



**Macedon
Ranges**
Shire Council

ATTACHMENTS

**Council Meeting
Under Separate Cover**

Wednesday 24 May 2023

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Quarterly Report

1 January to 31 March 2023



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

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

The Quarterly Report comprises the following sections.

SECTION 1 - Financial Statements

SECTION 2 - Capital Works Statement

SECTION 3 - Council Plan Actions - Progress Report

SECTION 4 - Customer Service

SECTION 5 - People Risk & Wellbeing Report

SECTION 6 - Implementation of Council Resolutions

SECTION 7 - Governance Schedule

SECTION 8 - Councillor Expenditure

SECTION 9 - Councillor Activities in the Community



SECTION 1

Financial Statements

Included in this section are the following financial statements:

<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>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>

Summary of Financial Results 9 months ended 31 March 2023

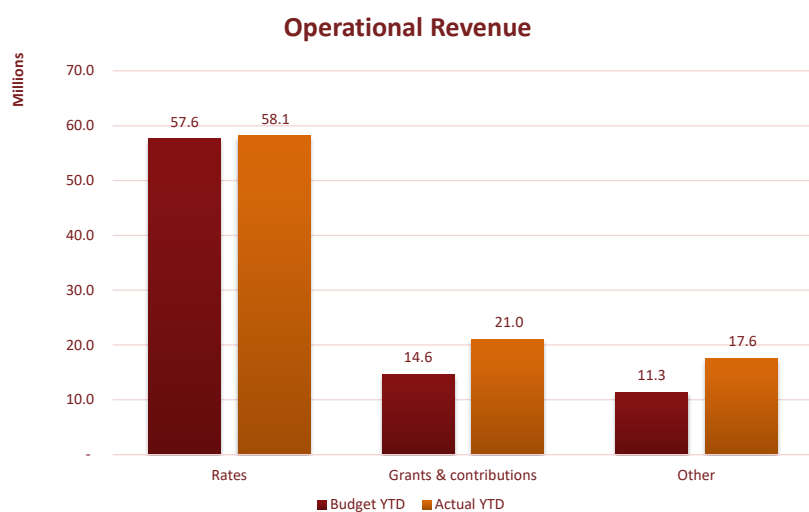
The Income Statement reports an operating surplus of \$36m for the nine months to 31 March 2023, the budget for the same period is \$22m surplus. In accordance with accounting standards, all rate income is recognised at the start of the financial year when the rates are struck. This results in Council having a large surplus at the start of the year which reduces as the year progresses, as expenditure is incurred more evenly throughout the year.

Despite the unbudgeted expenditure relating to the June 2021 storm during 2021/22, Council has submitted all claims relating to this storm. Payments continue to be received for the reimbursement of costs relating to the storm as claims are assessed and authorised. Claims are still being authorised and the final amount payable will not be known for a further period of time.

The cash balance of \$17.7m is lower than budget by \$10.7m. However Other Financial Assets (Investments) has increased by \$12m against budget. The higher cash and investment holdings is due to the timing of payment for Capital Works.

Council remains in a strong cash position at 31 March 2023.

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

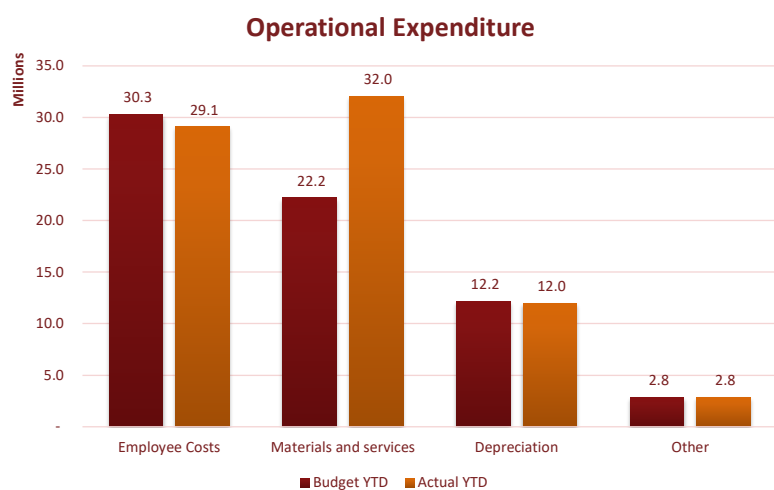


Key budget variances:

Rates and charges: Actual income of \$58.1m is slightly above budget for the nine months to 31 March 2023. This is due to higher supplementary rates being recognised compared to budget.

Grants & Contributions: Actual Income is \$21m, this is \$6.5m favourable to budget for the nine months to 31 March 2023 due mainly to June 2021 storm recovery grants \$4.6m.

Other: Actual income is \$6.2m favourable, due to unbudgeted income relating to timber processing from June 2021 storm \$7.1m. Investment income is \$432k favourable to budget due to higher than budgeted interest on investments. Resource Recovery Station fees are \$461k unfavourable to budget.



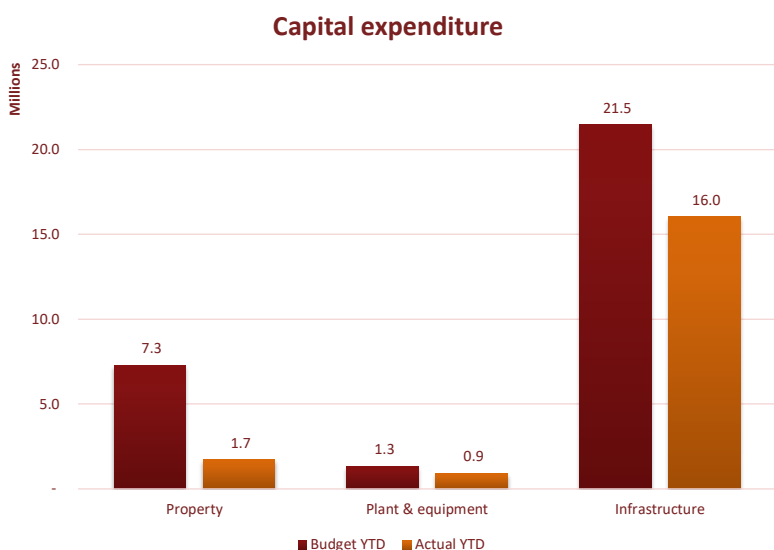
Key budget variances:

Employee costs: Actual expenditure of \$29m is \$1.1m favourable to budget for the nine months to 31 March 2023.

Materials and services: Actual expenditure of \$32m is unfavourable to budget for the nine months to 31 March 2023 due mainly to costs relating to timber processing from the June 2021 storm. These costs are reimbursed by the contractor in other income above.

Depreciation: Depreciation of \$12m is favourable to budget by \$210k.

Other: Other expenditure within expected budget variance.



Key budget variances:

Property: Actual expenditure of \$1.7m is favourable to budget of \$4.7m due to delayed construction.

Plant and equipment: Plant purchases of \$0.9m is lower than budget of \$1.6m due to the timing of plant purchases. Lengthy delays are still being experienced for the supply of plant and equipment.

Infrastructure: Expenditure of \$16m is below the budget of \$22m due to delayed construction.

INCOME STATEMENT

9 months ended 31 March 2023

	2022/23 March YTD Adjusted Budget* \$'000	2022/23 March YTD Actuals \$'000	2022/23 March YTD Variance \$'000
Income			
Rates and charges	57,574	58,132	558
Statutory fees and fines	2,191	2,185	(6)
User fees	5,898	5,640	(258)
Grants - operating	9,141	12,299	3,158
Grants - capital	3,314	5,904	2,590
Contributions - monetary	2,119	2,824	705
Other income	3,214	9,760	6,546
Total income	83,451	96,744	13,293
Expenses			
Employee costs	30,258	29,092	1,166
Materials and services	22,195	32,039	(9,844)
Depreciation and amortisation	12,190	11,980	210
Borrowing costs	135	99	36
Other expenses	2,702	2,719	(17)
Total expenses	67,480	75,929	(8,449)
Surplus/(deficit) Ex other adjustments	15,971	20,815	4,844
Other adjustments			
Contributions - non monetary	5,940	15,773	9,833
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	-	(546)	(546)
(Increase)/decrease in provision for landfill liability	-	-	-
Total surplus/(deficit)	21,911	36,042	14,131

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 \$36m is \$14.1m favourable to budget. The financial summary provides an explanation of key variances to budget.

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

BALANCE SHEET

As at 31 March 2023

	2022/23 March Adjusted Budget* \$'000	2022/23 March Actuals \$'000	2022/23 March Variance \$'000
Current assets			
Cash and cash equivalents	28,384	17,668	(10,716)
Trade and other receivables	52,021	26,641	(25,380)
Other financial assets	16,000	28,000	12,000
Other assets	698	177	(521)
Total current assets	97,103	72,486	(24,617)
Non-current assets			
Other financial assets	21	21	-
Investment in Regional Library	1,432	1,432	-
Property, infrastructure, plant and equipment	1,276,196	1,298,241	22,045
Right of use assets	503	315	(188)
Investment property	2,630	2,630	-
Intangible assets	546	427	(119)
Total non-current assets	1,281,328	1,303,066	21,738
Total assets	1,378,431	1,375,552	(2,879)
Current liabilities			
Trade and other payables	6,096	18,655	(12,559)
Trust funds and deposits	8,824	8,018	806
Provisions	6,967	6,918	49
Interest-bearing loans and borrowings	208	208	-
Total current liabilities	22,095	33,799	(11,704)
Non-current liabilities			
Provisions	4,381	4,381	-
Interest-bearing loans and borrowings	3,308	3,153	155
Total non-current liabilities	7,689	7,534	155
Total liabilities	29,784	41,333	(11,549)
Net assets	1,348,647	1,334,219	(14,428)
Equity			
Accumulated surplus	724,886	707,593	(17,293)
Reserves	623,761	626,626	2,865
Total Equity	1,348,647	1,334,219	(14,428)

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

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

FINANCIAL RESERVES

As at 31 March 2023

	Balance 1 July 2022	Transfers to Reserve	Transfer from Reserve	Balance 31 March 2023
Discretionary Reserves				
Plant Replacement	1,142,128	280,244	-	369,536
Asset Conversion	744,372	-	-	-
Commercial Development	3,182,148	-	-	-
Gravel Pit Operations	1,527,814	326,497	-	-
Hanging Rock	212,395	-	-	-
Maintenance Senior Citizens Accommodation	198,605	-	-	-
Debt Repayment	891,470	400,000	-	-
Total Discretionary Reserves	7,898,932	1,006,741	-	369,536
Statutory Reserves				
Public Open Space - South	1,875,805	855,000	-	-
Public Open Space - East	1,051,849	233,300	-	-
Public Open Space - Central	1,079,973	222,500	-	-
Public Open Space - West	180,645	334,602	-	-
Public Open Space	4,188,272	1,645,402	-	-
Community Facilities - South	-	-	-	-
Community Facilities - East	222,042	-	-	-
Community Facilities - Central	17,697	-	-	-
Community Facilities - West	351,520	-	-	-
Community Facilities	591,259	-	-	-
Car Parking	135,600	-	-	-
Planning Roadworks	531,180	-	-	-
Drainage	734,262	234,698	-	-
Gisborne Development Contributions Plan	1,544,351	528,284	-	-
Romsey Development Contributions Plan	52,902	13,023	-	-
Planning Footpath Works	142,362	6,041	-	-
Total Statutory Reserves	7,920,188	2,427,447	-	-
GRAND TOTAL	15,819,120	3,434,189	-	369,536

INVESTMENTS HELD

As at 31 March 2023

Institution	ICAN	Non Fossil fuel *	Percentage of Total investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
At call investments								
NATIONAL AUSTRALIA BANK LTD	No	No	31.87%	At Call Account	\$ 13,097,085	3.74%		
Short term investments								
P&N BANK	No	Yes	9.73%	Term Deposit	\$ 4,000,000	4.15%	25/08/2022	28/06/2023
MACQUARIE BANK	No	No	2.43%	Term Deposit	\$ 1,000,000	4.26%	24/02/2023	16/05/2023
MACQUARIE BANK	No	No	2.43%	Term Deposit	\$ 1,000,000	4.26%	1/03/2023	22/05/2023
MACQUARIE BANK	No	No	2.43%	Term Deposit	\$ 1,000,000	4.26%	1/03/2023	22/05/2023
MACQUARIE BANK	No	No	2.43%	Term Deposit	\$ 1,000,000	4.26%	1/03/2023	22/05/2023
NATIONAL AUSTRALIA BANK	No	No	17.03%	Term Deposit	\$ 7,000,000	3.53%	25/08/2022	26/04/2023
DEFENCE BANK	No	Yes	12.17%	Term Deposit	\$ 5,000,000	4.30%	24/11/2022	24/05/2023
AUSWIDE BANK	No	Yes	9.73%	Term Deposit	\$ 4,000,000	4.30%	24/11/2022	22/06/2023
BANKVIC	No	Yes	9.73%	Term Deposit	\$ 4,000,000	4.30%	1/03/2022	28/06/2023
Financial assets								
Total Investments					\$ 41,097,085			
Total % of Non Fossil Fuel Lending Institutions								41%

SECTION 2

Capital Works Statement

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

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

CAPITAL WORKS STATEMENT

9 months ended 31 March 2023

	2022/23 March Adjusted Budget* \$'000	2022/23 March Actuals \$'000	2022/23 March Variance \$'000
Property			
Land and land improvements	750	0	750
Buildings and building improvements	6,521	1,707	4,814
Total property	7,271	1,707	5,564
Plant and equipment			
Plant, machinery and equipment	896	701	195
Computers and telecommunications	425	214	211
Total plant and equipment	1,321	915	406
Infrastructure			
Roads	6,563	4,895	1,669
Bridges	1,071	254	817
Footpaths and Cycleways	2,313	1,232	1,080
Drainage	632	379	253
Recreational, leisure and community facilities	8,419	7,867	552
Parks, open space and streetscapes	1,183	930	253
Other infrastructure	1,273	472	802
Total infrastructure	21,454	16,028	5,426
Total capital works expenditure	30,046	18,649	11,396

Capital works expenditure is under budget by \$11.4m at 31 March 2023.

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

SECTION 3

Council Plan Actions – Progress Report

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

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

Connecting Communities;

Healthy environment, healthy people;

Business and tourism; and

Deliver strong and reliable government.

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

Strategic objective 1. Connecting communities

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

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

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

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to improve continuous accessible paths of travel to key destinations, such as recreation and community facilities, through the funding of the Footpath Construction Program	Deliver	In Progress	70%	80%	The footpath Construction program is underway with footpaths under construction and near completion at Edgecombe Street Kyneton, Pohlman Street Kyneton and Farrell Street New Gisborne. Footpaths scheduled to commence construction shortly with expected completion in mid June 2023 are in High Street and The Crescent in Lancefield. Consultation is currently underway on the review of the Shire Wide Footpath Plan with Council approving the Plan for consultation at their 22 March 2023 Scheduled Council meeting.	Manager Engineering and Resource Recovery	30 June 2023
Formalise the joint partnership with Hepburn Shire Council advocate the Victorian Government for support to undertake the detailed design and pre-project works for the Daylesford to Hanging Rock Shared Trails project	Advocate	Completed	75%	100%	Complete - Memorandum of Understanding developed and signed by the CEO's of MRSC and Hepburn. Joint funding application submitted the Investment Fast Track Fund 17 August 2022. Funding application was unsuccessful. Future funding opportunities will be considered when available.	Manager Open Space and Recreation	30 June 2023
Commence a review of the Kyneton Movement Network Study (2018) to develop and guide the planning of future infrastructure requirements (multi-year)	Deliver	In Progress	70%	70%	Preliminary Site Visit and Issues and Opportunities identification process complete. Scheduled to go to a council briefing. Project on hold pending completion of the Urban Design Framework which will inform the final Kyneton Movement Network Study.	Manager Engineering and Resource Recovery	30 June 2023
Continue to advocate to the Victorian Government for improvements to bus and rail public transport services, with a focus to identify township issues throughout the year	Advocate	In Progress	75%	75%	Ongoing advocacy to the Department of Transport and Planning is occurring.	Manager Engineering and Resource Recovery	30 June 2023
Finalise the Woodend corridor study to investigate the movements of pedestrians, cyclists and vehicles within Woodend's main road corridor, identifying areas of concern and possible solutions	Deliver	Completed	100%	100%	Complete - The Woodend Integrated Transport Plan was endorsed by Council at the 23 November 2022 Scheduled Council meeting.	Manager Engineering and Resource Recovery	30 June 2023
Review and update the 2018 Shire Wide Footpath Plan	Deliver	In Progress	60%	75%	Consultation commenced on 28 March and will close on 30 April 2023. A report seeking Council's endorsement on the revised Shire Wide Footpath Plan will be scheduled upon completion of the consultation process.	Manager Engineering and Resource Recovery	30 June 2023
Advocate for increased State Government funding for supervised school crossings	Advocate	In Progress	75%	75%	The Manager of Safer Communities attended two working group meetings lead by Monash City Council.	Manager Safer Communities	30 June 2023
Undertake intersection works at Brooke and Templeton Streets, Woodend to install a new slow point (Brooke Street), and the design and construction of a pedestrian crossing.	Deliver	In Progress	70%	70%	Design completed. Project to be tendered in early April 2023.	Manager Engineering and Resource Recovery	30 June 2023

Integrate land-use planning, and revitalise and protect the identity and character of the shire							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Progress the Kyneton Town Centre Urban Design Framework to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	80%	60%	A new consultant has been appointed to finalise the draft Urban Design Framework for Council to endorse prior to consultation. This is now anticipated to be in Quarter 4.	Manager Strategic Planning and Environment	30 June 2023
Progress the Gisborne Structure Plan, incorporating the Neighbourhood Character Study and Town Centre Urban Design Framework Plan to a Council meeting for a decision on further steps required to confirm the future inclusion in the Macedon Ranges Planning Scheme	Deliver	In Progress	75%	70%	A detailed consultation report was presented to the 24 August 2022 Scheduled Council Meeting outlining a range of actions to complete to enable the preparation of a revised draft structure plan. Council has received consultant reports for traffic and transport, economic and land supply analysis and a strategic bushfire risk. A community Infrastructure report is expected to follow. These reports provide the basis for the revised draft Gisborne Futures documents that will be released for community consultation in 2023/24.	Manager Strategic Planning and Environment	30 June 2023
Progress the Romsey Structure Plan to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	75%	70%	A detailed consultation report was presented to the 28 September 2022 Scheduled Council Meeting outlining a range of actions to complete that will help to inform the preparation of the draft Structure Plan. The project is on track to have a draft Structure Plan for community consultation early in 2023/24.	Manager Strategic Planning and Environment	30 June 2023
Finalise the Planning Scheme Amendment to incorporate the heritage study for Woodend, Lancefield, Macedon and Mount Macedon into the Macedon Ranges Planning Scheme	Deliver	In Progress	100%	90%	Planning Scheme Amendment C127macr was submitted to the Minister for Planning for approval on 23 June 2022. Council are currently awaiting the Ministers decision.	Manager Strategic Planning and Environment	31 December 2022
Progress the Riddell's Creek Precinct Structure Plan, in conjunction with the applicant and the community	Deliver/Facilitate	In Progress	50%	50%	The proponent has submitted a draft Precinct Structure Plan and development contributions plan for Council's consideration. The draft Precinct Structure Plan is likely to progress in early 2023 for a Council decision on commencing the planning scheme amendment process.	Manager Strategic Planning and Environment	30 June 2023
Enhance planning protection of the shire's heritage assets, through completion of the Macedon Ranges Shire Thematic Environmental History	Deliver	In Progress	100%	90%	A community consultation process was undertaken between August and September 2022 to inform the final draft of the Thematic Environmental History. Final feedback has been provided to the consultant with the final draft expected for Council's consideration in Quarter 4 .	Manager Strategic Planning and Environment	30 June 2023
Progress the review of Council's Developer Contributions Plans (Gisborne and Romsey), and consider any future changes to the Macedon Ranges Planning Scheme recommended by its findings	Deliver	In Progress	40%	40%	A consultant has been appointed to begin the Developer Contributions Plans Review.	Manager Strategic Planning and Environment	30 June 2023
Develop future work, following the outcomes of the Macedon Ranges Thematic Environment History project	Deliver	Not Started	50%	0%	This action will commence once the draft Thematic Environmental History is completed and ready to be presented to Council for adoption. This is anticipated to be first quarter 2023/24. This quarter work has commenced on the new Heritage Strategy, with the first stage of consultation expected in the next quarter.	Manager Strategic Planning and Environment	30 June 2023

Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure where the community can connect, engage and participate in a financially responsible way							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Finalise the preparation of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	70%	50%	Work on developing the draft Open Space Strategy is behind schedule. The draft Open Space Strategy is now expected late 2023.	Manager Strategic Planning and Environment	30 June 2023
Continue construction on stage 1 of the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery	Deliver/Advocate	In Progress	75%	30%	Works have progressed on the both sites with favourable weather conditions conducive to site clearing and construction works. The sports oval is now prepared for the irrigation system installation and the sports pavilion slab poured. The sports stadium steel frame erected with roofing now completed and walls being installed. A number of critical services connections have been approved and are now being installed. We are continuing to advocate for future funding with both federal and state government. On 31 March 2023 received advice that Lloyd Group was placed into voluntary administration.	Manager Facilities and Operations	30 June 2023
Deliver the annual capital works program within budget	Deliver	In Progress	70%	35%	Majority of the projects are on track to be completed within the budget, scope and time. The Capital Program Review Board is monitoring the progress against the approved timeframe and budget. There are challenges with cost escalations which may impact projects through the year. Officers provide monthly reports to Council on projects in distress and needing additional funding. Such additional funding will be managed within the approved annual capital works budget through budget movement across projects. 72 projects out of 216 have been practically completed. This percent would go higher if we did not have 35 additional projects added into the program after the last reporting period.	Manager Assets and Project Management Office	30 June 2023
Complete the Macedon Ranges Shire Wide Skate Park Master Plan, to provide prioritised strategic guidance, regarding the future renewal, upgrade and new facility requirements for the shire	Deliver/Partner	In Progress	75%	60%	Consultation completed, including three drop in sessions, an online survey, staff workshop and targeted school consultation. Review of existing facilities and site assessment regarding potential alternate locations has been completed. Currently scheduled to go to Council in early FY23/24 for consultation.	Manager Open Space and Recreation	30 June 2023
Progress the concept design works for the Woodend Community Centre redevelopment, funded by Council and RDV, via the Investment Fast Track Fund commitment from 2021/22	Deliver/Partner	Completed	100%	100%	Project was completed and documents adopted at September 2022 Council meeting	Manager Economic Development and Visitor Economy	30 September 2022
Deliver the Barkly Square playing surface upgrade	Deliver	In Progress	75%	75%	Construction progressing well, drainage works complete. This will be followed by new turf in April 2023.	Manager Open Space and Recreation	30 June 2023
Continue planning for Gisborne Skate Park upgrade	Facilitate	In Progress	75%	50%	Revised concept plans completed, following community consultation. As this project is running in parallel with Shire wide Skate park and BMX Strategy, there is a hold point at this stage to ensure alignment with the outcomes of the Shire Wide Skate Park Master Plan.	Manager Open Space and Recreation	30 June 2023

Target community needs through development programs and grants							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Engage and consult with the community, groups and organisations to better understand community needs and program design	Facilitate	In Progress	75%	75%	Ongoing engagement has occurred with Neighbourhood houses, Men's sheds, Community Health and representatives from community groups applying for funding from Council.	Manager Community Strengthening	30 June 2023
Promote community centres and their programs – direct some Council community grant funding to initiatives that emphasise inclusiveness	Deliver	In Progress	75%	75%	With the support of the Recovery team and Neighbourhood Houses, Community Development used Neighbour Day as a vehicle to facilitate stronger connection with neighbours in cases of emergency. Council funded print collateral and administration support to promote houses to strengthen their ability bring their community together.	Manager Community Strengthening	30 June 2023
Continue Council's community grants programs (the Community Funding Scheme and the Small Projects Grants) to support community groups to deliver community, cultural and environmental projects, and enhance community places	Deliver	In Progress	75%	75%	Planning is under way to open applications for the Community Funding Scheme (CFS) in May 2023. Work has been completed for the new CFS Guidelines, Community Grants Policy and terms of reference for grant assessment panels. In this quarter one Small Project Grant has been approved for a sports club to make improvements to their club rooms so that other community groups can use the facility.	Manager Community Strengthening	30 June 2023
Collaborate with Loddon Mallee partners and across Council to coordinate, support, engage and recognise volunteers	Deliver/Partner	In Progress	60%	80%	A new volunteer management system is currently being implemented with a go live date of 30th June 2023. This system will provide council with a web based platform to effectively manage the life cycle of an employee. Council is also recognising and celebrating our volunteers during national volunteers week, by hosting an evening event.	Manager People, Risk and Wellbeing	30 June 2023
Promote the library programs of the Goldfields Library Corporation to engage the community	Deliver/Partner	In Progress	75%	75%	Council continues to work in partnership with Goldfields Library Corporation to promote the services and programs available for the community. This is ongoing and embedded into the communications schedule for proactive communications.	Manager Communication and Engagement	30 June 2023
Review Council's role in supporting playgroups and toy libraries, and develop opportunities to strengthen the connections between users of early years and maternal and child health programs	Deliver	In Progress	75%	75%	A review of Council's role has been drafted. It is anticipated the review and next steps will be finalised in quarter 4.	Manager Children, Youth & Family Services	30 June 2023
Conduct a comprehensive review of the Community Funding Scheme to ensure it is meeting the needs of the community	Deliver	Completed	100%	90%	The Community Funding Scheme Guidelines for 2023-24 will be presented to Council for consideration in April 2023.	Manager Community Strengthening	31 October 2022
Improve access to Council's grants programs by implementing and promoting the new grants administration system	Deliver/Partner	Completed	100%	100%	New grants and administration system (SmartyGrants) has been implemented for Community Funding Scheme and Small Grants Funding Program.	Manager Community Strengthening	31 July 2022

Continue to deliver improved outcomes for and recognition of our First Nations People							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Advance Indigenous reconciliation through working with First Nations People on the implementation of Council's Reconciliation Action Plan	Deliver/Partner	In Progress	75%	60%	A strategy has been developed to ensure all actions are completed by the time the Reconciliation Action Plan closes, with support from officers across the organisation.	Manager Community Strengthening	30 June 2023
Celebrate and participate in National Reconciliation Week, by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander Peoples and other Australians	Deliver/Partner	Planning	50%	75%	All activities for Reconciliation week have been scheduled, with the implementation of promotional activities to be undertaken in the coming quarter. The signature event at the Kyneton Town Hall with Yoorook Justice Commission reporting on the last 12 months, followed by three yarning circles on three countries and two local Indigenous football rounds.	Manager Community Strengthening	30 June 2023
Implement the Aboriginal and Torres Strait Islander cultural awareness training strategy that is integrated into Council's Learning and Development Strategy	Deliver	In Progress	80%	80%	Aboriginal and Torres Strait Islander cultural awareness training has been delivered to staff and Councillors. Integration into Council's Learning and Development strategy is in progress.	Manager Community Strengthening	30 June 2023
Celebrate and recognise Indigenous culture at Macedon Ranges Shire Kindergartens including art work, sculptures, murals and mosaic seat	Deliver	In Progress	75%	75%	Kindergartens continue to celebrate and recognise Indigenous culture at Macedon Ranges Shire Kindergartens	Manager Children, Youth & Family Services	30 June 2023

Promote a more inclusive community by supporting community groups and vulnerable groups							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to support targeted initiatives for young people of diverse backgrounds that enable them to express their identities, such as raising the Rainbow Flag on International Day Against Homophobia, Biphobia, Intersexism and Transphobia	Deliver	In Progress	25%	25%	The Youth team continue to work across community to plan, support and deliver these initiatives, including planning for upcoming International Day Against Homophobia, Biphobia, Intersexism and Transphobia and Pride Ball.	Manager Children, Youth & Family Services	30 June 2023
Continue to demonstrate leadership in advancing gender equality, through implementation of Council's Gender Equality Action Plan, including delivery of year one actions	Deliver	In Progress	75%	75%	Continuing to support and rollout targets specific in the action plan (year 1).	Manager People, Risk and Wellbeing	30 June 2023
Commission and promote the availability of a designated modular change room at the Gisborne Aquatic Centre, which enables Council to meet Child Safe requirements, and improve service provision and accessibility	Deliver	In Progress	70%	30%	Due to complexity and pricing, the project is now aiming to complete designs this financial year.	Manager Facilities and Operations	30 June 2023
Provide information and guidance on available external funding opportunities to support sustainability of community programs delivered by Neighbourhood Houses, and continue to advocate to the Victorian Government for increased funding	Advocate	In Progress	75%	75%	Council officers are now meeting with the Neighbourhood House network on a quarterly basis to explore how better to support their programing. The process of reviewing Council's Neighbourhood House policy has commenced. The review will investigate strategies to deliver additional funding.	Manager Community Strengthening	30 June 2023
Implement year two of Village Hubs – a project to give older people the opportunity to connect for social activities and mutual support	Deliver	In Progress	75%	75%	The Village Connect project continues to provide platforms for people to meet across the Shire. To date there have been 32 planned activities undertaken.	Manager Community Wellbeing	30 June 2023

Explore opportunities for affordable and social housing in the shire							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to progress an Affordable Housing Policy to guide Council's approach to housing needs	Deliver	Planning	75%	50%	A draft affordable housing policy will be progressed for Council consideration in the following quarter.	Manager Community Wellbeing	30 June 2023
Work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire	Advocate/Partner	In Progress	75%	75%	Council continues to advocate to the Victorian Government the need for affordable housing across the shire.	Manager Community Wellbeing	30 June 2023
Participate in development of the Loddon Mallee Housing Revitalisation Strategy and actions relevant to the Macedon Ranges Shire	Advocate/Partner	In Progress	75%	100%	Final Strategy has been released.	Manager Strategic Planning and Environment	30 June 2023
Work with housing providers to seek Victorian Government funding to renew and, where appropriate, expand Council-owned or managed seniors' housing stock	Advocate/Partner	In Progress	75%	75%	Council continues to work with Wintringham on the Big Housing Build funded project at Lancefield where 12 new units will be built over the coming year to provide social housing to older residents.	Manager Community Wellbeing	30 June 2023

Strategic objective 2. Healthy environment, healthy people

We will contribute to positive health and wellbeing in our community by proactively supporting mental health, the prevention of violence against women, healthy lifestyles for all ages and abilities, social connection and inclusion, volunteers, community safety, and arts and culture.

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

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

Protect the natural environment and enhance biodiversity

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to deliver the actions for the Biodiversity Strategy 2018	Deliver	In Progress	75%	75%	Biodiversity Monitoring Program - Nest box checks completed for all biolinks. Spotlight events planned as part of Autumn Festival. Supporting Ashbourne Landcare with further development of biolink plan. Committed to participating in Community Climate Offset Pilot Project with NCCMA to further implement biolinks. Landcare grant guidelines under review to better reflect objectives in Biodiversity Strategy.	Manager Strategic Planning and Environment	On-going
Continue the Healthy Landscapes – Practical Regenerative Agricultural Communities project	Deliver	In Progress	75%	90%	Practical Regenerative Agriculture Course nearly completed. Short course completed. Multiple field days held: Pollinators (14 participants), Understanding soils (27 Participants), Equiculture (27 participants), Fencing (13 Participants), Dung Beetles (35 participants). 32 property visits held to date. Evaluation underway	Manager Strategic Planning and Environment	30 June 2023
Implement priority actions outlined in the Roadside Conservation Management Plan	Deliver	In Progress	75%	75%	Strategic Roadside Weed Program fully committed and contractors have nearly completed all sites. Development of new application for management of contractors and site assessments in development. Ute Guide in draft form.	Manager Strategic Planning and Environment	30 June 2023
Protect, preserve and enhance bushland and biodiversity on Council land, through implementation of our Bushland Reserve Environmental Management Plans, and on private land, through the development of our bio link and habitat links	Deliver	In Progress	75%	75%	Boundary surveys complete for Black Hill. Fire and track maintenance undertaken across multiple reserves. Review of Environment Management Plan for Stanley Park underway with Stanley Park Community Asset Committee. Revegetation program for Hanging Rock link areas underway.	Manager Strategic Planning and Environment	30 June 2023
Continue to advocate to the Victorian Government for Barrm Birrm to become a State Park due to its significant flora and fauna	Advocate	In Progress	75%	75%	Barrm Birrm draft ecological study and cultural values reports have been received.	Manager Strategic Planning and Environment	30 June 2023

Lessen the severity of climate change, through actions that enable Council and the community to reduce greenhouse gas emissions							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Develop a Climate Emergency Response Plan to be a guide for both Council and the community to address climate change	Deliver	In Progress	40%	50%	CoolER changes Launch held on 2 March with a full Kyneton Town Hall. Two thematic workshops complete. Draft now in progress.	Manager Strategic Planning and Environment	30 June 2023
Finalise a Zero Net Emissions Plan for Council Operations to guide our efforts in achieving zero net emissions by 2030	Facilitate/Deliver	Completed	100%	100%	Counting Down to Zero - Councils Zero Net Emissions Plan for Council Operations' was adopted at the Scheduled Council Meeting of 14 December 2022.	Manager Strategic Planning and Environment	31 December 2022
Consider a suite of environmental upgrades to Council buildings to enhance energy efficiency and environmental performance	Deliver	In Progress	75%	75%	Gas replacement projects being investigated. Off-grid project for relief centres underway.	Manager Strategic Planning and Environment	30 June 2023
Continue delivery of a program of community climate change action plans across the shire's townships	Deliver	Completed	100%	100%	Seven community climate change action plans now complete for all major townships in the shire. Implementation meetings underway with Macedon and Kyneton. Follow-up meetings held with Lancefield/Romsey, Gisborne and Riddells Creek.	Manager Strategic Planning and Environment	30 June 2023
Research ways for Council to support the use and uptake of electric vehicles across the shire	Facilitate/Deliver	In Progress	75%	75%	License agreement with GoEevie for charging stations in Kyneton, Lancefield and Macedon confirmed. Discussion underway for an additional site in Gisborne. Funding for Council fleet EV charging stations confirmed (Woodend, Gisborne and Kyneton Offices) and contractor engaged.	Manager Strategic Planning and Environment	30 June 2023

Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Actively promote the use of reusable nappies through the Maternal and Child Health Service	Facilitate/Deliver	In Progress	0%	75%	There are a number of workshops promoting reusable nappies across the Shire planned for May and June 2023.	Manager Children, Youth & Family Services	30 June 2023
Continue to resource and fund the implementation of the actions identified in the Waste and Resource Recovery Management Strategy 2021-2026	Deliver/Partner	In progress	75%	75%	Actively promoting the use of reusable nappies, reusable sanitary items and reusable incontinence products through education and initiatives.	Manager Engineering and Resource Recovery	30 June 2023
Decrease tonnes of waste to landfill per capita	Deliver	In progress	75%	80%	Diversion is now at 75-76% up from 38% before the 4-bin system	Manager Engineering and Resource Recovery	30 June 2023
Promote use of wash against waste at public events	Advocate	Completed	100%	100%	Promotion of the wash against waste trailer has commenced. There is also information on the web page and is a part of events booking process on Council property that organisers are made aware of the trailer's availability.	Manager Engineering and Resource Recovery	30 September 2022
Increase funding and resources to support the development of the new Waste Education Action Plan.	Deliver	In progress	80%	80%	Funding has been received and work on the plan has commenced with a focus on incorporating the circular economy into the plan. With a better understanding of the new circular economy regulations we can finalise the plan in 2023.	Manager Engineering and Resource Recovery	30 June 2023

Provide opportunities to experience open space and bushland reserves							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Work towards amending the Planning Scheme to introduce new policy and planning controls to implement the Significant Landscapes Study	Deliver	Delayed	30%	25%	Project has been placed on hold pending Minister for Planning's decision on Surf Coast, Bellarine and Bass Coast Statement of Planning Policies. The Minister's decision will inform what changes may be required to the planning scheme amendment to implement the Significant Landscape Study	Manager Strategic Planning and Environment	30 June 2023
Update the Stanley Park Environment Management Plan and develop an infrastructure plan to determine levels of service for asset maintenance renewal.	Deliver	In Progress	60%	60%	Ecologist has completed site assessments and workshops with Community Asset Committee. Updated Environment Management Plan being drafted.	Manager Strategic Planning and Environment	30 June 2023
Continue implementation of recommended master plan actions at the Gisborne, Kyneton and Malmsbury Botanic Gardens.	Deliver	In progress	75%	75%	Current actions include West Entry Garden at Gisborne and the extension of the irrigation system as Malmsbury.	Manager Open Space and Recreation	30 June 2023
Review the Draft Rural Land Use Strategy in light of community feedback received, and determine the next steps	Deliver	Completed	100%	100%	The Rural Land Use Strategy project has now been concluded. At the Scheduled Council Meeting of 14 December 2022 Council determined the following: 1. Resolves to not progress the current Rural Land Use Strategy project. 2. Notes the feedback received from the community on the draft Rural Land Use Strategy. 3. Notes the significant amount of background work, research and community feedback that has been developed and captured as part of the Rural Land Use Strategy project. 4. Notes the unresolved status of both the State Government's Planning for Melbourne's Green Wedge and Strategic Agricultural Land project, and bushfire considerations as a result of protecting and enhancing vegetation. 5. Notes that any future related work would be progressed as a new project and subject to Council approval as part of any future Council Plan and/or budget process. 6. Notifies all submitters and subscribers to the Rural Land Use Strategy project of Council's decision.	Manager Strategic Planning and Environment	30 June 2023
Provide opportunities for the community to experience open space and bushland reserves	Deliver	In Progress	75%	75%	Seasonal environment event calendar and biodiversity monitoring program enabling multiple opportunities for community to get involved in and connect with nature.	Manager Strategic Planning and Environment	30 June 2023
Develop the Woodend Racecourse Reserve Master Plan to assist future development opportunities of the reserve and surrounds	Deliver	In Progress	70%	30%	Request for Quotation process completed, contract awarded and consultant commenced.	Manager Open Space and Recreation	30 June 2023
Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue priority waterway restoration works that implement adopted waterway environmental plans, which includes completing the master plan of the Woodend Five Mile Creek, and continued delivery of implementation of the Romsey Five Mile Creek Master Plan	Deliver	In Progress	75%	75%	Woodend Five Mile Creek Master Plan complete. Melbourne water is repairing damage to plantings along Romsey Five Mile Creek following flood event. Regional Roads Victoria funding a major project along Bunjil Creek, Gisborne - weed control complete, planting to occur in winter months.	Manager Strategic Planning and Environment	30 June 2023
Continue the water conservation works program	Deliver	In Progress	75%	75%	Weed control program on priority waterways completed. Planting to occur in winter months. Melbourne Water co-contribution funding confirmed.	Manager Strategic Planning and Environment	30 June 2023

Maintain systems, capacity and capability to manage, respond to and lead recovery after emergency events							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Monitor and mitigate key emergency risks	Deliver	In Progress	75%	70%	Fire danger period closely monitored with mitigations including successful private property inspection program with close to 100% compliance and over 550 Fire Prevention Notices issued for 2022/23 season. The Bush/grassfire hazard profile not yet being reviewed by the Municipal Emergency Management Planning Committee (MEMPC).	Manager Community Strengthening	30 June 2023
Leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events	Facilitate/Partner	In Progress	75%	75%	Municipal Emergency Management Planning Committee (MEMPC) partnerships; fire prevention program and storm and flood recovery programs have been conducted in close partnership with key agencies and community groups including Darrweit Guim via Flood Community Recovery Committee. Additionally Council Municipal Emergency Management Officers (MEMO) and Municipal Recovery Managers (MRM) have responded to Municipal Emergency Response Coordinator (MERC) requests for emergency response support for fire danger days.	Manager Community Strengthening	30 June 2023
Contribute to Municipal Emergency Management Planning	Facilitate/Partner	In Progress	75%	70%	Council have coordinated and hosted Municipal Emergency Management Planning Committee (MEMPC) meetings according to Terms of Reference and contributed to the Vic SES led review of the Municipal Storm and Flood Emergency Plan for Macedon Ranges. The finalisation of the plan has been delayed and expected in June 2023. Council's Staffing & Service Policy for Fire Danger Days has been reviewed including consultation with staff and other council to reflect best practice. Additional planning actions in process from the MEMPC meeting 28/3/23.	Manager Community Strengthening	30 June 2023
Learn from emergency management responses to improve future responses	Partner	In Progress	75%	75%	Lessons learnt session with council staff following the flood emergency response included almost 50 actions of which over 10 are underway. These improvements include additional recruitment of emergency roles at council; additional training and working groups to address systems/information management and Emergency Relief Centre (ERC) and Municipal Emergency Operation Coordination Centre (MEOCC) procedures.	Manager Community Strengthening	30 June 2023
Continue to participate in the Municipal Association of Victoria Emergency Management Advisory Committee	Partner	In Progress	75%	75%	Macedon Ranges representation has been present at each Municipal Association of Victoria (MAV) Emergency Management Advisory Committee. The Committee was in place for the calendar year 2022, with October 21, 2022 being the last meeting of the year. MAV Advisory Committees are yet to be reformed, officers are awaiting confirmation of committee and 2023 meeting dates.	Director Community	30 June 2023
Identify nominated potential relief centres/community support locations in each town, and implement a process for the annual review of the planning, readiness and resilience of these locations, and any emergency supplies deployed at these locations	Deliver	In Progress	75%	70%	Annual review of Emergency Relief Centre (ERC) sites conducted Dec 2022 including ERC kit stocktake. ERC exercise conducted with council staff and ERC agencies Kyneton Racecourse March 2023 following recruitment of additional staff to ERC roles. ERC stock replenishment to be done. Additional ERC sites still being determined.	Manager Community Strengthening	30 June 2023
Upgrade three Relief and Recovery Centres that are currently grid-connected to be able to operate off-grid during times of an emergency.	Deliver	In Progress	50%	50%	Incorrectly reported previously. Quote has just been obtained to implement off-grid power sources for 2 of the 3 sites identified. Expected to be completed by June 2023.	Manager Community Strengthening	31 July 2023

Encourage active and healthy lifestyles for people of all ages and abilities							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Optimise accessibility and usage of open space and facilities, through a program of development and renewals for open space, playgrounds and sporting infrastructure	Deliver	In progress	75%	75%	The following projects have been completed - Gisborne Fields Barbeque and shelter and supporting infrastructure, behind goal safety netting at Kyneton Showgrounds and Lancefield Park, Ash Wednesday Park playground upgrade and pathways and Romsey Oval drainage. Woodend Golf Club redevelopment has commenced.	Manager Open Space and Recreation	30 June 2023
Work in partnership with health, education and community organisations, including sporting clubs and community groups, to enhance opportunities for improved health, and participation in passive and active recreation	Partner	In progress	75%	75%	Action ongoing.	Manager Open Space and Recreation	30 June 2023
Continue to deliver the actions for the Municipal Public Health and Wellbeing Plan 2021–2025	Deliver	Ongoing BAU	75%	75%	Council continues to deliver the actions for the 'Municipal Public Health and Wellbeing Plan 2021-2025'.	Manager Community Wellbeing	30 June 2023
Continue to deliver the actions for the Disability Action Plan 2021–2025	Deliver	Ongoing BAU	75%	75%	Council continues to deliver the actions for the 'Disability Action Plan 2021-2025'.	Manager Community Wellbeing	30 June 2023
Continue to deliver the actions for Elevate – Council's Youth Strategy 2018–2028	Deliver	In Progress	75%	75%	Council continues to deliver the actions for 'Elevate – Council's Youth Strategy 2018–2028'.	Manager Children, Youth & Family Services	30 June 2023
Continue to deliver the actions for Participate – Council's Positive Ageing Plan 2020– 2025	Deliver	Ongoing BAU	75%	75%	Council continues to deliver the actions for 'Participate - Council's Positive Ageing Plan 2020-2025'.	Manager Community Wellbeing	30 June 2023

Engage families to promote the importance of early childhood education and health							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to partner with the Department of Education and Training to support current education reforms, such as the rollout of three-year-old kindergarten in the Macedon Ranges Shire and School Readiness Funding	Facilitate/Partner	In Progress	75%	75%	Council has forged a strong partnership with Department of Education and Training to support current education reforms. Work to deliver a three room kindergarten in Lancefield is progressing.	Manager Children, Youth & Family Services	30 June 2023
Continue to provide and support access to quality kindergarten programs across the Shire	Deliver	In Progress	75%	75%	Council continues to provide and support access to quality kindergarten programs across the Shire with assessment rating being currently undertaken in Romsey and Macedon Kindergartens.	Manager Children, Youth & Family Services	30 June 2023
Improve social connection for children and families with barriers to social engagement	Facilitate	In Progress	75%	75%	Council has commenced work to create enhanced pathways from kindergarten to primary school via the school transition project.	Manager Children, Youth & Family Services	30 June 2023
Continue to deliver actions for Council's Early Years Plan – CREATE	Deliver	In Progress	75%	75%	Council continues to deliver actions for the 'Early Years Plan – CREATE'.	Manager Children, Youth & Family Services	30 June 2023
Continue to strengthen municipal planning of early years services	Facilitate/Partner	In Progress	75%	75%	A number of key actions are underway to strengthen early years services across Macedon Ranges including work with Department of Education and Training and Department of Health.	Manager Children, Youth & Family Services	30 June 2023
Explore feasibility of Macedon Ranges Shire becoming a Child Friendly community	Facilitate/Deliver	In Progress	75%	75%	Council continues to work to strengthen child safety, consultation and engagement across the Shire. Work continues on this action.	Manager Children, Youth & Family Services	30 June 2023
Continue to deliver maternal and child health, and early childhood services and programs, including immunisation, breast feeding support, sleep settling and supported playgroups	Deliver	In Progress	75%	75%	Council continues to deliver these services and programs.	Manager Children, Youth & Family Services	30 June 2023

Support our community to ensure better access and connection for facilities and services							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to monitor the implication of aged care reforms on Council's role in supporting older people in our community	Deliver/Advocate	In Progress	75%	75%	Council is currently transitioning out of aged care direct care services and will do so by June 2023. Council will reinvest in supports for older people reaching a wider population across the Shire. Council continues to advocate to the Commonwealth Government for the needs of our older community so they are considered in the design and delivery of support services into the future.	Manager Community Wellbeing	30 June 2023

Assist to improve mental wellbeing within the community							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to increase community awareness and resilience in relation to mental health, through initiatives such as Live4Life	Facilitate	In Progress	75%	75%	Live4Life and the Primary School Mental Health Programs continue to be delivered to young people and the community. Staffing changes across both programs during the reporting period has delayed usual program planning.	Manager Children, Youth & Family Services	30 June 2023
Support and promote mental health by continued training of mental health first aid sessions through Live4Life	Facilitate/Deliver	In Progress	75%	75%	The Macedon Ranges Live4Life Partnership group has co-designed Youth Mental Health First Aid and Teen Mental Health First Aid schedules for 2023. Five Youth Mental Health First Aid sessions have been planned commencing in Q4, and the provision of Teen Mental Health First Aid for year eight and ten/eleven students will commence in Q4 (as normal).	Manager Children, Youth & Family Services	30 June 2023
Continue to work with the Commonwealth and Victorian Governments to advocate for the establishment of a youth mental health service in the Macedon Ranges Shire	Advocate/Partner	In Progress	75%	75%	Youth Services has actively engaged with regional Primary Health Networks for (federal) funding to support the establishment of a youth mental health service in the shire.	Manager Children, Youth & Family Services	30 June 2023
Continue to support Phase 2 of Sunbury and Cobaw Community Health's Human Code Project, through the Healthy Masculinities Partnership Grant	Partner	Completed	100%	100%	This project is complete. Cut the Silence was the final project as part of the #humancode project.	Manager Children, Youth & Family Services	30 September 2022
Continue delivering Live4Life in secondary schools and the wider community across the shire	Partner/Deliver	In Progress	75%	75%	Live4Life continues to be delivered in the shire. Quarter 3 saw the establishment of the 2023 Macedon Ranges Live4Life Crew. The Crew has planned individual school launch events which commence in Term 2 (Q4).	Manager Children, Youth & Family Services	30 June 2023
Develop and deliver a primary school-based mental health and wellbeing model for grade 5 and 6 students across our shire for trial in Terms 3 and 4 2022 with full implementation to occur in 2023 school year	Deliver	Delayed	75%	50%	There are some delays to this project due to staffing changes and enhancements to mental health and wellbeing programs in schools. The Branch Out program model to the pilot in schools is currently being presented for feedback and approvals with a launch planned for May 2023.	Manager Children, Youth & Family Services	30 June 2023

Strategic objective 3. Business and tourism

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

Encourage economic vitality (including tourism, agribusiness, buy local and local employment options)

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Implement key actions contained in Year 1 and 2 of Council's Economic Development Strategy 2021–2031	Implement/Facilitate	In Progress	50%	50%	Numerous Year 1 and 2 actions from the Economic Development Strategy were moved forward during the reporting period. Good progress was made regarding improving connectivity in Kyneton. A number of businesses took advantage of the available funding to expand their outdoor spaces as this program nears its end date. Plans got underway to partner with business groups to deliver the 2023 business breakfast. A series of capability building workshops and one-to-one follow up sessions were delivered for local business and tourism associations and industry groups..	Manager Economic Development and Visitor Economy	30 June 2023
Progress the Events Strategy 2021–2025, including ongoing development and delivery of the Autumn Festival	Deliver	In Progress	50%	50%	Planning for the 2023 Autumn Festival is underway with event registrations opened. Conversations with State Government are taking place for additional funding.	Manager Economic Development and Visitor Economy	30 June 2023
Continue delivering actions from the Arts and Culture Strategy 2018–2028	Deliver	Ongoing BAU	75%	75%	Continue to provide opportunities for people to explore arts and culture through our events program. Six events were held at Kyneton Town Hall during this period. Highlights include our regional partnership with The Wheeler Centre presenting author talks, and collaborations with other Council business units to co-present important community events, such as the Cool-ER Changes and International Women's Day events. Kyneton Museum will re-open at the end of June following building works with an exhibition called Stitch in Time—showcasing a wide variety of folk art and craft material. This exhibition is a collaboration with the Kyneton Historical Society.	Manager Community Strengthening	30 June 2023
Identify and support initiatives that involve participatory arts practices	Deliver	Ongoing BAU	75%	75%	Further advancement of the Live and Local initiative, supporting the implementation of a local bands database on the Macedon Ranges Community Halls Inc. website. This database promotes local artists and provides a platform for the community to select entertainment for their events. Our Creative School Holiday program kicks off in April with the Fungi Caravan workshops at Kyneton and Romsey. Designed to inspire children with fun, educational, and creative activities throughout 2023.	Manager Community Strengthening	30 June 2023
Support the development of local festivals, events and cultural activities across the shire	Partner/Deliver	In Progress	40%	40%	Ongoing support for event delivery through the Events and Festivals fund. With the reduction or elimination of COVID requirements many postponed events are now actively planning their next event. Visitor Economy team are providing assistance and raising awareness through social media posts.	Manager Economic Development and Visitor Economy	30 June 2023
Continue to support the community and businesses to create their own festive season decorations	Partner	In Progress	50%	50%	A number of local groups were provided guidance relating to festive season installations proposed for Gisborne, Woodend and Kyneton. This advice included information about access to Council's Small Projects and Community Projects grants.	Manager Economic Development and Visitor Economy	30 June 2023
Increase funding to improve signage/ way finding within our town business centres	Deliver	In Progress	25%	25%	Engagement with State Government agencies has taken place to discuss funding for replacement Tourism directional signage on highway and main road entry points to the Shire.	Manager Economic Development and Visitor Economy	30 June 2023

Support local industry sectors that align with our Community Vision and strategies							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Continue to support local business and tourism associations (BATAs) and industry-sector peak bodies, and look to have geographic and industry-sector coverage	Partner	In Progress	75%	75%	The first quarterly Business and Tourism/Industry Sector Stakeholder forum for 2023 was hosted by Council officers in February. As a result of an action group assessing the need, a series of capability building workshops were delivered in February and March. The workshops saw representation from a pleasing number of business bodies and representative businesses from Malmsbury, Gisborne and Woodend.	Manager Economic Development and Visitor Economy	30 June 2023
Continue to increase the engagement of the business community with the Macedon Ranges Shire Council Business Awards	Deliver	In Progress	75%	75%	The inaugural 2023 Community Choice awards got underway. Sponsors were sourced with Telstra as the naming rights sponsor for 2023 and 2025 and nbn Local as a category sponsor. Nominations were open from 20 February - 24 March. Voting for nominated businesses will commence on 1 April. JT Production Management was contracted to support delivery of the Business Awards program (including the Community Choice Awards) for 2023, 2024 and 2025.	Manager Economic Development and Visitor Economy	30 June 2023
Promote local purchasing and the circular economy by implementing Stage 3 of the Go Local First campaign	Deliver	Planning	40%	40%	Planning got underway for two procurement and tendering information sessions to encourage/support local businesses to tender for Council contracts, with a session planned for 11 May 2023.	Manager Economic Development and Visitor Economy	30 June 2023
Attract investment in the region by actively supporting the creation of an Invest Loddon- Mallee website	Advocate	Completed	100%	100%	Officers were involved in the Project Reference Group for the Invest Loddon Mallee website and provided Macedon Ranges content. Following review and editing the website went live on 6 July 2022.	Manager Economic Development and Visitor Economy	30 June 2023
Support small business and the local economy							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Consolidate delivery obligations under the Small Business Friendly Charter: <ul style="list-style-type: none"> o Deliver 14-day payments to local suppliers o Engage with businesses o Streamline business applications o Help set up and support local business networks 	Deliver	Ongoing BAU	50%	50%	Payments to local suppliers were made within the 14 day period. Business engagement continued with numerous business visits taking place in the quarter. The review of statutory planning processes report has been received. Actions are being considered to facilitate improvements to the regulatory applications process. Support for local business networks was provided in a range of ways including hosting the quarterly business and tourism associations (BATA's) and industry sector groups meeting in February and delivery of a governance and sustainability focussed workshop series during February and March.	Manager Economic Development and Visitor Economy	30 June 2023
Support the local economy by encouraging procurement to be undertaken locally	Advocate	Ongoing BAU	50%	50%	Officers from the relevant departments worked together to review and align procurement processes and requirements of contractors. Cross unit presentations were developed in readiness for delivery at the tendering and procurement information session for local businesses, scheduled for May.	Manager Economic Development and Visitor Economy	30 June 2023
Engage with emerging technology solutions and initiatives to increase the liveability of the shire							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Advocate for improved telecommunications infrastructure, with a focus on blackspots	Advocate	Ongoing BAU	60%	60%	Positive engagement with service providers continued. Officers promoted and attended a community and user group information day, delivered by Telstra in February in Kyneton. The focus of the session was on the proposed lighting tower "swap out" at the Kyneton Recreation Reserve and the opportunity being presented via Small Cell technology and potential sites around the township.	Manager Economic Development and Visitor Economy	30 June 2023
Actively participate in government reviews and initiatives to increase provision of service and awareness of issues	Advocate/Partner	Ongoing BAU	75%	75%	Support was provided to Telstra to deliver an information session in Kyneton in February. Officers presented at the quarterly Liquor Accord meeting convened by VicPol in March in Lancefield. Updates on future events, opportunities for input into the Local Law Review, the Roadside and Footpath Trading Policy and Streatrader process were shared with local licensees and police present.	Manager Economic Development and Visitor Economy	30 June 2023
Investigate provision of Wi-Fi in each of the towns in the shire to increase telecommunications connectivity – advocate for funding for delivery of this project	Advocate	Planning	0%	0%	A new initiative bid was lodged to seek resources via the 2023-2024 budget process, to deliver this project.	Manager Economic Development and Visitor Economy	30 June 2023

Strategic objective 4. Deliver strong and reliable government
 We will demonstrate the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Develop and implement a new Risk Strategy and Strategic Risk Register	Deliver	In Progress	100%	100%	Completed	Manager People, Risk and Wellbeing	31 March 2023
Regularly review and update long-term financial and infrastructure planning to guide our budget decisions, to ensure they are responsible and sustainable	Deliver	Not Started	100%	80%	The long term financial plan and infrastructure plan are continual reviewed and update as information comes to hand. Both plans are being reviewed in line with the 2023/24 budget process. The updated information will provide information for years 2 to 4 in the 2023/24 budget.	Manager Finance and Reporting	28 February 2023
Deliver a new project management framework and software for delivery of capital work projects	Deliver	Completed	100%	100%	The project management framework and Project Lifecycle Module are complete and went live on 4 July 2022.	Manager Assets and Project Management Office	31 July 2022
Meet financial reporting requirements, in line with the Local Government Victoria framework	Deliver	In Progress	50%	75%	Financial requirements are being met in line with the Local Government Victoria framework. This includes quarterly reporting of progress on the Council Plan actions and financial requirements under the Act.	Manager Finance and Reporting	30 June 2023

Enhance strategy, policy and plan development, and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Conduct the 2022 Employee Survey and develop an action plan responding to key survey findings	Deliver	In Progress	100%	100%	Completed	Manager People, Risk and Wellbeing	30 June 2023
Provide appropriate training and development of staff to ensure continuous improvement and access to the required skills	Deliver	In Progress	75%	75%	Completed, all staff now have access to a 12 month corporate training calendar.	Manager People, Risk and Wellbeing	30 June 2023
Negotiate a new Enterprise Agreement	Deliver	Delayed	100%	75%	Negotiations recommenced in February 2023, with an expected all staff vote to be scheduled for mid to late April 2023.	Manager People, Risk and Wellbeing	31 January 2023
Review Local Law 10, which provides the procedures for the administration of all Council's Local Laws	Deliver	In Progress	50%	75%	The Draft Community Local Law 2023 was endorsed by Council for consultation which commenced on 28 March. Consultation closes 30 April 2023.	Manager Safer Communities	30 June 2023
Review Council's current software providers to determine if an enterprise solution is available to meet Council's needs	Deliver	In Progress	75%	75%	The Technology One SaaS upgrade has commenced and is scheduled to be completed by June 2023. Opportunities to expand the use of Technology One will be examined post the implementation.	Manager Information Services	30 June 2023

Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Actively participate in community and government networks and regional alliances	Partner/Facilitate	In Progress	75%	75%	Various officers of Council participate in community and government networks and regional alliances that enable Macedon Ranges Shire Council to be represented at these important meetings with our partners. A list will be provided in the final report at 30 June 2023 of the networks and alliances representatives of Council participate.	Manager Finance and Reporting	30 June 2023
Actively meet local members and key decision makers to influence positive outcomes for the Macedon Ranges community	Partner/Facilitate	In Progress	75%	75%	Members of Council actively meet local members and key decision makers to influence positive outcomes for the Macedon Ranges Shire Council community.	Manager Finance and Reporting	30 June 2023

Enhance customer experience through the transformation of our services, to ensure they are easy to access and provide user-friendly experiences							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Implement actions from the review of the Customer Request System, with the aim of improving our customer service and response times for ratepayers	Deliver	In Progress	75%	75%	The review of the Customer Request System is continuing with implementation of some actions as per recommendations. Pathway request type codes, responsible and actioning officers are proactively being reviewed to ensure accuracy. Planning Department are utilising the customer request system. Recommendations from feedback in relation to the Customer Service Charter with suggested improvements to customer service and responsiveness is scheduled for adoption by Council in April 2023. The Complaints Policy is being reviewed to align with the Charter. The re-introduction of the Council's corporate induction program is promoting and encouraging the use of the system to record requests from our customers.	Manager Information Services	30 June 2023
Continue to develop and implement the Community Engagement Framework	Deliver	In Progress	75%	50%	The community engagement policy review was adopted by Council in 2022 and 2023 will see the development and implementation of engagement guidelines which will be used to enhance the way we engage with the community.	Manager Communication and Engagement	30 June 2023
Review the organisation's Customer Charter to further enhance our service excellence to the community	Deliver	In Progress	100%	90%	The Customer Service Charter has been reviewed and redeveloped. It was open for community consultation during February 2023. It will be scheduled to appear at the April Council meeting.	Manager Community Strengthening	31 December 2022
Improve our digital platforms, ensuring they are fully accessible for all residents and ratepayers	Deliver	In Progress	75%	70%	Reviewing the opportunity to improve our online forms and the ePathway interface to make them more accessible for our customer with an improved look and feel. This cannot occur until after the Pathway upgrade in June 2023.	Manager Information Services	30 June 2023
Support transparent and evidence-based decision making, through sharing Council data and clear							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Ensure compliance with legislative external reporting and disclosure obligations, and ensure internal reporting frameworks are delivered to demonstrate transparency to the community	Deliver	In Progress	75%	75%	Complete undertaken as part of the Quarterly Report that is adopted by Council each Quarter.	Manager Finance and Reporting	30 June 2023
Reporting on our measures of success to the community							
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE
Strengthen community engagement practices and relationships, with the development and implementation of Community Engagement Guidelines	Deliver	Planning	75%	75%	As mentioned above, the community engagement procedures will be improved and enhanced through the development of guidelines which will assist all Council staff across the Directorates, to feel confident and empowered to do engagement well and consistently.	Manager Communication and Engagement	30 June 2023
Report on the delivery of Year 1 actions of the Council Plan	Deliver	Completed	100%	100%	Report was presented by the Mayor at the 26 October 2022 Council meeting. The Annual Report has been published on Council's website.	Manager Finance and Reporting	31 December 2022

SECTION 4

Customer Service

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

Customer service standards

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

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

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

Standard of responsiveness for the quarter

Table 1 – Customer Request Status (Responsiveness) Q3, 2022/2023

Customer Request Status (Responsiveness)														
1 January to 31 March 2023	Total requests received		Response not requested		Not configured		Responded, On-time		Responded, Overdue		Not yet Responded, Not yet Due		Not yet responded, Overdue	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
TOTAL	7559	100	3525	46.63	43	0.57	3336	44.13	334	4.42	165	2.18	156	2.06

“Not configured” (0.57%) refers to requests that have not been configured in the workflow in the request system. *i.e. Does the customer want to be contacted / response from the auctioning officer?*

An increase in requests from Quarter 2 to Quarter 3 can partly be attributed to the Statutory Planning department receiving requests through one of Council’s software systems, Pathway. The department received 1025 planning enquiries in Quarter 3.

Table 2 – Customer Request Status (Completion) Q3, 2022/2023

Customer Request Status (Completion)														
1 January to 31 March 2023	Total requests received		<10 days		10 to 15 days		11 to 20 days		21 to 30 days		31 to 60 days		Not complete	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
TOTAL	7559	100	4931	65.23	674	8.92	215	2.84	209	2.76	183	2.42	1347	17.82

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

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

Table 3 – Calls Received, Answered and Abandoned Q3, 2022/2023

Calls Received, Answered and Abandoned							
1 January to 31 March 2023		Total Calls Received		Total Calls Answered		Total Calls Customer Abandoned	
PHONE QUEUES	Customer Service Team	15033	79.55%	13490	89.74%	1543	10.26%
	Other Departments	3865	20.45%	3329	86.13%	536	13.87%
	TOTAL	18898	100%	16819	89%	2079	11%

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

The average customer ring wait time for the call to be answered by the Customer Service Team was 41 seconds. The increase in the average customer ring wait time for the call to be answered from Quarter 2, (40 seconds) to Quarter 3, (41 seconds) can be attributed to an increase in calls totalling 18,898 in Quarter 3 compared to 18,223 in Quarter 2. An increase of 675 calls for the period. The increase in calls and subsequent increase in wait time can be partly attributed to the introduction of logging requests for the Statutory Planning department via Pathway. The recording of detailed information in to the Pathway system may have contributed to the delay in answering the next call in the queue. The Customer Service Team were also engaged in the training and the development of new officers which resulted in some delays for calls to be answered.

SECTION 5

People, Risk & Wellbeing Report

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

People and Wellbeing Update Quarter 3 2022-23

Staff overview per Directorate

Table 1 - Staff numbers as of 31 March 2023.

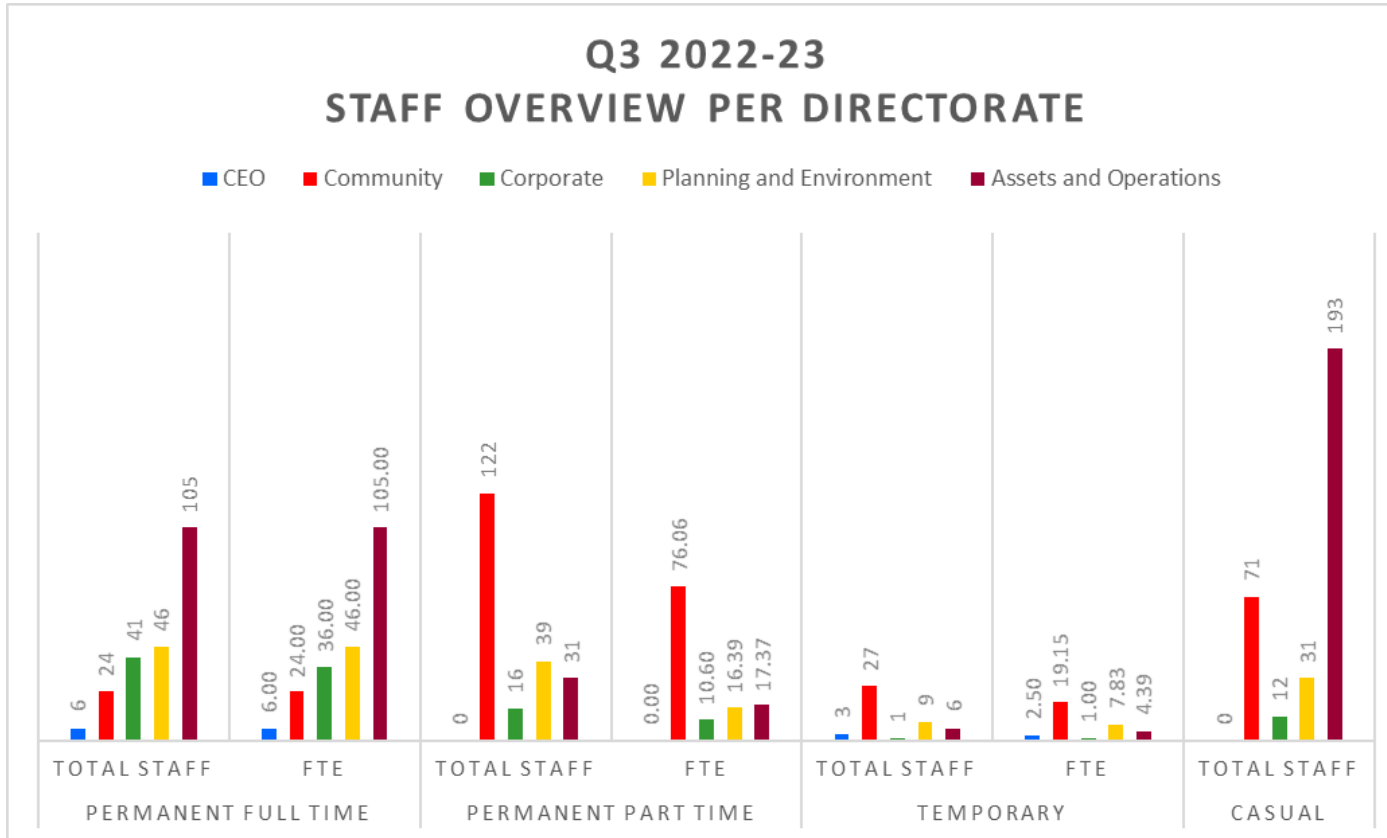


Table 2 - Comparative staff turnover

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.

Financial Year	Quarter	Staff Turnover %
2020-21	Q4	4.09%
2021- 22	Q1	4.50%
	Q2	5.44%
	Q3	5.00%
	Q4	3.52%
2022-23	Q1	5.45%
	Q2	3.52%
	Q3	4.08%

Risk Management Update Quarter 2 2022-23

Risk Management

Council strategic risks are captured in Table 3 below. The strategic risks are the risks associated with achieving Council plan. Council is managing its risks in line with the Macedon Ranges Shire Council Risk Management Framework.

Table 3 – Council Strategic Risks

ID	Risk name	Risk event	Risk rating	Improvement actions required	Improvement actions completed
1	State of emergency	Risk of damage to environment and assets and injury to people.	Very high	8	4
2	Financial viability	Risk of inability to provide agreed/legislated services to community.	High	10	0
3	Community customer service expectations	Risk of poor public perception of Council.	High	8	2
4	Local planning scheme	Risk of planning not being maintained to manage growth and environmental change.	High	0	2
5	Business planning	Risk of poor business planning and decision making.	High	5	0
6	ICT Cyber / Security and Data Protection	Risk of a breach to ICT systems and/or data	High	8	0
7	Staffing	Risk of inability to deliver service and serious injury or death to staff.	High	11	4
8	Economic environment	Risk of not having a local economic environment that supports community, industry and business.	Medium	3	0
9	Legislative compliance	Risk of non-compliance with legislation.	Medium	6	0
10	Environmental harm	Risk of environmental pollution or harm related to shire activities.	Medium	15	0

Insurance

Council's spike in new incident reports continued into Q3, with a slight reduction claim activity from 68 incident reports in Q2 to 56 new incident reports in Q3. Of these new incident reports, only 9 of these progressed into valid claims. The vast majority of incident reports relate to members of the public sustaining property damage due to potholes in roads and tree failures. The road pothole incidents continue to stem from recent flood activity and the La Nina weather pattern which has accelerated road degradation and, as a result, Council's exposure to claims.

There have been no new formal PL/PI claim notifications this quarter.

Of the four new fleet vehicle claims, two of these assets look like they will be declared total losses with an estimated claim recovery of \$210,775.00 CR via the insurance process.

Of the 12 incidents related to trees falling and damaging property, two of these have progressed to under excess public liability claims resulting in Council paying out a combined figure of \$6,540. In response to these tree claims, the Risk and OHS unit have run some training sessions with the Open Space team on the management of liability risks associated with trees risks and tree root claims. In addition, a detailed analysis of Council's Tree Management Plan including the gaps identified during the claims process has been prepared for discussion and consideration at the senior management level.

Regarding claims arising due to Council works, these were all linked to brush cutting activities with a combined damage costs amounting to \$6243.23 DR of which \$2042.03 CR was successfully recovered under council's JMAPP policy. Seasonal peaks in activity have been identified as the cause of these claims; however, these incidents have been reported to Council's OHS team process improvement considerations.

The majority of assets damaged by 13 October 2022 floods (with the exception of bridges) are close to finalisation, with the Malmsbury Cricket club and Darraweit Guim Tennis clubs, in the final stages of completion. The flood repairs to the Woodend Bowls club are at a standstill due to shipping delays of the synthetic turf, with the expected delivery date pushed out to mid-May.

Insurance assessments for all storm damaged bridges and footbridges are finalised with the Campaspe River Walk viewing platform and bridge (assets 184 and 165), Gisborne Botanical Gardens footbridge (asset 47) and the historic windmill bridge all declared total losses. Removal and reinstatement of these assets will be included in the claim. During Q3, a \$170,000.00 insurance payment was received in relation expenses incurred due to the flood claim.

Table 4 – Insurance Claim Notifications (reporting period Q3: 1 January to 31 March 2023)

Status	Property Damage					Fleet	JMAPP*	Public Liability	Total	
	Drains	Contractors	Roads/ Footpaths	Trees	Council Works					
Claim Notification Closed and /or declined	3	1	16	5	2	0	1	6	34	
Claim Notification open and under investigation	0	0	4	5	0	0	1	0	10	
Open claims Q3	0	N/A	2	0	0	4	1	0	9	
Paid and Closed claims for Q3 claims	0	0	1	2	2	0	0	0	3	
Total reported Q3	3	1	23	12	4	4	3	6	56	
Paid and settled claims lodged outside Q3 ***	0	1	0	1	2	0	0	0	4	
Claim settlement outcome	Payments	-	-\$80.00	-\$200.00	-\$8,140.00	-\$7,743.23	-\$6,000.00**	\$6,000.00**	-	\$24,163.23-
	Credits (recovery)	-	-	-	-	-	-	\$170,000.00 \$2,042.00	-	\$172,042.00CR
	Total	-	-\$ 80.00	-\$ 200.00	-\$ 8140.00	-\$ 7743.23	-\$ 6,000.00	\$172,042.00	-	\$147,878.77

*JMAPP - JLT Municipal Asset Protection Plan

** excess payments

*** some claims are long tailed. This section of the report relates to claims lodged in a previous reporting period, but settled / paid out, within quarter 3.

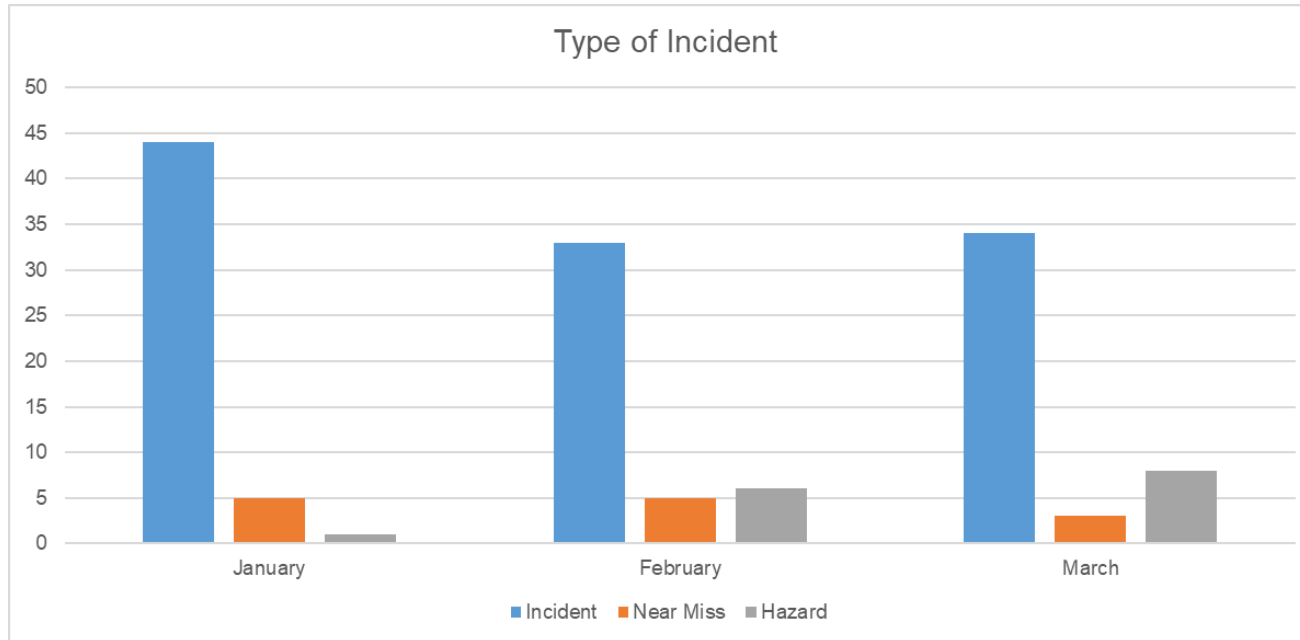
The insurance renewal is well underway and close to submission. An insurance valuation has been undertaken and finalised with the assistance of the Asset Management unit. The Insurance valuation report will inform our insurance sums insured.

During Q3, the risk and OHS unit, in conjunction with the MAV have delivered a Targeted Risk Appraisal of our transfer stations and invited council staff to attend a Contractor Risk Management training session, with further internal training opportunities identified for contractor risk management in future.

Health and Safety

In Q3 2022-23, Council received 139 incident reports, which is consistent with the previous quarter (Q2 2022-23, received 148 incident reports).

Table 5 - Type of Incident



SECTION 6

Implementation of Council Resolutions

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

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

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	27-Feb-19	Scheduled	Notice of Motion No. 10/2018-19 – Councillor Jennifer Anderson That Council refer to the budget process the development of a policy for management of bluestone assets owned and/or managed by Council.	Guidelines presented to Councillors at the 28 March 2023 Councillor Briefing session.	Director Assets and Operations	Completed	100%
Assets and Operations	26-Jun-19	Scheduled	Notice of Motion No. 24/2018-19 – Councillor Jennifer Anderson 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.	A bulletin item was provided to Councillors in late January 2023.	Director Assets and Operations	Completed	100%
Corporate	28-Aug-19	Scheduled	Proposed land swap and boundary realignment at Walshes Road, Woodend That Council: 1. Proceed to commence the statutory process to exchange land in accordance with Attachment 2, by publishing a public notice proposing to undertake a minor road deviation, road declaration and land exchange; 2. In accordance with Section 223 of the Act, provides any person the opportunity to make a submission within 28 days of the day of the notice and if requested provides the opportunity to any person to be heard at a meeting to be held on 16 October 2019 at the Gisborne Administration Centre; 3. Be presented with a report at the 23 October 2019 Ordinary Council Meeting to consider the submissions and the approval of transfers; 4. On the basis that no submissions be received at (2) above: a) Approve the transfer of land under the land swap; b) Advertise a government gazettal notice to declare the realigned section of Walshes Road a government road; and c) Authorise the Chief Executive Officer to sign the necessary documentation to enable the land swap to occur. 5. Endorse the rezoning of the land described as Volume 06019 and Folio 750, Lot 1 on TP879826E, Parish of Tylden from Public Use Zone to Rural Conservation Zone; and 6. Endorse the rezoning of land at (5) above as the basis to prepare Planning Scheme Amendment C138macr a) Request Authorisation from the Minister for Planning to prepare Amendment C138macr pursuant to Section 9 of the Planning and Environment Act 1987 i. Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation ii. Upon satisfaction of any conditions of authorisation, exhibit Amendment C138macr pursuant to Section 19 of the Planning & Environment Act 1987.	Discussion underway with new property owner.	Director Corporate	In progress	85%
Planning and Environment	28-Aug-19	Scheduled	Proposed changes to flood mapping in Kyneton – Request to proceed with a Planning Scheme Amendment That Council: 1. Endorse that the amendment proceed as a local amendment to the Macedon Ranges Planning Scheme; 2. Note the findings from the community consultation and thank the community for their participation; and 3. Request authorisation from the Minister for Planning and prepare draft amendment documents for the purposes of proceeding to a formal exhibition of the amendment.	DELWP's Regional Planning Hub team has agreed to consider progressing this amendment as part of a broader implementation of similar flood studies from across the State. Process to progress DTP amendment to cover multiple flood studies has been delayed due to State's response to floods from October 2022. Awaiting further advice from DTP about likely timeframes.	Director Planning and Environment	In progress	66%
Planning and Environment	27-Nov-19	Scheduled	Dog and cat control order That Council: 1. Make the Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2) as per section 25 and 26(2) of the Domestic Animals Act 1994 with the insertion of the following amendment to Schedule 2 Designated Prohibited Areas on page 8 of the Order: "Gisborne Township 'Mount Gisborne Reserve – 198 Mount Gisborne Road, Gisborne"; 2. Give public notice of the making of the 'Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2)' by publishing it in the Government Gazette and in newspapers circulating in the municipal district of the Council in accordance with Section 26(3) of the Domestic Animals Act 1994; 3. Direct the Chief Executive Officer to commence the process with the Department of Land, Water and Planning (DELWP) to revoke and dissolve existing Government Gazetted regulations at the eight sites identified in this report, managed by Council and owned by DELWP; 4. Direct the Chief Executive Officer to commence a process with DELWP to formally appoint Council as the Committee of Management for the sections of the Campaspe River Walk in Kyneton that are currently unreserved Crown land; 5. Receive a further report at a future Council meeting on the progress of recommendations 3 and 4; 6. Refer the resourcing for the second stage implementation of the Order and for the introduction of a Council subsidised cat desexing and microchipping scheme to the 2020/21 budget process; and 7. Direct the Chief Executive Officer to review Schedule 1 and Schedule 2 of the Council Dog and Cat Order 2019 as a first year action in Council's Domestic Animal Management Plan 2022 – 2026.	1. Completed - Dog and Cat Control Order including Schedule 2 updated to include Mount Gisborne Reserve. 2. Completed -Notice published in the Government Gazette and local papers in December 2019. 3. Liaising with DEWLP - this can be a lengthy process 4. Liaising with DEWLP - this can be a lengthy process 5. Pending completion of items 3 and 4. 6. Cat desexing program was not funded in 22/23 budget, new initiative will be prepared for the 23/24 budget. 7. Domestic Animal Management Plan 2021 – 2025 adopted at the February Council meeting, which includes a 1st year action to review schedules 1 and 2 of the Dog and cat Order.	Director Planning and Environment	In progress	60%

Corporate	26-Aug-20	Scheduled	<p>Proposal to sell 20 Jacobs Avenue, Kyneton That Council:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> Advertising a notice of intention to sell 20 Jacobs Avenue, Kyneton, in accordance with section 189 of the Local Government Act 1989 ("the Act"); 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; Notifying all neighbouring properties of the proposal and seeking submissions; and Considering all submissions prior to determining to proceed with the sale. Note that should there be no written submissions received under Section 223 of the Act to the Chief Executive Officer will: <ol style="list-style-type: none"> Proceed to sell the property by public auction (or subsequently by private treaty should it fail to sell at auction); negotiate the sale of the property based on a current market valuation obtained by an independent qualified valuer; be authorised to sign and seal any associated documentation in relation to the sale. Note that net proceeds from the sale will be allocated to the Public Open Space-West Financial Reserve. 	Resolution in progress pending review of Open Space Strategy.	Director Corporate	In progress	10%
Corporate	26-Aug-20	Scheduled	<p>CX.6 Council Support and Expenses Policy That Council:</p> <ol style="list-style-type: none"> Adopt the revised Council Support and Expenses Policy and publish the policy on Council's website; and Undertake further work to consider options for the reimbursement of bona fide expenses incurred by members of Council's current (and future) advisory committees and community asset committees. 	Item 1: Completed - Adopted Policy on Council's website. Item 2: Work In progress - Governance Team is reviewing policies from other Councils and LGI best practice advice.	Governance Team	In progress	40%
Assets and Operations	16-Dec-20	Scheduled	<p>Notice of Motion No. 8/2020-21 – Councillor Neil That Council:</p> <ol style="list-style-type: none"> 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 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 - RMIT students are assisting officers in this audit. Progress is slow and is likely to be completed in FY23/24. Resolution 2 - Completed.	Director Assets and Operations	In progress	80%
Corporate	16-Dec-20	Scheduled	<p>Proposal to name part of an unnamed Kyneton laneway "Turners Lane" That Council:</p> <ol style="list-style-type: none"> 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". Notes that, if approved, the naming will be submitted to the Registrar for Geographic Names for endorsement and gazettal. Notes that officers will write to the naming applicant, surrounding property owners and those community members who responded to the public consultation process to advise them of the decision. 	1. Completed 2. Completed 3. Geographic Names Victoria has responded with its advice which is to name the entirety of the lane Turner Lane. The Director Asset and Operations is preparing a Council report for June 2022 - Awaiting response from lawyers following Council decision in July 2022 No progress	Governance Team	In progress	80%
Planning and Environment	28-Apr-21	Scheduled	<p>Macedon Ranges Residential land demand and supply assessment – Response to Notice of Motion 14/2021 That Council:</p> <ol style="list-style-type: none"> Notes the Options outlined in this report 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 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? Provide a workshop in a future Councillor 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. 	DTPs Urban Development Program completed a review of land demand and supply for Gisborne and Kyneton. Data in October 2022 and provides relatively accurate supply and demand data for the Shire's two key towns. Other supply and demand analysis has recently been submitted for Riddells Creek in support of the proposed Amess Road PSP and analysis is being undertaken for Romsey as part of the Structure Plan process. In light of this work it is considered the previous report prepared by Urban Enterprise that this motion is based on is now out of date and been superseded.	Director Planning and Environment	Completed	100%

Corporate	23-Jun-21	Scheduled	Notice of Motion - Financial Reserves Policy Review That Council requests the Chief Executive Officer to provide a report to a Councillor briefing prior to the end of July 2021, regarding the approved use of funds section associated with the Public Open Space reserve section of Council's Financial Reserves Policy currently under review and; 1. Brings the briefing report and a summary of any Councillor discussions on this item to the August 2021 Audit and Risk committee meeting; 2. Ensures the report includes but is not limited to: a. Clarity about how Council interprets the wording from the Subdivision Act 1988 as "land set aside in a plan or land in a planned zone or reserve under a planning scheme for public recreation or public resort; or as parklands; or for similar purposes"; b. Whether the preparation of a master plan for future improvements of public open space can be included; c. Whether unrestricted or restricted club and sporting facilities can be funded from this reserve; and d. How passive public open space could be prioritised over facilities referred to in point c of this motion.	In progress. Policy to be reviewed pending the completion of Council's Open Space Strategy.	Director Corporate	In progress	20%
Corporate	25-Aug-21	Scheduled	Petition to rename Hutton Street, Kyneton Council received a petition with 164 signatures, formally requesting Council to consult with the traditional owner group to rename Hutton Street, Kyneton so that it acknowledges the region's indigenous history. That Council; 1. Receives and notes the petition. 2. Refers it to the Manager Legal and Corporate Governance for investigation and reporting back to Council by December 2021. 3. Notifies the petition organisers accordingly.	The Traditional Owner group was scheduled to meet on 23/2/22. Awaiting advice from group on potential names. - No further progress made	Governance Team	In progress	25%
Planning and Environment	24-Nov-21	Scheduled	Open Space Purchase *Confidential*	The land was purchased by a new owner which has delayed the purchase process while the transfer process was completed.	Director Planning and Environment	In progress	50%
Community	15-Dec-21	Scheduled	Kindergarten Strategic Direction for endorsement *Confidential*	1. Adopted 2. Pending	Director Community	In progress	20%
Community	22-Jun-22	Scheduled	Small Project Grants That Council: 1. Approves the awarding of the Ashbourne Landcare Small Project Grants application of \$1087.50 for the purchase of signage for their members to promote the Landcare group and attract further support and membership. 2. Approves the awarding of the Kyneton Art Group Inc. Small Project Grants application of \$1,500 for the purchase of teardrop signage to increase promotion of the group to attract new members and improve awareness of their events. 3. Carries forward the remaining \$16,968 in the 2021/22 Small Project Grant budget allocation to 2022/23 to supplement the allocation for the Community Funding Scheme.	1. Approved. Funding has now been distributed. 2. Approved. Funding has been distributed. 3. Approved. Monies carried forward.	Director Community	Completed	100%
Assets and Operations	27-Jul-22	Scheduled	Naming of Turner Lane, Kyneton *Confidential*	CONFIDENTIAL UPDATE Resolution 1: Complete Resolution 2: On Hold, pending discussions Resolution 3: On Hold Resolution 4: On Hold	Director Assets and Operations	In progress	25%
Community	27-Jul-22	Scheduled	Kyneton Early Years' Service Planning *Confidential*	1. In progress 2. Initiated (a) Completed (b) Completed (c) Completed (d) Initiated (e) Completed (f) Completed (g) Completed (h) Completed (i) Completed (j) Completed 3. Approved 4. Acknowledged (a) Confirmed (b) Noted	Manager Children, Youth and Family Services	In progress	50%
Planning and Environment	27-Jul-22	Scheduled	Dalton Street Reserve Environmental Management Plan That Council;. 1. Adopt the Dalton Street Environmental Management Plan;. 2. Commence implementation of the short term actions identified in the plan within existing resources;. 3. Support the formation of a local residents "Friends" group to participate in the management of the reserve network; and;. 4. Explore options for renaming the Dalton Street Reserve, engaging with the Wurundjeri Woi Wurrung, land management agencies and the community.	A Friends group has been formed as part of the Gisborne Landcare Network. Process to explore the renaming of the reserve will progressed in Quarter 4.	Director Planning and Environment	In progress	75%

Community	24-Aug-22	Scheduled	<p>Community Service Planning Confidential at time of decision, now public That Council: 1. Determines that it will transition out of direct service delivery roles in all funded Commonwealth Home Support Programme services: (a) Domestic Assistance; (b) Personal Care; (c) Flexible Respite; (d) Social Support – Individual; and (e) Centre based meals. 2. Commits to working with the Commonwealth Government to negotiate timing and transition processes that will protect the interests of clients, their families, staff and the broader community. 3. Notes that under its service agreements, all processes and matters related to the transition process will remain confidential until the Commonwealth provides consent for release of information. 4. Affirms that, in taking this decision, it will continue to play an active role in ensuring its community will receive high-quality aged care services and will advocate for the needs of vulnerable members of the community. 5. Commits to the values and principles outlined in Appendix A of the report, to underpin and support decision making through the transition process. 6. Review its policy direction towards future investment in positive-ageing initiatives and ensuring that Council’s universal services and facilities are designed to meet the needs of a growing population of older residents. Further policy work and recommended directions will be referred to the 2023/24 budget process for review and approval. 7. Notes that Council’s policy objective of ensuring that older adults seeking to live independently in the community will continue to have access to home support services. 8. Provides delegated authority to the Chief Executive Officer, or their nominee, to undertake or commission all tasks and activities related to the implementation of this council decision. 9. Appoints the Mayor and CEO as spokespersons for all matters related to the Home Support Program Transition process. 10. Approves that a non-confidential version of this report and resolutions will be made public through Council’s website once the confidential resolutions have been acted on to ensure transparency in Council’s decision making process. 11. Approves immediate notification of its decision to, and appropriate consultation with: (a) clients and families; (b) staff, volunteers and union representatives; (c) media and other communications; and (d) the broader community. 12. Receives a further report no later than November 2022 to confirm the details of transition, including timing of transition, the process for appointment of new provider(s), safety-net provisions, transition arrangements for clients, transition support for staff, implications for Council assets and facilities and communications to the broader community.</p>	<p>1. Determined and decision communicated to Commonwealth Government via email 26 August 2022. 2. Committed. Transition planning between management and Commonwealth Government in progress. 3. Noted. 4. Affirmed. 5. Committed. 6. In progress. Update report provided at November 2022 Scheduled Meeting. To be referred to the 2023/24 budget process for review and approval. 7. Noted. 8. Delegated authority granted. 9. Spokespeople appointed. 10. Approved. Non-confidential copy of report published on Council’s website. 11. Approved - notifications sent and consultation completed. 12. Update report provided at November 2022 Scheduled Meeting. At time of report, Commonwealth had not yet provided confirmation of appointment of new providers. Councillors have since been notified of contracted providers. A further report will be provided at the conclusion of the transition process, to inform Council of the outcomes.</p>	Manager Community Wellbeing	In progress	95%
Corporate	28-Sep-22	Scheduled	<p>Riddells Creek CFA Fire Station That Council:; 1. Acknowledges the draft proposal from the CFA to relocate the Riddells Creek fire station from its current location to the south-west corner of the Riddells Creek Recreation Reserve;; 2. Endorses releasing the draft proposal for community consultation; and; 3. Receives a report at a future Scheduled Council meeting including the outcomes of the consultation and recommended next steps.</p>	Resolution in progress. Officers continue to work with stakeholders and prepare report for future Council Meeting.	Director Corporate	In progress	80%
Planning and Environment	12-Oct-22	Planning Delegated Committee	<p>Request Authorisation for a Planning Scheme Amendment C155MACR - 9-35 Mollison Street, Malmsbury - Rezone from Commercial 2 Zone to Neighbourhood Residential Zone That the Committee:; 1. Seeks authorisation from the Minister for Planning to prepare Planning Scheme Amendment C155macr to the Macedon Ranges Planning Scheme pursuant to section 9 of the Planning and Environment Act 1987.; 2. Authorises Council officers to prepare amendment documents for authorisation and exhibition of Amendment C155macr, and, (a) Upon receipt of authorisation from the Minister for Planning, make any changes necessary to comply with conditions of authorisation, (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C155macr pursuant to section 19 of the Planning and Environment Act 1987.</p>	A request to be authorised to prepare the amendment has been submitted to the Minister for Planning. A request for further information was received from the Department of Transport and Planning in response to the authorisation request. Officers have submitted the requested information and awaiting a decision of the Minister.	Director Planning and Environment	In progress	33%
Planning and Environment	12-Oct-22	Planning Delegated Committee	<p>Hearing from submitters - Application for a Section 96A Planning Scheme Amendment C154MACR and Planning Permit PLN/2022/198 - 1 Wills Street Malmsbury That the Committee:; 1. Requests the Minister for Planning to authorise the preparation of Planning Scheme Amendment C154macr and Planning Permit PLN/2022/198 to the Macedon Ranges Planning Scheme pursuant to section 9 of the Planning and Environment Act 1987.; 2. Authorises Council officers to prepare amendment documents for authorisation and exhibition of Amendment C154macr and Planning Permit PLN/2022/198, and, (a) Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation, (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C154macr and Planning Permit PLN/2022/198 pursuant to section 19 of the Planning and Environment Act 1987</p>	A request to be authorised to prepare the amendment has been submitted to the Minister for Planning. A request for further information was received from the Department of Transport and Planning in response to the authorisation request. Officers have submitted the requested information and awaiting a decision of the Minister.	Director Planning and Environment	In progress	33%

Assets and Operations	23-Nov-22	Scheduled	Woodend Integrated Transport Plan That Council: 1. Endorses the Woodend Integrated Transport Plan; and, 2. Advocates for the prompt safety upgrade of the Urquhart and High Street intersection, noting that Department of Transport design work is already underway.	1. Completed - Council resolution noted. 2. Completed - Officers wrote to the Department of Transport on 20 March 2023 to advocate for the prompt safety upgrade of the Urquhart / High St intersection and to inform them of this council resolution. Staff have also sought a grant for minor pedestrian improvements on some Woodend intersections.	Director Assets and Operations	Completed	100%
Assets and Operations	23-Nov-22	Scheduled	Report in response to petition requesting the sealing of Noonan Grove and Christian Street Woodend That Council: 1. Proceed with undertaking the next steps to prepare a detailed Special Charge Scheme for sealing of the unsealed section of Noonan Grove for future Council consideration; including further public consultation and direct contact with benefiting residents as outlined in the Special Charge Scheme for Infrastructure Works Policy (2018) and this report; 2. Not proceed with the sealing of the unsealed section of Christian Street, Woodend; and, 3. Advise the first-named petitioner of this Council resolution.	Resolution 1: In progress - Consultation on Stage 2 of the Special Charge Scheme is underway. Resolution 2: Closed Resolution 3: On Hold - pending resolution 1	Director Assets and Operations	In progress	75%
Assets and Operations	23-Nov-22	Scheduled	Kettlewells - Emergency Response Site That Council, 1. Endorses, in principle, the continued use of 1 Joyces Road, Monegeetta, for emergency response purposes; and, 2. Commences the process to seek a Planning Permit amendment to allow the ongoing use of 1 Joyces Road Monegeetta for emergency response purposes.	1. Completed 2. Planning Permit Amendment process commenced.	Director Assets and Operations	In progress	40%
Community	23-Nov-22	Scheduled	Small Projects Grants That Council approves the awarding of a \$1,500 Small Project Grant to: 1. Lancefield Cricket Club for their upright freezer and pie/food warmer project; 2. The Mount Players Inc. for their project 'The publishing of a book on 50 years of The Mount Players'; and, 3. The Kyneton District Business & Tourism Association Inc. for their Christmas Decorations project.	Approved (1) Distribution of funds in progress, awaiting return of funding agreement. (2) Distribution of funds in progress, awaiting return of funding agreement. (3) Funding has been distributed	Coordinator Community Development	In progress	60%
Community	23-Nov-22	Scheduled	Community Service Planning That Council notes: 1. The progress undertaken in preparing to transition out of direct service delivery in all funded Commonwealth Home Support Programme services by 30 June 2023; and, 2. That a further report will be provided at the conclusion of the transition process, to inform Council of the outcomes.	1. Progress noted. 2. Report scheduled for August 2023.	Manager Community Wellbeing	In progress	95%
Planning and Environment	7-Dec-22	Planning Delegated Committee	Application for a rezoning and Section 96A planning scheme amendment C153macr and planning permit PLN/2022/359- 101-105 Willowbank Road, Gisborne That the Committee: 1. Seeks authorisation from the Minister for Planning to prepare Planning Scheme Amendment C153macr to the Macedon Ranges Planning Scheme pursuant to section 9 of the Planning and Environment Act 1987.; 2. Authorises Council officers to prepare amendment documents for authorisation and exhibition of Amendment C153macr and draft Planning Permit PLN/2022/359. (a) Upon receipt of authorisation from the Minister for Planning, make any changes necessary to comply with the conditions of authorisation; and, (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C153macr and Planning Permit PLN/2022/359 pursuant to section 19 of the Planning and Environment Act 1987.	Amendment C152macr was authorised by the Minister on 1 March 2023 subject to conditions. Officers are currently working through the conditions with the proponent and will proceed to public exhibition in the next quarter.	Director Planning and Environment	In progress	66%
Community	14-Dec-22	Scheduled	Customer Service Charter review That Council: 1. Endorses the draft Customer Service Charter to be released for community consultation; and, 2. Notes that a final Customer Service Charter will be presented to Council for consideration at a scheduled meeting in April 2023.	1. Endorsed. Consultation completed 28 Feb 2023. 2. Noted. Final Charter scheduled for consideration at April 2023 Scheduled Meeting.	Coordinator Customer Service	In progress	95%
Corporate	14-Dec-22	Scheduled	Council's Social and Affordable Housing: Update and Leasing *Confidential*	Community consultation closed on 21 February 2023. A report is being prepared for presentation at a future Council Meeting.	Director Corporate	In progress	25%

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	22-Feb-23	Scheduled	Capital Works Monitoring Full resolution in minutes	Relevant project officers, coordinators and managers have been provided with a copy of the resolution for implementation. The Finance team and the PMO analyst have reflected the budget changes in the Finance and PLM systems.	Director Assets and Operations	Completed	100%
Assets and Operations	22-Feb-23	Scheduled	Public Toilet and Barbecue Strategy That Council adopts the Public Toilet and Barbecue Strategy as circulated to Councillors which includes in Appendix A three additional maps for Romsey, Riddells Creek and Lancefield.	Council resolution noted.	Director Assets and Operations	Completed	100%
Assets and Operations	22-Feb-23	Scheduled	Petition in Relation to a Bitumen Upgrade to Adamson Street, Malmesbury 1. Notes the petition from the residents of Adamson Street, Malmesbury requesting bitumen upgrade works in Adamson Street between Mollison and Drake Streets.; 2. Notes that the petition has been circulated to all Councillors confidentially as it contains personal information; and, 3. Requests the Director Assets and Operations to prepare a report in response to this petition to be presented to Council by the April 2023 Council Meeting.	1. Complete 2. Complete 3. Report prepared for April 2023 Scheduled Council meeting.	Director Assets and Operations	In progress	75%
Assets and Operations	22-Mar-23	Scheduled	Shire Wide Footpath Plan That Council endorses the release of the draft Shire Wide Footpath Plan for four weeks of community consultation.	Consultation commenced on 28 March and will close on 30 April 2023.	Director Assets and Operations	In progress	25%
Assets and Operations	22-Mar-23	Scheduled	CAPITAL WORKS MONITORING Full resolution in minutes	Relevant project officers, coordinators and managers have been provided with a copy of the resolution for implementation. The Finance team and the PMO analyst have reflected the budget changes in the Finance and PLM systems.	Director Assets and Operations	Completed	100%
Planning and Environment	8-Feb-23	PDC	HEARING OF SUBMITTERS IN RESPECT OF APPLICATION FOR A PLANNING PERMIT PLN/2013/349/B - 12 MORROW ROAD EAST, NEW GISBORNE - TWO LOT SUBDIVISION (AMENDMENT SOUGHT TO ALTER ACCESS TO LOT 1) That the Committee: 1. Notes the submission received in relation to PLN/2013/349/B for the subdivision of the land into two lots (amendment sought to alter the access to Lot 1); and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Scheduled Council Meeting on 22 February 2023.	For determination at Council meeting of 22/02/23	Director Planning and Environment	Completed	100%
Assets and Operations	22-Mar-23	Scheduled	Macedon Ranges Shared Trails Design Documentation That Council approves the preliminary designs of the Macedon Ranges Shared Trails (Woodend to Riddells Creek) Project.	Council resolution noted.	Director Assets and Operations	Completed	100%
Assets and Operations	22-Mar-23	Scheduled	Romsey Park Sports Precinct Master Plan That Council; 1. Adopts the Romsey Park Sports Precinct Master Plan (2023) and refers projects within the Master Plan to future Council budget processes; and, 2. Rescinds the Romsey Park Sports Precinct Master Plan (2010) and any previous Master Plans for the Romsey Park Sports Precinct site.	1. Complete 2. Complete	Director Assets and Operations	Completed	100%
Assets and Operations	22-Mar-23	Scheduled	Gilbert Gordon Oval Master Plan (2023) That Council; 1. Adopts the Gilbert Gordon Oval Master Plan (2023) and refers projects within the Master Plan to future Council budget processes; and, 2. Rescinds the Gilbert Gordon Master Plan 2014 and subsequent 2019 staff revision and any previous Master Plans for the Gilbert Gordon site	1. Complete 2. Complete	Director Assets and Operations	Completed	100%
Assets and Operations	22-Mar-23	Scheduled	Kynton Showgrounds Master Plan That Council; 1. Adopts the Kynton Showgrounds Master Plan 2023 and refers projects within the Master Plan to future Council budget processes; and, 2. Rescinds the Kynton Showgrounds Master Plan 2014 and all previous Master Plans relating to the Kynton Showgrounds site.	1. Complete 2. Complete	Director Assets and Operations	Completed	100%
Chief Executive	22-Feb-23	Scheduled	Recognition of Australia Day Honours Recipients That Council writes a letter of congratulations to Emeritus Professor Bruce John Tonge and Mrs Elaine Therese Murphy in recognition of their 2023 Australia Day Honours Award.	Letters of congratulations sent to the Australia Day honour recipients.	Chief Executive	Completed	100%
Community	22-Mar-23	Scheduled	Small Projects Grant That Council approves the awarding of a \$1,500 Small Project Grant to Gisborne Soccer Club, for the installation of 3-phase power project at Dixon Field.	Approved. Distribution of funds in progress.	Director Community	In progress	50%
Corporate	22-Feb-23	Scheduled	Delegated Committee Meeting Dates 1. Reschedules the March 2023 Planning Delegated Committee Meeting from Wednesday 8 March 2023 at 7pm to Thursday 9 March 2023 at 7pm; and, 2. Schedules a Submitters Delegated Committee meeting online for Wednesday 15 March 2023 at 7pm, to provide an opportunity for any person who wishes to make a verbal presentation in support of their submission on the Notice of Intention to Lease the site known as 3 and 5 Noel Street, Lancefield to Winttingham Housing Limited for a 20-year term for the development and continued use for social housing.	No further action required	Director Corporate	Completed	100%

Corporate	22-Feb-23	Scheduled	Instrument of Appointment and Authorisation 1. resolves that in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987: (a) the Instrument of Appointment and Authorisation of Nakita Thomson, Koko Cheng and John Nix be revoked; (b) Council Officers named in the Instruments of Appointment and Authorisation provided at Attachment 1 be appointed and authorised; (c) any previous Instruments issued to the officers in Attachment 1 by Council are revoked; (d) the Instruments of Appointment and Authorisation come into force upon signing and remain in force until Council determines to vary or revoke these; and, (e) the Instruments of Appointment and Authorisation at Attachment 1r be signed.	Instruments signed and issued	Director Corporate	Completed	100%
Corporate	22-Feb-23	Scheduled	Motions for the Municipal Association of Victoria State Council and the National General Assembly of Local Government 1. Endorses the motion in Attachment 1 for consideration at the Municipal Association of Victoria State Council meeting on 19 May 2023; 2. Endorses the motion in Attachment 2 for consideration at the 2023 National General Assembly of Local Government on 13 – 16 June 2023; 3. Authorises the Chief Executive Officer to submit the motion in Attachment 1 to the Municipal Association of Victoria State Council through the appropriate administrative processes; and, 4. Authorises the Chief Executive Officer to submit the motion in Attachment 2 to the 2023 National General Assembly of Local Government through the appropriate administrative processes.	MAV lodged on 24 February 2023 (on time), ALGA lodged 22 March 2023 (on time)	Director Corporate	Completed	100%
Corporate	22-Feb-23	Scheduled	Notice of Motion - Ukraine War That Council as a sign of our continued support and respect to Ukraine and its peoples; 1. Approves the lighting of the Kyneton Town Hall in Ukrainian colours for a period of 7 days from this Friday 24 February 2023, this date being one year since their unprovoked invasion by Russia; and, 2. Acknowledges local groups, residents, and Council for their ongoing assistance to Ukrainian refugees in the Macedon Ranges	Town hall was illuminated on planned dates	Director Corporate	Completed	100%
Corporate	22-Feb-23	Scheduled	Notice of Motion - Ash Wednesday Fires 40th Anniversary That Council: 1. Recognises the 40th Anniversary of the Ash Wednesday Fires which occurred on Thursday 16 February 2023; 2. Recognises the untiring and unwavering intent of essential services personnel, with residents, to minimise loss of life and property damage, selflessly and literally putting their lives on the line to protect our community. Where, by their action, the fires ferocity and extent was eventually contained; 3. Acknowledges those members of our community who were affected by this event and commends the community's efforts to work together to recover from the disaster; and 4. Recognises the legacy of this event, which still impacts our community to this day.	No further action required	Director Corporate	Completed	100%
Corporate	22-Feb-23	Scheduled	Quarterly Report for period ending 31 December 2022 and Mid-Year Budget Review 1. Notes the Quarterly Report for the period ended 31 December 2022; and, 2. Endorses the budget changes identified as part of the mid-year budget review.	Resolution noted	Director Corporate	Completed	100%
Corporate	22-Feb-23	Scheduled	Mayor's Report - December 2022 to February 2023 That Council receives and notes the Mayor's report as amended.	No further action required	Director Corporate	Completed	100%
Corporate	22-Feb-23	Scheduled	Record of Meetings of Councillors and Council Staff - December 2022 to February 2023 That Council receives and notes the record of meetings of Councillors and Council staff, as outlined in this report with the amendment of Councillor Guthrie's conflict of interest from General to Material in the declaration on 14 February 2023.	No further action required	Director Corporate	Completed	100%
Corporate	22-Feb-23	Scheduled	Contracts to be Awarded February 2023 1. Notes that the following contracts will be awarded by Council officers under delegated authority: (a) C2023-28 Kyneton Landfill – Biofilter Construction and Civil Works; (b) C2023-29 Design and construct Synthetic Green Gisborne Bowls Club.	Resolution noted	Director Corporate	Completed	100%
Corporate	22-Feb-23	Scheduled	Updated Instruments of Delegation and Terms of Reference - Planning Delegated and Submitters Delegated Committees 1. Resolves the Instrument of Delegation for the Planning Delegated Committee (attachment 1) with the correction of the committee name to the Planning Delegated Committee and revokes all previous Instruments; 2. Authorises the signing of the Instrument of Delegation; 3. Endorses the Terms of Reference for the Planning Delegated Committee (attachment 2) and revokes all previous versions effective from 23 February 2023; 4. Resolves the Instrument of Delegation for the Submitters Delegated Committee (attachment 3) and revokes all previous Instruments; 5. Authorises the signing of the Instrument of Delegation; and, 6. Endorses the Terms of Reference for the Submitters Delegated Committee (attachment 4) and revokes all previous versions effective from 23 February 2023.	Instruments signed and available on the website. Terms of reference available on the website.	Director Corporate	Completed	100%
Corporate	22-Mar-23	Scheduled	Record of Meetings of Councillors and Council Staff - February 2023 to March 2023 That Council receives and notes the record of meetings of Councillors and Council staff, as outlined in this report.	No further action required	Director Corporate	Completed	100%
Corporate	22-Mar-23	Scheduled	Contracts To Be Awarded as at March 2023 That Council: 1. Grants delegated authority to the Chief Executive Officer to award the following contracts: (a) C2023-30 Supply Panel Civil Construction Works, (b) C2023-31 Supply Panel Quarry Products; 2. Notes that the following contracts will be awarded by Council officers under delegated authority: (a) C2023-32 Gisborne Fields Stage 4.	Resolution completed	Director Corporate	Completed	100%

Corporate	22-Mar-23	Scheduled	Mayor's Report - February 2023 to March 2023 That Council receives the Mayor's report.	No further action required	Director Corporate	Completed	100%
Planning and Environment	8-Feb-23	PDC	HEARING OF SUBMITTERS IN RESPECT OF APPLICATION FOR A MISCELLANEOUS CONSENT MCA/2022/29 - DEVELOPMENT OF AN OUTBUILDING, EFFLUENT DISPOSAL AND MINOR WORKS ASSOCIATED WITH THE DWELLING OUTSIDE THE BUILDING AND DRIVEWAY ENVELOPES 12 CORNISH ROAD, RIDDELLS CREEK That the Committee: 1. Notes the submission received in relation to MCA/2022/29; and 2. Requests that recommendations be prepared, based on all relevant information, including the submission received, for consideration and determination at the next Planning Delegated Committee Meeting on 8 March 2023.	For determination at Council meeting of 8/03/23	Director Planning and Environment	Completed	100%
Planning and Environment	8-Feb-23	PDC	HEARING OF SUBMITTERS - PLN/2022/243 - USE AND DEVELOPMENT OF A RESPITE DAY CARE CENTRE FOR DEMENTIA PATIENTS AND ASSOCIATED CARETAKER HOUSE - 78 OLD LANCEFIELD ROAD WOODEND NORTH That the Committee: 1. Notes the submission received in relation to Application for Planning Permit PLN/2022/243, for use and development of the site for a respite day care centre for dementia patients and associated buildings and works; and 2. Requests that recommendations be prepared, based on all relevant information, including the submission received, for consideration and determination at the next Scheduled Council Meeting on 22 February 2023.	For determination at Council meeting of 22/02/23	Director Planning and Environment	Completed	100%
Planning and Environment	8-Feb-23	PDC	HEARING OF SUBMITTERS IN RESPECT OF APPLICATION FOR PLANNING PERMIT PLN/2021/587 - RESUBDIVISION OF FOUR (4) LOTS INTO FOUR (4) LOTS - 1164 KYNETON SPRINGHILL ROAD, KYNETON SPRINGHILL ROAD AND 535 SHEPHERDS HILL ROAD SPRING HILL That the Committee: 1. Notes no submissions have been received in relation to PLN/2021/587 for the Resubdivision of Four (4) Lots into Four (4) Lots; and 2. Requests that recommendations be prepared, based on all relevant information, for consideration and determination at the next Planning Delegated Committee Meeting on 8 March 2023.	For determination at Council meeting of 8/03/23	Director Planning and Environment	Completed	100%
Planning and Environment	8-Feb-23	PDC	HEARING OF SUBMITTERS IN RESPECT OF APPLICATION FOR AN EXTENSION OF TIME TO PLANNING PERMIT PLN/2015/204 - CONSTRUCTION OF FOURTEEN DOUBLE STOREY DWELLINGS, CONSTRUCTION OF ASSOCIATED BUILDINGS AND WORK (EARTHWORKS, ROADWORKS AND FENCING), AND REMOVAL OF VEGETATION INCLUDING TWO (2) NON-NATIVE TREES WITHIN THE DAVY STREET ROAD RESERVE, CONSTRUCTION OF WORKS WITHIN THE BLACK GUM RESERVE (OUTLET DRAINS AND RESERVE) AT 2-4 DAVY STREET, WOODEND That the Committee: 1. Notes that no submission has been received in relation to the Application to Extend Planning Permit PLN/2015/204; and 2. Requests that recommendations be prepared, based on all relevant information, for consideration and determination at the next Planning Delegated Committee Meeting on 8 March 2023.	For determination at Council meeting of 8/03/23	Director Planning and Environment	Completed	100%
Planning and Environment	8-Feb-23	PDC	HEARING OF SUBMITTERS IN RESPECT OF AMENDMENT C145MACR - ENVIRONMENTAL SIGNIFICANCE OVERLAY SCHEDULE 4 That the Committee: 1. Notes the submissions received in relation to Planning Scheme Amendment C145macr; and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 8 March 2023.	Report presented to 8 March 2023 Planning Delegated Meeting.	Director Planning and Environment	Completed	100%
Planning and Environment	9-Feb-23	PDC	FOR DECISION - MISCELLANEOUS CONSENT MCA/2022/29 - DEVELOPMENT OF AN OUTBUILDING, EFFLUENT DISPOSAL AND MINOR WORKS ASSOCIATED WITH THE DWELLING OUTSIDE THE BUILDING AND DRIVEWAY ENVELOPES - 12 CORNISH ROAD, RIDDELLS CREEK That the Committee defers this item, to be presented for decision at the Council meeting scheduled for Wednesday 22 March 2023 at 7:00pm to allow time for potential changes to the application.	Deferred to PDC meeting of 12/04/23	Director Planning and Environment	Completed	100%
Planning and Environment	9-Feb-23	PDC	APPLICATION FOR EXTENSION OF TIME FOR PLANNING PERMIT PLN/2015/204 - 2-4 DAVY STREET WOODEND. CONSTRUCTION OF FOURTEEN (14) DOUBLE STOREY DWELLINGS, CONSTRUCTION OF ASSOCIATED BUILDINGS AND WORK (EARTHWORKS, ROADWORKS AND FENCING), AND REMOVAL OF VEGETATION INCLUDING TWO (2) NON-NATIVE TREES WITHIN THE DAVY STREET ROAD RESERVE, CONSTRUCTION OF WORKS WITHIN THE BLACK GUM RESERVE (OUTLET DRAINS AND RESERVE) That the Committee resolve to refuse an extension of time for Planning Permit PLN/2015/204 on the following ground: 1. The extension of time issued to complete the development was considered reasonable by VCAT (VCAT Reference No. P2019/20) to pursue and complete the development. It is considered that the applicant is warehousing the permit given no further development has occurred since the previous extension of time was granted and given that a substantial amount of time has elapsed since the issue of the original permit.	To be decided at VCAT	Director Planning and Environment	Completed	100%

Planning and Environment	9-Feb-23	PDC	FOR DECISION - PLN/2021/587 - 1164 KYNETON SPRINGHILL ROAD, KYNETON SPRINGHILL ROAD AND 535 SHEPHERDS HILL ROAD SPRING HILL - RESUBDIVISION OF FOUR (4) LOTS INTO FOUR (4) LOTS That the Committee resolves to Grant a Permit for the Resubdivision of Four (4) Lots into Four (4) Lots for the land at Kyneton Springhill Road and 535 Shepherds Hill Road Spring Hill subject to the conditions below. See minutes for full resolution.	Permit granted	Director Planning and Environment	Completed	100%
Planning and Environment	9-Feb-23	PDC	AMENDMENT C145MACR - ENVIRONMENTAL SIGNIFICANCE OVERLAY SCHEDULE 4 the Committee 1. Adopts the post-exhibition changes to Amendment C145macr as set out in Attachment 2; 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 C145macr to the Macedon Ranges Planning Scheme; 3. Refers all submissions to Amendment C145macr to the Panel, in accordance with section 23 of the Planning and Environment Act 1987; 4. Authorises Council officers, under section 22(2) of the Planning and Environment Act 1987, to consider any late submissions to Amendment C145 received in advance of the Panel Hearing and to refer those submissions to the Panel in accordance with item 1 above; and 5. Notifies all submitters to Amendment C145 of Council's decision.	Request submitted to Minister to appoint independent panel hearing on 23/3/23. Submitters notified of Council's decision.	Director Planning and Environment	Completed	100%
Planning and Environment	9-Feb-23	PDC	8.5 DP/2021/1 - 89 ROSS WATT ROAD, GISBORNE - DEVELOPMENT PLAN & PLN/2021/616 - 89 ROSS WATT ROAD, GISBORNE - PLANNING PERMIT That the Committee 1. Notes that the application for approval of Development Plan DP/2021/1 is subject to VCAT proceedings to be determined in 2023. 2. Resolves to advise VCAT that Council opposes the approval of the Gisborne Area 1 Development Plan (3 February 2023) prepared by Collie Pty Ltd covering the Development Plan Overlay area affecting the land at Ross Watt Road Gisborne, prepared to meet the requirements of Clause 43.04, Schedule 4 of the Macedon Ranges Planning Scheme. 3. Resolves to advise VCAT that it opposes the Development Plan on the following grounds: (a) The Development Plan is an unacceptable response to: (i) The following provisions within the Planning Policy Framework and the Local Planning Policy Framework: i. Clause 12.01 (Biodiversity) ii. Clause 12.03 (Waterways and wetlands); iii. Clause 13.02 (Bushfire) iv. Clause 14.02-1S (Catchment planning and management) v. Clause 15.01 (Built Environment) vi. Clause 21.05 (Environment and Landscape Values) vii. Clause 21.06 (Environmental Risks) viii. Clause 21.08-3 (Built Environment) ix. Clause 21.12 (Community Development and Infrastructure) x. Clause 21.13-1 (Gisborne and New Gisborne) xi. Clause 15 (Urban design) (ii) The key principles and objectives of the Development Plan Overlay Schedule 4; (iii) The natural environment and landscape character of the area; and (iv) The interface to the Jacksons Creek, Rosslynne Reservoir and Calder Freeway; 4. Resolves to oppose the grant of planning permit application PLN/2021/616 for the following reasons: (a) The proposed subdivision is not generally in accordance with an approved development plan; (b) The subdivision responds poorly to the DPO4 for the same reasons that the proposed development plan is opposed; (c) The proposal responds poorly to policy for urban design and neighbourhood character at clauses 13.02, 15.01, 18, 21.05, 21.06 and 21.13-1 of the Macedon Ranges Planning Scheme. (d) The proposal fails to provide the adequate retention of large scattered trees. (e) The proposal fails to meet some of the objectives and standard of Clause 56. 5. Allows officers and Council's representative delegation to represent Council at the upcoming VCAT hearing and advocate Council's position.	No further action required. Council's decision advocated for at VCAT hearing.	Director Planning and Environment	Completed	100%
Planning and Environment	22-Feb-23	Scheduled	APPLICATION FOR PLANNING PERMIT PLN/2013/349/B - TWO LOT SUBDIVISION - 12 MORROW ROAD EAST, NEW GISBORNE - (AMENDMENT SOUGHT TO ALTER ACCESS TO LOT 1) That a Notice of Decision to Amend Permit PLN/2013/349/B be issued for the land at 12 Morrow Road East, New Gisborne being CA M Section 34 TP 523282H P/Gisborne subject to the following amended conditions: See minutes for full resolution	Amendment granted	Director Planning and Environment	Completed	100%

Planning and Environment	22-Feb-23	Scheduled	PLN/2022/243 - 78 OLD LANCEFIELD ROAD, WOODEND NORTH - USE AND DEVELOPMENT OF THE SITE FOR A RESPIRE DAY CARE CENTRE, CARETAKERS HOUSE AND ASSOCIATED BUILDING That a Planning Permit is granted for Use and development of the site for a Respite Day Care Centre, Caretakers House and associated buildings and works for the land at CA E Section 87 TP 277359R P/Woodend, 78 Old Lancefield Road, Woodend North subject to the conditions below: See minutes for full resolution	Permit granted	Director Planning and Environment	Completed	100%
Planning and Environment	22-Feb-23	Scheduled	FEASIBILITY AND OPTIONS TO REMOVE DEVELOPMENT PLAN OVERLAY 24 - LANCEFIELD DEVELOPMENT PLAN AREAS. That Council seeks to remove Development Plan Overlay Schedule 24 from the Macedon Ranges Planning Scheme through a Ministerial Amendment application.	Draft letter to the Minister has been prepared in consultation with Department of Transport and Planning and expected to be sent to the Minister for Planning early April 2023	Director Planning and Environment	In progress	50%
Planning and Environment	22-Feb-23	Scheduled	NO. 54/2022-23: NOTICE OF MOTION - NATIONAL FERAL DEER ACTION PLAN That Council requests the Chief Executive Officer to lodge a submission on behalf of Council to the draft National Feral Deer Action Plan outlining the following: 1.Macedon Ranges Shire is a peri-urban Council that contains significant landscapes and biodiversity, and high quality agricultural land that is recognised under the State Government's Distinctive Area and Landscape legislation. 2.The impact of pest animals, including an increase in feral deer, on the environment and agriculture within the shire is an ongoing concern to Council. 3.Council recognises the importance of the need for a coordinated approach to the control of feral deer and supports the development of the National Feral Deer Action Plan. 4.Supports an integrated national approach to the control of feral deer, including the Victorian State Government declaring deer a pest species rather than their current status as a game species. 5.Looks forward to the release of the final Action Plan and an increased focus on the control of feral deer across Victoria and the Macedon Ranges from National and State authorities.	A submission was made to the National Feral Deer Action Plan as per Council's resolution.	Director Planning and Environment	Completed	100%
Planning and Environment	22-Mar-23	Scheduled	Notice of Motion - Roadside Weeds That Council write to the Minister for Local Government to request an increase in funding for local governments to support increases in costs and materials to deliver the Victorian State Government Roadside Weeds and Pests Control Program.	Letter sent to the Minister for Local Government as per Council's resolution.	Director Planning and Environment	Completed	100%
Planning and Environment	22-Mar-23	Scheduled	CITIES POWER PARTNERSHIP - STATEMENT FROM AUSTRALIAN MAYORS AND COUNCILLORS FOR STRONGER NATIONAL FUEL EFFICIENCY STANDARDS That Council: 1. Endorses the statement in Attachment 1 from Mayors and Councillors, to be released to national media in early April; 2. Notifies Cities Power Partnership of its endorsement by 24 March 2023, to ensure its logo is included on the statement; and 3. Continues to advocate for improvements to the Shire's walking, cycling and public transport networks to reduce overall vehicle use.	Cities Power Partnership notified as Council's resolution to endorse the CPP's stronger national fuel efficiency standards national media release.	Director Planning and Environment	Completed	100%
Planning and Environment	22-Mar-23	Scheduled	DRAFT COMMUNITY LOCAL LAW 2023 That Council endorse the draft Community Local Law 2023 to be released for community consultation	The Consultation for the draft community local law 2023 commenced on 28 March and closes on 30 April. Consultation methods include a website, survey, information sheets and attendance at markets and events across the Shire during this period.	Director Planning and Environment	In progress	50%
Planning and Environment	22-Mar-23	Scheduled	FOR DECISION - PLN/2022/249 - 106 EDGECOMBE ROAD & 3 BAYNTON ROAD, KYNETON - USE AND DEVELOPMENT OF A RESIDENTIAL VILLAGE AND THE REMOVAL OF NATIVE VEGETATION That Council determines that it would have refused the planning permit application for use and development of a residential village and removal of native vegetation if it had not been appealed to VCAT, on the following grounds: See minutes for full resolution	Position resolved. Item to be decided by VCAT	Director Planning and Environment	Completed	100%
Planning and Environment	22-Mar-23	Scheduled	MISCELLANEOUS CONSENT FOR THE DEVELOPMENT OF AN OUTBUILDING, EFFLUENT DISPOSAL WORKS AND SOME MINOR WORKS IN ASSOCIATION WITH THE DWELLING OUTSIDE THE BUILDING AND DRIVEWAY ENVELOPES FOR THE LAND AT LOT 2 PS 830906U P/KERRIE 12 CORNISH ROAD RIDDELLS CREEK VIC 3431 That Council defers the application for Miscellaneous Consent for the development of an outbuilding, effluent disposal works and some minor works in association with the dwelling outside the building and driveway envelopes for the land at LOT 2 PS 830906U P/Kerrie 12 Cornish Road RIDDELLS CREEK VIC 3431 to the Planning Delegated Committee Meeting on 12 April 2023 for decision.	Deferred to Planning Delegated Committee meeting of 12/04/23	Director Planning and Environment	Completed	100%

SECTION 7

Governance Schedule – Statutory Compliance Obligations

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

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

MACEDON RANGES SHIRE COUNCIL - STATUTORY OBLIGATIONS

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

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

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

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
26	Manager Communications and Engagement	Annual Report		100	Council must consider the Annual Report at a meeting of the Council as soon as practicable but within the time required by the regulations	Under the Local Government (Planning and Reporting) Regulations 2014 Council must hold a meeting to consider the Annual Report: s.22 (1) Within one month after submitting the Annual Report to the Minister. s.22 (2) In the year of a general election no later than the day before the election	31-Oct-22	31-Oct-23
27	Manager Finance and Reporting	Meet to consider annual report		100	The Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting.	In the year of a general election on a day not later than the day before an election day; and in any other year, within 4 months of the end of the financial year	31-Oct-22	31-Oct-23
28	Manager Finance and Reporting	CEO to present Quarterly Statements		97	CEO must ensure that a statement comparing budgeted and actual revenue and expenditure is presented at an open Council meeting	At least every 3 months	December Quarter presented to Council 22/02/2022	March quarter will be presented to Council on 24/05/2023
29	Manager Finance and Reporting	CEO to present quarterly budget report		97	CEO to ensure that quarterly budget report is presented to the Council at a Council meeting open to the public	As soon as reasonably practicable at the end of each quarter of the financial year	December Quarter presented to Council 22/02/2022	March quarter will be presented to Council on 24/05/2023
30	Manager Finance and Reporting	Land Valuation	157(2)		Council must publish public notice of a decision to change its system of valuation	Promptly	N/A	As required
31	Manager Finance and Reporting	Rates & Charges	158(1)		Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges	At least once every financial year declare by 30 June	22-Jun-22	30-Jun-23
32	Manager Finance and Reporting	Rates & Charges	Part 8A		Under Section 10E(1)(a) of the Essential Services Commission Act 2001, the Essential Services Commission (ESC) has a responsibility to monitor and review Councils compliance with the caps set under Part 8A of the Local Government Act 1989.	Annually	30-Sep-22	30-Sep-23
33	Manager Finance and Reporting	Adopt Revenue and Rating Plan		93	Council must adopt the Revenue and Rating plan	By 30 June after a general election for a period of the next 4 financial years	29-Jun-21	30-Jun-25
34	Director Assets and Operations	Adopt Asset Plan		92	Council to adopt Asset Plan	By 30 June 2022	22-Jun-22	30-Jun-23
35	Coordinator Contracts	Prepare and adopt Procurement Policy		108	Council must prepare and adopt a Procurement Policy	By 1 January 2022 - Council must then review the Policy at least once every 4 year term of the Council	24-Nov-21	31-Dec-25

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

Note

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

SECTION 8

Councillor Expenditure

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

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

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

Quarter 3 2022-23 Councillor Expenditure excluding allowances and Mayoral vehicle

3rd quarter	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$950	\$0	\$131	\$173	\$500	
Cr Janet Pearce	\$0	\$927	\$0	\$133	\$881	\$0	
Cr Mark Ridgeway	\$0	\$0	\$0	\$60	\$0	\$0	
Cr Annette Death	\$0	\$0	\$0	\$131	\$0	\$0	
Cr Geoff Neil	\$0	\$1,191	\$0	\$63	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$131	\$0	\$0	
Cr Dominic Bonanno	\$0	\$970	\$0	\$59	\$0	\$0	
Cr Rob Guthrie	\$0	\$1,277	\$0	\$86	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$67	\$0	\$0	
	\$0	\$5,314	\$0	\$861	\$1,054	\$500	\$0

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

2022/23 YTD	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$156	\$950	\$0	\$392	\$854	\$500	
Cr Janet Pearce	\$0	\$3,890	\$0	\$394	\$1,294	\$1,889	
Cr Mark Ridgeway	\$0	\$2,411	\$0	\$233	\$146	\$0	
Cr Annette Death	\$0	\$0	\$0	\$391	\$0	\$1,249	
Cr Geoff Neil	\$0	\$3,877	\$0	\$194	\$51	\$0	
Cr Bill West	\$0	\$0	\$0	\$392	\$0	\$0	
Cr Dominic Bonanno	\$0	\$970	\$0	\$176	\$0	\$4,021	
Cr Rob Guthrie	\$0	\$3,284	\$0	\$266	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$217	\$0	\$0	
	\$156	\$15,382	\$0	\$2,653	\$2,345	\$7,659	

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 January – 31 March 2023

<p>Cr Jennifer Anderson West Ward</p>	<p>Council meetings attended: <small>(including scheduled, unscheduled and Delegated Committees)</small></p>	<p>5</p>	<p>Other meetings of Councillors attended:</p>	<p>8</p>
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> • Submitters Delegated Committee • Planning Delegated Committee • Central Victorian Greenhouse Alliance (CVGA)(sub) • Municipal Association of Victoria (MAV) <p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> • Romsey Ecotherapy Park pop up acoustic youth live music event • Celebrating a Multicultural Macedon Ranges • Cool-ER changes program launch • Relay 4 Life walk • Zonta International Women's Day Dinner 			
<p>Cr Janet Pearce West Ward</p>	<p>Council meetings attended: <small>(including scheduled, unscheduled and Delegated Committees)</small></p>	<p>5</p>	<p>Other meetings of Councillors attended:</p>	<p>8</p>
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> • Submitters Delegated Committee • Planning Delegated Committee • Municipal Association of Victoria (MAV)(sub) • Rural Councils Victoria Inc (RCV)(sub) <p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> • Community gathering and memorial church service to commemorate the 40th Anniversary of the Ash Wednesday Bushfires • Officially opened the Woodend Food Bank at the Woodend Neighbourhood House • Macedon Ranges Australia Day Events, Awards and Citizenship Ceremony • Presentation to Grade 3/4 students at St Ambrose Parish Primary School • Dog Parade and Puppy Pride event at the Kyneton Botanical Gardens celebrating and supporting the LGBTIQ+ community 			





<p>Cr Mark Ridgeway West Ward</p>	<p>Council meetings attended: <small>(including scheduled, unscheduled and Delegated Committees)</small></p>	<p>5</p>	<p>Other meetings of Councillors attended:</p>	<p>8</p>
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> • Submitters Delegated Committee • Planning Delegated Committee • Audit and Risk Committee • Annual Meeting of Braemar College Ltd • Macedon Ranges Local Safety Committee (sub) • MAV Emergency Management Committee (sub) • Municipal Association of Victoria (MAV) (sub) <p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> • Community Launch for the Cool-ER Changes Project • Tour of Water Solutions Project at Kyneton Water Reclamation Plant and Crofton Park • Regional Zero Emissions Forum - Castlemaine • Councillor Listening Post - Malmsbury Market • Celebrating Multicultural Macedon Ranges forum – Woodend 			
<p>Cr Annette Death East Ward</p>	<p>Council meetings attended: <small>(including scheduled, unscheduled and Delegated Committees)</small></p>	<p>4</p>	<p>Other meetings of Councillors attended:</p>	<p>6</p>
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> • Submitters Delegated Committee • Planning Delegated Committee • Chief Executive Officer Employment and Remuneration Committee • Central Victorian Greenhouse Alliance (CVGA) • Local Government Working Group On Gambling • Macedon Ranges Municipal Emergency Management Planning Committee <p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> • Relay for Life Lancefield • Zonta Kyneton - International Women's Day dinner • 1st Riddell Creek Scouts Group 2023 Launch • MRSC Cool-ER Changes Launch • Romsey Region Business and Tourism Association (RRBATA) dinner 			




<p>Cr Geoff Neil East Ward</p>	<p>Council meetings attended: (including scheduled, unscheduled and Delegated Committees)</p>	<p>5</p>	<p>Other meetings of Councillors attended:</p>	<p>7</p>
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> • Submitters Delegated Committee • Planning Delegated Committee • Audit and Risk Committee 			
	<p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> • Woodend Men's Shed Open Day • Riddells Creek Expo • Lancefield Relay for Life • 1st Romsey Scouts 2023 Launch • Romsey Pop Up Live Acoustic Event 			
<p>Cr Bill West East Ward</p>	<p>Council meetings attended: (including scheduled, unscheduled and Delegated Committees)</p>	<p>5</p>	<p>Other meetings of Councillors attended:</p>	<p>8</p>
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> • Submitters Delegated Committee • Planning Delegated Committee 			
	<p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> • Australia Day awards & citizenship ceremony in Kyneton • Party in the Park to celebrate completion of Romsey Ecotherapy Park project • 40th Anniversary of Ash Wednesday bushfires at Macedon/Mt Macedon • Triennial meeting of Lancefield Park Committee of Management • Lost Watering Hole Lancefield Brewery post-completion 			



<p>Cr Dominic Bonanno South Ward</p>	<p>Council Meetings attended: (including scheduled, unscheduled and Delegated Committees)</p>	<p>5</p>	<p>Other meetings of Councillors attended:</p>	<p>7</p>
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> • Submitters Delegated Committee • Planning Delegated Committee <p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> • Ash Wednesday bushfires 40th anniversary commemoration - Mount Macedon Uniting Church • Scout Groups of Macedon Ranges - Stradbroke Cup - Treetops Riddells Creek • Woodend Men's Shed Annual Open Day 			
<p>Cr Rob Guthrie South Ward</p>	<p>Council Meetings attended: (including scheduled, unscheduled and Delegated Committees)</p>	<p>5</p>	<p>Other meetings of Councillors attended:</p>	<p>8</p>
	<p>Appointments to internal/external committees and groups:</p> <ul style="list-style-type: none"> • Submitters Delegated Committee • Planning Delegated Committee • Chief Executive Officer Employment and Remuneration Committee • Goldfields Library Corporation Board (proxy) • Macedon Ranges Heritage Council • Workspace Australia <p>Specific activities highlighted by Councillors:</p> <ul style="list-style-type: none"> • Addressed the GREAT Australia day event at John Aitken Reserve, Gisborne • Australia day and Citizenship Ceremony at Kyneton Town Hall • Workspace Board meeting in Bendigo • Councillor Workshop at Kyneton Mechanics Institute • Heritage Council meeting at Lancefield Court House 			



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



Annual Report
2021/22





“The Kangaroo Flat Library mural artwork is great. It’s just what the community needed right now to give us a lift!”

Goldfields Library Corporation would like to acknowledge the support of our four member councils:



Goldfields Library Corporation acknowledges the Traditional Owners and Custodians of the land and waterways of our region. We recognise their living cultures and ongoing connection to Country, and pay respect to their Elders past, present and emerging.

North Central Goldfields Regional Library Corporation (trading as Goldfields Library Corporation)

Administration Hub:
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 Bendigo, Victoria, 3550
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Copies of this report are available at the Corporation's Administration Hub. It can also be accessed electronically at www.ncgrl.vic.gov.au

This Annual Report is printed on 100% recycled paper.

Cover photo: Anthony Cheung



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Message from our Chair & CEO

In an era of uncertainty, the 2021-22 financial year still managed to be unique. It was a year that represented two extremes for the world of public libraries, ranging from government mandated closure during lockdowns, to finishing the year being once again open to our whole community.

In between these extremes, we had periods where only capped numbers of people were allowed in any of our facilities or when only vaccinated members of the community could enter our physical spaces. Looking back, it seemed we had every variation of COVID controls in place at some point throughout the year.

Finally, though, we opened again to our entire community, and it was wonderful to see how both library patrons and staff responded to being able to actually speak and connect with one another again.

After such a long period of restricted access and remote working, staff genuinely celebrated the return of the intensity that comes when providing services to the hundreds, if not thousands, of people that walk through the library doors daily.

As CEO and Chair of the Library Board, we want to express our gratitude to patrons for returning in such great numbers and with absolute enthusiasm, and to staff for welcoming them so completely and energetically.

In speaking to staff over the years, we can genuinely say that when you come into our libraries on a regular basis, our librarians really get to know you. You're not just another patron. It's very special to see that connection.

Something else quite remarkable happened as people returned to our libraries. People lingered and connected; they chatted and laughed and got to know one another or met again after such a long time apart.

Parents and children returned to storytimes but didn't just come for the program and leave; they stayed and talked with one another. Groups of parents, sleeping babies over their shoulders, sometimes rocking prams, talked to one another. Sometimes they organised to catch up at the library for a playtime with their children. They relaxed, they smiled. Together.

Library regulars returned and interest groups used our spaces. Tutors met with students, people had business meetings, and friends sat and ate and drank together. Sometimes quietly, sometimes a little raucously. It didn't matter. Libraries were back and community and librarians were equally pleased.

Borrowing books or other collections remains fundamental to what people use libraries for, but there is no mistaking the value a library holds as a place where you can feel part of the community.

It's been a challenging few years, and there is still plenty of work to do in recovering, but this year, libraries opened their doors and, without much need for invitation, our community came back, welcomed by an ever-grateful library team.

Welcome back.



Cr Rod Fyffe
Chair



Mark Hands
Chief Executive Officer

About the Corporation

The North Central Goldfields Regional Library Corporation, trading as Goldfields Library Corporation (GLC), was established in January 1996 to provide a collective library service to the City of Greater Bendigo, Loddon Shire, Macedon Ranges Shire and Mount Alexander Shire.

The Corporation delivers services to communities located along the Calder Highway from Boort to Gisborne, covering an area of 12,979 km². With around 90 staff, the service provides for a community of just over 200,000 people and has a collection of more than 220,000 items. The service is coordinated from an administration hub located in the Bendigo Library.

Our Vision

Goldfields Libraries: your potential realised.

Our Mission

- You belong as you are
- We start where you are
- A learning journey with you
- Let's make it fun

Our Values

- Inclusion and Safety
- Curiosity and Inquiry
- Collaboration and Cooperation

Our Priorities

Children and Young People – supporting childhood and adolescent development.

Lifelong Learning – encouraging learning at any age or stage.

Safety and Inclusion – a safe, welcoming and accessible service.

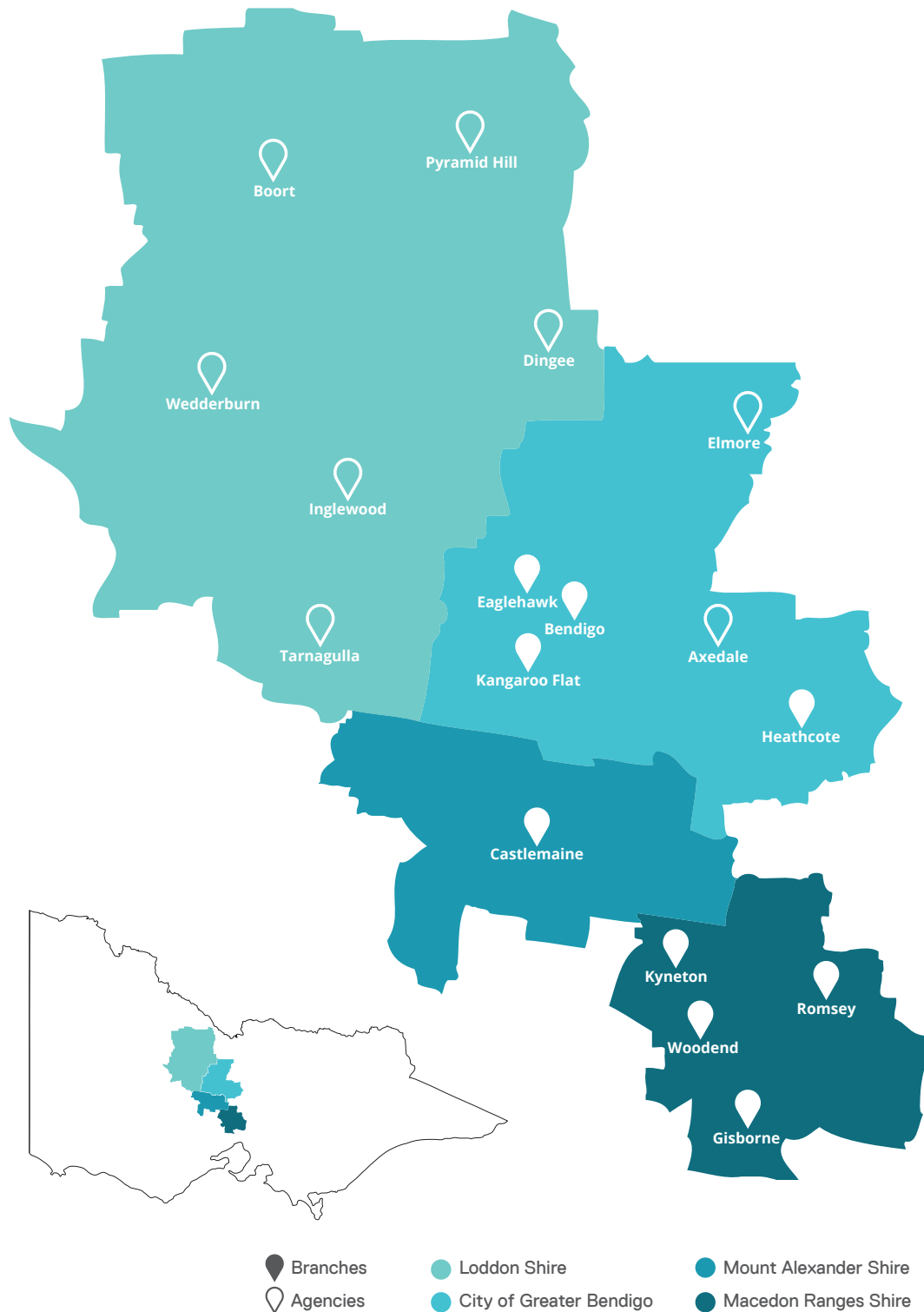
An Informed Community – an engaged, creative, informed community.

Connecting People – providing opportunity for connection both digital and physical.

Respecting First Nations Peoples and Cultures – celebrating our nation's first cultures.

A Learning Organisation – learning and growing with our community.

A Sustainable Future – playing our part in action against climate change.



Overview

2021 saw a new Goldfields Libraries Plan developed that had the person at the centre of the library rather than the resources libraries have to offer.

The Library Plan provides a focus on the positive impact libraries want to provide for people and how we will use resources such as collection, facilities, programs, technology and our team of professionals to deliver those benefits.

The 2021-22 Annual Report represents the first time that Goldfields Libraries has reported against the new Library Plan and the eight new priorities from it.

In delivering this Annual Report, GLC has endeavoured to group achievements and highlights that reflect how we have used our resources to achieve outcomes in these eight priority areas.

Priorities include areas such as early literacy and childhood development, lifelong learning and the recognition and celebration of First Nations cultures.

To achieve these priorities, we have considered how our library spaces should be presented, what needs to be included and promoted in the collection, and the suite of programs we offer.

We've aimed to change and innovate the way we use and invest in library services to best deliver on these eight priorities.

It's also important to note that this Annual Report represents looking back at another incredibly disrupted year due to the pandemic and changes in global socio-economic conditions.

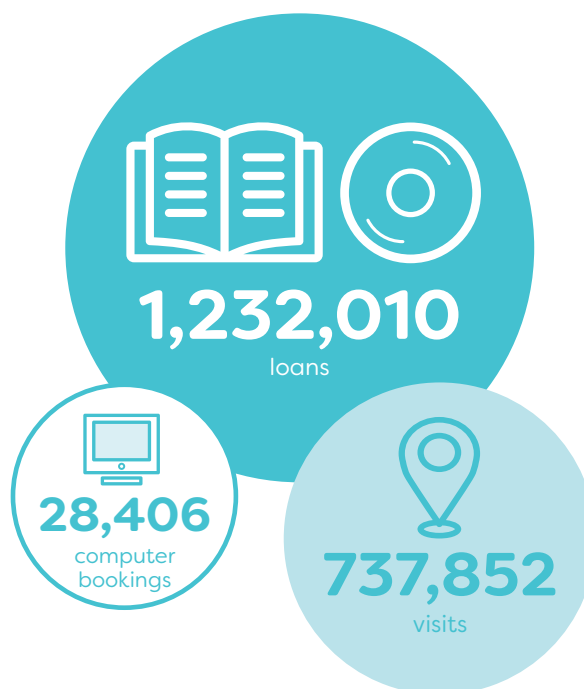
Membership is rising again, visitation, program attendance and loans are all increasing as social connection and life begins to return to some normality.

In Mount Alexander Shire, for example, more than half the population (10,687) are registered members of the library. When you consider that often, young children may not have their own card, but parents also borrow on their behalf and add in an estimated 5 percent of users who are not members, we can quickly see that libraries really provide a service that is accessed by a diverse and significant cross-section of the community.

Loans are back to 2019/20 levels when libraries were open most of the year (closures struck around March 2020) but fell understandably short of the 2018/19 levels by around 30 percent.

Visitation also increased as we firstly opened doors, then removed caps, and then removed vaccination requirements for entry. Each step was celebrated by both staff and patrons. We are now seeing days where visitation has our libraries humming and are at pre-pandemic levels, but we still have a way to go, getting all patrons back into library public spaces and feeling safe.

Communities have come back to the library quickly as we have fully re-opened, but there is still work to do in ensuring we promote and communicate what's available at the library and remind people that we will always put the individual at the centre of our library service.



Our communities



Goldfields Libraries manages public library services across the four municipalities of Greater Bendigo, Loddon, Macedon Ranges and Mount Alexander.

Whilst the impacts of the past two years have been challenging for many, the communities we serve have continued to use the limited services we've been able to provide, with a steady increase in loans, visitation, and program attendance since fully re-opening in the last six months of the 2021-22 year.

Regional areas have seen significant growth in the past year as people have grown more accustomed to remote working or living outside of metropolitan areas. Even as this increase in population has occurred, though, there has also been an increasing level of hardship as factors such as rising interest rates, rising costs of living and stagnation of wages has increased the number of people needing support and assistance to make ends meet.

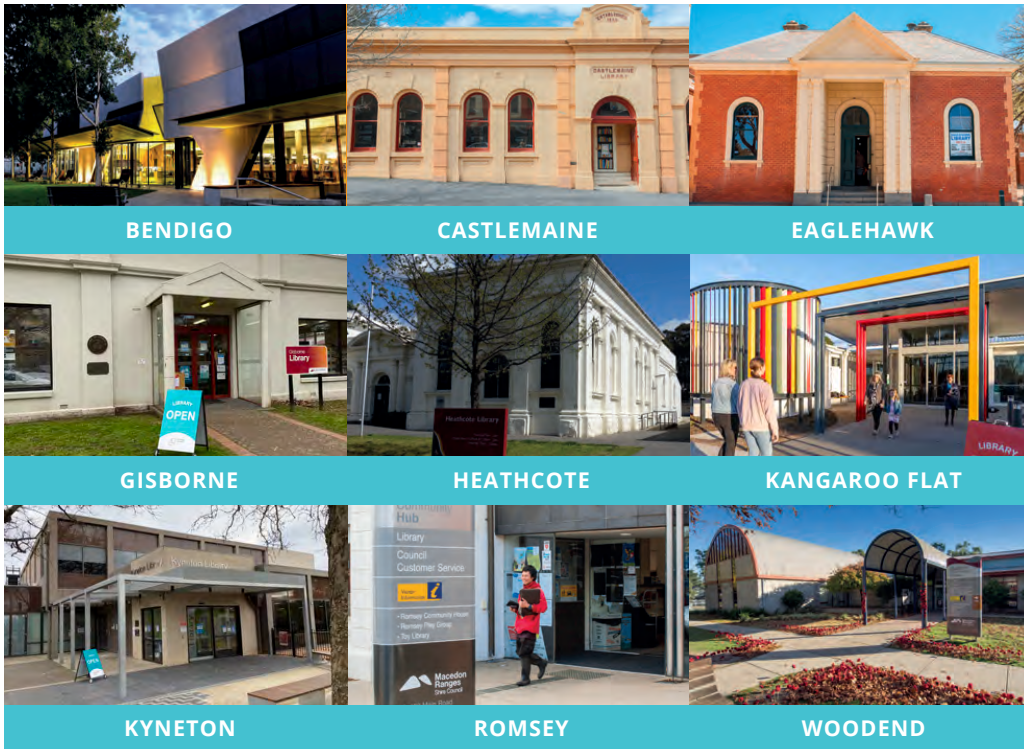
GLC works closely with its member councils, working at a level that moves beyond partnership to being part of shared strategies and effort to address these challenges our communities face.

Working with the financial support our councils and State Government provide in order to deliver a range of completely free services to any community member is a unique position, and one which the public library service never takes for granted. We work hard to ensure the service reflects community need by both asking our communities what they want from us, and working with community organisation partners to achieve shared outcomes.

	City of Greater Bendigo	Macedon Ranges Shire	Mount Alexander Shire	Loddon Shire
Population	121,221	51,576	20,106	7,759
Geographic area	3,000 km ²	1,747 km ²	1,529 km ²	6,694 km ²
Libraries	4 branches (Bendigo, Eaglehawk, Heathcote & Kangaroo Flat)	4 branches (Gisborne, Kyneton, Romsey & Woodend)	1 branch (Castlemaine)	6 agencies (Boort, Dinglee, Inglewood, Pyramid Hill, Tarnagulla & Wedderburn)
	2 agencies (Axdale & Elmore)			
Library members¹	28%	36%	53%	16%
Key demographics	Third largest urban area in Victoria with growing populations Increasingly culturally, linguistically and ethnically diverse Population ageing	Some townships growing rapidly (especially in the south) Diverse set of communities (size and demographics) Commuter corridor	Population growing Ageing population High levels of volunteering	Consistent population Diverse communities – issues of isolation but also high connection to community High levels of volunteering

¹ Library members are those who have joined in the last two years and/or used their card to access computers or borrow an item in the past two years.

Branches



Agencies



Three year overview

Indicator	2019/20	2020/21	2021/22	% change since last year	% change over last 3 years
Population - regional (ABS ERP)	195,589	198,468	200,662	1%	3%
Library opening hours weekly	356	334	336.5	1%	-5%
Agency opening hours weekly	120	120	132.75	11%	11%
Library floor space* (m²)	5,936	6,176	6,176	0%	4%
Staff FTE	49.2	49.2	50.2	2%	2%
Collection items	278,753	265,548	222,931	-16%	-20%
Public access internet computers	131	137	137	5%	5%
Activity					
Visits	1,023,638	655,475	737,852	13%	-28%
Members	74,829	67,785	65,062	-4%	-13%
Collection utilisation	1,294,264	1,217,157	1,232,010	1%	-5%
Computer bookings	54,813	25,800	28,406	10%	-48%
Wireless internet access	71,474	34,143	50,147	47%	-30%
Program attendance	49,924	50,209	45,364	-10%	-9%
Number of programs	1,838	1,176	1,662	41%	-10%
Expenditure					
Total operating expenditure	\$5,199,992	\$5,303,224	\$5,543,393	5%	8%
Total capital expenditure	\$882,098	\$718,640	\$1,019,144	42%	16%
Capital expenditure on collections	\$621,139	\$594,576	\$525,228	-12%	-15%
Total collections expenditure	\$1,034,908	\$999,420	\$939,038	-6%	-9%
Total expenditure (excludes depreciation)	\$6,082,090	\$6,021,864	\$6,562,537	9%	8%
Cost of Service					
Cost per loan	\$4.70	\$4.95	\$5.34	8%	14%
Cost per visit	\$5.94	\$9.19	\$8.89	-3%	50%
Activity per Capita					
Loans per capita	6.6	6.1	6.1	0%	-8%
Visits per capita	5.2	3.3	3.7	12%	-29%
Activity per Staff Member					
Loans per FTE staff member	26,306	24,739	24,542	-1%	-7%
Visits per FTE staff member	20,806	13,323	14,698	10%	-29%
Activity per Opening Hour					
Loans per operating hour*	70	70	70	0%	0%
Visits per operating hour*	55	38	42	-11%	-24%

*Excludes Agencies

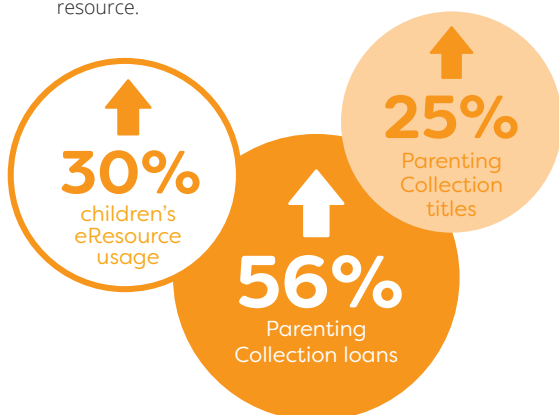


Children and Young People

Supporting children, their curiosity and their joy of reading. We will support the brain development of babies, support parents as baby's first teacher and invest in best practice services for our youngest citizens. We will welcome and present opportunities for young people to have a voice as they move toward adulthood.

Increasing collections access for families and children

Last year, we created a specific Parenting Collection to provide an information resource for parents on a wide range of topics. The collection has allowed parents to be more quickly guided toward relevant information in an accessible and timely fashion and has proven very popular. This year, we increased Parenting Collection titles by almost 25 percent and saw an increase in the collection loans of 56 percent. This is a great indicator that parents are increasingly becoming aware of and finding this a helpful resource.



The popularity of our children's eResources continues to grow with a jump of 30 percent in usage across all platforms.

The children's digital library contains the best possible eResources to support continuing literacy, inclusivity, health and learning opportunities. Although not specifically included in the statistics for children's eResources, Britannica Online was accessed 61,519 times, showing that homework help tools have clearly adopted the digital platform.

To further enable children access to our collection, we removed all fines on overdue children's collection items in 2021.



More than
27
storytime
sessions
every week

Programs and events for children

We recognise the immense benefits of early literacy development for children aged five years and under with a suite of regular storytime programs. More than 27 Baby Rhyme Time, Toddler Time and Storytime sessions are held across our region each week during school terms, fostering a love of language and story whilst modelling delivery to parents and carers.

Various levels of restrictions prompted a move to online and outdoor storytimes and the installation of Story Walks in outdoor recreational spaces. A Bendigo Communities for Children (C4C) grant enabled the planning and delivery of outreach storytimes for vulnerable communities, while a council grant funded a Diversity Storytime series for our Macedon Ranges branches.

Primary school-aged children were welcomed back to the library with four packed school holiday programs across the year encompassing author talks, performers, STEM and craft activities. We participated in the BIG Summer Read during the summer break, specifically encouraging reading for pleasure over the school break.

Program partnerships are important for connecting with our young adults. Successful programs have included Youth Week celebrations, writing workshops, zines, dreamcatcher workshops and Library Lock-Ins.

“Thanks for an exceptional rhyme time session. Our kids really enjoyed it. Great pace, and good balance of books and songs. The explanation to parents about developing sense of rhyme in literacy was fantastic as it is important cue for early readers...The girls were soooooo excited to see you.”

Community Based Services working with families in rural areas

The Community Based Services (CBS) team focused on working with early years partners in our smaller rural towns to promote the benefits of reading in the early years, and empowering families and carers to nurture their children's language and literacy development. The team continued to build strong relationships with community playgroups and preschools, presenting regular outreach storytime sessions. Much of 2021 saw playgroups and preschools either not meeting or not being able to host sessions, however, during the warmer months, we provided COVID-compliant outdoor sessions and returned to delivering outreach storytimes in 2022, hosting 18 sessions with 198 children attending.

Children's programs in our library agencies also returned with 106 separate events, hosting 651 young participants.

“You (libraries) hands down do the best activities during the school holidays. There is always something going on and I know it must take a lot of time to organise. Well done.”



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Regional Archives Centre generating interest for young historians

While the Bendigo Regional Archives Centre’s (BRAC) target audience statistically encompasses older generations, a passion for history and heritage often grows from an interest sparked by earlier encounters. This year, BRAC welcomed the opportunity to provide sessions for school and kindergarten groups. These presentations often included highlighting some humorous aspects of history or introducing children to the past methods of recording information and explaining why and how we preserve archives for future generations.

Engaging children with libraries and stories

Goldfields Libraries has worked closely with partners in early years to understand how to tailor services more specifically for families. Partnerships such as those with C4C have led to connections with, and feedback from, playgroups and families that have helped inform pilot programs to test and focus our service delivery for children.

As key members of the C4C Steering Committee alongside other early years services, we continue to seek opportunities to enhance early years services and have real impacts on the low literacy levels

in the region. The work undertaken as part of the Committee extends to our entire region through our programming, and children and parenting collections.

A new suite of promotional material was developed this year to support engagement in the early years sector. These materials are used at outreach opportunities to reach young families who may not already know about or use library services.

The innovative Story Walk project was funded this year, combining an engaging children’s story presented on a series of signs, with an outdoor walking experience. The stories selected target families with younger children and are designed to connect families with literacy, enjoyment of a story and physical movement.

This year we ran a very successful ‘Design a children’s library card’ competition aimed at children 5-12 years. The competition drew in more than 220 entries from across the region, engaging more than 5,000 people online, and many more in-branch. All artwork has been displayed in libraries with winning designs voted on by the public to be printed as special library cards for new child members.

Library spaces are more family friendly

Goldfields Libraries have taken the dedicated step towards creating vibrant and safe spaces for children and young people. All libraries are now Australian Breastfeeding Association accredited. To better accommodate parents and carers with young children, this year, we planned upgrades to our dedicated children's areas and the introduction of new ones. Developments will take place over the next few years.

“Mum. Look WOW!”
re. Easy Readers now at children’s height.

“She is super motivated by the readers. She loves the packaging they come in. She wants to read more so she can move up to the next level...”
Parent feedback about her daughter reading from the Easy Readers collection.



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Lifelong Learning

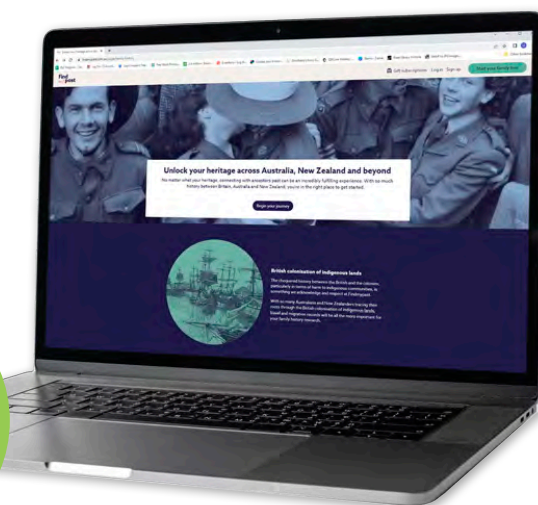
Engaging with people on their learning journey, at any and every age or ability. We will support those involved in school-based or self-directed learning. We want people to use the library at any stage in life – and to have fun doing it! We will encourage different ways to learn and create at any age or ability level. Big dreams or small achievements can all start with us.

Collections reflect a learning community

As we welcomed back patrons, we saw a marked change in borrowing habits. As the COVID environment affected communities, people felt isolated, vulnerable and with unexpected time on their hands¹. This translated into increased loans and usage of items relating to self-sustainability, gardening, self-help and genealogy. Our collections practice changed accordingly, purchasing more titles addressing the rise in popularity of particular subjects.

Of the top 25 non-fiction loans in 21/22, ten were on gardening/farming and sustainability, and 11 were on self-help and making the most of your life choices. The most popular non-fiction item loaned was Eddie Jaku's memoir *The Happiest Man on Earth*, possibly reflecting a community desire to find happiness in uncertain times.

Our genealogy eResources, Ancestry.com and Find My Past, saw a huge jump of 194 percent. As Ancestry is only available in-house, patrons flocked to our computers post-COVID to continue researching their family history and establishing a sense of belonging and community, a distinct indication our patrons need to be able to visit the library physically as well as digitally.



¹ VicHealth, 2020. VicHealth Coronavirus Victorian Wellbeing Impact Study: Follow-up Survey: Report for Survey Two. VicHealth, Carlton.

eLibrary by section / area	2020/21 usage	2021/22 usage	% change
eBooks and eMagazines	118,919	107,683	-9.4%
eLearning	68,424	86,565	+26.5%
eAudio and streaming	176,810	182,891	+3.4%
Databases	13,103	38,497	+193.8%
Total combined usage	377,256*	415, 636	+10.2%

* Total corrected from last year's report.

Teaching people to research the place they live

In addition to ensuring BRAC records are accessible to the public, we also work hard to promote their use and engage people with what is available and how best to utilise these historical archives. Through facilitated workshops, we share our skills and knowledge to help people interested in researching their property. This year our 'Sandhurst House Hunting' workshop for beginners and 'Breaking Down Walls' workshop for more experienced researchers were booked out. We also assisted a keen group of amateur historians from the local U3A group to set off on their learning path.

"Thank you again for the interesting and informative talk you gave to our U3A Genealogy Group. I certainly learnt a lot, and I know the other members really enjoyed the visit and learned new information on what the library has to offer."

Working with the education sector on learning for life

GLC is a member of the Strategic Advisory Committee convened by Bendigo Tech School, to better engage educators within the traditional schooling system with cultural and industry organisations. This Committee is developing key strategies to strengthen professional relationships that will result in opportunities for students to create learning and career pathways outside of school. The library is part of this continuum of education and works with other education providers to share information for people on learning pathways that can begin at their local library.

"Thanks for showing me how to use the Spydus app - it makes everything easy!"

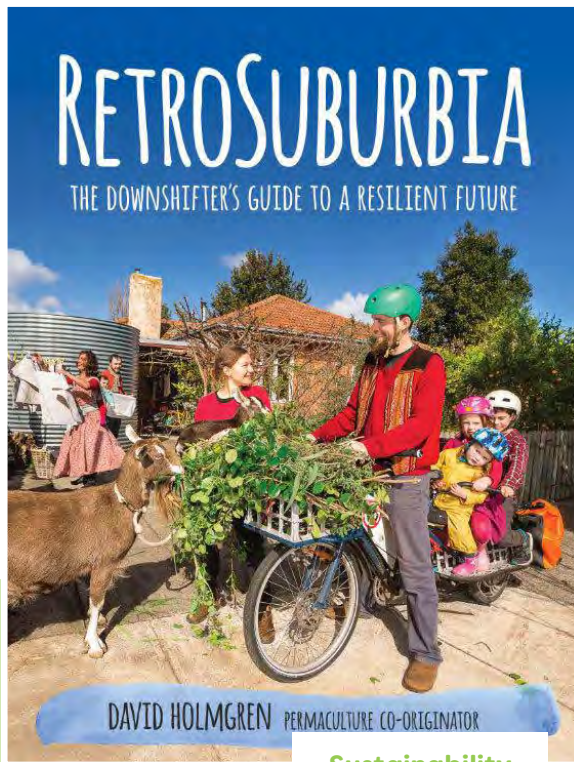
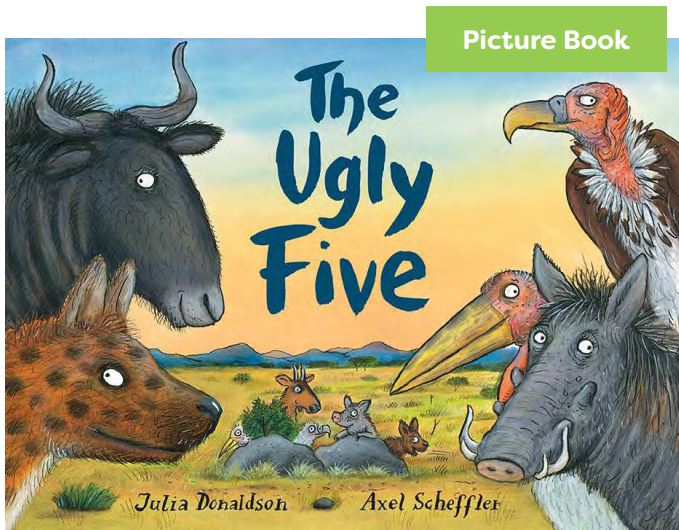


Programs provide different ways to learn

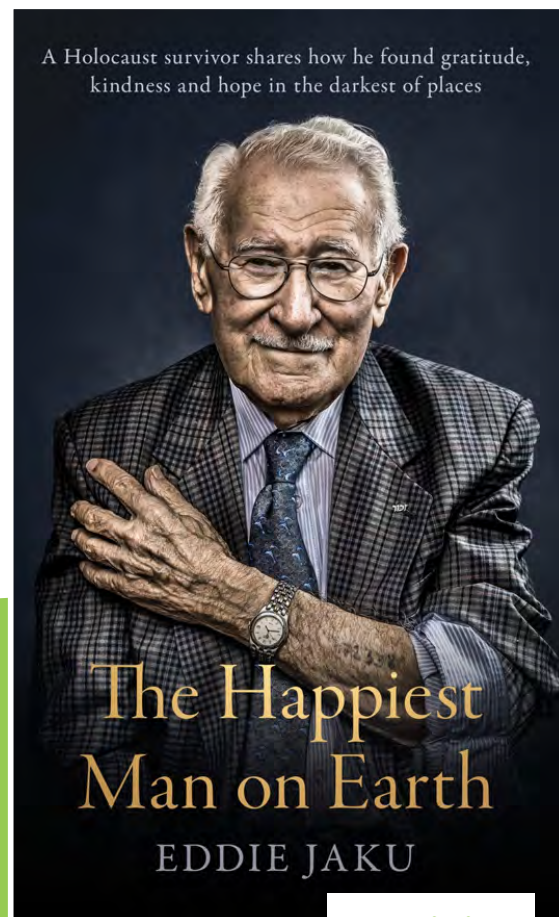
Innovative programs that provide experiential learning is an important offering for GLC. We aim to have people get involved – creating robots, programming computers, using 3D pens, learning to dance, building cameras, creating art or writing stories. These are all experiences offered because we know that people learn and develop not just through reading or listening but by doing. For much of the year, programs remained online, limiting the hands-on experiences that in-branch programs can bring. As programs were reintroduced into the library setting, the diversity of programs again expanded to include a range of participation levels. A highlight in our rural library agencies was robotics for seniors workshops – fun sessions allowing participants to learn the basics of coding and programming Lego-built robots.



"I had a great time! Russell was very patient and informative."
Robotics for seniors feedback



Sustainability



Non Fiction

Safety and Inclusion

Offering safe spaces and resources that let people know they are important and at the centre of our service. We encourage a sense of library community and facilitate respectful interactions in our shared spaces – people relax in our libraries. We want to keep improving functional access to our libraries for people of all ages, abilities, cultural backgrounds and identities.

Collections – trusted information for everyone and anyone

As we continue to see the impact of pandemic and economic hardship on our community, we continue to monitor and shift investment in the collection to meet these changing needs. Any fines for overdue books have been removed in order to increase return visits and reduce pressure on people who may struggle with payment. We would rather have people borrowing than staying away or not using collections due to a misplaced item. We are working hard to represent our diverse community by providing a wide range of titles and items for their use. We have enhanced subject areas such as gender and inclusivity, cultural diversity, cyber-safety and mental health.



Program delivery methods accommodate community safety

Responsive program delivery amidst rapidly changing COVID conditions has been a hallmark of 2021-22. In the last half of 2021, many of our programs moved to interactive online sessions, including some wonderful author events (Judy Nunn, Chris Hammer, Monica McInerney), digital literacy sessions, writing and wellbeing workshops and storytime for children. Online sessions provided a way to build community and inclusion at a time when isolation was an issue for many.

When permitted, we took library resources and activities out to the community, participating in Family Fun Days and a range of community events. We researched how best to access young families in our communities and developed plans for a regular outreach presence. We are working to build trust and consistency with our communities to ensure they feel comfortable coming to us or being a part of our programs.

Our programs considered all sectors of our community, celebrating and including all cultures and enhancing understanding of diversity. The Diversity Storytime series for example, was an effective way of promoting inclusion and understanding of all people.



Online safety a priority

As the world moved online in recent years, cyber-attacks and digital virus activity increased. To provide a safer digital environment, we greatly enhanced the security of our networks by upgrading our end user security environment. We deployed a new enterprise class anti-virus system. The enhanced software is centrally managed, includes real-time reporting of threats, and has enhanced features that protect the network from external threats and internal breaches across our Wi-Fi and public networks, protecting our communities from hacking and identity theft.

Regional Archives - volunteer contributions make a difference

New archives management software at BRAC has once more provided our patrons with the capacity to order records before visiting. Not all our experienced users can, or wish to, use this online platform, including our valuable indexing volunteers who are transcribing court and rate records each week for the benefit of the broader community. These volunteers are continually adding value and accessibility to our archive collection through this indexing work.

Usually, animals aren't a part of archive activity, but on one of our transcribing days, a volunteer was joined by Zara, a trainee seeing-eye dog, who was a model of patience and social inclusion.



Home Library Service – including those who can't come in

The Home Library Service (HLS) operates across all library branches and agencies, delivering library materials to members of the community who are unable to access our libraries due to frailness, illness or disability. The HLS is available to people who live in private homes, residential establishments such as nursing homes, hostels or prisons.

In 2021-22 the HLS made 1,479 deliveries via a combination of courier service, volunteers and staff, with over 10,600 items borrowed.



Welcoming diversity with innovative approaches

This year, we partnered with Have a Say Bendigo group and the Self Advocacy Resource Unit to establish a project that works towards increasing the independence of library users with intellectual disabilities. Meeting regularly at Bendigo Library, the Have a Say Bendigo group has welcomed a GLC staff member as a facilitator of the group with fantastic learnings for both the library and advocacy group.

Each of our libraries now displays a 'We Welcome' poster, highlighting the inclusive culture of our spaces. We have also launched a series of welcome videos in language, showcasing library services and offerings in English, Hindi, Spanish, Dari, Ghanian, Karen and Chinese Mandarin.

"This year I felt like I didn't belong anywhere. The library made me feel like I have somewhere to belong. So thank you for making me feel like I matter and thank you for making a safe space for me and a bunch of others. Thank you."

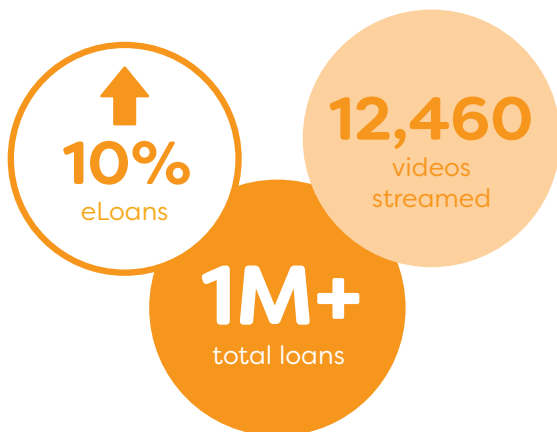


An Informed Community

Offering information that enhances literacy beyond reading that includes health, financial, digital, environmental and cultural. We will help connect people with information in a variety of ways – inside our libraries, reaching outside our libraries through other services and places, and through our digitally based resources.

Collections – a scale of access that benefits the region

This year, Goldfields Libraries loaned a total of 1,232,010 items. With the increase in physical visits to the library, our eResource usage was expected to drop or remain static, but it continued to increase. In 2021/22, digital loans increased by 10 percent from 377,256 to 415,636.



The demand for our eCollections – eBooks, eAudiobooks and eMagazines, has continued to grow, particularly during closure periods and staggered re-openings, when access to physical resources was limited. Our BorrowBox eAudio loans reached 164,560. As we only hold 9,134 titles in this collection, this represents a staggering turnover rate of almost 20 loans per title and indicates a strong need for additional growth.

Streaming video usage continues to be popular with 12,460 views, effectively providing the community with a freely available option similar to paid streaming services such as Netflix and Amazon. Our Kanopy and Beamafilm streaming services remain popular, particularly for the more difficult to find titles.



Partners' expertise helping to inform community

Partnerships and grants are a valued mechanism for extending programming beyond a literature base and providing levels of informed expertise in a range of areas. Partners in our libraries number in the hundreds each year. Just a few examples are provided below.

- We have been supported for several years by The Good Things Foundation who administer the Australian Government's Be Connected digital literacy program, specifically aimed at building digital literacy confidence and skills for seniors.
- Jobs Victoria have had a regular presence at most of our libraries, assisting people with resumes and finding work.
- Grants through Healthy Heart of Victoria have enabled us to offer 'Get Moving for Healthy Aging' programs, including tai chi, hula hooping, yoga and dance.
- Castlemaine Library partnered with Mount Alexander Shire Council to provide a series of parenting talks featuring experts in the field of childhood development.

The list is long, with other valued partners including the Macedon Ranges Autumn Festival Committee, council youth workers, Loddon Campaspe Multicultural Service, local speech pathologists, and the Bendigo Writers Festival.

Sometimes it's the simple things that have the most impact, such as the December Card Project in partnership with Bendigo Health, where members of the community were invited to write a Christmas card message of hope and kindness to patients experiencing mental illness.

The fastest internet in town

Major upgrades at our libraries this year have improved internet speeds dramatically. NBN significantly reduced the price of upgrading our internet connections to fibre. What was beyond our financial resources 12 months ago suddenly became achievable after fibre install costs were included in fixed contract pricing. Quotes for this work were previously in the tens of thousands of dollars for each site. After a pilot project at Woodend

Library increased their local internet from 20Mbps to 500Mbps, we placed orders for all our major branches. These branches now have an internet speed comparable to Bendigo Library and offer the fastest public internet connection in their townships. This means we offer fast and reliable internet to all our users that can't be accessed anywhere else in their community. It also provides us with a superior internal network to run our organisation, and opens many opportunities for us to work smarter using our technology.

To make the most of the faster network, we also upgraded all the library Wireless Access Points to provide faster Wi-Fi.

A significant project replacing all RFID self-loan kiosks was completed, increasing the number of stations at Woodend, Kyneton and Gisborne branches. The new, user-friendly kiosks, along with OPAC machines, were also installed at Boort, Inglewood and Wedderburn agencies. This has enhanced access to library services and information, and facilitates learning pathways through easier loaning of library resources and other online resources.





Regional Archives Centre partnering with La Trobe University

BRAC continues to partner with La Trobe University to deliver 'Discovering History' seminars. Aimed at facilitating public intellectual engagement with history, this program provides regular academic-standard history lectures both in-person and online. GLC staff presented a paper resulting from research in our own archives. 'The Motion was then put and carried' told the story of the evolution of sanitation services in Bendigo, from cesspools, manure depots, nightmen, and earth closets to modern sewerage. Some free samples of Coliban Water's '3 Ps' toilet paper also helped us to remind patrons of the importance of caring for our current infrastructure.

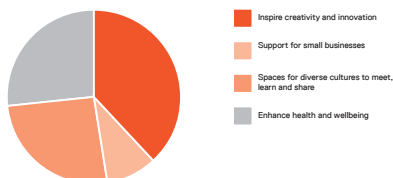
Listening to our community and learning from them

GLC undertook the 'Libraries for the Future' consultation process in early 2021, receiving more than 1,000 responses from community members about what they liked, used, disliked and wanted in our library service. A final report was released at the end of 2021, closing the loop on the survey and showing our communities how their input will help shape our libraries moving forward. We also participated in the state-wide library Census in March 2022, giving our communities further opportunity to have their say on the future of Victoria's public libraries.

Our community's expectations of library services

What our community value most	What our community have told us we do best
Providing a broad selection of books and resources	Staff who are competent and help people find books / resources
Being well organised	Being well organised
Being accessible for people with disabilities	Supporting patrons with the use of technology
Staff who are competent at helping people find books/resources	Staff who are well presented

What needs should libraries meet in the future?



Building flexible spaces for multiple community uses

The Tammia'long room was officially opened at Castlemaine Library in June 2021. Over the proceeding 12 months, the room has been in constant use by the community averaging 42 users per week and saw a broad range of groups booking the space for a variety of uses including, tutoring, interviews, business meetings, quiet space for working or study, language classes, book clubs and public health meetings.

This is a great example of the community-driven use of public library space, accommodating the diverse needs of the community. At this time, GLC has separate spaces available at Bendigo, Kangaroo Flat, Eaglehawk, Castlemaine, Romsey and Kyneton libraries, with developing opportunities to increase those offerings at Woodend and Heathcote libraries.

In partnership with Loddon Shire, GLC is delivering a device loan scheme in an attempt to connect those digitally isolated in the Loddon Shire area. The project will evaluate whether access to a device reduces barriers to connectivity in a manner that improves access to services, and reduces social isolation and improves access to services and information.



Connecting People

Creating opportunities for people to socialise and share ideas, culture and stories. We will provide avenues for both personal and virtual connection through our programs, spaces and technology. We offer an antidote to isolation and loneliness.

Connecting readers and authors through collection

GLC supports a range of book clubs with book club kits that remain as popular as ever. We have increased service levels by adding titles to the available sets, enabling a quicker turnaround and decreased waiting periods. We have also invested in new editions of popular kits that are constantly used.

One of our most important collection aims is to connect readers to authors and try and make sure readers get the latest book by their favourite author as easily and quickly as possible. In early 2022 we launched the 'Read Now' program in two rural branches. This initiative saw new popular titles available on shelf for serendipitous discovery. Since

our newest items always have long waiting lists, Read Now titles are not available to reserve, instead allowing visitors to be pleasantly surprised when a hard-to-get title appears on shelf. It has proven very popular and has now been rolled out to more branches. To date, there have been 192 items circulated 876 times, which will continue for the coming year.

"I'm loving this new collection; I'm going mad with reading at the moment."



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Connecting people with ideas and interests through programs

Our programs offer a different opportunity for connection with others, where ideas or interests are shared. Often these opportunities can be as informal as contributing to a community jigsaw or as structured as a Library Lock In, where the library is made available to young people after the doors have closed to the public.

This year has seen people participating in interactive online workshops such as memoir writing, where, although the work is done via remote screens, a sense of community quickly develops. This year also saw a resurgence in people joining a library-supported book club.

We have been recognised for our efforts in connecting people through facilitated activities aimed at creating safe social spaces to learn and share. For example, Romsey Library began a social craft/art program called 'A Curious Circle: Curiosity, Connection and Creativity' that has enabled connection and friendships outside the library environment.



New self-loan technology available at more library sites

We deployed a new loaning system that, for the first time, included our busiest library agencies at Boort, Wedderburn and Inglewood, providing a more patron-friendly solution for loaning items. Previously, systems deployed at these locations were impacted by inconsistent internet access, however, the new approach replicates those at any larger branch accommodating internet outages without changing the customer experience.

“New self loan machine is so much better than the old computer!”



Library patron Neil (pictured here with grandson Emile), presenting Romsey Library with a handmade cross-stitch artwork as a thank you for teaching him how to use the BorrowBox app during lockdown. Neil spent almost two years creating "The Kingdom of Books" while listening to eAudiobooks borrowed from the library.

Volunteers make library services go the extra mile

Volunteers make a valuable contribution to the delivery of our library services, including assisting staff in library branches, supporting the operation of our library agencies, and the delivery of our Home Library Service. The CBS team is responsible for facilitating the recruitment of volunteers across library branches. We celebrated and acknowledged the significant contribution volunteers make to our services and provided induction and training. During 2021-22, it was wonderful to welcome our volunteers back into our libraries, and we continued to support them through the introduction of vaccination mandates, QR checking and managing capped entry.

This year, we had a total of 32 volunteers assisting staff in library branches or delivering home library services, with a further team of 12-15 supporting our library agencies.

"Thank you so much for reserving books for me for the past 18 months - I've been going through a lot (husband died), and the library has been my lifeline."



Open when people need us to be

In early 2022 we conducted a survey to gather feedback from the community regarding the opening hours of several libraries. The information gathered was reconciled against feedback from the Libraries for the Future community consultation and supports the idea of extended library hours. This information will continue to remain present in future considerations for library service planning and infrastructure developments.

Regional Archives connecting people to places

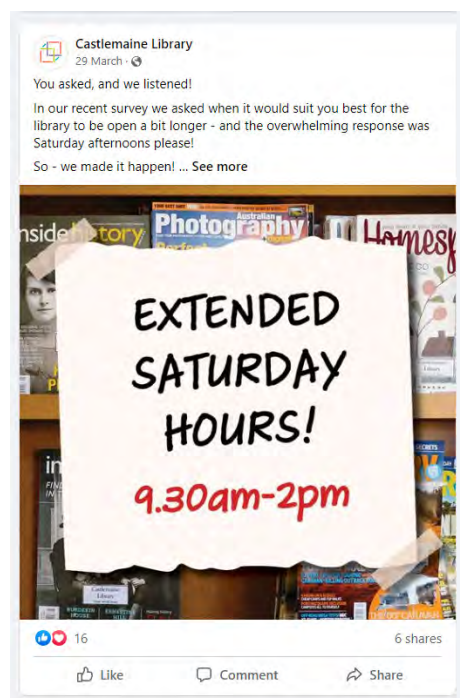
The Bendigo Regional Archive Centre developed an innovative approach to place-based historical research with the 'Suburban Detectives' program, where a pin is dropped on a local map and display areas are used to visually demonstrate the sources of information and evidence that can be found when investigating the history of a location.

“WOW!!! Words cannot express how very grateful I am for all your efforts. I would imagine this was a huge task – and you are fantastic detectives.”

From a patron looking for an obscure historical article.

BRAC also has access to historical rate books and, to improve indexed access to these, staff have developed a project to begin providing this level of detail for researchers. BRAC has supported a group of keen and dedicated volunteers who have started indexing the rate books between 1945-1955.

BRAC also undertook outreach programs with the popular 'Such Sweet Sorrow' seminar and exhibition based on local confectionery and some of the darker historical tales surrounding it, visiting Dingee and Castlemaine branches.



Respecting First Nations Peoples and Cultures

Building knowledge of and relationships with First Nations Peoples and cultures. We will introduce appropriate signage and cultural references into our spaces as well as deliver programs and collections that celebrate the stories and traditions of Aboriginal and Torres Strait Islander Peoples.

Building First Nations collections and understanding

The number of titles highlighting First Nations topics continues to grow, both physically and digitally. Our staff continue their education in this area, building skills, awareness and understanding of First Nations cultures. We celebrate key First Nations dates and events by creating displays and curating titles. This is supported by our First Nations webpage which shares items available in the collection along with important information, upcoming events and learning opportunities, further celebrating First Nations communities and cultures.



Programs celebrate and educate on First Nations cultures

We value the opportunity to work with First Nations Peoples to provide programs for greater understanding of Aboriginal history and cultures. While National Reconciliation Week and NAIDOC Week provide a focus, Aboriginal and Torres Strait Island based programming has become a fundamental part of each quarterly program.

Key events throughout the year and across the region included Smoking Ceremonies, Welcome to Country by the Dja Dja Wurrung, a film screening to launch the Central Victorian Indigenous Film Festival and talks by Elders on Aboriginal history.

We welcomed Aunty Kerri Douglas for Aboriginal Storytime and Aunty Marilyne Nicholls for Fun with Fibre children's programs.

Our library service is honoured to host and hold three possum skin cloaks created locally by Dja Dja Wurrung representatives. In a sign of the relationship that continues to be built between First Nations Peoples and GLC, the cloaks have been given a home at our libraries and travel around our spaces to further celebrate First Nations cultures.

Libraries acknowledge First Nations land

We now display Acknowledgement of Country plaques at each library service site. These plaques were designed and produced by local First Nations suppliers and reflect the ongoing commitment to presenting GLC library sites as welcoming and inclusive spaces for First Nations peoples and cultures.

GLC also continue to add Indigenous designs to our soft furnishings creating vibrant and culturally respectful environments for our communities to share.



Walking, reading and learning

The CBS team developed the first library agency StoryWalk during National Reconciliation Week. Families in the Elmore community were able to walk along the Elmore Campaspe River Walking Track and discover the important messages in the children's picture book 'Respect', written by Aunty Fay Muir and Sue Lawson, and illustrated by Lisa Kennedy.





Providing support for Aboriginal and Torres Strait Islander researchers

Both the PROV and the Koorie Heritage Trust provide culturally sensitive support and guidance for Aboriginal researchers. Through the support of PROV, BRAC holds free copies of support materials and guides to Aboriginal records to assist anyone beginning their own journey.

Learning for all cultures

We presented a series of Aboriginal Cultural Education sessions in early 2022, giving Karen, South Sudanese and Afghan communities an opportunity to learn more about Aboriginal and Torres Strait Islander cultures and history. These sessions were run in partnership with a local multicultural organisation.

Kyneton Library
26 May · 🌐

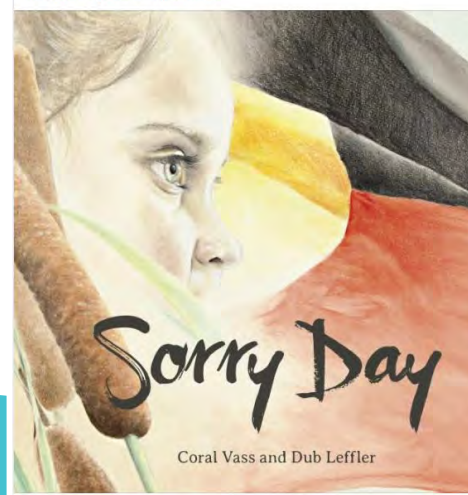
'Sorry Day' by Coral Vass and Deb Leffler is perfectly pitched at children to help them understand and recognise the significance and importance of National Sorry Day.

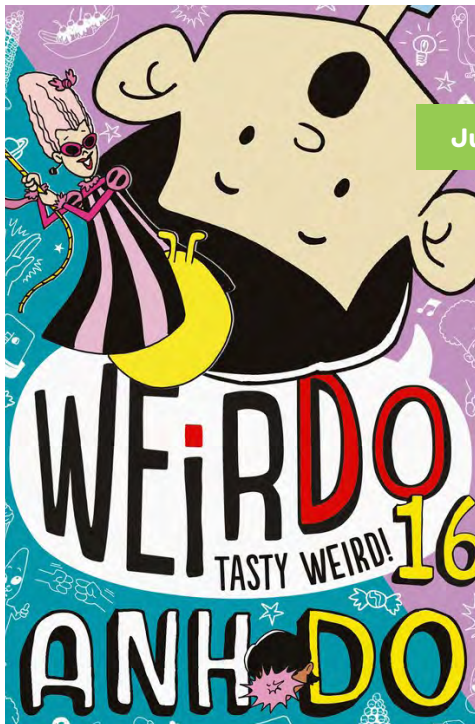
'Sorry Day' is available to borrow from the library, or available to listen to on Story Box Library - read by one of Australia's leading First Nations actors, Trevor Jamieson.

Some other great reads on StoryBox Library include:

- Welcome to Country, by Aunty Joy Murphy and Lisa Kennedy
- My Country by Ezekiel Kwaymullina and Sally Morgan.

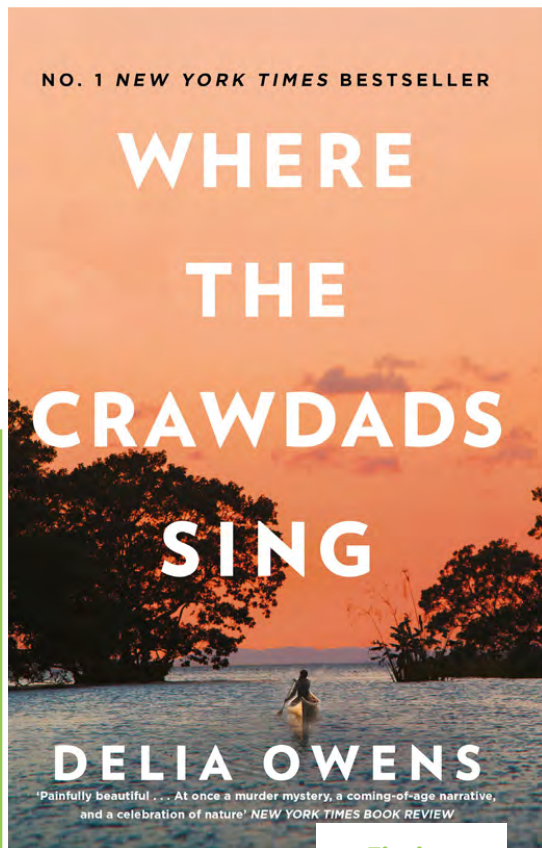
<https://storyboxlibrary.com.au/>



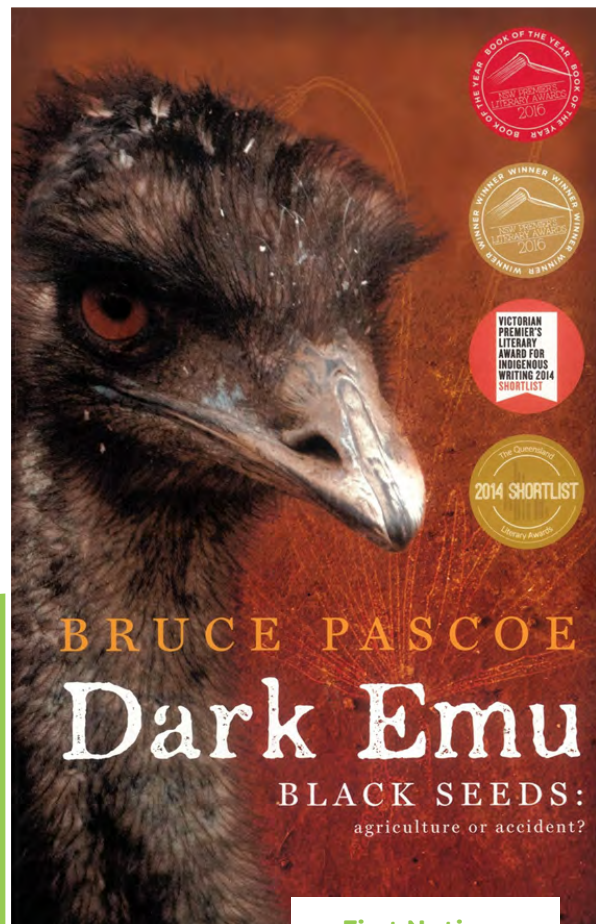


Junior Fiction

Most Popular



Fiction



First Nations

A Learning Organisation

Learning from and with our communities to develop skills, innovation and new approaches. Our team are high performing professionals and continue challenging themselves to extend knowledge and experiences. We will focus on being able to change with our community and engage with them in shaping our service

Responding to community loan habits and building reader advising services

As people return to more regular routines, the library collection is experiencing a slow return to a pre-COVID state.

GLC is reviewing our standing orders and author lists to maintain a fresh and responsive collection profile for a changing environment.

Staff at branches continue to answer reference queries daily which, with our database usage and website activity, gives an insight into the continuing need for information gathering, reference help and research. Further staff development in advising readers and promoting collection effectively have been initiated and will continue in the new financial year.



Using library staff skills to champion programs

Library programming is a dynamic process greatly aided by the knowledge, skills, passions and contacts of our staff team.

All staff are encouraged and enabled to contribute program ideas and to facilitate in areas of expertise. Our staff may work in a library, but they are also skilled artists, writers, gardeners, musicians and belly dancers in our midst!

Staff have also been specifically trained in areas such as robotics, coding and local history in order to deliver specialist programs in these areas.

Upgrading tech to provide new services for community

GLC completed major upgrades to our IT environment, including the introduction of remote printing services, allowing patrons to remotely print documents at the library and pick up and pay for printing when they're ready.

We upgraded our network storage to faster solid-state hard drives and continued our planned replacement schedule for PCs and laptops.

A software solution was deployed to all branches to improve work practices when returning large volumes of loans. Using the sort-assist RFID solution, branches can now return more items with fewer errors in far less time.

“Thank you for the way you so generously give of your time and yourselves to make our family feel so welcome every time we visit.”

Specialist teams working to innovate service delivery

Opportunities for collaboration in areas of reader advising, early years development and special collections are examples of the working groups underway, aiming to share knowledge and new ideas across the organisation. From these collaborations have come successful collection activation projects, Storytime presenter training and early years strategic planning.

Building volunteer skills

Through our Community Based Services team, we develop and support volunteers similarly to paid staff. Volunteer role descriptions are developed, and induction processes allow our volunteers to build skills in library management systems.

The 'Introduction to Trove' workshop was an excellent opportunity for staff to gain new skills and increase knowledge of online Family History tools, and then share these skills and techniques with team members, volunteers and community members.



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Regional Archives Centre accessing new Public Records technology

This year has seen the implementation of the new and more complex PROV online catalogue and ordering system aimed at delivering better access and outcomes for researchers.

BRAC hosted the Australian Institute of Genealogists (Victoria) with a presentation on the collection held at BRAC and its application to Goldfields genealogical research.


BRAC also worked on an international challenge with the Archives and Records Association of Scotland to create a social media post on a different historical subject every day in April to celebrate archives and appreciate the similarities and differences between us.

Constant feedback, constant evaluation

GLC developed an organisation-wide feedback register that aims to capture all feedback from patrons regarding any part of the library service. This is an ongoing approach to gathering relevant data, ideas and opinions from users that helps to inform service evaluation and delivery.





 **Bendigo Library**
10 September 2021

The Library is open again! But we're only allowed 20 people in at a time...
Please be patient as you may have to wait in line for a little while, and once you do get in, try and keep your visit snappy to allow others to use the Library too!



A Sustainable Future

Working toward a positive and sustainable future with our communities. We will provide opportunities to understand the local and global environment, learn about sustainability innovations and empower community to take action to mitigate climate change. We commit to the sustainable use of resources for our operations to protect our natural environment.

Sustainable House kits available for loan

As the popularity of gardening and sustainable living has risen, our collection has moved to meet the need both in traditional formats and in new and innovative practices. In partnership with the City of Greater Bendigo, we began loaning Sustainable House Kits, allowing patrons to explore the option of a more sustainable lifestyle.

Each kit contains a thermal camera, a PowerMate energy measuring device, a copy of *The Energy Freedom Home* by Beyond Zero Emissions, and instructions. We currently have four kits and a waiting

list of over 80 reserves. Due to the huge demand, we will be adding more kits in the future.

We have continued exploring alternate options for our collection practices, including using biodegradable or recycled products as part of our processing and covering options. We also continue to increase our online eResources in a bid to maintain a more sustainable collection for long term usage.

With the growth of interest in sustainable gardening and farming, our collection has seen an increase in these titles, and we have focussed on a more relevant collection around environmental awareness and local knowledge.



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“Your displays are just what I need – I find it hard to see what’s on the shelves sometimes.”

Local programs get a sustainability focus

Global concern over climate change and future sustainability has prompted demand for both credible information and the fostering of personal actions to make a difference.

GLC ran a second annual Family Sustainability Day, linking to the launch of our Sustainable House Kits. The day included a talk on backyard food forests, small container gardens, seed bombs (balls of dried mud filled with seeds) and a children’s performance on recycling.

GLC supported the Macedon Ranges Autumn Festival with a series of talks on sustainable living by horticulturist Craig Castree, including cheesemaking, edible gardens, composting and backyard fruit trees. Craig also spoke on seed saving at our Castlemaine and Kangaroo Flat libraries.

We launched a new quarterly program, ‘The Sustainability Hour,’ offered both in person and online, featuring authors and speakers on aspects of sustainability and climate change. First up was Saul Griffith, author of *The Big Switch: Australia’s Electric Future*, with a thought-provoking and informative talk that garnered enormous interest.



Reducing fossil fuel use

GLC has worked with member councils to introduce solar panels to many of our libraries, with massive reductions in, or elimination of, use of fossil-fuel-based energy consumption during daylight hours. We have also begun moving our small vehicle fleet over to hybrid or electric options and this will continue next year. New systems also reduce the use of paper, increase digital communication with patrons and reduce the amount of car travel required to undertake service delivery.

“I was going to start this, so I’m glad someone saved me the money. I have plenty of seeds, and will drop some around. Some are quite valuable.”
re. Free seed library



Kangaroo Flat Library
23 February · 🌐

Who saw a piece of the Library's history starting to disappear today? 😭😭

So many community memories were made in that building during the 41+ years that it housed the Kangaroo Flat Library! 🥰

Do you have any memories to share? 😊

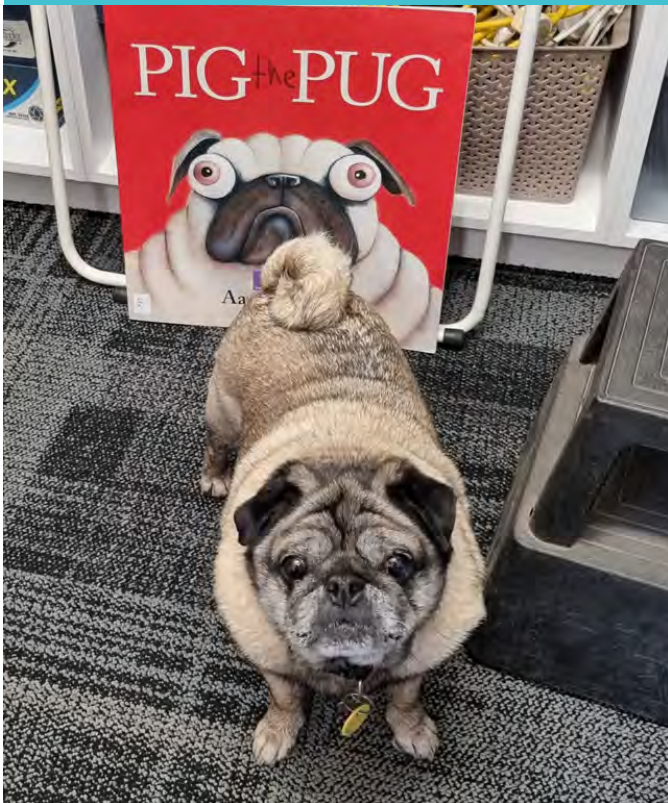
We are so lucky to be in our gorgeous, new, bright, modern space at 23 Lockwood Road in Kangaroo Flat! It's hard to believe we have been here for over 18 months now! 🥰

Have you popped in to see us in our new location yet?? 🥰

#Libr... See more



👍🥰🥰 86 27 comments 18 shares



Board Members



Cr. Rod Fyffe
Greater Bendigo City Council
(Chair)



Vicky Mason
Greater Bendigo City Council



Cr. Dan Straub
Loddon Shire Council



Lincoln Fitzgerald
Loddon Shire Council



Cr. Bill West
Macedon Ranges Shire Council



Maria Weiss
Macedon Ranges Shire Council



Cr. Rosie Annear
Mount Alexander Shire Council



Lisa Knight
Mount Alexander Shire Council

North Central Goldfields
Regional Library Corporation

Trading as
Goldfields Library Corporation

Financial Report

For the year
1 July 2021
to
30 June 2022



Financial Report

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Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989* (as per the transitional provisions of the *Local Government Act 2020*), the *Local Government (Planning and Reporting) Regulations 2014*, the Australian Accounting Standards and other mandatory professional reporting requirements.

Nathan Morsillo, FCPA

Principal Accounting Officer



Date : 26/09/2022

Bendigo, Victoria

In our opinion the accompanying financial statements present fairly the financial transactions of the North Central Goldfields Regional Library Corporation for the year ended 30 June 2022 and the financial position of the Corporation as at that date.

At the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Corporation and the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

Stacy Williams

Board Member

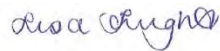


Date : 26/09/2022

Bendigo, Victoria

Lisa Knight

Board Member



Date : 26/09/2022

Bendigo, Victoria

Mark Hands

Chief Executive Officer



Date : 26/09/2022

Bendigo, Victoria



Victorian Auditor-General's Office

Independent Auditor's Report

To the Board members of North Central Goldfields Regional Library Corporation

Opinion	<p>I have audited the financial report of North Central Goldfields Regional Library Corporation (the corporation) which comprises the:</p> <ul style="list-style-type: none"> • balance sheet as at 30 June 2022 • comprehensive income statement for the year then ended • statement of changes in equity for the year then ended • statement of cash flows for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial statements. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the corporation as at 30 June 2022 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of the <i>Local Government Act 1989</i>, the <i>Local Government (Planning and Reporting) Regulations 2014</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the corporation in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Board members' responsibilities for the financial report	<p>The Board members of the corporation are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, the <i>Local Government (Planning and Reporting) Regulations 2014</i> and for such internal control as the Board members determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Board members are responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

Level 31 / 35 Collins Street, Melbourne Vic 3000
 T 03 8601 7000 enquiries@audit.vic.gov.au www.audit.vic.gov.au

Auditor's responsibilities for the audit of the financial report

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board members
- conclude on the appropriateness of the Board members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Board members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
6 October 2022


Travis Derricott
as delegate for the Auditor-General of Victoria

North Central Goldfields Regional Library Corporation
Comprehensive Income Statement for the year ended 30 June 2022

	Note	2022 \$	2021 \$
Income			
Member contributions	3.1	5,360,288	5,291,499
User fees, charges and fines	3.2	158,690	145,110
Grants - operating	3.3	1,593,520	1,490,867
Grants - capital	3.3	39,064	39,064
Non-monetary contributions	3.4	25,225	2,195
Interest on investments		20,592	14,312
Other income	3.6	8,600	2,910
Total income		7,205,979	6,985,957
Expenses			
Employee costs	4.1	4,800,690	4,624,028
Plant and equipment costs	4.2	322,245	296,291
Depreciation	4.3	949,058	1,001,045
Administration and maintenance charges	4.4	457,891	456,649
Amortisation - right of use assets	4.5	24,693	24,693
Finance costs - leases	4.6	9,287	9,870
Net loss on disposal of plant, resources and equipment	3.5	4,272	606
Other expenses	4.7	338,125	302,155
Total expenses		6,906,261	6,715,337
Surplus for the year		299,718	270,620
Total comprehensive result		299,718	270,620

The above Comprehensive Income Statement should be read in conjunction with the accompanying notes.

North Central Goldfields Regional Library Corporation
Balance Sheet as at 30 June 2022

	Note	2022 \$	2021 \$
Assets			
Current assets			
Cash and cash equivalents	5.1	2,721,610	3,816,125
Other financial assets	5.1	1,321,548	-
Trade and other receivables	5.1	7,169	21,769
Other assets	5.2	185,929	111,405
Total current assets		4,236,256	3,949,299
Non-current assets			
Resources, plant and equipment	6.1	3,319,908	3,247,913
Right-of-use assets	5.7	321,003	345,696
Total non-current assets		3,640,911	3,593,609
Total assets		7,877,167	7,542,908
Liabilities			
Current liabilities			
Trade and other payables	5.3	79,827	83,878
Trust funds and deposits	5.3	-	154
Provisions	5.4	1,217,105	1,166,824
Lease liabilities	5.7	21,574	20,974
Total current liabilities		1,318,506	1,271,830
Non-current liabilities			
Provisions	5.4	124,764	115,325
Lease liabilities	5.7	312,438	334,012
Total non-current liabilities		437,202	449,337
Total liabilities		1,755,708	1,721,167
Net assets		6,121,459	5,821,741
Equity			
Member contributions		2,466,638	2,466,638
Accumulated surplus		2,528,334	2,244,658
Reserves	9.1	1,126,487	1,110,445
Total Equity		6,121,459	5,821,741

The above Balance Sheet should be read in conjunction with the accompanying notes.

North Central Goldfields Regional Library Corporation
Statement of Changes in Equity for the year ended 30 June 2022

	Note	Total \$	Member Contributions \$	Accumulated Surplus \$	Discretionary Reserve \$
2022					
Balance at beginning of the financial year		5,821,741	2,466,638	2,244,658	1,110,445
Surplus for the year		299,718	-	299,718	-
Transfers to other reserves	9.1	-	-	(51,542)	51,542
Transfers from other reserves	9.1	-	-	35,500	(35,500)
		<u>6,121,459</u>	<u>2,466,638</u>	<u>2,528,334</u>	<u>1,126,487</u>
Balance at end of the financial year		<u>6,121,459</u>	<u>2,466,638</u>	<u>2,528,334</u>	<u>1,126,487</u>

		Total \$	Member Contributions \$	Accumulated Surplus \$	Discretionary Reserve \$
2021					
Balance at beginning of the financial year		5,551,121	2,466,638	1,825,920	1,258,563
Surplus for the year		270,620	-	270,620	-
Transfers to other reserves	9.1	-	-	(51,882)	51,882
Transfers from other reserves	9.1	-	-	200,000	(200,000)
		<u>5,821,741</u>	<u>2,466,638</u>	<u>2,244,658</u>	<u>1,110,445</u>
Balance at end of the financial year		<u>5,821,741</u>	<u>2,466,638</u>	<u>2,244,658</u>	<u>1,110,445</u>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

North Central Goldfields Regional Library Corporation
Statement of Cash Flows for the year ended 30 June 2022

	2022	2021
	Inflows/ (Outflows)	Inflows/ (Outflows)
Note	\$	\$
Cash flows from operating activities		
Member contributions	5,896,317	5,820,649
User fees, charges and fines	170,815	145,924
Grants - operating	1,598,798	1,490,867
Grants - capital	39,064	39,064
Interest received	14,651	14,312
Other receipts	9,460	2,910
Employee costs	(4,749,204)	(4,601,109)
Plant and equipment costs	(395,460)	(325,920)
Administration and maintenance charges	(544,670)	(767,916)
Other expenses	(371,938)	(348,048)
Net GST payment	(410,440)	(393,117)
Net cash provided by operating activities	9.2 <u>1,257,393</u>	<u>1,077,616</u>
Cash flows from investing activities		
Payments for resources, plant and equipment	6.1 (1,019,144)	(718,640)
Proceeds from sale of resources, plant and equipment	3.5 19,045	-
Payments for investments	5.1 (1,321,548)	-
Net cash used in investing activities	<u>(2,321,647)</u>	<u>(718,640)</u>
Cash flows from financing activities		
Interest paid - lease liability	(9,287)	(9,870)
Repayment of lease liabilities	(20,974)	(20,391)
Net cash used in financing activities	<u>(30,261)</u>	<u>(30,261)</u>
Net increase/(decrease) in cash and cash equivalents	(1,094,515)	328,715
Cash and cash equivalents at the beginning of the financial year	3,816,125	3,487,410
Cash and cash equivalents at the end of the financial year	5.1 <u>2,721,610</u>	<u>3,816,125</u>
The following notes also provide details on the Corporations cash position:		
Financing arrangements	5.5	
Restrictions on cash assets	5.1	

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

North Central Goldfields Regional Library Corporation
Statement of Capital Works for the year ended 30 June 2022

	Note	2022 \$	2021 \$
Resources	6.1	525,228	594,576
Plant and equipment	6.1	35,811	-
Information technology	6.1	409,451	108,725
Office equipment, furniture and fittings	6.1	48,654	15,339
Total capital works expenditure		1,019,144	718,640
Represented by:			
New asset expenditure		-	-
Asset renewal expenditure		1,019,144	718,640
Total capital works expenditure		1,019,144	718,640

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

Note 1 OVERVIEW**Introduction**

The North Central Goldfields Regional Library Corporation was established by an Order of the Governor in Council on 12 January 1996 and is a body corporate. The Corporation's main office is located at 259 Hargreaves St Bendigo VIC 3550.

Statement of compliance

These financial statements are a general-purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general-purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989* (as per the transitional provisions of the *Local Government Act 2020*) and the *Local Government (Planning and Reporting) Regulations 2014*.

The Corporation is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Significant accounting policies**(a) Basis of accounting**

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest dollar unless otherwise specified.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of resources, plant and equipment (refer to Note 6.1)
- the determination of depreciation for resources, plant and equipment (refer to Note 6.1)
- the determination of employee provisions (refer to Note 5.4)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.7)

- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

(b) Impact of Covid-19

During 2021-22 the COVID-19 pandemic continued to impact on the Corporation's operations, with various closures in July to September 2021. The Corporation has noted the following significant impacts on its financial operations:

Additional revenue:

The Corporation's application for the Premier's Reading Challenge grant was successful, which was used to supplement investment specifically in resources.

Revenue reductions:

Room hire fees are minimal given the extended closures experienced during this COVID pandemic.

Revenue foregone:

The Corporation has not charged overdue fines on collection borrowing for the entire 2021-2022 FY, which has impacted on overdue fines and book replacement fees.

Savings:

Generally, in response to closure or limited opening, the Corporation has been able to produce significant savings, compared to budget, for labour and administration through the delivery of appropriate service levels, during a period of restricted activity.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

Note 2.1 Performance against budget

The performance against budget notes compare Corporation's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. The Corporation has adopted a materiality threshold of 10 percent or at least \$10,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

2.1.1 Income and expenditure

	Budget 2022 \$	Actual 2022 \$	Variance \$	Variance %	Ref
Income					
Member contributions	5,360,288	5,360,288	-	0%	
User, fees, charges and fines	170,242	158,690	(11,552)	-7%	1
Grants - operating	1,431,532	1,593,520	161,988	11%	2
Grants - capital	-	39,064	39,064	100%	3
Non monetary contributions	2,000	25,225	23,225	1161%	4
Interest on Investments	10,000	20,592	10,592	106%	5
Net gain on disposal of plant, resources and equipment	10,000	-	(10,000)	-100%	6
Other income	40,896	8,600	(32,296)	-79%	7
Total income	7,024,958	7,205,979	181,021	3%	
Expenses					
Employee costs	4,903,865	4,800,690	103,175	2%	8
Plant and equipment costs	331,585	322,245	9,340	3%	
Depreciation	1,145,922	949,058	196,864	17%	9
Administration and maintenance charges	471,057	457,891	13,166	3%	10
Amortisation - Right of use assets	24,693	24,693	-	0%	
Finance costs - leases	9,287	9,287	-	0%	
Net loss on disposal of plant, resources and equipment	-	4,272	(4,272)	100%	6
Other expenses	407,083	338,125	68,958	17%	11
Total expenses	7,293,492	6,906,261	387,231	5%	
Surplus/(deficit) for the year	(268,534)	299,718	568,252	-212%	

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

(i) Explanation of material variations

Variance		Explanation
Ref	Item	
1	User, fees, charges and fines	The Corporation have not charged any fines for the 24 months as a result of COVID-19 decisions.
2	Grants - operating	Additional Grants were received for various initiatives.
3	Grants - capital	This is a successful application for the Premiers Reading Challenge, which added to the collection (capital) investment.
4	Non monetary contributions	Sophos security appliances (IT) were received free of charge from information management supplier.
5	Interest on Investments	This is due to interest rates rapidly increasing due to cash rate rises and the budget was set during COVID-19 conditions.
6	Net gain/loss on disposal of plant, resources and equipment	Planned vehicle disposal and acquisition occurred, resulting in an immaterial net loss.
7	Other income	Room bookings have been virtually non-existent during COVID-19.
8	Employee costs	Employee costs were lower than budget due to COVID-19 and less use of casuals.
9	Depreciation	This is due to the a lower amount spent on Resources and Furniture and Fittings than budgeted.
19	Administration and maintenance charges	The Corporation had a saving here due to COVID-19 and reduced operating hours.
11	Other expenses	This includes areas such as printing and stationary, travel, courier charges etc. that just were not required for much of the year due to COVID-19, so significant savings were able to be made.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

2.1.2 Capital works

	Budget 2022 \$	Actual 2022 \$	Variance \$	Variance %	Ref
Resources	645,028	525,228	(119,800)	-19%	1
Plant and vehicles	45,000	35,811	(9,189)	-20%	
Information technology	295,016	409,451	114,435	39%	2
Office equipment, furniture and fittings	34,452	48,654	14,202	41%	3
Total plant and equipment	1,019,496	1,019,144	(352)	0%	
Represented by:					
New asset expenditure	-	-	-	0%	
Asset renewal expenditure	1,019,496	1,019,144	(352)	0%	4
Total capital works expenditure	1,019,496	1,019,144	(352)	0%	

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Resources	Fewer books were purchased than planned due to an increased demand for digital versions and trialling both eLibrary and book leasing approaches.
2	Information technology	The Corporation replaced its RFID kiosk equipment this financial year, however was budgeted for in 2020/2021.
3	Office equipment, furniture and fittings	Given the Corporation has now reopened post COVID-19, the use of furniture and fittings has increased. The replacement schedule was gradually increased as restrictions eased.
4	Asset renewal expenditure	Due to the delay in the RFID equipment purchase mainly, which was budgeted for in the previous financial year.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

Note 2.2 Analysis of Corporations results by program

The Corporation delivers its functions and activities from a number of different geographical locations across the member Council's. These locations are identified at the following branch levels.

2.2.1 Finance and Strategy

Regional Headquarters *
Bendigo Regional Archives Centre
Bendigo branch
Castlemaine branch
Eaglehawk branch
Gisborne branch
Heathcote branch
Kangaroo Flat branch
Kyneton branch
Romsey branch
Woodend branch

* Community Based Services and Local Priorities are included in Regional Headquarters as they are delivered from here.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

2.2.2 Summary of income, expenses, assets and capital expenses by program

	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$	\$	\$	\$	\$
2022					
Regional Headquarters	7,066,161	3,534,296	3,531,865	1,632,584	7,877,167
Bendigo Regional Archives Centre	91,242	112,163	(20,921)	-	-
Bendigo branch	14,104	1,418,441	(1,404,337)	-	-
Castlemaine branch	12,074	491,314	(479,240)	-	-
Eaglehawk branch	-	58,237	(58,237)	-	-
Gisborne branch	3,428	242,029	(238,601)	-	-
Heathcote branch	737	44,648	(43,911)	-	-
Kangaroo Flat branch	4,715	297,787	(293,072)	-	-
Kyneton branch	5,732	260,216	(254,484)	-	-
Romsey branch	5,109	224,359	(219,250)	-	-
Woodend branch	2,677	222,771	(220,094)	-	-
	7,205,979	6,906,261	299,718	1,632,584	7,877,167

	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$	\$	\$	\$	\$
2021					
Regional Headquarters	6,860,094	3,594,194	3,265,900	1,529,931	7,542,908
Bendigo Regional Archives Centre	91,710	37,970	53,740	-	-
Bendigo branch	9,719	1,367,311	(1,357,592)	-	-
Castlemaine branch	8,523	477,476	(468,953)	-	-
Eaglehawk branch	-	74,601	(74,601)	-	-
Gisborne branch	2,888	235,945	(233,057)	-	-
Heathcote branch	443	47,317	(46,874)	-	-
Kangaroo Flat branch	3,116	306,600	(303,484)	-	-
Kyneton branch	4,589	215,114	(210,525)	-	-
Romsey branch	2,819	202,254	(199,435)	-	-
Woodend branch	2,056	156,555	(154,499)	-	-
	6,985,957	6,715,337	270,620	1,529,931	7,542,908

Due to the roaming collection of books and that all vehicles operate from the headquarters all assets are held at the Regional headquarters.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

Note 3 Funding for the delivery of our services	2022	2021
3.1 Member contributions	\$	\$
City of Greater Bendigo	3,236,558	3,190,543
Loddon Shire	205,661	206,563
Mount Alexander Shire	541,395	536,518
Macedon Ranges Shire	1,376,674	1,357,875
Total member contributions	<u>5,360,288</u>	<u>5,291,499</u>
 Annual member council contributions per capita	 27.41	 28.18

Annual member contributions are recognised as revenue when the Corporation issues invoices to the member Councils.

3.2 User fees, charges and fines

Fines	258	752
Inter library loans	2,616	1,856
Reimbursements	110,670	111,760
Book recovery	3,221	2,267
Photocopying and printing	41,925	28,475
Total user fees, charges and fines	<u>158,690</u>	<u>145,110</u>

User fees, charges and fines are recognised as revenue when the service has been provided or the Corporation has otherwise earned the income.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

3.3 Funding from other levels of government

	2022	2021
	\$	\$
Grants were received in respect of the following :		
Summary of grants		
State funded grants	1,497,032	1,456,274
Local funded grants	99,909	45,057
Other Grants	35,643	28,600
Total grants received	<u>1,632,584</u>	<u>1,529,931</u>
(a) Operating Grants		
<i>Recurrent - State Government</i>		
Library Grant	1,456,877	1,407,610
Total recurrent operating grants	<u>1,456,877</u>	<u>1,407,610</u>
<i>Non-recurrent - State Government</i>		
State Library Grant	1,091	9,600
<i>Non-recurrent - Local Government</i>		
Other Grants	99,909	45,057
<i>Non-recurrent - Other</i>		
Sandhurst Trustees - Aquatic Worlds	29,552	-
LBW Trust - Backyard Cricket	1,091	-
Good Things Foundation	5,000	-
Community Enterprise Foundation (BBL)	-	20,000
National Science Week (Royal Society of VIC)	-	600
C4C GRL Eys Enhancement	-	8,000
Total non-recurrent operating grants	<u>136,643</u>	<u>83,257</u>
Total operating grants	<u>1,593,520</u>	<u>1,490,867</u>
(b) Capital Grants		
<i>Non-recurrent - State Government</i>		
Premiers Reading Challenge	39,064	39,064
Total non-recurrent capital grants	<u>39,064</u>	<u>39,064</u>
Total capital grants	<u>39,064</u>	<u>39,064</u>

Grant income is recognised when the Corporation obtains control of the contribution. Control is normally obtained upon receipt or acquittal.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

(c) Recognition of grant income

Before recognising funding from government grants as revenue the Corporation assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, the Corporation:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Corporation applies *AASB 1058 Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

	2022	2021
	\$	\$
Income recognised under AASB 1058 Income of Not-for-Profit Entities		
General purpose	1,483,968	1,490,867
Specific purpose grants to acquire non-financial assets	68,616	39,064
Other specific purpose grants	80,000	-
	<u>1,632,584</u>	<u>1,529,931</u>

3.4 Contributions

Non-monetary	25,225	2,195
Total contributions	<u>25,225</u>	<u>2,195</u>

Contributions of non monetary assets were received in relation to the following asset classes.

Information technology	25,225	-
Resources	-	2,195
Total non-monetary contributions	<u>25,225</u>	<u>2,195</u>

Non monetary contributions are recognised as revenue at their fair value when the Corporation obtains control over the contributed asset.

3.5 Net gain/(loss) on disposal of plant, resources and equipment

Proceeds of sale	19,045	-
Written down value of assets disposed	(23,317)	(606)
Total net loss on disposal of plant, resources and equipment	<u>(4,272)</u>	<u>(606)</u>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

3.6 Other income

Rental income	7,261	1,920
Other	1,339	990
Total other income	<u>8,600</u>	<u>2,910</u>

Other income is measured at the fair value of the consideration received or receivable and is recognised when the Corporation gains control over the right to receive the income.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

Note 4 The cost of delivering services

4.1 (a) Employee costs	2022	2021
	\$	\$
Wages and salaries	3,686,731	3,592,924
Annual leave	369,494	331,068
Sick leave	197,070	169,325
Long service leave	74,821	88,984
WorkCover	19,916	20,597
Superannuation	424,998	402,171
Fringe benefits tax	7,290	6,374
Staff training/conferences	20,370	12,585
Total employee costs	4,800,690	4,624,028

(b) Superannuation

The Corporation made contributions to the following funds:

Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	23,926	20,517
	23,926	20,517
Employer contributions payable at reporting date.	-	-

Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	363,306	367,035
Employer contributions - other funds	37,766	14,619
	401,072	381,654
Employer contributions payable at reporting date.	19,453	-

Refer to note 9.3 for further information relating to the Corporation's superannuation obligations.

4.2 Plant and equipment costs

Plant operating and maintenance	27,790	19,553
Resources lease	10,485	-
Photocopier expenses	11,443	6,542
Photocopier lease	17,595	16,189
General office equipment	43,563	40,750
Automated systems maintenance	211,369	213,257
Total plant and equipment costs	322,245	296,291

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

4.3 Depreciation	2022	2021
	\$	\$
Plant and equipment	13,300	12,404
Resources	764,047	824,276
Information technology	143,502	136,818
Furniture and equipment	28,209	27,547
Total depreciation	949,058	1,001,045

Refer to note 6.1 for a more detailed breakdown of depreciation charges and accounting policy.

4.4 Administration and maintenance charges

Administration charge	79,301	79,301
Insurances	79,150	75,086
Headquarters maintenance charge	6,681	6,880
Database costs	269,197	271,756
Consultants fees	14,067	10,312
Human resources	9,495	13,314
Total administration and maintenance charges	457,891	456,649

4.5 Amortisation - Right of use assets

Property	24,693	24,693
Total Amortisation - Right of use assets	24,693	24,693

Refer to note 5.7 for a more detailed breakdown of amortisation charges and accounting policy.

4.6 Finance Costs - Leases

Interest - Lease Liabilities	9,287	9,870
Total finance costs	9,287	9,870

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

4.7 Other expenses	2022	2021
	\$	\$
Rural transaction centre	27,380	27,897
Postage	1,838	1,750
Publicity/advertising	3,921	3,162
Marketing/promotion	12,696	6,094
Children program promotion	22,363	13,418
Adult program promotion	26,860	31,352
Printing and stationery	31,956	20,819
Periodicals	40,287	42,597
Internet expenses	51,518	45,726
Newspapers	18,443	12,937
Processing supplies	13,628	17,712
Freight	23,032	30,421
Travelling	6,343	127
Inter library loan costs	355	209
Membership & sponsorships	12,411	6,224
Audit fees	6,500	9,200
Bank charges	4,607	5,312
Cleaning services	8,146	10,708
First aid	7,484	592
Board Costs	-	48
Collection software	16,079	13,907
Recycling/shredding collection	2,278	1,943
Total other expenses	338,125	302,155

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

Note 5 Our financial position	2022	2021
5.1 Financial assets	\$	\$
(a) Cash and cash equivalents		
Cash on hand	2,070	2,070
Cash at bank	852,019	126,528
Term deposits	1,867,521	3,687,527
Total cash and cash equivalents	2,721,610	3,816,125
 (b) Other financial assets		
Term deposits - current	1,321,548	-
Total other financial assets	1,321,548	-
Total financial assets	4,043,158	3,816,125

The Corporation's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

- Trust funds and deposits (Note 5.3)	-	154
Total restricted funds	-	154
Total unrestricted cash and cash equivalents	2,721,610	3,815,971

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by the Corporation:

- Long service leave - investments *	744,057	695,523
- Discretionary reserves (Note 9.1)	1,126,487	1,110,445
Total funds subject to intended allocations	1,870,544	1,805,968

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

* Intended allocations for long service leave is based on the former *Local Government Long Service Leave Regulations 2002* and does not necessarily equate to the long service leave liability disclosed in Note 5.4 due to a different basis of calculation prescribed by the regulation. Changes to the *Local Government Long Service Leave Regulations 2002* during the 2012 financial year has meant that under the regulation the requirement to maintain separate investments for long service leave balances no longer exists. As at 30 June 2022 the Corporation still maintains the investment balance under the former regulation requirements.

(c) Trade and other receivables

Current

Statutory receivables

Net GST receivable	-	20,541
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Non statutory receivables

Interest receivable	7,169	1,228
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Total current trade and other receivables	7,169	21,769
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Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method. No provision was required as at 30 June 2022.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

5.2 Non-financial assets	2022	2021
(a) Other assets	\$	\$
Prepayments	185,929	111,405
Total other assets	185,929	111,405
5.3 Payables, trust funds and deposits		
(a) Trade and other payables		
<i>Non-statutory payables</i>		
Trade payables	36,841	49,031
Sundry payables	27,863	27,013
Accrued expenses	12,985	7,834
<i>Statutory payables</i>		
Net GST payable	2,138	-
Total trade and other payables	79,827	83,878
(b) Trust funds and deposits		
Paid parental leave	-	154
Total trust funds and deposits	-	154

Amounts received as deposits and retention amounts controlled by the Corporation are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in the Corporation gaining control of the funds, are to be recognised as revenue at the time of forfeit.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

5.4 Provisions

	Annual Leave	Long Service Leave	Total
2022	\$	\$	\$
Balance at beginning of the financial year	350,664	931,486	1,282,150
Additional provisions	316,420	130,442	446,862
Amounts used	(281,523)	(49,999)	(331,522)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	(55,621)	(55,621)
Balance at the end of the financial year	385,561	956,308	1,341,869
2021			
Balance at beginning of the financial year	339,299	901,720	1,241,019
Additional provisions	287,021	157,502	444,523
Amounts used	(275,656)	(59,218)	(334,875)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	(68,518)	(68,518)
Balance at the end of the financial year	350,664	931,486	1,282,149
		2022	2021
(a) Employee provisions		\$	\$
Current provisions expected to be wholly settled within 12 months			
Annual leave		341,047	314,386
Long service leave		114,762	139,124
		455,809	453,510
Current provisions expected to be wholly settled after 12 months			
Annual leave		44,514	36,277
Long service leave		716,782	677,037
		761,296	713,314
Total current employee provisions		1,217,105	1,166,824
Non-current			
Long service leave		124,764	115,325
Total non-current employee provisions		124,764	115,325
Aggregate carrying amount of employee provisions:			
Current		1,217,105	1,166,824
Non-current		124,764	115,325
Total aggregate carrying amount of employee provisions		1,341,869	1,282,149

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

5.4 Provisions (cont'd)**(a) Employee provisions***Annual leave*

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Corporation does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Corporation expects to wholly settle the liability within 12 months
- present value if the Corporation does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Corporation does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Key assumptions:	2022	2021
- discount rate	3.69%	1.49%
- index rate	3.85%	2.95%

5.5 Financing arrangements

The Corporation has the following funding arrangements in place as at June 30 2022.

	2022	2021
	\$	\$
Credit card facilities	15,000	15,000
Total facilities	15,000	15,000
Used facilities	3,985	7,216
Unused facilities	11,015	7,784
	15,000	15,000

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

5.6 Commitments

The Corporation has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

(a) Commitments for expenditure

2022	Not later than 1 year	Later than 1 year & not later than 2 years	Later than 2 years & not later than 5 years	Later than 5 years	Total
	\$	\$	\$	\$	\$
Operating					
Financial services	79,301	-	-	-	79,301
Maintenance contracts (RFID)	28,721	28,721	86,163	-	143,605
Information management contracts	14,678	9,786	-	-	24,464
Cleaning contracts	55	-	-	-	55
Fire services	394	394	131	-	919
Lifts and hoists	267	267	177	-	711
Automatic doors	117	117	196	-	430
Security services	15	-	-	-	15
Total	123,548	39,285	86,667	-	249,500

A number of month-to-month contracts have been replaced with agreements entered into in 2021/2022.

Capital

The Corporation has no outstanding capital commitments as at 30 June 2022.

2021	Not later than 1 year	Later than 1 year & not later than 2 years	Later than 2 years & not later than 5 years	Later than 5 years	Total
	\$	\$	\$	\$	\$
Operating					
Financial services	79,301	79,301	-	-	158,602
Lifts and hoists	235	626	-	-	861
Automatic doors	147	391	-	-	538
Security services	131	33	-	-	164
Total	79,814	80,351	-	-	160,165

Capital

The Corporation had no outstanding capital commitments as at 30 June 2021.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

5.7 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, the Corporation recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, the Corporation uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments;
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that the Corporation is reasonably certain to exercise, lease payments in an optional renewal period if the Corporation is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless the Corporation is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

5.7 Leases (cont'd)

Right-of-Use Assets	Property	Total
	\$	\$
Balance at 1 July 2021	345,696	345,696
Additions	-	-
Amortisation charge	(24,693)	(24,693)
Balance at 30 June 2022	<u>321,003</u>	<u>321,003</u>

Lease Liabilities	2022	2021
	\$	\$
Maturity analysis - contractual undiscounted cash flows		
Less than one year	30,261	30,261
One to five years	151,305	151,305
More than five years	211,827	242,088
Total undiscounted lease liabilities as at 30 June:	<u>393,393</u>	<u>423,654</u>

Lease liabilities included in the Balance Sheet at 30 June:

Current	21,574	20,974
Non-current	312,438	334,012
Total lease liabilities	<u>334,012</u>	<u>354,986</u>

Short-term and low value leases

The Corporation has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. The Corporation recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expenses relating to:	2022	2021
	\$	\$
Leases of low value assets	180,134	159,472
Total	<u>180,134</u>	<u>159,472</u>

Non-cancellable lease commitments - low-value leases

Commitments for minimum lease payments for low-value leases are payable as follows:

Payable:		
Within one year	147,501	105,912
Later than one year but not later than five years	205,490	223,916
Total lease commitments	<u>352,991</u>	<u>329,828</u>

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

6.1 Resources, plant and equipment**Summary of resources, plant and equipment**

	Carrying amount 30 June 2021	Additions	Contributions	Depreciation	Disposal	Carrying amount 30 June 2022
	\$	\$	\$	\$	\$	\$
Resources	2,757,084	525,228	-	(764,047)	-	2,518,265
Plant and equipment	54,631	35,811	-	(13,300)	(17,368)	59,774
Information technology	287,779	409,451	25,225	(143,502)	(5,948)	573,005
Office equipment, furniture and fittings	148,419	48,654	-	(28,209)	-	168,864
	3,247,913	1,019,144	25,225	(949,058)	(23,316)	3,319,908
	Resources	Plant and Equipment	Information Technology	Office equipment, furniture and fittings	Total Resources, plant and equipment	
	\$	\$	\$	\$	\$	
At fair value 1 July 2021	4,654,776	82,318	1,248,991	409,823	6,395,908	
Accumulated depreciation at 1 July 2021	(1,897,692)	(27,687)	(961,212)	(261,404)	(3,147,995)	
	2,757,084	54,631	287,779	148,419	3,247,913	
Movements in fair value						
Additions	525,228	35,811	409,451	48,654	1,019,144	
Contributions	-	-	25,225	-	25,225	
Disposal	(967,207)	(31,002)	(755,581)	-	(1,753,790)	
	(441,979)	4,809	(320,905)	48,654	(709,421)	
Movements in accumulated depreciation						
Depreciation	(764,047)	(13,300)	(143,502)	(28,209)	(949,058)	
Accumulated depreciation of disposals	967,207	13,634	749,633	-	1,730,474	
	203,160	334	606,131	(28,209)	781,416	
At fair value 30 June 2022	4,212,797	87,127	928,086	458,477	5,686,487	
Accumulated depreciation at 30 June 2022	(1,694,532)	(27,353)	(355,081)	(289,613)	(2,366,579)	
Carrying amount	2,518,265	59,774	573,005	168,864	3,319,908	

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

6.1 Resources, plant and equipment (cont'd)

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

In accordance with the Corporation's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	Depreciation Period	Threshold Limit \$
<i>Asset recognition thresholds and depreciation periods</i>		
Resources, plant and equipment		
Resources (i)	3-7 years	1
Plant and equipment	2-4 years	1,000
Information technology	4-11 years	1,000
Office equipment, furniture and fittings	5-20 years	1,000

(i) Resources comprise of the Corporation's lending and research resources including books, DVD's and CD's.

Resources are catalogued, and as items are taken out of circulation the catalogue is adjusted. Once items are fully depreciated in accordance with individual category useful lives, they are disposed of for accounting purposes from opening cost and accumulated depreciation.

Depreciation and amortisation

Plant and equipment, resources, information technology, and office equipment, furniture and fittings having limited useful lives are systematically depreciated over their useful lives to the Corporation in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

	2022	2021
	No.	No.
Note 7 People and relationships		
7.1 Corporation and key management remuneration		
(a) Related Parties (board representatives)		
City of Greater Bendigo	2	2
Macedon Ranges Shire Council	2	2
Mount Alexander Shire Council	2	3
Loddon Shire Council	2	3
 Subsidiaries and Associates		
Nil		
 (b) Key Management Personnel		
Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of the Corporation. The Board Members, Chief Executive Officer and Managers are deemed KMP.		
Details of KMP at any time during the year are:		
Board Members		
Vicky Mason - City of Greater Bendigo (July 2021 to 31 May 2022)	1	1
Cr Rod Fyffe - City of Greater Bendigo	1	1
Sarah Noel - Macedon Ranges Shire Council	-	1
Cr Bill West - Macedon Ranges Shire Council	1	1
Maria Weiss - Macedon Ranges Shire Council (April to 30 June 2022)	1	-
Fiona Alexander - Macedon Ranges Shire Council (July 2021 to 30 April 2022)	1	-
Phil Pinyon - Loddon Shire Council	-	1
Cr Cheryl McKinnon - Loddon Shire Council	-	1
Cr Dan Staub - Loddon Shire Council	1	1
Jude Holt - Loddon Shire Council (July 2021 to 7 October 2021)	1	-
Lincoln Fitzgerald - Loddon Shire Council (November 2021 to 30 June 2022)	1	-
Cr Bronwen Machin - Mount Alexander Shire Council	-	1
Lisa Knight - Mount Alexander Shire Council	1	1
Cr Rosie Annear - Mount Alexander Shire Council	1	1
Mark Hands (Chief Executive Officer)	1	1
 Total Number of Board Members	10	10
Total of Chief Executive Officer and other Key Management Personnel	1	1
Total Number of Key Management Personnel	11	11
 (c) Remuneration of Key Management Personnel	2022	2021
	\$	\$
Total remuneration of key management personnel was as follows:		
Short-term benefits	148,344	145,049
Long-term benefits	3,791	3,626
Post employment benefits	13,968	13,780
Total	166,103	162,455

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

Note 7 People and relationships (cont'd)**7.1 Corporation and key management remuneration (cont'd)**

The numbers of key management personnel whose total remuneration from the Corporation and any related entities, fall within the following bands:

	2022	2021
	No.	No.
\$0-\$9,999	10	10
\$160,000 - \$169,999	1	1
	<u>11</u>	<u>11</u>

(d) Senior Officer Remuneration

A Senior Officer is an officer of the Corporation, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$151,000

The number of Senior Officers are shown below in their relevant income bands:

	2022	2021
	No.	No.
Income Range:		
\$30,000 - \$39,999	1	-
\$40,000 - \$49,999	-	1
\$50,000 - \$59,999	3	-
\$60,000 - \$69,999	1	-
\$70,000 - \$79,999	1	2
\$80,000 - \$89,999	-	1
\$90,000 - \$99,999	-	1
\$100,000 - \$109,999	1	2
\$110,000 - \$119,999	2	-
	<u>9</u>	<u>7</u>

Total Remuneration for the reporting year for Senior Officers included above, amounted to:

\$ 662,537	\$ 619,470
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North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

	2022	2021
	\$	\$
7.2 Related party disclosure		
(a) Transactions with related parties		
During the period the Corporation entered into the following transactions with related parties.		
Income		
Council contribution received from City of Greater Bendigo	3,236,558	3,190,543
Council contribution received from Macedon Ranges Shire Council	1,376,674	1,357,875
Council contribution received from Mount Alexander Shire Council	541,395	536,518
Council contribution received from Loddon Shire Council	205,661	206,563
Reimbursement for running the Bendigo Regional Archive Centre (BRAC) received from	91,242	91,710
Grant - Get Moving Funding Kangaroo Flat Library CoGB	1,636	1,636
Grant - Storytime Easter Festival - CoGB	2,547	2,452
Grant - Carer's - CoGB	1,559	15,594
Grant - GrantsOut - CoGB	24,950	9,383
Grant - Kangaroo Flat Library Exercise for Older Adults - CoGB	-	1,636
Grant - Service planning for Huntly - Epsom - CoGB	10,000	-
Grant - 2022 Get Moving Program Exercise for Older Adults - CoGB	3,400	-
Grant - Healthy Heart of Victoria Funding Story walks project - CoGB	30,000	-
Grant - Healthy Heart of Victoria Funding Story Walk to School - Macedon Shire	15,000	-
Grant - Healthy Heart of Victoria Funding Story Walk - Mount Alexander	15,000	-
Grant - Get making, moving and reading Community Mural Art Project - CoGB	10,000	-
Contribution - Peter Krenz video shoot Eaglehawk Library - COGB	112	-
Contribution - Welcome decal Kangaroo Flat Library - CoGB	2,000	-
	<u>5,567,734</u>	<u>5,413,910</u>
Expenses		
Financial Services paid to City of Greater Bendigo	79,301	79,301
Rent and outgoings of Headquarters at Bendigo Library paid to City of Greater Bendigo	36,942	41,626
Contribution to library renewal work - Macedon Ranges	5,455	-
Repair works to damaged Romsey Library ceiling - Macedon Ranges	1,350	-
Purchase of Dishwashers Kangaroo Flat Library - CoGB	-	2,345
	<u>123,048</u>	<u>123,272</u>

(b) Outstanding balances with related parties

There were no material balances outstanding at the end of the reporting period in relation to transactions with related parties.

(c) Loans to/from related parties

There are no loans in existence at balance date which have been made, guaranteed or secured by the Corporation to a related party.

(d) Commitments to/from related parties

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the Corporation to a related party are as follows:

The Corporation had an agreement with the Greater Bendigo City Council for accounting and financial services to be provided to 30 June 2023 for which a fee is paid. The agreement had an option to extend until 30 June 2025. The Corporation also has a 10 year lease agreement for buildings with the City which commenced on 1 July 2015, for which rental is paid.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

Note 8 Managing uncertainties**8.1 Contingent assets and liabilities**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Corporation. At balance date the Corporation is not aware of any contingent assets.

(b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Corporation; or
- present obligations that arise from past events but are not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - the amount of the obligation cannot be measured with sufficient reliability.

Superannuation

The Corporation has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined in Note 9.3. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2022 reporting period. The Corporation assesses the impact of these new standards. As at 30 June 2022 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2023 that are expected to impact the Corporation.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

8.3 Financial instruments**(a) Objectives and policies**

The Corporation's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables) and payables (excluding statutory payables). Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Corporation. These policies include identification and analysis of the risk exposure to the Corporation and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of the Corporation financial instruments will fluctuate because of changes in market prices. The Corporation's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. The Corporation does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Corporation has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. The Corporation manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Corporation's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Corporation's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause the Corporation to make a financial loss. The Corporation has exposure to credit risk on some financial assets included in the balance sheet. To help manage this risk the Corporation only invests surplus funds with financial institutions which have a recognised credit rating specified in the Corporation's investment policy.

Receivables are predominately other Local Government entities (Member Councils). Credit risk associated with the Corporation's financial assets is minimal because the primary debtor are the Victorian Government and other Member Councils. Apart from the Victorian Government and Member Councils the Corporation does not have any significant credit risk exposure to a single customer or groups of customers.

There are no material financial assets which are individually determined to be impaired.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

8.3 Financial instruments (cont'd)**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of the Corporation's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks the Corporation:

- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid investments; and
- monitor budget to actual performance on a regular basis.

The Corporation's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in the Corporation's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Corporation believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +2% and -1% in market interest rates (AUD) from year-end rates of 1.58%.

These movements will not have a material impact on the valuation of the Corporation's financial assets and liabilities, nor will they have a material impact on the results of the Corporation's operations.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

8.4 Fair value measurement*Fair value hierarchy*

The Corporation's financial assets and liabilities are not valued in accordance with the fair value hierarchy, the Corporation's financial assets and liabilities are measured at amortised cost.

Impairment of assets

At each reporting date, the Corporation reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

Note 9 Other matters

	Balance at beginning of reporting period \$	Increment (decrement) \$	Balance at end of reporting period \$
9.1 Reserves			
2022			
Discretionary Reserves			
Plant replacement	172,918	(15,000)	157,918
Local history bequest	404,703	(18,713)	385,990
Defined benefits	450,000	50,000	500,000
Art book bequest	82,824	(245)	82,579
Total Discretionary Reserves	1,110,445	16,042	1,126,487
2021			
Discretionary Reserves			
Plant replacement	372,918	(200,000)	172,918
Local history bequest	403,138	1,565	404,703
Defined benefits	400,000	50,000	450,000
Art book bequest	82,507	317	82,824
Total Discretionary Reserves	1,258,563	(148,118)	1,110,445

Discretionary reserves**Plant Replacement Reserve**

This reserve was established for future vehicle purchases.

Local History Bequest Reserve

This reserve was established when the Corporation received a Bequest to be spent on Local History.

Defined Benefits Reserve

This reserve is used to assist with the funding of any call that may be made on the Corporation as a result of shortfall in the Local Authorities Superannuation Fund Defined Benefits Plan.

Art Book Bequest Reserve

This reserve was established when the Corporation received a Bequest to be spent on Art Books.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

	2022	2021
	\$	\$
9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)		
Surplus for the year	299,718	270,620
Depreciation and Amortisation	973,751	1,025,738
Loss on disposal of property, infrastructure, plant and equipment	4,272	-
Amortisation of intangibles	-	606
Non-Monetary contributions	(25,225)	(2,195)
Finance costs - leases	9,287	9,870
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	14,600	(19,727)
(Increase) in other assets	(74,525)	(4,192)
(Decrease) in trade and other payables	(4,051)	(244,479)
Increase/(decrease) in trust funds and deposits	(154)	246
Increase in provisions	59,720	41,130
Net cash provided by operating activities	1,257,393	1,077,617

9.3 Superannuation

The Corporation makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2022, this was 10.0% as required under Superannuation Guarantee (SG) legislation (2021: 9.5%)).

Defined Benefit

The Corporation does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of the Corporation in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

9.3 Superannuation (cont'd)

Funding arrangements

The Corporation makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2021, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category.

The vested benefit index (VBI) of the Defined Benefit category of which the Corporation is a contributing employer was 109.8% . The financial assumptions used to calculate the VBIs were:

Net investment returns	4.75% pa
Salary information	2.75% pa
Price inflation (CPI)	2.25% pa.

As at 30 June 2022, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category. It is expected to be completed by 31 October 2022.

Vision Super has advised that the VBI at 30 June 2022 was 102.2%. The Corporation was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021). The financial assumptions used to calculate this VBI were:

Net investment returns	5.5% pa
Salary information	2.5% pa to 30 June 2023, and 3.5% pa thereafter
Price inflation (CPI)	3.0% pa.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2021 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

(a) Regular contributions

On the basis of the results of the 2021 interim actuarial investigation conducted by the Fund Actuary, the Corporation makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2022, this rate was 10.0% of members' salaries (9.5% in 2020/21). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, the Corporation reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

9.3 Superannuation (cont'd)

(b) Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including the Corporation) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2021 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which the Corporation is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2021 and the last full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which the Corporation is a contributing employer:

	2021	2020
	(Interim)	(Triennial)
	\$m	\$m
- A VBI Surplus	214.7	100.0
- A total service liability surplus	270.3	200.0
- A discounted accrued benefits surplus	285.2	217.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2021.

North Central Goldfields Regional Library Corporation
Notes to the Financial Report for the year ended 30 June 2022

9.3 Superannuation (cont'd)

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2021.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2021.

The Corporation was notified of the 30 June 2021 VBI during August 2021 (2020: August 2020).

The 2022 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2022 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2022. The Corporation was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

Superannuation contributions

Contributions by the Corporation (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2022 are detailed below:

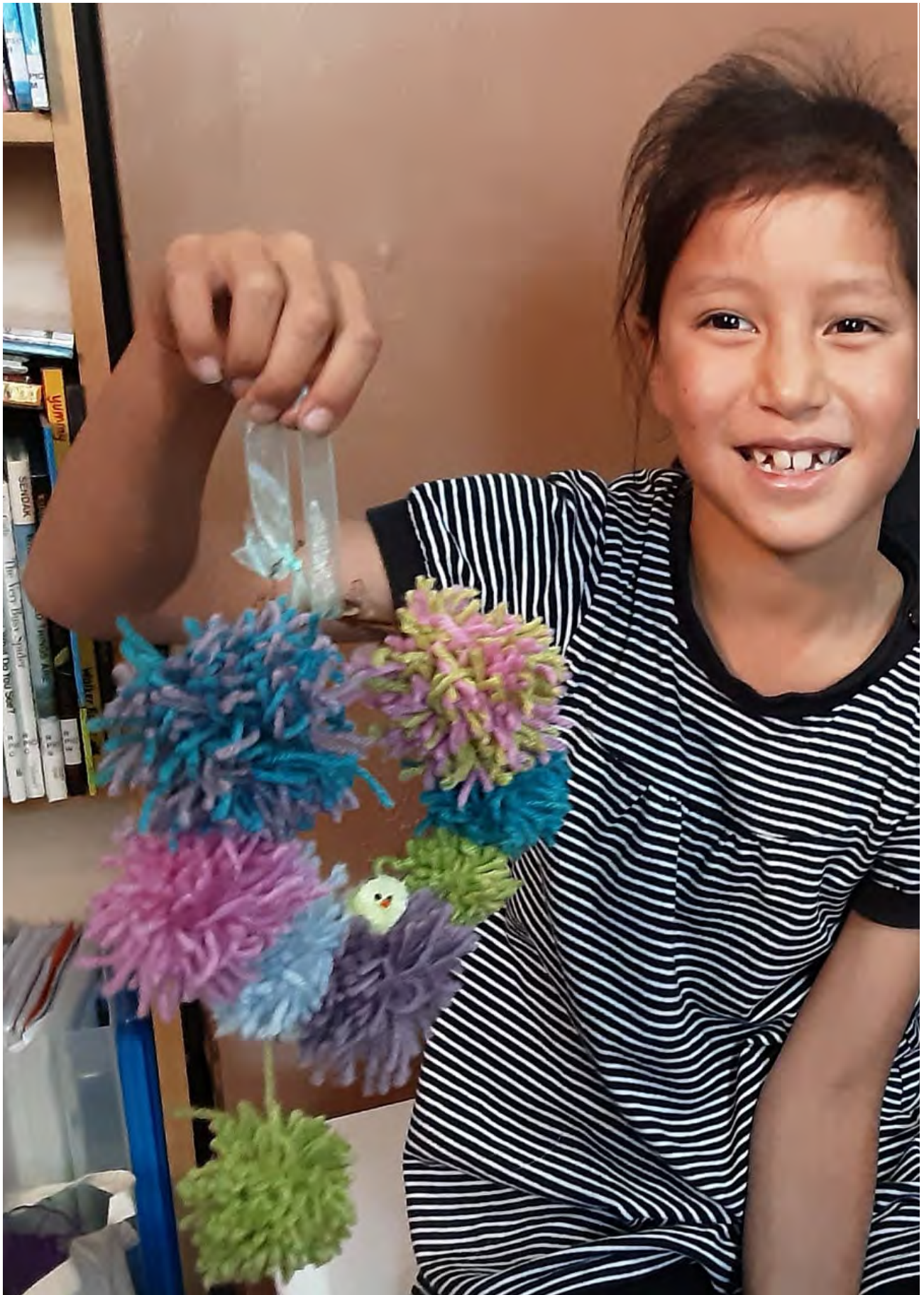
Scheme	Type of Scheme	Rate	2022	2021
Vision super	Defined benefit	10.0% (2021:9.5%)	23,926	20,517
Vision super	Accumulation fund	10.0% (2021:9.5%)	401,072	381,654

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2023 is \$23,056.

10 Change in accounting policy

There have been no changes to accounting policies in the 2021-22 year.

There are no pending accounting standards that are likely to have a material impact on the Corporation.





Thank you to our valued members, visitors and partners for supporting Goldfields Library Corporation this year.

BRANCHES

BENDIGO

251-259 Hargreaves Street
p: 5449 2700

CASTLEMAINE

212 Barker Street
p: 5472 1458

EAGLEHAWK

Eaglehawk Mechanics Institute
1 Sailors Gully Road
p: 5446 7577

GISBORNE

8 Hamilton Street
p: 5428 3962

HEATHCOTE

125 High Street
p: 5433 3734

KANGAROO FLAT

23 Lockwood Road
p: 5447 8344

KYNETON

3 Baynton Street
p: 5422 1365

ROMSEY

98 Main Street
p: 5429 3086

WOODEND

Cnr High & Forest Streets
p: 5427 2074

AGENCIES

AXEDALE

Axedale Public Hall
94 McIvor Road

BOORT

Boort Resource and Information Centre
119-121 Godfrey Street

DINGEE

Dingee Railway Station
Bendigo-Pyramid Road

ELMORE

Elmore Athenaeum Hall
62 Michie Street

INGLEWOOD

Inglewood Community Neighbourhood House
Inglewood Town Hall Hub
20 Verdon Street

PYRAMID HILL

Pyramid Hill Neighbourhood House
Unit 5-8/43 Kelly Street

TARNAGULLA

Tarnagulla Community Centre
8 Sandy Creek Lane

WEDDERBURN

Wedderburn Community Centre
24 Wilson Street