

Quarterly Report of Operations

Period Reporting – April to June 2024



**Macedon
Ranges**
Shire Council



Introduction

April to June

4th Quarter 2023-24



I am pleased to present the Quarterly Report of Operations for the period 01 April to 30 June 2024.

The information within this document represents the period in time from April to June 2024 inclusive. The report has been generated to enable Senior Management and Councillors greater transparency and a more comprehensive view of the organisation and its key activities.

Key topic areas include:

- Finance
- Council Plan Action progress;
- Capital Works progress;
- Governance and Councillor Reporting
- People and Wellbeing
- Insurance and Risk
- Customer Support

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

Regards
Bernie O'Sullivan
Chief Executive Officer

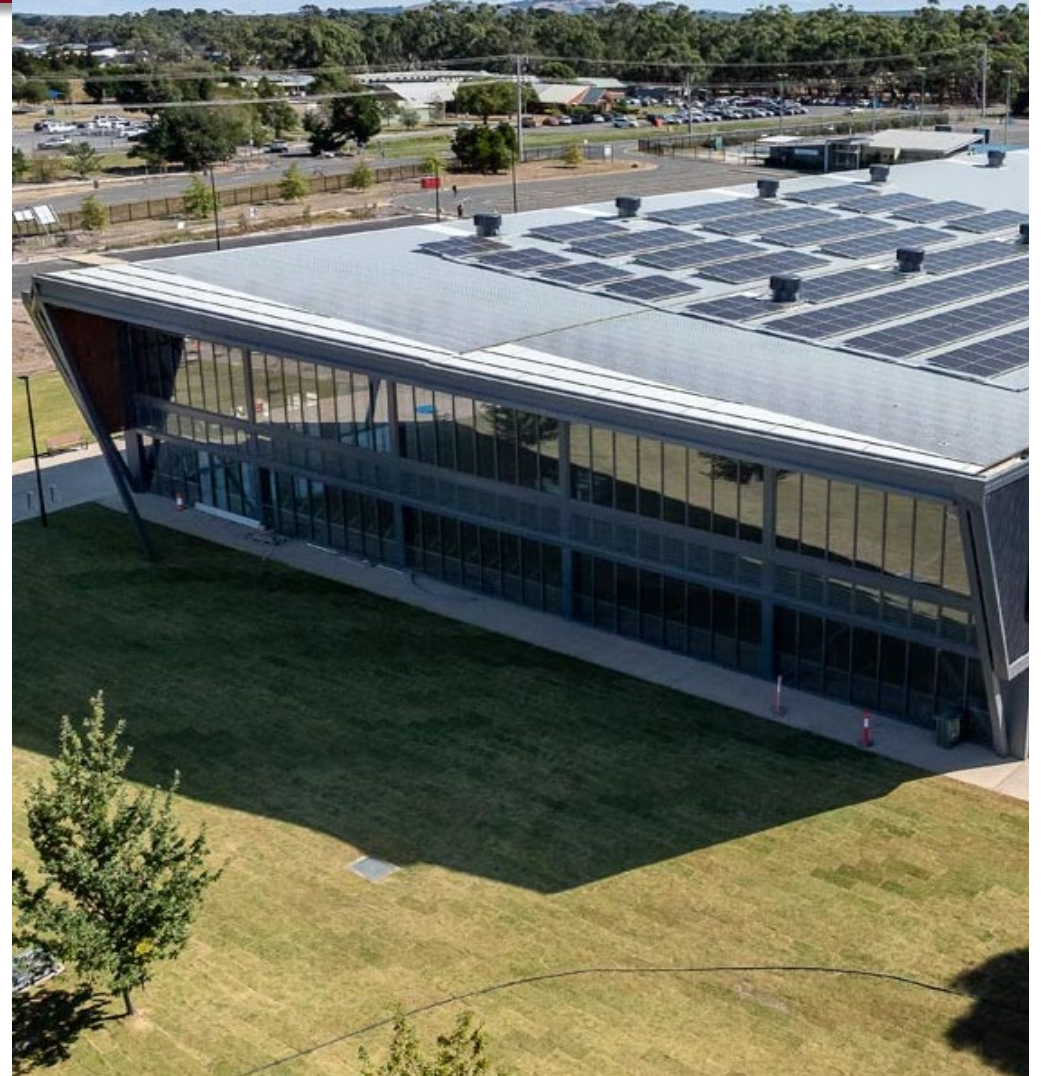
Financial Performance

April to June

4th Quarter 2023-24



- June operating result remains favourable to budget \$3.3M.
- Other income (Rev) and Materials Services(Exp) vary to budget due to impact of emergencies (storms and floods) and material processing at Kettlewells site.
- Employee costs are under budget, however savings in this cost centre are offset in expenditure on contractors reported under materials and services.
- Cash holding balances are adequate to continue to meet outstanding obligations at 30 June.
- Investments are earning adequate interest levels, ensuring a steady stream of returns to bolster our financial position.
- Reserve balances remain stable.
- A large amount of developer assets (gifted assets) have been received again this financial year as a result of continual development throughout the shire.



INCOME STATEMENT

12 months ended 30 June 2024

	2023/24 Jun YTD Adj. Budget* \$'000	2023/24 Jun YTD Actuals \$'000	2023/24 Jun YTD Variance \$'000
Income			
Rates and charges	62,287	61,941	(346)
Statutory fees and fines	3,710	3,399	(311)
User fees	7,411	6,837	(574)
Grants - operating	11,388	13,487	2,099
Grants - capital	32,783	15,507	(17,276)
Contributions - monetary	4,588	2,344	(2,244)
Other income	4,668	13,418	8,750
Library income	-	29	29
Assets held for sale revaluation	-	(171)	(171)
Investment properties revaluation	-	52	52
Total income	126,835	116,843	(9,992)
Expenses			
Employee costs	44,598	43,263	1,335
Materials and services	35,288	43,590	(8,302)
Depreciation and amortisation	17,063	17,551	(488)
Borrowing costs	597	272	325
Other expenses	3,377	3,077	300
Landfill provision change	-	(51)	51
Total expenses	100,923	107,702	(6,779)
Surplus/(deficit) excluding other adjustments	25,912	9,141	(16,771)
Other adjustments			
Contributions - non monetary	7,920	32,083	24,163
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	600	(1,119)	(1,719)
Writing off capital projects	-	(2,095)	(2,095)
Total surplus/(deficit)	34,432	38,010	3,578

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 \$38.0m is \$3.578m favourable to budget. The financial summary provides an explanation of key variances to budget.

* This column represents the adjusted budget which is the 2023/24 adopted budget adjusted for the 2022/23 carry forward budgets and any Council approved budget changes during 2023/24.

BALANCE SHEET

As at 30 June 2024

	2022/23 June Actuals \$'000	2023/24 June Actuals \$'000	2023/24 June Variance \$'000
Current assets			
Cash and cash equivalents	39,577	8,981	(30,596)
Trade and other receivables	16,091	11,237	(4,854)
Other financial assets	10,000	27,998	17,998
Non current assets held for sale	-	70	70
Prepayments	594	782	188
Other assets	1,551	142	(1,409)
Total current assets	67,813	49,210	(18,603)
Non-current assets			
Other financial assets	21	21	-
Investment in Regional Library	1,447	1,477	30
Property, infrastructure, plant and equipment	1,380,771	1,442,285	61,514
Right of use assets	345	2,006	1,661
Investment property	2,933	2,985	52
Intangible assets	416	253	(163)
Total non-current assets	1,385,933	1,449,027	63,094
Total assets	1,453,746	1,498,237	44,491
Current liabilities			
Trade and other payables	9,413	7,176	2,237
Trust funds and deposits	6,952	6,222	730
Unearned Income	16,668	7,916	8,752
Provisions	6,730	6,732	(2)
Interest-bearing loans and borrowings	391	1,385	(994)
Lease Liabilities	256	399	
Total current liabilities	40,410	29,830	10,723
Non-current liabilities			
Provisions	4,934	5,131	(197)
Interest-bearing loans and borrowings	5,117	16,032	(10,915)
Lease Liabilities	131	1,628	(1,497)
Total non-current liabilities	10,182	22,791	(11,112)
Total liabilities	50,592	52,621	(389)
Net assets	1,403,154	1,445,616	44,102
Equity			
Accumulated surplus	707,240	747,177	39,937
Reserves	695,914	698,439	2,525
Total Equity	1,403,154	1,445,616	42,462

INVESTMENTS HELD

As at 30 June 2024

Institution	ICAN	Non Fossil fuel *	Short Term Rating	Percentage of Total investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
At call investments									
NATIONAL AUSTRALIA BANK	No	No	A1+	0.04%	At Call Account	\$ 11,759	4.25%		
Financial assets									
NATIONAL AUSTRALIA BANK	No	No	A1+	7.14%	Term Deposit	\$ 2,000,000	5.10%	25/01/2024	22/08/2024
AUSTRALIAN MILITARY BANK	No	Yes	A2	17.85%	Term Deposit	\$ 5,000,000	5.10%	28/05/2024	29/10/2024
AUSTRALIAN MILITARY BANK	No	Yes	A2	17.85%	Term Deposit	\$ 5,000,000	5.20%	21/06/2024	20/12/2024
MYSTATE BANK	No	Yes	A2	17.85%	Term Deposit	\$ 5,000,000	5.35%	28/11/2023	28/08/2024
MYSTATE BANK	No	Yes	A2	10.71%	Term Deposit	\$ 3,000,000	5.10%	4/03/2024	4/09/2024
NATIONAL AUSTRALIA BANK	No	No	A1+	17.85%	Term Deposit	\$ 5,000,000	5.05%	20/02/2024	20/08/2024
NATIONAL AUSTRALIA BANK *	No	No	A1+	10.70%	Term Deposit	\$ 2,997,925	5.04%	20/03/2024	16/09/2024
Total Investments						\$ 28,009,684			

Total % of investment portfolio held by Non Fossil Fuel Lending Institutions

64%

Total % of investment portfolio held by Lending Institutions that support the International Campaign to abolish Nuclear Weapons (ICAN)

0%

Policy Compliance



4.1 (a) Portfolio Credit Framework

Short term rating	Max Exposure	Current exposure
A1+/A1	100%	36%
A2/A3	70%	64%
B	0%	0%



4.1 (b) Individual Institution Credit Framework

Institution	Rating	Max Exposure	Current exposure
AUSTRALIAN MILITARY BANK	A2	40%	18%
MYSTATE BANK	A2	40%	29%
NATIONAL AUSTRALIA BANK	A1+	45%	36%

* Open space reserve investment

FINANCIAL RESERVES

As at 30 June 2024

	Balance 1 July 2023	Transfers to Reserve	Transfer from Reserve	Balance 31 March 2024
Discretionary Reserves				
Plant Replacement	743,889	1,223,757	453,959	1,513,687
Asset Conversion	744,372	-	-	744,372
Commercial Development	3,182,148	-	1,156,807	2,025,341
Open Space Reserve *	2,925,000	72,925	-	2,997,925
Gravel Pit Operations **	2,424,962	733,100	564,388	2,593,674
Hanging Rock	153,530	-	153,530	-
Maintenance Senior Citizens Accommodation	129,064	6,891	74,890	61,065
Debt Repayment	1,291,470	400,000	-	1,691,470
Total Discretionary Reserves	11,594,435	2,436,673	2,403,574	11,627,534
Statutory Reserves				
Public Open Space - South	1,503,719	420,000	1,449,402	474,317
Public Open Space - East	1,132,578	189,850	1,029	1,321,399
Public Open Space - Central ***	1,302,473	100,000	1,402,473	-
Public Open Space - West	493,234	1,386,251	261,782	1,617,703
Public Open Space	4,432,004	2,096,101	3,114,686	3,413,419
Community Facilities - South	-	-	-	-
Community Facilities - East	222,042	-	-	222,042
Community Facilities - Central	17,697	-	-	17,697
Community Facilities - West	351,520	-	-	351,520
Community Facilities	591,259	-	-	591,259
Car Parking	135,600	-	-	135,600
Planning Roadworks #	531,180	412,816	-	943,996
Drainage #	970,642	4,059	412,816	561,885
Gisborne Development Contributions Plan	2,249,113	259,044	1,300,000	1,208,157
Romsey Development Contributions Plan	65,925	99,178	-	165,103
Planning Footpath Works	148,403	-	-	148,403
Total Statutory Reserves	9,124,125	2,871,198	4,827,502	7,167,822
GRAND TOTAL	20,718,560	5,307,871	7,231,076	18,795,355

Transfers from reserves

* Funds equalling this balance have been invested for a 6 month period @ 5% maturing on 16 September 2024.

** Reserve transfers include a percentage of the proceeds put aside from timber processing on the gravel pit site. These funds are to contribute towards rehabilitating/improving the site.

*** Public Open Space - Central Reserve has been closed in line with Council's resolution

Prior year funds of \$421,816 reallocated to the correct reserve.

Council Plan Delivery

April to June

4th Quarter 2023-24



**Macedon
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Shire Council

- 106 (88%) of projects on schedule and completed within the year.
- New bus routes are now confirmed by Department Transport and Planning (DTP) through advocacy efforts of Council.
- All footpath renewal works have been completed. A new footpath on Station Road Gisborne has also been completed.
- The Romsey Structure Plan was adopted at the 22 May 2024 Scheduled Council Meeting.
- The Capital Works completion rate of 84.5% was achieved for the Financial Year 23/24.
- Council adopted the Fair Access Policy at its 26 June 2024 Scheduled Council Meeting.

Strategic objectives

Council Plan – strategic objectives

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.

Healthy environment, healthy people

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

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

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

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.

Deliver strong and reliable government

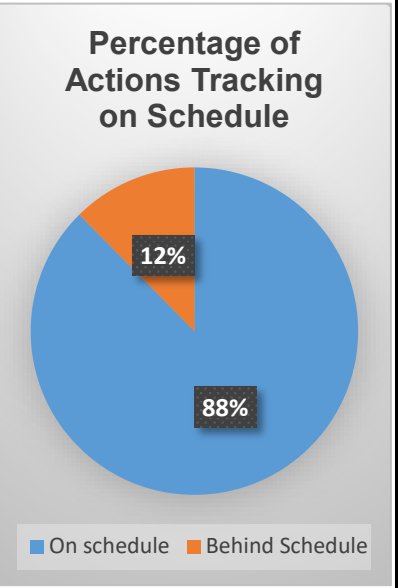
We will demonstrate the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

COUNCIL PLAN ACTIONS

Reporting Period 01/04/2024 - 30/06/2024

Council Plan Actions progress for the period 01/04/2024 - 30/06/2024:

Strategic Objectives	No. of Actions	No. of Actions Commenced	No. of Actions Not Scheduled to Start	No. of Actions Completed	No. of Actions behind target completion	% of Actions progressing on schedule
Objective 1 Connecting communities	42	42	0	34	8	81%
Objective 2 Healthy environment, healthy people	46	46	0	41	5	89%
Objective 3 Business and tourism	16	16	0	15	1	94%
Objective 4 Deliver strong and reliable government	17	17	0	16	1	94%
Total for the Quarter	121	121	0	106	15	88%



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	Traffic light progress
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	Completed	100%	100%	All footpath renewal works (Bolinda-Darraweit Road Darraweit Guim, Hamilton Street and Howey Street Gisborne) have been completed. A new footpath on Station Road Gisborne has also been completed.	Manager Engineering and Resource Recovery	30 June 2024	
Complete the construction of Stages 1 and 2 Macedon Ranges Shared Trails project by 30 June 2024	Deliver	In Progress	100%	30%	Most approvals are in place, including the Department Transport and Planning (DTP) planning discharge for Stage 1, which enables Council to commence construction. Stage 1A construction has been completed and Stage1B construction is almost complete. Stage 2 is awaiting Department of Energy, Environment and Climate Action (DEECA) approval on ecological reports.	Manager Assets and Project Management Office	30 June 2024	
In partnership with Hepburn Shire Council, advocate to the Victorian Government for support to undertake preconstruction planning for the Daylesford to Hanging Rock Rail Trail project	Advocate	Completed	100%	100%	Advocacy for the shared trail continues despite constraints on available funding avenues.	Manager Open Space and Recreation	30 June 2024	
Finalise the review of the Kyneton Movement Network Study (2018) to develop and guide the planning of future infrastructure requirements (multi-year)	Deliver	Completed	100%	100%	The Kyneton Movement Network Plan was endorsed at the June 2024 Scheduled Council meeting.	Manager Engineering and Resource Recovery	30 June 2024	
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	Completed	100%	100%	New bus routes are now confirmed by Department Transport and Planning (DTP) through advocacy efforts. Locations of the new bus stops are being confirmed by DTP officers with assistance from Council's Engineering team.	Manager Engineering and Resource Recovery	30 June 2024	
Continue to advocate for increased State Government funding for supervised school crossings and consider alternative safe crossing methodologies for schools	Advocate	Completed	100%	100%	Staff have attended advocacy meetings and provided feedback to advocacy documents.	Manager Safer Communities	30 June 2024	

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	Traffic light progress
Progress the Kyneton Town Centre Urban Design Framework to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	100%	80%	A draft Kyneton Town Centre Urban Design Framework was endorsed for consultation at the 26 June 2024 Scheduled Council Meeting. Consultation will occur in Q1 2024/25.	Manager Strategic Planning and Environment	30 June 2024	
Following community consultation of the Draft Gisborne Futures Project, (incorporating the Gisborne Structure Plan, Neighbourhood Character Study and Town Centre Urban Design Framework Plan), present the final draft of the Gisborne Futures project to Council for a decision and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	100%	90%	Following consultation on the draft Gisborne Structure Plan, work continues to respond to submissions and preparing a final Draft Structure Plan for consideration in mid 2024.	Manager Strategic Planning and Environment	30 June 2024	
Following community consultation of the Draft Romsey Structure Plan, present the final draft of the Romsey Structure Plan to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme.	Deliver	Completed	100%	100%	The Romsey Structure Plan was adopted at the 22 May 2024 Scheduled Council Meeting. The project has been completed.	Manager Strategic Planning and Environment	30 June 2024	
Implement the Riddells Creek Structure Plan and preparation of the Riddells Creek Movement and Network Strategy through consideration of planning scheme amendments that are proposed in line with the Structure Plan, to respond to the township's population growth and associated impacts	Facilitate/Deliver	Completed	100%	100%	In this quarter an application was accepted by the Development Facilitation Program (state government) for the Minister to consider a combined planning scheme amendment and stage one planning permit for the Amess Road Precinct Structure Plan. Council is preparing a submission. The Riddells Creek Movement Network Plan was adopted at the 26 June 2024 Scheduled Council Meeting.	Manager Strategic Planning and Environment	30 June 2024	
Progress the Heritage Strategy to guide Council's priorities for further heritage protection	Deliver	In Progress	100%	90%	A draft Heritage Strategy 2024-2034 was endorsed for consultation at the 22 May 2024 Scheduled Council Meeting. Consultation began on 3 June 2024 and closes on 1 July 2024. It is expected the final draft Heritage Strategy will be presented to Council in the next quarter.	Manager Strategic Planning and Environment	30 June 2024	
Finalise 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	Completed	100%	100%	The final Developer Contribution Plan Review and Audit (June 2024) has been received. The Review makes six recommendations, including the review of the Gisborne and Romsey Developer Contribution Plans.	Manager Strategic Planning and Environment	30 June 2024	

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	Traffic light progress
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Progress the preparation of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	100%	50%	Work on developing the draft Open Space Strategy is underway utilising existing resources. It is not expected that the draft Open Space Strategy will be released for consultation until early in 2025 due to Council elections in late 2024.	Manager Strategic Planning and Environment	30 June 2024	
Finalise the construction on stage 1 of the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery	Deliver/Advocate	Completed	100%	100%	The official opening of Stage One of the Macendon Ranges Sports Precinct was conducted on Friday, 28 June 2024. Funding advocacy for future stages is ongoing with funding for stage 2 obtained.	Manager Assets and Project Management Office	30 June 2024	
Commence stage 2 of the Macedon Ranges Regional Sports Complex design and documentation, including schematic design, stakeholder/community consultation, detailed design and tender document preparation for construction in the future.	Deliver	Completed	100%	100%	The schematic designs have been finalised and are awaiting presentation to the Project Executive for approval.	Manager Assets and Project Management Office	30 June 2024	
Deliver the annual capital works program within budget	Deliver	Completed	100%	100%	The Capital Works completion rate of 84.5% was achieved for the Financial Year 23/24.	Manager Assets and Project Management Office	30 June 2024	
Commence work with the State Government to scope and plan works for the Romsey Skate Park in conjunction with the recommendations from the shire wide skate park master plan	Partner/Facilitate	Completed	100%	100%	Council endorsed the plans for the Romsey Skate Park at its 26 June 2024 Scheduled Council Meeting. Work will now commence on tendering the design for construction.	Manager Open Space and Recreation	30 June 2024	
Undertake a master plan of the Lancefield Park Recreation Reserve	Deliver	In Progress	100%	75%	Council will consider releasing the draft Lancefield Park Masterplan for four weeks of community consultation at its 24 July Scheduled Council meeting.	Manager Open Space and Recreation	30 June 2024	

Target community needs through development programs and grants

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	Traffic light progress
Promote community centres, neighbourhood houses, and their programs to encourage community participation	Deliver	Completed	100%	100%	Community participation regularly promoted in community and local newspapers as well as social media and Council's website. New Neighbourhood House Policy additionally articulates this as an action.	Manager Community Strengthening	30 June 2024	
Collaborate with Loddon Mallee partners and across Council to coordinate, support, engage and recognize volunteers	Partner/Deliver	Completed	100%	100%	Promotional activities have been scheduled which includes - National Volunteers Week in May 2024 and International Volunteers Day on 5 December 2024. The implementation of our internal volunteer database 'Better Impact' is now completed, including the introduction of volunteer handbook and supported onboarding process.	Manager People, Risk and Wellbeing	30 June 2024	
Promote the library programs of the Goldfields Library Corporation to engage the community	Partner/Deliver	Completed	100%	100%	Council's Communications and Advocacy team continues to liaise with Goldfields Libraries communications counterparts as required, to discuss opportunities to share relevant library activities/events through Council channels and vice versa. The Communications and Advocacy team has committed to setting up more regular catch-ups with Goldfields Libraries in 2024-25, to continue to improve this relationship and better support aligned goals.	Manager Communication and Engagement	30 June 2024	

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	Traffic light progress
Continue to advance Indigenous reconciliation, working with First Nations People and broader community on implementing Council's current Innovate Reconciliation Action Plan	Partner/Deliver	In Progress	100%	90%	Almost all actions have been completed. Actions not completed will be rolled into the new RAP	Manager Community Strengthening	30 June 2024	
Celebrate and participate in National Reconciliation Week, by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander Peoples and other Australians	Partner/Deliver	Completed	100%	100%	First Peoples Assembly presented at the Reconciliation Week event at the Kyneton Town Hall	Manager Community Strengthening	30 June 2024	
Continue to recognise Indigenous culture at Macedon Ranges Shire Kindergartens	Deliver	Completed	100%	100%	Indigenous artwork murals were completed at Kyneton Kindergarten and Swinburne Avenue Children's Centre.	Manager Children, Youth & Family Services	30 June 2024	
Work with an experienced First Nations consultant to engage internal and external stakeholders in developing a new Stretch Reconciliation Action Plan (RAP) for Council	Partner/Deliver	Completed	100%	100%	Draft RAP will be presented to Council at the July scheduled meeting seeking approval to release for community consultation.	Manager Community Strengthening	30 June 2024	
Form a Cultural Advisory Group made of up representatives of the Traditional Owner Organisations to assist with the creation of the Stretch RAP and provide ongoing guidance to Council regarding its implementation	Partner/Deliver	Planning	100%	50%	Consultation complete and models of advisory group to be explored in the new RAP.	Manager Community Strengthening	31 March 2024	

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	Traffic light progress
Continue to support targeted initiatives, programs and activities 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, program enhancements to Youth spaces and increasing engagement of Aboriginal and Torres Strait Islander Young People in services across the Shire	Deliver	Completed	100%	100%	Youth Services continue to support young people of diverse backgrounds through a variety of activities and programs. This action is ongoing.	Manager Community Strengthening	30 June 2024	

Continue to demonstrate leadership in advancing gender equality, through implementation of Council's Gender Equality Action Plan, including delivery of year two actions	Deliver	Completed	100%	100%	Year two actions currently being supported as specified in the action plan (YR2), noting a number of actions are ongoing. MRSC progress reporting and workplace gender audit was completed and submitted to the Commission for Gender Equality on 20 February 2024 as part of our legislative requirements.	Manager People, Risk and Wellbeing	30 June 2024	
Oversee delivery and collaboration with the community to facilitate approved Council recognition days (or weeks).	Deliver	Completed	100%	100%	The delivery of recognition events and acknowledgments of approved recognition days continues.	Manager Community Strengthening	30 June 2024	
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	Completed	100%	100%	Council approved an alternate solution that was completed on 22 May 2024.	Manager Facilities and Operations	30 June 2024	
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	Completed	100%	100%	Community Partnerships Officer provides regular updates and support to Neighbourhood Houses about funding opportunities. New Neighbourhood House Policy additionally outlines actions that involve advocating to State Government for increased funding. MRSC externally funded recovery activities have included funding two neighbourhood houses to develop Community Emergency Resilience Plans.	Manager Community Strengthening	30 June 2024	
Implement year three of Village Hubs – a project to give older people the opportunity to connect for social activities and mutual support	Deliver	Completed	100%	100%	The Village Hubs Project - Village Connect provided programs to support socially isolated older people across the Shire. With the project funding ending in June 2024, work on ensuring its sustainability has commenced to allow Council to continue supporting new older residents in forming community connections, such as through ongoing Coffee Catch Ups.	Manager Community Wellbeing	30 June 2024	

Explore opportunities for affordable and social housing in the shire								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	Traffic light progress
Implement Council's updated Affordable Housing Policy	Deliver	Completed	100%	100%	The affordable housing policy continues to guide work in advocating to the Federal and Victorian Government to increase the supply of affordable housing in the Macedon Ranges Shire	Manager Community Wellbeing	30 June 2024	
Continue to work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire	Advocate/Partner	Completed	100%	100%	Council has met with Homes Victoria in this quarter to further advocate for the increase of affordable housing across the shire.	Manager Community Wellbeing	30 June 2024	
Implement the Loddon Mallee Housing Strategy and actions as relevant to the Macedon Ranges Shire	Advocate/Partner	Completed	100%	100%	Regional Housing Coordinator has prepared a work program and progressed priority actions listed in the Loddon Mallee Housing Action Plan. A Loddon Mallee local government network group has also been established.	Manager Strategic Planning and Environment	30 June 2024	
Continue to work with housing providers to seek Victorian Government funding to renew and, where appropriate, expand Council-owned or managed social housing stock	Advocate/Partner	Completed	100%	100%	Council has met with Homes Victoria to look at partnerships to support the renewal of Councils housing stock. Wittingham in partnership with Council continue to lead the development of additional housing stock in Lancefield.	Manager Community Wellbeing	30 June 2024	

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	Traffic light progress
Continue to deliver the actions for the Biodiversity Strategy 2018 including community education and engagement program and biolink plan	Deliver	Completed	100%	100%	The environmental enews now has just under 2000 subscribers with a very high reading rate. The team hosted eight separate events within the quarter with various engagement methods (i.e. walks, workshops and citizen science activities). The most notable was community education activities during the Autumn Festival. Two citizen science walks were run at Hanging Rock, and three spotlighting events across the shire were held for the community to contribute data to the biodiversity monitoring program. Council supported ten subsidised participants in the Nature Stewards program, which concluded in May. Biolink action has centred on the Mount William area, with the reinvigoration of a MRSC funded Deep Creek Landcare project that stalled during the pandemic. Officers worked with Willdife Victoria and partner council City of Greater Bendigo on the Wildlife Road Toll Reduction Pilot project - including hosting a well attended community forum, and contribution to a state wide resource the Wildlife Road Toll Reduction Toolkit.	Manager Strategic Planning and Environment	30 June 2024	
Continue the Healthy Landscapes – Practical Regenerative Agricultural Communities project	Deliver	Completed	100%	100%	Met all 23/24 engagement targets excluding no. of properties in Holisitic Grazing Course (target = 20, 18 enrolled). Program officer exceeded output through inclusion of the "Growing the Community" event at Kyneton Town Hall (140 participants across the service area). Future three year funding agreements agreed upon by all project partners. 24/25 program engagement targets set and agreed upon by all partners. Current awaitingly response from three grant applications which would add "farming techniques masterclass" course, "focus/model farm" program and increased technical evaluation.	Manager Strategic Planning and Environment	30 June 2024	
Implement priority actions outlined in the Roadside Conservation Management Plan 2021 including annual roadside weed program, complete the Ute Guide to the Roadside Conservation Management Plan and design and install first round of significance roadside vegetation signs	Deliver	Completed	100%	100%	Annual Roadside Weed Program delivered and 23/24 acquital report submitted. Funding secured for 24/25 program. Ute guide is complete and a available for staff. Significant roadside vegetation signs have started to be installed and will continue to be rolled out in Q1 24/25.	Manager Strategic Planning and Environment	30 June 2024	
Continue to protect, preserve and enhance biodiversity on Council land, through implementation of Environmental Management Plans, including pest plant and animal management, tree assessment and mitigation, ecological burning, and liaison with community	Deliver	Completed	100%	100%	Weed works have been delivered at optimum times seasonally. Reserve Environmental Management Plans have been audited and workshops undertaken with relevant community stakeholders to identify progress and future partnership priorities. Annual Tree Assessment has been completed, with High Risk tree issues mitigated. Citizen science surveys continue to map Large trees with Hollows in Council managed reserves to inform targeted works to protect assets and support hollow dependant species. Summer Rainfall impacted curing rates and planned ignitions. Three ignitions were achieved in Autumn including, a Traditional Owner Led burn at Woodend Grassland, and an ecological planned burn Malmsbury Common treating a long unburnt escarpment, and an ecological planned burn along Smokers Creek at Hanging Rock Reserve.	Manager Strategic Planning and Environment	30 June 2024	
Protect and enhance biodiversity on private land through the facilitation of local biolink action and support for Landcare groups and networks	Facilitate/Deliver	Completed	100%	100%	Nine community groups have projects underway under the Bendigo Bank supported Biolink Boost projects. Council officers continue to support the Deep Creek Biolink project, BushBank and the three Landcare networks. Officers are also working with landholders and Melbourne Water in Gisborne South to encourage local biodiversity action, in absence of local Landcare group.	Manager Strategic Planning and Environment	30 June 2024	
Continue annual biodiversity monitoring program including fauna surveys through the Bird Blitz, Nest Box Monitoring, Spotlighting Surveys, and flora surveys for Clover Glycine and Slender Tick-trefoil	Deliver	Completed	100%	100%	Spotlighting surveys in four biolinks in April as part of the Autumn Festival, including a partnership event with Friends of Bald Hill. Planning for the 2024 Bird Blitz is underway, with a rural/ agricultural focus "birds on farms".	Manager Strategic Planning and Environment	30 June 2024	
Continue to advocate to the Victorian Government for Barrm Birm to become a State Park due to its significant flora and fauna	Deliver	Completed	100%	100%	Officers continue to support Riddells Creek Landcare with management of ongoing issues at Barrm Birm including illegal entry, rubbish dumping, weed control. Blocks are now selling at \$90,000 - plans underway for signage that names the area as Barrm Birm.	Manager Strategic Planning and Environment	30 June 2024	

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	Traffic light progress
Deliver the first year of Council's Zero Net Emissions Plan for Operations to guide our efforts in achieving zero net emissions by 2030	Facilitate/Deliver	Completed	100%	100%	Early design works being completed for high priority action 7 (Aquatic Centre electrification transition). Newly endorsed Waste Education Action Plan enacts action 13, 14 and 15. Vehicle Policy enacts action 10 and EV Infrastructure Policy (in development) enacts action 11. Introduction of 'climate considerations' into PLM and InfoCouncil reporting enacts action 19, 21 and 22. A staff training module to support the introduction of climate considerations commenced in mid April. Initial discussions have been held with Resource Recovery Unit regarding action 23 (reforming a staff environment group).	Manager Strategic Planning and Environment	30 June 2024	
Continue to undertake environmental upgrades to Council buildings to enhance energy efficiency and environmental performance	Deliver	Completed	100%	100%	Preliminary design works for transition to electric heat pumps at Gisborne Aquatic Centre prepared in early 2024. Funds for design works to transition high-priority sites (Kyneton Mechanics Institute, Kyneton Town Hall and Red Brick Hall) from gas heating sources to electric equivalents approved in 24/25 budget.	Manager Strategic Planning and Environment	30 June 2024	
Incorporate the Ecologically Sustainable Development (ESD) principles into all new Council building projects	Deliver	In Progress	100%	90%	Officers to review and evaluate responses to Climate Impact Assessment introduced into internal project management software for 2023-24, to inform staff training / support needs. Directorate-specific training on climate change and sustainable design to be conducted in 2024-25.	Manager Strategic Planning and Environment	30 June 2024	
Continue to provide support to community in the implementation of climate change action plans across the shire's townships	Deliver	Completed	100%	100%	Officers currently drafting guidelines for a Community Climate Action Grant program to enable further financial support to community groups participating in community climate action projects. Council continues to provide in-kind, advisory and administrative support to multiple community climate groups.	Manager Strategic Planning and Environment	30 June 2024	
Investigate solar power generation to offset emissions from council operations	Deliver	Completed	100%	100%	Preliminary investigations into solar power generation to offset emissions deemed unfeasible due to infrastructural upgrade. Officers continue to investigate the use of Council-owned land for carbon plantings. These investigations will be used to inform an Offsets Policy.	Manager Strategic Planning and Environment	30 June 2024	
Develop a policy on Council support for electric vehicle (EV) charging infrastructure in the shire and seek funding opportunities for public chargers in Gisborne, Romsey, Riddell's Creek and Malmsbury.	Facilitate/Deliver	In Progress	100%	90%	Council continues to participate in Central Victorian Greenhouse Alliance-led Regional EV Infrastructure Framework. This study will inform Council's EV infrastructure policy and result in the identification and technical assessment of 3-5 potentially appropriate charging sites within the shire (project will only focus on Gisborne, Romsey, Riddell's Creek and Malmsbury).	Manager Strategic Planning and Environment	30 June 2024	
Participate in the Central Victoria Community Carbon Offset Pilot Project to explore options for future carbon offsets for Council operations.	Facilitate/Deliver	Completed	100%	100%	Officers secured operational budget to continue involvement in Phase 2 of the Community Carbon Pilot (led by North Central Catchment Management Authority). Phase 2 includes establishment, maintenance and monitoring of four carbon planting sites across the Central Victorian region, one located in Woodend. Phase 2 will run from 2024-30.	Manager Strategic Planning and Environment	30 June 2024	

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	Traffic light progress
Continue to promote the use of reusable nappies through the Maternal and Child Health Service	Facilitate/Deliver	Completed	100%	100%	The reusable nappy packs are in every MCH centre - on display in the waiting area, and used for demonstration and education at all new parent groups.	Manager Children, Youth & Family Services	30 June 2024	
Continue to resource and fund the implementation of the actions identified in the Waste and Resource Recovery Management Strategy 2021-2026	Deliver/Partner	Completed	100%	100%	The actions identified in the Waste and Resource Recovery Management Strategy 2021-2026 are in progress, with 84% of the total 31 actions either complete or in progress (15 actions completed and 11 ongoing). For the two remaining financial years, three actions have commenced with two yet to commence; The Romsey resale shop has been completed and will be officially opened on Friday, 19 July 2024. A shire-wide pilot of soft plastic collection will occur in the financial year 24/25.	Manager Engineering and Resource Recovery	30 June 2024	
Continue to decrease Tonnes of waste to landfill per capita	Deliver	Completed	100%	100%	State targets are 72% diversion by 2025 and 80% diversion by 2030. Diversion for Macedon Ranges Shire Council is currently at 72.5%. When Container Deposit Scheme (CDS) facilities are rolled out across the Shire, it is expected to reduce the tonnage of recyclables collected and thus reduce the diversion rate.	Manager Engineering and Resource Recovery	30 June 2024	

Provide opportunities to experience open space and bushland reserves								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	Traffic light progress
Complete and adopt a revised Environmental Management Plan and Infrastructure Master Plan for Stanley Park	Deliver	Completed	100%	100%	The revised Environmental Management Plan was adopted at the Dec 2023 Council Meeting. The draft Stanley Park Infrastructure Master Plan was adopted at the June 2024 Council meeting, subject to an alternate motion to retain the playground in its current location, to retain the BBQ and to realign a pathway to maximise land available adjacent to the playground. The IMP is currently being updated by the consultant to reflect the requested changes and will be completed in early 24/25.	Manager Strategic Planning and Environment	30 June 2024	
Complete repairs of the Black Hill Reserve Trail Network	Deliver	In Progress	100%	90%	The northern base circuit loop track works are now completed and the track is reopened. Works have occurred on the northern steps to the ridge track to improve public safety. The Cultural Heritage investigation is ongoing. Surveys will be completed in July / August. Once completed, a report will be provided to Council. Flood recovery funding has also become available assisting with repairs to the southern ridge track steps and drainage issues impacting the base circuit track in the southeast corner. Works are progressing as planned. Council Support Program grant funding has been secured to continue repair works and improved wayfinding infrastructure in the reserve in 24/25 Financial Year.	Manager Strategic Planning and Environment	30 June 2024	
Continue implementation of recommended master plan actions at the Gisborne, Kyneton and Malmsbury Botanic Gardens	Deliver	Completed	100%	100%	Kyneton Botanic Gardens - Irrigation design has been completed. Gisborne and Malmsbury Botanic Gardens irrigation installation has been completed. Gisborne Botanic Gardens West entrance landscaping works are complete.	Manager Open Space and Recreation	30 June 2024	
Provide opportunities for the community to experience open space and bushland reserves and learn about nature via monthly environment e-news and seasonal environment event program	Deliver	Completed	100%	100%	The team continues to deliver community events aimed at supporting climate and biodiversity action, incorporating citizen science, education events and on ground actions to address threats to our natural assets. The Environment Enews is a key communication platform education and promoting participation in events and now has just under 2000 subscribers	Manager Strategic Planning and Environment	30 June 2024	
Complete the Woodend Racecourse reserve Master Plan. This is a multi-year project.	Deliver	In Progress	100%	50%	Preliminary work has been undertaken with site users to develop issues and opportunities in preparation for broader community consultation to inform the draft Master Plan. Finalisation of the Macedon Ranges Shire Council Community Equestrian Facilities Plan will inform directions of the Racecourse Reserve Master Plan.	Manager Open Space and Recreation	30 June 2024	

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	Traffic light progress
Continue priority waterway restoration works that implement adopted waterway environmental plans.	Deliver	In Progress	100%	80%	The Waterways Program in partnership with Melbourne Water has continued to deliver high priority restoration works along waterways and has been 100% completed for 23/24 Financial Year. A recent partnership with North Central Catchment Management Authority will deliver significant waterway improvements to the Campaspe River, from Carlsruhe to Mollison Street and a section of Post Office Creek in the Kyneton Township. These works are being funded through state government flood recovery funding, addressing flood risk and delivering improvements to waterway health. The woody weed removal works are currently being finalised and the project is now transitioning to the revegetation focus, which will be completed in November 2024. These works are 70% completed. Urban Rivers and Catchment Program grant funding has been applied for to fund 3-4 years of waterway improvements.	Manager Strategic Planning and Environment	30 June 2024	
Implement actions in the Woodend Five Mile Creek Master Plan and Romsey Five Mile Creek Master Plan	Deliver	Completed	100%	100%	Council is supporting the Woodend Landcare Biolink project which is delivering the Action: TZ-3 L04 Blackgum Woodlands project. 350m3 of mulch has been installed to support the project and future planting events. The current project focus straddles financial years and will be completed in October 2024. Council is seeking grant funding to support other priority projects on Woodend Five Mile Creek. Romsey Five Mile Creek has a capital funding budget bid submitted for the 24/25FY to progress the establishment of the all access path network.	Manager Strategic Planning and Environment	30 June 2024	

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	Traffic light progress
Continue to leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events	Facilitate/Partner	Completed	100%	100%	Continued participation in regional recovery meetings, sharing learnings between other LGAs and agencies. Continue relationships with key agencies and groups including Emergency Recovery Victoria, Woodend Neighbourhood House, Riddells Creek Neighbourhood House, and Darraweit Guim Community Group, to improve understanding on community needs in immediate response and recovery after an emergency.	Manager Community Strengthening	30 June 2024	
Contribute to Municipal Emergency Management Planning, learning from emergency management responses to improve future responses	Facilitate/Partner	Completed	100%	100%	Completion of after-action review for private property clean-up program. Held after action review post December 2023/January 2024 storm event. Continue to work with Risk team to present learnings to Audit and Risk committee in future. Continued participation in Regional Emergency Management Team weekly teleconferences. Weekly MRSC emergency management communication to key agencies and internal stakeholders continues.	Manager Community Strengthening	30 June 2024	
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	Partner/Deliver	Completed	100%	100%	Emergency Relief Centres re-stock completed. Identification of potential relief/community support and centres has commenced, but not progressed. Successful program of rostered staff on standby over key fire danger period for Emergency relief centres, MEOCC activation, and Emergency Media/Communications support.	Manager Community Strengthening	30 June 2024	

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	Traffic light progress
Optimise accessibility and usage of open space and facilities, through a program of development and renewals for open space, playgrounds and sporting infrastructure	Deliver	Completed	100%	100%	Play equipment items at Lomandra Reserve in Romsey and Woodend Children's Park have been replaced. Additionally, replacement bollards/fencing has been installed at Clarkefield Reserve and Malmsbury Botanic Gardens. Design works for the future reconstruction of Riddells Creek Recreation Reserve and Tony Clarke Oval have been completed.	Manager Open Space and Recreation	30 June 2024	
Work in partnership with health, education and community organizations', including sporting clubs and community groups, to enhance opportunities for improved health, and participation in passive and active recreation	Partner	Completed	100%	100%	Council adopted the Fair Access Policy at its 26 June 2024 Scheduled Council Meeting.	Manager Open Space and Recreation	30 June 2024	
Continue to deliver the actions for the Municipal Public Health and Wellbeing Plan 2021–2025	Deliver	Completed	100%	100%	Council continues to deliver the actions of the 23/24 MPHWP.	Manager Community Wellbeing	30 June 2024	
Continue to deliver the 2023-24 actions for the Disability Action Plan 2021–2025	Deliver	Completed	100%	100%	Council continues to deliver the actions of the 23/24 DAP	Manager Community Wellbeing	30 June 2024	
Continue to deliver the actions for Elevate – Council's Youth Strategy 2018–2028	Deliver	Completed	100%	100%	Council continues to deliver the actions for 'Elevate – Council's Youth Strategy 2018-2028'.	Manager Children, Youth & Family Services	30 June 2024	
Continue to deliver the actions for Participate – Council's Positive Ageing Plan 2020–2025	Deliver	Completed	100%	100%	Council continues to deliver the actions of the 23/24 PAP	Manager Community Wellbeing	30 June 2024	

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	Traffic light progress
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	Completed	100%	100%	The Early Years team is working closely with the Department of Education for the roll out three-year-old kindergarten and is on track to delivering 15 hours of three-year-old kindergarten across all of its sites in 2025.	Manager Children, Youth & Family Services	30 June 2024	
Continue to provide and support access to quality kindergarten programs across the Shire	Deliver	Completed	100%	100%	The Early Years team supported emerging leaders and evaluated workforce planning data to identify gaps and opportunities, developing a plan to support service growth in line with the Best Start, Best Life reform.	Manager Children, Youth & Family Services	30 June 2024	
Improve social connection for children and families with barriers to social engagement	Facilitate	Completed	100%	100%	The Kinder Inclusion and Transition Support Officer position was implemented to provide families with information about programs in the shire, and the Early Years team worked on upgrading the website to add playgroups and other activities for children.	Manager Children, Youth & Family Services	30 June 2024	
Continue to deliver actions for Council's Early Years Plan – CREATE	Deliver	Completed	100%	100%	Council continues to deliver the actions for 'Early Years Plan – CREATE'	Manager Children, Youth & Family Services	30 June 2024	
Continue to strengthen municipal planning of early years services	Facilitate/Partner	Completed	100%	100%	Council continues to work with the Department of Education in collecting and analysing data to inform the development of a new Kindergarten Infrastructure and Services Plan (KISP). In addition, Council continues to collaborate with key stakeholders in fulfilling Early Years Services' current and future workforce needs through planning and development.	Manager Children, Youth & Family Services	30 June 2024	
Explore feasibility of Macedon Ranges Shire becoming a "Child Friendly Community"	Facilitate/Deliver	Completed	100%	100%	Council continues to explore the feasibility of Macedon Ranges Shire becoming a 'Child Friendly Community' through activities such as commissioning the development of a child and young person consultation framework to sit alongside Council's recently endorsed updated Community Engagement Guidelines.	Manager Children, Youth & Family Services	30 June 2024	
Continue to deliver maternal and child health, and early childhood services and programs, including immunisation, breast feeding support, sleep settling and supported playgroups	Deliver	Completed	100%	100%	Council continues to deliver maternal and child health, and early childhood services and programs, including immunisation, breast feeding support, sleep settling and supported playgroups.	Manager Children, Youth & Family Services	30 June 2024	

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	Traffic light progress
Continue to monitor the impacts of aged care reforms and work with service providers to advocate for the needs of older people.	Advocate	Completed	100%	100%	Council continues to monitor the aged care reforms and provide feedback to the Commonwealth in relation to the needs of those in the Macedon Ranges. Currently focused on monitoring the impacts of the implementation of a single assessment framework.	Manager Community Wellbeing	30 June 2024	

Assist to improve mental wellbeing within the community								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	Traffic light progress
Continue to increase community awareness and resilience in relation to mental health, through initiatives such as Live4Life, the primary school based mental health and wellbeing model and support to Macedon Ranges Suicide Prevention Action Group.	Facilitate	Completed	100%	100%	Council is actively advancing mental health awareness through ongoing Live4Life delivery and the expansion of Branch Out, a primary school mental health program. Support for the Macedon Ranges Suicide Prevention Action Group remains a priority, with council staff actively involved.	Manager Children, Youth & Family Services	30 June 2024	
Support and promote mental health by continued training of mental health first aid sessions through Live4Life.	Facilitate/Deliver	Completed	100%	100%	Youth Services continues to offer Youth Mental Health First Aid to adults and Teen Mental Health First Aid to secondary students in the shire through the Life4Life Program.	Manager Children, Youth & Family Services	30 June 2024	
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	Completed	100%	100%	Youth Services has collaborated with Sunbury and Cobaw Community Health in advocating to the relevant Primary Health Networks to increase funding for youth mental health services in the shire.	Manager Children, Youth & Family Services	30 June 2024	

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	Traffic light progress
Implement key actions contained in Year 2 and 3 of Council's Economic Development Strategy 2021–2031	Implement/Facilitate	Completed	100%	100%	The local agribusiness sector was showcased when the Loddon-Campaspe Regional Partnership forum was hosted at a local winery-restaurant and provided with a presentation by the president of the Macedon Ranges Vignerogns Association. At numerous stages in the process, input was provided into the finalisation of the Romsey Structure Plan, ensuring a business perspective was considered with a focus on provision of adequate employment land. Investment facilitation services were provided to a local manufacturer, in support of the establishment of new infrastructure, successfully ensuring/improving business outputs for the longer term. Via the Thriving Villages project, potential capital works improvement projects for some main streets were identified and added to town activation plans. Digital literacy courses offered by Macedon Ranges Further Education Centre were supported and promoted.	Manager Economic Development and Visitor Economy	30 June 2024	
Progress the Events Strategy 2021–2025, including ongoing development and delivery of the Autumn Festival	Deliver	Completed	100%	100%	Delivery of actions from the Events Strategy is continuing to progress. Most notably two new events have been introduced to the events calendar, Bicycle Victoria's Gravel Macedon event, held in Woodend, and the upcoming Dirty Docker event, to be held in Lancefield. The Autumn Festival has now concluded, it was successfully conducted and was delivered on time and on budget. Feedback from festival attendees was that 92% of survey respondents would attend the festival again and 98% would recommend the festival to a friend.	Manager Economic Development and Visitor Economy	30 June 2024	
Continue delivering actions from the Arts and Culture Strategy 2018–2028	Deliver	Completed	100%	100%	2024 Arts program being implemented through to June including delivery of Kids Creative holiday program.	Manager Community Strengthening	30 June 2024	
Identify and support initiatives that involve participatory arts practices	Deliver	Completed	100%	100%	Live and Local Music program that involves local artists performing in local community halls has been delivered.	Manager Community Strengthening	30 June 2024	
Continue to support the development of local festivals, events and cultural activities across the shire	Partner/Deliver	Completed	100%	100%	The support and development of local festivals and events occurs on a regular basis, this year monthly Event drop-sessions were introduced for event organisers to attend and speak to officers to ask questions, discuss challenges and highlight area they need support in. A new permit system has been developed in conjunction with the business improvement team and will be utilised from July 1 2024.	Manager Economic Development and Visitor Economy	30 June 2024	
Seek external funding to improve signage/ way finding within our town business centres	Deliver/Advocate	Completed	100%	100%	State government funding has now been secured to participate in a region-wide Wayfinding project. Each LGA within the participating region has identified a trial site for new signage, with Hanging Rock the chosen location for Macedon Ranges. This new project is slated for completion in June 2025.	Manager Economic Development and Visitor Economy	30 June 2024	

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	Traffic light progress
Continue to support local business and tourism associations (BATAs) and industry-sector peak bodies, and look to have geographic and industry-sector coverage.	Partner	Completed	100%	100%	Assistance to Tourism Macedon Ranges (TMR) and the Eastern Macedon Ranges BATA (EMRBATA) and other town based organisations, to progress the Thriving Villages Project continued. This included provision of letters of support to various funding agencies for a number applications lodged by business and community groups. Financial contributions were provided in support of Town Activation workshops, delivered by Village Well, in Lancefield and Romsey in April. Council representatives took part in the workshops and the outcome was the finalisation of town based Action Plans for those locations, as well as the formation of two town action teams.	Manager Economic Development and Visitor Economy	30 June 2024	
Continue to increase the engagement of the business community with the Macedon Ranges Shire Council Business Awards. Multiyear project.	Deliver	Completed	100%	100%	44 businesses completed their Macedon Ranges Business Awards submissions, confirming a good spread across the categories. Fine tuning for the Awards Gala Event to be held at Mt Macedon Winery, progressed well. Awards judges were selected/confirmed, briefed and the judging process got underway.	Manager Economic Development and Visitor Economy	30 June 2024	
Continue to promote local purchasing and the circular economy	Deliver	Completed	100%	100%	4 local businesses were promoted, via business features in the E News in April, May and June. A local winery/restaurant was chosen as the venue to host the Loddon-Campaspe Regional Partnerships quarterly meeting. Planning with a local hospitality venue to host a tourism event of state significance, scheduled for July 2024, progressed well. A local business contracted by Council, delivered a Digital workshop series for Macedon Ranges business operators in May. First Nation suppliers were identified and added to the mailout list for the upcoming Procurement and Tendering workshop.	Manager Economic Development and Visitor Economy	30 June 2024	

Support small business and the local economy								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	Traffic light progress
Consolidate delivery obligations under the Small Business Friendly Charter: - Deliver 14-day payments to local suppliers - Engage with businesses - Streamline business applications - Help set up and support local business networks	Deliver	In Progress	100%	90%	Despite some high volume periods for invoice processing, Council remains committed to paying suppliers within 14 days of receiving invoices for goods and services. Business Engagement continued with successful impact mitigation around council infrastructure works in Romsey and Gisborne, and promoting and supporting delivery of two Holmesglen TAFE, business start-up workshops. The Development Assessment Team support for construction of a significant new facility near Woodend assisted it coming to fruition, with the business receiving the relevant permits to progress in June. Council supported the Tourism Macedon Ranges and Eastern Macedon Ranges BATA roll out of the Thriving Villages & Township Activations projects with a focus on Lancefield and Romsey. Other business and community groups (from Gisborne, Kyneton, Woodend and Macedon-Mt Macedon) were issued letters of support for their applications for funding to various agencies to develop their own township activation plans.	Manager Economic Development and Visitor Economy	30 June 2024	
Support the local economy by encouraging procurement to be undertaken locally	Advocate	Planning	100%	100%	Planning for the annual Procurement and Tendering information session for local businesses progressed well. A promotions plan, including print advertising, E News articles, social media posts and a direct mail E Blast was created and timetabled. Speakers from all relevant Council departments were confirmed and a Worksafe Australia representative was locked in to deliver an OH&S component at the conclusion of the internal presentations.	Manager Economic Development and Visitor Economy	30 June 2024	

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	Traffic light progress
Continue to advocate for improved telecommunications infrastructure, with a focus on blackspots. Multiyear project	Advocate	Completed	100%	100%	Improvements to telecommunications infrastructure progressed in the quarter. A preferred location for a new facility in Gisborne South was identified and plans to engage with the user groups on the site were developed. Activation of the Telstra small cell network in Kyneton was completed. Progress was made on plans for a light tower swap out and new base station in Kyneton. NBN fibre upgrades are complete across the shire and fixed wireless upgrades are in progress.	Manager Economic Development and Visitor Economy	30 June 2024	
Actively participate in government reviews and initiatives to increase provision of service and awareness of issues	Advocate/Partner	Completed	100%	100%	Officers continue to work with telecommunications providers supporting their actions to address local service issues. Following site visits/investigations in Gisborne South, with consultants seeking a suitable site for new Australian Government funded infrastructure, user groups/stakeholders were identified and engagement plans developed. Working with service providers, a template for a Digital Plan was created with a view to populating the plan in 2024-2025.	Manager Economic Development and Visitor Economy	30 June 2024	
Advocate for funding to support the investigation and provision of Wi-Fi in Shire townships to increase telecommunications connectivity. Multiyear project	Advocate	Planning	100%	100%	Representatives from NBNCo, Telstra and Council have created a template for a Macedon Ranges Digital Plan to be populated in early 2024-2025. Wi-Fi availability will be a key aspect covered in the Plan.	Manager Economic Development and Visitor Economy	30 June 2024	

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	Traffic light progress
Continue to review and update long-term financial and infrastructure planning to guide our budget decisions, to ensure they are responsible and sustainable	Deliver	Completed	100%	100%	The Long Term Financial Plan has been updated as part of the 2024/25 budget process, it has been discussed at each of the budget workshops with Councillors. The financial statements were presented to Councillors at Budget Workshop 4 on 9 April 2024. The first four years have been incorporated into the 2024/25 budget adopted in May by Council.	Manager Finance and Reporting	30 June 2024	

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	Traffic light progress
Conduct the 2023 Employee Engagement 'Pulse' survey, and integrate responses to feedback into organisational plans and strategies	Deliver	Completed	100%	100%	Pulse survey was open to all staff for a two week period and closed on 28 March 2024. Results have been shared and discussed at the department level and shared organisational wide. Specific roadmaps and action items are currently being formulated. Directorate and Department specific action items will be circulated within the relevant areas for transparency and reporting on quarterly.	Manager People, Risk and Wellbeing	30 June 2024	
Continue to provide appropriate training and development of staff to ensure continuous improvement and access to the required skills	Deliver	Completed	100%	100%	The Learning and Development Team launched our Corporate Training calendar, re-launch of our Learning Management System (Thrive), including a revised Induction and Orientation program, and a soft launch of our Leadership Capability Framework.	Manager People, Risk and Wellbeing	30 June 2024	
Review Council's current software providers to determine if an enterprise solution is available to meet Council's needs. Multiyear project.	Deliver	Completed	100%	100%	IT simplification is a key driver for Council and we continue to review current software needs and providers. This project will continue as a rolling program in 2024/2025.	Manager Information Services	30 June 2024	

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	Traffic light progress
Continue to actively participate in community and government networks and regional alliances	Partner/Facilitate	Completed	100%	100%	Officers are dedicated to ongoing active participation in community and government networks, as well as regional alliances, to foster collaboration and contribute to the betterment of our community.	Manager Finance and Reporting	30 June 2024	
Continue to actively meet local members and key decision makers to influence positive outcomes for the Macedon Ranges community	Partner/Facilitate	Completed	100%	100%	<p>Senior Officers and Councillors take the opportunity to meet both local state and federal members where possible. Additionally, the Mayor and the CEO make it a priority to attend the annual National General Assembly (NGA) of Local Government conference organised by the Australian Local Government Association in Canberra, where they have the chance to meet with federal members to discuss matters of importance for the sector and more importantly the Macedon Ranges Shire Council.</p> <p>The Council's priority project prospectus allows us to present key projects to various levels of government whenever opportunities arise for Councillors and Officers. It demonstrates our commitment to delivering these projects with strong support from both state and federal governments.</p> <p>The most anticipated meeting during the year with state government representatives was at the opening of the long-awaited Macedon Ranges Sports Precinct (MRSP) in New Gisborne.</p> <p>A culmination of decades of advocacy and planning by Council and the community, the MRSP's over-\$29 million first stage has delivered a three-court indoor sports hub, a natural turf oval with an adjoining sports pavilion and other facilities such as a playground, BBQ facilities and a fitness loop.</p> <p>Victorian Government Minister for Community Sport Ros Spence and Member for Macedon Mary-Anne Thomas were among those present to help open the new facilities.</p>	Manager Finance and Reporting	30 June 2024	

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	Traffic light progress
Continue to implement the Community Engagement Policy	Deliver	Completed	100%	100%	The Communications and Advocacy team provided oversight and assistance in launching/promoting another 14 public consultations throughout Q4 including the Kyneton Movement Network Study, Lease and Licence Policy, Youth Sports Survey, Play Strategy Survey, C1477macr, Macedon Ranges Heritage Strategy and Improved Mental Health Support for Young People. All of these consultations were launched through Council's Your Say online engagement hub and were supported by considered planning through the Community Engagement Guidelines.	Manager Communication and Engagement	30 June 2024	
Continue to improve our digital platforms, ensuring they are fully accessible for all residents and ratepayers	Deliver	Completed	100%	100%	Council's online Customer Service Portal has been upgraded to provide an improved user interface and the ability to work correctly on mobile devices. Council has also implemented an online Planning Application function. Work has completed on the business improvements and efficiencies of the online Planning process.	Manager Information Services	30 June 2024	
Implement Council's newly developed Customer Charter to further enhance our service excellence to the community	Deliver	Ongoing BAU	100%	90%	Implementation of the Customer Service Charter continues to be promoted and reinforced throughout the organisation to meet our commitments and service standards. Implementation is ongoing as further improvements are recognised and made across the organisation.	Manager Community Strengthening	30 June 2024	
Continue to implement the actions of the Information Services Digital Strategy so they are delivered in accordance with the yearly Work Plan	Deliver	Completed	100%	100%	Key activities achieved this financial year include: Finalised the TechnologyOne SaaS upgrade Commenced implementation of new Pathway User Interface to provide a better staff experience Updated the Pathway Customer Service Portal to make it more customer friendly and mobile responsive Continued the upgrade of Council laptops for staff, including review of improved field devices Completed the roll out of Office 365 for staff (including Multifactor Authentication) in line with our move to SaaS based solutions Implemented an improved secondary network link to Woodend Operations Centre using StarLink. Implemented eRecruitment and Volunteer Management systems Implemented the digital Performance Management process Completed online Booking process for Council venues Completed upgrade of Leisure Management system Introduction of a comprehensive performance appraisal system Completion of the Local Laws lone worker system Implemented new safety and risk management system Enhancements to digital customer experience Improvements to online statutory planning applications Development of online forms Streamlining of grant application processing Improvements to map accuracy across Council Elevated Essential Eight security compliance	Manager Information Services	30 June 2024	
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	Traffic light progress
Continue to comply with legislative external reporting and disclosure obligations, and ensure internal reporting frameworks are delivered to demonstrate transparency to the community	Deliver	Completed	100%	100%	Compliance with legislative external reporting disclosure obligations continues to be met, quarterly financial reports being prepared and presented to Council for adoption, both June, September, December and March quarter reports have been prepared and presented to Council.	Manager Finance and Reporting	30 June 2024	

Capital Works Performance

April to June

4th Quarter 2023-24



**Macedon
Ranges**
Shire Council

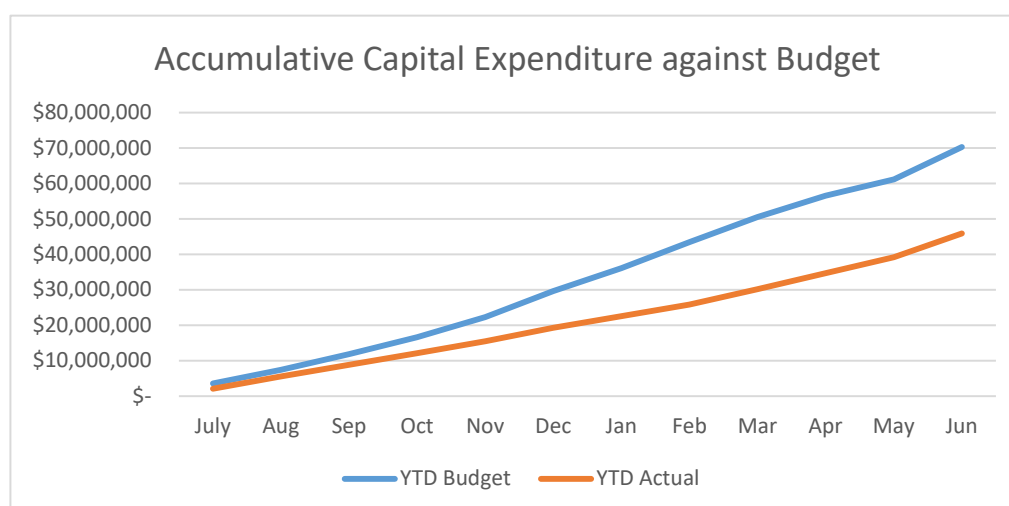
- \$45.9 million of capital works has been delivered at 30 June 2024.
- Macedon Ranges Regional Sports Precinct Stage 1 is complete and open to the public for use.
- Work commenced on Stages 1 and 2 of the Shared Trail project between Wooded and Riddells Creek.
- Several completed projects include: Murphy Street Romsey road upgrade, Sutherlands Road Clarkefield road rehabilitation, Hamilton Road New Gisborne road reconstruction and Three Chain Road Karlsruhe road rehabilitation.
- Carry Forward projects are being finalised as part of the year end process in preparation for audit.
- Romsey Bus Stop upgrades were completed.
- Council's annual road resealing program completed with 198,748 m² of road renewed.



CAPITAL WORKS STATEMENT

As at 30 June 2024

	2023/24 Annual Budget \$'000	2023/24 June Budget \$'000	2023/24 June Actuals \$'000	2023/24 June Variance \$'000
Property				
Land and land improvements	1,060	1,060	1,060	-
Buildings and building improvements	7,068	7,068	3,597	3,471
Total property	8,128	8,128	4,657	3,471
Plant and equipment				
Plant, machinery and equipment	2,463	2,463	1,539	924
Computers and telecommunications	334	334	297	37
Total plant and equipment	2,797	2,797	1,836	961
Infrastructure				
Roads	16,859	16,859	13,087	3,772
Bridges	2,395	2,395	1,524	872
Footpaths and Cycleways	12,511	12,511	2,015	10,495
Drainage	789	789	499	291
Recreational, leisure and community facilities	26,342	26,342	21,090	5,252
Parks, open space and streetscapes	759	759	609	149
Other infrastructure	2,041	2,041	596	1,446
Total infrastructure	61,697	61,697	39,419	22,278
Total capital works expenditure	72,622	72,622	45,912	26,710



Capital Works Progress Report

30 June 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
PROPERTY - Land					
South Gisborne Open Space Purchase	1,060,000	1,060,000	1,060,000	-	Project is complete
TOTAL PROPERTY - Land	1,060,000	1,060,000	1,060,000	-	
PROPERTY - Buildings					
Baynton Hall - Kitchen Refurbishment	54,753	54,753	54,753	(0)	Project is complete
Kyneton Transfer Station Upgrades	232,381	232,381	232,328	53	Project is complete
Kyneton Resource Centre Resale Shop	24,091	24,091	24,091	-	Project is complete
Kerrie Old School	303,488	303,488	-	303,488	Consultation with community has been completed, the report has been provided to Facilities. Project is a carry forward into 2024-25
Woodend Community Centre upgrade	2,450	2,450	2,450	-	Project is complete.
Kyneton Early Years building	109,115	109,115	-	109,115	Project is complete.
GAC modular change room upgrade	31,245	31,245	28,191	3,054	Project is complete
Woodend Buffalo Stadium	251,850	251,850	243,722	8,128	Project is complete
Kyneton Netball Club Rooms	136,700	136,700	66,789	69,911	Project progressing through design stages. It is anticipated project will be delivered within budget with completion scheduled for July 2024. Project is a carry forward into 2024-25
Seniors Housing Unit works	91,148	91,148	99,422	(8,274)	All budget has now been used, including reimbursement of insurance claim.
Kinder and MCH Ventilation	68,829	68,829	2,482	66,347	2022-23 project budget of \$86,600. \$68,829 was a carry forward into 2023-24. Total expenditure on this project was \$20,252, therefore surplus of \$66,347 has been returned to the capital budget.
Woodend Kinder Built Share - Gazebo	285	285	285	-	Project is complete
Romsey Kinder - Veranda and Windows upgrade	116,720	116,720	-	116,720	This project has been approved by the Building Blocks Improvement stream to improve the Romsey kindergaarten verandah space. We are in the process of finalising the documentation to accept this
Off Grid Relief and Recovery Centres	92,310	92,310	92,174	136	Project is complete
Romsey Park Oval 2 Storage Shed	68,209	68,209	65,066	3,143	Project is complete
Red Brick Hall	27,733	27,733	17,190	10,543	Further design work is within budget. Funds will be sought for the actual works on site. Project is a carry forward into 2024-25
Woodend Anslow Street - Public Toilet	8,895	8,895	7,595	1,300	Project is complete
Kyneton Hutton Street - Public Toilet	9,695	9,695	9,695	-	Project is complete
Kyneton Quarry Reserve Public Toilet	21,950	21,950	21,950	-	Project is complete
Kyneton Windmill Bridge	400,444	400,444	-	400,444	The design team is currently engaged in discussions with an internal Heritage Advisor to determine the scope of work to be carried out. This is an insurance funded budget and will be a carry forward into 2024-25.
Gisborne Botanic Gardens Footbridge	300,000	300,000	4,332	295,668	The project is currently with project delivery team. Tender documents are being prepared. This is an insurance funded budget and will be a carry forward into 2024-25.
Kyneton viewing platform	175,000	175,000	920	174,080	The project is currently in the procurement process. Project is a carry forward into 2024-25

Capital Works Progress Report

30 June 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Lancefield Kindergarten and MCH	153,022	153,022	122,622	30,400	This project is for additional works for new Lancefield Kindergarten and Maternal Child Health build - including environmental and sustainable design elements in relation to glazing and insulation and additional fencing which will not be covered by the Grant. VSBA has sent through invoice for ESD Works. □ □ Project is on hold at the moment, no work can be continued. this will be carried forward in 24/25.
Building emergent items	120,000	120,000	140,342	(20,342)	Acknowledge a overspend however insurance funds are yet to be deposited and this will offset overspend. As per allocated budget by the end of the 23/24 FY
HVAC Renewal Program	100,000	100,000	88,451	11,549	Program has been delivered on time and within allocated budget.
Aquatic Plant Renewal	80,000	80,000	79,011	989	Project is complete
Kyneton Shire Office Pyramid Upgrade	95,000	95,000	73,822	21,178	This project is due to be carried into FY25. Remaining funds are expected to be expended between July and October, with project closeout scheduled for November 2024.
Jacksons Creek Reserve Rotunda	68,018	68,018	68,018	1	Project is complete
Kyneton Sports and Aquatic gym floor	22,916	22,916	16,952	5,964	Project is complete
Kyneton Shire Office Bakery Building	180,000	180,000	-	180,000	Project can be offered as a saving and funds reallocated.
Kyneton Botanic Gardens Waterplay	155,000	155,000	90,778	64,222	This project has been carried forward into 24/25 FY. Project remains within budget.
Romsey Recreation	-	-	700	(700)	Additional costs for previous years project
Kyneton Airfield Shower	-	-	4,610	(4,610)	Additional costs for previous years project
Kyneton Rifle Range clubrooms	29,725	29,725	29,725	-	Project is complete
Kyneton Airfield toilet	191,560	191,560	64,245	127,315	Construction of the new facilities is set to commence in August 2024. Project is a carry forward into 2024-25
Woodend Golf clubrooms	510,011	510,011	510,011	(0)	Project is complete.
Woodend Swimming Pool fence	73,446	73,446	73,436	10	Project is complete.
Tony Clarke reserve clubrooms	26,492	26,492	26,492	0	This project has been completed within budget.
Hanging Rock Cafe	204,250	204,250	183,093	21,157	Given the value of the awarded contract it is expected these works will fall within the original budget scope and be completed in June 2024.
Kyneton Mechanics Institute	492,653	492,653	85,144	407,510	Practical completion is expected in August 2024. The grant funded components will be completed by mid-June 2024 in time for the final reporting milestone. The grant will be acquitted by end of June 2024. Council-funded components will continue from mid-June through to August 2024. This project is a carry-forward for FY25.
Barkly Square Multiuse Building	167,000	167,000	22,750	144,250	Design project is underway and on track to deliver within allocated budget. Project completion now anticipated September, 2024
KSAC Dry Side Change Room Design	13,462	13,462	13,462	0	Project is complete.
Bolinda Hall Renewal Design	23,000	23,000	8,380	14,620	Project remains within and under budget.
Gisborne Mechanics Hall/Windarring	25,500	25,500	24,030	1,470	Project remains within and under budget.
LED Audit and Upgrades	50,000	50,000	33,066	16,934	Project has been delivered on time and within allocated budget.
Kyneton Mechanics Institute Toilets	9,500	9,500	9,095	405	This project is 95% complete. This project should be delivered within budget.
Malmsbury Town Hall - Public Toilet	28,000	28,000	12,981	15,019	This project is 85% complete. This project should be delivered within budget by June 2023.

Capital Works Progress Report

30 June 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Kyneton Town Hall Emergency Exit Renewal	165,000	165,000	17,565	147,435	Construction drawings, construction details and specifications were completed and approved by sponsor. To proceed to delivery phase a Request for Quotation was prepared and released to three prospective contractors through the MRSC Vendor Panel with a closing date of 9 July 2024. It is anticipated that a construction contract will be awarded by 30 July 2024. The selected contractor's details will be provided to the Building Surveyor to obtain an approved building permit. It is anticipated that works will commence by 30 August 2024. Project is a carry forward into 2024-25
Woodend Neighbourhood House Ramp	60,000	60,000	44,384	15,616	Project currently remains within budget.
Malmsbury Town Hall	250,000	250,000	65,772	184,228	Approx 40% of the stage 1 remedial works fell within the 2023/24 budget with the remaining to carry forward into the new financial year.
Kyneton Aquatic Sand Filter Replacement	75,000	75,000	74,203	798	Project is complete.
Master key System Plan & Design	10,000	10,000	-	10,000	Budget is sufficient to meet the requirements.
Flag Pole & Cenotaph Renewals - Lancefield	40,000	40,000	8,100	31,900	Works progressing as per budget allocation.
Outdoor Pools DDA Compliance Design	46,650	46,650	46,650	-	Project is complete.
Gisborne Gym - Change rooms & sauna	21,975	21,975	17,975	4,000	Project is complete.
Tylden Rec Reserve Changerooms	6,140	6,140	6,140	-	Project is complete.
Kyneton Town Hall Reimagined - Schematic design	150,000	150,000	-	150,000	Full funding to be spent by end of the financial year. No commitments expected next month.
Gisborne Shire Office Roof Design	21,000	21,000	19,830	1,170	Project is complete.
Lancefield Courthouse	30,230	30,230	25,230	5,000	Project is complete.
Gisborne Library	21,350	21,350	15,750	5,600	Project is complete.
GAC - ceiling and steel work	19,900	19,900	19,900	-	Project is complete.
Woodend Community Centre Stage 2	500,000	500,000	525	499,475	This project has no budget allocation. No external funding opportunities have been identified at this point.
Romsey Transfer Station Resale Shop	140,983	140,983	140,983	-	Project is complete.
GAC Plant & Boiler	71,749	71,749	71,489	260	Project is complete.
KSAC - plant & boiler	126,188	126,188	126,188	-	Project is complete.
Mount Players Theatre roof	42,530	42,530	33,530	9,000	Project is complete.
KMI Lions A-Frame shed	9,562	9,562	9,130	432	Project is complete.
Macedon Kinder children's toilet	519,012	519,012	-	519,012	Macedon kindergarten toilet upgrade will receive \$487,012.00 paid in four instalments within 12 months of the CFA execution date. The council contribution is \$32,000, which will cover the significant portion of the project management fees. Project is a carry forward into 2024-25
Romsey Recreation Reserve clubrooms	70,632	70,632	69,712	920	Project is complete.
Yellow brick toilet botanic gardens demolition	34,296	34,296	34,296	0	Project is complete.
TOTAL PROPERTY - Buildings	7,778,043	7,778,043	3,602,001	4,176,041	
TOTAL LAND AND BUILDINGS	8,838,043	8,838,043	4,662,001	4,176,041	
INFRASTRUCTURE - Roads					
Gisborne Business Park works	998,153	998,153	853,798	144,355	Project has been completed under budget and surplus funds will be transferred to Gisborne Industrial Estate Development Reserve Fund.
Minor Capital Stabilisation Works	549,503	549,503	538,397	11,106	All works programmed for this financial year is complete. The project is within budget. The budget spend for this renewal program is 97% which is well over the 95% KPI.

Capital Works Progress Report

30 June 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Reseal Program	2,310,000	2,310,000	2,293,704	16,296	All works programmed for this financial year is complete.. The project is within budget. There will be approx. 15 K savings in the project. The budget spend for this renewal program is 99% which is well over the 95% KPI.
Resheet Program	1,100,714	1,100,714	1,169,188	(68,474)	The programmed works are completed.. We have balanced the re-sheeting Renewal budget in PLM and there is a 17K overspend outside of NTRO committed (23.5k). The deficit of 17K will be recouped from Hume City Council agreement invoice. (28K)
Guardrail Program	126,000	126,000	120,691	5,309	All works are complete. The project is within budget. There are insurance claims to be put in the project budget which may need to be accrued or will be increased revenue for the 2024/25 financial year.
Kerb & Channel	-	-	-	-	0
Kyneton bluestone heritage kerb renewal program	385,000	385,000	140,439	244,561	About 70% of the project is completed onsite. This project is required to be carried forward into 2024-25 because of following reasons 1. Delay in obtaining powercor permit as the works are under power poles. 2. Holdup in obtaining drainage realignment approval 3. Additional time needed for construction of 7 pits and branches. 4. Total of 7 rain day recorded after construction start, 5. Tree root identified and clashing with bluestone drainage and requiring removal.
Ellison Street Retaining Wall	80,763	80,763	70,889	9,874	Project is complete.
Stabilisation WP2	-	-	24,378	(24,378)	Reimbursement projects - DRFA funding yet to be received. Project status is complete
1041 Ashbourne Rd decommissioning WP4	-	-	25,770	(25,770)	Reimbursement projects - DRFA funding yet to be received. Project is practically complete
Brooke St Woodend Crossing	553,048	553,048	553,048	-	Project is complete
Mulbarton Rockwall, Gisborne	8,136	8,136	5,136	3,000	Project is complete
Road design	454,896	454,896	159,093	295,803	The project is within budget.
Sheedy Road Gisborne	2,351,956	2,351,956	2,130,015	221,941	The entire project was delivered within the budget and the surplus will be transferred as part of the capital works reporting. □ The final invoice for the contract, removal of trees has been submitted.
Three Chain Road Carlsruhe	551,007	551,007	551,007	-	Project is complete.
Hamilton Street and Fitzgerald Street Riddells Cree	410,667	410,667	409,093	1,574	Project is complete.
Romsey Road Romsey	8,570	8,570	8,570	-	Project is complete.
Echidna Lane Removal	40,000	40,000	9,630	30,370	Project completed onsite by Council internal crews.
Kettlewells Road, Romsey	1,394,745	1,394,745	986,418	408,327	The project is within budget.
Sutherlands Road, Clarkefield	611,325	611,325	699,609	(88,284)	The project was completed at \$699,609.34 as against the budget of \$611,325. The deficit is \$88,284.34. This shortfall can be sorted out from the budget surplus of \$ 247,703.05 from Murphy Street .
Murphy Street, Romsey (Main Road to Pohlman St)	711,051	711,051	463,348	247,703	Project was completed under budget. □ □ The project was completed at \$463,348.19 as against the budget of \$711,051 . The budget surplus is \$247,702.81 and part of that can be used to bridge the deficit of \$88,284.34 from Sutherlands Road. Then, net surplus is \$ 159,418.71
Hamilton Road, New Gisborne	1,374,725	1,374,725	1,193,041	181,685	It is estimated the project to have a budget surplus of \$181k. \$134k to be returned to Council's surplus pool and was reported in May SCM. The remaining \$47k to be returned at the end of financial year and will be reported in July SCM.

Capital Works Progress Report

30 June 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Chanters Lane, Trentham	1,377,012	1,377,012	30,056	1,346,956	Project is on budget, however will be a CFWD and therefore contractors costs will increase. This will be managed within 2024/25 financial years capital works budgets.
Intersection -Darraweit-Valley & Bolinda	271,967	271,967	271,966	0	The project has been delivered, and there were additional reasonable variations incurred because of extra drainage pipes installed to improve better drainage system.
Renewal - Unplanned and Road Safety Work	177,655	177,655	174,597	3,059	The project is within budget. The budget spend for this renewal program is 98% which is well over the 95% KPI. All works programmed for this financial year is complete.
Mt Gisborne Rd	831,325	831,325	44,270	787,055	The project is at design stage. Project is a carry forward into 2024-25
Bus HS Romsey	123,816	123,816	123,141	675	Project is complete.
Fersfield Road	-	-	2,423	(2,423)	2024-25 project with early expenditure regarding the assessment of trees
TOTAL INFRASTRUCTURE - Roads	16,859,091	16,859,091	13,086,858	3,772,233	
INFRASTRUCTURE - Footpaths					
Footpath Renewal Works	577,500	577,500	577,483	17	All the programmed works for 2023-24 are complete.
Five Mile Creek Woodend Footpath and Footbridge	-	-	-	-	Project is complete.
Pram Crossing Improvements	183,581	183,581	183,581	-	Project is complete.
Rail Trail Daylesford to Hanging Rock (stage one)	1,467,500	1,467,500	-	1,467,500	No active funding submissions in play at the moment, however advocacy efforts continue. Project will be carry forward into 2024-25.
Macedon Ranges shared trail	9,297,291	9,297,291	966,100	8,331,191	Construction completed for Stage 1A; works continuing on Stage 1B. Subject to approval by DEECA of the revised approach adopted for Stage 2A, the similar approach will be replicated for stage 1B balance, 2B and 2C. Project is a carry forward into 2024-25
IP43 - Safe System Pedestrian Infrastructure Progra	120,000	120,000	56,083	63,918	Designs in progress and up for comment. Project is a carry forward into 2024-25
High Street Lancefield	41,774	41,774	41,774	0	Project is complete.
Howey St Gisborne footpath	10,153	10,153	10,153	-	Project cancelled as per February 2023 Scheduled Council Meeting resolution.
Pedestrian Crossing	150,690	150,690	15,952	134,738	The detailed Design has been received. Currently awaiting confirmation from DTP/TAC on the required street lighting specifications. Awaiting for appropriate quotes for street lighting. Approval for the construction design has been received from DTP/TAC & PTV. Project is a carry forward into 2024-25
FOOTPATH - Station Road, New Gisborne	187,185	187,185	158,802	28,383	The project was delivered with a budget surplus. All the project costs are accounted for, and remaining funds will be returned to Council's surplus pool to fund other projects. The budget surplus to be returned at the end of financial year and reported at the July SCM.
TOTAL INFRASTRUCTURE - Footpaths	12,035,675	12,035,675	2,009,928	10,025,746	
INFRASTRUCTURE - Bridges					
Bridge investigations	100,000	100,000	71,390	28,610	Level 2 inspections completed within budget. however, the level 2 inspectors have identified several level 3 inspections that must be completed. Officers recommend CFWD to the remaining budget of \$27,770 to assist in undertaking the level 3 inspections. Project is a carry forward into 2024-25
Bridge urgent works	86,555	86,555	85,555	1,000	Project is complete.
Martins Lane Culvert Upgrade	315,578	315,578	305,216	10,362	Project is within the budget at this stage.
Sidonia Rd Baynton culvert	64,235	64,235	35,030	29,205	Project is complete.
Baynton Rd Kyneton bridge	11,106	11,106	5,865	5,241	Financial completion and closure of the Project. LUA process will be outstanding process and will need to carried out at the time of project delivery.
Main Rd Riddells Creek footbridge	187,529	187,529	182,779	4,750	The project was completed at \$ 189,750.18 as against the budget of \$194,500.

Capital Works Progress Report

30 June 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Darraweit Valley Rd Darraweit Guim bridge	200,000	200,000	118,963	81,037	- Commencement of resurfacing over the bridge, □ - Commencement of repairs to the north abutment, □ - The load over the bridge is now confirmed and will be further communicated. □ □ This project will be a Carry Forward as the abutment works will not be completed until mid-July.
Mission Hill Rd Baynton culvert	375,659	375,659	355,412	20,247	The project is within budget at this stage.
Ross St, Malmsbury - Bridge Renewal Design	338,142	338,142	338,142	-	Project is complete.
Hodge's Bridge Design and Investigation	50,000	50,000	16,467	33,533	Council has allocated \$50,000 in the 2023/24 financial year to undertake the short-term solution option. As MASC will be undertaking the works at the approach to the bridge, the allocated funds are adequate to undertake the installation of the signs at the bridge interface and advance warning signs for heavy vehicles to detour. It is estimated the project to have a budget surplus of \$20k and will be returned to Council's surplus pool at the EOFY.
Bridge - Lauriston Bridge	100,000	100,000	1,443	98,557	The project is currently in progress for the approval process for the modification of the scope of work. Project is a carry forward into 2024-25
Upper Coliban Bridge	138,970	138,970	2,600	136,370	Additional funding of \$38,969.50 requested has been approved by June SCM meeting to engage heritage consultant and cover subsequent cost as per heritage consultant quote. Project is a carry forward into 2024-25
Romsey – Five Mile Creek Bridge	27,000	27,000	4,679	22,321	The amended drawing was sent to Melbourne Water based on their previous comments. They did further comments on the amended drawing, but technically, we cannot accommodate their comments because of the project constrained and was replied same. Awaiting for their approval. Project is a carry forward into 2024-25
TOTAL INFRASTRUCTURE - Bridges	1,994,774	1,994,774	1,523,541	471,233	
INFRASTRUCTURE - Drainage					
Drainage Works Unplanned	250,000	250,000	261,128	(11,128)	All works programmed for this financial year is complete.
40 Forest St Woodend	19,850	19,850	1,822	18,029	The project is within budget.
Farrell St New Gisborne drainage	55,425	55,425	8,000	47,425	The project is within budget.
Magnet Lane drainage	-	-	-	-	Due to the cancellation of the project, the funds (\$10,000.00) are returned to the Council surplus pool and reported at the March SCM.
Gwendoline Dr/High Street Service Rd, Woodend	34,786	34,786	28,704	6,082	Project is complete.
Collier Close, Romsey	89,027	89,027	89,027	-	Project is complete.
High Street Service Road, Woodend	78,305	78,305	30,025	48,280	It is estimated the project to have a budget surplus of \$20k and returned to Council's surplus pool at the EOFY and reported in July SCM.
Water Sensitive Urban Design Projects	182,000	182,000	45,917	136,083	Project is a carry forward into 2024-25
Dawson Court - Chauncey St Lancefield	60,000	60,000	34,000	26,000	The flood model and report have been completed by Stantec. Engineering services will present findings to ELT/Councilor before we present them to the resident. Project is a carry forward into 2024-25
Five Mile Creek, in Woodend	20,000	20,000	-	20,000	This project will be carried over to the new FY as the AS Constructed document for the pump stations could not be located. Currently, pump station cleaning is scheduled, which will follow up with the preparation of plans and management plans.
TOTAL INFRASTRUCTURE - Drainage	789,393	789,393	498,623	290,771	

Capital Works Progress Report

30 June 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
INFRASTRUCTURE - Recreational, Leisure and Community Facilities					
Gisborne Fields Landscape plan Stage 5	281,460	281,460	26,785	254,675	Construction works are to commence in August 2024 due to substantial lead time in playground equipment. Practical completion is expected in September 2024. Project is a carry forward into 2024-25
Kyneton District Tennis Club Lighting	-	-	750	(750)	The project is complete.
Romsey Golf Shed	15,000	15,000	-	15,000	Insurance funded works, with the old building co-insured by Council and the club, however indications are that there may be a shortfall in available funds to relocate the building due to the Club's insurance money being lost to cyber-fraud. Project is a carry forward into 2024-25
Gisborne Bowls Club Bowling Rink Project	446,945	446,945	446,968	(23)	The project is complete.
Early Years shade structures	3,519	3,519	3,519	-	The project is complete.
MR Regional Sports Precinct (stage one)	19,143,840	19,143,840	18,521,090	622,750	MRRSP - Stage 1: The sports hub portion (SP#1) Practical Completion (PC) Certificate was issued on 1May 2024.- The PC Certificate for Pavilion/Oval (SP#2) was issued on 7 June 2024. Any outstanding items will be captured as defects which will be required by the contractor to complete within the stipulated timeframe within the PC letter. - Hamilton Road & Barringo Road Roundabout construction has been practically completed excluding the lighting and signalised crossing. Any outstanding items will be captured as defects which will be required by the contractor to complete within the stipulated timeframe within the PC letter. Project is a carry forward into 2024-25
Minor capital works program at recreational facilities	94,000	94,000	58,761	35,239	Due to the reduction of the Rec Minor Capital Works budget for 2024/25 from \$94k down to \$50k the Recreation Team are seeking to have the remaining 2024 Rec Minor Capital Works budget carried forward to 2024/25. It is hoped that by doing this continued minor capital works improvements at recreation facilities will be able to occur.
New Gisborne Tennis Courts	3,400	3,400	3,400	-	The project is complete.
Barkly Square field	573,373	573,373	573,373	0	The project is complete.
Manna Gum play ground	491,240	491,240	398,000	93,240	Project practically complete. Project sponsor requested an access path on the Western side, which will facilitate movement from the Northern to the Southern playground areas. Council endorsed to carry contingency funds forward to FY24/25 to enable access path.
Kinder playground equipment renewal	30,856	30,856	10,250	20,606	The project is complete.
Gisborne Skate Park	-	-	-	-	The project is complete.
Gilbert Gordon Netball Court	1,290,168	1,290,168	7,526	1,282,643	The heritage advisers have provided updated cost estimates for proposed CHMP management conditions being considered by the RAP. Updated cost estimates for the construction of the netball courts has also been requested from the design consultant. Council officers plan to consider and provide a summary of these updated costings to Executive in early July 2024. Project is a carry forward into 2024-25
Macedon Ranges Sports Precinct - Stage 2	1,040,000	1,040,000	98,929	941,071	Commitments of \$536,381.90 for design consultants. Transaction listing expenses for the month of May are \$98,929.00 compared to a budget allocation of \$1,040,000.00 making the project on budget and on schedule. Project is a carry forward into 2024-25
Riddells Creek Recreation Reserve Oval lighting up	610,650	610,650	11,902	598,748	Head contractor is to be awarded in July following a public tender process. Works will commence in the second half of 2024 and are due to be completed by February 2025. Project is a carry forward into 2024-25

Capital Works Progress Report

30 June 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Riddells Recreation Reserve Upgrade sports ground Drainage	52,986	52,986	49,310	3,676	Consultant has been appointed, and all purchase orders have been raised accordingly. As a result, in March \$60,000 was identified to be returned to the budget.
Darrweit Tennis	46,040	46,040	46,041	(1)	Insurance funded works
Dixon Field Master Plan Implementation	187,500	187,500	17,036	170,464	Project is anticipated to deliver within budget - \$56,000 to be returned to Capital Works funding pool whilst retaining \$28,000 in contingency if required. Project has been marked as a carry forward as design works will extend into 24/25 FY. Anticipated completion August/early Sept 2024.
Kyneton Little Aths relocation	182,000	182,000	152,600	29,400	Construction works practically complete and delivered under budget. Storage shed to be integrated onto Master Key system which will attract minimal cost. Anticipated minimum return \$25,000 - contingency currently \$29,400. Financial completion anticipated for June 2024. PM Fees taken January 2024.
New Gisborne Tennis Courts new lighting	258,000	258,000	-	258,000	The project is subject to a successful application to the Victorian State Government Regional Sports Community Infrastructure Fund. □ Announcement due June/July 2024.
Light Tower Renewals	100,000	100,000	49,527	50,473	Sankey lights have been replaced with new LED light fittings as well as two additional globes replaced at the same time for cost efficiency. Further globes have been identified for replacement after reviewing the light tower audit. Project is a carry forward into 2024-25
Gas BBQ's replacement	10,000	10,000	-	10,000	Design funds may be reallocated as scope has been prepared at no cost to council. Allocated budget not adequate to deliver physical works.
Hurry Recreation Reserve	3,100	3,100	2,300	800	The project is complete.
Demolition BBQ	5,000	5,000	4,980	20	The project is complete.
Malmsbury Cricket Rooms	75,000	75,000	75,000	-	The project is complete.
Riddells Creek Kinder Playground Design	-	-	-	-	Project for landscape design has been combined with Shade Sail project as part of one grant submission to meet grant guidelines. The project does not meet the criteria.
Kyneton Showgrounds netball development	259,000	259,000	-	259,000	Council's 2023/24 budget allocation for this project was originally \$300,000 - due to a funding shortfall in the Kyneton Showgrounds netball facilities design project (PLM100413) \$41,000 was transferred from this project to the design project budget. Project is a carry forward into 2024-25 Council's year 2 funding allocation of \$1M was adopted in Council's 2024/25 budget.
Tony Clarke Reserve oval change rooms	61,000	61,000	58,216	2,784	The initial concept phase of this project has been successfully completed. The next phase involves the detailed design, which is scheduled for completion in June 2024 and within Budget.
Romsey Skate Park	570,000	570,000	670	569,330	Community consultation was completed in February 2024, receiving strong support. The design has been endorsed by Council at its 26 June, Scheduled Council Meeting. Funding agreement will now need to be established with state government for project initiation.
Kyneton Cricket Club	24,760	24,760	24,760	-	The project is complete.
South Gisborne Tennis Lighting Design	12,222	12,222	12,222	-	The project is complete.
Macedon Tennis Club fencing	146,200	146,200	146,200	-	The project is complete.
Kyneton Tennis Club footpath and drainage	80,785	80,785	65,617	15,168	Within budget at this stage. Budget shortfall approved at May SCM.

Capital Works Progress Report

30 June 2024

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Aquatic - Equipment & improvements	40,000	40,000	29,886	10,114	No further orders anticipated. Project will likely finish ~\$2k under budget amount.
Leisure - Equipment & improvements	50,000	50,000	50,790	(790)	Project budget is expected to exceed allocation by ~\$103. This is a result of increased supply cost of goods.
Dixon Field Soccer Field 2 Planning	62,113	62,113	51,518	10,595	No change to budget is expected.
Swinburne Ave Kinder landscape design	-	-	-	-	Project is dependant on successful grant funding. Current round of grant opportunities unable to be submitted due to not meeting the construction component of guidelines. Project team to seek further funding opportunities and investigate options of scope changes to meet guidelines of the next grant round.
Macedon Kinder Water tank	10,000	10,000	-	10,000	The project is complete.
Kinders - Acoustic Design and Plan	24,267	24,267	24,267	(0)	The project is complete.
Bike racks for Kinders and ECECs	20,000	20,000	-	20,000	Bike racks have been collected by the installer from the Woodend depot. Aiming for install prior to June 30 2024. The install dates have been pushed back due to weather delays. The installers are still aiming for completion before the end of the month. Once finalised x11 racks will be installed, with the plan to have the 12th installed at Lancefield kinder when that service is built.
Lancefield Kinder Multi-play equipment	70,000	70,000	-	70,000	The purchase of multiplay equipment for the new Lancefield Kindergarten has been delayed because the Victorian School Building Authority (VSBA) is currently unwilling to cover the cost. However, discussions are underway with the Department of Education to secure partial funding for this equipment. We anticipate applying for the equipment once the 2024 Building Blocks grant round reopens. <input type="checkbox"/> <input type="checkbox"/> This will be a carry forward into 24/25 as the grant round has not opened.
Woodend Bowls Club - Insurance October 2022	91,840	91,840	91,840	-	The project is complete.
TOTAL INFRASTRUCTURE - Recreational, Leisure and Community Facilities	26,466,264	26,466,264	21,114,030	5,352,234	
INFRASTRUCTURE - Parks, Open Space and Streetscapes					
South Gisborne open space development (Gisborne)	-	-	-	-	The project is complete.
Gisborne Fields	230,511	230,511	227,486	3,025	Project has been completed. Contract security was in the form of a 12 month retention, so the project will be financially closed in November 2024.
Botanical Gardens	21,300	21,300	19,800	1,500	The project is complete.
Romsey Ecotherapy Park Stage 3	204,000	204,000	126,595	77,405	As of Thursday June 27, 2024, the commissioning of the EV charging station has been completed. The building permit for the South West entrance is underway, anticipated to be approved early July 2024. Enquiry to improve visibility at the North West Park sign, is underway. Project is a carry forward into 2024-25.
Hanging Rock - Visitor improvement	40,000	40,000	-	40,000	Project postponed until 24/25FY
Gisborne Botanic Gardens	92,839	92,839	77,564	15,275	The hard landscaping, mulching and planting of garden beds has been completed. All planting that can be completed within allocated timeframes has been completed. Sourcing of plants has been ongoing and somewhat difficult to obtain some species due to their scarcity. Growers have advised that due to poor growing seasons many of the plants were unavailable and may remain so for years to come. Where necessary alternatives will be sought. Project is a carry forward into 2024-25.
Kyneton Museum	-	-	(66)	66	Credit note for hire of container

Capital Works Progress Report

30 June 2024

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Black Hill Link and Ridge Track	95,000	95,000	83,442	11,558	The budget commitment to date is \$85,275 with remaining \$9,725 uncommitted. This amount includes the contingency allocation and a funding buffer for cultural heritage works. The budget is to be carried forward into 24/25 to ensure budget for completing cultural heritage works and minor repairs.
Botanic Gardens	575	575	-	575	Project completed.
Playground Renewals	42,729	42,729	42,729	-	Project completed.
Park Furniture Renewal	26,520	26,520	26,520	-	Project completed.
Gisborne Adventure Playground	5,300	5,300	5,300	-	Project will be completed within budget.
TOTAL INFRASTRUCTURE - Parks, Open Space and Streetscapes	758,774	758,774	609,370	149,404	
INFRASTRUCTURE - Other Infrastructure					
Saleyards Facilities Upgrade	179,966	179,966	179,966	-	Project completed.
Street Bins	45,000	45,000	46,387	(1,387)	Street Bin Replacement Program finished by EOFY and new project will commence in 2024-25
Street Light Energy Efficient Replacement	-	-	1,379	(1,379)	Project complete in 22/23 FY, with outstanding invoice paid this FY.
Kerbside Bin Replacements	355,000	355,000	319,447	35,553	2023-24 bin replacements complete
Replace tourism signs	25,000	25,000	-	25,000	Project is a carry forward into 2024-25
EV charging station for Council	4,000	4,000	4,000	-	Project completed.
Glass Processing Facility - Kyneton Transfer Station	508,160	508,160	11,220	496,940	A glass processing facility has been deemed unfeasible. This project will be closed in May 2024. The grant funding will be re-utilised for a different project in Resource Recovery. Project is a carry forward into 2024-25
Kyneton Landfill Biowaste Facility	800,000	800,000	8,971	791,029	NIL to report at this stage Couple of minor PO's issued for Auditor and Consultant works Po's will commence for Consultants once EPA agrees to go ahead with the 1 year monitoring project. Project is a carry forward into 2024-25
TOTAL INFRASTRUCTURE - Other Infrastructure	1,917,126	1,917,126	571,370	1,345,756	
TOTAL INFRASTRUCTURE	60,821,096	60,821,096	39,413,720	21,407,376	
PLANT AND EQUIPMENT - Plant and Equipment					
Generator Purchase Operations	55,000	55,000	-	55,000	Project subject to further grant funding. Project is a carry forward into 2024-25
Plant Replacement	1,700,000	1,700,000	910,172	789,828	Program is underway. Order for Tipper Truck is still outstanding and is due to be complete in August. This will need to carry over.
Kyneton Town Hall equipment renewal	45,000	45,000	33,590	11,410	Small savings in anticipated installation costs for electrical works will be applied to data cabling renewal purchases. Works requiring contractors and labour costs have been completed. Remaining allocation will be applied to equipment renewal purchases including renewing safety equipment.
Additional vehicle - Car	55,000	55,000	46,569	8,431	0
Small tipping truck	70,000	70,000	57,200	12,800	Truck has been commissioned. Open Space are reviewing the potential to install tool boxes using remanding funding.
Resource Recovery Vehicle	42,820	42,820	42,819	1	Project completed.
Gisborne Aquatic Centre Services Renewal	560,000	560,000	448,959	111,041	Project is within budget with a surplus available.

Capital Works Progress Report

30 June 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
TOTAL PLANT AND EQUIPMENT - Plant and Equipment	2,527,820	2,527,820	1,539,310	988,510	
PLANT AND EQUIPMENT - Computers and Telecommunications					
Cultural venue management system	23,500	23,500	23,500	-	Project completed.
Kinder security	10,512	10,512	-	10,512	Site visits were conducted at three Maternal Health/Kindergarten sites this month. We explored options for appropriate systems and the contractor has now provided a quotation. However, the cost exceeds the project budget. The matter has been forwarded to the early years team for their review and decision on the next steps. Project is a carry forward into 2024-25
Finance system upgrade - TechOne budget module upgrade from ci to ciAnywhere	25,000	25,000	-	25,000	Capital funds not required as upgrade was funded by the operating budget
IS - Smartphone Replacement Program	25,000	25,000	24,773	227	Project completed.
IS - Laptop Replacement Program	250,000	250,000	248,644	1,355	Project completed.

Governance Summary

April to June

4th Quarter 2023-24



- 84% of 4th quarter resolutions have been completed.
- Of the 25 aged resolutions in progress at the start of the quarter, 12 resolutions were completed leaving 13 aged resolutions open.
- Council's Statutory obligations remain compliant.
- Endorsed the following for public consultation: Draft Macedon Ranges Heritage Strategy 2024-2034, Draft Kyneton Urban Design Framework.
- Adopted the following:
 - 2024/2025 Events and Festival Grant Program Guidelines
 - Community Grants Policy 2024
 - Special Charge Scheme for Infrastructure Works Policy
 - Romsey Structure Plan
 - Budget 2024-25; Council Plan 2021–2031 (Year Four 2024-25)
 - Complaint and Unreasonable Behaviour Policy;
 - Stanley Park Infrastructure Master Plan;
 - Financial Reserves Policy
 - Lease and Licence Policy
 - Fair Access Policy
 - Kyneton Movement Network Plan (2024 – 2033)
 - Riddells Creek Movement Network Plan (2024 – 2033)
 - Romsey Skate Park - Final Design

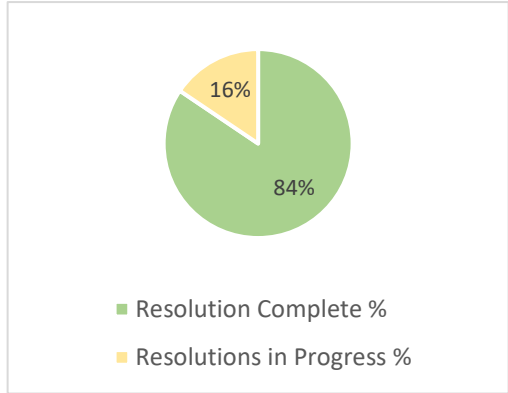


COUNCIL RESOLUTIONS

Reporting Period 1/04/2024 - 30/06/2024

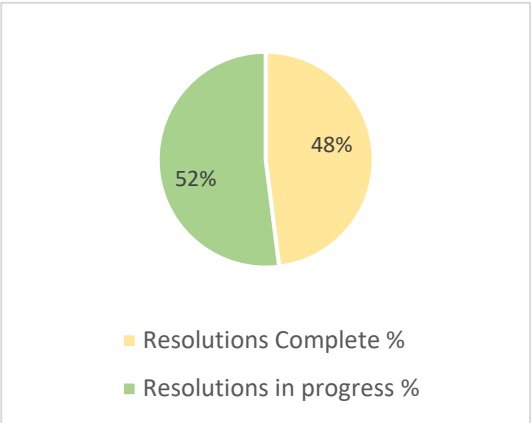
Council Resolutions made during the period 1/04/2024 - 30/06/2024 are listed below:

Dates of Meetings	Meeting Type	No. of Resolutions	Resolution Complete No.	Resolution Complete %	Resolutions in Progress No.	Resolutions in Progress %
24/04/2024	Council Meeting	14	12	86%	2	14%
8/05/2024	Planning Delegated	1	1	100%	0	0%
22/05/2024	Council Meeting	9	7	78%	2	22%
12/06/2024	Planning Delegated	1	1	100%	0	0%
26/06/2024	Council Meeting	20	17	85%	3	15%
Total for the Quarter		45	38	84%	7	16%



Prior years/quarters Council Resolutions that are still in progress are summarised below:

Financial year of meeting	Meeting Type	No. of Resolutions	Resolution Complete No.	Resolution Complete %	Resolutions in Progress No.	Resolutions in Progress %
2019-20	Council Meeting	3	1	33%	2	67%
2020-21	Council Meeting	5	2	40%	3	60%
2021-22	Council Meeting	2	1	50%	1	50%
2022-23	Council Meeting	4	3	75%	1	25%
2022-23	Planning Delegated	1	1	100%	0	0%
2023-24	Council Meeting	9	3	33%	6	67%
2023-24	Planning Delegated	1	1	100%	0	0%
Total for the Quarter		25	12	48%	13	52%



Council Resolutions - Quarter 4 - 2023-24

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	26-Jun-24	Scheduled	Smoke Free Outdoor Areas Policy - 2024 Review & Recommendations That Council repeals the Smoke-Free Outdoor Areas Policy effective 27 June 2024 and relies on state legislation to regulate smoking in outdoor areas.	Policies updated	Director Assets and Operations	Completed	100%
Assets and Operations	26-Jun-24	Scheduled	Response to Petition - Pedestrian Crossing Willimigongon Creek, Clarke Street, Mount Macedon That Council: 1. Notes the Officer's report in response to the petition regarding the Pedestrian Bridge Crossing, Willimigongon Creek on Clarke Street, Mount Macedon; and 2. Requests Council Officers to notify the lead petitioner of the budget approval for the bridge replacement project in the 2024/25 financial year.	Resolution 1 Completed Resolution 2 Lead Petitioner has been advised of the budget allocation in the 2024/25 financial year for the bridge replacement.	Director Assets and Operations	Completed	100%
Assets and Operations	26-Jun-24	Scheduled	Draft Fair Access Policy That Council adopts the Draft Fair Access Policy effective from 27 June 2024.	Adopted by council. No further action required	Director Assets and Operations	Completed	100%
Assets and Operations	26-Jun-24	Scheduled	Draft Kyneton Movement Network Plan (2024-2033) That Council adopts the draft Kyneton Movement Network Plan (2024 – 2033).	Council resolution noted and will be placed on Council's website	Director Assets and Operations	Completed	100%
Assets and Operations	26-Jun-24	Scheduled	Capital Works Monitoring That Council: 1. Approves the reconciliation adjustment of -\$13,500 from last month's, endorsed Capital Works Program Budget, 2. Adopts the following changes to the Financial Year 2023/24 budget relating to, the following infrastructure projects: ***SEE MINUTES FOR FULL RESOLUTION***	All Council resolutions have been communicated to the relevant officers for implementation.	Director Assets and Operations	Completed	100%
Assets and Operations	26-Jun-24	Scheduled	Draft Romsey Skate Park Design That Council adopts the Draft Romsey Skate Park - Final Design.	Council resolution noted.	Director Assets and Operations	Completed	100%
Assets and Operations	26-Jun-24	Scheduled	Draft Riddells Creek Movement Network Plan (2024 - 2033) That Council adopts the draft Riddells Creek Movement Network Plan (2024 – 2033).	Council resolution noted and will be placed on Council's website.	Director Assets and Operations	Completed	100%
Chief Executive	26-Jun-24	Scheduled	Recognition of King's Birthday Honour Recipients That Council sends letters to Ms Samantha Jane Turner OAM, Ms Susan Mary Love, OAM and Superintendent Murray James Fraser APM in recognition of their 2024, King's Birthday Honours Award.	Letters sent to King's Birthday Honour Award recipients.	Chief Executive	Completed	100%
Chief Executive	26-Jun-24	Scheduled	Notice of Motion - Submission to Municipal Association of Victoria (MAV) August 2024 State Council That Council submits to the Municipal Association of Victoria (MAV) August 2024, State Council the following motion;, *That the Municipal Association of Victoria, 1) Advocate to the State Government to provide councils with funds from the, waste levy revenue to assist with the costs of collecting and transporting ewaste to be recycled;, 2) Continues to advocate to the Federal Government, via the Australian Local, Government Association (ALGA), for industry mandatory product stewardship, programmes for electronic items, including but not limited to, televisions,, computers, mobile phones, small electrical goods, items with embedded, batteries, and photovoltaic cells;, 3) Advocate for the State and/or Federal Government to mandate retailers of, electrical goods to provide collection points for e-waste; and, 4) Advocate to the State and Federal Government to support industry, innovation that results in electrical goods being more readily repairable and reusable, as well as creating strong end markets for the resulting e-waste.	Councillor Anderson submitted the motion to the Municipal Association of Victoria following the meeting.	Chief Executive	Completed	100%
Community	26-Jun-24	Scheduled	Goldfields Library transition That Council: 1. Commits to establishing a new collective Library Service Beneficial, Enterprise under section 110 and 111 of the Local Government Act, 2020. 2. Instructs the Goldfields Library Corporation (GLC) to engage appropriate, legal and accounting services to develop the following key documents in, accordance with Section 110 of the Local Government Act 2020: (a) A draft constitution for the new entity (based on the parameters of the, existing library agreement). (b) A draft library agreement for Councils to review, setting out roles, rights, and responsibilities of all member Councils. (c) A draft transfer of business agreement. (d) A risk assessment for business transition.	1. Committed 2. Instructed - email sent to Goldfields CEO 26 Jun 2024	Director Community	Completed	100%
Corporate	26-Jun-24	Scheduled	Alteration of the Date of the September Scheduled Council Meeting That Council reschedules the September Scheduled Council Meeting from, Wednesday 18 September 2024 to 7pm Monday 16 September 2024 at the Gisborne, Administration Centre.	No further action required	Director Corporate	Completed	100%
Corporate	26-Jun-24	Scheduled	Draft Financial Reserves Policy That Council: 1. Adopts the draft Financial Reserves Policy as attached to this report,, effective from 27 June 2024 and revokes the previous version; 2. Approves the closure of the Public Open Space (Central) Statutory Reserve,, effective from 27 June 2024; and 3. Endorses the redistribution of the current balance of the Public Open Space, (Central) Reserve to the Public Open Space (West) Statutory Reserve.	Resolution completed. Available on website and at service centre	Director Corporate	Completed	100%
Corporate	26-Jun-24	Scheduled	Audit and Risk Committee Biannual Report - June 2024 That Council tables the Audit and Risk Committee Biannual Report - June 2024 as, attached to the agenda and defers consideration of the report to the July, Scheduled Council Meeting.	Council report drafted for July Council Meeting. No further action required.	Director Corporate	Completed	100%
Corporate	26-Jun-24	Scheduled	Contracts to be Awarded as at June 2024 That Council notes that the following contracts will be awarded by Council officers, under delegated authority: 1. C2024-69 Roadside Slashing, 2. C2024-70 Township Hazard Reduction, 3. C2024-71 Design and Construct Kyneton Viewing Platform, 4. C2024-72 Design and Construct Slope Failure	Resolution noted and implemented.	Director Corporate	Completed	100%
Corporate	26-Jun-24	Scheduled	Draft Lease and Licence Policy That Council: 1. Adopts the Lease and Licence Policy as attached to this agenda, effective, from 27 June 2024 and revokes the previous version. 2. Notes the responses to be provided to all submitters as per Attachment 2 to, this report.	A copy of the Lease and Licence Policy is available on Council's website and all submissions have been acknowledged	Director Corporate	Completed	100%
Corporate	26-Jun-24	Scheduled	Historic Council Resolutions That Council endorses resolutions listed in Attachment 1 to this report be closed, effective from 27 June 2024.	Resolutions closed further correspondence with relevant parties required on some items.	Director Corporate	In Progress	50%
Corporate	26-Jun-24	Scheduled	Inquiry into Local Government funding and services That Council endorses the submission to the Victorian Legislative Council in response to its inquiry into Local Government Funding and Services, as attached to this report.	Resolution completed. Endorsed submission provided to inquiry into Local Government funding and services.	Director Corporate	Completed	100%

Council Resolutions - Quarter 4 - 2023-24

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	26-Jun-24	Scheduled	First Right of Refusal - Former Malsbury Juvenile Justice Centre, 30 Mollison Street Malsbury That Council, 1. Endorses the refusal of the offer to enter negotiations to acquire the former, Malsbury Juvenile Justice Centre site at 30 Mollison Street, Malsbury., 2. Writes to Minister Mary-Anne Thomas MP, Member for Macedon, advocating, for,; • Thorough consideration of the community preferences for this site., including Traditional Owners., • Ongoing engagement by the Victorian Government to collaborate with, the community, Traditional Owners, and Council., • Assurance that future development and use of this site will be sensitive, to local, environmental, and planning conditions, to ensure future use, of the site that aligns with the community's needs and values., • Investment by the Victorian Government in the necessary structural, planning to support sustainable long-term outcomes for the, Malsbury community., 3. Provides a copy of this correspondence to the Minister for the Department of, Justice and Community Safety, the Minister for Housing, and the Minister for, Planning.	Resolution in progress.	Director Corporate	In Progress	50%
Planning and Environment	26-Jun-24	Scheduled	Draft Kyneton Urban Design Framework That Council endorses the release of the draft Kyneton Urban Design Framework for four weeks of community consultation, commencing in July 2024.	The Kyneton Urban Design Framework commenced consultation on 8 July 2024	Director Planning and Environment	Completed	100%
Planning and Environment	26-Jun-24	Scheduled	Draft Stanley Park Infrastructure Master Plan That Council adopts the draft Stanley Park Infrastructure Master Plan subject to the following changes,; (a) The retention of the playground in its current location., (b) The retention of the existing BBQ facility., (c) The western section (the area west of the proposed pathway shown on the draft Infrastructure Master Plan) of the existing car park adjacent to the playground being incorporated into the playground area., (d) A notation added to the Infrastructure Master Plan that as part of the detailed design of the alignment of the proposed pathway adjacent to the playground area, consideration be given to an alignment that maximises the land that is available to be incorporated into the playground area., (e) Removal of reference to new playground/ play area in northeast corner., (f) Any consequential changes as a result of changes listed above.	Resolution in progress	Director Planning and Environment	In Progress	50%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	28-Aug-19	Scheduled	<p>Proposed land swap and boundary realignment at Walshes Road, Woodend</p> <p>That Council:</p> <ol style="list-style-type: none"> 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; 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; Be presented with a report at the 23 October 2019 Ordinary Council Meeting to consider the submissions and the approval of transfers; On the basis that no submissions be received at (2) above: <ol style="list-style-type: none"> Approve the transfer of land under the land swap; Advertise a government gazettal notice to declare the realigned section of Walshes Road a government road; and Authorise the Chief Executive Officer to sign the necessary documentation to enable the land swap to occur. 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 Endorse the rezoning of land at (5) above as the basis to prepare Planning Scheme Amendment C138macr <ol style="list-style-type: none"> Request Authorisation from the Minister for Planning to prepare Amendment C138macr pursuant to Section 9 of the Planning and Environment Act 1987 Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation 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	<p>Proposed changes to flood mapping in Kyneton – Request to proceed with a Planning Scheme Amendment</p> <p>That Council:</p> <ol style="list-style-type: none"> Endorse that the amendment proceed as a local amendment to the Macedon Ranges Planning Scheme; Note the findings from the community consultation and thank the community for their participation; and Request authorisation from the Minister for Planning and prepare draft amendment documents for the purposes of proceeding to a formal exhibition of the amendment. 	This resolution was closed by resolution of Council at June Council Meeting 2024	Director Planning and Environment	Completed	100%
Planning and Environment	27-Nov-19	Scheduled	<p>Dog and cat control order</p> <p>That Council:</p> <ol style="list-style-type: none"> 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'"; 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; 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; 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; Receive a further report at a future Council meeting on the progress of recommendations 3 and 4; 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 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. 	<ol style="list-style-type: none"> Completed - Dog and Cat Control Order including Schedule 2 updated to include Mount Gisborne Reserve. Completed -Notice published in the Government Gazette and local papers in December 2019. Liaising with DEECA- this can be a lengthy process Liaising with DEECA - this can be a lengthy process Pending completion of items 3 and 4. Cat desexing program was not funded in 23/24 budget, Alternative options from operational budget now being progressed. Domestic Animal Management Plan 2021 – 2025 Off lead area review schedule to commence next quarter. 	Director Planning and Environment	In progress	60%
Corporate	26-Aug-20	Scheduled	<p>CX.6 Council Support and Expenses Policy</p> <p>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. 	<p>Item 1: Completed - Adopted Policy on Council's website.</p> <p>Item 2: Work In progress - Governance Team to present updated policy or adoption at August 2024 Council Meeting</p>	Governance Team	In progress	40%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	26-Aug-20	Scheduled	<p>Proposal to sell 20 Jacobs Avenue, Kyneton That Council:</p> <ol style="list-style-type: none"> 1. Having determined that the property at 20 Jacobs Avenue, Kyneton is considered surplus to Council requirements commence the statutory process to sell the land by: <ol style="list-style-type: none"> a. Advertising a notice of intention to sell 20 Jacobs Avenue, Kyneton, in accordance with section 189 of the Local Government Act 1989 ("the Act"); b. Noting that in accordance with section 223 of the Act, the public notice provides an opportunity to make a submission within 28 days of the day of the notice and if requested provides the submitter the opportunity to speak in support of their submission at a future Submitters Committee meeting; c. Notifying all neighbouring properties of the proposal and seeking submissions; and d. Considering all submissions prior to determining to proceed with the sale. 2. Note that should there be no written submissions received under Section 223 of the Act to the Chief Executive Officer will: <ol style="list-style-type: none"> a. Proceed to sell the property by public auction (or subsequently by private treaty should it fail to sell at auction); b. negotiate the sale of the property based on a current market valuation obtained by an independent qualified valuer; c. be authorised to sign and seal any associated documentation in relation to the sale. 3. Note that net proceeds from the sale will be allocated to the Public Open Space-West Financial Reserve. 	Resolution in progress pending review of Open Space Strategy.	Director Corporate	In progress	10%
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"> 1. Undertake an audit of school bus stops to ascertain what steps are required to provide weather relief to students; which should include prioritisation of when shelters may be installed, interested parties [including schools, Public Transport Victoria (PTV) and Regional Roads Victoria (RRV)] and potential opportunities for advocacy and funding. This audit to be presented as a report at a future Council meeting; and 2. Seek a report, no later than the February Council Meeting, to install a bus bay and shelter in the vicinity of Reynolds Grove and Melbourne-Lancefield Road Service Road, Romsey. This report should include potential funding options and detail time lines to finalise design, seek relevant approvals and deliver the project before May 2021. 	<ol style="list-style-type: none"> 1. An audit report of existing Public Transport Victoria (PTV) approved school bus stops has been completed. The audit has identified which bus stops can accommodate bus shelters. Officers are reviewing the audit's outcome and will provide the results at a briefing scheduled in Quarter 3 of this financial year. 2. Complete. 	Director Assets and Operations	In progress	75%
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"> 1. Approves the naming of the southern part of an unnamed laneway running between High Street and Market Street Kyneton - affecting land parcels Lot 1 TP318437, Lot 2 TP326174, Lot 3 PS441508 and Lot 1 TP22292 and ending at the southern boundary to Lot 2 TP584557 - as "Turners Lane". 2. Notes that, if approved, the naming will be submitted to the Registrar for Geographic Names for endorsement and gazettal. 3. Notes that officers will write to the naming applicant, surrounding property owners and those community members who responded to the public consultation process to advise them of the decision. 	This resolution was closed by resolution of Council at June Council Meeting 2024	Governance Team	Completed	100%
Corporate	23-Jun-21	Scheduled	<p>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:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 	Draft Financial Reserve Policy was presented and adopted at the June Council Meeting.	Director Corporate	Completed	100%
Corporate	25-Aug-21	Scheduled	<p>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:</p> <ol style="list-style-type: none"> 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. 	This resolution was closed by resolution of Council at June Council Meeting 2024	Governance Team	Completed	100%
Community	15-Dec-21	Scheduled	<p>Kindergarten Strategic Direction for endorsement *Confidential*</p>	<ol style="list-style-type: none"> 1. Adopted 2. Pending 	Director Community	In progress	20%
Assets and Operations	27-Jul-22	Scheduled	<p>Naming of Turner Lane, Kyneton *Confidential*</p>	This resolution was closed by resolution of Council at June Council Meeting 2024	Director Assets and Operations	Completed	100%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Community	27-Jul-22	Scheduled	Kyneton Early Years' Service Planning *Confidential*	1. Completed 2. Completed (a) Completed (b) Completed (c) Completed (d) Completed (e) Completed (f) Completed (ii) Completed (iii) Completed 3. Approved 4. Acknowledged (a) Confirmed (b) Noted	Manager Children, Youth and Family Services	Completed	100%
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.	All resolution points have now been actioned including the exploration of names for the reserve	Director Planning and Environment	Completed	100%
Corporate	26-Apr-23	Scheduled	Notice of Intention to lease: 3-5 Noel Street Lancefield That Council, 1. Authorises the Chief Executive Officer to enter into a lease with Wintringham Housing Limited for the property 3 – 5 Noel Street, Lancefield on the following key terms; (a) The lease term is proposed to be for twenty years; (b) The rental is proposed to be \$1.00 per annum (if requested) for the whole of the lease; (c) All improvements will be owned by Wintringham and Wintringham will be responsible for their maintenance and repair.; (d) Wintringham will be responsible for all outgoing and services, 2. Authorises the Chief Executive Officer to sign any associated documentation in relation to the proposed lease., 3. Endorses the officer responses to submissions as contained in this report., 4. Responds to all submitters in accordance with Council's Community Engagement Policy	Resolution in progress. Officers are currently completing a final review of the lease before signing.	Director Corporate	In progress	75%
Corporate	26-Jul-23	Scheduled	Acquisition of Land - 51 Coop Drive Gisborne That Council, 1. Commences the statutory process to acquire the land known as part of 51 Coop Drive, Gisborne, having determined that the land is to be acquired for the purpose of public interest and in accordance with the Development Plan, by undertaking consultation in accordance with Council's Community Engagement Policy under Section 112 of the Local Government Act 2020.; 2. Schedules an online Submitters Delegated Committee meeting at 7pm on Wednesday, 20 September 2023, to provide for any person who wishes to present in support of their submission to the consultation process., 3. Authorises the Chief Executive Officer to enter into a Heads of Agreement with the landowner, subject to Council undertaking the necessary statutory processes in accordance with the Local Government Acts 1989 and 2020., 4. Should there be no written submissions received under Section 223 of the Local Government Act 1989, authorises the Chief Executive to; (a) Proceed to acquire the property by private treaty; (b) Negotiate the acquisition of the property based on a current market valuation obtained by an independent qualified valuer; and, (c) Sign and seal any associated documentation in relation to the acquisition.	Resolution in progress. Contracts have been prepared and are currently being reviewed.	Director Corporate	In Progress	75%
Community	27-Sep-23	Scheduled	Maternal and Child Health - Service Funding That Council, 1. Collaborates with neighbouring councils in developing a joint Maternal and Child Health services advocacy plan; 2. Advocates, via the Municipal Association of Victoria, to the Victorian Government for true Maternal and Child Health Service funding parity, including responsive and flexible funding to support surges in births; and, 3. Advocates to the Victorian Government to adequately fund Breastfeeding Support within the Maternal and Child Health Service, in order to address local community need.	1. In progress - initial discussions held 2. In progress 3. In progress	Director Community	In Progress	30%
Planning and Environment	27-Sep-23	Scheduled	Barrm Birm Report on Ecological Assessment and Cultural Heritage Assessment That Council, 1. Continues actions related to the transfer of land into public ownership via the 'gift back' program, ongoing liaison with new and prospective landholders, Riddells Creek Landcare and relevant agencies, and ongoing management of impacts related to public access and weeds.; 2. Provides a copy of the Barrm Birm cultural heritage and ecological assessment reports to the State Government as part of the ongoing advocacy for the State's purchase of the privately owned lots in Barrm Birm.; 3. Supports the inclusion in a future errors and anomalies planning scheme amendment, expected to be progressed in 2024, of the rezoning of Council owned lots in Barrm Birm to the Public Conservation and Resource Zone.; 4. Notes that a business case will be prepared for 2024/2025 Council budget consideration for the installation of interpretive signage and information of the cultural and ecological values of the site at key entrance points in collaboration with Riddells Creek Landcare.; 5. Continues to liaise with CFA, Council's Fire Prevention Officers and Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation to consider fire mitigation strategies including cultural burns and woody weed control.; 6. Investigates the best means of providing ongoing funding to support the continued management of Barrm Birm and conservation of its environmental values, including but not limited to as part of the review of Council's financial reserves policy.	Resolution in progress	Director Planning and Environment	In Progress	70%
Assets and Operations	22-Nov-23	Scheduled	Macedon Ranges Shire Skate and BMX Strategy That Council, 1. adopts the draft Macedon Ranges Shire Skate and BMX Strategy effective 23 November 2023; 2. writes to the lead petitioner of the 2021 Gisborne Skate Park Petition thanking them for their efforts; 3. once the location feasibility study process is finalised, consider including the construction of a new/upgraded Gisborne Skate Facility to Council's priority projects; and, 4. notes there will be minor operational improvements to the infrastructure supporting Gisborne Skate Park.	Resolution 1: Complete Resolution 2: Complete Resolution 3: Council has allocated \$15,000 for a feasibility study of the proposed Gisborne site. This will inform future direction regarding the location and construction of a new skate park on Robertson Street Gisborne.	Director Assets and Operations	In Progress	65%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	28-Feb-24	Scheduled	Petition in relation to the Pedestrian Bridge Crossing, Willimigongon Creek on Clarke Street, Mount Macedon That Council:, 1. Notes the petition from Susan D'Urso on the matter of the Pedestrian Bridge Crossing, Willimigongon Creek on Clarke Street, Mount Macedon, with 85 signatories;, 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 at a Council Meeting prior to the end of June 2024.	In Progress, Resolution 1: Noted, Resolution 2: Noted, Resolution 3: A report in response to the petition was presented at the June 2024 Council Meeting.	Director Assets and Operations	In Progress	100%
Assets and Operations	27-Mar-24	Scheduled	Draft Kyneton Movement Network Study That Council: 1. Endorses the release of the draft Kyneton Movement Network Study for a 6-week consultation beginning in April 2024; and, 2. Endorses the progression of the Kyneton Movement Network Study as a separate process from the Kyneton Urban Design Framework.	The Kyneton Movement Network Plan (renamed from Kyneton Movement Network Study) was adopted by Council at the 26 June 2024 Council meeting.	Director Assets and Operations	Completed	100%
Assets and Operations	27-Mar-24	Scheduled	Management Of Unsealed Roads within Township Boundaries - Holding Report That Council endorses an extension of time for the presentation of the final Management of Unsealed Roads within Township Boundaries Report to a Council Meeting prior to 30 September 2024	The report is on track to be presented at a meeting before 30 September 2024.	Director Assets and Operations	In Progress	75%
Chief Executive	27-Mar-24	Scheduled	Notice of Motion - Wildlife Trauma and Fatalities Metrics That Council:, 1. Submits the following motion to the National General Assembly (NGA) to be held in Canberra in July 2024:; "This National General Assembly calls on the Australian Government to include wildlife trauma and fatalities metrics in Federal road safety funding models."; 2. Writes to the following Ministers highlighting the wildlife road trauma and fatalities on our roads, seeking that road safety funding models incorporate these effects on wildlife metrics when prioritising funding and notifying them of our motion in point 1., • the Federal Transport Minister, the Hon. Catherine King MP., • the Federal Minister for Environment and Water, the Hon. Tanya Plibersek MP., • the Victorian Minister for Roads and Road Safety, the Hon. Melissa Horne MP., • the Victorian Minister for the Environment, the Hon. Steve Dimopoulos MP., • the Member for McEwan, the Hon. Rob Mitchell MP., • the Member for Bendigo, the Hon. Lisa Chesters MP., • the Member for Macedon, the Hon. Mary-Anne Thomas MP., • the Member of the Legislative Council for Northern Victoria, Georgie Purcell MP (Animal Justice Party)., 3. Provides a copy of our motion to the NGA to the following:; • Municipal Association of Victoria (MAV), • Rural Councils Victoria (RCV), and, • Department of Transport and Planning Regional Director Loddon Mallee/Hume, Mr Anthony Judd.	Correspondence sent	Chief Executive	Completed	100%
Corporate	27-Mar-24	Scheduled	Draft Lease and Licence Policy That Council endorses the release of the draft Lease and Licence Policy to be made available for public comment for a period of 28 days.	Resolution completed. Draft Lease and Licence Policy including submission received presented to June Council Meeting for adoption.	Director Corporate	Completed	100%

COUNCILLOR REIMBURSEMENTS

Reporting Period 1/04/2024 - 30/06/2024

Current Quarter	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$2,156	\$0	\$147	\$0	\$0	\$0
Cr Janet Pearce	\$0	\$2,239	\$0	\$147	\$354	\$0	\$0
Cr Mark Ridgeway	\$0	\$1,620	\$0	\$71	\$0	\$0	\$0
Cr Annette Death	\$732	\$0	\$0	\$93	\$0	\$0	\$0
Cr Geoff Neil	\$0	\$1,418	\$0	\$41	\$0	\$0	\$0
Cr Bill West	\$0	\$0	\$0	\$110	\$0	\$0	\$0
Cr Dominic Bonanno	\$0	\$554	\$0	\$41	\$0	\$0	\$0
Cr Rob Guthrie	\$0	\$1,438	\$0	\$93	\$0	\$0	\$0
Cr Christine Walker	\$0	\$0	\$0	\$41	\$0	\$0	\$0
	\$732	\$9,425	\$0	\$783	\$354	\$0	\$0
YTD	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$6,330	\$0	\$491	\$77	\$910	\$0
Cr Janet Pearce	\$31	\$4,954	\$0	\$491	\$454	\$0	\$0
Cr Mark Ridgeway	\$0	\$5,687	\$0	\$255	\$0	\$0	\$0
Cr Annette Death	\$732	\$0	\$302	\$322	\$300	\$0	\$0
Cr Geoff Neil	\$0	\$6,662	\$0	\$145	\$0	\$0	\$0
Cr Bill West	\$0	\$0	\$0	\$402	\$0	\$0	\$0
Cr Dominic Bonanno	\$0	\$1,950	\$0	\$292	\$0	\$0	\$0
Cr Rob Guthrie	\$0	\$3,984	\$0	\$442	\$0	\$0	\$0
Cr Anne Moore	\$0	\$0	\$0	\$29	\$0	\$0	\$0
Cr Christine Walker	\$0	\$759	\$0	\$90	\$0	\$623	\$0
	\$763	\$30,326	\$302	\$2,959	\$831	\$1,533	\$0

MACEDON RANGES SHIRE COUNCIL - STATUTORY OBLIGATIONS

Reporting Period 01/04/2024 - 30/06/2024

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-24	30-Sep-24
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	23-Apr-24	31-Oct-24
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	21-Nov-23	27-Nov-24
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	S11A Authorisation 24 April 2024	As required
11	Coordinator Governance	Keep register of delegations		47	The CEO must keep a register of delegations	Ongoing	Ongoing	Ongoing
12	Coordinator Governance	Right to make Submission	223		Where a person is given a right to make a submission Council must publish a public notice specifying the matter, prescribed details, submission date and the right to be heard in person	Council should provide not less than 28 days for submissions to be received	As required	As required
13	Manager Finance and Reporting	Adopt Council Plan		90	Council must adopt the Council Plan	By 31 October 2021	22-May-24	30-Jun-25

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
14	Manager Finance and Reporting	Adopt Financial Plan		91	Council must adopt the Financial Plan	By 31 October 2021	27-Oct-21	31-Oct-25
15	Manager Finance and Reporting	Adopt budget		94	Council must adopt its budget	By 30 June each year	22-May-24	30-Jun-25
16	Manager Finance and Reporting	Adopt revised Budget (where necessary)		95	Council must prepare a revised budget if circumstances arise which cause a material change in the budget which affect the financial operations of Council	As soon as practicable after the Council becomes aware of a change in the budget	As required	As required
17	Director Corporate	Adopt CEO Employment and Remuneration Policy		45	Council must adopt CEO Employment and Remuneration Policy	By 31 December 2021	15-Dec-21	31-Oct-25
18	Director Corporate	CEO responsibilities		46, 48 & 49	CEO must adopt Workforce plan and Recruitment Policy	By 31 December 2021	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 & 100	Council must prepare and adopt the Annual Report (including the performance and financial statements)	In the year of a general election, on a day not later than the day before election day; in any other year, within 4 months of the end of the financial year	25-Oct-23	25-Oct-24
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	24-Jul-23	31-Oct-24
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	28-Sep-23	31-Oct-24
23	Manager Finance and Reporting	Performance Statement		99	The auditor must prepare a report on the performance statement	Once every financial year	25-Oct-23	31-Oct-24
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	27-Sep-23	31-Oct-24
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)	09-Oct-23	31-Oct-24

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	25-Oct-23	25-Oct-24
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	25-Oct-23	25-Oct-24
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	March quarter was presented to Council on 22/05/2024	June quarter is scheduled to be presented to Council on 28/08/2024
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	March quarter was presented to Council on 22/05/2025	June quarter is scheduled to be presented to Council on 28/08/2024
30	Manager Finance and Reporting	Land Valuation	157(2)		Council must publish public notice of a decision to change its system of valuation	Promptly	N/A	As required
31	Manager Finance and Reporting	Rates & Charges	158(1)		Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges	At least once every financial year declare by 30 June	22-May-24	30-Jun-25
32	Manager Finance and Reporting	Rates & Charges	Part 8A		Under Section 10E(1)(a) of the Essential Services Commission Act 2001, the Essential Services Commission (ESC) has a responsibility to monitor and review Councils compliance with the caps set under Part 8A of the Local Government Act 1989.	Annually	30-Sep-23	30-Sep-24
33	Manager Finance and Reporting	Adopt Revenue and Rating Plan		93	Council must adopt the Revenue and Rating plan	By 30 June after a general election for a period of the next 4 financial years	29-Jun-21	30-Jun-25
34	Director Assets and Operations	Adopt Asset Plan		92	Council to adopt Asset Plan	By 30 June 2022, and then by 31 October in the year following a general election	22-Jun-22	31-Oct-25
35	Coordinator Contracts	Prepare and adopt Procurement Policy		108	Council must prepare and adopt a Procurement Policy	By 1 January 2022 - Council must then review the Policy at least once every 4 year term of the Council	24-Nov-21	31-Dec-25

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 to be held on 26 October 2024.
2. Dates reflect the statutory timeframe for completion of the outcome.
3. First proposed Council Meeting after election 27 November 2024

People & Wellbeing Summary

April to June

4th Quarter 2023-24



**Macedon
Ranges**
Shire Council

- Reported the lowest staff turnover since 2019/20.
- Council's turnover rate of 14.78% is lower than the industry average of 18%.
- 39% of staff turnover this quarter were from Band 5 positions.
- 18 staff left their positions, 3 from contracts ending naturally with 4 staff redundancies.
- Council 86.2% compliance completion rates with our staff. We have work still to do in supporting our casual and agency contractor staff to complete compliance training.
- Since transitioning to a new learning and development software package in May, 699 classroom (training) has been booked, showing the engagement in training and development opportunities.



Insurance and Risk Summary

April to June

4th Quarter 2023-24



- The number of new claim notifications remains stable.
- Increase in claims relate to the Council fleet insurance policy due to incidents involving staff and council fleet.
- Excess and under excess payments increased.
- Council's Strategic Risk Register has been reviewed by Executive to identify any new and emerging risks.
- Next Risk Management Committee meeting is scheduled for 15 August 2024.
- Risk Management Report commenced for next Audit and Risk Committee meeting.



Customer Service Summary

April to June

4th Quarter 2023-24



**Macedon
Ranges**
Shire Council

- The number of Customer Requests decreased by 548 or 7% from the 3rd quarter.
- 75% of Customer Requests were completed within 10 working days compared to 71% the previous quarter.
- 51% (65% last quarter) of customer service requests received are directed to the Assets and Operations Directorate followed by 42% (29% last quarter) to the Planning and Environment Directorate.
- Telephone calls to the Customer Service Team increased by 350 this quarter. The average wait time for the call to be answered was 46 seconds which is above the 30 seconds service standard as per the Customer Service Charter. The increase can be attributed to complex queries, fourth rate instalments, animal registration renewals and enquiries regarding the Autumn Festival.

