



**Macedon  
Ranges**  
Shire Council

# **ATTACHMENTS**

**Council Meeting  
Wednesday 23 February 2022**



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# Domestic Animal Management Plan 2021–25



# Version

Document history	Version	Date	Author
Draft DAMP	1	29 October 2021	Allie Jalbert
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Council Approved DAMP			



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# 1. Introduction

## What is a Domestic Animal Management Plan?

All Victorian Councils are required by the Domestic Animals Act 1994 (the Act) to prepare and implement a four-year Domestic Animal Management Plan (DAMP) to guide decision making regarding animal management for dogs and cats.

This four-year DAMP builds on the DAMP 2017-2021. It provides a framework for the planning, development, and evaluation of animal management services and programs delivered by Macedon Ranges Shire Council to comply with the requirements of the Act.

It is a legislative requirement that the DAMP addresses the following:

- Set out a method for evaluating whether animal control services provided by the council are adequate to give effect to the requirements of the Act and regulations
- Outline programs for the training of authorised officers
- Outline programs, services and strategies to:
  - Promote and encourage responsible pet ownership of dogs and cats;
  - Ensure that people comply with the Act, regulations and other relevant legislation;
  - Minimise the risk of attacks by dogs on people and animals;
  - Address over-population and high euthanasia rates for dogs and cats;
  - Encourage the registration and identification of dogs and cats;
  - Minimise the potential for dogs and cats to create a nuisance; and
  - Effectively identify all dangerous, menacing and restricted breed dogs and ensure these dogs are kept in compliance with the Act and regulations.
- Provide for review of existing orders and Local Laws made under the Act
- Provide for the review of any other matters related to the management of dogs and cats.
- Provide for periodic evaluation of the plan

## Why have a plan?

Council recognises that pets play an important role in many peoples day – to- day lives in our community, providing companionship and benefiting overall health and wellbeing. Council strives to support pet owners and promote the health and social benefits of responsible pet ownership. This is done in conjunction with ensuring that our environment and lifestyle are protected from any potential negative impacts of domestic animals.

The Macedon Ranges Domestic Animal Management Plan aims to ensure that people and pets can live harmoniously in our community. The plan recognises and carefully balances the needs of

pets, pet owners and those who don't own pets. The plan is designed to respond strategically to community needs as a whole, and help protect the natural environment that makes the Macedon Ranges such a special place to live and work.

## How does the plan fit with the Council Plan?

The Council Plan 2021–2031 was recently adopted, which strives to achieve the community's vision of Macedon Ranges Shire 2021–2031, and is aligned with Council's four strategic priorities, developed through the Community Vision Assembly's deliberative engagement process:

Connecting Communities

Healthy Environment, healthy people

Business and tourism

Delivering strong and reliable government.

The Domestic Animal Management Plan 2021 - 2025 aligns with the Council Plan 2021 – 2031 by setting out objectives that support Council's strategic priorities.

## Other relevant legislation that guides animal management

- Planning and Environment Act 1987
- Prevention of Cruelty to Animals Act 1986, associated Regulations, and Codes of Practice
- Domestic Animals Act 1994, associated Regulations, and Codes of Practice
- Macedon Ranges Shire Council General Purposes and Amenity Local Law No.10 of 2013 (relevant clauses are listed in Appendix 1)

## How does the plan fit with State Policy objectives?

In developing this plan, careful consideration was given to the Victorian State Government's strategic priorities and policy objectives, including the Victorian Animal Welfare Action Plan and the anticipated introduction of a new animal welfare Act.

## 2. Our Framework

### Vision for the next four years

In partnership with the Macedon Ranges community, provide for the best possible interactions between pets, people, and the environment.

The following principles will guide our work:

- **We recognise the physical, mental and social benefits that pets bring.**  
Our activities recognise the importance of pets in our community and their positive role in our overall health and wellbeing, both physically and mentally. We support and encourage residents to enjoy the companionship of their pets.
- **We balance the needs of pets, pet owners and those who don't own pets**  
We consider the different needs of those who own pets and those who don't, and strike a fair balance in activities and actions relating to animal management.
- **We protect the environment from any negative impacts from domestic pets**  
Our activities aim to protect our native fauna and flora by reducing the impacts of pets on the natural environment.
- **We promote a high standard of animal welfare**  
We will educate and raise awareness in our community about pet owners' responsibility to ensure a high standard of animal welfare for all animals in their care.
- **We work in partnership with the community, agencies and organisations to enhance and promote responsible pet ownership.**  
We partner with a range of agencies and organisations that work with pet owners or deliver services in our community to promote responsible pet ownership.

### 3. Our Shire

Macedon Ranges Shire is approximately 60km north-west of Melbourne and covers an area of 1,747 square kilometres. Macedon Ranges Shire is on the land of three traditional owners, the Dja Dja Wurrung, Taungurung and Wurundjeri peoples.

The Macedon Ranges population is spread across nine towns and a number of smaller settlements. The largest towns are Gisborne, Kyneton, Lancefield, Romsey and Woodend. About 35% of people in Macedon Ranges live outside a town boundary in a rural setting. Over the next 10 years, the Macedon Ranges population is expected to increase by approximately 18.3% to reach 60,362 by 2031. Most of this population growth is projected to occur in the south and south-east of the shire.

The Macedon Ranges Shire is renowned for its rural character, semi-rural lifestyle, landscapes and forests, and unique natural features such as Hanging Rock and Mount Macedon.

As the shire grows and urban areas spread into rural areas, there will be increasing pressure to protect the natural environment and preserve rural lifestyles. Community expectation for services and facilities is changing as the population grows. Residents moving into rural areas are not always aware of the impacts that pets can have on wildlife and livestock, and those living closer to townships want to see more facilities and services that support residents with pets. Our animal services, programs, and infrastructure must continue to evolve and improve to meet these challenges.

#### Macedon Ranges

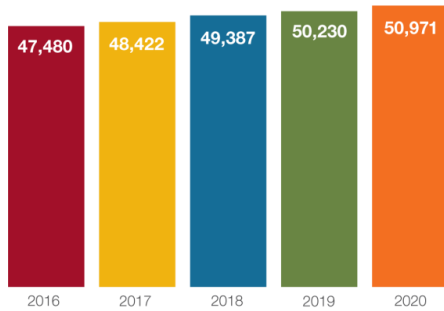
1,747 square kms



# Shire population growth and demographics

## Population growth over past five years (estimates)

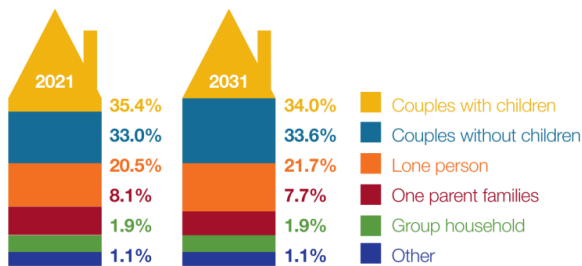
Year ending 30 June



**18.3%** projected increase in population over the next 10 years

Source: Australian Bureau of Statistics, Regional Population Growth

## Household type



Population and household forecasts prepared by .id (informed decisions), November 2017.



## 4. How we developed this plan

### Review of the previous plan

In developing this plan, we started by looking at what had been achieved in the Domestic Animal Management Plan 2017 - 2021 and what initiatives have been successful. Of the activities listed in the previous plan, most were delivered. However, the delivery of some activities was impacted by the COVID-19 pandemic, and were reconsidered for inclusion in the next DAMP.

Key initiatives delivered as part of the 2017 – 2021 DAMP included:

- A review of how dogs and cats are managed in public spaces resulted in the introduction of the Council Dog and Cat Order 2019. The order requires dogs to be on leash except in designated off leash areas, introduced over 50 off leash areas across the Shire, introduced five prohibited areas for pets to protect sensitive environmental areas, established effective control requirements for dogs, and brought in a sunset to sunrise cat curfew.
- Introduced free 1st year registration for desexed cats to increase cat identification and improve the number of lost cats reunited with owners.
- Improved information available for cat containment options and transitioning outdoor cats to being contained.
- Implemented online pet registration making it easier to register new pets or register when moving into the shire.
- Introduced eNotices for pet registration renewals to be delivered via email, making renewals faster and easier, while being better for the environment.
- Reviewed our cat shelter services, partnered with a new shelter provider, and built a dedicated Council operated temporary holding facility. Council can hold cats and dogs for up to 24 hours while rangers try to identify and contact owners.
- Implemented emergency pet welfare boarding for vulnerable members of the community who may be experiencing family violence or other personal crisis where support is needed.

While not an action in the previous plan, improving data capture and the ability to report on outcomes for impounded animals was another key priority delivered.

# Community Consultation

Central to the development of this plan is input from the community. A consultation plan was developed to guide how we would consult with the community on this plan. There were two stages of community consultation conducted. Feedback from both consultations have helped guide development of activities in this plan.



## What you told us

Community consultation for the development of the Domestic Animal Management Plan 2021-2025 was undertaken in two stages.

Stage one of the community consultation was conducted from 21 September to 18 October 2021. During stage one, Council sought input from the community, industry groups, special interest groups, and key stakeholders to help inform actions and priorities to be included in the draft plan.

Stage two of the community consultation presented the draft *Domestic Animal Management Plan 2021-2025* for the community to provide further feedback to help shape the final plan presented to Council for adoption.

Through both stages of community consultation, a range of themes summarised below emerged as priorities from the community feedback:

- A want for improved dog friendly infrastructure in open space – securely fenced off leash area options, more poo bag dispensers and bins for off leash areas and heavily used dog walking paths, better signage, and dog drink stations.
- Strong support for dedicated purpose built and well-designed off leash dog parks.
- The most prevalent concern with dogs is poo not picked up in public places, with many comments about improving education, signs, and availability of bag dispensers to address this.
- Some owners are not adhering to leash requirements or do not have effective control of dogs with calls for increased education and enforcement.
- Select comments about the suitability of specified existing designated off leash areas with requests to review some areas, and requests for additional off leash areas to keep up with growth.
- Moderate levels of compliance with the existing sunset to sunrise cat curfew, with many calling for greater education / enforcement, some calling for moving to 24 hour containment requirements and some calling for there not to be any cat curfew.
- Ongoing concerns about the impact of cats on wildlife and the environment, and recognition that cats are sometimes relied upon to help control rodents and vermin (eg. In farm environments).
- Strong support for Council offering subsidised low cost cat desexing to reduce the number of unwanted cats and better protect the environment.
- Support for Council incentives to improve registration and encourage responsible pet ownership.
- Concerns about a perceived lack of localised services for lost pets – vets not able to return pets directly, no local pound/shelter (pound provider being in North Melbourne).

These themes helped shape the plan's objectives and activities in the relevant area of focus, with some themes crossing over into more than one focus area.



# The current status

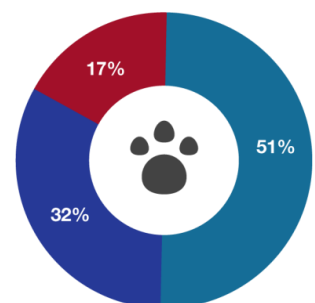
1 July 2020 – 30 June 2021

## Overview



	Total number	Dogs	Cats
 Registered		10,322	3,212
 Declared Dangerous and Menacing		11	N/A
 Reports officers responded to		1,185	704
 Impounded		224	186
 Returned to owner by Ranger		112	17
 Reclaimed from Council		26	6
 Reclaimed via Lost Dogs' Home		41	5
 Rehoused, adopted or rescued		31	102
 Euthanised		14	56
 Cat traps hired		N/A	33

**Annual animal outcome 2020-21**



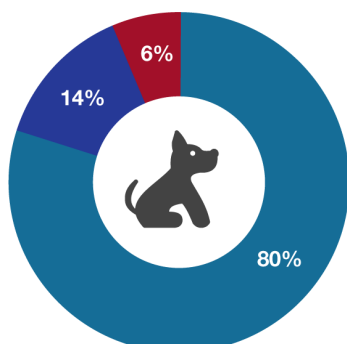
- Returned to owner or reclaimed
- Rehoused, Adopted, Rescued
- Euthanased

**Number of Registered Domestic Animal Businesses 2020/21**



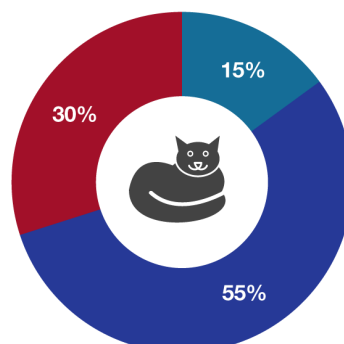
- Breeding and rearing ..... 0
- Pet shops ..... 1
- Training establishment ... 4
- Shelters and pounds ..... 1
- Boarding and establishments ..... 6

**Annual impounded dog outcome 2020-21**



- Returned to owner or reclaimed
- Rehoused, Adopted, Rescued
- Euthanased

**Annual impounded cat outcome 2020-21**



- Returned to owner or reclaimed
- Rehoused, Adopted, Rescued
- Euthanased

## Animal Management Staffing and Structure

Animal management is the responsibility of the Local Laws Unit at Council as part of the Safer Communities Department. Animal management makes up about 70% of the work undertaken by the unit. There are four fulltime Local Laws Officers (Ranger), a Team Leader and a Coordinator who undertake operational and enforcement activities. In addition, a Senior Local Laws Support Officer and two EFT Business Support Officers provide administrative and customer support. Casual and agency support staff are also utilised as required to meet operational demands.

The Local Laws Unit provides an emergency after-hours service throughout the year. As part of the after-hours service, Officers are on call to attend emergencies such as threatening dogs, dog attacks and injured animals. Additionally, Officers provide phone support for lost and found pets to reunite pets with owners quickly, and attend to collect found animals between 8.30am to 5.30pm when Council cannot contact owners.

## 5. Training of Authorised Officers

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(b) - Outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of the Domestic Animals Act 1994 in the Council's municipal district.

### Current Situation

Due to the size of the shire, officers are allocated service areas that incorporate both rural and urban areas. Officers are required to have a sound understanding and knowledge of a range of acts and laws, including Council's General Purposes and Amenity Local Law No.10, and apply this knowledge to various situations. Apart from administering and enforcing these laws, officers need to communicate, educate and support community members effectively, diffuse difficult situations, safely handle animals, assess animal welfare and perform many other duties.

A wide range of training is offered and provided to all officers. Training ensures they are equipped to respond to the demands of their roles and can work effectively in conjunction with other agencies.

### Current and Ongoing Training Activities

Macedon Ranges Shire Council's current officer training and future development activities are developed in consultation with staff and designed to ensure all officers have the necessary training and qualifications to undertake their role.

Training needs are individually assessed for each officer and included in an annual staff development plan. Regular training is provided in a variety of formats. It provides industry-based training such as certificate courses, webinars and workshops, Occupational Health and Safety training, self-defence training, First Aid and CPR training, and annual corporate e-learning such as conflict of interest training, privacy training, and bullying and harassment training.

Council recognises the links between animal cruelty and human violence, and is committed to providing training for officers in recognising abuse.

## Our Plans

**Objective:** Ensure Local Laws officers have the skills necessary to support the community and effectively perform their regulatory role.

Activity	Commence	Evaluation
Provide updated training to Local Laws officers in application of the Domestic Animals Act 1994 and the Prevention of Cruelty to Animals Act 1986.	ongoing	Local Laws staff will undertake training for continuous improvement in line with legislative changes.
Ensure all Local Laws Officers (permanent staff) have current membership with the Australian Institute of Animal Management.	2021 and ongoing	Local Laws Officers will have access to industry resources and webinars to expand knowledge in best practice animal management and welfare.
Ensure all Local Laws staff attend Mental Health First Aid training or undertake a refresher course.	2022 and ongoing	New staff will undergo training within 12 months of employment, and all staff will have refresher training every two years.
Local Laws staff will complete a minimum of one workshop, training session or webinar annually relevant to animal management or welfare.	ongoing	Annual development plan will include a workshop, training session or webinar with outcomes recorded.
Ensure all Local Laws staff complete available training to create awareness about signs of abuse situations towards people and animals (E.g. family violence, child abuse, elder abuse).	Ongoing	New staff undergo training within 12 months of employment.

## 6. Registration and Identification

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(c)(v) - Outline programs, services and strategies to encourage the registration and identification of dogs and cats. Other Sections addressed are 68A(2)(a),(c)(ii),(d), and (f).

### Current Situation

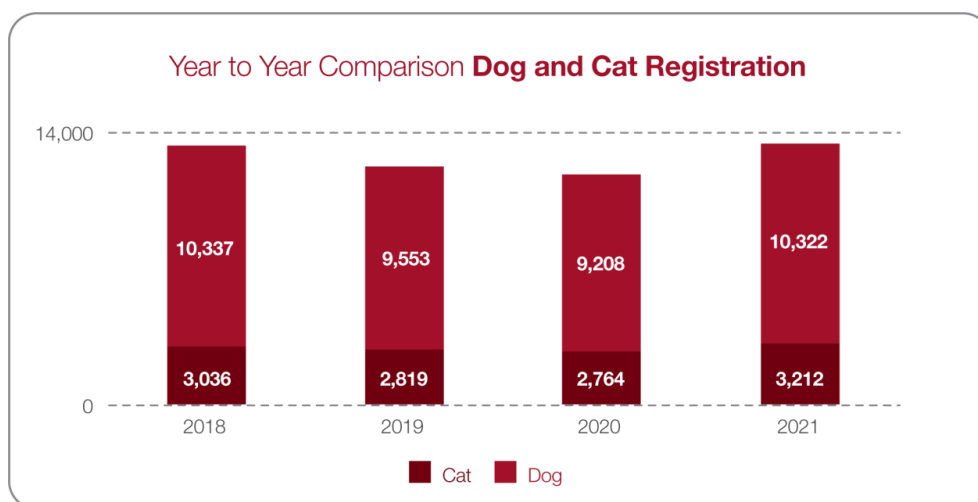
Council's priority is to ensure all lost dogs and cats can be returned quickly to their owner. Registration and microchipping is essential in enabling this to occur. The quick return of a pet reduces stress on the owner and pet, while also helping prevent a potential nuisance or injury occurring. Generally, there is a high compliance rate of pet owners registering their dogs in the shire. However, many lost dogs that are impounded each year do not have current Council registration.

The number of cats registered in the shire is slowly increasing, but remains much lower than the number of dogs registered. The much lower rate of registrations results in very low identification and reunification rates for impounded cats. Despite most cats entering our pound being friendly, most are not reclaimed by owners and need to be rehomed. Cat identification and registration remains a key priority to improve reunification rates.

Council has a 24-hour holding facility within the municipality for any dogs and cats that cannot be re-united with their owner immediately. Officers aim to return as many dogs and cats as possible in the field without these animals entering a pound. Where a direct return is not possible, animals are generally held for 24 hours (except on weekends, public holidays, and high fire risk days) while Officers try to locate an owner to reclaim directly from Council.

Council partners with the Lost Dogs Home to provide shelter care and rehoming services for pets that Council have not successfully been reunited with owners locally.

## Data for the number of dog and cat registrations for the last four years



## Our Orders, Local Laws, Council Policies and Procedures

### Local Law:

General Purposes and Amenity Local Law No. 10 of 2013 – Division 3 Animal Control – Clause 42 regulates the number of dogs and cats that can be kept at a property without a permit depending on the land size.

### Council Policies and Procedures

- Annual registration renewal and reminder notices, including the setting of fees.
- Legislative requirement for registration of dogs and cats at the age of three months.
- A mandatory fee structure is set out in the Domestic Animals Act 1994 as a legislative requirement, and Council sets the fee amount through its annual budget process.

## Current Education and Promotion Activities

- Promotion of registration requirements through various communication methods, including Shire Life newsletter, local papers, community newsletters, council's website and social media channels.
- Mailing / emailing out animal registration renewal and reminder notices annually to currently registered animals, follow up phone calls, and property visits.
- Reduced registration incentive for owners who purchase dogs and cats from registered animal shelters.
- First year free desexed cat registration incentive.
- Information in new resident's kits.
- New pet registrations and registration renewals available online.

## Current Compliance Activities

- Requiring unregistered impounded animals to be microchipped and registered prior to release.
- Following up with owners who have adopted or purchased new pets.
- Investigating complaints.
- Issuing notices for animals found unregistered.
- Issuing infringements for animals found unregistered
- Prosecuting owners of unregistered animals where infringements remain unpaid and/or animals remain unregistered.
- After hours animal emergency service.

## Summary

Macedon Ranges Shire Council's priority is to return lost pets to their owners as quickly as possible. Council aims to increase the number of animals registered across the shire, emphasising increasing the number of cats registered. Feedback received during the consultation indicates that some pet owners do not see value in registering their pets. Council will continue working with key partners to promote the benefits of pet registration and introduce further incentives to encourage registration.



## Our Plans

**Objective:** Develop strategies in partnership with other agencies and organisations to increase Council registration and identification of dogs and cats.

Activity	Commence	Evaluation
Continue first year free registration initiative for desexed cats.	ongoing	Encourage cat desexing and registration by waving first year registration fees for desexed cats.
Introduce "1st free ride home" program.	2022 and ongoing	Develop and implement a fee waiver incentive program for impounded pets with current Council registration (conditions apply).
Partner with local veterinarians and other pet care providers to promote the benefits of pet registration.	2023	Develop information materials about Council's lost/found pet services and pet registration incentives for use by local veterinarians, dog trainers, and other pet care professionals servicing the community.
Pet registration enforcement checks via phone and home visits.	2022–25	Annual dedicated pet registration compliance checks targeting non-renewals and randomised door knocks for unregistered pets – aimed at increasing compliance with pet registration requirements.
Outreach activities to promote pet registration and responsible pet ownership	2022–25	Develop and implement a face-to-face outreach program for Officers to promote responsible pet ownership and benefits of pet registration. (E.g. at markets, dog training locations, events)

## 7. Responsible Pet Ownership and Reducing Nuisance

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(c)(i) - Outline programs, services and strategies to promote and encourage the responsible ownership of dogs and cats. - also addresses 68A(2)(a),(c)(ii),(c)(vi),(d),(f)

### Current situation

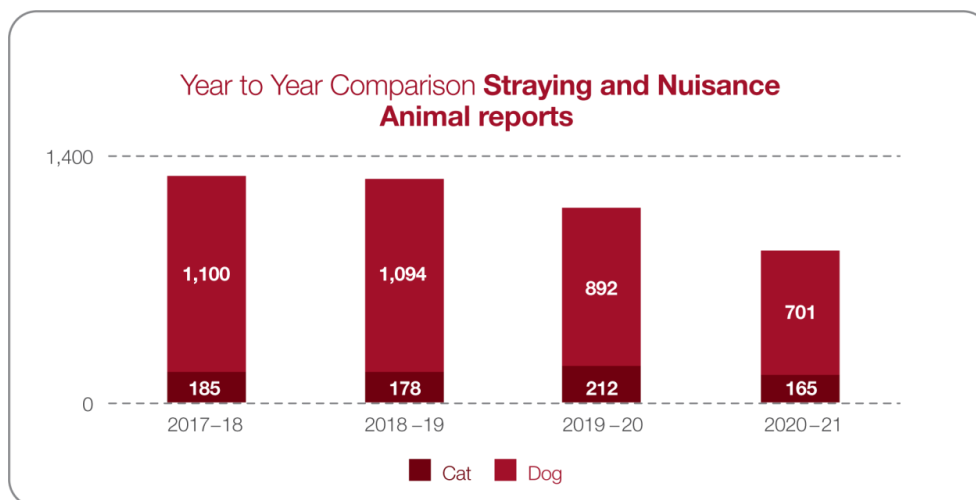
The purpose of the Domestic Animals Act 1994 is to promote animal welfare, the responsible ownership of dogs and cats, and the protection of the environment. The Act contains regulatory provisions to address dog and cat nuisances relating to noise, trespassing and wandering animals. The Macedon Ranges Shire's Local Law also has provisions that control animal nuisances such as limiting the number of cats and dogs that can be kept on any one property. The Local Law also defines, how any additional animals must be housed and the requirement for dog walkers to pick up their dog's waste when in public places.

Reports about nuisance issues from dogs and cats have decreased over the past four years. The sharpest decrease was over the past two years, which may be attributable to the COVID-19 pandemic and associated restrictions on movement. Simply, more pet owners were home with their pets, enabling better supervision and management of problem behaviours. However, through the community consultation for this plan, concerns about dog poo in public places and dogs not under effective control remain issues for the community. In addition there are still significant concerns about the impact of cats on wildlife, and mixed views about the cat curfew with some wanting it extended to 24 hours and others not wanting a curfew at all.

Dog on leash and effective control requirements came into operation from 1 January 2020, and the sunset to sunrise cat curfew from 1 July 2020 as part of the Council Dog and Cat Order 2019. While respondents to the DAMP consultation had a high level of awareness of the new requirements, the levels of awareness in the broader community who did not engage with the consultation remains unknown. Feedback indicates there is still non-compliance being observed by dog and cat owners, indicating the need for increased education and enforcement.

Due to shifting priorities responding to the COVID-19 pandemic, Council did not progress the second stage of implementation involving the installation of additional signs and a community education program. As we move into COVID normal, activities to support the implementation of the Order are planned. We also plan to review designated off leash and prohibited areas to determine suitability and opportunities for alterations.

The community has consistently called on Council to provide a 'pet friendly shire' with improved facilities for dogs as part of open spaces. This plan identifies the need for dedicated off leash dog parks and additional shared off leash areas to be considered as part of strategic open space planning. With an emphasis on recognising the physical, mental and social benefits that pets bring, it is important to find the right balance in resolving nuisance issues. Education remains a high priority to encourage responsible pet ownership and help community members solve nuisance issues early without the need for Council intervention.



## Our Orders, Local Laws, Council Policies and Procedures

### Council Order and Local Law

Council Dog and Cat Order 2019 made under sections 25 and 26(2) of the Domestic Animals Act 1994 came into operation from 2020 – established dog leashing and effective control requirements, designated off leash areas, the sunset to sunrise cat containment requirement, and designated prohibited areas for cats and dogs.

### General Purposes and Amenity Local Law No. 10 of 2013 – Division 1 – General Requirements

Clause 7 (1) A person using Council land or a road must comply with any conditions of use applied to that land or road by the Council and notified by way of signs e.g. dogs on lead signs

Division 3 – Animal Control

Clause 41 regulates how animals are kept to ensure amenity and prevent nuisance issues from occurring.

Clause 42 regulates the numbers of dogs and cats that can be kept at a property without a permit depending on the land size.

Clause 43 Animal Excrement – requires a dog owner to carry a litter device and collect and dispose of any animal excrement when on a road or council land.

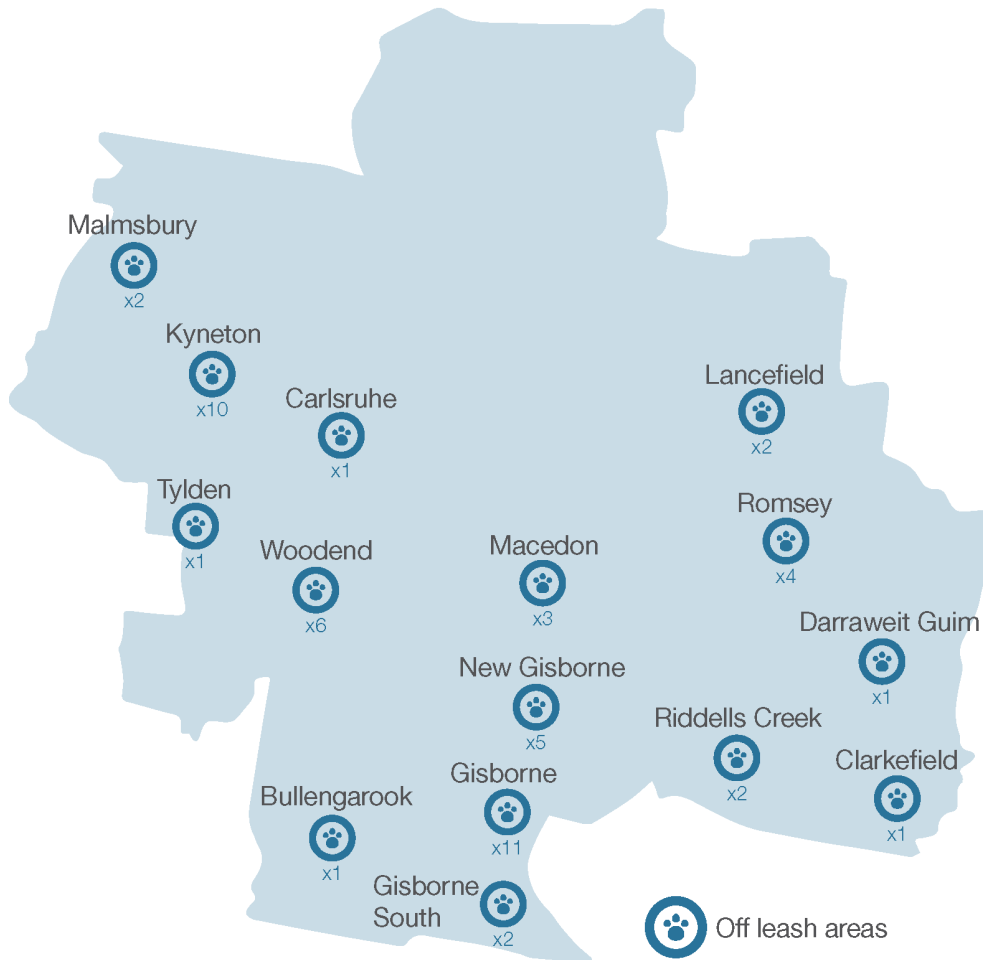
## Current Education and Promotion Activities

- Education about dealing with nuisance issues through various communication methods, including Shire Life newsletter, local papers, community newsletters, Council's website and social media channels.
- Extensive dog on and off leash area information available on Council's website, and printed maps at Council operated service and information centres.
- Promoting the cat trapping program.
- Providing information relating to cat containment and enrichment.
- Providing advice to owners and recommending they seek advice from professional dog trainers and animal behaviourists about dealing with nuisance issues such as barking, anxiety, and escaping.
- Encouraging the desexing of cats and dogs to reduce wandering.

## Current Compliance Activities

- Investigating nuisance complaints and ensuring minimal timeframes.
- Sending out barking dog formal complaint statements and barking dog logs. Deploying barking monitoring devices to corroborate the existence of a nuisance.
- Issuing notices to comply, notices of objection and infringements where necessary.
- Periodic targeted patrols at bushland reserves and off leash areas.
- Providing cat trapping programs to residents.
- Impounding wandering dogs and working with owners to address causes.
- Providing dog poo bags in key parks and reserves.

## Dog off leash areas



**\*Off leash areas** include zones and walking tracks. Some of the off leash areas are subject to conditions and restrictions. Please refer to the maps and listed areas on the Council website [www.mrsc.vic.gov.au/dogs](http://www.mrsc.vic.gov.au/dogs) in addition to signs installed at each of the off leash locations.

## Summary

Council aims to reduce nuisance issues in the shire by developing a range of programs, services and initiatives that support those who have pets enjoy the benefits they bring but also support the safety and amenity of all residents.

## Our Plans

**Objective 1:** Improve cat care and welfare to reduce nuisances and environmental impacts caused by cats.

Activity	Commence	Evaluation
Continue to raise public awareness about the benefits of containing cats for their welfare and protecting the environment.	2022–24	Develop and implement a dedicated communications plan aimed at educating the community about responsible cat ownership, cat containment, understanding cat behaviour, and improving cat welfare.
Promote anti-predation devices for cats (E.g. Birdsafe cat collars, cat bibs).	2022–23	Direct promotion to cat owners to increase use of anti-predation collar additions for cats when outdoors.
Review and update information materials for the cat trap hire program.	2022	Improve information materials provided with cat trap hire to ensure effective and humane use of Council provided traps.
Explore opportunities for interactive education with bushland reserve users. (E.g. user information boards, interactive signs, QR Codes to cat information)	2023–25	Identify bushland reserves for targeted education about cats and the environment.
Work in partnership with industry stakeholders to develop and introduce a low cost cat desexing and microchipping program.	Ongoing from 2022	Offer Council subsidised low-cost cat desexing and microchipping programs annually, and targeted discount vouchers throughout the year aimed at reducing feral / semi-owned cats.
Explore future expansion of the cat curfew to require 24-hour cat containment	2024-25	Assess the need for and effectiveness of expanding the current sunset to sunrise cat curfew to 24 hours, including consultation with the community and other Councils (who have implemented 24-hour curfews), to inform activities for inclusion in the next Domestic Animal Management Plan 2026-2030

**Objective 2:** Balance the needs of dog owners and the community to ensure community wellbeing, amenity and safety are enhanced. (Table continued on next page)

Activity	Commence	Evaluation
Continue to raise awareness about the Dog and Cat Control Order 2019 requirements for dogs in public places.	2022–23	Review and improve community signage for on leash, off leash, and effective control requirements. Patrols increased in selected areas.
Review schedules one and two of the Dog and Cat Control Order 2019.	2022–23	Conduct a review of designated off leash and prohibited areas – adjustments to be considered by Council for the Order
Review and update information materials for addressing dog barking nuisance.	2022–23	Improve information materials about Council’s barking nuisance process and self-help guidance for resolving barking issues.
Improve provisions for dogs in Council open spaces.	2022–24	Review off leash areas and frequently used dog walking trails to map existing dog friendly infrastructure - poo bag dispensers, bins, and dog drink stations. Identify areas of need and prioritise for future dog friendly infrastructure provisions.
Improve existing designated fenced off leash areas.	2022–24	Review designated off leash areas where there is existing fencing to identify and prioritise where the addition of gates or minimal fencing improvements can create secure off leash use.  Map fully enclosed off leash areas on Council’s website so dog owners can easily locate.
Implement strategies to reduce the impact of dog poo on amenity and the environment.	2023	Develop and implement a dedicated communications plan aimed at educating the community about responsible collection and disposal of dog poo and the impacts of dog poo on the environment.

(Table continued from previous page)

Activity	Commence	Evaluation
Explore opportunities to build purpose built dedicated dog parks.	2023–25	<p>In Council's Open Space Strategy, identify and prioritise suitable open spaces for development as purpose built dog parks.</p> <p>Ensure purpose built dog parks are considered in Precinct Structure Plans.</p> <p>Consider allocation of open space for purpose built dog parks in Development Plans for new estates.</p> <p>Prepare plans and capital works submissions for two dog parks if suitable locations are identified.</p>
Enhance in field education and enforcement capabilities.	2022 - 23	Expand mobile PinForce capabilities to issue on-the-spot warnings and infringements for animal offences.



# 8. Dog Attacks

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(c)(iii) - Outline programs, services and strategies to minimise the risk of attacks by dogs on people and animals

- also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

## Current Situation

Council Authorised officers are primarily responsible for investigating dog attacks on people and animals within Council’s jurisdiction and legislative authority. Other state authorities may have investigation responsibilities in the circumstances involving attacks related to hunting, attacks on wildlife, intentionally setting a dog to attack, or where attacks occur in State or National Parks.

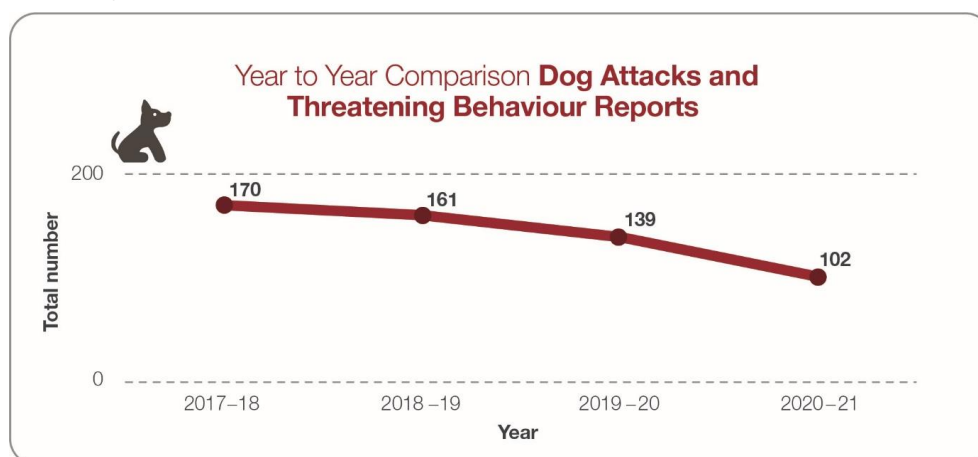
Minimising the risk of dog attacks is a key priority for Council as the safety of all members of the community is paramount. Council is committed to protecting and enhancing the community safety in relation to aggressive and inappropriately behaved dogs.

Officers respond to reports relating to dog attacks/rushes and aggressive wandering dogs as a matter of urgency 24-hours a day, every day throughout the year. Dog attacks are investigated thoroughly and officers are trained to collate all evidence relating to an attack to formulate a brief, which includes obtaining statements, photographs/video evidence, DNA evidence (where required) and vet/medical reports.

Through the active promotion of responsible pet ownership and early intervention for problem dogs, Council has seen a continued reduction in the number of dog attacks over the last four years. However, dog attacks on livestock and wildlife continue to be a problem in rural areas.

There is a clear link between dogs that are not adequately secured to the owner’s property and dog attacks. The majority of attacks occur when a dog is outside its property. In most cases, owners indicate to Officers that their dog had never shown aggression before.

Responsible pet ownership practices are critical in minimising dog attacks and keeping our community safe for people and animals.



# Our Orders, Local Laws, Council Policies and Procedures

## Council Order and Local Law:

Council Dog and Cat Order 2019 made under sections 25 and 26(2) of the Domestic Animals Act 1994 came into operation from 2020 – establishes dog leashing and effective control requirements

General Purposes and Amenity Local Law No. 10 of 2013 – Division 3 Animal Control – Clause 42 regulates the numbers of dogs and cats that can be kept at a property without a permit depending on the land size

Council Policies and Operational Procedures – Authorised Officers prioritise dog attack responses accounting for immediate and ongoing risks, and the need to preserve evidence. Initial contact from a Local Laws team member occurs the same day of the report to triage and determine an appropriate operational response.

## Current Education and Promotion Activities

- Education about minimising dog attacks through various communication methods, including Shire Life newsletter, local papers, community newsletters, council's website and social media channels.
- Providing information at Council offices and in new resident packs.
- Promoting the effective confinement and control of dogs.
- Promoting puppy/dog socialisation and obedience training.

## Current compliance activities

- Responding to all stray/wandering/unsecured dog reports throughout the Shire.
- After hours response to all reports of dogs attacking or showing aggression.
- Investigating all alleged dog attacks and rushes.
- Ensuring suspected attacking dog/s are effectively secured or seized pending investigation/prosecution outcome.
- Impounding wandering/unsecured dogs and working with owners to resolve the cause.
- Issuing warnings/infringements for wandering or unsecured dogs.
- Prosecuting and/or declaring dogs that bite or attack.
- Recording data of reported dog attacks in the municipality.

## Summary

Minimising the risk of dog attacks on people and animals in the shire is a key community safety program.

## Our Plans

**Objective:** To minimise the incidence of dog attacks in the community

Activity	Commence	Evaluation
Promote prosecution outcomes for dog attacks to act as a general deterrent.	ongoing	Work with Council's communications team to ensure timely and broad communication of prosecution outcomes to the community.
Continue to pursue formal declarations and/or court prosecutions for dogs involved in serious or repeated instances of rushes or attacks.	ongoing	In accordance with Council's Compliance and Enforcement Policy, take appropriate legal action to ensure community risk is reduced, specific deterrence is achieved, and that dogs involved in attacks are effectively controlled and contained.
Local Laws Officers will work directly with owners of higher risk dogs to reduce escalation of behaviours leading to dog bites/attacks.	2023 and ongoing	Further develop and implement early intervention strategies and tools for use by Officers to directly support dog owners in addressing behavioural issues that can lead to attacks.

## 9. Dangerous, Menacing and Restricted Breed Dogs

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(c)(vii) - Outline programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations.

- also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

### Current situation

Council has five declared menacing dogs, and six declared dangerous dogs currently registered within the Shire. There are no restricted breed dogs registered.

Declared menacing dogs are those that have been declared by Council due to inflicting a non-serious bite to a person or animal, or having rushed up to a person or chased a person in an aggressive manner.

Owners of menacing dogs must abide by conditions specified by Council, being the dog is muzzled and leashed when outside the premises of its owner at all times.

Declared dangerous dogs are those that have been declared by Council due to biting or attacking and causing serious injury to an animal or person, or a dog that was declared menacing and its owner did not comply with the imposed requirements on two or more occasions. A dog that is kept for guarding non-residential premises is also defined as a dangerous dog.

Owners of dangerous dogs must abide by specific regulations in particular; secure enclosures, secure perimeter fencing for guarding dogs, warning signs on premises, wearing its prescribed dangerous dog collar at all times and being muzzled and on leash in public.

Council carefully considers whether to declare a dog menacing or dangerous. The declaration depends on the incident(s) that the dog has been involved in and the risk that the dog poses to the community. Fees for menacing and dangerous dogs are set considerably higher than other dog registration fees.

## Our Orders, Local Laws, Council Policies and Procedures

Owners of dogs that are proposed to be declared menacing or dangerous are entitled to provide a written submission or appear in person to be heard by an independent panel of council officers. Terms of reference are in place to establish consistency and procedural fairness in how declaration hearings are conducted.

## Current Education and Promotion Activities

- Information provided at Council offices and website.
- Liaise with dog owners relating to legislation requirements and any changes/updates.

## Current compliance activities

- Investigate and respond promptly to complaints about menacing or dangerous dogs.
- Ensuring all declared dogs are registered on the Victorian Dangerous Dog Registry
- Conducting annual inspections on premises housing declared dogs to ensure compliance
- Dog declarations made where applicable
- Prosecution/Infringements issued for any determined breach

## Summary

Council's priority is to protect the community from menacing and dangerous dogs.

## Our Plans

**Objective:** Ensure declared dogs are compliant to relevant legislation and regulations.

Activity	Commence	Evaluation
Pro-active engagement approach with owners of declared dangerous dogs to support them in meeting their legal obligations	ongoing	Continue annual audits for declared dangerous dogs as part of the registration renewal process, ensuring owners understand compliance requirements, non-compliance issues are detected and rectified, and enforcement action taken for offences.
Pro-active engagement approach with owners of declared menacing dogs to encourage behaviour modification and improve management.	2023	Develop incentive program for owners of declared menacing dogs to undertake a tailored behaviourist training program and management plan.

# 10. Overpopulation and high euthanasia

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(c)(iv) - Outline programs, services and strategies to address any over population and high euthanasia rates for dogs and cats.

- also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

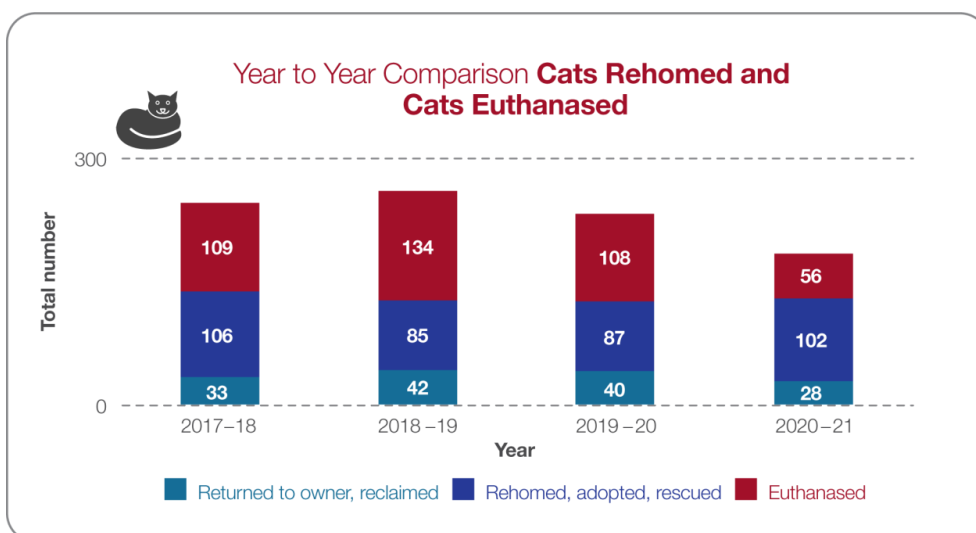
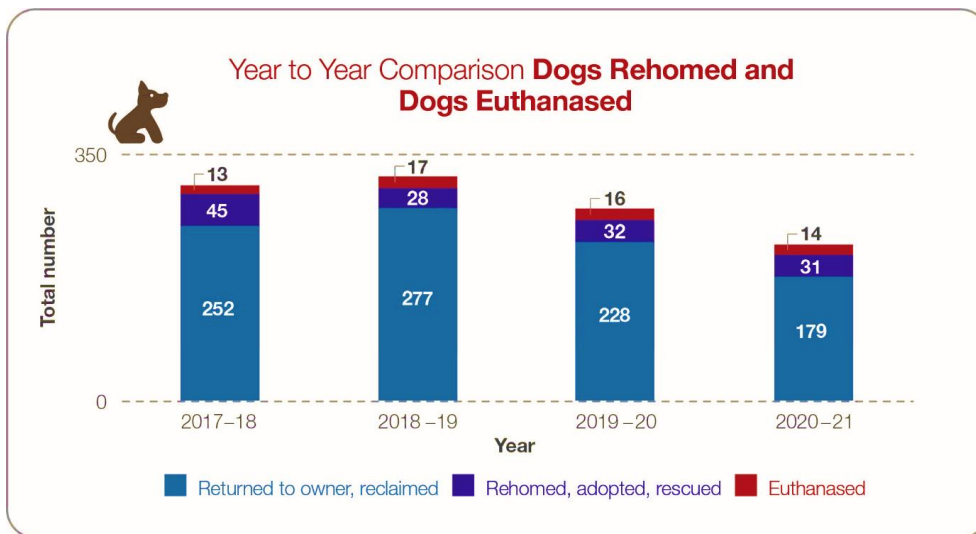
## Current Situation

Council's initial priority is to return all animals to their owner so they can avoid a trip to the pound. We have had great success in returning dogs home, while cats have relatively low owner return rates due to lack of identification.

Council is committed to re-homing dogs and cats that are not claimed by their owners and works with a range of partners to provide these animals with a second chance. When it is not possible to return the animal and it is not reclaimed from the pound, then all attempts are made to re-home the animal. As a result rehoming rates remain consistent, and euthanasia rates are very low. Cat re-homing rates and euthanasia rates are slowly improving.

Providing information about the benefits of desexing, microchipping, registration and containing dogs and cats are key components in reducing the numbers of unwanted cats and dogs.

Overpopulation of cats and unowned community cats continue to be of concern in the shire and are priority areas for council to address. Feedback from the consultation process confirms this with strong support from the community to introduce a council subsidised low cost desexing program for cats. However, there is less concern regarding the overpopulation of dogs in the shire. Therefore, this is not considered an issue that council needs to prioritise for dogs, except for when there are compliance/welfare issues.





# Our Orders, Local Laws, Council Policies and Procedures

## Local Law

General Purposes and Amenity Local Law No. 10 of 2013 – Division 3 - Animal Control – Clause 42 regulates the numbers of dogs and cats that can be kept at a property without a permit depending on the land size.

## Current Education and Promotion Activities

- Promoting benefits of desexing and encouraging through registration incentives.
- Promoting adoptions and encouraging through registration incentives.
- Promoting appropriate pet selection.
- Promoting cat containment and enrichment.
- Promote Council's cat trapping program.

## Current compliance activities

- Cat trapping program.
- Investigating unregistered breeding establishments and animal hoarding issues.
- Enforcing the Local Law relating to the number of cats/dogs on a property.
- Assessing excess animal permit applications, factoring in the number of entire/desexed animals.

## Summary

Council is committed to reducing the number of unwanted cats and dogs in the community by reducing incoming numbers and improving reclaim and adoption outcomes.

## Our Plans

**Objective:** Reduce the number of unwanted cats and dogs in the community by reducing incoming numbers and improving reclaim and adoption outcomes.

Activity	Commence	Evaluation
Work in partnership with industry stakeholders to develop and introduce a low-cost cat desexing and microchipping program.	Ongoing from 2022	Offer Council subsidised low-cost cat desexing and microchipping programs annually, and targeted discount vouchers throughout the year aimed at reducing unwanted cats and associated impound rates.
Work with local veterinarians and pet owners to help reunite lost pets quickly.	Ongoing	Enhance partnerships with veterinary practices to aid in contacting pet owners to retrieve identifiable lost pets, and providing support to owners with addressing repeated escaping.
Continue program to prioritise reclaims and release of pets locally.	Ongoing	Officers will make every effort to identify owners to return pets home or arrange reclaim from Council facilities (conditions apply).
Ensure photos and information about stray pets impounded with Council's pound contractor are publically available to aid owners with locating lost pets.	Ongoing	Ensure it is a condition for contracted pound services that the provider has photos of impounded pets publically available online.  Ensure Council's lost pet information provides a link to the contractor's impounded pet pages.

# 11. Domestic Animal Businesses

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(c)(ii) - Outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation.

- also addresses 68A(2)(a),(c)(i),(d),(f)

## Current situation

Domestic Animal Businesses (DABs) are animal shelters, pet shops, animal breeding and/or rearing establishments, boarding and/or training facilities. There are 12 registered Domestic Animal Businesses in the Shire. Registered domestic animal businesses are audited annually as well as on receipt of complaints.

Council is committed to a high standard of animal welfare and aims to ensure that all domestic animal businesses comply with relevant standards and codes. Council is also committed to identifying unregistered Domestic Animal Businesses operating within the shire and taking appropriate regulatory action to ensure compliance is achieved.

Legislative changes and the introduction of the Victorian Pet Exchange Register (PER) provide greater transparency for breeders operation in the shire. Council Authorised Officers are responsible for regulating breeding activities to ensure they are operating lawfully and must report to the Victorian Government about Domestic Animal Businesses annually.

## Our Orders, Local Laws, Council Policies and Procedures

Enforcement of the legislative requirements of the Domestic Animals Act 1994 and relevant Codes of Practice.

### Local Law and Planning

General Purposes and Amenity Local Law No. 10 of 2013 – Division 3 Animal Control – Clause 42 regulates the numbers of dogs and cats that can be kept at a property without a permit depending on the land size.

Planning and Environment Act 1987 and the Macedon Ranges Shire Council Planning Scheme – regulates the use and development of land (including land used to keep, breed, board, or train domestic animals).

## Current Education and Promotion Activities

- Providing information to registered domestic animal businesses.
- Promoting Victorian Government information and codes of practices.
- Advertising new legislation amendments.

## Current compliance activities

- Annual registration of Domestic Animal Businesses.
- Annual and random auditing of Domestic Animal Businesses, both scheduled and unscheduled.
- Investigating suspected or reported unregistered domestic animal businesses.
- Liaison between Local Laws and Statutory Planning Officers to assist with permit requirements and ensure planning conditions are adhered to.
- Issuing/enforcing of infringement notices/notice to comply, or prosecuting for offences.

## Summary

Council is committed to protecting the welfare of animals through working with Domestic Animal Businesses to comply with the relevant standards and effective enforcement for non-compliant businesses.

## Our Plans

**Objective:** Ensure all domestic animal businesses are compliant with relevant legislation and codes of practice

Activity	Commence	Evaluation
Continued pro-active engagement with owners / proprietors of registered Domestic Animal Businesses to support them in meeting their legal obligations.	ongoing	Annual provision of self-audit tools for registered DABs as part of renewal process.  Regular audits by Local Laws Officers aimed at ensuring proprietors understand compliance requirements, non-compliance issues are resolved, and offences are pursued legally.
Improved surveillance and targeted enforcement activities focused on unregistered and non-compliant Domestic Animal Breeding and Rearing Businesses.	2021–25	Deter illegal breeding activities in the Shire through interdepartmental and interagency collaboration in permit processing, investigation, and compliance activities.  Monitor Pet Exchange Register data, dog and cat advertisements, and share intelligence with other agencies to detect illegal breeding in the Shire.
Ensure dog training establishments are registered as Domestic Animal Businesses.	2022	Reach out to local dog trainers and puppy pre-schools to ensure registrations are current (if required).

## 12. Other Matters – Supporting the Community in Emergencies

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(e) - Provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks is necessary

### Current Situation

Council recognises the physical, mental and social benefits that pets bring and the link between enabling pet owners to keep their pets close to them or knowing that they are safe when confronted with a crisis. These situations include emergency incidents such as a house fire or bushfire, family violence or health issues. Council is committed to supporting community members through these situations by thorough emergency management planning, partnering with relevant agencies to prevent family violence and working with established networks to enable community members to remain living independently in their homes.

Council can support community members in times of crisis by working with our partners to coordinate the transport of animals, temporary boarding of animals and veterinary care if required. We know that by doing this residents can focus on other important issues knowing that their pet is safe.

Council has an Emergency Animal Plan that may be enacted in larger emergencies that helps residents and emergency personnel manage pets and livestock.

Council can temporarily accommodate pets at Emergency Relief Centres, and Local Laws officers are trained to assist residents and their pets at these centres. In addition, the council has programs in place to assist vulnerable members of the community with their pets when experiencing family violence or other personal crises.

### Our Orders, Local Laws, Council Policies and Procedures

Emergency Animal Plan is a sub-plan of the Municipal Emergency Management Plan.

## Current Education and Promotion Activities

Council provides education and promotion about including pets in personal fire plans through various communication methods such as Shire Life newsletter, local papers, community newsletters, council's website and social media channels.

## Summary

Council is committed to providing support to community members in times of need so that their pets are safe and well cared for.

## Our Plans

**Objective:** Support community members who in times of need require assistance in providing care for their pets

Activity	Commence	Evaluation
Continue to support vulnerable members of the community with temporary animal boarding and care.	ongoing	Provide individualised support and/or facilitate temporary boarding for animals to assist pet owners experiencing an emergency, personal crisis, or family violence situation (single incident).
Building emergency preparedness – planning for pets in emergencies	2023 - 2024	Develop a communications plan aimed at building community capabilities to plan for pets in emergencies.
Review Council's Emergency Animal Plan	2023	Review and update Council's Emergency Animal Plan to ensure pet owners are supported during emergency events.

## 13. Other Matters – Promoting Council’s Animal Services

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(e) - Provide for the review of any other matters related to the management of dogs and cats in the Council’s municipal district that it thinks is necessary

### Our Orders, Local Laws, Council Policies and Procedures

Council does not currently have any policies or communication plans specifically promoting responsible animal ownership and Council’s animal services in the community.

### Current Education and Promotion Activities

Education and promotion about responsible animal ownership and services are done on an ad-hoc basis without an over-arching communications plan to drive behaviour change. Communications are currently done through the Shire Life newsletter, local papers, community newsletters, Council’s website and social media channels. Local Laws Officers also do direct education with residents and pet owners through service interactions. However, feedback indicates there is a lack of information available through Council, leading to a lack of knowledge, or in some cases a misunderstanding, about animal services provided.



## Summary

Through improved communications to the community, Council has an opportunity to increase transparency about its animal services, enhance Council’s reputation in leading good animal welfare and management practices, and improve responsible pet ownership outcomes.

## Our Plans

**Objective:** Improve Council’s public education and communications about responsible animal ownership and animal services

Activity	Commence	Evaluation
Raise community awareness about Council’s animal services, responsible pet ownership, pet behaviour, and animal welfare.	2022–25	Develop and implement a dedicated pet communications plan with regular and consistent messaging using a variety of platforms and methods shown to drive behaviour change. Ensure a variety of mediums to enable broad community reach.

# 14. Annual Review of Plan and Annual Reporting

Legislative Context – Domestic Animals Act 1994, Section 68A(3) Every Council must—

- (1) review its domestic animal management plan annually and, if appropriate, amend the plan
- (2) provide the Department of Economic Development, Jobs, Transport and Resources Secretary with a copy of the plan and any amendments to the plan
- (3) publish an evaluation of its implementation of the plan in its annual report.

## Our Plans

**Objective:** Review the Domestic Animal Management Plan to ensure it is current and meets the needs of the community

Activity	Commence	Evaluation
Review the plan annually and amend where necessary	Annually	Annual review conducted and amendments made where necessary.
Include information in the council annual report about activities implemented	Annually	Information included in annual report

# Appendix 1 – General Purpose and Amenity Local Law No. 10 of 2013

## Division 1 – General Requirements

### 7. General Requirements applying to the use of Council Land and Roads

- (1) A person using Council land or a road must comply with any conditions of use applied to that land or road by the Council and notified by way of signs, conditions of entry or conditions of membership.

## Division 3 – Animal Control

### 41. Keeping Animals

- (2) A person keeping animals on land must not allow any animal to:
- (a) cause a nuisance to any other person because of noise, smell or any other condition;
  - (b) damage any flora or fauna on the land;
  - (c) pollute any drain, gutter, watercourse or water catchment on or through that land; or
  - (d) cause the invasion or spread of noxious or environmental weeds on or from that land.

**Penalty: 10 Penalty Units**

- (3) A person providing housing for animals kept on land must ensure that a nuisance or offensive condition is not caused to adjoining land and that:
- (a) animal housing is:
    - (i) constructed and maintained to the satisfaction of the Authorised Officer;
    - (ii) kept clean and sanitary at all times;
    - (iii) located at a distance from dwellings on other land to the satisfaction of the Authorised Officer;
    - (iv) located at a distance from any property boundary to the satisfaction of the Authorised Officer;
  - (b) food is kept in fly and vermin proof buildings or containers other than baled, rolled, sheaf hay or silage; and

- (c) the land is kept free of materials, refuse and vegetation that may harbour or attract rats, mice or other vermin.

**Penalty: 10 Penalty Units**

- (4) A person must not feed or encourage the presence of feral, stray or pest animals or allow such animals access to food on the land on which animals are kept.

**Penalty: 5 Penalty Units**

## 42. Limits on Numbers of Animals

- (5) A person must obtain a permit to keep animals in excess of the numbers permitted or to keep animals on land less than the area prescribed as follows:

### Dogs and cats

- On land up to 4,000 square metres (1 acre) - 2 dogs and 2 cats
- On land greater than 4,000 square metres (1 acre) - 4 dogs and 4 cats.

### Roosters

- Less than 4,000 square metres (1 acre) - 0.

### Pigs or piglets

- Less than 10,000 square metres (2.5 acres) – 0.

### Farm animals

- Less than 2,000 square metres (0.5acre) – 0 unless sub-clause (2)(c) applies.

**Penalty: 20 Penalty Units**

- (6) The requirement to obtain a permit under sub-clause (1) does not apply if:
- (a) the number of animals to be kept on land is because of a commercial undertaking on the land and the use is authorised under the Planning Scheme or a permit has been obtained under the Planning Scheme;
  - (b) the dogs are kept for working stock on farm land which is greater than 40 hectares; or
  - (c) farm animals are on the land for not more than 1 month and are being used for fire prevention or weed management purposes.

## 43. Animal Excrement

- (7) A person in charge of an animal must not allow any part of that animal's excrement to remain on any road or Council land and must immediately collect and dispose of the excrement.

**Penalty: 10 Penalty Units**

- (8) A person in charge of an animal on any road or Council land must carry sufficient litter devices to collect and dispose of animal excrement and must produce them on request to an Authorised Officer.

**Penalty: 5 Penalty Units**

#### **44. Effective fencing and confinement of farm animals**

- (9) An owner or occupier of land must ensure that the land on which a farm animal is kept is adequately fenced or confined in a satisfactory condition to ensure that the type of farm animal kept on the land cannot escape from it.

**Penalty: 10 Penalty Units**

- (10) If a farm animal is found at large outside the land of the owner or not securely confined to the owner's land between sunrise and sunset, the owner is guilty of an offence.

**Penalty: between sunrise and sunset - 10 Penalty Units**

- (11) If a farm animal is found at large outside the land of the owner or not securely confined to the owner's land between sunset and sunrise, the owner is guilty of an offence.

**Penalty: between sunset and sunrise - 20 Penalty Units**



# Quarterly Report

1 October to December 2021



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

The Quarterly Report comprises the following sections.

- SECTION 1 Financial Statements**
- SECTION 2 Capital Works Progress Report**
- SECTION 3 Council Plan Actions - Progress Report**
- SECTION 4 Risk Management Report**
- SECTION 5 Implementation of Council Resolutions**
- SECTION 6 People Culture & Performance Report**
- SECTION 7 Governance Schedule**
- SECTION 8 Councillor Expenditure**
- SECTION 9 Councillor Activities in the Community**



Quarterly Report – October to December 2021

# SECTION 1

## Financial Statements

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

<i>Summary of Financial Results</i>	<i>Commentary on budget variances for operational revenue and expenditure and capital revenue and expenditure</i>
<i>Income Statement</i>	<i>Summary of year to date financial performance against budget</i>
<i>Balance Sheet</i>	<i>Balance of assets, liabilities and equity as at the reporting date</i>
<i>Capital Works Statement</i>	<i>Summary of year to date capital expenditure by asset type</i>
<i>Financial Reserves</i>	<i>Summary of balances and movement in Council reserves</i>
<i>Investments</i>	<i>Summary of investments by institution with rate and maturity date</i>
<i>Mid-Year Budget Review</i>	<i>Material projected differences to budget</i>
<i>Statement from CEO</i>	<i>Section 97 (3) Local Government Act 2020 legislative requirements</i>



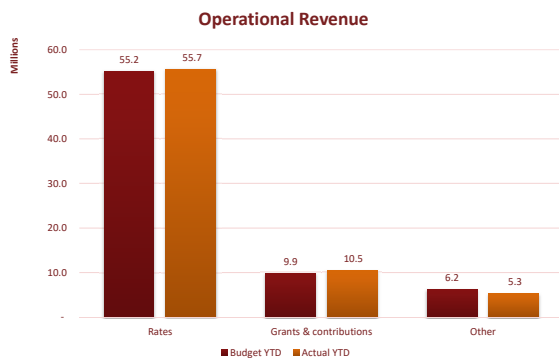
## Summary of Financial Results 6 months ended 31 December 2021

The Income Statement shows that an operating surplus of \$15.15m was recorded for the six months of the financial year to 31 December 2021. In accordance with accounting standards, all rates income is recognised at the start of the financial year when the rates are struck. This results in Council having a large surplus at the start of the year which reduces as the year progresses, as expenditure is incurred more evenly throughout the year.

Overall the operating surplus for the half year is \$15.78m unfavourable to budget. This is due mainly to the expenditure of \$14.1m on contractors for the June 2021 storm recovery. Capital expenditure totalled \$10.4m for the half year which was \$18.3m under budget.

The Council remains in a strong financial position for the financial year to 31 December considering the outlay of over \$18m on the June 2021 storm recovery.

Below is a summary of the income and capital works statements compared to budget. Please see the financial statements on the following

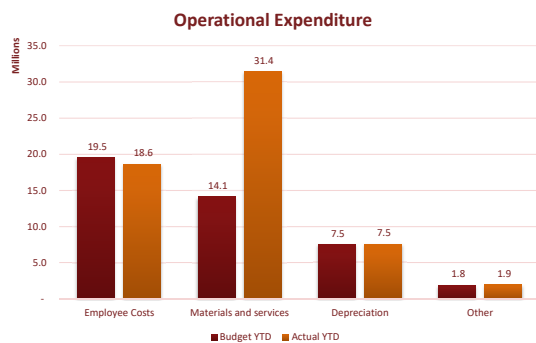


**Key budget variances:**

**Rates and charges:** Actual income of \$55.7m is in line with budget for the six months to 31 December 2021.

**Grants & Contributions:** Income is \$0.7m ahead of budget for the 6 months to December 2021. This is due to the timing of the receipt of grant funding.

**Other:** Planning and Engineering fees were higher than anticipated offsetting lower user fees from Arts & Culture and Aquatics.



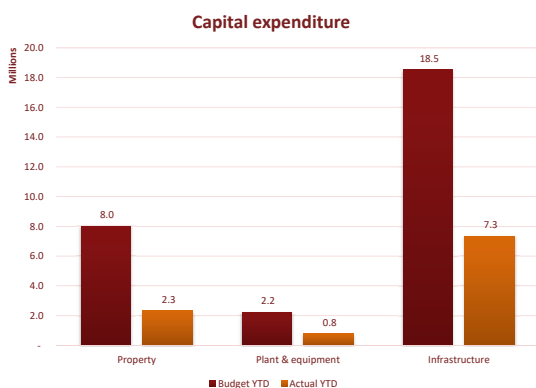
**Key budget variances:**

**Employee costs:** Expenditure of \$18.6m is less than budget for the six months to 31 December 2021 due to vacant positions throughout the organisation.

**Materials and services:** Expenditure of \$31.4m is unfavourable to budget for the six months to 31 December 2021 due mainly to the June storm event (\$14.1m). These costs are in the process of being reimbursed from the Victorian State Government.

**Depreciation:** Depreciation of \$7.5m is within budget.

**Other:** Other expenditure of \$1.9m is slightly unfavourable to budget for the six months to 31 December 2021.



**Key budget variances:**

**Property:** Expenditure of \$2.3m is under budget of \$8m as most projects are in the planning phase of delivery.

**Plant and equipment:** Plant purchases of \$0.8m is lower than budget of \$2.2m due to the lack of availability of new replacement plant as a result of Covid-19.

**Infrastructure:** Expenditure of \$7.3m is below the budget of \$18.5m, as works are still being delayed due to Covid-19 and the availability of contractors and materials.

## INCOME STATEMENT

### 6 months ended 31 December 2021

	2021/22 December YTD Adjusted Budget* \$'000	2021/22 December YTD Actuals \$'000	2021/22 December YTD Variance \$'000
<b>Income</b>			
Rates and charges	55,152	55,661	509
Statutory fees and fines	1,829	2,732	903
User fees	3,536	1,800	(1,736)
Grants - operating	7,118	8,076	958
Grants - capital	2,582	2,226	(356)
Contributions - monetary	191	188	(3)
Other income	864	801	(63)
<b>Total income</b>	<b>71,272</b>	<b>71,484</b>	<b>212</b>
<b>Expenses</b>			
Employee costs	19,473	18,580	893
Materials and services	14,078	31,384	(17,306)
Depreciation and amortisation	7,459	7,499	(40)
Borrowing costs	78	76	2
Other expenses	1,749	1,838	(89)
<b>Total expenses</b>	<b>42,837</b>	<b>59,377</b>	<b>(16,540)</b>
<b>Surplus/(deficit) Ex other adjustments</b>	<b>28,435</b>	<b>12,107</b>	<b>(16,328)</b>
<b>Other adjustments</b>			
Contributions - non monetary	2,500	2,986	486
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	-	58	58
(Increase)/decrease in provision for landfill liability	-	-	-
<b>Total surplus/(deficit)</b>	<b>30,935</b>	<b>15,151</b>	<b>(15,784)</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 \$15.15m is \$15.78m unfavourable to budget. The main reason for this variance is the cost of clean up for the June 2021 storm event (\$14.1m), most of this expenditure will be reimbursed by the Victorian State Government. The financial summary provides an explanation of key variances to budget.

\* This column represents the adjusted budget which is the adopted budget.

**BALANCE SHEET**

As at 31 December 2021

	2021/22 December Adjusted Budget* \$'000	2021/22 December Actuals \$'000	2021/22 December Variance \$'000
<b>Current assets</b>			
Cash and cash equivalents	13,424	26,498	13,074
Trade and other receivables	34,582	35,856	1,274
Other financial assets	4,011	1,000	(3,011)
Right of use assets	357	357	-
Other assets	18	111	93
<b>Total current assets</b>	<b>52,392</b>	<b>63,822</b>	<b>11,430</b>
<b>Non-current assets</b>			
Other financial assets	21	21	-
Investment in Regional Library	1,223	1,353	130
Property, infrastructure, plant and equipment	1,136,303	1,148,098	11,795
Right of use assets	583	583	-
Investment property	2,856	2,566	(290)
Intangible assets	479	553	74
<b>Total non-current assets</b>	<b>1,141,465</b>	<b>1,153,174</b>	<b>11,709</b>
<b>Total assets</b>	<b>1,193,857</b>	<b>1,216,996</b>	<b>23,139</b>
<b>Current liabilities</b>			
Trade and other payables	4,245	13,582	(9,337)
Trust funds and deposits	5,490	7,781	(2,291)
Provisions	6,233	7,139	(906)
Interest-bearing loans and borrowings	685	508	177
<b>Total current liabilities</b>	<b>16,653</b>	<b>29,010</b>	<b>(12,357)</b>
<b>Non-current liabilities</b>			
Provisions	5,016	5,230	(214)
Interest-bearing loans and borrowings	11,272	3,262	8,010
<b>Total non-current liabilities</b>	<b>16,288</b>	<b>8,492</b>	<b>7,796</b>
<b>Total liabilities</b>	<b>32,941</b>	<b>37,502</b>	<b>(4,561)</b>
<b>Net assets</b>	<b>1,160,916</b>	<b>1,179,494</b>	<b>18,578</b>
<b>Equity</b>			
Accumulated surplus	682,279	672,980	9,299
Reserves	478,637	506,514	(27,877)
<b>Total Equity</b>	<b>1,160,916</b>	<b>1,179,494</b>	<b>(18,578)</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 December 2021 is \$1,179m which is \$18.6m higher than budget. This is due to lower capital expenditure than anticipated at this time of the year.

\* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2020/21.

## CAPITAL WORKS STATEMENT

### 6 months ended 31 December 2021

	2021/22 December Adjusted Budget* \$'000	2021/22 December Actuals \$'000	2021/22 December Variance \$'000
<b>Property</b>			
Land and land improvements	0	0	0
Buildings and building improvements	7,999	2,323	5,676
<b>Total property</b>	<b>7,999</b>	<b>2,323</b>	<b>5,676</b>
<b>Plant and equipment</b>			
Plant, machinery and equipment	1,662	563	1,099
Computers and telecommunications	568	190	378
<b>Total plant and equipment</b>	<b>2,230</b>	<b>753</b>	<b>1,477</b>
<b>Infrastructure</b>			
Roads	6,871	2,815	4,056
Bridges	1,382	119	1,263
Footpaths and Cycleways	2,700	790	1,910
Drainage	691	98	593
Recreational, leisure and community facilities	3,581	606	2,975
Parks, open space and streetscapes	1,299	869	430
Other infrastructure	1,987	2,036	(49)
<b>Total infrastructure</b>	<b>18,511</b>	<b>7,333</b>	<b>11,178</b>
<b>Total capital works expenditure</b>	<b>28,740</b>	<b>10,409</b>	<b>18,331</b>

Capital works expenditure is under budget by \$18.3m at 31 December 2021.

\* This column represents the year to date adjusted budget which is the adopted budget plus Council approved budget forwards from 2020/21.

**FINANCIAL RESERVES**

As at 31 December 2021

	Balance 01 July 2021	Transfers to Reserve	Transfer from Reserve	Balance 31 December 2021
<b>Discretionary Reserves</b>				
Plant Replacement	1,477,851	663,126	384,106	1,756,871
Asset Conversion	744,372	-	-	744,372
Commercial Development	3,236,848	-	-	3,236,848
Gravel Pit Operations	673,875	-	-	673,875
Hanging Rock	427,099	-	-	427,099
Maintenance Senior Citizens Accommodation	275,894	-	-	275,894
Debt Repayment	491,470	400,000	-	891,470
<b>Total Discretionary Reserves</b>	<b>7,327,409</b>	<b>1,063,126</b>	<b>384,106</b>	<b>8,006,429</b>
<b>Statutory Reserves</b>				
Public Open Space - South	1,743,943	185,000	-	1,928,943
Public Open Space - East	900,564	250,000	-	1,150,564
Public Open Space - Central	1,008,933	79,500	-	1,088,433
Public Open Space - West	98,863	72,500	-	171,363
<b>Public Open Space</b>	<b>3,752,303</b>	<b>587,000</b>	<b>-</b>	<b>4,339,303</b>
Community Facilities - South	-	-	-	-
Community Facilities - East	222,042	-	-	222,042
Community Facilities - Central	17,697	-	-	17,697
Community Facilities - West	158,306	193,214	-	351,520
<b>Community Facilities</b>	<b>398,045</b>	<b>193,214</b>	<b>-</b>	<b>591,259</b>
Car Parking	135,600	-	-	135,600
Planning Roadworks	531,180	-	-	531,180
Drainage	699,157	18,571	-	717,728
Gisborne Development Contributions Plan	1,038,867	240,084	-	1,278,951
Romsey Development Contributions Plan	58,547	17,560	-	76,107
Planning Footpath Works	142,362	-	-	142,362
<b>Total Statutory Reserves</b>	<b>6,756,061</b>	<b>1,056,429</b>	<b>-</b>	<b>7,812,489</b>
<b>GRAND TOTAL</b>	<b>14,083,470</b>	<b>2,119,555</b>	<b>384,106</b>	<b>15,818,919</b>

**INVESTMENTS HELD**

As at 31 December 2021

Institution	Non Fossil fuel *	Percentage of Total investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
<b>At call investments</b>							
NATIONAL AUSTRALIA BANK LTD	No	92.72%	At Call Account	\$ 12,736,332	0.30%		
<b>Short term investments</b>							
MEMBERS EQUITY BANK	Yes	7.28%	Term Deposit	\$ 1,000,000	0.45%	6/04/2021	6/04/2022
<b>Total Investments</b>				<b>\$ 13,736,332</b>			
<b>Total % of Non Fossil Fuel Lending Institutions</b>					<b>7%</b>		

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

## Mid Year Budget Review Summary

### Key Variances to budget identified in December 2021 Review:

#### Additional Income/Expense Savings:

Rates income	(1)	\$205,000	
Statutory Planning Fees	(2)	\$100,000	
Engineering & Resource Recovery	(3)	\$300,000	
Building Services	(4)	\$100,000	
Work cover	(5)	\$200,000	
Salaries	(6)	\$936,000	
Covid Budget	(7)	\$280,000	
Other Projects (Infrastructure)	(8)	\$110,000	
Roads Program	(9)	\$492,041	
Footpath program	(10)	\$302,590	
			\$3,025,631

#### Additional Expenses/Income Reduction:

Transfer Station Operations	(11)	-\$500,000	
Interest Revenue	(12)	-\$100,000	
Insurance	(13)	-\$200,000	
Aquatic & Leisure	(14)	-\$931,000	
Corporate & Community Services	(15)	-\$100,000	
Information Services	(16)	-\$295,000	
Strategic Planning	(17)	-\$677,155	
Emergency Management	(18)	-\$265,000	
Storm Recovery - Temporary positions	(19)	-\$126,600	
			-\$3,194,755

Net other minor budget variances identified in review	(20)	\$	67,418
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<b>Net Budget Variance identified in mid-year review</b>		<b>-\$</b>	<b>101,706</b>
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Remaining budget surplus from 2020/21		\$	375,628
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<b>Forecast surplus/(deficit) for the 2021/22 budget</b>		<b>\$</b>	<b>273,922</b>
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#### Notes:

- (1) Additional rates income generated since the rates were struck.
- (2) Higher fees received for permit fees
- (3) Additional asset protection and plan checking fees
- (4) Additional certificate and lodgement fees
- (5) The work cover insurance premium is lower than expected due to lower claims.
- (6) Vacant positions, delay in filling positions across the organisation
- (7) Carried forward budget not required. Changes in State Government conditions has allowed businesses to open for trade.
- (8) Delays to projects, design work being undertaken in current year and construction in following year, contractors not being able to deliver projects from either a shortage of staff, inflated pricing for materials and lack of materials.
- (9) Several tenders for road projects have come in under budget.
- (10) Delays to projects, design work being undertaken in current year and construction in following year, contractors not being able to deliver projects from either a shortage of staff, inflated pricing for materials and lack of materials.
- (11) Higher volumes of waste being received, higher landfill and transport costs. Higher volume of green waste to process.
- (12) Currently receiving low rates on investments. Also impacted by funding unbudgeted storm recovery expenditure.
- (13) The insurance premium is higher than expected.
- (14) Services have been impacted by Covid, resulted in closures/restrictions.
- (15) Additional agency staff to undertake annual report preparation and other strategic documents.
- (16) Two positions extended, consultants, software maintenance and equipment purchases are higher than budget.
- (17) Carry forward projects from 2020/21 were not accounted for at 30 June 2021.
- (18) Employment of temporary staff member to assist in recovery work as a result of the June storm. A grant was also received in June and was not accrued.
- (19) Employment of temporary staff to undertake storm claim work to ensure the claim timelines are met, maximising Council's reimbursement.
- (20) Amount includes a number of small variances under \$100,000 in value. Included in this amount is \$15,000 to assist funding the shortfall in Community Funding Scheme. This includes \$9,014 for Lancefield Park Committee to complete a walking track, \$4,440 for Lancefield Neighbourhood House to create kiosk space, \$1,546 for Gisborne SES for lights.

**Statement from the Chief Executive Officer**

In accordance with Section 97(3) of the Local Government Act 2020, it is the view of the Chief Executive Officer that a revised budget for 2021/22 will not be required by Macedon Ranges Shire Council.



**Bernie O'Sullivan**  
Chief Executive Officer



## SECTION 2

### Capital Works Progress Report

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

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

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



## Capital Works Progress Report

December 2021

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
<b>PROPERTY - Land</b>					
Gisborne Open Space purchase	250,000	-	-	-	Purchase of new open space land in Gisborne. Negotiations are continuing with the owner.
<b>TOTAL PROPERTY - Land</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>PROPERTY - Buildings</b>					
Council building demolition	167,000	167,000	11,586	155,414	This is the parent project for four demolition projects which are in the planning and tendering stage.
Council building renewal program	6,545,492	4,969,177	1,190,307	3,778,870	This is the parent project for 41 building renewal projects. Projects are in various stages such as design, tender awarded, works due to commence, works commenced etc.
Dixon Field pavilion no2	37,920	37,920	32,945	4,975	Project completed under budget.
47 Victoria Street Macedon renewal	22,496	22,496	11,693	10,803	Project completed under budget.
Macedon netball & umpires changerooms	125,000	-	-	-	This project was not successful for grant funding. Further funding is being investigated.
Seniors units renewal	80,000	40,000	48,979	(8,979)	Works ongoing- Works completed as tenants vacate.
Kyneton early learning centre	1,580,000	-	331,322	(331,322)	Project completed. Final payment to be made.
Swinburne Kindergarten Extension	-	-	3,000	(3,000)	Additional costs for previous year project.
Woodend Buffalo Reserve Toilet Block	39,568	39,568	35,033	4,535	Works completed under budget.
Building energy & water efficiencies	125,329	125,329	1,618	123,711	In the procurement phase.
Building design	90,000	90,000	4,500	85,500	Budget for the design of proposed 2022/23 projects.
Gisborne Aquatic Centre modular change room	225,000	225,000	-	225,000	Scope finalisation underway.
Dixon Field pavilion sewer upgrade	60,000	60,000	1,855	58,145	Contract awarded, construction will commence in January 2022.
Malmsbury Recreation Reserve design	20,000	20,000	-	20,000	Design in progress.
Kyneton Museum roof works	757,935	757,935	5,694	752,242	Heritage Architect appointed. Permit application forms completed and tender documentation in progress.
Malmsbury Mechanics design	30,000	30,000	-	30,000	Design consultant engaged and ongoing consultation with user groups underway.
Kyneton Town Hall Theatre refurb scoping	50,000	50,000	-	50,000	Project is currently on hold pending outcomes of fast track grant funding application.
Riddells Creek modular pavilion	40,000	40,000	-	40,000	Site assessment and meeting with user group planned for Quarter 3 in 2021/22 to obtain project brief and design requirements.
Kinder & MCH renewal	113,400	113,400	14,570	98,830	Proposed plans include additional works for toilet and cleaners sink changes, however budget may not allow for this option. Remaining works to be reviewed and completed in March/April 2022 school holidays, after completion of Riddells Creek and Lancefield Kinders.
Buffalo Stadium - Change Rooms Upgrade	280,000	280,000	-	280,000	In the procurement phase.
Lady Brooks renewal	135,898	-	11,183	(11,183)	Works delayed due to contractor availability.
Woodend Golf Club clubhouse	322,450	266,000	-	266,000	Architect scoping short term works, delivery of works scheduled to commence after seasonal pennant May/June 2022. Starting to scope up a project for a long term solution of a proposed new building.
Kyneton Town Hall renewal	665,024	665,024	618,521	46,503	Works completed under budget, \$35k savings. Several invoices to be received.
<b>TOTAL PROPERTY - Buildings</b>	<b>11,512,512</b>	<b>7,998,849</b>	<b>2,322,805</b>	<b>5,676,045</b>	
<b>TOTAL LAND AND BUILDINGS</b>	<b>11,762,512</b>	<b>7,998,849</b>	<b>2,322,805</b>	<b>5,676,045</b>	
<b>INFRASTRUCTURE - Roads</b>					
Bitumen resurfacing program	1,884,375	760,000	189,173	570,827	Started asphalt part of program. Carried out inspections for spray seal program and preparation works underway. Stabilisation tender awarded for preparation works. Awaiting contractor to come back with draft cost estimates.



## Capital Works Progress Report

December 2021

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Black Spot road funding	660,860	660,860	166,580	494,280	Delays have occurred due to guardrail supply, weather and drainage issues. Works commenced mid November but were interrupted due to drainage issues identified on site. A design solution is currently under review to establish the works required and whether these can be funded within the current budget.
Gisborne Business Park roads upgrade	700,000	-	-	-	Sauer Road Reconstruction - works are currently in procurement stage.
Gravel road renewal program	925,000	550,000	453,351	96,649	Program identified and work has started.
Guardrail program	163,534	163,534	52,450	111,084	Two guardrail repairs have been completed. Remaining program has been established from pre-storm inspections and is currently out for tender.
Intersection upgrade and renewal program	126,000	86,000	-	86,000	One project being tendered, other works being scoped.
Kerb and channel program	173,000	103,000	32,773	70,227	2 small projects complete, One project awarded to contractor, others being scoped.
Kyneton bluestone heritage kerb renewal program	95,919	95,919	107,751	(11,832)	Project completed. Budget overspend will be offset against savings in the Kerb and Channel program.
Minor road stabilisation program	262,000	132,000	8,275	123,725	Some minor works complete. Program out for tender in January. Works to be carried out in March.
Minor roadworks program	73,541	43,541	2,080	41,461	One project awarded to contractor. Other projects currently being scoped.
Minor traffic management works	48,000	40,000	-	40,000	Inspections to commence to scope up work.
Road construction program	5,812,805	3,921,589	1,190,970	2,730,619	This is a parent project for the Road Reconstruction Program. There are 11 road projects within the program. Two projects have been completed, two projects are near completion, one project is in the preconstruction stage with works to commence in late January, one project in procurement and five projects are in the design and investigation stage.
Intersection upgrade Templeton & Brooke Sts Woodend	65,000	65,000	-	65,000	Design and Investigation has been awarded to a consultant and are currently taking place.
Chintin Road Monegeeta	594,000	200,000	483,920	(283,920)	These works are currently taking place and are scheduled to be completed by the end of January 2022.
Road Design Program	50,000	50,000	127,677	(77,677)	Road Design and Planning for 2022/23 underway. Some invoices for other non road design works in this project will be reallocated.
<b>TOTAL INFRASTRUCTURE - Roads</b>	<b>11,634,034</b>	<b>6,871,443</b>	<b>2,815,000</b>	<b>4,056,443</b>	
<b>INFRASTRUCTURE - Footpaths</b>					
Footpath construction program	1,422,589	1,422,589	298,232	1,124,357	This is a parent project for the Footpath Program. There are 12 footpath projects within the program. Eight projects are in the design stage, three projects are in the preconstruction stage with works to be completed in the first quarter of 2022 and one project is currently on hold due to issues with property fences protruding onto the road reserve.
Footpath renewal program	434,712	371,712	122,278	249,434	Program started some works awarded and contractors starting in 2022, other works to be scoped and tendered.
Woodend to Hepburn rail trail - Stage 1	500,000	-	-	-	This project has been unsuccessful for grant funding. Applications for funding will be when grants are available.
Black Hill Reserve	55,847	55,847	48,925	6,922	Project completed. Invoices to be received.
Pram ramp compliance / safety	100,000	100,000	8,890	91,110	This project is currently in design and investigation stage
Five Mile Creek Footpath and footbridge	100,000	-	-	-	The design and construction of the footbridge replacement has been awarded to a contractor. Design works have commenced.
Baynton Street Kyneton active transport link	297,000	-	-	-	This project is currently in design stage.
Macedon Ranges Shared Trail	10,787,161	750,000	311,740	438,260	The design and construct tender closed in November 2021 and is under assessment. Negotiation with various agencies are underway. COVID19 has caused multiple delays to the Cultural Heritage and Flora and Fauna investigations. Design works should begin early 2022 with initial construction beginning in Financial Year 2022/23
<b>TOTAL INFRASTRUCTURE - Footpaths</b>	<b>13,697,309</b>	<b>2,700,148</b>	<b>790,064</b>	<b>1,910,084</b>	
<b>INFRASTRUCTURE - Bridges</b>					



## Capital Works Progress Report

December 2021

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Bridge Renewal Program	1,456,267	1,381,864	118,722	1,263,142	This is a parent project for the Bridge Program. There are six bridges/culverts within this program. Four projects are in the design and construction stage. Bridge engineering consultants are currently being sourced for the level three structural reports for the other two projects.
Footbridges	486,000	-	940	(940)	This project is currently in procurement stage. Works have been delayed awaiting final approvals from other agencies.
<b>TOTAL INFRASTRUCTURE - Bridges</b>	<b>1,942,267</b>	<b>1,381,864</b>	<b>119,662</b>	<b>1,262,202</b>	
<b>INFRASTRUCTURE - Drainage</b>					
Minor drainage works	964,500	691,000	98,255	592,745	One project has been completed as part of this program, with other projects in design and investigation stage and procurement.
Fersfield Road drainage contribution	18,417	-	-	-	Payment was made in 2020/21 for initial stage of works. Final payment will be made when agreed works have been completed, during the 2021/22 financial year.
<b>TOTAL INFRASTRUCTURE - Drainage</b>	<b>982,917</b>	<b>691,000</b>	<b>98,255</b>	<b>592,745</b>	
<b>INFRASTRUCTURE - Recreational, Leisure and Community Facilities</b>					
Minor capital works program at recreational facilities	50,000	30,000	33,860	(3,860)	Works complete. New cricket pitch has been installed at Kyneton Showgrounds to raise it to ground level. Works also included re-turfing around pitch.
Playground renewal	82,550	82,550	979	81,571	Developed brief for quotation to replace playground at Ash Wednesday Park, Macedon. Playground to be installed as part of the Master Plan stage 1 implementation.
Sports ground drainage adjacent to ground	39,020	-	-	-	Tenders have been evaluated which are over budget. Works currently being rescope.
Howey Reserve Gisborne irrigation	91,693	-	1,565	(1,565)	Design completed, procurement underway.
Aquatic and Leisure equipment renewal	40,000	20,000	20,537	(537)	Outdoor pool season commenced 4 December. New fixed bench seating has been purchased to replace rusted fixtures at Woodend Pool – value \$8k. Further seating upgrades are also planned at the Lancefield Pool in the near future.
Kyneton Barkly Square Field	750,000	-	-	-	Funding application for the resurfacing for Barkly Square was submitted to the World Game Fund in October 2021, and are currently being assessed by the Victorian State Government.
Lancefield Park Lighting	350,000	350,000	9,080	340,920	Tender awarded, materials on order and construction to commence late January 2022.
Gardiner Reserve Carpark and landscaping works	264,000	264,000	4,870	259,130	Design completed for final review, tender to be undertaken early 2022.
Romsey Oval drainage	221,300	221,300	5,060	216,240	Detailed design of on-field drainage works completed. On-field drainage works will be undertaken in October 2022 in optimum growing time for the re-establishment of turf and in between winter and summer seasons. Contract will be put out to tender in April/May with a confirmed October 1 start date. Funds for on-field drainage works to be carried forward to 2022/23. Drain clearing work at the adjacent golf club, will occur prior to winter 2022. This project may require a carry forward of budget to the 2022/23 year.
New Gisborne tennis court lights	35,000	-	900	(900)	Structural and lighting engineer engaged for documentation. Works to proceed subject to available budget and consultant opinion of probable costs.
Kyneton Skate Park	10,000	-	-	-	Risk assessment audit conducted. In process of engaging contractor.
Gisborne Tennis court lighting renewal	280,000	280,000	-	280,000	Tender awarded in December 2021.
Manna Gum playground	195,100	195,100	-	195,100	Out to tender, tender evaluation scheduled for February 2022.
Kinder playground equipment program	30,000	30,000	-	30,000	Planning underway pending grant approval.
Gisborne Skate Park concept design	30,000	30,000	7,365	22,635	Skate park consultants were appointed in October 2021, with consultations commencing with the community in January 2022.
Gilbert Gordon Netball Courts	360,000	300,000	3,627	296,373	Preliminary design review work is ongoing. Recreation Department is liaising with user groups, DEWLP and RAP Bodies/Land Owners regarding Land Use Activity Agreement. Project unlikely to proceed this financial year. Re-budget in future years. This project was funded from the open space reserve and a contribution.
Macedon Ranges Regional Sports Precinct	6,977,793	1,777,793	518,643	1,259,150	Tender for construction closed in December. Tender evaluation process is underway.
<b>TOTAL INFRASTRUCTURE - Recreational, Leisure and Community Facilities</b>	<b>9,806,456</b>	<b>3,580,743</b>	<b>606,487</b>	<b>2,974,256</b>	



## Capital Works Progress Report

December 2021

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
<b>INFRASTRUCTURE - Parks, Open Space and Streetscapes</b>					
Ash Wednesday park landscaping	143,420	143,420	17,090	126,330	Designs for pathways are due for completion by end of January; construction will be in 2022. Will seek quotes for the playground renewal in February 2022.
Botanical Gardens improvements	23,500	-	-	-	Gisborne Botanical Gardens - Quotes received and awarded for tank compound including tank, pump shed and electricity connections. Design complete. Malmesbury Botanical Gardens - Water meter installation quote approved, works awarded to connect mains to water tank. Design complete.
Fitness Equipment - regional	36,040	36,040	-	36,040	Contractor availability and supplies have delayed progress. This will be delivered later in the financial year.
Gisborne Fields open space development	500,390	250,000	18,870	231,130	Design works have been tendered.
Hanging Rock DELWP funding	36,315	-	12,384	(12,384)	Current expenditure is for environmental improvement works following the recent storm damage.
Hanging Rock projects	70,189	70,189	5,445	64,744	Environmental Management Plan completed and adopted by Council in October 2021 Council Meeting. DELWP progressing Masterplan options.
Healthy heart of Victoria	286,905	-	68,000	(68,000)	Department of Health have approved projects for completion this year which include: Healthy eating initiative (various), Get to know your Grower - Activation, Healthy Lifestyle Pilot Map, Minor infrastructure upgrade - Kyneton Velodrome, Bike Repair Stations - Woodend and Romsey, Romsey Community Garden and Story Walk to School - Kyneton.
Parks infrastructure renewal	80,000	-	8,400	(8,400)	Currently reviewing assets that require updating to develop renewal program. Works to commence in February - June 2022
Kyneton Botanic Gardens	60,000	-	-	-	Working with Friends groups to agree on priorities in line with adopted Master Plan. Work programs to commence early 2022.
Gisborne Botanic Gardens	97,680	97,680	-	97,680	Design complete, currently undertaking construction procurement. Works will commence April 2022.
Street tree planter boxes	25,000	25,000	-	25,000	Planning stage, currently seeking quotes for a design.
Riddells Creek fence replacement	10,000	-	-	-	Currently seeking quotes for the works with the aim to have the replacement works completed by April 2022.
Wyralla Crescent landscaping	113,179	33,179	69,965	(36,786)	Stage 2 works are completed. Stage 3 works scheduled to be completed between April and June 2022.
Romsey Ecotherapy Park Stage 2	946,050	631,050	663,523	(32,473)	Design works commissioned for Stage 3 carpark. Timing of construction works to be confirmed with current contractor in January 2022.
Hobbs Road Bushland Reserve and Bullengarook Closed Landfill Security Upgrade	2,892	2,892	-	2,892	These are final works for a 2020/21 project.
Romsey Five Mile Creek Stage 1	69,079	10,000	5,484	4,516	Pathway works complete, woody weed removal and revegetation works complete. Water sensitive urban design investigations project in progress. Cultural Heritage Management Plan is 75% complete.
<b>TOTAL INFRASTRUCTURE - Parks, Open Space and Streetscapes</b>	<b>2,500,639</b>	<b>1,299,450</b>	<b>869,162</b>	<b>430,288</b>	
<b>INFRASTRUCTURE - Other Infrastructure</b>					
Kerbside bin replacement	264,361	164,361	108,991	55,370	Planning a replacement of aging bins in the Gisborne CBD. Communication has been undertaken with property owners.
Kyneton Landfill rehabilitation	125,094	125,094	90,988	34,106	Project on track for completion by the end of Q3 Financial Year 2021/22.
Kyneton Livestock Exchange	1,567,117	1,117,117	1,284,381	(167,264)	Project near Practical Completion minor civil works and pump commissioning to be finalised.
RV disposal site	38,494	-	-	-	The project is on hold awaiting site allocation.
Street/park bin renewal program	42,120	42,120	12,159	29,962	Bin surrounds have been ordered for new bins and to replace old infrastructure
Kyneton Pound - Dog Holding Facility	25,000	25,000	19,840	5,160	Works completed. Some invoices to be received.
Streetlight replacements	688,954	397,254	383,102	14,152	Program partner has commenced the street light replacement works.
EV Charging stations	115,560	115,560	135,184	(19,624)	Project Complete.



## Capital Works Progress Report

December 2021

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
School Bus Shelter - Romsey	107,990	-	944	(944)	Works are currently in pre-construction stage and are scheduled to be completed by April 2022.
<b>TOTAL INFRASTRUCTURE - Other Infrastructure</b>	<b>2,974,690</b>	<b>1,986,506</b>	<b>2,035,589</b>	<b>(49,083)</b>	
<b>TOTAL INFRASTRUCTURE</b>	<b>43,538,312</b>	<b>18,511,154</b>	<b>7,334,219</b>	<b>11,176,935</b>	
<b>PLANT AND EQUIPMENT - Plant and Equipment</b>					
Plant replacement program	3,312,000	1,662,000	562,555	1,099,445	Purchases will be made progressively throughout the year.
<b>TOTAL PLANT AND EQUIPMENT - Plant and Equipment</b>	<b>3,312,000</b>	<b>1,662,000</b>	<b>562,555</b>	<b>1,099,445</b>	
<b>PLANT AND EQUIPMENT - Computers and Telecommunications</b>					
Cultural venue system	16,000	16,000	-	16,000	Integration with Council financial systems is in progress. Venue seating maps have been developed to ensure patron spacing requirements due to pandemic restrictions.
Aquatic & Leisure software	7,000	-	-	-	Part of phase 2 of the project. It will fund the integration into Council's corporate systems. Expected commencement is March 2022.
Project Lifecycle Management Project	188,395	188,395	25,600	162,795	Configuration is one month through a 5 month target duration. The module is targeted to go live in April 2022 for project delivery from the module from July 2022.
IT infrastructure renewal	338,133	338,133	164,646	173,487	The server backup upgrade and increased storage capacity have been completed. Other purchases will be made over the remainder of the financial year.
Kyneton Town Hall equipment renewal	25,000	25,000	-	25,000	Equipment renewal prioritisation is underway. Replacements will be subject to progress on the Town Hall theatre and meeting room refurbishment project.
<b>TOTAL PLANT AND EQUIPMENT - Computers and Telecommunications, furniture</b>	<b>574,528</b>	<b>567,528</b>	<b>190,246</b>	<b>377,282</b>	
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>3,886,528</b>	<b>2,229,528</b>	<b>752,800</b>	<b>1,476,728</b>	
<b>Total</b>	<b>59,187,352</b>	<b>28,739,531</b>	<b>10,409,824</b>	<b>18,329,707</b>	

\* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2020/21.

## SECTION 3

### Council Plan Actions – Progress Report

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

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

*Connecting Communities;*

*Healthy environment, healthy people;*

*Business and tourism; and*

*Deliver strong and reliable government.*

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

**COUNCIL PLAN ACTIONS**

**STRATEGIC OBJECTIVE - 1 CONNECTING COMMUNITIES**

We will maintain our built environment – including roads, paths, buildings, open space and other assets – in a fiscally, environmentally and socially sustainable way. This includes effective land-use planning, which has a direct impact on the liveability of our shire.

We will provide support for volunteers, community groups and organisations in recognition of their work in contributing to social connections.

**Strategic Priority - Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths**

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
<p>• Continue to improve continuous accessible paths of travel to key destinations, such as recreation and community facilities, through the funding of the Footpath Construction Program</p>	Deliver	In Progress	25%	25%	<p>The following footpaths have been funded through the footpath construction program and the progress status is outlined below:                      Gisborne, Fersfield Road - project currently in design stage                      Gisborne, Bloomfield Street - project currently on hold due to property fences protruding onto the road reserve.                      Kyneton, Pohlman Street from Mollison Street to Ebden Street - project currently in design stage                      Kyneton, Pohlman Street from Ebden Street to Powlett Street - project currently in design stage                      Lancefield, High Street - project currently in design stage                      Lancefield, The Crescent - project currently in design stage                      Macedon, Carrington Street - project currently in design stage                      Macedon, Victoria Street - project currently in design stage                      Newham, Rochford Road - project is for design only. Works awarded and design due to be completed by end May 2022                      Riddells Creek, Melvins Road - project currently in pre-construction stage. Works scheduled to be completed in first quarter 2022                      Riddells Creek, Richardson Street - project currently in pre-construction stage. Works scheduled to be completed in first quarter 2022                      Romsey, Main Street - project currently in pre-construction stage. Works scheduled to be completed in first quarter 2022</p>	Manager Engineering and Resource Recovery	30/06/2022	
<p>• Continue the delivery of the Macedon Ranges Shared Trails project</p>	Deliver	In Progress	25%	25%	<p>The design and construction tender has closed and evaluation is underway. Tender award is targeted for early 2022.</p>	Manager Major Project Management Office	30/06/2022	
<p>• Advocate to the Victorian Government for improvements to bus and rail public transport services</p>	Advocate	Planning	0%	0%	<p>Officers will continue to monitor the opportunities for improved public transport services from work undertaken across the shire. Where opportunities are provided engagement with PTV and other transport agencies will be taken.</p>	Manager Engineering and Resource Recovery	30/06/2022	
<p>• Develop and adopt an Asset Plan to meet the requirements of the Local Government Act 2020</p>	Deliver	In Progress	50%	60%	<p>The draft Asset Plan has been prepared for review by the Executive Leadership Team in readiness for presentation to a Councillor briefing in early 2022. The Plan is on track for adoption by Council by 30 June 2022.</p>	Manager Engineering and Resource Recovery	30/06/2022	



ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
<ul style="list-style-type: none"> <li>Undertake the Woodend corridor study to investigate the movements of pedestrians, cyclists and vehicles within Woodend's main road corridor, identifying areas of concern and possible solutions</li> </ul>	Deliver	In Progress	50%	50%	The Community consultation process was completed in late 2021. Feedback from this consultation is now being reviewed to identify recommended actions for consideration.	Manager Engineering and Resource Recovery	31/03/2022	
<b>Strategic Priority -Integrate land-use planning, and revitalise and protect the identity and character of the shire</b>								
<ul style="list-style-type: none"> <li>Progress the Kyneton Town Centre Urban Design Framework (UDF) to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme</li> </ul>	Deliver	In Progress	40%	40%	Work has progressed on the Draft UDF for Council to endorse prior to consultation, which is expected in Q3.	Manager Strategic Planning and Environment	30/06/2022	
<b>Strategic Priority -Integrate land-use planning, and revitalise and protect the identity and character of the shire (cont.)</b>								
<ul style="list-style-type: none"> <li>Progress the Gisborne Structure Plan incorporating the Neighbourhood Character Study and Town Centre Urban Design Framework Plan to Council for decision and consider implementation into the Macedon Ranges Planning Scheme</li> </ul>	Deliver	In Progress	60%	50%	Officers are continuing to work through submissions with Councillors in order for the consultation report/response to submissions to be considered at a future Planning Delegated Committee. A Councillor workshop was held on 30 November 2021 as part of progressing this project. This is a multi year project.	Manager Strategic Planning and Environment	30/06/2022	
<ul style="list-style-type: none"> <li>Progress the Romsey Structure Plan to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme</li> </ul>	Deliver	In Progress	25%	25%	A Draft Emerging Options Paper has been prepared. Community consultation is expected to begin in Q3.	Manager Strategic Planning and Environment	30/06/2022	
<ul style="list-style-type: none"> <li>Progress the Planning Scheme Amendment to incorporate the heritage study for Woodend, Lancefield, Macedon and Mount Macedon into the Macedon Ranges Planning Scheme</li> </ul>	Deliver	In Progress	80%	80%	Amendment C127macr was exhibited between 3 June and 16 July 2021. 15 submissions were received. At the Planning Delegated Committee of 8 December 2021, Council resolved to progress the Amendment to the next stage by referring submissions to an Independent Planning Panel for consideration. The independent Planning Panel will be undertaken in Q3.	Manager Strategic Planning and Environment	30/06/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Enhance planning protection of the shire's heritage assets. The Macedon Ranges Shire Thematic Environmental History will guide Council's strategic approach to identifying and protecting the shire's heritage, done systematically, within a contextual understanding of land-use development over time	Deliver	In Progress	10%	10%	A consultant has been appointed and all required information has been provided to the consultant to progress the project.	Manager Strategic Planning and Environment	30/06/2022	
• Progress the review of Council's Developer Contributions Plans (Gisborne and Romsey) and consider any future changes to the Macedon Ranges Planning Scheme recommended by its findings	Deliver	Planning	10%	10%	A review of work undertaken to date has occurred this quarter.	Manager Strategic Planning and Environment	30/06/2022	

**Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate in a financially responsible way**

• Progress the development of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	25%	25%	A Background Review has been completed. A Draft Issues and Opportunities Paper has been prepared. Community consultation is expected to begin in Q3	Manager Strategic Planning and Environment	30/06/2022	
• Commence construction on stage 1 of the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery	Deliver	In Progress	50%	50%	The construction tender closed December 2021 and evaluation is underway. The project is on track to commence in Q3 of the 21/22 Financial Year.	Manager Major Project Management Office	30/06/2022	
• Deliver the annual capital works program	Deliver	In Progress	50%	50%	Capital works delivery is underway. Minor delays were experienced during the metro lockdown in October 2021.	Manager Facilities and Operations	30/06/2022	
• Update the Kyneton Showground precinct Master Plan	Deliver/Partner	Planning	0%	10%	A consultant has been appointed and is scheduled to commence by the end of January 2021.	Manager Open Space and Recreation	30/06/2022	
• Update the Romsey Sports precinct Master Plan	Deliver/Partner	Planning	0%	10%	A consultant has been appointed and is scheduled to commence by the end of January 2021.	Manager Open Space and Recreation	30/06/2022	
• Commence the Macedon Ranges skate park strategy	Deliver/Partner	Planning	0%	0%	Work will commence in the third quarter of the 2021-22 year plan	Manager Open Space and Recreation	30/06/2022	
• Continue implementation of the funded Romsey Ecotherapy Park. Deliver stage 2 and 3 projects with Regional Development Victoria and the community	Deliver	In Progress	50%	50%	Construction has commenced and project implementation is on schedule. Provisional item of car park construction has been awarded.	Manager Open Space and Recreation	30/06/2022	

Target community needs through development programs and grants								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Engage and consult with the community, groups and organisations to better understand community needs and program design	Facilitate/Partner	Planning	10%	10%	Engagement and consultation with community groups and organisations continued to occur on an ad hoc basis, connected to work that is undertaken across the Community Development portfolio.  Early thinking to deliver a Community Development Strategy commenced, although much of this work is contingent upon the formation of the new Community Directorate.	Manager Community Economic Development Arts Events	30/06/2022	
• Promote community centres and their programs	Deliver	In Progress	50%	50%	Council supports the funding of a number community groups that operate from Council facilities. The level of support varies from financial support, subsidised rent and officer time. Each community group is different and receives different variants of support.	Manager Finance and Reporting	30/06/2022	
• Continue Council's grants programs	Deliver	In Progress	50%	50%	Funding from both the Community Grants Funding Scheme and Events and Festivals Grants Program were allocated to successful applicants. Administration of the grants, including acquittals began and will continue.	Manager Community Economic Development Arts Events	30/06/2022	
• Build connections between volunteers and volunteer organisations	Facilitate	In Progress	25%	50%	While COVID-19 impacted greatly on volunteer involvement at the Visitor Information Centres, staff ensured that engagement was maintained with regular communications. Volunteers enjoyed a Christmas afternoon tea with staff and most actively resumed rostered shifts.  The Community Development team continued to support the Neighbourhood Houses, Men's Sheds and other volunteer organisations. Links to Volunteering Central Vic and their role across the shire is still contingent upon state government funding.	Manager Community Economic Development Arts Events	30/06/2022	
• Promote the library programs of the Goldfields Library Corporation to engage the community	Deliver/Partner	In Progress	50%	50%	Ongoing promotion support as required.	Manager Customers, Communication & Engagement	30/06/2022	
• Review Council's role in supporting playgroups and toy libraries, and develop opportunities to strengthen the connections between users of early years and maternal and child health programs	Facilitate	In Progress	50%	50%	Work has been undertaken during the reporting period to support playgroups and toy libraries with COVID-normal practices. Links are continued to be strengthened and promoted with Early Years services and playgroups and toy libraries.	Manager Children and Family Services	30/06/2022	
• Explore the development of a youth projects funding program to support young people applying to Council for community funding	Deliver/Facilitate	In Progress	100%	90%	This work is progressing, the project has been developed and facilitation of the EOI process is scheduled for mid-January 2022 with announcements scheduled for end of February 2022	Manager Children and Family Services	30/06/2022	

Continue to deliver improved outcomes for and recognition of our First Nations People								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Advance Indigenous reconciliation through working with First Nations People on the implementation of Council's Reconciliation Action Plan	Deliver/Partner	In Progress	50%	40%	Some really positive work commenced in the reconciliation space. The Reconciliation Action Plan (RAP) was designed and planning for a soft launch for January is underway. Connections with each of the Traditional Owner groups on involvement in implementing the RAP and supporting some of the actions identified commenced. An internal community of practice was formed, the RAP implementation committee met and thinking around meaningfully engaging First Nations People was initiated.	Manager Community Economic Development Arts Events	30/06/2022	
• Celebrate and participate in National Reconciliation Week by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander Peoples and other Australians	Deliver/Partner	Not Started	10%	0%	Planning for this event will commence in February.	Manager Community Economic Development Arts Events	30/06/2022	
• Develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy that is integrated into Council's Learning and Development Strategy	Deliver/Partner	Planning	10%	10%	Initial planning between PCP and Community Development commenced to identify opportunities to engage the traditional owner groups and plan a program of cultural awareness training.	Manager Community Economic Development Arts Events	30/06/2022	
Promote a more inclusive community by supporting community groups and vulnerable groups								
• Continue to support targeted initiatives for young people of diverse backgrounds that enable them to express their identities, such as raising the Rainbow Flag on International Day Against Homophobia, Biphobia, Intersexism and Transphobia	Deliver	In Progress	50%	50%	The youth team have continued to work with key stakeholders to support and enable young people of diverse backgrounds to express their identities.	Manager Children and Family Services	30/06/2022	
• Continue to demonstrate leadership in advancing gender equality through the implementation of Council's Gender Equality Action Plan, including delivery of year one actions	Deliver	In Progress	25%	50%	Council appointed external support this quarter to assist with the preparation of the Gender Equality Action Plan. Further consultation will be completed in early 2022 with an aim to submit the Plan to the Minister by the due date of 31 March 2022.	Manager People and Wellbeing Operations	30/06/2022	
• Construct a designated modular change room at the Gisborne Aquatics Centre, which will enable Council to meet Child Safe requirements, and improve service provision and accessibility	Deliver	Planning	25%	10%	Project scoping commenced in October 2021. The construction tender will be going to the market in January 2022.	Manager Facilities and Operations	30/06/2022	
• Provide referral services through our Neighbourhood House programs and increase funding for 2021/22	Facilitate/Partner	In Progress	50%	50%	Extra funding was distributed to Neighbourhood Houses in the quarter. Additional funds were provided to three houses to partner with Council to deliver four separate Christmas lunches, which were extremely well received and attended. Other referrals were provided on an as needed basis.	Manager Community Economic Development Arts Events	30/06/2022	

Explore opportunities for affordable and social housing in the shire								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Prepare an interim social and affordable housing policy	Deliver	In Progress	100%	100%	The Interim Social and Affordable Housing Policy was adopted December 2021.	Manager Community Care	30/06/2022	Complete
• Work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire	Advocate	In Progress	50%	50%	Social and affordable housing now features in the Council Plan and MPHWB Plan, as well as election advocacy documents. Homes Vic was invited to comment on draft Affordable Housing Interim Policy, and advised about adoption of final interim policy. Work is underway to be in a position for an application under Big Housing Build (via a Registered Housing Association). Regular messaging that Council is keen to engage with Homes Vic on opportunities across Macedon Ranges.	Manager Community Care	30/06/2022	
• Commit to participating in the development and, where relevant, the implementation of the Loddon Mallee Regional Housing Action Plan	Partner	In Progress	50%	50%	Officers continue to support the development of the Loddon Mallee Regional Housing Action Plan as required.	Manager Strategic Planning and Environment	30/06/2022	

**STRATEGIC OBJECTIVE - 2 HEALTHY ENVIRONMENT, HEALTHY PEOPLE**  
 We will contribute to positive health and wellbeing in our community by proactively supporting mental health, the prevention of violence against women, healthy lifestyles for all ages and abilities, social connection and inclusion, community safety, and arts and culture.

We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity and enhance water catchment quality. The Macedon Ranges Shire declared a Climate Emergency in 2021.

We will take action to reduce waste in order to protect public health and the environment.

**Protect the natural environment and enhance biodiversity**

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Continue the healthy landscapes for healthy livestock project	Deliver	In Progress	50%	50%	The Healthy Landscapes for Healthy Livestock program continues to be popular with landholders. The Holistic Grazing Management Course has commenced. An additional small property grazing course is planned for February 2022. The Healthy Landscapes Program was the proud recipient of the 2021 Premiers Choice Sustainability Award.	Manager Strategic Planning and Environment	30/06/2022	
• Finalise the review of the Hanging Rock Environmental Management Plan and commence implementation of priority actions	Deliver	In Progress	100%	100%	The Hanging Rock Environment Management Plan was endorsed at Council Meeting 27 October 2021. It is available on Council website at: <a href="https://www.mrsc.vic.gov.au/About-Council/Our-Council/Strategies-Plans/Hanging-Rock-Reserve-Environmental-Management-Plan">https://www.mrsc.vic.gov.au/About-Council/Our-Council/Strategies-Plans/Hanging-Rock-Reserve-Environmental-Management-Plan</a> . Work on implementation has commenced.	Manager Strategic Planning and Environment	31/12/2021	Complete
• Finalise the Roadside Conservation Management Plan that aims to enhance the conservation value of Council-managed roadsides, while mitigating fire risk and maintaining road safety	Deliver	In Progress	100%	100%	The Roadside Conservation Management Plan was endorsed at the 24 November Council Meeting. It is available on Councils website at: <a href="https://www.mrsc.vic.gov.au/About-Council/Our-Council/Policies/Roadside-Conservation-Management-Plan">https://www.mrsc.vic.gov.au/About-Council/Our-Council/Policies/Roadside-Conservation-Management-Plan</a> . Work on implementation has commenced.	Manager Strategic Planning and Environment	31/12/2021	Complete
• Protect, preserve and enhance bushland and biodiversity	Deliver	In Progress	25%	25%	The Environment Unit continue to deliver on Councils Bushland Reserve Environmental Management Plans and Waterway Management Plans. A key focus has been the response to the June 2021 Storm Event.	Manager Strategic Planning and Environment	30/06/2022	

**Lessen the severity of climate change through actions that enable Council and the community to reduce greenhouse gas emissions**

• Review and adopt Council's Environment Strategy	Deliver	Completed	100%	100%	Council adopted the updated Environment Strategy 2021 at its scheduled meeting held on 27 October 2021	Manager Strategic Planning and Environment	30/06/2022	Complete
• Implement a suite of environmental upgrades to Council buildings to enhance energy efficiency and environmental performance	Deliver	In Progress	25%	25%	Contractors have been allocated to implement the environmental upgrades.	Manager Strategic Planning and Environment	30/06/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Replace all remaining standard street lights with energy-efficient lights through the Central Victorian Greenhouse Alliance Lighting the Regions Project	Deliver	In Progress	25%	25%	Replacement of the remaining street lights is underway.	Manager Strategic Planning and Environment	30/06/2022	
• Continue delivery of a program of community climate change action plans across the shire's townships	Deliver	In Progress	25%	25%	A project officer has been appointed to deliver this program in 2022. Action Plan development is set to commence for Gisborne and Riddells Creek in January 2022.	Manager Strategic Planning and Environment	30/06/2022	
• Continue to support phase 2 of Sunbury and Cobaw Community Health's Human Code project through the Healthy Masculinities Partnership Grant	Deliver	In Progress	50%	50%	A member of the Youth department is on the working group for this project.	Manager People and Wellbeing Operations	30/06/2022	
• Research ways for Council to support the use and uptake of electric vehicles across the shire	Facilitate/Deliver	In Progress	25%	25%	Officers are continuing to pursue funding options to enable further installation of electric vehicle charging stations which will support the communities and Councils transition to electric vehicles. Further work will occur to review Council's fleet transition plan as a part of preparation of the Zero Net Emissions Plan.	Manager Strategic Planning and Environment	30/06/2022	

Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal								
• Commence implementation of actions to phase out single-use plastics, based on the audit findings and action plan	Deliver	In Progress	50%	70%	A number of initiatives have been introduced to phase out the use of single use plastics. Council has worked with the Plastic Oceans Australia, EPIC program to provide education to staff and the community. Officers have since developed educational material for Council facilities but due to COVID-19 restrictions have been limited in face to face education campaigns. Council offices have been supplied with soft plastics recycling bins along with PPE and single use plastics bins. All events within the Shire are supplied with the four bin system and are able to access the 'Wash Against Waste' trailer to reduce the amount of single use food packaging, cutlery and crockery.	Manager Engineering and Resource Recovery	30/09/2021	
• Actively promote the use of reusable nappies through the Maternal and Child Health Service	Deliver	In Progress	50%	50%	MCH and the environment team have met to progress the promotion of reusable nappies through the Maternal and Child Health Service, including utilising grant based incentives and bench marking with other LGA's.	Manager Children and Family Services	30/06/2022	
• Commence the implementation of the actions identified in the Waste Management and Resource Recovery Strategy 2021-2026	Facilitate	Planning	10%	10%	The Waste Management and Resource Recovery Strategy was endorsed by Councillors at the December 2021 Scheduled Council Meeting. Officers have commenced implementation of the actions identified in the Strategy.	Manager Engineering and Resource Recovery	31/01/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Decrease tonnes of waste to landfill per capita	Deliver	In Progress	50%	50%	The introduction of a soft plastics drop off at Transfer Stations has seen a reduction in the amount of plastic that is going to landfill. Also the early stages of the Shire wide fortnightly waste collection is seeing a reduction in waste to landfill with a 30% reduction in total waste to landfill in the first two years of kerbside FOGO collection, equalling a reduction of approximately 140kg per household per year.	Manager Engineering and Resource Recovery	30/06/2022	
<b>Provide opportunities to experience open space and bushland reserves</b>								
• Work towards amending the Planning Scheme to introduce new policy and planning controls to implement the Significant Landscapes Study	Deliver	In Progress	60%	50%	C133macr was given Ministerial Authorisation to proceed with a Planning Scheme Amendment on 25 May 2021 subject to five conditions. There is a delay in the gazettal of the new format planning scheme, as a result DELWP have advise we can exhibit C133macr in early 2022. The amendment is a multi-year project with an independent Planning Panel now expected in late 2022.	Manager Strategic Planning and Environment	30/06/2022	
• Commence implementation of recommended master plan actions at the Gisborne, Kyneton and Malmesbury Botanic Gardens, including the delivery of an entry garden (western entrance) at the Gisborne Botanic Gardens	Deliver	Planning	30%	30%	The following actions have commenced: <b>Gisborne</b> - Planning and design for west entry garden complete, with input provided by the Friends of Gisborne Botanic Gardens. Staff will shortly engage with Friends of Gisborne Botanic Gardens regarding implementation of the west entry garden. Irrigation project design is complete and staff are currently working through mains connection with Greater Western Water. <b>Kyneton</b> - Future works currently being planned. <b>Malmesbury</b> - Irrigation project design is complete and staff are currently working through mains connection with Coliban Water.	Manager Open Space and Recreation	30/06/2022	
• Riddells Creek Street tree planter boxes – determine a solution to retain the existing trees while providing new planter boxes developed with a different construction methodology	Deliver	In Progress	70%	20%	Planter boxes temporarily repaired whilst awaiting the new construction solution.	Manager Open Space and Recreation	31/03/2022	
<b>Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water</b>								
• Commence priority waterway restoration works that implement adopted waterway environmental plans, which includes completing the master plan of the Woodend Five Mile Creek, and continued delivery on the implementation of the Romsey Five Mile Creek Master Plan.	Deliver	Planning	25%	25%	Stage 1 works of Romsey Five Mile Creek Project has been completed. Consultation on Woodend Five Mile Creek Master Plan has been undertaken.	Manager Strategic Planning and Environment	30/06/2022	
• Continue the waterway conservation works program	Deliver	Planning	25%	25%	Initial waterway conservation works are underway across ten priority waterway reserves. Council has applied for complimentary funding from Melbourne Water.	Manager Strategic Planning and Environment	30/06/2022	



Maintain systems, capacity and capability to manage, respond to and lead recovery after emergency events								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Monitor and mitigate key emergency risks	Deliver	In Progress	50%	50%	<p>Fire prevention work, including:</p> <ul style="list-style-type: none"> <li>- Roadside slashing - 50% complete</li> <li>- Fuel reduction on Council-owned land - 50% complete, both of these activities are being conducted by the same contractor, who has indicated completion by the end January 2022</li> <li>- Private property inspections - 50% complete, 1st round 100% complete, 2nd round will be required in the New Year due to the rate of growth this season</li> </ul> <p>Preparing for response:</p> <ul style="list-style-type: none"> <li>- Fire access tracks are being cleared</li> <li>- Neighbourhood Safer Places (NSPs) require monitoring</li> </ul>	Manager Safer Communities	30/06/2022	
• Leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events	Facilitate/Partner	In Progress	50%	50%	<p>Work undertaken with Municipal Emergency Management Planning Committee (MEMPC) and regional partners. Staff in Emergency Response and Recovery positions have partaken in regional training opportunities. There has been a focus on re-invigorating relationships post the June Storm and in preparation for Summer 2021/22.</p> <p>Staff participated in a regional emergency exercise at Bendigo in December, sharing experiences, growing peer networks and progressing the learning for staff.</p>	Manager Safer Communities	30/06/2022	
• Contribute to Municipal Emergency Management Planning	Facilitate/Partner	In Progress	50%	40%	<p>Municipal Emergency Management Plan (MEMP) requires review and alignment with the most recent Act and current Council structures. The MEMP is being updated with current contact details for key roles.</p> <p>Municipal Recovery Plan and other sub plans require review and update and this will be a focus of the Municipal Emergency Management Committee in 2022.</p>	Manager Safer Communities	30/06/2022	
• Learn from emergency management response to improve future responses	Partner	In Progress	50%	50%	<p>Following the June 2021 Storm a number of lessons were identified locally and regionally. These lessons are being used to improve readiness for future events.</p> <p>The Municipal Emergency Management Officer (MEMO), Municipal Recovery Manager (MRM) and Municipal Emergency Control Centre rosters were renewed with both experienced and new staff. People on the roster underwent emergency management training during Quarter 2.</p> <p>Updated MEMO and MRM reference guides were created in Quarter 2 and included more detailed information and updated contact details.</p> <p>Crisis Works familiarisation was provided in Quarter 2 to emergency response and recovery staff.</p>	Manager Safer Communities	30/06/2022	

Encourage active and healthy lifestyles for people of all ages and abilities								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Optimise accessibility and usage of open space and facilities through a program of development and renewals for open space, playgrounds and sporting infrastructure	Deliver	Planning	50%	50%	Various projects underway including accessibility improvements to Adventure Playground in Gisborne and numerous play element upgrades across the shire.	Manager Open Space and Recreation	30/06/2022	
• Work in partnership with health, education and community organisations, including sporting clubs and community groups, to enhance opportunities for improved health, and participation in passive and active recreation	Partner	In Progress	50%	50%	Work continues in this area especially through non-traditional methods such as the Healthy Heart initiative and the Sport4all program which aims to reduce barriers to sport participation for people with a disability.	Manager Open Space and Recreation	30/06/2022	
• Adopt the Municipal Public Health and Wellbeing Plan 2021-2025	Deliver	In Progress	100%	100%	The Municipal Public Health and Wellbeing Plan 2021-2025 was adopted by Council in October 2021.	Manager Community Care	31/10/2021	Complete
• Adopt the Disability Action Plan 2021-2025	Deliver	In Progress	100%	100%	The Disability Action Plan 2021-2025 was adopted by Council in October 2021.	Manager Community Care	31/10/2021	Complete
• Continue to deliver the actions for Elevate – Council’s Youth Strategy 2018–2028	Partner	In Progress	50%	50%	Delivery of the actions for Elevate has continued during the quarter, this has included a formal review of 2021 actions as a component of planning for 2022 year.	Manager Children and Family Services,	30/06/2022	
• Facilitate/partner with health service providers within the community	Deliver/Partner	In Progress	50%	50%	The Health Broker has established strong links with local health agencies and facilitates monthly network meetings.	Manager Open Space and Recreation	30/06/2022	
• Participate in the Healthy Heart of Victoria (HHV) initiative to improve health and wellbeing outcomes in Macedon Ranges and advocate for ongoing funding	Deliver/Partner	In Progress	50%	50%	The Health Broker has established strong links with local health agencies and facilitates monthly network meetings.	Manager Open Space and Recreation	30/06/2022	
Engage families to promote the importance of early childhood education and health								
• Work with the Department of Education (DET) to support current education reforms, such as the rollout of three-year-old kindergarten in the Macedon Ranges Shire and School Readiness Funding (SRF).	Facilitate/Partner	In Progress	50%	50%	Funded three-year old Kindergarten will commence in January 2022. Significant work has occurred in planning for the next phase of three-year old roll out in MRSC kindergartens. MRSC received an increase in SRF this year and planning has occurred with the DET for delivery of this in Macedon Ranges.	Manager Children and Family Services	30/06/2022	
• Provide and support access to quality kindergarten programs across the shire	Deliver	In Progress	50%	50%	The Early Years team continue to deliver high quality kindergarten programs across the shire. Feedback via service user surveys are considered and where possible implemented.	Manager Children and Family Services	30/06/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Improve social connection for children and families with barriers to social engagement	Facilitate	In Progress	50%	50%	Work to improve connections for children and families has continued this reporting period. A business case has been submitted via budget for a Early Years Participation Officer to increase early years participation in kindergarten.	Manager Children and Family Services	30/06/2022	
• Deliver the first-year actions for Council's Early Years Plan – CREATE	Deliver	In Progress	50%	50%	EY continue to deliver first year actions from CREATE including roll out of three-year old kindergarten for 2022 school year.	Manager Children and Family Services	30/06/2022	
• Strengthen municipal planning of early years' services	Facilitate/Partner	In Progress	50%	50%	Early years have commenced Early years network meetings which bring together Kindergarten and long day care providers to strengthen service planning, practice and build relationships across the Shire. MCH and Early Years continue to harness opportunities to build integrated services.	Manager Children and Family Services	30/06/2022	
• Explore feasibility of Macedon Ranges becoming a child friendly community	Facilitate	Not Started	0%	0%	Work will commence in the third quarter of the 2021-22 year plan.	Manager Children and Family Services	30/06/2022	
• Continue to deliver maternal and child health, and early childhood services and programs, including immunisation and supported playgroups	Deliver	In Progress	50%	50%	Maternal and child health, and early childhood services and programs, including immunisation and supported playgroups, have continued to be delivered through the reporting period.	Manager Children and Family Services	30/06/2022	
<b>Support our community to ensure better access and connection for facilities and services</b>								
• Continue to monitor the implication of aged care reform on Council's role in supporting older people	Deliver	In Progress	40%	40%	Advice received from the Australian Government on 29 October 2021 confirmed changes to CHSP funding model and rates; including extended funding until to June 2023 to enable providers to prepare for the new Support at Home program. Analysis is underway to inform briefings in 2022.	Manager Community Care	30/06/2022	
• Become members of the Every Age Counts coalition and take the pledge to address ageism	Partner	Planning	10%	10%	Briefing, action plan and signatory documents have been prepared and will be presented in 2022.	Manager Community Care	30/06/2022	
• Advocate for access to health services locally	Facilitate/Partner	In Progress	50%	50%	Advice received from VICMAC on 14 December that Regional Assessment Services monthly performance reports for November and December 2021 will be sent in January 2022.	Manager Community Care	30/06/2022	
<b>Assist to improve mental wellbeing within the community</b>								
• Continue to increase community awareness and resilience in relation to mental health through initiatives such as Live4Life.	Facilitate	In Progress	50%	50%	Work has continued to increase community awareness and resilience in relation to mental health via initiatives such as Live4Life and contributions to Macedon Ranges Suicide Prevention Action Group (MRSPAG)	Manager Children and Family Services	30/06/2022	
• Support and promote mental health by continued training of mental health first aid sessions through Live4Life and the Older Person Mental Health First Aid course	Facilitate/Deliver	In Progress	50%	50%	There have been 7 Youth Mental Health First Aid (YMHA) courses run in 2021, being a mixture of blended, refresher and general community courses.	Manager Children and Family Services	30/06/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Work with Commonwealth and state governments to advocate for the establishment of a youth mental health service in the Macedon Ranges Shire	Partner	In Progress	50%	50%	An advocacy group has formed with key stakeholders in the Macedon Ranges. Terms of Reference have been developed and the group is scheduled to meet in mid-January 2022 to begin developing a detailed advocacy plan.	Manager Children and Family Services	30/06/2022	
• Continue to support phase 2 of Sunbury and Cobaw Community Health's Human Code project through the Healthy Masculinities Partnership Grant	Partner	In Progress	50%	50%	Work has continued during the reporting period to support phase 2 of Sunbury and Cobaw Community Health's Human Code project through the Healthy Masculinities Partnership Grant.	Manager Children and Family Services	30/06/2022	
• Continue delivering Live4life in secondary schools and the wider community across our shire	Partner	In Progress	50%	50%	Live4Life continues to be delivered in secondary schools and the wider community across our shire.	Manager Children and Family Services	30/06/2022	
• Develop and deliver a primary school-based mental health and wellbeing model for grade 5 and 6 students across our shire	Deliver	In Progress	50%	30%	During the reporting period partnerships have been established with Mental Health First Aid and Melbourne University. A Steering Committee has been formed and met for the first time. Challenges resulting from COVID-19 and staffing the project have led to some delays to targets.	Manager Children and Family Services	30/06/2022	

**STRATEGIC OBJECTIVE - 3 BUSINESS AND TOURISM**

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

Encourage economic vitality (including tourism, agribusiness, buy local and local employment options)								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Subject to Council adoption, commence implementation of actions contained in Year 1 of Council's Economic Development Strategy	Implement/Facilitate	In Progress	30%	30%	Planning for the implementation of the Year 1 actions from the Economic Development Strategy was undertaken, with delivery on actions beginning in January 2022.	Manager Community Economic Development Arts Events	30/06/2022	
• Progress the Events Strategy 2021–2025, including development of the Autumn Festival	Deliver	In Progress	50%	50%	A series of event webinars were developed with these and other resources, including templates for event organisers uploaded to Council's website. The Autumn Festival planning progressed well, with a full program of events, including two major artistic experiences, established and promoted on the new Autumn Festival website. Engagement with Business and Community has begun and plans to continue through to February have been set in place.	Manager Community Economic Development Arts Events	30/06/2022	
• Progress the Rural Land Use Strategy (incorporating the 'In the Farming Zone Strategy') to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	60%	60%	The draft Rural Land Use Strategy was on public consultation from 19 July 2021 to 17 September 2021. 175 submissions were received, over 65 enquiries and 11 one on ones were conducted. The next step is for Council to consider submissions at a future Planning Delegated Committee Meeting. This is a multi-year project.	Manager Strategic Planning and Environment	30/06/2022	
• Continue delivering actions from the Arts and Culture Strategy 2018–2028	Deliver	Planning	50%	50%	The Arts and Culture Unit continues to deliver numerous actions from the Strategy. We provided diverse opportunities for people to explore Arts and Culture, such as Murmuring Walk, a number of artist in residence programs at various Cultural Hubs through the Shire and a Coil Weaving workshop series with artist Marilyne Nicholls. At Kyneton Museum, the 'Biodiversity Crisis: Animals and plants of the Macedon Ranges' exhibition was a partnership with Environment to address and raise awareness of social, environmental and sustainability issues. At Kyneton Town Hall, as restrictions begin to ease, the team can put into practice the planning and preparation it has undergone over the last six months, as we begin to deal with an extraordinary backlog of rescheduled shows, while programming new events and performances.	Manager Community Economic Development Arts Events	30/06/2022	

Support local industry sectors that align with our vision strategies								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
<ul style="list-style-type: none"> <li>Continue to support local Business and Tourism Associations (BATAs) and industry-sector peak bodies, and look to have geographic and industry sector coverage</li> </ul>	Partner	In Progress	50%	75%	Key stakeholders from local Business and Tourism Associations continued to meet with officers to share insights and information. Support was provided to current BATAs and work on developing improved communications in towns that do not currently have a formal BATA progressed - with a mechanism now in place in Malmesbury.	Manager Community Economic Development Arts Events	30/06/2022	
<ul style="list-style-type: none"> <li>Continue to increase the engagement of the business community with the Macedon Ranges Shire Council Business Awards</li> </ul>	Deliver	In Progress	50%	75%	The Business Excellence Awards program was well supported/received by the business community. A very successful Gala Event delivered in November, was a highlight of an otherwise very difficult and frustrating year. Planning got underway for the 2022 Business Excellence Awards program to build on this momentum.	Manager Community Economic Development Arts Events	30/06/2022	
<ul style="list-style-type: none"> <li>Continue to provide a package of support measures for the community and local businesses to assist the shire's recovery from the COVID-19 pandemic</li> </ul>	Deliver	In Progress	50%	50%	With COVID-19 continuing to create uncertainty, a number of business support measures were delivered. This included the waiving of Footpath Trading permit fees, provision of up to date information on a weekly basis, access to COVID-19 specific workshops and business improvement opportunities and one-on-one site visits to assist businesses to understand their compliance obligations and to remain COVID-19 Safe.	Manager Community Economic Development Arts Events	30/06/2022	
Support small business and the local economy								
<ul style="list-style-type: none"> <li>Deliver obligations under Small Business Friendly Charter:                             <ul style="list-style-type: none"> <li>Deliver 14-day payments to local suppliers</li> <li>Engage with businesses</li> <li>Streamline business applications</li> <li>Help set up and support local business networks</li> </ul> </li> </ul>	Deliver	In Progress	50%	50%	Council delivered on the commitment to pay local suppliers in a 14-day payment cycle, continuing to support and engage with BATAs and other business groups/businesses and initiating improved communication with business collectives. Initial discussions began regarding opportunities to streamline statutory planning application processes and increasing engagement with businesses likely to be impacted by infrastructure works.	Manager Community Economic Development Arts Events	30/06/2022	
<ul style="list-style-type: none"> <li>Support the local economy by encouraging procurement to be undertaken locally</li> </ul>	Facilitate	In Progress	50%	75%	Council's revised Procurement Policy adopted 24 November 2021 had been refined to encourage local businesses to provide services to Council. The aim is to include local suppliers wherever practicable. Council is prepared to consider paying more for goods, services and works from a local business provided that: <ul style="list-style-type: none"> <li>the price is no more than 10% higher than the preferred supplier's price; and</li> <li>the price difference does not exceed \$10,000; and</li> <li>the evaluation reveals that the local business's goods, services or works are of equal or better quality than the preferred suppliers quote/tender (i.e., from a non-local business).</li> </ul>	Manager Community Economic Development Arts Events	30/06/2022	

Engage with emerging technology solutions and initiatives to increase the liveability of the shire								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
Advocate for improved communications infrastructure	Advocate	In Progress	50%	50%	Two briefings to Councillors (provided by Telstra), with a view to improving communications infrastructure in the shire, were delivered. Locations where connectivity is poor were identified and specific options and opportunities to add infrastructure were tabled. Advocacy and relationship building continues.	Manager Community Economic Development Arts Events	30/06/2022	

**STRATEGIC OBJECTIVE - 4 DELIVER STRONG AND RELIABLE GOVERNMENT**  
 We will demonstrate the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

**Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services**

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Develop and implement a new Risk Strategy and Strategic Risk Register	Deliver	In Progress	100%	90%	The Risk Strategy has been reviewed by the Executive Leadership Team and the Internal Auditor. The Strategic Risk Register is drafted and awaiting final approval by ELT before going to the Audit and Risk Committee. Subject to the change in position of Coordinator Risk, both of these should be finalised by the end of Q3 of the FY 2021/2022 (March).	Manager People and Wellbeing Operations	31/12/2021	
• Develop and implement a new procurement policy (for adoption by or before 31 December 2021)	Deliver	In Progress	100%	100%	The procurement policy was adopted at the Council meeting held on the 24th November 2021.	Manager Finance and Reporting	31/12/2021	Complete
• Regularly review and update long-term financial and infrastructure planning to guide our budget decisions to ensure they are responsible and sustainable	Deliver	In Progress	25%	25%	The long term financial plan has been updated to include the audited 2021 financial year result and the 2022 adopted budget. The plan is ready to include the draft 2023 budget to enable financial modelling to be undertaken.	Manager Finance and Reporting	30/06/2022	
• Deliver a new project management framework and software for delivery of capital work projects	Deliver	In Progress	50%	50%	On track to deliver the project management framework and software at the beginning of Quarter 4 this financial year in readiness for the financial year 22/23.	Manager Major Project Management Office	30/06/2022	

**Enhance strategy, policy and plan development, and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs**

• Develop and adopt a Workforce Plan to meet the requirements of the Local Government Act 2020	Deliver	In Progress	100%	90%	Draft Workforce Plan developed to be endorsed by Executive. Slightly behind schedule due to the need to complete a number of actions under the new LGA at the same time.	Manager People and Wellbeing Operations	31/12/2021	
• Continue to identify and implement agreed actions from employee surveys	Deliver	In Progress	40%	50%	Action plan has been communicated to all staff with timeframes outlined. All actions currently on track.	Manager People and Wellbeing Operations	30/06/2022	
• Provide appropriate training and development of staff to ensure continuous improvement and access to the required skills	Deliver	In Progress	100%	100%	New eLearning platform successfully implemented offering a range of development and training for all staff.	Manager People and Wellbeing Operations	30/11/2021	Complete
• Support and resource the effective operation of Council's Audit and Risk Committee	Deliver	In Progress	50%	50%	The Audit and Risk Committee met on 1 December 2021. Two new independent members attended this meeting. A report from the Audit and Risk Committee meetings and Biannual report of the Committee were adopted at 15 December 2021 Council meeting. An amended Audit Charter was also presented to Council and adopted on 15 December 2021.	Manager Finance and Reporting	30/06/2022	



ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Develop and adopt a suite of new governance related policies and procedures as required by the Local Government Act 2020	Deliver	In Progress	30%	30%	The procurement policy has been adopted in accordance with the Local Government Act 2020.	Manager Finance and Reporting	30/06/2022	

**Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders**

• Actively participate in community and government networks and regional alliances	Facilitate/Partner	In Progress	50%	50%	Officers worked with representatives of neighbouring Councils to develop a Procurement Policy that was consistent across the sector.	Manager Finance and Reporting	30/06/2022	
• Establish a Child and Family Services Network	Facilitate/Partner	Planning	20%	20%	This is planned for establishment in 3rd quarter	Manager Children and Family Services	31/03/2022	

**Enhance customer experience through the transformation of our services to ensure they are easy to access, and provide seamless transactional and interational experiences**

• Review Council's Complaints Handling Policy to ensure a flexible approach that assists people with varying abilities to outline their concerns in a variety of ways	Deliver	In Progress	50%	80%	Revised Complaints Handling Policy adopted at Council's Scheduled Meeting on 15 December 2021. Guidelines to be prepared and finalised in 2022.	Executive Manager People, Culture and Performance	31/12/2021	
• Develop and implement the Customer Experience Strategy	Deliver	In Progress	10%	10%	Customer response project currently underway which will feed into the development of this strategy.	Executive Manager People, Culture and Performance	30/06/2022	
• Develop and implement the Community Engagement Framework	Deliver	In Progress	10%	10%	Community Engagement Policy currently under review. Consultants have been contacted to assist with the community engagement elements and review of community engagement activities during the life of the current version of the Policy. This work will underpin the development of the Strategy.	Executive Manager People, Culture and Performance	30/06/2022	
• Council will pilot web chat software to enhance the customer experience	Deliver	In Progress	75%	75%	Webchat trial is underway and will run through to 21 January 2022.	Manager Customers, Communication & Engagement	31/12/2021	
• Improve our digital platforms, ensuring they are fully accessible for all residents and ratepayers	Deliver	Not Started	0%	0%	Works are scheduled to commence on this action in the third quarter of the 2021-22 plan.	Manager Customers, Communication & Engagement	30/06/2022	

**Support transparent and evidence-based decision making through sharing Council data and clear reporting on our measures of success to the community**

• Ensure compliance with legislative external reporting and disclosure obligations, and ensure internal reporting frameworks are delivered to demonstrate transparency to the community	Deliver	Not Started	50%	50%	The Annual Report was noted at the October Scheduled Council Meeting. Quarterly reports have also been prepared in accordance with internal reporting frameworks and presented to Council for adoption.	Manager Finance and Reporting	30/06/2022	
• Strengthen community engagement practice and relationships with the implementation of a Community Engagement Policy and procedures	Deliver	In Progress	10%	10%	A report was presented at Council's Scheduled Meeting on 15 December 2021 which deferred the review of the Community Engagement Policy from January 2022 to May 2022.	Executive Manager People, Culture and Performance	30/06/2022	

## SECTION 4

### Risk Management Report

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

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

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

### *Risk Management Framework*

The Risk Management Framework documents have been drafted and are ready for the final stage. The Risk Management Policy is being presented to the Audit and Risk Committee at their next meeting for review and recommendation to Council for adoption. The Risk Management Strategy for the three years 2021-2024 has been reviewed by the Executive Leadership Team (ELT) and has been implemented in the development of Risk Registers for both Strategic and Operational risk. The Internal Auditor has also reviewed the Risk Management Strategy and provided helpful feedback and comment.

The draft Strategic Risk register will go to ELT for review when once the new Coordinator Risk is appointed. Operational Risk Registers for many operational areas have been updated or introduced, however some will require revision as the new organisational structure and staff turnover may have impacted upon these. A trial project to upload the operational risk registers from spreadsheets to a risk management module is underway. If successful, it will improve efficiency in the monitoring and reporting of operational risk.

The continued roll out and embedding of the Risk Framework will be delayed pending the recruitment of the new Coordinator Risk.

### *Risk Management Audit Recommendations – Update*

The Audit recommendations relating to Risk Management have either been actioned or await executive review and sign off before implementation.

### *Business Continuity – COVID Impact*

With the outbreak of the Omicron variant of the COVID-19 virus, the Pandemic Action master plan has been reviewed. A number of critical service areas were tasked and have updated their contingency planning to address the potential unavailability of staff due to positive tests or isolation requirements due to being a close contact. At the time of preparing this report, the impact of staff reporting a positive test or isolating as a result of being a close contact was less than 2% of the total staff and no critical service had been significantly impacted. Management are now regularly monitoring the impact of the outbreak on staff availability.

### *Insurance*

#### **General**

The challenges linked to the COVID-19 pandemic continue across the local government sector. In the broader insurance market, insurer and reinsurer responses to COVID-19 are continuing to evolve. Ongoing requirements to meet the obligations of our public liability insurance have been to continue to update our responses under the Victorian Public Health and Wellbeing Act 2008 Pandemic (Open Premises) Orders.

#### **Claims**

The Risk Unit received 39 new claims during the quarter.

The region endured another major storm on 28-29 October. The storm event did not cause damage to Council's building assets, however, the event triggered four new claims for property damage against Council. All four claims did not meet the claim criteria and were denied.

**Council Building/Assets claims**

Two incidents of vandalism and theft at Buffalo Stadium and Woodend Transfer Station, were recorded this quarter. At the time of preparing this report, the extent of damage had not yet been assessed, and it was still to be determined if these will proceed to claims or be dealt with as under excess. A claim has been made in relation to the Old Kerry School Building, which was a total loss after fire. The settlement of the claim is subject to further assessment by the loss assessor due to the heritage and community value placed on this asset.

Council completed its preparation and submission of a claim for damages caused to assets during 9-10 June storm. This complex claim is estimated for a loss of approximately \$85,000 in value. Council is waiting for the insurer to finalise a settlement offer.

**Fleet**

There were four new fleet claims lodged and one total loss pay-out amounting to \$45,363.

**Public Liability**

Eight public liability claims were considered by the Risk unit.

One was referred to the Department of Environment, Land, Water and Planning (DWELP) and two were rejected as not satisfying the insurance claim criteria outlined by our Public Liability insurance policy.

The remaining five claims are currently with Council's public liability insurer, MAV LMI.

Two are in litigation proceedings. These two claims triggered the payment of Council's \$20,000 excess threshold.

The remaining three claims are for property damage allegedly as the result of failure of Council storm water assets. These three claims are in investigation status with liability yet to be determined.

## 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 Unscheduled 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	Comment (Council resolution update)	Actioning officer	Status description	% completed
AO	27-Feb-19	Ordinary	Notice of Motion No. 10/2018-19 – Councillor Jennifer Anderson It was moved by Cr Anderson seconded by Cr Gayfer that Council refer to the budget process the development of a policy for management of bluestone assets owned and/or managed by Council.	Awaiting final advice from Heritage Advisor. Expect the document to be completed by end February 2022. Being used as a trial in draft.	Manager Engineering and Resource Recovery	In progress	95%
PE	27-Feb-19	Ordinary	PE.2 Planning Scheme Review project: Bring a report back to a future Council meeting outlining the implementation plan for the planning scheme review It was moved by Cr Anderson and seconded by Cr Twaits that Council resolve to: 1. Adopt the final Macedon Ranges Planning Scheme Review report (February 2019) at Attachment 1; 2. Submit the report to the Minister for Planning pursuant to Section 12B (5) of the Planning and Environment Act 1987; 3. Develop an implementation plan by assessing the strategic priority and resourcing requirements of the recommendations contained in the report, as well as Council's current strategic planning work program, State planning processes and legislative requirements; 4. Bring a report back to a future Council meeting, outlining the implementation plan, including outlining opportunities for Community Reference Group members to be involved in the implementation, as referred to in point 3 of this resolution; and 5. Dissolve the Community Reference Group and write to thank them for their input into the Planning Scheme Review.	Notice not issued as yet	Director Planning and Environment	In progress	80%
AO	27-Mar-19	Ordinary	AO.2 Discontinuance of Council road reserve in Newry Drive, New Gisborne It was moved by Cr Mees seconded by Cr Radnedge That Council: 1. Do not proceed with the statutory process to sell 47 Victoria Street, Macedon; 2. Seek the estimated \$186,000 via the 2019/2020 budget process to fund works to renovate the building suitably for community use; 3. If this is not successful, seek the required funding through subsequent budget review and development processes; and 4. Thank the Victoria Street Neighbourhood House Working Group for their efforts in preparing an Expression of Interest and advise the proponents that further discussions regarding their expression of interest will be held if budget funding to renovate the building is identified.	Transferred signed and completed in November 2021.	Coordinator Property and Valuations	Completed	100%
AO	24-Apr-19	Ordinary	AO.2 Introducing Food Organics Garden Organics (FOGO) service It was moved by Cr Anderson seconded by Cr Gayfer That Council: Endorse a staged implementation of a Food Organics Garden Organics (FOGO) service over the next five years, whereby: 1. In January 2020, commence a weekly FOGO and fortnightly garbage service to the existing green waste service area at an additional overall cost of approximately \$7 per household per annum to fund the annual supply of compostable caddy liners; 2. In the 2020/21 financial year expand the weekly FOGO and fortnightly garbage service to include the additional townships of Bullengarook, Monegeetta, Tylden and Malmesbury (approximately 750 tenements); 3. At completion of the initial collection contract term of five years (2023/24 financial year), implement a shire-wide universal FOGO service; 4. Officers investigate the potential for a commercial FOGO service to collect food organics from cafes, restaurants and other food businesses to further improve food waste diversion from landfill for consideration in the new waste contract (2024/25 financial year); and 5. Introduce into the annual climate change action plan report to the community the following measurements: 1. Reduction of waste to land fill; and 2. Reduction of net emissions in Macedon Ranges.	Currently in talks to conduct a trial with businesses in Gisborne CBD.  The trial will follow a similar model as Bendigo Council where they have multiple or daily FOGO collections each week for hospitality businesses. This requires the engagement of all businesses prior to conducting the trial. The intent is to introduce a smaller, 140L FOGO bin with a minimum 2 collections per week.  Estimated time of completion - May 2022.	Manager Engineering and Resource Recovery	In progress	90%
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.	Council officers are continuing to explore potential grant opportunities to fund investigation of the application of locally sourced material with the use of recycled projects. The overall project will take place over a 12 month period and will look at the application of recycled material mixed with road construction material. Officers will develop guidelines on the adequate use of recycled materials, noting that external agencies such as ARRB have commenced the development of guidelines. Council recently undertook a road construction project in Station Street Riddells Creek which used recycled materials in the asphalt applied, the learnings from this will assist in informing the guidelines.	Manager Engineering and Resource Recovery	In progress	80%
COR	28-Aug-19	Ordinary	CS.6 Proposed land swap and boundary realignment at Walshes Road, Woodend That Council: 1. Proceed to commence the statutory process to exchange land in accordance with Attachment 2, by publishing a public notice proposing to undertake a minor road deviation, road declaration and land exchange; 2. In accordance with Section 223 of the Act, provides any person the opportunity to make a submission within 28 days of the day of the notice and if requested provides the opportunity to any person to be heard at a meeting to be held on 16 October 2019 at the Gisborne Administration Centre; 3. Be presented with a report at the 23 October 2019 Ordinary Council Meeting to consider the submissions and the approval of transfers; 4. On the basis that no submissions be received at (2) above: a) Approve the transfer of land under the land swap; b) Advertise a government gazettal notice to declare the realigned section of Walshes Road a government road; and c) Authorise the Chief Executive Officer to sign the necessary documentation to enable the land swap to occur. 5. Endorse the rezoning of the land described as Volume 06019 and Folio 750, Lot 1 on TP879826E, Parish of Tylden from Public Use Zone to Rural Conservation Zone; and 6. Endorse the rezoning of land at (5) above as the basis to prepare Planning Scheme Amendment C138macr a) Request Authorisation from the Minister for Planning to prepare Amendment C138macr pursuant to Section 9 of the Planning and Environment Act 1987 i. Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation ii. Upon satisfaction of any conditions of authorisation, exhibit Amendment C138macr pursuant to Section 19 of the Planning & Environment Act 1987.	Discussion underway with new property owner.	Director Corporate	In progress	85%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
PE	28-Aug-19	Ordinary	PE.5 Proposed changes to flood mapping in Kyneton – Request to proceed with a Planning Scheme Amendment That Council: 1. Endorse that the amendment proceed as a local amendment to the Macedon Ranges Planning Scheme; 2. Note the findings from the community consultation and thank the community for their participation; and 3. Request authorisation from the Minister for Planning and prepare draft amendment documents for the purposes of proceeding to a formal exhibition of the amendment.	30/09/2021 - There is no further progress of this action - 66% complete	Director Planning and Environment	In progress	66%
PE	23-Oct-19	Ordinary	PE.5 Recreation vehicle facilities That Council: 1. Resolve to maintain Kyneton as a RV friendly town. 2. Investigate and provide options (including costs) as to where a new dump point could be installed within the Kyneton township to replace the existing dump point at the Kyneton Mineral Springs Reserve. 3. Investigate and provide options (including costs) as to other towns/sites within the Macedon Ranges Shire that may also be appropriate for designation as a RV friendly town. 4. Write to affected residents in the vicinity of the proposed Bourke Street, Kyneton site to advise them that the proposal to install a new dump point in close proximity to the Visitor Information Centre is on hold, pending a future Council resolution as to the preferred location of a new dump point within the town.	Further detailed site analysis is being undertaken, an update will be provided at a Councillor Briefing in February 2022.	Director Planning and Environment	In progress	95%
AO	27-Nov-19	Ordinary	AO.1 Proposed traffic alteration at Farrell and Station Street, New Gisborne That Council: 1. Resolve not to close Farrell Street New Gisborne. 2. Direct that traffic movements through Farrell Street New Gisborne are monitored before and after the Regional Roads Victoria intersection upgrade. 3. Direct that the first named petitioner and submitters be advised that Farrell Street New Gisborne will remain open. 4. Direct that the Farrell Street, New Gisborne footpath be listed as a high priority in the Shire-Wide Footpath Plan.	Resolution 1. Complete - Resolution of Council not to close Farrell Street New Gisborne noted. Resolution 2. Complete - RRV have completed their intersection upgrade works. Officers are continuing to monitor traffic movements through Farrell Street New Gisborne as per the Council resolution Resolution 3. Complete - The first named petitioner and submitters have been advised of Council's resolution and that Farrell Street New Gisborne will remain open Resolution 4. Complete - The Farrell Street New Gisborne footpath has been listed as a high priority in the Shire-Wide Footpath Plan.	Manager Engineering and Resource Recovery	Completed	100%
PE	27-Nov-19	Ordinary	AO.4 Dog and cat control order That Council: 1. Make the Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2) as per section 25 and 26(2) of the Domestic Animals Act 1994 with the insertion of the following amendment to Schedule 2 Designated Prohibited Areas on page 8 of the Order: "Gisborne Township 'Mount Gisborne Reserve – 198 Mount Gisborne Road, Gisborne"; 2. Give public notice of the making of the 'Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2)' by publishing it in the Government Gazette and in newspapers circulating in the municipal district of the Council in accordance with Section 26(3) of the Domestic Animals Act 1994; 3. Direct the Chief Executive Officer to commence the process with the Department of Land, Water and Planning (DELWP) to revoke and dissolve existing Government Gazetted regulations at the eight sites identified in this report, managed by Council and owned by DELWP; 4. Direct the Chief Executive Officer to commence a process with DELWP to formally appoint Council as the Committee of Management for the sections of the Campaspe River Walk in Kyneton that are currently unreserved Crown land; 5. Receive a further report at a future Council meeting on the progress of recommendations 3 and 4; 6. Refer the resourcing for the second stage implementation of the Order and for the introduction of a Council subsidised cat desexing and microchipping scheme to the 2020/21 budget process; and 7. Direct the Chief Executive Officer to review Schedule 1 and Schedule 2 of the Council Dog and Cat Order 2019 as a first year action in Council's Domestic Animal Management Plan 2022 – 2026.	1. Completed - Dog and Cat Control Order including Schedule 2 updated to include Mount Gisborne Reserve. 2. Completed -Notice published in the Government Gazette and local papers in December 2019. 3. Liaising with DEWLP - this can be a lengthy process 4. Liaising with DEWLP - this can be a lengthy process 5. Pending completion of items 3 and 4. 6. Referred to 20/21 budget process, but not funded due to COVID 19 community support packages. Second stage implementation partially funded through 21/22 Operational budget. Subsidised cat desexing and microchipping scheme to be included in Council's Domestic Animal management Plan 2021 – 2025. 7. Draft Domestic Animal Management Plan currently out for community consultation.	Coordinator Local Laws	In progress	60%
AO	1-May-20	Special	AO.4 Kyneton Saleyards – Feasibility update That Council: 1. Direct that the works as identified in the financial year 2019-2020 budget for the Kyneton Saleyards cease; 2. Direct that works to address occupational health and safety and mandatory environmental items at the Kyneton Saleyards be completed, utilising funding from the Kyneton Saleyards project in this year's budget; 3. Direct that funding opportunities from alternate sources be sought to assist in offsetting the cost to Council; and 4. Direct that further review be undertaken of the works planned at Kyneton Saleyards, as per the Kyneton Saleyards Plan, 2016 and the resolution of the Ordinary Council Meeting of Wednesday, 22 June 2016.	Resolution 1 - Complete Resolution 2 - New gantries installed and truck wash completed with some defects being finalised. Works almost complete with some minor items and invoicing to be finalised. Resolution 3 - Complete Resolution 4 - Complete	Manager Facilities & Operations	In progress	95%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
PE	24-Jun-20	Ordinary	PE.3 Draft Gisborne Futures Structure Plan, Urban Design Framework and Neighbourhood Character Study It was moved by Cr Mees, seconded by Cr Twaits That Council: 1. Endorse the draft Gisborne Structure Plan, draft Gisborne Urban Design Framework and draft Gisborne Neighbourhood Character Study for community consultation subject to the following changes: a) The land located at 284 Kilmore Road, Gisborne, known as Glen Junor, be included in the proposed settlement boundary and identified to be included in the Urban Growth Zone in the draft Gisborne Structure Plan. b) A neighbourhood activity centre be identified on the land at 284 Kilmore Road, Gisborne in the draft Gisborne Structure Plan. c) Update the draft Gisborne Structure Plan and draft Gisborne Neighbourhood Character Study to reflect the changes outlined above. d) Make the changes as outlined in the amended officer recommendation 2. Note the officers advice that incorporation of Glen Junor in accordance with Item 1(a) and 1(b) above will preclude the provision of a detailed analysis and associated update of the documents referred to in Item 1, and supporting background documents. 3. Note that following consultation, and prior to Council reaching a final decision and adopting the draft Gisborne Structure Plan, draft Gisborne Urban Design Framework and draft Gisborne Neighbourhood Character Study, significant strategic assessment to support Glen Junor's inclusion in the Gisborne settlement boundary would be required 4. Council officers will prepare a detailed schedule of strategic work that would be required pursuant to Item 3 above, including timeframes and costs for Council to consider as part of their post consultation deliberations. 5. After considering the results of the forthcoming community consultation, Council will provide a revised version of the draft Gisborne Structure Plan, draft Gisborne Urban Design Framework and draft Gisborne Neighbourhood Character Study for a further period of community consultation.	In accordance with resolution of Council at its Scheduled Council Meeting on 25 November 2020, the Gisborne Futures Council Project Group met in July and August 2021 to discuss Gisborne Futures progress. There was no meeting held in September.	Director Planning and Environment	In progress	80%
COR	22-Jul-20	Ordinary	Notice of Motion No. 2/2020-21 – Councillor Anderson It was moved by Cr Anderson seconded by Cr Twaits that Council direct the Chief Executive Officer to: 1. Consult with the Stanley Park Committee of Management to establish interim arrangements for the management of Stanley Park from 1 September 2020; 2. Develop an appropriate community consultation process to gauge community preferences for the management of Stanley Park; and 3. Following consultation prepare a report for Council recommending options for the ongoing management of Stanley Park.	1. Completed 2. Completed 3. At the 15 December 2021 Scheduled Meeting, Council resolved to work with the existing committee on an instrument of delegation for a Community Asset Committee to be brought back to Council for endorsement by June 2022.	Governance Team	In progress	80%
COR	26-Aug-20	Ordinary	CC.7 Proposal to sell 20 Jacobs Avenue, Kyneton That Council: 1. Having determined that the property at 20 Jacobs Avenue, Kyneton is considered surplus to Council requirements commence the statutory process to sell the land by: a. Advertising a notice of intention to sell 20 Jacobs Avenue, Kyneton, in accordance with section 189 of the Local Government Act 1989 ("the Act"); b. Noting that in accordance with section 223 of the Act, the public notice provides an opportunity to make a submission within 28 days of the day of the notice and if requested provides the submitter the opportunity to speak in support of their submission at a future Submitters Committee meeting; c. Notifying all neighbouring properties of the proposal and seeking submissions; and d. Considering all submissions prior to determining to proceed with the sale. 2. Note that should there be no written submissions received under Section 223 of the Act to the Chief Executive Officer will: a. Proceed to sell the property by public auction (or subsequently by private treaty should it fail to sell at auction); b. negotiate the sale of the property based on a current market valuation obtained by an independent qualified valuer; c. be authorised to sign and seal any associated documentation in relation to the sale. 3. Note that net proceeds from the sale will be allocated to the Public Open Space-West Financial Reserve.	Resolution in progress pending review of Open Space Strategy.	Director Corporate	In progress	10%
COR	26-Aug-20	Ordinary	CX.6 Council Support and Expenses Policy That Council: 1. Adopt the revised Council Support and Expenses Policy and publish the policy on Council's website; and 2. Undertake further work to consider options for the reimbursement of bona fide expenses incurred by members of Council's current (and future) advisory committees and community asset committees.	Item 1: Completed - Adopted Policy on Council's website. Item 2: Work In progress.	Governance Team	In progress	40%
AO	16-Dec-20	Scheduled	Notice of Motion No. 8/2020-21 – Councillor Neil It was moved by Cr Neil seconded by Cr Ridgeway That Council 1. Undertake an audit of school bus stops to ascertain what steps are required to provide weather relief to students; which should include prioritisation of when shelters may be installed, interested parties (including schools, Public Transport Victoria (PTV) and Regional Roads Victoria (RRV)) and potential opportunities for advocacy and funding. This audit to be presented as a report at a future Council meeting; and 2. Seek a report, no later than the February Council Meeting, to install a bus bay and shelter in the vicinity of Reynolds Grove and Melbourne-Lancefield Road Service Road, Romsey. This report should include potential funding options and detail time lines to finalise design, seek relevant approvals and deliver the project before May 2021.	Resolution 1 - In progress - this items has been impacted due to COVID19 related staff availability. Resolution 2 - Completed	Manager Engineering & Resource Recovery	In progress	75%
COR	16-Dec-20	Scheduled	CC.7 Update on the proposed transfer of East Paddock, Hanging Rock That Council: a. Approve the public disclosure of Council's valuation of the East Paddock site at Hanging Rock; b. Continue to work with the Department of Environment Land Water and Planning (DELWP) to negotiate a satisfactory outcome to the proposed transfer of the East Paddock; and c. That the outcome of discussions with DELWP be subject to a report back to Council for Council's consideration.	Resolution in progress.	Director Corporate	In progress	10%



Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
COR	16-Dec-20	Scheduled	CC.6 Proposal to name part of an unnamed Kyneton laneway "Turners Lane" That Council: 1. Approves the naming of the southern part of an unnamed laneway running between High Street and Market Street Kyneton - affecting land parcels Lot 1 TP318437, Lot 2 TP326174, Lot 3 PS441508 and Lot 1 TP22292 and ending at the southern boundary to Lot 2 TP584557 - as "Turners Lane". 2. Notes that, if approved, the naming will be submitted to the Registrar for Geographic Names for endorsement and gazettal. 3. Notes that officers will write to the naming applicant, surrounding property owners and those community members who responded to the public consultation process to advise them of the decision.	1. Completed 2. Completed 3. Council's decision to name the unnamed section of the laneway is being reviewed by Geographic Names Victoria following community objections.	Governance Team	In progress	80%
PE	27-Jan-21	Scheduled	PE.3 Community information guides That Council: 1. Note that officers wrote to the Country Fire Authority (CFA) on 9 November 2020 regarding the development of further Community Information Guides for the Macedon Ranges Shire; and 2. Note, that upon receipt of CFA's reply to Council's letter of 9 November 2020, officers will bring a report to a future Scheduled Council Meeting outlining the cost and process for Council in reviewing and contributing to CIGs; and 3. Give the Chief Executive Officer permission to bring a report regarding the cost and process for Council in reviewing and contributing to Community Information Guides to a future Council Meeting, when officers have received sufficient information to allow this to occur.	30/09/21 Officers wrote to the CFA, but have not yet received a response to our correspondence.	Manager Regulatory Compliance	In progress	80%
COR	24-Feb-21	Scheduled	CC.1 Contracts to be awarded as at 24 February 2021 That Council note that the following contract will be awarded by Council Officers under delegated authority: - C21.1096 Virtual Host and SAN Replacement; and That Council revokes the delegation of the Chief Executive Officer to award Contract C21.1097 Banking and Bill Payment Services and requires that the contract come to a Council meeting for decision following the completion of the tender evaluation process.	Resolution noted. Council report to be prepared and presented following completion of tender evaluation process.	Director Corporate	In progress	50%
AO	24-Mar-21	Scheduled	AO.1 Draft Waste Management and Resource Recovery Strategy 2021-2026 update That Council: 1. Endorse the release of the draft Waste Management and Resource Recovery Strategy 2021 – 2026 for a six-week period of public consultation; 2. Consider all submissions received in finalising and updating the draft Waste Management and Resource Recovery Strategy 2021 – 2026; and 3. Consider the adoption of final version of the draft Waste Management and Resource Recovery Strategy 2021 – 2026 at a future scheduled Council Meeting.	Council resolution noted by officers. Resolution 1: Completed - Public consultation on the draft Waste Management and Resource Recovery Strategy 2021-26 undertaken Resolution 2: Completed - Submissions received were considered in finalisation of the Strategy Resolution 3: Completed - Waste Management and Recourse Recovery Strategy 2021-2026 adopted at the December 2021 Scheduled Council meeting.	Manager Engineering and Resource Recovery	Completed	100%
AO	24-Mar-21	Scheduled	AO.2 Romsey Ecotherapy Park – Stage 2 design That Council: 1. Endorse the landscape design for stage 2 of Romsey Ecotherapy Park; and 2. Refer funding for maintenance resources to a future budget process.	Resolution 1: Noted Resolution 2: Open being referred to the 2022/23 budget process.	Manager Open Space and Recreation	In progress	90%
PE	28-Apr-21	Scheduled	PE.5 Macedon Ranges Residential land demand and supply assessment – Response to Notice of Motion 14/2021 That Council: 1. Notes the Options outlined in this report 2. Refer to the 2021/22 Budget and Council Plan process for consideration the undertaking of community consultation, based on Option 2 of this paper, on population growth scenarios for the towns of Gisborne, Romsey, Riddells Creek, Lancefield, Woodend and Kyneton that are the subject of the report prepared by Urban Enterprise on Macedon Ranges Residential Land Demand and Supply Assessment. 3. Note the objective of this consultation is to obtain feedback from the communities of each of these towns on the recommended growth scenarios that the Macedon Ranges Residential Demand and Supply Assessment (RDSLAs) in part, and other Council and State government documents refer to. Specifically; does the community of each township support the projected scenarios of low, medium or high growth outlined in the RDSLAs report, or are there alternative population changes that are supported? 4. Provide a workshop in a future Councilor Briefing of simpler, less costly alternative methods of consultation to those outlined in option 2 of this report, working together on defining further the scope, purpose and how outcomes will be considered in future Council deliberations.	30/9/21 - No further progress on this.	Director Planning and Environment	In progress	75%
PE	28-Apr-21	Scheduled	14. NOTICES OF MOTION NOTICE OF MOTION NO. 15/2020-21 – CR NEIL It was moved by Cr Neil seconded by Cr West that Council: 1. Requests the CEO to present a report to a Scheduled Council Meeting regarding the provision of Christmas decorations to our towns. 2. Requests that the report details the costs involved, types of decorations available, suitability to current town streetscapes, infrastructure required and other associated matters.	As at 30 September, this item has been listed for the 24 November Council Meeting.	Director Planning and Environment	In progress	50%
COR	26-May-21	Scheduled	NOTICE OF MOTION NO. 21/2020-21 – CR PEARCE It was moved by Cr Pearce seconded by Cr Death that Council requests that the Chief Executive Officer prepare a report for a future Councilor Briefing in relation to the possible amendment of Section 42 of Council's Governance Rules in relation to petitions and joint letters, including but not limited to the acceptance of electronic petitions, to enable more efficient and effective ways for our communities to advocate to Council on local issues.	Council briefed on an update to the Governance Rules on 5 October. A review of the Rules proposes changes in relation to petitions and electronic petitions. A draft of the Rules incorporating Councilor feedback will go to community consultation before being adopted by Council in March 2022.	Governance Team	In progress	20%
AO	23-Jun-21	Scheduled	Macedon Ranges Regional Sports Precinct - Recommended scope for Stage 1 delivery That Council: 1. Approves the detailed design scope for Stage 1 of the Macedon Ranges Regional Sports Precinct, noting potential value management decisions on reducing the Sports Hub and Pavilion roof height, the signalisation of Hamilton and Barringo Roads and delayed delivery of the spectator mound., 2. Notes that, pending further appropriate consultation, potential value management decisions are required, including reducing the Sports Hub and Pavilion roof height, the signalisation of Hamilton and Barringo Roads and the delayed delivery of the spectator mound., 3. Approves the finalisation of the Stage 1 design and tendering of the project for construction., 4. Directs the CEO to continue to advocate for Federal Government and other agencies for Stage 2 funding., 5. Directs the CEO to prepare and execute a funding agreement with Sport and Recreation Victoria and AFL Victoria., 6. Notes that these decisions commit Council funding to future budget consideration in the 2022/23 financial year.	Resolution 1: Complete Resolution 1: Complete Resolution 2: Complete Resolution 3: Complete Resolution 4: Complete - This project is included in the 'Priority Projects' document completed in December 2021. This has been presented to the Federal Minister. Resolution 5: In progress - Officer expect the funding agreement to be ready by the end of Feb 2022. Resolution 6: Complete	Director Assets and Operations	In progress	85%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
AO	23-Jun-21	Scheduled	Notice of Motion - Appreciation for assistance during storm That Council: 1. Formally thanks its staff, the State Emergency Service (SES) and other emergency services, Powercor, associated organisations, volunteers and members of the community who assisted during the storm event that badly affected the Macedon Ranges on 9 June 2021 and in the days that followed. In giving our appreciation, Council acknowledges the many hours of work that went into clearing roads of fallen trees and debris, restoring power and mobile coverage and the community spirit of helping to make Macedon Ranges liveable again. It is acknowledged that there is still much work to be undertaken to recover from this event. 2. Requests the Chief Executive Officer to issue suitable communications to spread Council's acknowledgement and appreciation of the many and various actions undertaken during the storm event and afterwards.	Resolution 1 - Complete - This occurred both in the council meeting and in media (radio/press). Resolution 2 - Complete.	Director Assets and Operations	Completed	100%
COR	23-Jun-21	Scheduled	Notice of Motion - Financial Reserves Policy Review That Council requests the Chief Executive Officer to provide a report to a Councillor briefing prior to the end of July 2021, regarding the approved use of funds section associated with the Public Open Space reserve section of Council's Financial Reserves Policy currently under review and: 1. Brings the briefing report and a summary of any Councillor discussions on this item to the August 2021 Audit and Risk committee meeting. 2. Ensures the report includes but is not limited to: a. Clarity about how Council interprets the wording from the Subdivision Act 1988 as "land set aside in a plan or land in a planned zone or reserve under a planning scheme-for public recreation or public resort; or as parklands; or for similar purposes"; b. Whether the preparation of a master plan for future improvements of public open space can be included; c. Whether unrestricted or restricted club and sporting facilities can be funded from this reserve; and, d. How passive public open space could be prioritised over facilities referred to in point c of this motion.	In progress. Policy is still be reviewed and is scheduled to be presented back to Council in April 2022.	Director Corporate	In progress	20%
PE	23-Jun-21	Scheduled	Draft Economic Development Strategy 2021-2031 That Council: 1. Approves the Draft Economic Development Strategy 2021-2031 for community consultation; 2. Publishes the Draft Economic Development Strategy 2021-2031 on its Have Your Say webpage and makes it available at the Council offices in Gisborne, Kyneton, Romsey, and Woodend during the six week consultation period; 3. Considers all submissions received during the six week consultation period in finalising the Economic Development Strategy 2021-2031, and; 4. Considers the final version of the Economic Development Strategy 2021-2031 at a future Council Meeting for adoption.	1. Noted - NFA required 2. Draft EDS was published for consultation from 28 June to 9 August 2021 – completed 3. All submissions were considered and a response to Councillors was provided via the dashboard 4. Final EDS adopted at 27 October Council meeting.	Director Planning and Environment	Completed	100%
COR	28-Jul-21	Scheduled	Notice of Motion - Procurement Policy 2021 That Council: 1. Directs the Chief Executive Officer to provide information for consideration and evaluation for the inclusion of a minimum mandatory weighting criteria (selection criteria) for social procurement as part of all tender evaluations in the development of the Macedon Ranges Shire Council's Procurement Policy review required under the Local Government Act 2020 (due by 31 December 2021); and, 2. Directs the Chief Executive Officer to provide information for consideration and evaluation for options for local procurement.	Completed. Information was provided at the Councillor briefing 12 October 2021.	Director Corporate	Completed	100%
COR	28-Jul-21	Scheduled	Community consultation for the management of Stanley Park, Mount Macedon That Council: 1. Notes the options set out in the report for the future management of Stanley Park, Mount Macedon. 2. Endorses community engagement on the proposed options for the management of Stanley Park, as outlined in the officer report, along with the option of forming a delegated committee. 3. Reports back to the September Scheduled Council Meeting on the outcomes of community consultation and a recommended option for the future management of Stanley Park, including a draft of any formal documents required to give effect to that option.	1. Noted 2. Community consultation undertaken 3. Report on outcomes of community consultation presented to December 2021 Scheduled Meeting	Governance Team	Completed	100%
CX	28-Jul-21	Scheduled	Notice of Motion - Rural Councils Victoria (RCV) That Council: 1. Directs the Chief Executive Officer to write to Rural Councils Victoria (RCV) asking it to consult with member councils about the impact of changes in Victorian grant funding streams requiring increased work effort and complexity of supporting grant documents to be successful. 2. Notes that this additional work can include the provision of completed schematic drawings, quantity surveyors cost estimates and geotechnical and other land studies which potentially puts a challenging burden on regional and rural councils, as previously some of these costs would be included within the grant sum. Some councils may not have the human and financial resources to undertake this work. 3. Should this be confirmed, asks RCV to advocate and raise this issue with relevant levels of the Victorian Government and agencies.	Letter sent to RCV as per resolution.	Chief Executive Office	Completed	100%
PE	28-Jul-21	Scheduled	Recommendations for Community Funding Scheme and COVID Support That Council: 1. Confirm funding at \$241,000, including consideration of the addition of \$15,000 at the six monthly budget review. 2. Redirect an additional \$25,419 of unspent funds from the 2020-2021 Small Project Grants to the 2021-2022 Community Funding Scheme. 3. Approve the 2021-2022 Community Funding Scheme allocations as described in Table 1 of this report. 4. Should the additional \$15,000 become available: a. Increase funding to the Gisborne SES application to the full amount requested. b. Confirm additional successful applications, to the limit of the funding allocation, from the next highest ranked eligible applications assessed. 5. Approve the COVID-19 support fund allocations as described in Table 2 of this report. 6. Notify all applicants in writing of the outcome of their grant application and provide the opportunity to receive feedback on their application.	It has been confirmed that the carry-forward request of the \$25,419 unspent funds from the 2020-2021	Director Planning and Environment	In progress	50%
PE	28-Jul-21	Scheduled	Options for Development Plan Overlay 24 - Lancefield Development Plan Areas That Council: 1. Requests the Chief Executive Officer to engage an external facilitator to assist Council with a meeting with interested landowners who are within the Development Plan Overlay Schedule 24 area in Lancefield. The purpose of the meeting is to enable a discussion about Development Plan Overlay Schedule 24 and enable landowners to seek clarity on any matters regarding the Development Plan Overlay. The meeting will be run by an external facilitator and attended by the Chief Executive Officer, planning staff and Councillors as appropriate. Minutes from the meeting will be recorded and presented to Council at a future Councillor briefing session. The meeting to be held within 3 months of 28 July 2021. 2. Notifies all landholders within the Schedule 24 to the Development Plan Overlay of this decision.	Superseded by Council resolution at the 27 October 2021 Scheduled Council Meeting.	Director Planning and Environment	Completed	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
AO	25-Aug-21	Scheduled	Public Toilet Feasibility Study - Kyneton That Council:, 1. Requests a business case be prepared for consideration in the 2022/23 financial year budget to design and plan a new toilet block providing a unisex All Abilities toilet and two other toilets with services and connecting pathways at St Agnes Place Kyneton., 2. Requests a business case be prepared for consideration in the 2022/23 financial year budget to design and plan a new toilet block providing a unisex DDA toilet and two other toilets, services and connecting pathways at Quarry Reserve Kyneton., 3. Requests a business case be prepared for consideration in the 2022/23 financial year budget for sealing Campaspe Crescent, Kyneton to address the expected increase of traffic to the park, due to recommendation 2 above., 4. Requests the presentation of the draft Public Toilet Strategy to Council at the February 2022 Scheduled Council Meeting for consideration, noting this will inform recommendations 1,2 and 3 above.	1 - Open, pending budget processes 2 - Open, pending budget processes 3 - Open, pending budget processes 4 - Open, interim report to be presented to February 2022 Scheduled Council Meeting.	Director Assets and Operations	In progress	25%
AO	25-Aug-21	Scheduled	Nature Strip Landscaping Policy - Review Seeks community feedback on the Draft Nature Strip Landscaping Policy 2021 through a six-week consultation period; and, 2. Receives a report at the February 2022 Scheduled Council Meeting to consider the feedback received and the effectiveness of the 2019 Policy since its inception and to adopt the reviewed Policy.	1 - Completed - Community consultation completed 2 - Open, interim report will be provided to the February 2022 Scheduled Council meeting.	Director Assets and Operations	In progress	75%
COM	25-Aug-21	Scheduled	Draft Disability Action Plan That Council:, 1. Resolves to place the draft Disability Action Plan on public exhibition for a minimum period of twenty eight days., 2. Notes that following community consultation, including hearing from submitters at a meeting of the Submitters Delegated Committee, officers will report back to a Council meeting with a summary of community feedback and a final plan for adoption	Resolution completed. Submitters Committee Meeting held on 13 October and report presented to Council at is Scheduled Meeting on 27 October 2021.	Director Community	Completed	100%
COR	25-Aug-21	Scheduled	Draft Financial Plan 2022-2031 That Council:, 1. Endorses the draft Financial Plan 2022-2031, prepared in accordance with Section 91 of the Local Government Act 2020, for the purpose of public display., 2. Endorses the draft Financial Plan 2022-2031 be placed on public display on Council's website and at the Council Offices from Thursday 26 August 2021 and remain on public display until Thursday 26 September 2021., 3. Notes that following hearing from submitters at a meeting of the Submitters Delegated Committee, a report and recommendations will be presented to a Scheduled Meeting of Council on 27 October 2021 to enable Council to consider submissions and to adopt the Financial Plan 2022-2031 with or without amendment., 4. Authorises the Chief Executive Officer to carry out all administrative procedures necessary to enable Council to carry out its functions under the Local Government Act (1989 and 2020), in relation to the finalisation and publication of the Financial Plan.	Resolution completed. Submitters Committee Meeting held on 13 October and report presented to Council at is Scheduled Meeting on 27 October 2021.	Director Corporate	Completed	100%
COR	25-Aug-21	Scheduled	Community Vision and Council Plan That Council:, 1. Endorses the draft Community Vision 2021 – 2031 and the draft Council Plan 2021 – 2031 for the purpose of public display., 2. Undertakes community engagement and consultation in accordance with the Local Government Act 2020 and Council's Community Engagement Policy., 3. Notes that following hearing from submitters at a meeting of the Submitters Delegated Committee, a report and recommendations will be presented to a Scheduled Meeting of Council on 27 October 2021, to enable Council to consider the submissions and adopt the Community Vision 2021 – 2031 and Council Plan 2021 – 2031.	Resolution completed. Submitters Committee Meeting held on 13 October and report presented to Council at is Scheduled Meeting on 27 October 2021.	Director Corporate	Completed	100%
COM	25-Aug-21	Scheduled	Draft Municipal Public Health and Wellbeing Plan That Council 1. Resolve to place the draft Municipal Public Health and Wellbeing Plan 2021-2025 on public exhibition for a period of no less than twenty eight days, 2. Note that following community consultation, including hearing from submitters at a meeting of the Submitters Delegated Committee, officers will report back to a Council meeting with a summary of community feedback and draft plan for adoption.	Resolution completed. Submitters Committee Meeting held on 13 October and report presented to Council at is Scheduled Meeting on 27 October 2021.	Director Community	Completed	100%
COM	25-Aug-21	Scheduled	Affordable Housing That Council directs the Chief Executive Officer to:, 1. Commence development of a high level Affordable Housing Policy for consideration at the October 2021 Council Meeting, 2. Engage with Homes Victoria about opportunities under Victoria's Big Housing Build, 3. Include affordable housing as a priority in the draft Council Plan 2021-2031	Resolution completed. Report presented to October Scheduled Council Meeting.	Director Community	Completed	100%
COR	25-Aug-21	Scheduled	Petition to rename Hutton Street, Kyneton Council received a petition with 164 signatures, formally requesting Council to consult with the traditional owner group to rename Hutton Street, Kyneton so that it acknowledges the region's indigenous history., RESOLUTION, That Council:, 1. Receives and notes the petition., 2. Refers it to the Manager Legal and Corporate Governance for investigation and reporting back to Council by December 2021., 3. Notifies the petition organisers accordingly.	The Traditional Owner group is meeting on 23/2/22 and will provide potential names. Consultation report to Council should be brought to March meeting.	Governance Team	In progress	25%
CX	25-Aug-21	Scheduled	Notice of Motion - ICAN (International Campaign to Abolish Nuclear Weapons) That Council:, 1. Puts on record its deep concern about the grave threat that nuclear weapons pose to communities throughout the world. Council firmly believes that our residents have the right to live in a world free from this threat. Any use of nuclear weapons, whether deliberate or accidental, would have catastrophic, far-reaching and long-lasting consequences for people and the environment., 2. Welcomes the adoption of the Treaty on the Prohibition of Nuclear Weapons by the United Nations in 2017., 3. Requests the Mayor write to Senator the Hon Marise Payne, Minister for Foreign Affairs, to call on Australia to sign and ratify the Treaty without delay., 4. Requests the Chief Executive Officer to issue a media release announcing that Council has joined the call for the Federal Government to sign and ratify the UN Treaty on the Prohibition of Nuclear Weapons., 5. Directs that the Chief Executive Officer must initiate a review of Council's investment in a financial institution if it is brought to the Chief Executive Officer's attention that the financial institution invests in the production of nuclear weapons., 6. Recognises the ICAN (International Campaign to Abolish Nuclear Weapons) Cities for Peace Appeal and acknowledges the large number of cities and shires across Australia that have committed to this appeal.	Council resolution noted. Letter sent to the Minister for Foreign Affairs. Media release prepared.	Chief Executive Office	Completed	100%
COM	22-Sep-21	Scheduled	Growing Suburbs Fund That Council:, 1. Endorses the Chief Executive Officer to submit an application to Round 3 of the Growing Suburbs Fund in priority order as follows:, (a) Riddells Creek Leisure Centre Multi-Purpose Room (expansion), (b) Manna Gum playground upgrades as per the design plans, 2. Requests that community stakeholders are contacted and notified of Council's intention to apply for funding through this program and seek letters of support	Resolution completed. Applications submitted to Growing Suburbs Fund.	Director Community	Completed	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
COR	22-Sep-21	Scheduled	Proposal to lease land for an NBN antenna at Riddells Creek Recreation Reserve That Council: 1. Authorises the Chief Executive Officer to enter into a lease with NBN Co. for the site at Riddells Creek Recreation Reserve on the following terms: (a) The lease term is proposed to be for nine years; (b) The rental is proposed to be \$10,000 per annum plus GST; (c) Rental reviews are proposed at 2.5% per annum. 2. Notes that the lease is subject to final approval from: (a) The Department of Environment, Land, Water and Planning (DELWP) as the Riddells Creek Recreation Reserve is on Crown land and therefore will require a 17 D Crown Land Lease; (b) Telstra as the NBN antenna is proposed to be located on an existing Telstra telecommunications tower; 3. Notes that NBN Co. shall be issuing a LAAN (Land Activity Access Notice) to enable construction to commence as soon as possible on the site; 4. Authorises the Chief Executive Officer to sign any associated documentation in relation to the proposed lease.	Resolution in progress. Documentation being prepared and negotiations continue before being provided to DELWP for final approval.	Director Corporate	In progress	50%
COM	22-Sep-21	Scheduled	Municipal Early Years Plan CREATE 2021-2025 That Council: 1. Adopts the Municipal Early Years Plan CREATE 2021-2025; 2. Writes to community members to thank them for their participation in the consultation process and advising them of the adoption of the Municipal Early Years Plan CREATE 2021-2025.	Resolution Completed. Municipal Early Years Plan available on Council's website.	Director Community	Completed	100%
COR	22-Sep-21	Scheduled	Carry Forwards for year ended 30 June 2021 That Council: 1. Notes the budget carry forwards as attached; 2. Notes the net budget result for 2020/21 after carry forwards is a surplus budget; 3. Notes the \$285,311 surplus balance be included in the 2021/22 mid-year budget review.	Resolution in progress. Surplus balance to be included as part of the 2021/22 mid-year budget review, scheduled for consideration by Council in February 2022 at its Scheduled Meeting.	Director Corporate	In progress	75%
COM	22-Sep-21	Scheduled	Social and Affordable Housing *Confidential*	Resolution completed. Report provided to Council at its October Scheduled Council Meeting.	Director Community	Completed	100%
COR	22-Sep-21	Scheduled	Management of Stanley Park That Council: 1. Notes the update on the progress of community consultation as outlined in the report; 2. Requests that the Chief Executive Officer report back to the October Scheduled Council Meeting on the outcomes of community consultation and a recommended option for the future management of Stanley Park, including a draft of any formal documents required to give effect to that option.	1. Noted. 2. Extension granted at October 2021 Scheduled Council Meeting. Report presented to December 2021 Scheduled Council Meeting.	Governance Team	Completed	100%
PE	22-Sep-21	Scheduled	Small Project Grants - Consideration of Grant Applications That Council approves the awarding of the: 1. Woodend Men's Shed's Small Project Grants application of \$910 for the purchase of fire safety equipment; 2. Kyneton and Districts Poultry Club's Small Project Grants application of \$1,500 for the purchase of foldable tables.	1. Funding Agreement has been signed. Payment has been dispersed. 2. Funding Agreement has been sent to be signed. Payment will be dispersed upon receipt of the agreement. Follow up contact has been made.	Director Planning and Environment	In progress	80%
PE	22-Sep-21	Scheduled	Draft Mobile Trading Guidelines That Council notes that due to the ongoing economic uncertainty for many local businesses, brought about by the COVID-19 pandemic and the associated restrictions on free movement, a further report will be presented to Council by no later than May 2022 to propose recommencement of public consultation on the draft Mobile Trading Guidelines.	Noted. The report is listed for the 25 May 2022 Council Meeting	Director Planning and Environment	In progress	25%
PE	22-Sep-21	Scheduled	Reconciliation Action Plan RESOLUTION, That Council: 1. Notes the final MRSC Reconciliation Action Plan (RAP); 2. Requests the Chief Executive Officer to arrange a launch of the RAP.	The RAP has been graphic designed and prepared to be installed on website.  A launch/celebration of the RAP is being arranged to coincide with the Autumn Festival. Three events with Traditional Owners will be delivered with the launch event happening at Bald Hill with Taungurung hosting the other Traditional Owners.	Director Planning and Environment	In progress	80%
COR	5-Oct-21	Unscheduled	October Submitters Delegated Committee date That Council reschedule the October meeting of the Submitters Delegated Committee from Thursday 14 October 2021 to Wednesday 13 October 2021.	Meeting rescheduled	Governance Team	Completed	100%
AO	27-Oct-21	Scheduled	Opportunities to Improve Wildlife Safety on our Roads That Council notes this report and that work continues on the Road Safety and Mobility Strategy, which includes the comprehensive exploration of opportunities to improve wildlife safety on roads across the shire.	Completed - Will be incorporated into the Road Safety and Mobility Strategy.	Director Assets and Operations	Completed	100%
AO	27-Oct-21	Scheduled	Update on the Old Lancefield Road Woodend petition That Council: 1. Notes this report and actions taken by Council officers to date to minimise reported risk along Old Lancefield Road; 2. Continues working with the Department of Transport on the Woodend Integrated Transport Study to investigate long term sustainable solutions to address the transport issues identified along Old Lancefield Road; 3. Receives an updated report with final recommendations from the Woodend Integrated Transport Study by the April 2022 Scheduled Council Meeting; 4. Notes the temporary solutions implemented along Old Lancefield Road highlighted in this report; and 5. Notes that officers continue to identify a researched and legal solution to the transport issues along old Lancefield Road.	1 - Complete 2 - In progress pending Woodend Integrated Transport Study 3 - In progress 4 - Complete 5 - Complete	Director Assets and Operations	In progress	50%
COM	27-Oct-21	Scheduled	Future of the Health and Wellbeing Advisory Committee That Council: 1. Dissolves the Health and Wellbeing Advisory Committee and its current membership; 2. Requests the Chief Executive Officer to write to those current members, inform them of the outcome above, thank them for their contributions to the Advisory Committee and advise them of Council's wish to involve them in future deliberative engagement processes on health and wellbeing topics; 3. Continues to engage with the community on health and wellbeing topics using deliberative engagement processes as outlined in Council's Community Engagement Policy.	Resolution in progress. Correspondence to be provided to members.	Director Community	In progress	50%
COR	27-Oct-21	Scheduled	Community Vision and Council Plan 2021-2031 That Council: 1. Adopts the Community Vision 2021-2031 and the Council Plan 2021-2031, prepared in accordance with the Local Government Act 2020 and gives public notice of its decision; 2. Endorses the officer responses to submissions as contained in this report; 3. Requests the Chief Executive Officer to write to all submitters, thanking them for their submission; 4. Notes that the Council Plan 2021-2031 will supersede the Council Plan 2017-2027.	Resolution completed. Council Plan 2021 - 2031 available on Council's website.	Director Corporate	Completed	100%
COM	27-Oct-21	Scheduled	Disability Action Plan 2021-2025 That Council: 1. Adopts the Disability Action Plan 2021-2025 which will then supersede Council's Disability Action Plan in the Council Plan 2017-2027; 2. Requests that the Chief Executive Officer write to those who provided submissions and thank them for their feedback.	Resolution completed. Disability Action Plan 2021-2025 available via Council's website. Correspondence provided to those that made a submissions.	Director Community	Completed	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
COR	27-Oct-21	Scheduled	Draft Financial Plan 2021-2031 That Council: 1. Adopts the Financial Plan 2021-2031, prepared in accordance with Section 91 of the Local Government Act 2020 and gives public notice of its decision; 2. Endorses the officer responses to submissions as contained in this report; 3. Requests the Chief Executive Officer to write to all submitters, thanking them for their submission; 4. Authorises the Chief Executive Officer to carry out all administrative procedures necessary to enable Council to carry out its functions under the Local Government Act (1989 and 2020), in relation to the finalisation and publication of the Financial Plan 2021-2031.	Resolution completed. Financial Plan 2021-2025 available on Council's website.	Director Corporate	Completed	100%
COM	27-Oct-21	Scheduled	Municipal Public Health and Wellbeing Plan 2021-2025 That Council: 1. Adopts the Municipal Public Health and Wellbeing Plan 2021-2025 which will then supersede the Public Health and Wellbeing Plan integrated in the Council Plan 2017-2027. 2. Requests that the Chief Executive Officer write to those who provided submissions and thank them for their feedback.	Resolution noted. Municipal Public Health and Wellbeing Plan 2021 - 2025 made available via Council's website. Correspondence provided to those that made a submission.	Director Community	Completed	100%
COR	27-Oct-21	Scheduled	Annual Report 2020/21 That Council: 1. Receives the Annual Report 2020/21 and notes the audit opinions; and, 2. In accordance with Section 133 of the Victorian Local Government Act 1989, gives public notice that the Annual Report 2020/21 has been prepared and that it will be available on Council's website and at Council offices.	Resolution noted. Council's Annual Report 2021/22 is available on Council's website and is available for viewing at Council offices.	Director Corporate	Completed	100%
COR	27-Oct-21	Scheduled	Contracts to be Awarded October That Council: 1. Notes that the following contracts will be awarded by Council officers under delegated authority: (a) C22.1130 Condition Assessment and Data Collection, (b) Q22.1134 Design and Construct Footbridge Ash Wednesday Park, (c) C22.1138 Lighting Upgrade Lancefield Park, (d) C22.1141 Supply Panel Traffic Management, 2. Grants delegated authority to the Chief Executive Officer to award the following contract: (a) C22.1137 Sports Precinct Construction	Resolution noted.	Director Corporate	Completed	100%
COM	27-Oct-21	Scheduled	Affordable Housing That Council: 1. Endorses the draft Affordable Housing Interim Policy 2021-2023 (the draft interim policy) for a public exhibition period of no less than 28 days. 2. Notes that following consultation, the draft interim policy will be presented to a future Council meeting for adoption.	Resolution noted. Draft policy placed for public display and report scheduled for consideration at December Scheduled Council Meeting.	Director Community	Completed	100%
COR	27-Oct-21	Scheduled	Delegations from Council to Council staff That Council: 1. Delegates the powers, duties and functions of Council to Council staff, as set out in the attached Instrument of Delegation, subject to the conditions and limitations specified in that instrument. 2. Revokes all previous delegations from Council to Council staff, except the S5 Instrument of Delegation from Council to the CEO (28 July 2021) and the S18 Instrument of Sub-Delegation under the Environment Protection Act 2017 (28 July 2021).	Completed	Governance Team	Completed	100%
COR	27-Oct-21	Scheduled	Drummond and Lauriston Locality boundary adjustment That Council: 1. Endorses the proposed locality boundary change between Drummond and Lauriston. 2. Refers the proposed change to the Registrar of Geographic Names Victoria for endorsement and gazettal.	Completed	Governance Team	Completed	100%
COR	27-Oct-21	Scheduled	Management of Stanley Park That Council requests the Chief Executive Officer bring a report on the future management of Stanley Park to the December 2021 Scheduled Council Meeting	Report presented to December 2021 Scheduled Council Meeting	Governance Team	Completed	100%
COR	27-Oct-21	Scheduled	Record of meetings of Councillors and Council staff - September to October That Council receives and notes the record of meetings of Councillors and Council staff, as attached to this report with the inclusion of the Councillor workshop held on 12 October 2021 on customer responsiveness.	Received and noted. Correction made.	Governance Team	Completed	100%
COR	27-Oct-21	Scheduled	Mayor's report - October 2021 That Council receives and notes the Mayor's report.	Received and noted	Governance Team	Completed	100%
COR	27-Oct-21	Scheduled	Chief Executive Officer Review That Council: 1. Notes the CEO's status update on the 100 day plan and confirm that this has been satisfactorily completed; 2. Notes the CEO Performance Appraisal Advisory Group's assessment following the first six month review of Bernie O'Sullivan's performance as Chief Executive Officer of Macedon Ranges Shire Council; and, 3. Confirms the engagement of Bernie O'Sullivan as Chief Executive Officer of Macedon Ranges Shire Council, following the successful completion of the six month probationary period, in accordance with the terms outlined in the employment agreement dated 24 March 2021.	Resolution noted and implemented.	Chief Executive Office	Completed	100%
PE	27-Oct-21	Scheduled	Hanging Rock Environmental Management Plan 2021 That Council adopts the Hanging Rock Environmental Management Plan 2021 as attached.	Completed - No further action required	Director Planning and Environment	Completed	100%
PE	27-Oct-21	Scheduled	Environment Strategy 2021 That Council adopts the updated Environment Strategy 2021, as attached.	Completed - No further action required	Director Planning and Environment	Completed	100%
PE	27-Oct-21	Scheduled	Lancefield Development Plan - Area 1, Part 1 - 128 and 132 High Street and 69 Park Street Lancefield That Council approves the Lancefield Development Plan - Area 1 - Part 1 by Chris Smith and Associates dated 3/6/2021, Revision 7 covering the land situated at Lot 1 LP 143486, Lot 2 LP 143486, 128 and 132 High Street, Lancefield and CA 68 TP 419012V and CA 69 TP 419012V T/ Lancefield P/Lancefield, 69 Park Street, Lancefield, prepared for the purposes of Clause 43.04, Schedule 24 of the Macedon Ranges Planning Scheme.	Completed	Director Planning and Environment	Completed	100%
PE	27-Oct-21	Scheduled	Economic Development Strategy 2021-2031 That Council: 1. Adopts the Economic Development Strategy 2021-2031 which supersedes the Economic Development Strategy 2009-2019; 2. Acknowledges that Agribusiness specific actions and initiatives are embedded in the Economic Development Strategy 2021-2031; and, 3. Confirms that the Agribusiness Strategy 2013-2018 has concluded as a standalone strategy.	The EDS 2021-2031 as adopted by Council is now available on Council's website. Agribusiness specific actions are embedded in the EDS Implementation Plan.	Director Planning and Environment	Completed	100%
PE	27-Oct-21	Scheduled	Small Project Grants - Consideration of applications That Council: 1. Awards a grant of \$1,500 to the Lancefield Cricket Club for the purchase of two iPads, 2. Awards a grant of \$1,500 to Sacred Heart College to support its Mammal Monitoring Project	Completed 1. Funding agreement has been returned and funding has been disbursed. 2. Funding agreement has been returned and funding has been disbursed.	Director Planning and Environment	Completed	100%
PE	27-Oct-21	Scheduled	Annual Environment Report 2020/21 That Council notes the Annual Environment Report 2020/21, as attached.	Completed - No further action required	Director Planning and Environment	Completed	100%
PE	27-Oct-21	Scheduled	Meeting with Landholders within the Development Plan Overlay Schedule 24 - Lancefield That Council resolves to hold a meeting with landholders within the Development Plan Overlay Schedule 24 - Lancefield Development Plan Areas at a public facility in Lancefield by no later than Thursday 2 December 2021, subject to COVID restrictions (if any) which may require the meeting to be held online or at a different venue/location.	Completed Council Resolved at its Scheduled Council Meeting held on 24 November 2021 to postpone the landowner meeting scheduled for 25 November 2021 to a future date and to be held online. The online meeting was held on 20 December 2021.	Director Planning and Environment	Completed	100%
COR	23-Nov-21	Unscheduled	Election of Mayor That Council elects Cr Jennifer Anderson to the office of Mayor of Macedon Ranges Shire Council.	Cr Anderson elected Mayor for the 2021/22 term	Governance Team	Completed	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
COR	23-Nov-21	Unscheduled	Office and Duration of Deputy Mayoral Term That Council elects a Deputy Mayor for a term of one year in accordance with section 20(A) and section 26 (3) of the Local Government Act 2020.	Deputy Mayor elected for a term of one year	Governance Team	Completed	100%
COR	23-Nov-21	Unscheduled	Election of Deputy Mayor That Council elects Cr Rob Guthrie for a term of one year to the office of Deputy Mayor.	Cr Guthrie elected Mayor for the 2021/22 term.	Governance Team	Completed	100%
COR	23-Nov-21	Unscheduled	Duration of Mayoral Term That Council elects a Mayor for a term of one year in accordance with section 26(3) of the Local Government Act 2020.	Mayor elected for a term of one year.	Governance Team	Completed	100%
AO	24-Nov-21	Scheduled	Mount Macedon Memorial Cross - Committee of Management That Council, 1. Continues to appoint a person to be Council's representative on the Mount Macedon Memorial Cross Committee of Management for the next three-year term., 2. Requests that the Chief Executive Officer appoint a Senior Officer to represent the Council on the Committee of Management.	Resolution 1: Noted - Complete Resolution 2: Noted - Complete. The Committee have been notified of the nominated representative. Formal paperwork, confirming appointment, will be arranged by the Committee.	Director Assets and Operations	Completed	100%
AO	24-Nov-21	Scheduled	Consideration of a request for inclusion of road onto the Public Road Register - Drake Street Malmsbury That Council resolves to include the additional section of Drake Street, Malmsbury in the Register of Public Roads and advise the requestor of this outcome.	Council Resolution noted.	Director Assets and Operations	In progress	50%
AO	24-Nov-21	Scheduled	Consideration of a request for inclusion of road onto the Public Road Register - Balls Lane Pipers Creek That Council resolves not to include the additional section of Balls Lane in Pipers Creek in the Register of Public Roads and advise the requestor of this outcome.	Council Resolution noted.	Director Assets and Operations	In progress	50%
AO	24-Nov-21	Scheduled	Tree Management Policy - Update That Council, 1. Endorses the draft Township Street and Park Tree Management Policy for the purpose of community consultation., 2. Undertakes community engagement and consultation early in 2022, in accordance with the Local Government Act 2020 and Council's Community Engagement Policy., 3. Notes that following community consultation, officers will report back to a Scheduled Council Meeting before 30 June 2022, with a summary of community feedback and finalised policy for adoption.	Preparation for community consultation underway and scheduled for mid February. Policy will be presented to the June 2022 Scheduled Council meeting for adoption by Council.  1. - Completed 2. - In progress - consultation scheduled for mid February 2022. 3. - Further report incorporating community feedback will be provided prior to 30 June 2022.	Director Assets and Operations	In progress	50%
AO	24-Nov-21	Scheduled	Riddells Creek Movement Network Study That Council, 1. Note this report and receives a further update on the progress of the Riddells Creek Movement Network Study before 30 August 2022., 2. Requests the Chief Executive Officer to prepare a business case for completion of the Riddells Creek Movement Network Study for Council consideration as a part of the Financial Year 2022-2023 budget planning process., 3. Request the Chief Executive officer to begin community consultation on the Riddells Creek Movement Network Study before the end of March 2022.	1. - Noted. A progress report will be provided to Council before 30 August 2022. 2. - A business case is being prepared for the 2022-23 budget process for completion of the Riddells Creek Movement Network Study. 3. - Preparation for community consultation is underway with consultation to be undertaken on the Study in the early part of 2022.	Director Assets and Operations	In progress	40%
COR	24-Nov-21	Scheduled	Audit and Risk Committee - Appointment of Independent Members That Council, 1. Approves an amendment to the Audit and Risk Committee Charter, to allow for an additional independent member to be appointed to the Committee (allowing for up to four independent members);, 2. Approves the appointments recommended in the confidential attachment to this report., 3. Offers an extension to independent member Peter Matthews for the period to 31 December 2024;., 4. Endorses the appointment of independent member, Peter Matthews as Audit and Risk Committee Chairperson from 1 January 2022 to 31 December 2022;., 5. Writes to the unsuccessful candidates, thanking them for being willing to offer themselves in service to the community; and, 6. Makes the appointments public, once all candidates have been informed of the outcome of their application.	Resolution completed. New members attended first Audit and Risk Committee on 1 December 2021.	Director Corporate	Completed	100%
COR	24-Nov-21	Scheduled	Procurement Policy 2022 That Council adopts the Procurement Policy 2022 with the following changes., - Appendix 7 Social Procurement add 5% mandatory minimum weighting., - Appendix 2 delete the sentence "Social procurement is a mandatory criteria to be applied for all public tenders." Replace with "Council's tendering process provides further guidance on the requirements regarding the assessment of the social benefit. A mandatory minimum weighting of 5% will be applied to the social benefit criteria for all public tenders."	Resolution noted. Council's Procurement Policy has been made available on Council's website.	Director Corporate	Completed	100%
COR	24-Nov-21	Scheduled	Contracts to be Awarded November 2021 That Council notes that the following contract will be awarded by Council officers under delegated authority: C22.1146 Lighting Replacement Gisborne Tennis Courts	Resolution noted.	Director Corporate	Completed	100%
COR	24-Nov-21	Scheduled	Quarterly Report for Period Ending 30 September 2021 That Council notes the Quarterly Report for the period ended 30 September 2021.	Resolution noted. Quarterly report available on Council's website.	Director Corporate	Completed	100%
COR	24-Nov-21	Scheduled	Council Meeting Dates 2022 That Council 1. Approves the proposed meeting schedule for the period 1 January 2022 to 31 December 2022 as detailed below., 2. Approves virtual attendance by all or any Councillors at these meetings, rather than attendance at the Gisborne Administration Centre, if permitted by law and subject to appropriate technology being available and operational., 3. Resolves that meetings of the Submitters Delegated committee can be called by:, a. resolution of Council; b. by the Mayor or three Councillors indicating agreement in writing to the Chief Executive Officer; or, c. the Chief Executive Officer, following consultation with the Mayor.	1. Approved - meeting dates set 2. Approved 3. Resolved	Governance Team	Completed	100%
COR	24-Nov-21	Scheduled	Annual Councillor appointments and Council memberships That Council appoints the Councillor delegates for the 2021/22 year to the internal and external committees/organisations as specified in the table as circulated, That Council endorses the ongoing annual subscriptions to the peak bodies and organisations outlined in this report.	Completed	Governance Team	Completed	100%
COR	24-Nov-21	Scheduled	Instrument of Appointment and Authorisation to staff under the Planning and Environment Act 1987 That Council, 1. In the exercise of the powers under s. 147(4) of the Planning and Environment Act 1987, resolves to appoint Stephen Pykett, Evert Grobbelaar, Koko Cheng, John Perry, Daniel Hall, Edwin Irvine, Chelsea Bongiovanni and Declan Hunter as authorised officers for the purposes of that Act, in accordance with the Instrument of Appointment and Authorisation (attached)., 2. Resolves that the appointments remain in force until varied, revoked or the above named officers cease to be an employee of Council, whichever occurs first.	Completed	Governance Team	Completed	100%
COR	24-Nov-21	Scheduled	Record of meetings of Councillors and Council staff - October to November 2021 That Council receives and notes the record of meetings of Councillors and Council staff, as attached to this report with the addition of the following entries to the record of briefing for 9 November 2021 under the heading Disclosure of conflicts of interest...	Received and noted. Corrections minuted.	Governance Team	Completed	100%
COR	24-Nov-21	Scheduled	Mayor's report - November 2021 That Council receives and notes the Mayor's report, provided verbally, and that it be included in the minutes of this meeting.	Received and noted	Governance Team	Completed	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
PE	24-Nov-21	Scheduled	Draft Domestic Animal Management Plan 2021 - 2025 That Council: 1. Endorses the draft Domestic Animal Management Plan 2021-2025 for the purpose of community consultation; 2. Undertakes community engagement and consultation in accordance with the Local Government Act 2020 and Council's Community Engagement Policy; 3. Notes that following community consultation, officers will report back to a Scheduled Council Meeting with a summary of community feedback and finalised plan for adoption.	1. Completed 2. Community consultation was undertaken and closed on 6 January 2022. 3. Officers are preparing a report for Council and a final draft of the DAMP 2021 – 2025 to be presented at the February Scheduled Council meeting.	Director Planning and Environment	In progress	75%
PE	24-Nov-21	Scheduled	Festive Season Decorations and Installations That Council: 1. Notes the four actions already underway, outlined in Table 1 for the 2021-2022 festive season.; 2. Notes the options outlined in Table 2 for consideration regarding their priorities for subsequent years, subject to officers providing more detail at a future Council briefing.	The four actions outlined in table 1 were completed prior to the Festive Season. Further detail pertaining to options for future years are to be presented at a Cr Briefing March 2022.	Director Planning and Environment	Pending	80%
PE	24-Nov-21	Scheduled	Notice of Motion - Heritage overlay 5 Dickens Street, Woodend That Council requests the Chief Executive Office to write to the Executive Director of Heritage Victoria and the Minister for Planning, the Hon Richard Wynne MP, requesting a speedy resolution to the matter of the incorrect heritage overlay that has been assigned to the property at 5 Dickens Street, Woodend, instead of 1-3 Dickens Street.	Draft letters sent to Acting CEO for signing	Director Planning and Environment	In progress	80%
PE	24-Nov-21	Scheduled	Open Space Purchase *Confidential*	In progress	Director Planning and Environment	In progress	25%
PE	24-Nov-21	Scheduled	Councillor Interaction with External Planning Matters Policy That Council adopts the Councillor Interaction with External Planning Matters Policy, as attached to this report with clause 5.3 modified to read - Where meetings phone calls and other correspondence with parties occur, a record of the discussion is required. If this occurs in the absence of a council officer, then a copy of any record of any interaction must be provided to the Chief Executive Office to be saved in Council's corporate records.	Officers are reviewing information from other councils and seeking clarification from relevant agencies	Director Planning and Environment	In progress	50%
PE	24-Nov-21	Scheduled	Petition - Telecommunications access Council received a petition with 110 signatures requesting that Council: 1. Acknowledge equitable access to telecommunications, including broadband, is an essential requirement for access health, education and work. 2. Acknowledge areas within the Macedon Ranges Shire, and in particular Gisborne South, do not have access to adequate telecommunications due to insufficient service coverage. 3. Requests NBN and mobile telecommunications providers address the inadequate service provision in Gisborne South to install the required infrastructure as soon as possible. 4. Keep the community informed of the progress with this endeavour and the response of the providers/. 5. Writes to both the Victorian and Australian Governments to inform them of this situation and to seek their assistances in ensuring it is addressed. That Council: 1. Accepts and notes the petition; and 2. Requests that the Chief Executive Officer prepares a report in relation to this matter to be brought to a future briefing	1 Noted 2. A progress report will be presented to a Council Briefing in February 2022.	Director Planning and Environment	In progress	80%
PE	24-Nov-21	Scheduled	Delegation Framework, Policies & Procedures RESOLUTION, That Council adopt the updated Delegation Framework, Policies and Procedures (November 2021) attached to this report with the following amendments: (a) The removal of the word "new" and replacing the word "Delegate" with "Delegated" on page 8, point c). (b) The addition of the wording "in writing" after "A Councillor has the capacity to call in an application ..... " on page 13, paragraph 1., (c) Replacing of "formally resolved" on page 15, section 7.2.7 to read as follows: Prior to the notification of submitters or the publication of the agenda, the call in of an application to a Councillor Briefing, Planning Delegated Committee, or Council Meeting may be reversed by the same two Councillors who called the application in, advising in writing that they no longer require the application to come to a Councillor Briefing, Planning Delegated Committee or Council Meeting.	Completed	Director Planning and Environment	Completed	100%
PE	24-Nov-21	Scheduled	Roadside Conservation Management Plan That Council adopts the Roadside Conservation Management Strategy 2021, as attached, subject to the following changes: (a) On page 58 of the Roadside Conservation Management Plan under the heading "Environmental Works on Roadsides Permit Process" the following changes be made: (i) First line in the first paragraph after word "the" add the words "existing Environmental Works on Roadsides", (ii) First line second paragraph Replace the word "any" with the word "currently" and delete the word "application" at the end of the sentence., (iii) In Table 8 under Slashing/Mowing & Low Conservation Value Roadsides insert the words after "allowed" "no permit required under the RCMP#". (iv) Below table 8 insert the following: #other approvals may be required under Council's local laws and or the Macedon Ranges Planning Scheme. *landholders are strongly encouraged to contact council prior to undertaking mowing / slashing activities to ensure low conservation value status of roadside (non-native grasses) and any other land management considerations (eg. presence of high risk invasive and/or noxious weeds and associated vehicle hygiene requirements to reduce spread onto private properties)	Roadside Conservation Management Plan updated in line with Council resolution and now published on Councils website	Director Planning and Environment	Completed	100%
AO	15-Dec-21	Scheduled	Waste and Resource Recovery Management Strategy 2021-2026 That Council adopts the Waste Management and Resource Recovery Strategy 2021-2026, as attached.	Council resolution adopting the Waste and Resource Recovery Management Strategy 2021-2026 noted.	Director Assets and Operations	Completed	100%
AO	15-Dec-21	Scheduled	Local Roads and Community Infrastructure Program Phase 3 That Council approves the following project candidates for the Local Roads and Community Infrastructure Program Phase 3: (a) Sheedy Road, Gisborne Rehabilitation, (b) Hamilton Street, Riddells Creek Upgrade, (c) Red Brick Hall Phase 3 Works, (d) Riddells Creek Public Space Picket Fencing	Council resolution noted. The four projects nominated by Council will be submitted to Local Roads and Community Infrastructure under Phase 3 round funding.	Director Assets and Operations	Completed	100%
CX	15-Dec-21	Scheduled	Community Engagement Policy Review That Council notes and approves the deferral of finalising the review of the Community Engagement Policy from January 2022 to May 2022.	Completed, Resolution noted. Report scheduled to be presented at future Scheduled Council Meeting.	Director Corporate and Community	Completed	100%
CX	15-Dec-21	Scheduled	Complaints Policy That Council adopts the Complaints Policy, with the following amendments: • Last reviewed section to be updated with the removal of "15 December 2021" and be replaced with "New Policy" • The Complaints Handling Policy of 2018 is revoked upon adoption of this new Complaints Policy	Resolution noted. Complaints Policy available on Council's website.	Director Corporate and Community	Completed	100%
COR	15-Dec-21	Scheduled	Report from the Audit and Risk Committee Meetings and Biannual Report of the Committee - December 2021 That Council notes the Audit and Risk Committee Biannual Report - December 2021 and thanks the Committee for the report.	Resolution completed.	Director Corporate	Completed	100%
COR	15-Dec-21	Scheduled	Audit and Risk Committee - Amendment to Charter That Council: 1. Approves an amendment to the Audit and Risk Committee Charter to increase the term of independent members from three years to four years.; 2. Approves an amendment to the Audit and Risk Committee Charter to increase the maximum term of independent members from nine years to 12 years.;	Resolution noted.	Director Corporate	Completed	100%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
COM	15-Dec-21	Scheduled	Affordable Housing Interim Policy That Council: 1. Adopts the Affordable Housing Interim Policy 2021-2023., 2. Requests that the Chief Executive Officer write to the Central Victorian Primary Care Partnership (CVPCP) to acknowledge the partnership's financial contribution to the Affordable Housing Interim Policy 2021-2023., 3. Request that the Chief Executive Officer write to submitters and thank them for their contribution to the draft Affordable Housing Interim Policy 2021-2023.	Resolution completed. Correspondence provided to Central Victorian Primary Care Partnership and those that made contribution to policy.	Director Community	Completed	100%
COR	15-Dec-21	Scheduled	Chief Executive Officer Employment and Remuneration Policy That Council: 1. Adopts the Chief Executive Officer (CEO) Employment and Remuneration Policy, as required under Section 45 of the Local Government Act 2020., 2. Establishes the CEO Employment and Remuneration Committee (the Committee) by nominating the Mayor and Councillors Guthrie and Death as Committee members., 3. Endorses the commencement of a recruitment process for the Independent Advisor to the Committee., 4. Notes that the Draft Committee Terms of Reference (included as Appendix A of the Policy) will be finalised in consultation with the Committee and submitted to the March 2022 Audit and Risk Committee Meeting followed by the March Scheduled Council Meeting for endorsement., 5. Notes that the Policy is scheduled to be reviewed within 12 months of the 2024 General Election.	Resolution in progress.	Director Corporate	In progress	25%
COR	15-Dec-21	Scheduled	Contracts to be Awarded December 2021 That Council: 1. Notes that the following contracts will be awarded by Council officers under delegated authority:, (a) Q22.1133 Design and Construct Footbridge Margaret Street Macedon, (b) C22.1150 Management Seniors Housing Lancefield, 2. Grants delegated authority to the Chief Executive Officer to award the following contracts:, (a) C22.1149 Supply Panel Provision of Concrete In situ Services	Resolution noted.	Director Corporate	Completed	100%
COM	15-Dec-21	Scheduled	Kindergarten Strategic Direction for endorsement *Confidential*	Resolution noted.	Director Community	Completed	100%
COR	15-Dec-21	Scheduled	Record of Meetings of Councillors and Council Staff - November to December 2021 That Council receives and notes the record of meetings of Councillors and Council staff, as attached, with the following amendments:, * Adam Melis (DELWP) did not attend the Councillor Briefing on 23 November;*, * Lissa Aitkenhead (DELWP) did attend the Councillor Briefing on 23 November;*, * Flynn Hart, Landscape Architect, did attend the Councillor Briefing on 23 November.	Received and noted. Corrections minuted.	Governance Team	Completed	100%
COR	15-Dec-21	Scheduled	Mayor's report - December 2021 That Council receives and notes the Mayor's report.	Received and noted.	Governance Team	Completed	100%
COR	15-Dec-21	Scheduled	Australia Day Awards and Township Celebration Grants 2022 *Confidential*	Council made a decision on Australia Day Award winners at the 15 December 2021 Council meeting a	Governance Team	Completed	100%
CX	15-Dec-21	Scheduled	Hanging Rock Strategic Plan Update That Council receives and notes this report as an update from the Hanging Rock Ministerial Advisory Group.	Received and noted.	Chief Executive Office	Completed	100%
PE	15-Dec-21	Scheduled	PLN/2021/100 - Development of six (6) dwellings -35 Calthorpe Street Gisborne That Council issues a Notice of Refusal for the Development of six (6) Dwellings on the land at LOT 1 LP 33302 P/Gisborne (TP 198783R) 35 Calthorpe Street, Gisborne on the following grounds...	Notice not issued as yet	Director Planning and Environment	In progress	80%
PE	15-Dec-21	Scheduled	Management of Stanley Park, Mount Macedon That Council: 1. Notes the outcomes of the community consultation., 2. Requests that the Chief Executive Officer works with and actively supports the community to establish a Friends of Stanley Park group., 3. Requests the Chief Executive Officer to undertake a review of the management arrangements for Stanley Park no later than 31 December 2023., 4. That the balance of funds currently held by Council that were transferred to Council from the former Stanley Park Committee of Management be transferred, once established, to the Friends of Stanley Park group.	Action will be progressed in Q3	Director Planning and Environment	In progress	25%
PE	15-Dec-21	Scheduled	Small Project Grants - Consideration of Application RESOLUTION, That Council awards a grant of \$1,500 to Macedon Ranges Halls Inc. for a garden for Lauriston Hall.	In progress - A funding agreement has been sent to the group for signing. Upon receipt the funding will be released.	Director Planning and Environment	In progress	25%
PE	15-Dec-21	Scheduled	PLN/2016/524/B - Development of the land for a dwelling (Amendment sought to convert old (replaced) dwelling to a Bed and Breakfast) - 600 Couangalt Road Gisborne. That Council amends Planning Permit PLN/2018/507/A as follows...	Notice not issued as yet	Director Planning and Environment	In progress	80%
PE	15-Dec-21	Scheduled	DP/2013/6/B - 11 McKim Road, Gisborne - McKim Road Development Plan That Council amends Planning Permit PLN/2018/507/A as follows... That Council determines that had it decided the application DP/2013/6/B to amend the development plan for Area 2 under Development Plan Overlay Schedule 4, it would have supported the application.	Completed	Director Planning and Environment	Completed	100%
PE	15-Dec-21	Scheduled	Planning Scheme Amendment C143macr - Submissions That Council: 1. Reviews and considers the issues raised in submissions to Amendment C143macr., 2. Requests the Minister for Planning to appoint an independent Planning Panel under Part 8 of the Planning and Environment Act 1987 to consider the submissions to Amendment C143macr to the Macedon Ranges Planning Scheme., 3. Refers all submissions on Amendment C143macr to the Panel appointed by the Minister for Planning in accordance with Section 23 of the Planning and Environment Act 1987., 4. Notifies all submitters of Council's resolution.	Completed - Request to the Minister to appoint an independent Planning Panel has been made and notified all submitters of Councils resolution.	Director Planning and Environment	Completed	100%
PE	15-Dec-21	Scheduled	DP/2013/6/A - 8 and 10 McKim Road, Gisborne - McKim Road Development Plan That Council approves the amendment to the McKim Road Development Plan covering the land adjoining McKim Road, Morrow Road, Black Avenue, Oakwood Close, Wallaby Run and Eagle Ridge, Gisborne prepared for the purposes of Clause 43.04, Schedule 4 of the Macedon Ranges Planning Scheme.	Completed	Director Planning and Environment	Completed	100%
COR	13-Oct-21	Submitters	ADOPTION OF MINUTES That the Committee confirms the minutes of the Submitters Delegated Committee Meeting held on Wednesday 16 June 2021, as circulated.	Confirmed	Governance Team	Completed	100%
COM	13-Oct-21	Submitters	DRAFT MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2021-2025 That the Committee 1. Notes the submissions received on the draft Municipal Public Health and Wellbeing Plan 2021-2025, and the verbal presentations in support of those submissions; 2. That responses and recommendations on the draft Municipal Public Health and Wellbeing Plan 2021-2025 be prepared for Council's consideration at that meeting.	Resolution completed. Report provided to Council at its October Scheduled Council Meeting.	Director Community	Completed	100%



Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
COM	13-Oct-21	Submitters	DRAFT DISABILITY ACTION PLAN 2021-2025 1. That Council notes the submissions received on the draft Disability Action Plan 2021-2025; 2. That Council notes that there are no verbal presentations in support of those submissions; 3. That responses and recommendations on the draft Disability Action Plan 2021-2025 be prepared for Council's consideration at that meeting.	Resolution completed. Report provided to Council at its October Scheduled Council Meeting.	Director Community	Completed	100%
COR	13-Oct-21	Submitters	DRAFT COMMUNITY VISION AND COUNCIL PLAN 2021-2031 1. That Council notes the submissions received on the draft Community Vision and draft Council Plan 2021-2031 and the verbal presentations in support of those submissions; 2. That responses and recommendations on the draft Community Vision and draft Council Plan 2021-2025 be prepared for Council's consideration at that meeting.	Resolution completed. Report provided to Council at its October Scheduled Council Meeting.	Director Corporate	Completed	100%
COR	13-Oct-21	Submitters	DRAFT FINANCIAL PLAN 2021-2031 1. That Council notes the submissions received on the draft Financial Plan 2021-2031; 2. That Council notes there are no verbal presentations in support of those submissions; 3. That responses and recommendations on the draft Financial Plan 2021-2031 be prepared for Council's consideration at the 27 October Council Meeting.	Resolution completed. Report provided to Council at its October Scheduled Council Meeting.	Director Corporate	Completed	100%
PE	13-Oct-21	Planning Delegated Committee	ADOPTION OF MINUTES That the Committee confirms the minutes of the Planning Delegated Committee Meeting held on Wednesday 8 September 2021, as circulated be confirmed.	Confirmed	Governance Team	Completed	100%
PE	13-Oct-21	Planning Delegated Committee	PLN/2021/115 – 48 Brantome Street, Gisborne That Council determine that had it decided the application, Council would have issued a Notice of Refusal to grant a permit for development of one (1) office and four (4) dwellings for the land at Lot 1 on TP 372137F P/Gisborne 48 Brantome Street, Gisborne, on the following grounds...	Completed - Refusal to grant a permit issued on 22 October 2021	Director Planning and Environment	Completed	100%
PE	13-Oct-21	Planning Delegated Committee	APPLICATION FOR THE APPROVAL OF A DEVELOPMENT PLAN DP/2020/2 – Lancefield Development Plan Area 1 – Part 1 1. That the Committee note the submissions received in relation to an application to approve a development plan DP/2020/2 – Lancefield Development Plan Area 1 – Part 1. 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the Scheduled Council Meeting on 27 October 2021.	Completed	Director Planning and Environment	Completed	100%
PE	13-Oct-21	Planning Delegated Committee	APPLICATION FOR A PLANNING PERMIT PLN/2020/497 – 286 Central Road, Tylden 1. That the Planning Delegated Committee note the submissions received in relation to Planning Application PLN/2020/497 for the use and development of the land for a Restricted Place of Assembly (Meditation Retreat Centre and associated signage); and 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 10 November 2021.	Completed	Director Planning and Environment	Completed	100%
PE	13-Oct-21	Planning Delegated Committee	APPLICATION FOR A PLANNING PERMIT PLN/2020/524 – 148 High Street, Kyneton 1. That the Planning Delegated Committee note the submissions received in relation to the Planning Permit Application; and 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the Planning Delegated Committee on 10 November 2021.	Completed	Director Planning and Environment	Completed	100%
PE	13-Oct-21	Planning Delegated Committee	APPLICATION FOR A PLANNING PERMIT PLN/2020/496 – 64 Boundary Road, Woodend North That the Committee: 1. That the Planning Delegated Committee notes the submissions received in relation to Application for a Planning Permit Application PLN/2020/496 - Use and Development of Land for Dog Breeding (18 Fertile Females and 4 Fertile Males - King Charles Spaniel and Poodle); and 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the Planning Delegated Committee Meeting on 10 November 2021.	Completed	Director Planning and Environment	Completed	100%
COR	10-Nov-21	Planning Delegated Committee	ADOPTION OF MINUTES That the Committee confirms the minutes of the Planning Delegated Committee Meeting held on Wednesday 13 October 2021, as circulated.	Confirmed	Governance Team	Completed	100%
PE	10-Nov-21	Planning Delegated Committee	APPLICATION FOR A PLANNING PERMIT PLN/2020/497 – 286 Central Road, Tylden That Council resolve to issue a notice of refusal for the planning permit application for the use and development of a Restricted Place of Assembly (meditation retreat centre) and business identification signage for the land at Lot 3 on PS 097145 P/Tylden, 286 Tylden Road, Tylden, on the following grounds	Completed - Refusal to grant a permit issued on 18 November 2021	Director Planning and Environment	Completed	100%
PE	10-Nov-21	Planning Delegated Committee	APPLICATION FOR A PLANNING PERMIT PLN/2020/524 – 148 High Street, Kyneton That Council issue a Notice of Decision to Grant a Planning Permit for use and development of a place of worship and reduction in car parking requirement for the land at 148 High Street Kyneton subject to the following conditions	Completed - Approval of planning permit issued on 22 December 2021	Director Planning and Environment	Completed	100%
PE	10-Nov-21	Planning Delegated Committee	APPLICATION FOR A PLANNING PERMIT PLN/2020/496 – 64 BOUNDARY ROAD, WOODEND NORTH That Planning Delegated Committee issues a Notice of Decision to Grant a Permit for the Use And Development Of Land For Dog Breeding at CA 9 Section 1 P/Newham, 64 Boundary Road Woodend North subject to following conditions	Completed - Approval of planning permit issued on 20 December 2021	Director Planning and Environment	Completed	100%
PE	8-Dec-21	Planning Delegated Committee	ADOPTION OF MINUTES That the minutes of the Planning Delegated Committee of the Macedon Ranges Shire Council held on Wednesday 10 November 2021, as circulated be confirmed.	Confirmed	Governance Team	Completed	100%
PE	8-Dec-21	Planning Delegated Committee	GISBORNE FUTURES – UPDATE That the Planning Delegated Committee notes: 1. That the Gisborne Futures Councillor Reference Group met on the following occasions over the past 12 months: December 2020 and January, February, March, April, May, July and August 2021. 2. Council's decision of the Scheduled Council Meeting of 24 November 2021 for the Gisborne Futures Councillor Reference Group to meet as required. 3. That in future submitters and email subscribers will be provided quarterly updates on the progress of Gisborne Futures.	Q2 2021/22 Status 80% In progress - A workshop was facilitated with Councillors on 30 November 2021 to discuss the Gisborne Futures project. As of the Scheduled Council Meeting held on 24 November 2021 there is no longer a Gisborne Futures Council Project Group.	Director Planning and Environment	In progress	80%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
PE	8-Dec-21	Planning Delegated Committee	MACEDON RANGES PLANNING SCHEME AMENDMENT C127MACR – EXHIBITION AND SUBMISSIONS FROM MACEDON RANGES SHIRE HERITAGE STUDY (2019) That the Planning Delegated Committee: 1. Adopts the post exhibition changes to Amendment C127macr as set out in Attachments 1 and 3; 2. Requests that the Minister for Planning appoint an independent Planning Panel under Part 8 of the Planning and Environment Act 1987, to consider all submissions to Amendment C127macr to the Macedon Ranges Planning Scheme; 3. Refers all submissions to Amendment C127macr to the appointed Panel in accordance with Section 23 of the Planning and Environment Act 1987; and 4. Notifies all submitters of the resolution.	Completed - Request to the Minister to appoint an independent Planning Panel has been made and notified all submitters of Councils resolution.	Director Planning and Environment	Completed	100%
PE	8-Dec-21	Planning Delegated Committee	PLANNING SCHEME AMENDMENT C143MACR BUNJIL CREEK BLUESTONE BRIDGE AND CHANNEL AND TREES IN HOWEY RESERVE – HERITAGE OVERLAY That the Planning Delegated Committee: 1. Notes the submissions received in relation to Planning Scheme Amendment C143macr; and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the Scheduled Council Meeting to be held on 15 December 2021.	Completed	Director Planning and Environment	Completed	100%
PE	8-Dec-21	Planning Delegated Committee	APPLICATION FOR A DEVELOPMENT PLAN AMENDMENT – DP/2013/6/A – 8 AND 10 MCKIM ROAD, GISBORNE That the Planning Delegated Committee: 1. That the Planning Delegated Committee note the submissions received in relation to Application to Amend Development Plan DP/2013/6/A; and 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the Scheduled Council Meeting on 15 December 2021.	Completed	Director Planning and Environment	Completed	100%
PE	8-Dec-21	Planning Delegated Committee	APPLICATION FOR A DEVELOPMENT PLAN AMENDMENT – DP/2013/6/B – 11 MCKIM ROAD, GISBORNE That the Planning Delegated Committee: 1. Notes the submission received in relation to Application to Amend Development Plan – P/2013/6/B; and 2. Requests that recommendations be prepared, based on all relevant information, including the submission received, for consideration and determination at the Scheduled Council Meeting on 15 December 2021.	Completed	Director Planning and Environment	Completed	100%
PE	8-Dec-21	Planning Delegated Committee	APPLICATION FOR A PLANNING PERMIT PLN/2016/524/B – 600 COUANGALT ROAD That the Planning Delegated Committee: 1. Notes the submissions received in relation to Application for a Planning Permit Application PLN/2016/524/B – Development of the land for a dwelling (replacement dwelling) and outbuilding (Amendment sought to convert 'outbuilding' to a bed and breakfast, and modifications associated to permit conditions; and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Council Meeting on 15 December 2021.	Completed	Director Planning and Environment	Completed	100%
PE	8-Dec-21	Planning Delegated Committee	APPLICATION FOR A PLANNING PERMIT PLN/2021/100 – 35 CALTHORPE STREET, GISBORNE That the Planning Delegated Committee: 1. Notes the submissions received in relation to Application for a Planning Permit Application PLN/2021/100 - Development of six (6) dwellings; and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Council Meeting on 15 December 2021.	Completed	Director Planning and Environment	Completed	100%

## SECTION 6

### People Culture & Performance Report

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

## General Update 2021-2022 Quarter 2

### Pandemic response

The People and Wellbeing team continues to monitor and guide employees on COVIDSafe practices within the State Government directions.

This quarter found the State Government Directions mandating COVID-19 Vaccinations for all employees within Local Government. The Direction also imposed the task for MRSC to sight and record the vaccination status of all employees, which was collected and securely stored by the People and Wellbeing team.

The State Government Directions also removed the density quotation for indoor and outdoor spaces throughout Victoria, as long as patrons who were 18 years and over had received both doses of the COVID-19 vaccine and the premises had implemented a COVIDSafe plan. Due to the removal of density quotients, community focused facilities (Aquatic Facilities, Libraries, Customer Service Centre's, etc.) were able to open for double vaccinated members of the community. This did bring on some challenges with the need for COVIDSafe Marshals at each of the premises checking the vaccination status of patrons before allowing them to enter. There were a few reported incidents of members of the public being verbally abusive towards our staff members for following the State Government Directions. All public facing teams worked incredibly well and supported each other through this stage.

With density quotients being removed, it also allowed for employees to return to the office in consultation with their Manager. A remote working policy was developed and endorsed by Executive so employees are able to request remote working arrangements leading into 2022.

### General Occupational Health and Safety

The Safety & Wellbeing team has undertaken the following during quarter 2 of 2021:

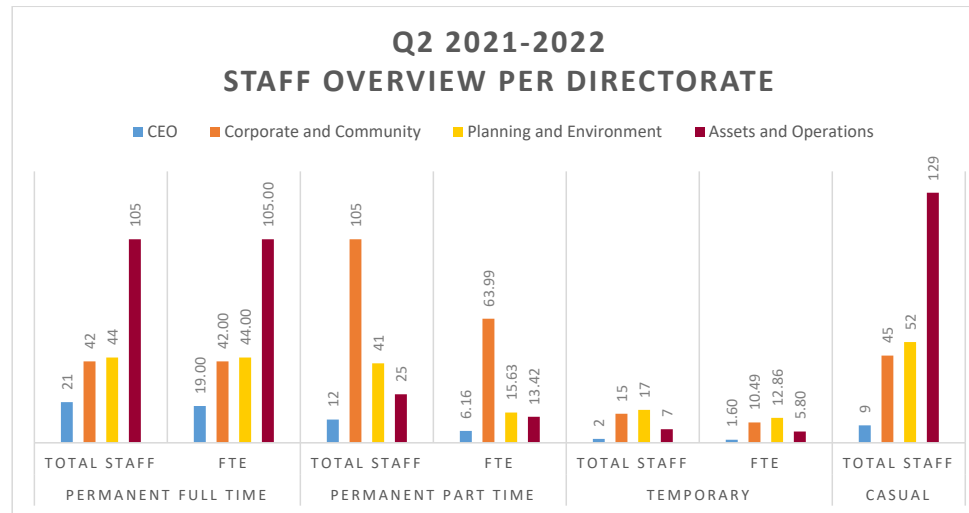
- Daily compliance checks for heavy equipment at depot and random checks/inspections at various MRSC operations sites (e.g. roadside works).
- Electrical test and tag annual schedule back on track and forecast for completion in late January 2022.
- One fire drill at Kyneton, which identified issues with communication deficiencies and additional numbers of wardens required.
- OHSC TOR updated and endorsed by OHSC.
- OHSC workplan activities progressing.
- 4 new first aid officers approved by OHSC as per MRSC Enterprise Agreement
- Chair and Secretary endorsed for OHSC for 2022
- Asbestos Awareness training organised for Feb 2022.

# People & Wellbeing

## People & Culture

Staff overview per Directorate

**Table 1: Staff numbers as at 31 December 2021**



**Table 2: Comparative staff turnover**

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

The increase between Q1 and Q2 2021- 2022 is largely due to the Chief Health Officer’s Direction that required all local government staff to be vaccinated against COVID-19 or hold a valid medical exemption resulting in 16 staff deemed to be unable to perform the inherent requirements of their role and their service was terminated with Council.

Financial Year	Quarter	Staff Turnover %
2020 – 2021	Q3	*4.85%
	Q4	4.09%
2021- 2022	Q1	4.50%
	Q2	5.44%

\*incorrectly reported in Q3 2020-2021 as 2.31%

**Injury and illness management**

Seven claims received during the quarter.

**Table 3 – Claims received 1<sup>st</sup> October to 31<sup>st</sup> December 2021**

Agent Received Date	Liability Accepted	Medical Liability Accepted	Accident Type Group Description
08/11/2021	Y	Y	Psychological Injury
18/11/2021	Y	Y	Injury
17/12/2021	Y	Y	Injury
21/12/2021	Y	Y	Minor Injury
21/12/2021	Y	Y	Minor Injury
29/12/2021	Y	Y	Minor Injury
31/12/2021	Y	Y	Minor Injury

\*Based on date claim is received by agent

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

Seven claims have been opened during this quarter.

- One claim has no capacity to work
- Two claims are back to work full time with no limitations.
- Three claims are back at work on restricted duties however full hours achieved

Ten active claims are currently being managed as at 31 December 2021. Nine out of the ten claims have returned to work at either full hours or reduced hours. Six of the nine claims are currently working at a reduced capacity, with three claims returning to full duties and full hours.

- One employee currently has no capacity to work.

**Table 4 - Worker compensation claims cost data as at 31 December 2021\***

ARD FY	Paid Amt	SCE Amt	Total Incurred	Paid Day Ct	No. of Claims
2016-2017	\$123,417.47	\$309,165.00	\$431,824.14	289	9
2017-2018	\$353,095.83	\$26,124.00	\$378,498.83	1810	11
2018-2019	\$96,340.30	\$36,446.00	\$132,786.30	183	12
2019-2020	\$230,866.03	\$217,096.00	\$445,694.03	841	17
2020-2021	\$242,449.77	\$951,254.00	\$1,192,740.36	1417	15
2021-2022	\$42,624.94	\$283,480.00	\$326,104.94	133	6

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

**WorkCover and Return to Work**

People and Wellbeing are working with our insurer to address the longer term or serious injuries increasing the total Statistical Case Estimate (SCE). The SCE is used by WorkSafe to estimate what might be paid on a claim throughout its lifetime. In the early stages of a claim, the SCE can far outweigh the actual payments. For this reason, People and Wellbeing are working to better address claims as they arise and focussing on returning employees to the workforce as quickly as medically safe. A quick return has also been proven to benefit the employee’s mental health.

**Wellbeing**

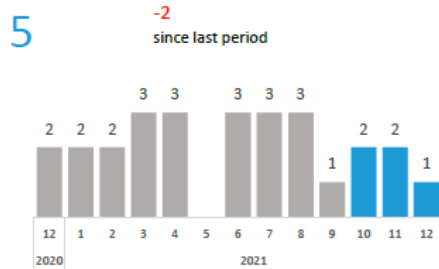
Staff wellbeing continues to be a focus as both regional and metro-based staff experience lockdowns due to the COVID-19 Pandemic. Regular reminders are provided to staff in relation to the Employee Assistance Program (EAP) through Converge.

There have been five new service referrals during the quarter.

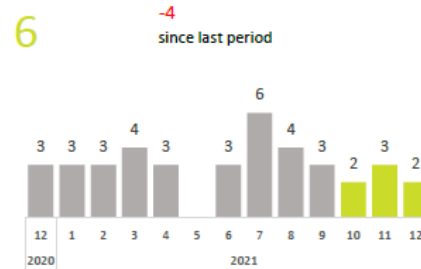
De-identified EAP access statistics for the quarter are provided below. There has been a rise in statistics in comparison to last quarter, however, we still have a lower-than-average utilisation rate. Our EAP provider Converge International, provide statistics using a comparison of all their clients within the Public Administration and Government industry. The other organisations may be larger, smaller or a similar size so this may affect the usefulness of this data. The comparison is a useful indicator for us to evaluate the efficiency of the EAP service and communication of the service.

**Table 5 – Employee Assistance Program statistics as at 31 December 2022**

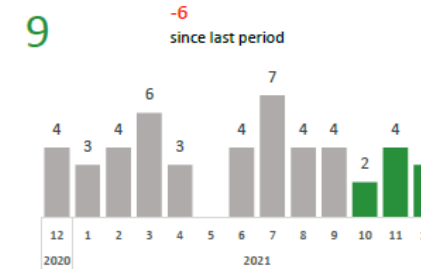
**New Cases**



**Active Cases**



**Total Hours**



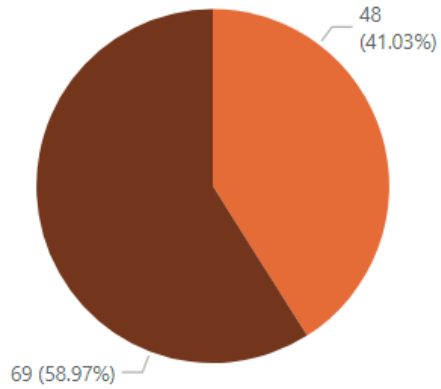


**Safety & Wellbeing**

In Quarter 2 2021/2022, we have had 69 reports of incidents/hazard identifications. Compared to quarter 2 2020/2021, which had 48 reports.

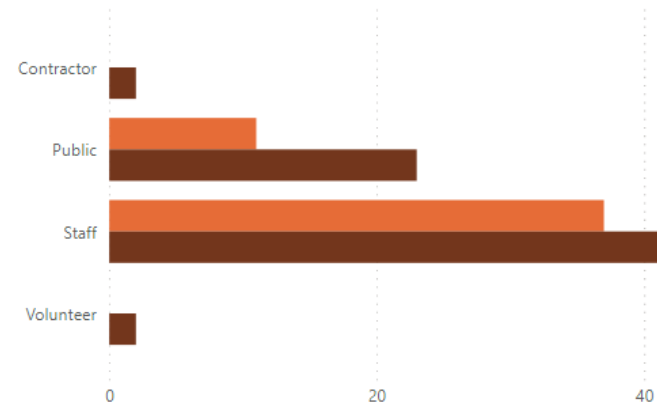
**Table 6: Incidents and Hazards**

● 2020 ● 2021



**Who was involved in Reported Incident**

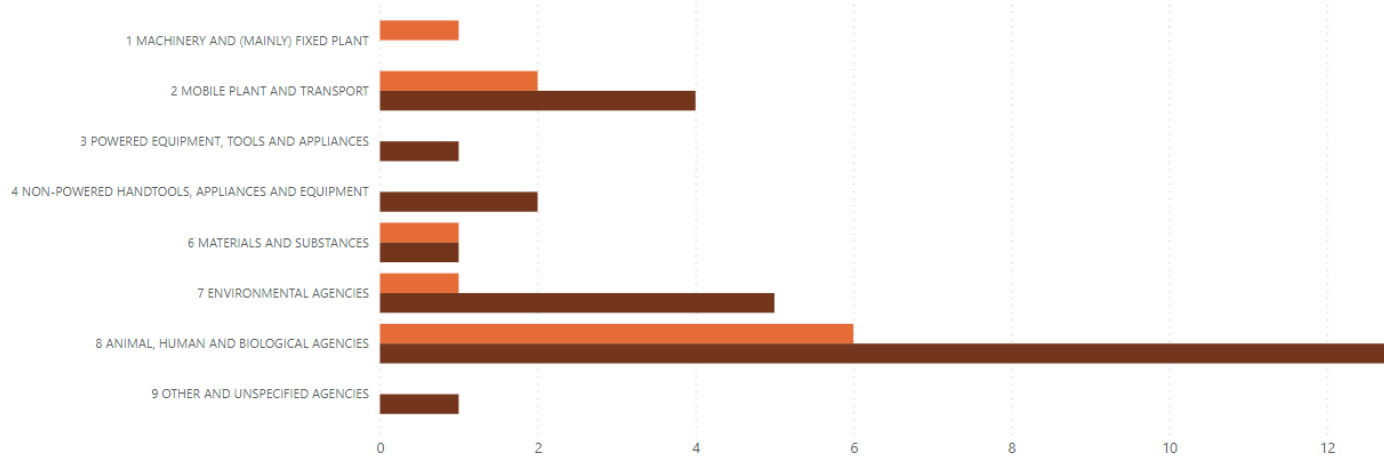
● 2020 ● 2021



**Table 8: Cause of the Incident Q2 – 2021/2022**

Agency of Incidents reported

● 2020 ● 2021



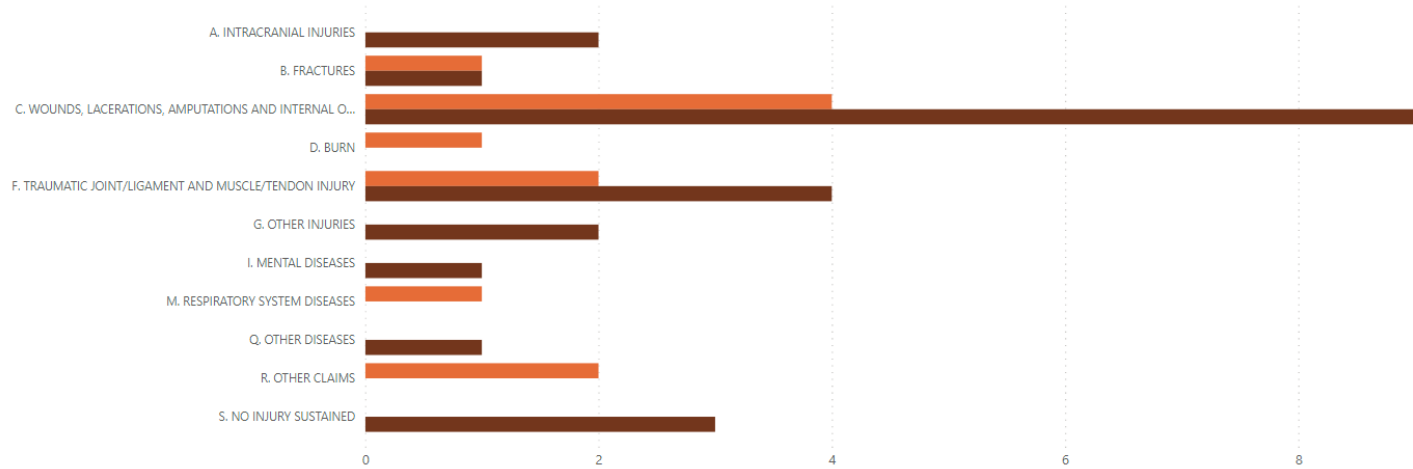
In Q2 2021/2022 the largest cause of reports was with Animal, Human and Biological Agencies (13) followed by Environmental Agencies (5). The 13 incidents caused by Animal, Human and Biological Agencies involved:

- 2 near drownings
- 1 exposure to workplace or occupational violence (verbal abuse)
- 1 exposure to other harassment
- 1 multiple mechanisms
- 1 unspecific mechanism

**Table 9: Public incident reporting data Q2 - 2021/2022**

Type of Injury Sustained

● 2020 ● 2021



There have been 23 public injury/illness type incidents reported this quarter as compared to 11 for Q2 2020/2021. This was due to the re-opening of facilities across Victoria as a result of the COVID-19 pandemic. Public facilities had been placed into lock-down during Q2 2020/2021. Of the 23 incidents/injuries that have been reported, 3 did not sustain an injury (including near misses, vehicle accidents or sporting related incidents), 9 also resulted in Wounds, Laceration, Amputation and Internal Organ Damage (5 being bruising to a particular area of the body and 4 being cuts to particular parts of the body).

## Learning & Development

Due to ongoing restrictions, the delivery of the majority of training continued using Microsoft Teams or Zoom. The implementation of ELMO learning hub was the core focus of the Learning & Development (L&D) team during this period. This required liaising with a number of teams across the organisation to a) support the technical integration of data from Ci Anywhere to ELMO, and b) working with subject matter experts to ensure the course content of the mandatory compliance modules was accurate and relevant to our environment.

**Table 10 - Professional development training Q2 - 2021/2022**

Course Name	Workshop Date/s	Attendees	No. of participants
Emergency Management 101 Workshop	24 November 2021	This training is for staff that hold the position of Municipal Recovery Manager (MRM's), or Municipal Emergency Management Officers (MEMO's).	12

Staff across the organisation are able to attend external workshops and seminars making use of their own departmental training budget. At present, L&D are not always notified when this occurs. In 2022, it would be beneficial for L&D to outline a simple process for notification. This will allow for greater reporting accuracy of organisational L&D activities, and allow a consistent approach for course evaluations and recommendations.

**Table 11 - Workshops and seminars Q2 - 2021/2022**

Course Name	Workshop Date/s	Attendees	No. of participants
<b>Conflict Management for COVID Conversations</b> Provider: LGPro	2 November 2021	Provide participants with strategies for using a calm, factual, positive and respectful approach when managing customer conversations around COVID-Safe directives in Local Government environments.	1 – Customer Service
<b>Council Report Writing</b> Provider: Macquarie LG Lawyers	24 November (1 <sup>st</sup> part) & 1 December (2 <sup>nd</sup> part)	This workshop is guaranteed to provide officers with a practical understanding of what is required in order to prepare meaningful reports.	3 – Youth Services

Emerging Leaders – Kick Start to Leadership (4 part lunch & learn sessions) Provider: Time2Talk	November & December	A program designed for new leaders to provide them with a toolkit of process, structure and frameworks to effectively lead their teams.	2 – Facilities and Operations
Leading Edge Program Provider: Women & Leadership Australia	4 month program completed in November 2021	Leading Edge is designed to enable the transition of aspiring and early career female managers into confident, capable and motivated leaders.	1 – Community Care

For mandatory refresher training in First Aid and CPR, staff completed course work via an external eLearning portal. Practical assessments were conducted on a 1:2 basis with a Covid-Safe plan in place. This works particularly well where staff require refresher training. The online learning method is more challenging for those who are completing this certification for the first time, as they have no practical ‘hands-on’ experience until the actual assessment. APTS, our training provider, has been very accommodating spending additional time with those staff that require it in order to ensure competency.

**Table 12 - Mandatory training Q2 - 2021/2022**

Course Name	Date/s	No. of participants	Training Provider
CPR Assessment	16 October 2021	1	Australia Pacific Training Solutions
First Aid Assessment	21 October 2021	5	Australia Pacific Training Solutions
First Aid & CPR Assessment	16 November 2021	6	Australia Pacific Training Solutions

Internal training sessions are still being conducted online as many staff continue to work from remote locations.

With the appointment of the new Coordinator Records, we have been able to commence Content Manager training. This has been primarily aimed at new staff although current staff are welcome to attend. In collaboration with Information Services, we will continue to promote this course across the organisation, as our record keeping responsibilities remain a key focus. To support this, all new staff are completing a short online module provided by the Public Records Office Victoria, called Recordkeeping Essentials. We have now secured the SCORM package for this and the course will be added to ELMO and rolled out to all staff early in Q3.

Table 13 – Internal training Q2 - 2021/2022

Course Name	Sessions held	No. of participants
Ci Anywhere – Supervisor’s Overview	1	1
Ci Anywhere – Officer’s Overview	7	19
Content Manager – Introductory training	3	9
Corporate Induction	3	18
ELMO Intro - Officers	3	3
ELMO Intro - Supervisors	2	3
My Core Financials – TechOne	3	12
P2P My Procurement and Supply Chain	3	8
Pathway – Customer Requests Module	3	5

**E-learning**

ELMO learning hub was launched in the week commencing 1 November. As of end Q2 – 2021/22, we had approximately 370 active staff profiles within ELMO. This is an increase of 9% over users that had access to Kineo.

The rollout of the platform is being undertaken taking into account the following:

- Enrolling all staff that have easy access to a desktop computer or laptop.
- Allocating modules dependent on where they were in their learning when Kineo was closed. For example, if a staff member completed a mandatory module in Kineo in May 2021, they will not be allocated this module in ELMO until Q4 2021-2022. If they were due to complete a module in Kineo, this was assigned when they were made active.

Early in Q3, training sessions are being delivered to the Community Care team prior to activating their profiles in ELMO.

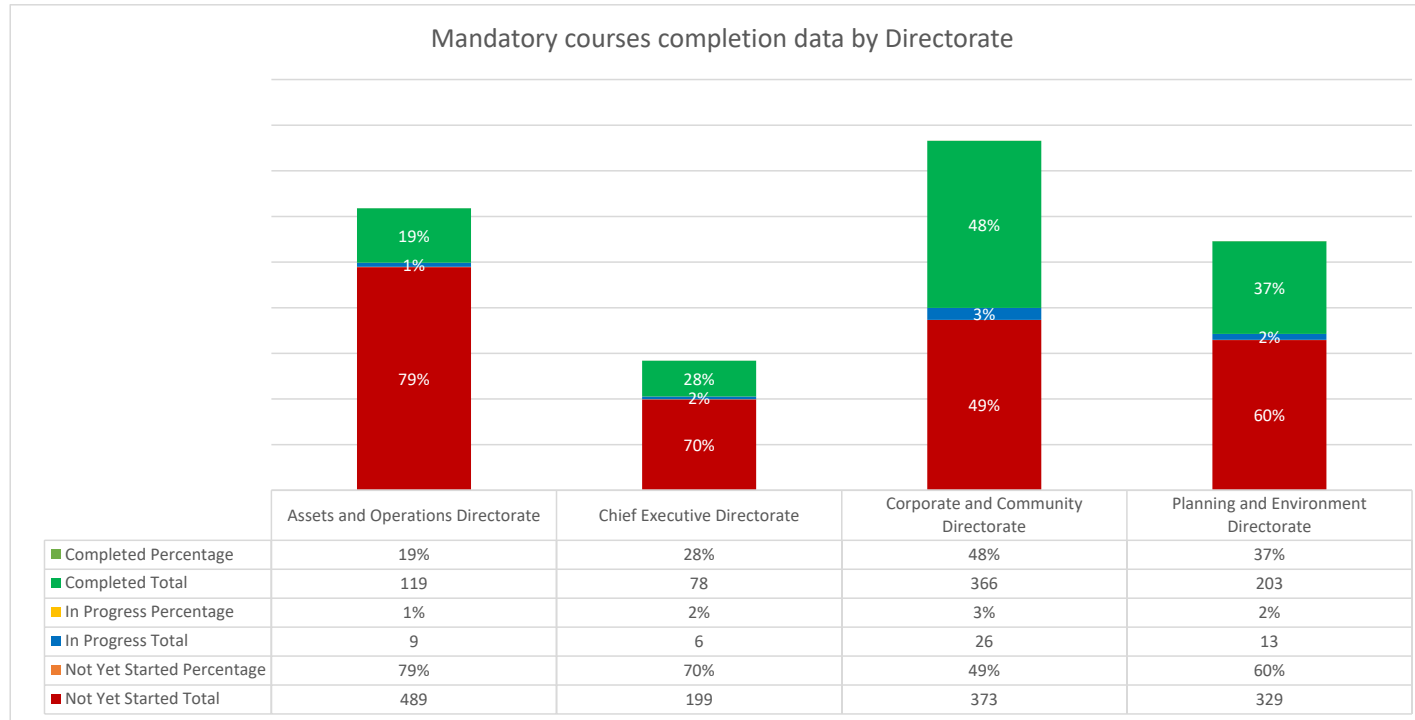
**ELMO Course Catalogue:**

The course catalogue available to staff will continue to expand over time, and has been driven by the mandatory compliance suite and requests from teams within MRSC. The course catalogue currently contains the following courses:

**Table 14 – ELMO Course Catalogue Q2 - 2021/2022**

Mandatory Courses with MRSC Policy Acknowledgements attached	Optional courses
Discrimination & Equal Employment Opportunity	Bushfire Planning - how to support your clients
Discrimination & Equal Employment Opportunity for Managers & Supervisors	Bushfire Planning - you and the person you care for
Fraud and Corruption Awareness	Bushfire Safety for Workers
ICT Acceptable Use	Coping with Change in the Workplace
Privacy and Data Protection Awareness (Vic)	COVID-19 Infection Prevention and Control
Sexual Harassment Prevention	COVID-19 Safety at Work
Sexual Harassment Prevention for Managers and Supervisors	GE Act 2020 - Gender Impact Assessments
Social and Digital Media and the Workplace	Health and Wellbeing
Victorian Charter of Human Rights and Responsibilities	Introduction to Disability Awareness
Workplace Bullying & Occupational Violence	Managing Remote Teams
Workplace Bullying & Occupational Violence for Managers & Supervisors	Microsoft Excel 2016
	Microsoft Word 2016
	Working from Home
Under Development	
Cyber Security Awareness	
OHS & Manual Handling – <i>being completed by all staff via LinkSafe platform</i>	

**Table 15 - Mandatory Course Completion Data by Directorate**



**ELMO Promotion**

To assist in increasing the above completion rates, Learning and Development will deliver a soft re-launch of ELMO at the end of January via a new Learning and Development newsletter, and provide Teams familiarisation sessions.

This will help to raise the profile of ELMO, and provide a reminder of our obligations regarding completion of the mandatory modules. This was possibly diluted at the time of launch, due to staff prioritising work schedules that needed to be completed prior to the summer break.



**Internal training evaluation and feedback**

Learning and Development continue to request evaluations forms from all employees that attend internal training sessions. The employee is asked to rate each question out of 5.

5 – Strongly Agree            4 – Agree            3 – Neutral            2 – Disagree            1 – Strongly Disagree

**Table 16 - Internal training evaluation and feedback average scores Q2 – 2021/2022**

Feedback from staff regarding the delivery and content of the internal training sessions remains positive. A summary of the feedback is provided to each internal trainer on a monthly basis allowing them to monitor trends and make any adjustments as required.

	Contributed to my knowledge and skill	Relevant to my responsibilities and needs	Discussions supported the learning process	Course materials were accurate & relevant (if applicable)	Session duration is appropriate	Good knowledge of the subject matter and content	Provided practical examples & applied in a relatable manner	Effective presentation skills, and the ability to interact & engage with attendees	Appropriate manner, attitude and professionalism
Corporate Induction	4.36	4.22	4.36	4.38	4.40	4.69	4.55	4.62	4.67
Budget Training	4.00	4.00	4.57	4.00	4.00	4.57	4.57	4.43	4.57
My Core Financials	4.22	4.30	4.15	4.06	3.81	4.44	4.37	4.41	4.63
Pathway-Customer Requests	4.44	4.33	4.52	4.39	4.38	4.78	4.70	4.85	4.89
Content Manager (RM8)	4.60	4.40	4.40	4.50	4.60	4.60	4.60	4.60	4.60
Procure to Pay	4.05	4.15	4.00	4.22	3.65	4.70	4.45	4.25	4.60
GIS	4.33	4.00	4.67	4.67	4.33	4.67	4.67	4.33	4.33

**Tertiary Study Assistance Policy**

Following a period of consultation with interested parties including the Early Years team, and the Staff Consultative Committee the new Tertiary Study Assistance Policy was endorsed and has been made available via the intranet.

This will be promoted through the Learning and Development newsletter, which is scheduled for distribution at the end of January.

## *Customers, Communications & Engagement*

### *Customer service*

#### *Webchat*

The trial rollout of Zendesk webchat on Council's website, which launched on Monday, 20 September 2021, has continued during Quarter 2. The trial runs until Friday, 21 January 2022, at which point a quantitative and qualitative review of the pilot will be undertaken. This review will determine whether to implement webchat on a permanent basis.

#### *Customer service standards*

Customer service standards are used to measure the quality of customer service, and are defined in Council's Customer Service Charter and Complaints Policy.

Customer service standards set the timeframes (standard of responsiveness) for responding to phone calls, emails, requests for service, correspondence and complaints. The timeframes are:

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

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

**Standard of responsiveness for the quarter**

**Table 11 – Customer Request Status (Responsiveness) Q2, 2021/2022**

Customer Request Status (Responsiveness)												
1 October 2021 to 31 December 2021	Total requests received		Requests responded to and completed on time (within 10 working days)		Requests responded to and completed late (more than 10 working days)		Requests responded to and not yet due		Overdue requests		Unactioned Requests (at Logged Status)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<b>TOTAL</b>	<b>5,953</b>	<b>100%</b>	3,456	58.05%	1,254	21.07%	627	10.53%	384	6.50%	232	3.90%

The Customer Request Status results in Table 11 apply to the whole organisation, not just the Customer Service Team.

**This quarter’s request for service metrics compared to last quarter**

Total requests received this quarter (5,953) was 2,339 less than Q1 (8,292).

Overdue requests this quarter totalled 384; down from 2,809 in Q1. This volume difference is primarily due to the free firewood offer, which resulted in 2,078 requests during Q1.

Requests completed on time was down this quarter (58.05% compared to 66.16% in Q1), however overall request completion rates are higher this quarter (79.12% (58.05% plus 21.07%) compared to 62.07% in Q1).

Requests responded to but not due is similar between quarters (10.53% in Q2 compared to 10.68% in Q1).

**Table 12 – Calls Received, Answered and Abandoned Q2, 2021/2022**

Calls Received, Answered and Abandoned						
1 October 2021 to 31 December 2021 PHONE QUEUES	Total Calls Received		Total Calls Answered		Total Calls Customer Abandoned	
Customer Service Team	15,862	82.4%	14,324	90.3%	1,538	9.7%
Other Departments	3,389	17.6%	2,859	84.4%	530	15.6%
<b>TOTAL</b>	<b>19,251</b>	<b>100%</b>	<b>17,183</b>	<b>89.26%</b>	<b>2,068</b>	<b>10.74%</b>

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

**This quarter's call metrics compared to last quarter**

Total calls received by the Customer Service team this quarter (15,862) was approximately 17% less than Q1 (18,629). This volume difference can be attributed to Q1's free firewood offer, as well as the Christmas period. The average customer wait time for their call to be answered dropped to 42.3 seconds this quarter (compared to an average wait time in Q1 of 62.7 seconds). Firewood calls will have contributed to these improved results, however they are still sitting above the target 30-second response time.

**Communications****ShireLife newsletter**

Council's Summer 2021 issue of ShireLife has been distributed to shire residents. ShireLife is a resident newsletter covering Council projects, services, events and activities happening throughout the Macedon Ranges. The newsletter is also available online at [mrcs.vic.gov.au/newsletters](https://mrcs.vic.gov.au/newsletters)



**16 Days of Activism**

The 16 Days of Activism is a global movement raising awareness of, and challenging, gender-based violence.

Commencing on 25 November (International Day of Elimination of Violence Against Women) and concluding on 10 December (International Human Rights Day), Council delivered a social media activism campaign across all 16 days. Total reach for the campaign across Facebook and Instagram was 15,368. Shire-focused social media posts included:



**COVID-19 Engagement Grant**

Council has been approved to receive a second \$20,000 extension in funding through the Community Engagement Grants COVID-19 Vaccination Engagement Program. This brings the total amount of funding received to \$60,000. This funding has been provided to raise awareness and engage with our local community about COVID-19 vaccination and its benefits.

The Community Engagement Grants program aims to support the COVID-19 vaccine roll out by addressing vaccine hesitancy and misinformation in the Victorian community, as well as supporting local pathways to vaccination. The funds provided to Council are to engage communities and support them to understand the importance of being vaccinated for COVID-19.

The funding is used for communication and engagement activities that:

- Promote and increase awareness of the program and pathways to vaccination
- Increase the circulation of trusted, credible vaccine information
- Enhance culturally appropriate engagement
- Dispel myths and address community concerns about vaccines through an evidence-based approach to communications
- Increase health literacy.

Since receiving the initial round of funding, Council has been working alongside the Department of Health and various local community health providers, to ensure key vaccination messages are distributed to all residents across the shire.

For the period June to December 2021 (Q1 and Q2), Council's social media activity has reached just over 55,000 people.

**Macedon Ranges Shire Council**  
 3 Nov 2021 · 🌐

Well done Macedon Ranges!!

Macedon Ranges is now 93.5% fully vaccinated against COVID-19, and over 95% partially vaccinated.

Keep up the great work Macedon Ranges and enjoy the eased restrictions and stay safe.

For more information on the easing of restrictions and future phasing of Victoria's roadmap visit [coronavirus.vic.gov.au/victorias-roadmap](https://coronavirus.vic.gov.au/victorias-roadmap) If you need to book a COVID-19 vaccination or want to find out how to get your COVID-19 vaccination certificate, visit [coronavirus.vic.gov.au/vaccine](https://coronavirus.vic.gov.au/vaccine)

#keepingmycommunitysafe  
 #GetTheJabDone



**Macedon Ranges Shire Council**  
 9 Nov 2021 · 🌐

Fantastic effort Macedon Ranges!

Over 95% of shire residents aged 16 years and over are now fully vaccinated!

Thanks for helping to keep our community safe, so together we can get back to doing the things we love.

If needing to book a COVID-19 vaccination, or find out how to get your COVID-19 digital certificate, visit [coronavirus.vic.gov.au/vaccine](https://coronavirus.vic.gov.au/vaccine)

#thankyouforgettingthejabdone



**Macedon Ranges Shire Council**  
 25 Nov 2021 · 🌐

Thank you for getting the jab done and helping us re-open! As we get back to doing the things we love, including welcoming more visitors, be kind to one another. Please continue maintaining COVIDsafe practices and support our region in staying open.

#thankyouforgettingthejabdone



**Macedon Ranges Shire Council**  
 1 Dec 2021 · 🌐

COVID-19 booster doses are available to anyone aged 18 and over who has had their second dose of a COVID-19 vaccine more than 6 months ago. You can get a COVID-19 booster dose from a GP, pharmacy or Victorian vaccination centre. For more information visit [coronavirus.vic.gov.au/vaccine](https://coronavirus.vic.gov.au/vaccine)





## SECTION 7

### Governance Schedule – Statutory Compliance Obligations

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

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

MACEDON RANGES SHIRE COUNCIL - STATUTORY OBLIGATION:

Statutory Obligations are imposed upon Council, Councillors and Council Officers under the *Local Government Act 1989*. On 24 March 2020, the *Local Government Act 2020* received Royal Assent. This report notes a number of the new provisions that took effect during the period.

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
1	Coordinator Governance	Reimbursement of expenses of Councillors and members of a delegated committee		40(1)	A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses Council must provide details of reimbursements to the Audit and Risk Committee	Ongoing	Ongoing	Ongoing
2	Executive Manager People Culture and Performance	Adopt complaints policy		107	Council to adopt complaints policy	By 31 December 2021	15-Dec-21	30-Apr-25
3	Coordinator Governance	Lodging of an initial personal interests return		133	<b>Specified person</b> must lodge an initial personal interests return with the CEO.	Within 30 days of taking oath/affirmation or of appointment	As required when nominated officers begin employment with Council	As required
4	Coordinator Governance	Lodging of biannual personal interests return		134	<b>Specified person</b> who continues to be a specified person must lodge biannual personal interests return with CEO twice yearly.	Twice yearly in March and September	30-Sep-21	01-Mar-22
5	Coordinator Governance	Publish summary of personal interest on Council's internet		135	CEO to publish summary of personal interests on Council's internet website.	Twice yearly in April and October	31-Oct-21	31-Mar-22
6	Chief Executive Officer	Elect the Mayor and Deputy Mayor		26 & 27	Council must elect the Mayor and Deputy Mayor	Annually unless Council resolves otherwise	23-Nov-21	23-Nov-22
7	Executive Manager People Culture and Performance	Code of Conduct	95AA		The CEO must maintain a Code of Conduct for Council Staff	Executive review every three years	10-Mar-21	10-Mar-24
8	Executive Manager People Culture and Performance	Develop and implement Code of conduct for members or Council staff	95AA	49	A CEO must develop and implement a code of conduct for members of Council staff.	By 1 January 2022	10-Mar-21	31-Mar-22
9	Coordinator Governance	Keep delegations register		11(8)	The Council must keep a register of its delegations	Ongoing	Ongoing	Ongoing
10	Coordinator Governance	Conduct delegations review		11(7)	Council must review all delegations in force within 12 months after a general election	Review within 12 months after a general election	28 July 2021, 27 October 2021	As required
11	Coordinator Governance	Keep register of delegations		47	The CEO must keep a register of delegations	Ongoing	Ongoing	Ongoing

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
12	Coordinator Governance	Right to make Submission	223		Where a person is given a right to make a submission Council must publish a public notice specifying the matter, prescribed details, submission date and the right to be heard in person	Council should provide not less than 28 days for submissions to be received	As required	As required
13	Manager Finance and Reporting	Adopt Council Plan		90	Council must adopt the Council Plan	By 31 October 2021	27-Oct-21	31-Oct-22
14	Manager Finance and Reporting	Adopt Financial Plan		91	Council must adopt the Financial Plan	By 31 October 2021	27-Oct-21	31-Oct-22
15	Manager Finance and Reporting	Adopt budget		94	Council must adopt its budget	By 30 June each year	29-Jun-21	30-Jun-22
16	Manager Finance and Reporting	Adopt revised Budget (where necessary)		95	Council must prepare a revised budget if circumstances arise which cause a material change in the budget which affect the financial operations of Council	As soon as practicable after the Council becomes aware of a change in the budget	As required	As required
17	Executive Manager People Culture and Performance	Adopt CEO Employment and Remuneration Policy		45	Council must adopt CEO Employment and Remuneration Policy	By 31 December 2021	15-Dec-21	31-Oct-25
18	Executive Manager People Culture and Performance	CEO responsibilities		46, 48 & 49	CEO must adopt Workforce plan and Recruitment Policy	By 31 December 2021	15-Dec-21	31-Dec-24
19	Manager Finance and Reporting	Adopt Community Vision		88	Council must adopt the Community Vision	By 31 October 2021	27-Oct-21	31-Oct-25
20	Manager Finance and Reporting	Preparation and adoption of Annual Report		98 & 99	Council must prepare and adopt the Annual Report (including the performance and financial statements)	By 30 November 2021 - Extension provided by Local Government Victoria for 2021	27-Oct-21	31-Oct-22
21	Manager Finance and Reporting	Performance Statement		99	Council must submit the performance statement and financial statements to the auditor	As soon as is reasonably practicable after each financial year	06-Sep-21	30-Sep-22
22	Manager Finance and Reporting	Performance Statement		99	Council must submit the statement to its auditor for reporting on the audit	After passing a resolution giving approval to the performance statement and financial statements	22-Sep-21	30-Sep-22
23	Manager Finance and Reporting	Performance Statement		99	The auditor must prepare a report on the performance statement	Once every financial year	29-Sep-21	30-Sep-22
24	Manager Finance and Reporting	Performance Statement		99	Council must ensure that the performance statement and financial statements, in their final form, after any changes have been made, are certified by two Councillors authorised by the Council	After changes recommended or agreed by the auditor have been made	22-Sep-21	31-Oct-22

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
25	Manager Finance and Reporting	Performance Statement		99	The auditor must provide the Council and the Minister with a copy of the report on the performance statement	As soon as is reasonably practicable (the auditor is required to report on the financial statements to the Council within 4 weeks and give a copy of the report to the Minister)	30-Sep-21	30-Sep-22
26	Manager Finance and Reporting	Annual Report		100	Council must consider the Annual Report at a meeting of the Council as soon as practicable but within the time required by the regulations	Under the Local Government (Planning and Reporting) Regulations 2014 Council must hold a meeting to consider the Annual Report: s.22 (1) Within one month after submitting the Annual Report to the Minister. s.22 (2) In the year of a general election no later than the day before the election	27-Oct-21	31-Oct-22
27	Director Corporate and Community	Meet to consider annual report		100	The Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting.	In the year of a general election on a day not later than the day before an election day; and in any other year, within 4 months of the end of the financial year	27-Oct-21	31-Oct-22
28	Manager Finance and Reporting	CEO to present Quarterly Statements		97	CEO must ensure that a statement comparing budgeted and actual revenue and expenditure is presented at an open Council meeting	At least every 3 months	30 June 2021 presented to Council on the 22 September 2021 30 September 2021 presented to go to Council on 24 November 2021	31-Mar-22
29	Manager Finance and Reporting	CEO to present quarterly budget report		97	CEO to ensure that quarterly budget report is presented to the Council at a Council meeting open to the public	As soon as reasonably practicable at the end of each quarter of the financial year	30 June 2021 presented to Council on the 22 September 2021 30 September 2021 presented to go to Council on 24 November 2021	31-Mar-22
30	Manager Finance and Reporting	Land Valuation	157(2)		Council must publish public notice of a decision to change its system of valuation	Promptly	N/A	As required
31	Manager Finance and Reporting	Rates & Charges	158(1)		Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges	At least once every financial year declare by 30 June	29-Jun-21	30-Jun-22

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	COMPLETED	NEXT DUE BY
32	Manager Finance and Reporting	Rates & Charges	Part 8A		Under Section 10E(1)(a) of the Essential Services Commission Act 2001, the Essential Services Commission (ESC) has a responsibility to monitor and review Councils compliance with the caps set under Part 8A of the Local Government Act 1989.	Annually	23-Sep-21	30-Sep-22
33	Manager Finance and Reporting	Adopt Revenue and Rating Plan		93	Council must adopt the Revenue and Rating plan	By 30 June after a general election for a period of the next 4 financial years	29-Jun-21	30-Jun-25
34	Director Assets and Operations	Adopt Asset Plan		92	Council to adopt Asset Plan	By 30 June 2022	In progress	30-Jun-22
35	Coordinator Contracts	Prepare and adopt Procurement Policy		108	Council must prepare and adopt a Procurement Policy	By 1 January 2022 - Council must then review the Policy at least once every 4 year term of the Council	24-Nov-21	31-Dec-25
36	Manager Finance and Reporting	Publish notice of intention to sell land		114	Before selling or exchanging land Council must publish notice of its intention at least 4 week prior to the sale via Council's internet website and undertake the community engagement process	Ongoing from 1 July 2021	As required	As required
37	Manager Finance and Reporting	Include any proposal to lease land in the financial year budget		115	Council must include any proposal to lease land in a financial year in the budget where the lease is for one year or more and for a value of \$100,000 or more per year and the current market rental value is \$100,000 or more per year; and for 10 years or more	Ongoing from 1 July 2021	As required	As required
38	Coordinator Governance	Register of Authorised Officers	224(1A)		Maintain a register that shows all people appointed as authorised officers	Ongoing	Ongoing	Ongoing
39	Coordinator Governance	Authorised Officers	224(2)		Council must issue an identity card to each authorised officer	Ongoing	As required	As required

**Note**

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

# SECTION 8

## Councillor Expenditure

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

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

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

**Quarter 2 2021-22 Councillor Expenditure excluding allowances and Mayoral vehicle**

2nd quarter	Travel	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$0	\$0	\$131	\$0	\$0	
Cr Janet Pearce	\$0	\$647	\$0	\$131	\$0	\$0	
Cr Mark Ridgeway	\$0	\$0	\$0	\$93	\$0	\$0	
Cr Annette Death	\$0	\$0	\$0	\$129	\$0	\$0	
Cr Geoff Neil	\$0	\$1,633	\$0	\$42	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$131	\$0	\$0	
Cr Dominic Bonanno	\$0	\$405	\$0	\$63	\$0	\$0	
Cr Rob Guthrie	\$0	\$376	\$0	\$106	\$116	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$95	\$0	\$0	
	<b>\$0</b>	<b>\$3,061</b>	<b>\$0</b>	<b>\$921</b>	<b>\$116</b>	<b>\$0</b>	<b>\$0</b>

2021/2022 YTD	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$41	\$0	\$0	\$261	\$371	\$0	
Cr Janet Pearce	\$0	\$647	\$0	\$261	\$167	\$85	
Cr Mark Ridgeway	\$0	\$2,367	\$0	\$181	\$196	\$0	
Cr Annette Death	\$0	\$0	\$0	\$260	\$0	\$0	
Cr Geoff Neil	\$0	\$2,604	\$0	\$84	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$261	\$0	\$0	
Cr Dominic Bonanno	\$0	\$667	\$0	\$121	\$0	\$0	
Cr Rob Guthrie	\$0	\$690	\$0	\$214	\$116	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$207	\$0	\$0	
	<b>\$41</b>	<b>\$6,975</b>	<b>\$0</b>	<b>\$1,850</b>	<b>\$850</b>	<b>\$85</b>	<b>\$0</b>



## SECTION 9

### Councillor Activities in the Community




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

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




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






Councillor activity report: 1 October – 31 December 2021

<p><b>Cr Jennifer Anderson</b> West Ward</p>	<p><b>Council meetings attended:</b> (including scheduled, unscheduled and Delegated Committees)</p>	<p>9</p>	<p><b>Assemblies of Councillors attended:</b></p>	<p>10</p>
	<p><b>Appointments to internal/external committees and groups:</b> Chief Executive Officer Performance Appraisal Advisory Group, Gisborne Futures Council Project Group, Submitters Delegated Committee, Central Victorian Greenhouse Alliance (CVGA) (sub), Municipal Association of Victoria (MAV)</p> <p><b>Specific activities highlighted by Councillors:</b></p> <ul style="list-style-type: none"> <li>• Spoke at Kyneton U3A on climate change and Council’s declaration of a climate emergency</li> <li>• Visited storm-damaged properties with the CEO to provide and advocate for ongoing need for clean-up assistance</li> <li>• Attended the Kyneton senior citizens 60th birthday celebrations</li> <li>• Celebrated achievements despite COVID at the 2022 Macedon Ranges Business Excellence Awards</li> <li>• Took part in filming for an art installation scheduled to be part of Kyneton Contemporary Art Triennial (KCAT) Holding the Circle</li> </ul>			
<p><b>Cr Janet Pearce</b> West Ward</p>	<p><b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)</p>	<p>9</p>	<p><b>Assemblies of Councillors attended:</b></p>	<p>10</p>
	<p><b>Appointments to internal/external committees and groups:</b> Gisborne Futures Council Project Group, Macedon Ranges Agribusiness Forum, Submitters Delegated Committee, Municipal Association of Victoria (MAV) (sub), Rural Councils Victoria Inc (RCV) (sub)</p> <p><b>Specific activities highlighted by Councillors:</b></p> <ul style="list-style-type: none"> <li>• Storm Recovery Community Forum for Macedon Ranges residents on line session</li> <li>• Remembrance Day Ceremony Woodend RSL</li> <li>• Josh’s Rainbow Eggs Macedon Ranges Business Excellence Awards</li> <li>• Malmsbury Christmas Carols</li> <li>• Kyneton Senior Citizens 60th Birthday Celebrations</li> </ul>			
<p><b>Cr Mark Ridgeway</b> West Ward</p>	<p><b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)</p>	<p>9</p>	<p><b>Assemblies of Councillors attended:</b></p>	<p>10</p>
	<p><b>Appointments to internal/external committees and groups:</b> Audit and Risk Committee, Gisborne Futures Council Project Group, Submitters Delegated Committee, Annual Meeting of Braemar College Ltd, Macedon Ranges Local Safety Committee</p> <p><b>Specific activities highlighted by Councillors:</b></p> <ul style="list-style-type: none"> <li>• Met with members of the Kyneton Football Netball Club Committee regarding facilities at the Kyneton Showgrounds</li> <li>• Laying of wreaths on Remembrance Day at Malmsbury and Kyneton</li> <li>• Attended Manna Gum Preschool in Gisborne for a funding announcement by MLA Mary-Anne Thomas</li> <li>• Meeting with Friends of Gisborne Botanical Gardens</li> <li>• Attended Kyneton Senior Citizens Club 60th birthday celebrations</li> </ul>			



<b>Cr Annette Death</b> East Ward	<b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)	<b>8</b>	<b>Assemblies of Councillors attended:</b>	<b>9</b>
	<b>Appointments to internal/external committees and groups:</b> Chief Executive Officer Performance Appraisal Advisory Group, Gisborne Futures Council Project Group, Central Ranges Local Learning and Employment Network (LLEN) Board (sub)			
<b>Specific activities highlighted by Councillors:</b> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Riddells Creek Farmers Market stall</li> <li>• Riddells Creek Tennis Court Opening</li> <li>• Riddells Creek Festival</li> </ul> </li> <li style="display: inline-block; width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Attended multiple community Annual General Meetings (AGMs) and Scout Annual Report and Awards Presentations (ARAPs)</li> <li>• Christmas in Romsey - lighting judge</li> </ul> </li> </ul>				
<b>Cr Geoff Neil</b> East Ward	<b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)	<b>9</b>	<b>Assemblies of Councillors attended:</b>	<b>10</b>
	<b>Appointments to internal/external committees and groups:</b> Audit and Risk Committee, Gisborne Futures Council Project Group, Submitters Delegated Committee, Annual Meeting of Braemar College Ltd Committee (sub), Rural Councils Victoria Inc (RCV)			
<b>Specific activities highlighted by Councillors:</b> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Attended the Youth awards</li> <li>• Attended the community grants funding announcement</li> </ul> </li> <li style="display: inline-block; width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Attended the Riddells Creek Neighbourhood House AGM</li> <li>• Attended the Lancefield DPO meeting</li> <li>• Attended the Macedon Ranges Business Excellence Awards</li> </ul> </li> </ul>				
<b>Cr Bill West</b> East Ward	<b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)	<b>9</b>	<b>Assemblies of Councillors attended:</b>	<b>10</b>
	<b>Appointments to internal/external committees and groups:</b> Gisborne Futures Council Project Group, Submitters Delegated Committee, Calder Highway Improvement Committee, Goldfields Library Corporation Board			
<b>Specific activities highlighted by Councillors:</b> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Chaired AGM of Romsey Men's Shed</li> <li>• Remembrance Day – laid wreath at Lancefield service</li> </ul> </li> <li style="display: inline-block; width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Central Goldfields Library Board AGM (elected deputy chair)</li> <li>• Romsey 'Light Up' pre-Christmas celebrations</li> <li>• Attended Riddells Creek Twilight Festival</li> </ul> </li> </ul>				



<p><b>Cr Dominic Bonanno</b> South Ward</p>	<p><b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)</p>	<p>8</p>	<p><b>Assemblies of Councillors attended:</b></p>	<p>9</p>
	<p><b>Appointments to internal/external committees and groups:</b> Gisborne Futures Council Project Group, Macedon Ranges Agribusiness Forum, Submitters Delegated Committee, Local Government Waste Forum</p> <p><b>Specific activities highlighted by Councillors:</b></p> <ul style="list-style-type: none"> <li>Not provided</li> </ul>			
<p><b>Cr Rob Guthrie</b> South Ward</p>	<p><b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)</p>	<p>9</p>	<p><b>Assemblies of Councillors attended:</b></p>	<p>9</p>
	<p><b>Appointments to internal/external committees and groups:</b> Chief Executive Officer Performance Appraisal Advisory Group, Gisborne Futures Council Project Group Submitters Delegated Committee, Goldfields Library Corporation Board (proxy), Local Government Waste Forum (sub), Macedon Ranges Heritage Council, Workspace Australia</p> <p><b>Specific activities highlighted by Councillors:</b></p> <ul style="list-style-type: none"> <li>Attended two Workspace Board meetings in Bendigo</li> <li>Laid a Wreath at the Gisborne Cenotaph on Remembrance Day</li> <li>Attended the Media Launch of the Murmuring Walk, Mount Macedon</li> <li>Attended the Media Event Goldfields World Heritage Bid, at Clunes</li> <li>Attended a Loddon Mallee Waste and Recovery Group Forum on Zoom</li> </ul>			
<p><b>Cr Anne Moore</b> South Ward</p>	<p><b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)</p>	<p>7</p>	<p><b>Assemblies of Councillors attended:</b></p>	<p>8</p>
	<p><b>Appointments to internal/external committees and groups:</b> Gisborne Futures Council Project Group, Submitters Delegated Committee, Calder Highway Improvement Committee (sub), Central Victorian Greenhouse Alliance (CVGA), Macedon Ranges Heritage Council, Macedon Ranges Local Safety Committee (sub)</p> <p><b>Specific activities highlighted by Councillors:</b></p> <ul style="list-style-type: none"> <li>Not provided</li> </ul>			