Macedon and Mount Macedon Heritage Study and request to proceed to Planning Scheme Amendment C127	174815	Resolution implemented.	Evan Krausgrill	Completed	100%
AO	24-Apr-19	Ordinary	AO.1 Waste Management Strategy progress report	174834	Resolution noted. A review of the Waste Management Strategy 2015–2020 has commenced and a workshop with Councillors was held in February 2020.	Thomas Bloomfield	In Progress	40%
AO	24-Apr-19	Ordinary	AO.2 Introducing Food Organics Garden Organics (FOGO) service	174836	Council resolution endorsing a staged implementation of a food organics garden organics (FOGO) service over the next five years noted by officers. Stage 1 of FOGO preparation and rollout complete, with first bins collected in February 2020. Planning for Stage 2 to commence in June 2020.	Thomas Bloomfield	In Progress	70%
PE	26-Jun-19	Ordinary	PE.5 Planning Scheme Amendment C126MACR and C134MACR – Errors, anomalies and minor changes	178582	Planning Scheme Amendment C134macr was submitted for approval on Friday 27 March 2020.	Evan Krausgrill	Completed	100%
PE	26-Jun-19	Ordinary	PE.6 Consultation options for the Riddells Creek Precinct Structure Plan	178583	Resolution completed. Report presented to February Ordinary Council Meeting	Evan Krausgrill	Completed	100%
AO	26-Jun-19	Ordinary	AO.1 State Emergency Service/Council leases	178614	Resolution implemented. Leases signed in November 2019	Hayley Drummond	Completed	100%
AO	26-Jun-19	Ordinary	Notice of Motion No. 24/2018-19 – Councillor Jennifer Anderson It was moved by Cr Anderson seconded by Cr Radnedge that officers provide information to Councillors at a future Councillor Briefing regarding: 1. The current use of recycled products in construction projects (including the purchase of materials and equipment) and current involvement in trial projects for the use of recycled material; and 2. Additional resources that may be required to: a. understand current industry recommendations, practices and cost implications of implementation of an increase in use of the recycled products; and b. participate in or undertake trial projects in the use of recycled products. with a view to this information being used to help inform future policy and budget decisions about the use of recycled products in Council projects.	178619	An update will be provided to Councillors via the Council Bulletin.	Gary Randhawa	In Progress	50%
PE	24-Jul-19	Ordinary	PE.2 Consideration of Statement of Planning Policy (SoPP) and implementation guidelines	182128	Met with Department of Environment, Land, Water and Planning representatives in February 2020 to discuss implementation of SoPP and requested that they confirm governance arrangements, develop a work plan and outline funding available to implement the SoPP.	Rob Ball	In Progress	75%
PE	28-Aug-19	Ordinary	PE.5 Proposed changes to flood mapping in Kyneton – Request to proceed with a Planning Scheme Amendment	183347	Resolution noted. Amendment submitted to Department of Environment, Land, Water and Planning.	Danielle Findlay	In Progress	66%
CS	28-Aug-19	Ordinary	CS.6 Proposed land swap and boundary realignment at Walshes Road, Woodend	183362	Transfer in progress. Land transferred and plans certified. Final agreement to be signed.	Kaitlin Evans	In Progress	70%

AO	28-Aug-19	Ordinary	AO.1 Review of Nature Strip Landscaping Policy Amended	183366	Resolutions noted. The introduction of a fee for a Nature Strip Landscaping Permit has been referred to the 2020/21 budget. Officers will review the policy in 12 months and provide Councillors with a briefing on the first year's implementation. Officers have written to all submitters thanking them for their submissions and advising them of Council's decision.	Gary Randhawa	In Progress	80%
AO	28-Aug-19	Ordinary	AO.2 Roadside and Footpath Trading Policy	183368	Council resolution adopting the Roadside and Footpath Trading Policy and rescinding the 2004 Street Furniture Policy and the 2005 Temporary (Real Estate Agents) Sandwich Board Policy has been noted by Council officers. A review of the fees and charges for permits for roadside and footpath trading has been undertaken and revised fees and charges have been referred to the 2020/21 budget.	Althea Jalbert	Completed	100%
AO	28-Aug-19	Ordinary	AO.3 Kerbside recycling options analysis	183369	Council resolution noted by Officers. Report presented to 23 October 2019 Ordinary Council Meeting.	Gary Randhawa	Completed	100%
CW	25-Sep-19	Ordinary	CW.1 Funding stage two of the Romsey Ecotherapy Park	184550	Items 1, 2 and 4 completed. Item 3: funding application submitted, awaiting draft funding agreement from Regional Development Victoria.	Paula Garner	In Progress	75%
PE	23-Oct-19	Ordinary	PE.1 Sister City Agreement	186411	Final five year Sister City Acton Plan was signed by both parties, however Tokai exchange for 2020 has now been cancelled due to COVID-19. Updated signed agreement in Japanese and English finalised March 2020.	Jacqui Wood	Completed	100%
PE	23-Oct-19	Ordinary	PE.5 Recreation vehicle facilities	186425	Resolutions 1. Noted. 2 & 3. Report to be presented at Councillor Briefing to then proceed to May 2020 Ordinary Council Meeting 4. Letters sent from Executive office in September and October 2019.	Jacqui Wood	In Progress	95%
CS	23-Oct-19	Ordinary	CS.5 Locality boundary changes: Sheltons Road, Rochford and Youngs Road, Kyneton	186431	Resolution noted. Both proposals were gazetted by DELWP on 13 February 2020, pending official notification by GNV that the gazettal occurred. Stakeholders to be notified of outcome once finalised.	Kaitlin Evans	In Progress	95%
AO	23-Oct-19	Ordinary	AO.1 Draft 2019 Kyneton Airfield Master Plan	186436	A report was presented to the 26 February 2020 Ordinary Council Meeting on consideration of the Kyneton Airfield Master Plan. A workshop of Councillors, facilitated by the Chief Executive Officer was held in December 2019.	Gary Randhawa	Completed	100%
AO	23-Oct-19	Ordinary	AO.2 Waste and recycling project update	186437	Resolution noted and actions being implemented.	Gary Randhawa	In Progress	90%
AO	23-Oct-19	Ordinary	AO.4 Gardiner Reserve Football/Cricket Pavilion and Gardiner Reserve Netball/Umpires Pavilion	186439	Council resolution in relation to additional funding has been noted and contracts have been awarded for works. \$20,000 has been allocated from the Public Open Space South Financial Reserve and short term budget deficit was referred to the mid-year budget review.	Kerry Wilkinson	Completed	100%
PE	27-Nov-19	Ordinary	PE.2 Submission to Regional Roads Victoria – Kilmore Road intersection upgrade	188622	All actions met, Councillor Briefing conducted on 5 February 2020 and proposal referred to budget process.	Jacqui Wood	Completed	100%
AO	27-Nov-19	Ordinary	AO.1 Proposed traffic alteration at Farrell and Station Street, New Gisborne	188633	Resolution noted. Officers will monitor traffic movements through Farrell Street New Gisborne before and after the Regional Roads Victoria intersection upgrade works. The first named petitioner and submitters have been advised of Council's resolution and that Farrell Street New Gisborne will remain open. The Farrell Street New Gisborne footpath has been listed as a high priority in the Shire-Wide Footpath Plan.	Kerry Wilkinson	In Progress	80%
AO	27-Nov-19	Ordinary	AO.4 Dog and cat control order	188637	Item 1. Dog and Cat Control Order including Schedule 2 updated to include Mount Gisborne Reserve. Item 2. Notice published in the Government Gazette and local papers in December 2019. Item 3. Referred to the Property Department of Council to commence the process with the Department of Environment, Land, Water and Planning (DELWP) to revoke and dissolve existing Government Gazetted regulations at the eight sites identified in this report, managed by Council and owned by DELWP; Item 4. Referred to the Property Department of Council to commence a process with DELWP to formally appoint Council as the Committee of Management for the sections of the Campaspe River Walk in Kyneton that are currently unreserved Crown land; Item 5. Receive a further report at a future Council meeting on the progress of recommendations 3 and 4. This has not commenced as yet as it is reliant on items 3 and 4. Item 6. New initiative completed for consideration in the 2020/21 Budget process. Item 7. This is not relevant until 2021 when the development of the new Domestic Animal Management Plan will commence.	Althea Jalbert	In Progress	60%
PE	27-Nov-19	Ordinary	Notice of Motion No. 2/2019-20 – Councillor Helen Radnedge It was moved by Cr Radnedge seconded by Cr Anderson that Council refer the formal recognition of the Gisborne Avenue of Honour and the New Gisborne Avenue of Honour to the budget process.	188639	New initiative has been submitted as part of 2020/21 Budget process.	Jacqui Wood	Completed	100%

AO	27-Nov-19	Ordinary	Notice of Motion No. 3/2019-20 – Councillor Janet Pearce It was moved by Cr Pearce seconded by Cr Anderson that Council: Direct the CEO write to Regional Roads Victoria: o Expressing concerns regarding the continued traffic and safety issues relating to the High Street and Urquhart Street intersection and surrounding roads in Woodend since the Supermarket development. o Requesting a clear timeline as to when these issues will be addressed and the ultimate solution implemented. Direct the CEO to provide a copy of the correspondence sent to Regional Roads Victoria to both the State Member for Macedon, Mary-Anne Thomas MP and the Minister for Roads, Jaala Pulford MP. Direct the CEO and Mayor to meet with Brian Westley, Regional Director of Rural Roads Victoria, to discuss the above issues and all effort is made to arrange this meeting prior to 30 January 2020. Resolve that a report of the outcomes of the meeting with Regional Roads Victoria is brought to an Ordinary Council Meeting for noting.	188640	Report presented for the 26 February 2020 Ordinary Council meeting.	Janet Hayes	Completed	100%
CW	18-Dec-19	Ordinary	CW.1 Local Sports Infrastructure Fund 2020/2021	189836	Applications submitted by the Chief Executive Officer on 14 February 2020.	Paula Garner	Completed	100%
AO	18-Dec-19	Ordinary	AO.1 Contract C18.948 – Kerbside collection and associated services, contract variation	189839	Council resolution noted by officers and variation letter forwarded to contractor.	Thomas Bloomfield	Completed	100%
AO	18-Dec-19	Ordinary	AO.4 Kyneton Movement Network Study update	189843	Resolution noted. Engineering officers are working with strategic planning officers to identify suitable studies to assist in informing the development of the Kyneton Urban Design Framework.	Kerry Wilkinson	In Progress	40%
PE	18-Dec-19	Ordinary	Notice of Motion No. 04/2019-20 – Councillor Jennifer Anderson It was moved by Cr Anderson seconded by Cr Radnedge that Council write to the Minister for Energy, Environment and Climate Change to: • Express concern about the impact untreated weeds on private property has on the agricultural and environmental values of surrounding land, particularly the impact of gorse in Macedon Ranges. • Request that a review of current enforcement powers under the Catchment and Land Protection Act 1994 be undertaken with the aim of increasing enforcement powers related to treatment of noxious weeds on private land by the State Government and/or Local Government with commensurate State Government resources and support. • Direct the CEO to prepare a notice of motion for submission to the next Municipal Association of Victoria State Council incorporating the above two points, relating to the statewide significance of noxious weed management on private property.	189844	MAV State Council Notice of Motion - Management of noxious weeds on private property to be lodged in April 2020.	Rob Ball	In Progress	95%
PE	26-Feb-20	Ordinary	PE.1 Amess Road Precinct Structure Plan	195885	Resolution implemented.	Rob Ball	Completed	100%
PE	26-Feb-20	Ordinary	PE.2 Events and Festivals Grant Program	195890	Resolution implemented.	Jacqui Wood	Completed	100%
PE	26-Feb-20	Ordinary	CS.1 Contracts to be awarded as at 26 February 2020	195903	Resolution implemented.	Kaitlin Evans	Completed	100%
PE	26-Feb-20	Ordinary	CS.2 Small Project Grants – Consideration of grant applications	195906	Resolution implemented.	Kaitlin Evans	Completed	100%
PE	26-Feb-20	Ordinary	CS.3 Instrument of Appointment and Authorisation to staff under the Planning and Environment Act 1987	195907	Resolution noted.	Kaitlin Evans	Completed	100%
PE	26-Feb-20	Ordinary	CS.4 Audit Committee – Appointment of independent member	195909	Appointment finalised.	Kaitlin Evans	Completed	100%
PE	26-Feb-20	Ordinary	CS.5 Quarterly report for the period ended 31 December 2019	195911	Resolutions noted.	Kaitlin Evans	Completed	100%
PE	26-Feb-20	Ordinary	CW.1 World Game and Cricket Funding 2020/2021	195915	Funding application submitted 13 March 2020.	Paula Garner	Completed	100%
PE	26-Feb-20	Ordinary	CW.2 Hanging Rock Grassland Management Plan	195917	Final document with adoption date added has been requested from Consultant. Once received it will be uploaded to website. Letter to submitters will be sent once document is uploaded.	Anne Walsh	In Progress	60%
PE	26-Feb-20	Ordinary	AO.1 High and Urquhart Streets, Woodend	195918	Minutes of Ordinary Council meeting of 26 February 2020 noted by officers and funding of corridor study in conjunction with Regional Roads Victoria has been referred to the 2020/21 Budget process.	Janet Hayes	Completed	100%
PE	26-Feb-20	Ordinary	AO.2 Kyneton Airfield	195920	Council resolution noted by officers. Due diligence review has been completed and correspondence has been provided to Airfield Hangar Owners, Airfield Advisory Committee and the Aero Club. A report will be prepared for the May Ordinary Council meeting.	Janet Hayes	In Progress	60%
PE	26-Feb-20	Ordinary	Notice of Motion No. 6/2019-20 – Councillor Jennifer Anderson	195921	Council endorsed motion submitted to the 2020 National General Assembly of Local Government.	Micheline Williams	Completed	100%
PE	26-Feb-20	Ordinary	Notice of Motion No. 7/2019-20 – Councillor Jennifer Anderson	195922	Council endorsed motion submitted to the 2020 National General Assembly of Local Government.	Micheline Williams	Completed	100%
PE	26-Feb-20	Ordinary	Notice of Motion No. 8/2019-20 – Councillor Jennifer Anderson	195923	Council endorsed motion submitted to the 2020 National General Assembly of Local Government.	Micheline Williams	Completed	100%



PE	26-Feb-20	Ordinary	Notice of Motion No. 9/2019-20 – Councillor Jennifer Anderson	195928	Council endorsed motion submitted to the 2020 National General Assembly of Local Government.	Micheline Williams	Completed	100%
PE	26-Feb-20	Ordinary	Notice of Motion No. 10/2019-20 – Councillor Janet Pearce	195930	Resolution implemented.	Kaitlin Evans	Completed	100%
PE	26-Feb-20	Ordinary	16. Urgent and other business - 16.1 Vegetation management and pruning by Powercor.	195931	The Chief Executive Officer has written to Powercor Australia expressing concerns regarding the continued poor pruning standards resulting in damage to the Macedon Ranges' tree assets; and requesting a clear action plan and timeline to ensure that the tree assets and neighbourhood character of the Macedon Ranges are properly considered in Powercor's power line vegetation management activities. A copy of this correspondence has been forwarded to Energy Safe Victoria - Line Clearance Assurance; the State Member for Macedon, Mary-Anne Thomas MP; and the Minister for Energy, Environment, and Climate Change, Lily D'Ambrosio MP. A meeting was held on 24 March 2020 with Hugh Vickers-Willis, Head of Vegetation Management, Powercor Australia, The Mayor, Cr Janet Pearce and The Chief Executive Officer, Margot Stork to discuss the continued poor pruning standards of Powercor's vegetation management activities. A report on the outcome of the meeting will be presented to the next Ordinary Council Meeting.	Janet Hayes	Completed	100%
PE	26-Feb-20	Ordinary	16. Urgent and other business - 16.2 Nomination to the Australian Local Government Women's Association (ALGWA) Committee Victoria.	195932	Councillor Pearce confirmed that the nomination form had been submitted.	Micheline Williams	Completed	100%
PE	26-Feb-20	Ordinary	16. Urgent and other business - 16.3 Victoria's Interim Emissions Reduction Targets for 2025 and 2030	195937	Letter to Hon Lily D Ambrosio MP was emailed from the Executive Office on 19 March 2020.	Jacqui Wood	Completed	100%
PE	26-Feb-20	Ordinary	16. Urgent and other business 16.4 Planning matter	195939	No action required.	Jacqui Wood	Completed	100%
PE	26-Feb-20	Ordinary	16. Urgent and other business 16.5 Contractual matter	195940	Resolution implemented.	Paula Garner	Completed	100%
PE	26-Feb-20	Ordinary	9. Deputations and presentations to Council	195943	Invite letter posted to Mr Zabinkas inviting him to a Council Meeting to receive a letter under seal.	Debbie Peter	Completed	100%
CE	25-Mar-20	Ordinary	15. Urgent and other business - 15.1 Conduct of future Council meetings	198889	Resolutions implemented.	Micheline Williams	Completed	100%

# SECTION 6

## Customer Service Standards - Responsiveness

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

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

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

*Telephone*

*Mail (including fax)*

*Request for service*

*Complaints*

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

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

*Respond within 10 working days*

*Respond within 10 working days*

*Respond within 10 working days*

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

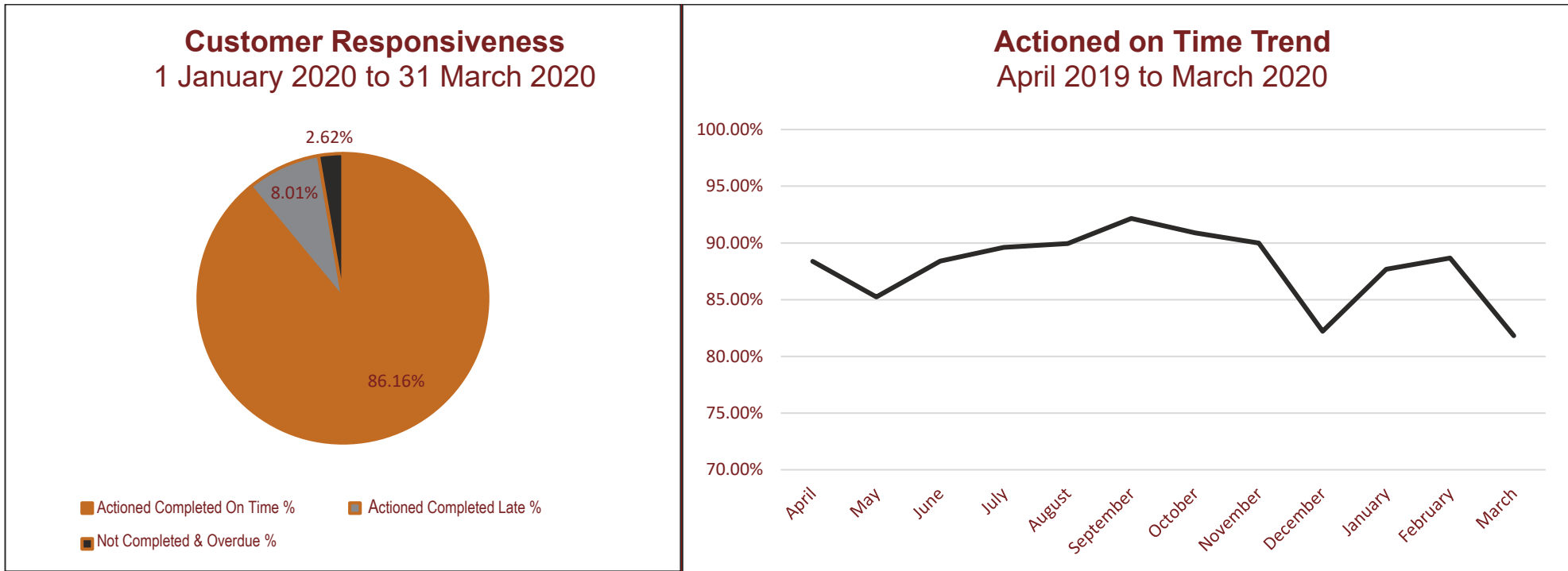
*To help Council staff meet this standard of responsiveness, council software systems which register mail and record requests for service have been configured to measure how we respond to customers.*

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

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

Overview of the number of requests for service received and responsiveness against Council’s Customer Service Standards for period **1 January 2020 to 31 March 2020**.

REQUESTS RECEIVED	Total Requests Received		Actioned Completed On Time		Actioned Completed Late		Not Completed & Overdue	
	No.	%	No.	%	No.	%	No.	%
1 January 2020 to 31 March 2020								
<b>TOTAL</b>	<b>6,230</b>	<b>100%</b>	<b>5,368</b>	<b>86.16%</b>	<b>499</b>	<b>8.01%</b>	<b>163</b>	<b>2.62%</b>



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

Overview of the number of phone calls received for period **1 January 2020 to 31 March 2020**.

PHONE CALLS - QUEUES	Total Calls Received		Total Calls Answered		Total Calls – Customer Abandoned**	
Customer Service Team	21,003	75.54%	19,466	92.28%	1,537	7.32%
Planning Team*	1,546	5.56%	1,289	83.38%	257	16.62%
Other Departments	5,256	18.90%	4,658	88.62%	598	11.38%

\* Calls for the Planning Team are received via CST. Calls to other departments will often overflow to CST.

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

# SECTION 7

## Governance Schedule – Statutory Compliance Obligations

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

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

**MACEDON RANGES SHIRE COUNCIL - STATUTORY OBLIGATIONS**

Statutory Obligations are imposed upon Council, Councillors and Council Officers under the *Local Government Act 1989*. Notably as at 31 March 2020, the *Local Government Act 2020* had received Royal Assent (24 March 2020). This report does not take into account those new Legislative requirements which will need to be integrated into this schedule in future versions.

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
1	Coordinator Governance	Mayoral Election	71	The Council must elect a Councillor to be a Mayor <i>Refer also to Council's Meeting Procedure Local Law No. 11</i>	After the fourth Saturday in October but not later than 30 November in each year	20-Nov-19	30-Nov-20
2	Coordinator Governance	Councillor & Mayoral Allowances	74 (1)	Council must review and determine the level of Councillor and Mayoral allowances	6 months after a general election or by the next 30 June, whichever is later	21-Jun-17	30-Jun-21
3	Coordinator Governance	Reimbursement of Councillor expenses	75	A Council must reimburse a Councillor for expenses if the Councillor applies in writing and the expenses are bona fide	Ongoing	Ongoing	Ongoing
4	Coordinator Governance	Reimbursement Policy	75B(1)	A Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees	Ongoing	27-Mar-19	01-Oct-21
5	Manager People Culture and Performance	Insurance	76	Council must take out and maintain insurances against public liability (\$30M) and professional liability (\$5M)	Annually	Annually from 1 July	Annually from 1 July
6	Coordinator Governance	Councillor Code of Conduct	76C	Maintain a Councillor Code of Conduct. The Code must not be inconsistent with any Act or Regulations	Review within 4 months of a general election and approve any amendments at a special meeting called solely for that purpose	25-Sep-19	23-Feb-21
7	Coordinator Governance	Assembly of Councillors	80A	The CEO must keep a written record of all Councillors and members of Council staff attending, matters considered, any conflict of interest disclosures made and whether a Councillor, having disclosed a conflict of interest, leaves the assembly. The CEO must present the record to the next practicable ordinary meeting of Council	Ongoing	Ongoing  Reported and presented at each Ordinary Meeting	Ongoing

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
8	Coordinator Governance	Register of Interests	81	<b>Primary Returns:</b> A person who becomes a Councillor or Member of a Special Committee must submit a Primary Return to the CEO	<b>Councillor:</b> 30 days after election or 7 days after oath of office. <b>Committee Member:</b> 30 days after membership.	As required	As required
	Coordinator Governance	Register of Interests	81	<b>Nominated Officer:</b> must submit a primary return to the CEO	<b>Nominated Officer:</b> Within 30 days of becoming an Officer.	As required	As required
	Coordinator Governance	Register of Interests	81	<b>Ordinary Returns:</b> Councillor, Member of Special Committee or Nominated Officer must submit an Ordinary Return to the CEO	<b>Ordinary Returns:</b> By 9 February & 9 August of each year	09-Feb-20	09-Aug-20
9	Coordinator Governance	Inspection of Register of Interests	81 (13A)	The CEO must maintain a record of all persons who inspect the register of interests	Ongoing	As requested	Ongoing
10	Coordinator Governance	Removal of returns from Register	81(16)	After a person ceases to be a Councillor, Member of a Special Committee or Nominated Officer, the CEO must remove all returns from the register	As soon as practicable	As required	As required
11	Coordinator Governance	Keeping Register of Interests	81(9)	The CEO must keep a register of interests containing the last 3 returns required to be submitted by Councillors, Members of Special Committees and Officers	Ongoing	09-Feb-20	09-Aug-20
12	Coordinator Governance	Special Committees	86(6)	Council must review any delegations to a special committee	Within 12 months after a general election	28-Jun-17 Delegations to three existing Special Committees extended to 31 December 2020 - 18-Dec-19	As required, but in any event no later than 23-Oct-21
13	Coordinator Governance	Special Committees	87(1)	Council must keep a register of delegations to special committees	Ongoing	Ongoing	Ongoing
14	Coordinator Governance	Special Committees	87(5)	A meeting of a special committee must be held at a time and place determined by the special committee	Ongoing	As required	As required
15	Coordinator Governance	Conduct of Meetings	91(1)	Council must maintain local laws governing the conduct of meetings of the Council and Special Committees	Ongoing	05-Jan-18	05-Jan-28

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
16	Coordinator Governance	Minutes	93(1)	Council must keep minutes of each meeting of the Council	Ongoing	Ongoing	Ongoing
17	Coordinator Governance	Minutes	93(2)	The minutes must be submitted to the next appropriate Council meeting for confirmation	Ongoing	Ongoing	Ongoing
18	Coordinator Governance	Minutes	93(3)	The Chairperson of a special committee must arrange for minutes to be kept	Ongoing	As required	As required
19	Coordinator Governance	Election Period Policy	93B	The Council must maintain an election period policy	Review no later than 12 months before each subsequent general election period	25-Sep-19	03-Sep-23
20	Manager People Culture and Performance	Employment Principles	94C	Council must establish employment processes	Review every 5 years <i>Recruitment &amp; Selections Policy &amp; Procedures</i>	09-Jun-18	Jun-21
21	Coordinator Governance	Code of Conduct	95AA	The CEO must maintain a Code of Conduct for Council Staff	Executive review every three years	30-Jun-17	Jan-20 Note: Currently under review
22	Council	Performance Assessment	97A(1)	Council must review the performance of its CEO	At least once each year	18-Dec-19	31-Dec-20
23	Manager People Culture and Performance	Performance Assessment	97A(2)	The CEO must review the performance of every other senior officer	At least once each year	Annually as required	Annually as required
24	Coordinator Governance	Delegations Register	98(4)	The Council must keep a register of its delegations	Ongoing	Ongoing	Ongoing
	Coordinator Governance	Delegations Review	98(6)	Council must review all delegations in force within 12 months after a general election	Review within 12 months after a general election	Reviewed following 2016 election 27-Sep-17 Reviewed 18-Dec-2019	23-Oct-21
25	Coordinator Governance	Local Laws	111	A local law must not be inconsistent with any Act or Regulation	Ongoing	Ongoing	Ongoing
26	Coordinator Governance	Local Laws	119	Before and after making a local law Council must give notice in the Government Gazette and provide public notice	Prior to making (119 (2))  After making (119 (3))	LLaw 10 01-Aug-13 LLaw 11 09-Nov-17  LLaw 10 10-Oct-13 LLaw 11 04-Jan-18 LLaw 12 09-May-19 LLaw 13 05-Sep-19	As required



NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
27	Coordinator Governance	Local Laws	119(4)	After a local law has been made a copy must be sent to the Minister	After making	LLaw 10 26-Sep-13 LLaw 11 08-Jan-18 LLaw 12 02-Apr-19 LLaw 13 06-Sep-19	As required
28	Coordinator Governance	Local Laws	120	Council must print copies and have available for inspection and purchase, copies of Council's Local Laws. Every incorporated document must also be available for inspection	Ongoing	LLaw 10 25-Sep-13 LLaw 11 08-Jan-18 LLaw 12 02-Apr-19 LLaw 13 06-Sep-19	As required
29	Coordinator Governance	Right to Inspect Documents	222	Council must ensure that a prescribed document is available for inspection	Must be available at all reasonable times	Ongoing	Ongoing
30	Coordinator Governance	Right to make Submission	223	Where a person is given a right to make a submission Council must publish a public notice specifying the matter, prescribed details, submission date and the right to be heard in person	Council should provide not less than 28 days for submissions to be received	As required	As required
31	Coordinator Governance	Council Plan	125(1)	Council must prepare and approve a Council Plan	6 months after a general election or by the next 30 June, whichever is later	21-Jun-17	30-Jun-21
32	Coordinator Governance	Council Plan	125(10)	If Council makes an adjustment to the Plan the Council must advise the Minister	Within 30 days of making the adjustment	As required	Within 30 days of making the adjustment
33	Coordinator Governance	Council Plan	125(11)	A copy of the Plan must be available for public inspection. A copy of the current Council Plan is published on Council's website	Following adoption	Ongoing	Ongoing
34	Coordinator Governance	Council Plan	125(4)	The Council Plan must be available for public inspection	Ongoing	Ongoing	Ongoing
35	Coordinator Governance	Council Plan	125(5)	Council must submit a copy of the Plan to the Minister	6 months after a general election or by the next 30 June, whichever is later (unless extended by Minister)	30-Jun-17	30-Jun-21
36	Coordinator Governance	Council Plan	125(7)	Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan	At least once every financial year	26-Jun-19	30-Jun-20
37	Manager Finance	Strategic Resource Plan (SRP)	126(3)	Council must review the SRP during the preparation of the Council Plan	Must be adopted no later than 30 June each year	26-Jun-19	30-Jun-20

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
38	Manager Finance	SRP	126(4)	A copy of the SRP must be available for inspection at Council's office. Note: Council must ensure that the current Strategic Resource Plan is published on Council's website.	Ongoing	Ongoing	30-Jun-20
39	Manager Finance	Budget	127	Council must prepare a budget	Each financial year	26-Jun-19	30-Jun-20
40	Manager Finance	Revised Budget	128	Council must prepare a revised budget if circumstances arise which cause a material change in the budget which affect the financial operations of Council	As soon as practicable after the Council becomes aware of a change in the budget	No revised budgets prepared during current Council term.	As soon as practicable after the Council becomes aware of a change in the budget
41	Manager Finance	Public Notice	129(1)	Council must give public notice after preparing a proposed budget or a revised budget	As soon as practicable (no timeline specified in the LGA)	30-Apr-19	As soon as practicable
42	Manager Finance	Adoption of Budget	130(2)	Council must give public notice of its decision to adopt a budget	As soon as practicable (no timeline specified in the LGA)	02-Jul-19	As soon as practicable
43	Manager Finance	Adoption of Budget	130(3)	Council must adopt the budget	By 30 June each year	26-Jun-19	30-Jun-20
44	Manager Finance	Adoption of Budget	130(4)	Council must submit a copy of the budget to the Minister	Within 28 days after adopting the budget or revised budget.	19-Jul-19	27-Jul-20
45	Coordinator Governance	Annual Report	131(1)	Council must prepare an Annual Report	Once every financial year	30-Sep-19	30-Sep-20
46	Manager Finance	Performance Statement	132(1)	Council must submit the performance statement and financial statements to the auditor	As soon as is reasonably practicable after each financial year	05-Aug-19	05-Aug-20
47	Manager Finance	Performance Statement	132(2)	Council must submit the statement to its auditor for reporting on the audit	After passing a resolution giving approval to the performance statement and financial statements	29-Aug-19	27-Aug-20
48	Manager Finance	Performance Statement	132(3)	The auditor must prepare a report on the performance statement	Once every financial year	27-Sep-19	30-Sep-20
49	Manager Finance	Performance Statement	132(5)	Council must ensure that the performance statement and financial statements, in their final form, after any changes have been made, are certified by two Councillors authorised by the Council	After changes recommended or agreed by the auditor have been made	25-Sep-19	30-Sep-20

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
50	Manager Finance	Performance Statement	132(6)	The auditor must provide the Council and the Minister with a copy of the report on the performance statement	As soon as is reasonably practicable (the auditor is required to report on the financial statements to the Council within 4 weeks and give a copy of the report to the Minister)	27-Sep-19	30-Sep-20
51	Coordinator Governance	Annual Report	133(1)	Must be submitted to the Minister	Annually by 30 September	30-Sep-19	30-Sep-20
52	Coordinator Governance	Annual Report	133(2)	After submitting to Minister, must give public notice that the Annual Report can be inspected	After submitting to Minister (no timeline specified in the LGA)	25-Oct-19	After submitting to the Minister in 2020
53	Coordinator Governance	Annual Report	134	Council must consider the Annual Report at a meeting of the Council as soon as practicable but within the time required by the regulations	Under the Local Government (Planning and Reporting) Regulations 2014 Council must hold a meeting to consider the Annual Report: s.22 (1) Within one month after submitting the Annual Report to the Minister. s.22 (2) In the year of a general election no later than the day before the election	23-Oct-19	31-Oct-20
54	Manager Finance	Sound Financial Management	136(1)	Council must implement the principles of sound financial management	Ongoing	Ongoing	Ongoing
55	Manager Finance	Budgeting & Reporting Framework	137	Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management	Ongoing	26-Jun-19	Ongoing
56	Manager Finance	Quarterly Statements	138	CEO must ensure that a statement comparing budgeted and actual revenue and expenditure is presented at an open Council meeting	At least every 3 months	26-Feb-20	Following completion of quarterly results
57	Director Corporate Services	Audit Committee	139	Council must establish an audit committee	No timeline specified - mandatory requirement.	2 x Independent Members appointed - 19 December 2018. 1 x Independent Member appointed 26 February 2020. Charter endorsed - 28 March 2018. Councillor Members appointed - 20 November 2019	Ongoing
58	Manager Finance	Land Valuation	157(2)	Council must publish public notice of a decision to change its system of valuation	Promptly	As required	As required

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
59	Manager Finance	Rates & Charges	158(1)	Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges	At least once every financial year declare by 30 June	24-Apr-19	30-Jun-20
60	Manager Finance	Rates & Charges	Part 8A	Under Section 10E(1)(a) of the Essential Services Commission Act 2001, the Essential Services Commission (ESC) has a responsibility to monitor and review Councils compliance with the caps set under Part 8A of the Local Government Act 1989.	Annually	04-Oct-19	30-Sep-20
61	Coordinator Contracts	Procurement	186(2)	Council must register any expressions of interest	Ongoing	Ongoing	Ongoing
62	Manager Finance	Procurement Policy	186A(1)	Council must prepare and approve a Procurement Policy	Ongoing	26-Jun-19	30-Jun-20
63	Manager Finance	Procurement Policy	186A(7)	At least once in each financial year Council must review the policy	By 30 June each year	26-Jun-19	30-Jun-20
64	Manager Finance	Procurement Policy	186A(8)	A copy of the policy must be available for inspection by the public at Council's office and on Council's website	Ongoing Most current version to be made available.	01-Jul-19	Following next Policy review
65	Manager Finance	Procurement Policy	186A(9)	Council must comply with its Procurement Policy	Ongoing Under the Local Government (Planning and Reporting) Regulations 2014 it is an annual reporting requirement to disclose contracts entered into above legislated values that did not engage in a competitive process.	Ongoing 30-Sep-19	Ongoing 30-Sept-20
66	Manager Finance	Restriction on power to sell land	189	Before selling or exchanging land Council must ensure that public notice of intention to do so is given. Council must also obtain a valuation of the land	At least 4 weeks prior to sale/exchange of the land, valuation must be made not more than 6 months prior to the sale/exchange	As required	As required
67	Manager Finance	Restriction on power to lease land	190	Council may lease land for a maximum period of 50 years	Mandatory requirement	Ongoing	Ongoing

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

**Note**

1. Next general election is assumed to be held on October 24 2020.
2. Dates reflect the statutory timeframe for completion of the outcome.
3. Since the end of the quarter on 31 March 2020 the State Government has extended the timeframe for the completion of the Budget and Strategic Resource plan to 31 august 2020 and for the Annual Report to 30 November 2020.

# SECTION 8

## Councillor Expenditure

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

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

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

## Councillor expenses excluding allowances and mayoral vehicle

3rd quarter	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$708	\$0	\$156	\$0	\$0	
Cr Roger Jukes	\$0	\$0	\$0	\$52	\$0	\$0	
Cr Janet Pearce	\$945	\$0	\$0	\$157	-\$1,081 <sup>(1)</sup>	\$400	
Cr Henry Bleeck	\$0	\$0	\$0	\$156	\$0	\$0	
Cr Natasha Gayfer	\$0	\$436	\$0	\$156	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$206	\$0	\$0	
Cr Mandi Mees	\$56	\$253	\$525	\$52	\$0	\$0	
Cr Helen Radnedge	\$0	\$0	\$0	\$156	\$0	\$0	
Cr Andrew Twaits	\$0	\$0	\$0	\$59	\$0	\$0	
	<b>\$1,001</b>	<b>\$1,397</b>	<b>\$525</b>	<b>\$1,150</b>	<b>-\$1,081</b>	<b>\$400</b>	<b>\$0</b>

Note:

(1) The negative amount reflects refunds that have been received in regards to events which have been cancelled due to COVID-19

2019/2020 YTD	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$2,809	\$0	\$468	\$0	\$450	
Cr Roger Jukes	\$0	\$0	\$0	\$157	\$0	\$0	
Cr Janet Pearce	\$1,018	\$0	\$0	\$469	\$193	\$400	
Cr Henry Bleeck	\$0	\$3,744	\$0	\$468	\$0	\$0	
Cr Natasha Gayfer	\$0	\$961	\$0	\$468	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$536	\$0	\$0	
Cr Mandi Mees	\$56	\$796	\$1,650	\$157	\$227	\$0	
Cr Helen Radnedge	\$17	\$1,344	\$0	\$468	\$0	\$0	
Cr Andrew Twaits	\$0	\$0	\$0	\$176	\$0	\$0	
	<b>\$1,091</b>	<b>\$9,654</b>	<b>\$1,650</b>	<b>\$3,367</b>	<b>\$420</b>	<b>\$850</b>	<b>\$3,500*</b>

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

# SECTION 9

## Councillor Activities in the Community




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




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




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



## Councillor activity report: 1 January–31 March 2020

<b>Cr Jennifer Anderson</b> West Ward	<b>Council meetings attended:</b>	<b>1</b>	<b>Assemblies of Councillors attended:</b>	<b>8</b>
	<b>Appointments to internal/external committees and groups:</b> Health and Wellbeing Advisory Committee (Chair), Macedon Ranges Heritage Council, Municipal Association of Victoria (MAV), Local Government Waste Forum, Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Official opening of Kyneton Tennis Courts redevelopment; launch of Kyneton U3A use of the red brick hall, National Plastics Summit, Canberra; chiring the first Macedon Ranges Health and Wellbeing Advisory Committee meeting for the year; Macedon Ranges Field Naturalist Group Inception Meeting.				
<b>Cr Roger Jukes</b> West Ward	<b>Council meetings attended:</b>	<b>1</b>	<b>Assemblies of Councillors attended:</b>	<b>4</b>
	<b>Appointments to internal/external committees and groups:</b> Macedon Ranges Agribusiness Forum, Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Not Submitted				
<b>Cr Janet Pearce</b> West Ward	<b>Council meetings attended:</b>	<b>2</b>	<b>Assemblies of Councillors attended:</b>	<b>9</b>
	<b>Appointments to internal/external committees and groups:</b> Airfield Advisory Committee, Audit Committee, Central Victorian Greenhouse Alliance (CVGA) (sub), Central Ranges Local Learning and Employment Network (LLEN) Board, CEO Performance Appraisal Advisory Group (Chair), Health and Wellbeing Advisory Committee, Municipal Association of Victoria (MAV) (sub), Macedon Ranges Agribusiness Forum, Peri Urban Councils Group (sub), Rural Councils Victoria Inc (RCV), Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Australia Day and Citizenship Ceremony at Kyneton; Woodend Primary School grade four students presentation; Macedon Ranges Statement of Planning Policy launch at Blackhill Reserve with Traditional Owners, MPs and Community; Official opening of Kyneton Tennis Courts redevelopment; Lancefield Relay for Life; Central Highlands Country Women's Association (CWA) Victoria "Inspiring Women of the Macedon Ranges" event; Annual Hanging Rock Classic Car Show opening organised by Macedon Ranges and District Motor Club; Macedon Ranges Bushfire Relief Concert, Kyneton Town Hall.				

<b>Cr Henry Bleeck</b> East Ward	<b>Council meetings attended:</b>	<b>2</b>	<b>Assemblies of Councillors attended:</b>	<b>6</b>
	<b>Appointments to internal/external committees and groups:</b> Annual meeting of Braemar College Ltd (sub), Macedon Ranges Local Safety Committee, Municipal Emergency Management Planning Committee (MEMPC), Municipal Fire Management Planning Committee (MF MPC), Workspace Australia, Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Not Submitted				
<b>Cr Natasha Gayfer</b> East Ward	<b>Council meetings attended:</b>	<b>2</b>	<b>Assemblies of Councillors attended:</b>	<b>8</b>
	<b>Appointments to internal/external committees and groups:</b> Audit Committee, CEO Performance Appraisal Advisory Group, Central Victorian Greenhouse Alliance (CVGA), Peri Urban Councils Group, Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Macedon Ranges Statement of Planning Policy launch at Blackhill Reserve with Traditional Owners, MPs and Community; Central Victorian Greenhouse Alliance board meeting; Lancefield Relay for Life; Zonta's International Women's Day event in Kyneton.				
<b>Cr Bill West</b> East Ward	<b>Council meetings attended:</b>	<b>1</b>	<b>Assemblies of Councillors attended:</b>	<b>8</b>
	<b>Appointments to internal/external committees and groups:</b> Goldfields Library Corporation Board, Calder Highway Improvement Committee, Central Ranges Local Learning and Employment Network (LLEN) Board (sub), Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Australia Day and Citizenship Ceremony at Kyneton; Official opening of Kyneton Tennis Courts redevelopment; Macedon Ranges Statement of Planning Policy launch at Blackhill Reserve with Traditional Owners, MPs and Community; Lancefield Relay for Life.				

<b>Cr Mandi Mees</b> South Ward	<b>Council Meetings attended:</b>	<b>2</b>	<b>Assemblies of Councillors attended:</b>	<b>7</b>
	<b>Appointments to internal/external committees and groups:</b> Airfield Advisory Committee (Chair), Gisborne Futures Council Project Group, Macedon Ranges Agribusiness Forum, Rural Councils Victoria Inc (RCV) (sub), Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Not Submitted				
<b>Cr Helen Radnedge</b> South Ward	<b>Council Meetings attended:</b>	<b>2</b>	<b>Assemblies of Councillors attended:</b>	<b>8</b>
	<b>Appointments to internal/external committees and groups:</b> Gisborne Futures Council Project Group, Health and Wellbeing Advisory Committee, Macedon Ranges Heritage Council, Macedon Ranges Local Safety Committee (sub), Municipal Emergency Management Planning Committee (MEMPC), Municipal Fire Management Planning Committee (FMFPC), Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Gisborne's Australia Day commemoration; 1st Gisborne Scout Group Opening Evening; Macedon Ranges Field Naturalist Group Inception Meeting; World's Greatest Shave at the Gisborne Men's Shed.				
<b>Cr Andrew Twaits</b> South Ward	<b>Council Meetings attended:</b>	<b>1</b>	<b>Assemblies of Councillors attended:</b>	<b>7</b>
	<b>Appointments to internal/external committees and groups:</b> Airfield Advisory Committee, Annual meeting of Braemar College Ltd, Calder Highway Improvement Committee (sub), CEO Performance Appraisal Advisory Group, Gisborne Futures Council Project Group, Submitters Committee			
<b>Specific activities highlighted by Councillors:</b> Not Submitted				