

Quarterly Report of Operations

Period Reporting – January to March 2024



**Macedon
Ranges**
Shire Council



Introduction

January to March

3rd Quarter 2023/24



I am pleased to present the Quarterly Report of Operations for the period 01 January to 31 March 2024.

The information within this document represents the period in time from January to March 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;
- Contracts and Procurement Update
- 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

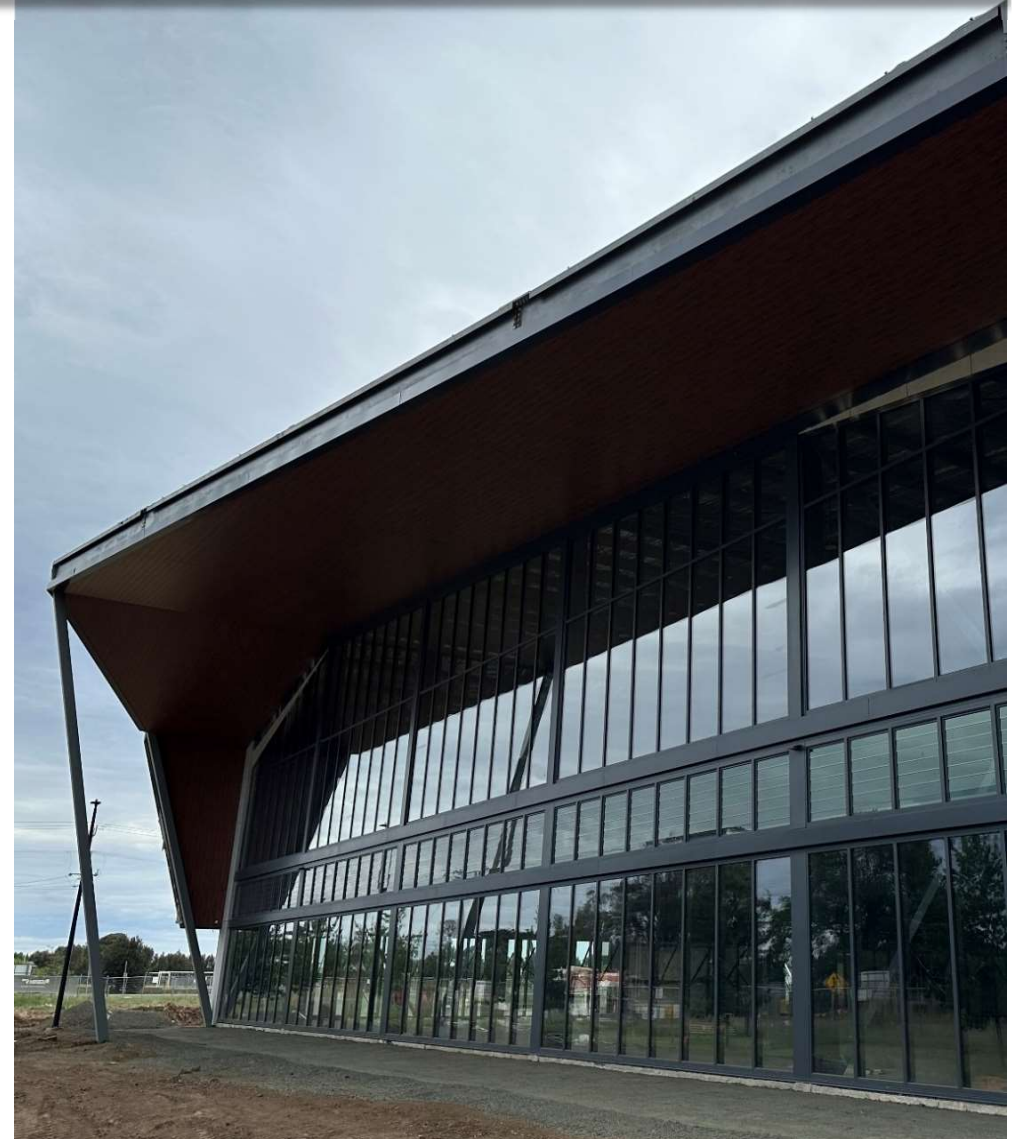
January to March

3rd Quarter 2023/24



**Macedon
Ranges**
Shire Council

- March operating result, excluding adjustments remains favourable to budget \$1.9M
- Other income (Rev) and Materials Services(Exp) vary to budget due to impact of emergencies (storms and floods) and material processing at Kettlewells site.
- Cash holding balances are sufficient to sustain operations through June 30, as outlined in the budget.
- 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.
- Mid Year budget review was approved by Council, with budgets subsequently being adjusted
- The processing of storm material ceased during February at the Kettlewells site



INCOME STATEMENT

9 months ended 31 March 2024

	2023/24 Mar YTD Adj. Budget* \$'000	2023/24 Mar YTD Actuals \$'000	2023/24 Mar YTD Variance \$'000
Income			
Rates and charges	61,963	61,831	(132)
Statutory fees and fines	2,459	2,098	(361)
User fees	5,504	5,155	(349)
Grants - operating	9,113	10,579	1,466
Grants - capital	19,514	17,887	(1,627)
Contributions - monetary	2,827	1,602	(1,225)
Other income	2,915	11,942	9,027
	-		-
Total income	104,295	111,094	6,799
Expenses			
Employee costs	33,012	31,901	1,111
Materials and services	26,546	32,288	(5,742)
Depreciation and amortisation	12,798	13,156	(358)
Borrowing costs	365	175	190
Other expenses	2,560	2,612	(52)
Total expenses	75,281	80,132	(4,851)
Surplus/(deficit) excluding other adjustments	29,014	30,962	1,948
Other adjustments			
Contributions - non monetary	5,940	25,781	19,841
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	450	(103)	(553)
Writing off capital projects	-	(2,095)	(2,095)
Total surplus/(deficit)	35,404	54,545	19,141

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 \$54.54m is \$19.1m 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 31 March 2024

	2022/23 June Actuals \$'000	2023/24 March Actuals \$'000	2023/24 March Variance \$'000
Current assets			
Cash and cash equivalents	39,577	3,625	(35,952)
Trade and other receivables	16,091	27,189	11,098
Other financial assets	10,000	29,998	19,998
Prepayments	594	97	(497)
Other assets	1,551	147	(1,404)
Total current assets	67,813	61,056	(6,757)
Non-current assets			
Other financial assets	21	21	-
Investment in Regional Library	1,447	1,447	-
Property, infrastructure, plant and equipment	1,380,771	1,421,412	40,641
Right of use assets	345	138	(207)
Investment property	2,933	2,933	-
Intangible assets	416	355	(61)
Total non-current assets	1,385,933	1,426,306	40,373
Total assets	1,453,746	1,487,362	33,616
Current liabilities			
Trade and other payables	9,413	4,739	4,674
Trust funds and deposits	6,952	7,822	(870)
Unearned Income	16,668	-	16,668
Provisions	6,730	6,821	(91)
Interest-bearing loans and borrowings	391	391	-
Lease Liabilities	256	256	-
Total current liabilities	40,410	20,029	20,381
Non-current liabilities			
Provisions	4,934	4,936	(2)
Interest-bearing loans and borrowings	5,117	4,825	292
Lease Liabilities	131	131	-
Total non-current liabilities	10,182	9,892	290
Total liabilities	50,592	29,921	20,671
Net assets	1,403,154	1,457,441	54,287
Equity			
Accumulated surplus	707,240	761,348	54,108
Reserves	695,914	696,093	179
Total Equity	1,403,154	1,457,441	54,287

INVESTMENTS HELD

As at 31 March 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+	1.35%	At Call Account	\$ 410,681	4.97%		
Short term investments									
BANKVIC	No	Yes	A2	13.15%	Term Deposit	\$ 4,000,000	5.10%	27/09/2023	24/04/2024
MACQUARIE BANK	No	No	A1	3.29%	Term Deposit	\$ 1,000,000	4.94%	13/12/2023	30/04/2024
MACQUARIE BANK	No	No	A1	3.29%	Term Deposit	\$ 1,000,000	4.94%	13/12/2023	30/04/2024
MACQUARIE BANK	No	No	A1	3.29%	Term Deposit	\$ 1,000,000	4.94%	13/12/2023	30/04/2024
NATIONAL AUSTRALIA BANK	No	No	A1+	6.58%	Term Deposit	\$ 2,000,000	5.10%	25/01/2024	22/08/2024
Financial assets									
AUSTRALIAN MILITARY BANK	No	Yes	A2	16.44%	Term Deposit	\$ 5,000,000	5.30%	28/11/2023	28/05/2024
MYSTATE BANK	No	Yes	A2	16.44%	Term Deposit	\$ 5,000,000	5.35%	28/11/2023	28/08/2024
MYSTATE BANK	No	Yes	A2	9.87%	Term Deposit	\$ 3,000,000	5.10%	4/03/2024	4/09/2024
NATIONAL AUSTRALIA BANK	No	Yes	A1+	16.44%	Term Deposit	\$ 5,000,000	5.05%	20/02/2024	20/08/2024
NATIONAL AUSTRALIA BANK *	No	No	A1+	9.86%	Term Deposit	\$ 2,997,925	5.04%	20/03/2024	16/09/2024

Total Investments

\$ 30,408,606

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

72%

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%	44%
A2/A3	70%	56%
B	0%	0%



4.1 (b) Individual Institution Credit Framework

Institution	Rating	Max Exposure	Current exposure
AUSTRALIAN MILITARY BANK	A2	40%	16%
BANKVIC	A2	40%	13%
MYSTATE BANK	A2	40%	26%
MACQUARIE BANK	A1	45%	10%
NATIONAL AUSTRALIA BANK	A1+	45%	34%

* Open space reserve investment

FINANCIAL RESERVES

As at 31 March 2024

	Balance 1 July 2023	Transfers to Reserve	Transfer from Reserve	Balance 31 March 2024
Discretionary Reserves				
Plant Replacement	743,889	222,328	187,610	778,607
Asset Conversion	744,372	-	-	744,372
Commercial Development	3,182,148	-	836,293	2,345,855
Open Space Reserve *	2,925,000	72,925	-	2,997,925
Gravel Pit Operations **	2,424,962	530,998	483,362	2,472,599
Hanging Rock	153,530	-	-	153,530
Maintenance Senior Citizens Accommodation	129,064	-	57,848	71,216
Debt Repayment	1,291,470	400,000	-	1,691,470
Total Discretionary Reserves	11,594,435	1,226,251	1,565,113	11,255,574
Statutory Reserves				
Public Open Space - South	1,503,719	370,000	270,361	1,603,358
Public Open Space - East	1,132,578	189,850	-	1,322,428
Public Open Space - Central	1,302,473	228,671	228,671	1,302,473
Public Open Space - West	493,234	182,500	88,982	586,752
Public Open Space	4,432,004	971,021	588,014	4,815,011
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	205,269	-	2,454,382
Romsey Development Contributions Plan	65,925	99,178	-	165,103
Planning Footpath Works	148,403	-	-	148,403
Total Statutory Reserves	9,124,125	1,692,343	1,000,830	9,815,638
GRAND TOTAL	20,718,560	2,918,594	2,565,943	21,071,211

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.

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

Council Plan Delivery

January to March

3rd Quarter 2023/24



**Macedon
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Shire Council

- 88% of projects on schedule for completion within the year
- 15 actions have been completed
- 20 actions are behind set completion targets
- 100% of actions for business tourism and deliver strong and reliable government are progressing on schedule
- The completion of Woodend Racecourse reserve Master Plan has been placed on hold until the MRSC Equestrian Plan is completed.
- The shire wide footpath plan review has been completed
- The Macedon Ranges Shire Council thematic environmental history has been finalised and adopted by Council
- The Macedon Ranges Shire Council wide skate park master plan was endorsed at the November 2023 Council meeting
- Completion of the waste education action plan
- Local Law 10 has been prepared, reviewed, endorsed and enacted by council.

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

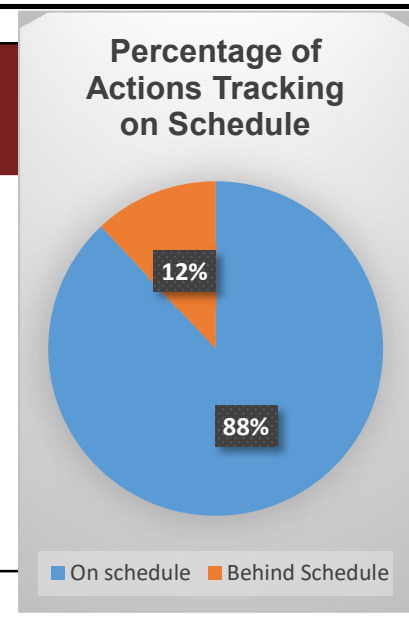
We will demonstrate the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

COUNCIL PLAN ACTIONS

Reporting Period 01/01/2024 - 31/03/2024

Council Plan Actions progress for the period 01/01/2024 - 31/03/2024:

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	41	0	6	14	66.7
Objective 2 Healthy environment, healthy people	46	46	1	2	6	87.0
Objective 3 Business and tourism	16	16	0	2	0	100.0
Objective 4 Deliver strong and reliable government	17	17	0	5	0	100.0
Total for the Quarter	121	120	1	15	20	88.4



Delayed Actions Summary - See full progress commentary for further details

Strategic Action	Target Delivery Rate	Actual Delivery Rate
Objective 1 Complete the construction of Stages 1 and 2 Macedon Ranges Shared Trails project by 30 June 2024	75%	25%
Objective 1 Progress the Kyneton Town Centre Urban Design Framework to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	60%	50%
Objective 1 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	80%	70%
Objective 1 Progress the Heritage Strategy to guide Council's priorities for further heritage protection	80%	60%
Objective 1 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.	90%	75%

COUNCIL PLAN ACTIONS

Reporting Period 01/01/2024 - 31/03/2024

Delayed Actions continued

Strategic Action		Target Delivery Rate	Actual Delivery Rate
Objective 1	Progress the preparation of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	80%	50%
Objective 1	Finalise the construction on stage 1 of the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery	90%	80%
Objective 1	Continue to recognise Indigenous culture at Macedon Ranges Shire Kindergartens.	75%	60%
Objective 1	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	100%	50%
Objective 1	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.	70%	50%
Objective 2	Continue to undertake environmental upgrades to Council buildings to enhance energy efficiency and environmental performance	75%	25%
Objective 2	Incorporate the Ecologically Sustainable Development (ESD) principles into all new Council building projects	75%	60%
Objective 2	Continue to provide support to community in the implementation of climate change action plans across the shire's townships	75%	60%
Objective 2	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.	75%	50%
Objective 2	Complete the Woodend Racecourse reserve Master Plan. This is a multi-year project.	30%	0%
Objective 2	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	75%	60%

Council Plan action Traffic Light Progress Key (see following page)



On schedule - target and actual percentage complete align at the end of Q2

Below Target - actual percentage complete is up to 20% behind target at the end of Q2

Far Below Target - actual percentage is more than 20% behind target at the end of Q2

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	In Progress	75%	75%	Footpath Renewal Works were completed in February 2024 on the Bolinda-Darraweit Road Darraweit Guim and Hamilton Street Gisborne. Works have been delayed on the Howey Street Gisborne footpath renewal and are now scheduled to commence in mid April 2024. Footpath Construction for a new footpath on Station Road Gisborne has been awarded to a contractor with works expected to commence in early April 2024. A proposed new footpath on Howey Street Gisborne has been cancelled as reported in the February 2024 Council Meeting.	Manager Engineering and Resource Recovery	30 June 2024	Green
Complete the construction of Stages 1 and 2 Macedon Ranges Shared Trails project by 30 June 2024	Deliver	In Progress	75%	25%	Most approvals are in place. Stage 1 is awaiting Planning discharge. Stage 2 is awaiting finalisation and approval of the Construction Environment Management Plans. Construction works planned for commencement in Quarter 4.	Manager Assets and Project Management Office	30 June 2024	Red
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	In Progress	75%	75%	Advocacy for the shared trail continues despite constraints on available funding avenues.	Manager Open Space and Recreation	30 June 2024	Green
Finalise the review of the Kyneton Movement Network Study (2018) to develop and guide the planning of future infrastructure requirements (multi-year)	Deliver	In Progress	75%	75%	Council resolved at the 27 March 2024 Scheduled Council meeting to undertake community consultation on the Kyneton Movement Network Study for a period of six weeks.	Manager Engineering and Resource Recovery	30 June 2024	Green
Continue to advocate to the Victorian Government for improvements to bus and rail public transport services, with a focus to identify township issues throughout the year	Advocate	In Progress	75%	75%	This is an ongoing advocacy activity. This topic is an agenda item on the monthly meetings with Council Officers and the Department of Transport and Planning (DTP) to discuss road safety and public transport improvements across the Municipality. New bus routes are proposed for Gisborne with DTP conducting community consultation during February 2024 on the proposed new routes.	Manager Engineering and Resource Recovery	30 June 2024	Green
Finalise the review and update the 2018 Shire Wide Footpath Plan	Deliver	Completed	100%	100%	Complete - The review and update of the Shirewide Footpath Plan has been completed and was adopted by Council at its Scheduled Council meeting of 28 June 2023.	Manager Engineering and Resource Recovery	31 July 2023	Green
Continue to advocate for increased State Government funding for supervised school crossings and consider alternative safe crossing methodologies for schools	Advocate	In Progress	75%	75%	Staff have attended advocacy meeting about this when possible.	Manager Safer Communities	30 June 2024	Green

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	60%	50%	A draft Kyneton Town Centre Urban Design Framework has been prepared. The draft Kyneton Town Centre Urban Design Framework will be further informed by the Kyneton Movement Network Study which was endorsed for consultation at the 27 March 2024 Scheduled Council Meeting.	Manager Strategic Planning and Environment	30 June 2024	Yellow
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	80%	70%	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	Yellow
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	In Progress	80%	80%	Following consultation on the draft Romsey 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	Green
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	In Progress	75%	80%	No applications to amend the planning scheme to implement the Riddells Creek Structure Plan have been received. The Riddells Creek Movement Network Study was released for public consultation this quarter.	Manager Strategic Planning and Environment	30 June 2024	Green
Continue to progress the Macedon Ranges Shire Thematic Environmental History to Council decision and consider implementation into the Macedon Ranges Planning scheme.	Deliver	Completed	100%	100%	The Macedon Ranges Shire Thematic Environmental History was adopted at the 13 December 2023 Scheduled Council Meeting. This action is complete.	Manager Strategic Planning and Environment	31 December 2023	Green

Progress the Heritage Strategy to guide Council's priorities for further heritage protection	Deliver	In Progress	80%	60%	Internal consultation to inform the draft strategy has occurred. The preparation of the Draft Heritage Strategy is underway. It is expected the Council will consider the Draft Heritage Strategy for consultation 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	In Progress	90%	75%	A draft of the Developer Contribution Plan Review and Audit has been received. Officers are working to finalise the review with feedback from Councillors and teams throughout Council.	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	
Progress the preparation of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	80%	50%	Work on developing the draft Open Space Strategy is underway utilising existing resources. Officers are aiming to present a draft Prepare the Strategy for community consultation by mid 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	In Progress	90%	80%	The Stadium and Oval site components are on track for completion this Financial year (2023/24). The Hamilton Road and Barringo Road intersection upgrade, was tendered in December 2023 with a plan to complete the works by the end of July 2024, weather permitting. The intersection works are in progress. 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	In Progress	50%	40%	Design consultant has been engaged and design works are progressing.	Manager Assets and Project Management Office	30 June 2024	
Deliver the annual capital works program within budget	Deliver	In Progress	75%	50%	34 projects out of 202 have been completed as of this reporting date, which is about 17% progress. The total expenditure is \$22,171,765.72 which is about 31% of the total capital budget.	Manager Assets and Project Management Office	30 June 2024	
Complete the Macedon Ranges Shire Wide Skate Park Master Plan, to provide prioritised strategic guidance, regarding the future renewal, upgrade and new facility requirements for the shire	Partner/Deliver	Completed	100%	100%	The Macedon Ranges Shire Wide Skate Park Master Plan was endorsed at the 22 November 2023 Scheduled Council meeting.	Manager Open Space and Recreation	31 December 2023	
Continue planning for the Gisborne Skate Park upgrade in conjunction with the recommendations from the shire wide skate park master plan	Deliver	Completed	75%	100%	The Macedon Ranges Shire Skate and BMX Strategy has prioritised the design of the Gisborne Skate Park as high, with construction considered a medium priority. As part of this initiative, officers have prepared a new business case for consideration during the 2024/25 budget process. This proposal aims to allocate \$105,000 to the Gisborne skate park. This allocation will include \$15,000 designated for conducting a site feasibility study aimed at determining the optimal location for the skate park. Additionally, \$90,000 would be allocated for consultation, detailed design, and documentation of the new or upgraded facility.	Manager Open Space and Recreation	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	In Progress	50%	30%	Consultation on the Romsey Skate Park Design Plan has been completed. Officers are currently reviewing the feedback received which will guide any necessary revisions required to the Design. The updated Design will be presented to a future Scheduled Council meeting in quarter four for Council's consideration.	Manager Open Space and Recreation	30 June 2024	
Undertake a master plan of the Lancefield Park Recreation Reserve	Deliver	In Progress	70%	50%	Stakeholder meetings have been held to inform the draft Lancefield Park Reserve Master Plan. Feedback received is being reviewed and will guide any necessary revisions to the Master Plan. The updated Master Plan will be presented to a Scheduled Council meeting in the fourth quarter recommending that the Master Plan go out for community consultation.	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	
Promote community centres, neighbourhood houses, and their programs to encourage community participation	Deliver	In Progress	75%	75%	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	
Continue Council's community grants programs (the Community Funding Scheme and the Small Projects Grants) to support community groups to deliver community, cultural and environmental projects, and enhance community places	Deliver	Completed	75%	100%	Community grants policy, Community Funding Scheme guidelines, Small Project Grant Guidelines have all been updated to be endorsed at the April Council meeting. CFS applications open in May.	Manager Community Strengthening	30 June 2024	
Collaborate with Loddon Mallee partners and across Council to coordinate, support, engage and recognize volunteers	Partner/Deliver	In Progress	75%	75%	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	In Progress	75%	75%	Through ongoing collaboration with Goldfields Libraries staff, relevant Council staff and attendance in regular meetings, Council continues to seek opportunities to collaborate with Goldfields Libraries on proactive communications to promote services and events. Recently this has also included a procedure to include libraries in flagging public holiday service changes across Council-wide services.	Manager Communication and Engagement	30 June 2024	
Contribute financially to the Goldfields Library Corporation to undertake design and quantity surveyor plans for the Gisborne Library	Partner/Deliver	Completed	90%	100%	Concept design has been delivered with a preliminary cost plan. Goldfields Library Corporation is now seeking grant funding opportunities.	Manager Facilities and Operations	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	
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	90%	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	Planning	80%	80%	Planning near completion. First Peoples Assembly has agreed to present at the Kyneton Town Hall on Treaty negotiations in Victoria.	Manager Community Strengthening	30 June 2024	
Continue to recognise Indigenous culture at Macedon Ranges Shire Kindergartens	Deliver	In Progress	75%	60%	Indigenous artwork (mural) has been completed at Kyneton Kindergarten. An Indigenous artist has been commissioned to complete artwork at Swinburne Kindergarten and Manna Gum Kindergarten, due for completion in May 2024. Indigenous artists are being sought for murals at Woodend Kindergarten and Romsey Kindergarten.	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	Planning	75%	75%	Consultation report has been submitted by consultant. This report is being reviewed by officers. Consultant is currently undertaking conversations with Traditional Owners.	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%	Awaiting advice from consultant regarding this action.	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	
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	In Progress	75%	75%	Youth Services continue to support young people of diverse backgrounds. During quarter 1 the following programs and activities were undertaken: - Rainbow Formal - Ongoing stakeholder meetings with community organisations regardig IDAHOBIT - Supporting participation of neurodiverse young people in youth spaces	Manager Children, Youth & Family Services	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	In Progress	75%	75%	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	In Progress	75%	75%	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	In Progress	70%	50%	Council approved the revised scope to complete the project and comply with child safe standards within the existing change rooms. Review of quotations currently underway with expectation to award works in March and complete before 31 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	In Progress	75%	75%	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	In Progress	75%	75%	The Village Hubs Project- Village Connect continues to provide programs to link and support socially isolated older people across the Shire. Given that the project will cease as of June 2023 work on the sustainability of this successful program has commenced so that Council can continue to support those older people that are new to the community to form links within their community.	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	
Implement Council's updated Affordable Housing Policy	Deliver	In Progress	75%	75%	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	In Progress	75%	75%	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	In Progress	75%	75%	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	In Progress	75%	75%	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
Continue to deliver the actions for the Biodiversity Strategy 2018 including community education and engagement program and biolink plan	Deliver	In Progress	75%	75%	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. webinars, walks, workshops and forums) - most notable being the Wildlife Roadkill Forum collaboration with Engineering Unit. The team played active role in three community-led events and continues to deliver community events aimed at supporting climate and biodiversity action. Council has supported ten subsidised enrolment in the Nature Stewards program (due to commence 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.	Manager Strategic Planning and Environment	30 June 2024
Continue the Healthy Landscapes – Practical Regenerative Agricultural Communities project	Deliver	In Progress	75%	75%	Program delivery area due to expand with the inclusion of Mt Alexander Shire Council as a confirmed program partner. Initial discussions also held with Central Goldfields Shire Council to also join partnership. Program delivery targets currently on track to be achieved. Program nominated as 'finalist' for LGPro Awards for Excellence: Sustainability. Council officers actively supporting Macedon Ranges Regenerative Farmers group to enable community mobilisation.	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	In Progress	75%	75%	The Roadside Conservation Management Plan 2021 is being delivered through the strategic prioritisation weed budget and the alignment of supportive fire prevention funded works. The innovative Open Roads App development partnership with Cassinia Environmental is value adding to data collection and contractor works coordination. The infield trials are progressing well. The ute guide is progressing to printing and the roadside vegetation marker signs are progressing to installation.	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	In Progress	75%	75%	Weed works continue to be implemented at optimum times seasonally. Environmental Management Plan's 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 has impacted curing rates and planned ignitions. Three ignitions are planned for Autumn, including a cultural burn at Woodend Grassland.	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	In Progress	75%	75%	Nine community groups have projects underway under the Bendigo Bank supported Biolink Boost projects, with groups engaging landholders on a local level with plant giveaways, school planting days and other community events in Autumn and Spring 2024. Council officers continue to support the Deep Creek Biolink project, BushBank and the three Landcare networks. Officers 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	In Progress	75%	75%	Spotlighting surveys in all six biolinks booked in April as part of the Autumn Festival, with some in May in partnership with the newly incorporated Macedon Field Naturalists. Nest Box monitoring will commence in March 2025. 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 Birrm to become a State Park due to its significant flora and fauna	Deliver	In Progress	75%	75%	Officers continue to support Riddells Creek Landcare with management of ongoing issues at Barrm Birrm including illegal entry, rubbish dumping, weed control. Blocks are now selling at \$90,000 - plans underway for signage that names the area as Barrm Birrm.	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
Adopt a Climate Emergency Response Plan to be a guide for both Council and the community to address climate change	Deliver	Completed	100%	100%	Climate Emergency Plan adopted at 13 December 2023 Scheduled Council Meeting	Manager Strategic Planning and Environment	31 December 2023
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	In Progress	75%	70%	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. New staff training module designed and rollout due for mid April. Initial discussions held with Resource Recovery regarding action 23 (reform 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	In Progress	75%	25%	New initiatives submitted for plan and design projects to transition Kyneton Mechanics Institute and Kyneton Town Hall from gas heating sources to electric equivalents. Preliminary design works for Gisborne Aquatic Centre electrification transition). Design works completed to decommission two gas barbecues. LED lighting upgrades completed across multiple public toilet sites throughout the shire .	Manager Strategic Planning and Environment	30 June 2024	
Incorporate the Ecologically Sustainable Development (ESD) principles into all new Council building projects	Deliver	In Progress	75%	60%	Introduced 'climate consideration' questions into New Initiative bids for capital works project. Questions ask staff to reflect on how building will influence Council greenhouse gas emissions profile, how new building works will respond to forecasted climate scenarios and how it will assist community in adapting to climate change (i.e. sufficient energy efficiency to ensure comfortability).	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	In Progress	75%	60%	Council continues to provide in-kind, advisory and administrative support to multiple community groups implementing community climate actions.	Manager Strategic Planning and Environment	30 June 2024	
Investigate solar power generation to offset emissions from council operations	Deliver	In Progress	75%	75%	Preliminary investigations show offsets generated by solar power to be unfeasible due to electrical infrastructure costs. Officers currently investigating the use of Council-owned land for carbon plantings. These investigations will be used to inform a 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	75%	50%	Council to participate in Central Victorian Greenhouse Alliance joint project to develop a Regional EV Infrastructure Framework. This will result in the identification and technical assessment of 3-5 sites within the shire (project will only focus on Gisborne, Romsey, Riddell's Creek and Malmsbury). This gives Council additional leverage to maximise community benefit when negotiating with EV installers and provide 'grant ready' documentation when opportunities arise.	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	In Progress	75%	75%	Officers are currently seeking funding to continue involvement in the Community Carbon Pilot Project . The project continues to provide valuable learnings for the development of an Offset Policy, provides tangible habitat revegetation results for regional biodiversity and offset funds resulting in environmental, social and economic benefit.	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	
Continue to promote the use of reusable nappies through the Maternal and Child Health Service	Facilitate/Deliver	In Progress	75%	75%	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	In Progress	75%	75%	Of the 31 actions identified in the Strategy 12 have been completed, 12 are ongoing, 5 have commenced and 2 are yet to commence. Sustainable Victoria funding for resale shops at the transfer stations was successful. The Kyneton resale shop has been fitted out with shelving and is open to the public. The Romsey resale shop has all large capital activities e.g. new shed and car park construction works complete. Line marking of carpark and shed fit-out of shelving will be completed shortly. Works on target for completion in May 2024.	Manager Engineering and Resource Recovery	30 June 2024	
Continue to decrease Tonnes of waste to landfill per capita	Deliver	In Progress	75%	75%	The estimated diversion rate for quarter three is 72.5%.	Manager Engineering and Resource Recovery	30 June 2024	
Finalise and start implementation of the new circular economy education and engagement plan.	Deliver	Completed	75%	100%	The Waste Education Action Plan (previously known as the Circulater Economy Education and Engagement Plan) is complete. The plan is now in operation and will be the guiding document for the next 3 years.	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	
Complete and adopt a revised Environmental Management Plan and Infrastructure Master Plan for Stanley Park	Deliver	In Progress	75%	75%	The revised Environmental Management Plan has been adopted. The draft Stanley Park Infrastructure Master Plan was released for public consultation on 22 March 2024 for four weeks.	Manager Strategic Planning and Environment	30 June 2024	
Complete repairs of the Black Hill Reserve Trail Network	Deliver	In Progress	75%	75%	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. 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 also been applied for to continue repair works and improved wayfinding infrastructure in the reserve.	Manager Strategic Planning and Environment	30 June 2024	
Continue implementation of recommended master plan actions at the Gisborne, Kyneton and Malmsbury Botanic Gardens	Deliver	In Progress	60%	70%	Kyneton Botanic Gardens - Irrigation design has been completed. Gisborne and Malmsbury Botanic Gardens irrigation installation has been completed pending power connection to the pump sheds. Gisborne Botanic Gardens West entrance landscaping works are underway and near completion.	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	In Progress	75%	75%	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	30%	0%	On hold pending completion of the draft Equestrian Facilities Plan which may impact what will occur at the Woodend Racecourse Reserve.	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	
Continue priority waterway restoration works that implement adopted waterway environmental plans.	Deliver	In Progress	75%	75%	The Melbourne Water funding partnership continues to support the delivery of waterway restoration works via the waterway program. 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. Urban Rivers and Catchment Program grant funding has been applied for to fund 3-4years 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	In Progress	75%	75%	Council is supporting the Woodend Landcare Biolink project which is delivering the Action: TZ-3 L04 Blackgum Woodlands project. 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	
Continue to leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events	Facilitate/Partner	In Progress	75%	75%	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	In Progress	75%	80%	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	In Progress	75%	60%	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	
Optimise accessibility and usage of open space and facilities, through a program of development and renewals for open space, playgrounds and sporting infrastructure	Deliver	In Progress	75%	75%	Play equipment items at Lomandra Reserve in Romsey and Woodend Children's Park have been replaced. Additionally, replacement bollards/fencing have 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 commenced. These designs are expected to be completed by April 2024.	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	In Progress	75%	75%	The draft Fair Access Policy supports this Council Plan Action. Community consultation on the Draft Fair Access Policy was completed in late February 2024. Officers are currently reviewing the feedback received which will guide any necessary revisions required to the Policy. The updated Policy will be presented to a future Scheduled Council meeting for Council's consideration and adoption.	Manager Open Space and Recreation	30 June 2024	
Continue to deliver the actions for the Municipal Public Health and Wellbeing Plan (MPHWP) 2021–2025	Deliver	In Progress	75%	75%	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 (DAP) 2021–2025	Deliver	In Progress	75%	75%	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	In Progress	75%	75%	Council continues to deliver the actions for 'Elevate – Council's Youth Strategy 2018-2028'.	Manager Children, Youth & Family Services	30 June 2024	
Continue to deliver the actions for Participate – Council's Positive Ageing Plan (PAP) 2020–2025	Deliver	In Progress	75%	75%	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	
Continue to partner with the Department of Education and Training to support current education reforms, such as the rollout of three-year-old kindergarten in the Macedon Ranges Shire and School Readiness Funding	Facilitate/Partner	In Progress	75%	75%	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	In Progress	75%	75%	The Early Years team is working on a shire wide approach to support emerging leaders, including staff at non-council kindergarten services in the shire to access training facilitated by the Early Years Planner. Early Years' workforce planning data is currently being evaluated across the shire, aiming to assist council in identifying gaps and opportunities, and to develop a plan to support the growth in services as the Best Start, Best Life reform progresses.	Manager Children, Youth & Family Services	30 June 2024	
Improve social connection for children and families with barriers to social engagement	Facilitate	In Progress	75%	75%	Kinder Inclusion and Transition Support Officer position has been implemented to provide families information of programs in the shire. The Early Years Team is also working on an upgrade of the website to add playgroups, other activities for children to attend.	Manager Children, Youth & Family Services	30 June 2024	
Continue to deliver actions for Council's Early Years Plan – CREATE	Deliver	In Progress	75%	75%	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	In Progress	75%	75%	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	In Progress	75%	75%	Council continues to explore the feasibility of Macedon Ranges Shire becoming a 'Child Friendly Community' through activities such as engaging a consultant to develop 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	In Progress	75%	75%	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	
Continue to monitor the impacts of aged care reforms and work with service providers to advocate for the needs of older people.	Advocate	In Progress	75%	75%	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	
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	In Progress	75%	75%	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	In Progress	75%	75%	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	In Progress	75%	75%	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	
Implement key actions contained in Year 2 and 3 of Council's Economic Development Strategy 2021–2031	Implement/Facilitate	In Progress	75%	75%	In March, a site visit to Berninnet (a new Community Centre in Cowes) was organised for key Woodend community stakeholders, to compare and contrast with what is planned for the Woodend Community Centre re-development. Through Council's RAP working group, the Kinaway Chamber of Commerce and Buying For Victoria business databases were identified for the purpose of inviting relevant first nations businesses to Council's 2024 procurement information session. Investment facilitation services were provided to two local vineyards in support of the establishment of compliant secondary activities - thus improving business viability.	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	In Progress	75%	75%	Autumn Festival planning is now complete, with event delivery on target for launch Friday 5 April. The event continues through until 28 April and features two new elements - the Autumn Treasure Trail and Live and Local - music in community halls, as well as known event favourites the Pie and Tart Trail, Tipples Trails, Edgy Veg Trail, as well as many other events by local businesses.	Manager Economic Development and Visitor Economy	30 June 2024	
Continue delivering actions from the Arts and Culture Strategy 2018–2028	Deliver	In Progress	75%	75%	2024 Arts program being implemented. This quarter has seen Ross Wilson and the Peaceniks at the KTH as well as the launch of "Unmasked: Celebrating nursing and midwifery in Victoria and beyond" exhibition on International Women's Day. Planning has been completed for Kids Creative Building Jam holiday program (April) and planning has commenced for the International Comedy Festival Roadshow (May), and Tash Yorks Happy Hour (May)	Manager Community Strengthening	30 June 2024	
Identify and support initiatives that involve participatory arts practices	Deliver	In Progress	75%	75%	Planning for the Live and Local Music program that involves local artists performing in local community halls is nearing completion with delivery commencing in April. Council has supported local community halls to put on these shows for the benefit of local communities and visitors to the Shire.	Manager Community Strengthening	30 June 2024	
Continue to support the development of local festivals, events and cultural activities across the shire	Partner/Deliver	In Progress	75%	75%	The support and development of local festivals and events occurs on a regular basis. The Events Officer is currently working with the Business Improvement Team to develop a permit system, in line with other Local Law permits.	Manager Economic Development and Visitor Economy	30 June 2024	
Continue to support the community and businesses to create their own festive season decorations	Partner	Completed	100%	100%	A number of local community/business groups were supported in planning for and gaining the required permits and approvals from Council and other agencies such as Regional Roads Victoria. This early guidance helped to see numerous main streets and shopfronts across the shire decorated for the festive season. Examples included decorated, tree lined retail precincts, Kyneton Town Hall being lit up and shopfronts being adorned with Christmas wreaths. Information was also provided outlining opportunities for grant funding for installations and events.	Manager Economic Development and Visitor Economy	30 June 2024	
Seek external funding to improve signage/ way finding within our town business centres	Deliver/Advocate	In Progress	75%	75%	Inception meeting for the wayfinding project occurred, this project is scheduled for completion June 2025. No further funding opportunities for signage have been identified at this stage.	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	
Continue to support local business and tourism associations (BATAs) and industry-sector peak bodies, and look to have geographic and industry-sector coverage.	Partner	In Progress	75%	75%	Assistance was provided to Tourism Macedon Ranges (TMR) and the Eastern Macedon Ranges BATA (EMRBATA), to progress the Thriving Villages Project. This included provision of letters of support to Tiny Towns and Flood Recovery funding streams for numerous BATAs, financial contributions for catering, PA system and venue costs and in-kind support booking venues and the like. This culminated in a very successful Regional Visioning workshop delivered at Mt Monument Winery on March 20, attended by business and community representatives from all main towns (including Malmsbury and Gisborne), councillors and council officers. Planning got underway for the follow up, Town Activation workshops, scheduled for Lancefield and Romsey in April.	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	In Progress	60%	70%	The MC and venue for the Gala Awards Event (i.e., Mt Macedon Winery) were researched and locked in for August 30, 2024. Broad and targeted promotion led to 70 applications being started as at March 15, with a good spread across the categories. Planning progressed for delivery of the sponsors networking event scheduled for 3 June. Two new silver level award sponsors were recruited and contracted.	Manager Economic Development and Visitor Economy	30 June 2024	
Continue to promote local purchasing and the circular economy	Deliver	In Progress	75%	75%	Local businesses were promoted, via business features in the E News in February and March with a view to encourage more business to business interactions. A local winery and MC were engaged for the 2024 Business Awards Gala event. Another local hospitality venue was successfully promoted as an option for a tourism event of state significance, scheduled for July 2024. A local professional services business was researched and engaged to deliver a Digital workshop series for Macedon Ranges business operators in May 2024. The Macedon Ranges Gift Shop program required the recruitment of 12 local businesses, enabling them to get involved in supporting those in need and each other throughout December 2023 and January 2024.	Manager Economic Development and Visitor Economy	30 June 2024	
Attract investment in the region by actively supporting the Invest Loddon-Mallee website	Advocate	Completed	100%	100%	The Invest Loddon-Mallee website is up to date with content relating to the Macedon Ranges and growth/investment opportunities and case studies of local enterprises.	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	
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	75%	75%	Local suppliers to Council were paid within the agreed 14 day cycle. Business Engagement continued with a focus on awareness raising and problem solving regarding impacts associated with council roadworks in Romsey and Gisborne, supporting investment opportunities and improving business signage. The Development Assessment Team (DAT) met with a number of local businesses to guide development applications and to solve signage and other issues. Council supported a number of business peak bodies when applying for external funding and in the planning and delivery of workshops aligned with the TMR Thriving Villages & Township Activations projects.	Manager Economic Development and Visitor Economy	30 June 2024	
Support the local economy by encouraging procurement to be undertaken locally	Advocate	Planning	60%	60%	The date and location for the annual tendering and procurement information session for local businesses, was locked in (i.e.. Gisborne on 7 August). Planning got underway to confirm speakers and review presentation content. Negotiations to add an OH&S component delivered by WorkSafe, to attract more business operators and add value, progressed well.	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	
Continue to advocate for improved telecommunications infrastructure, with a focus on blackspots. Multiyear project	Advocate	In Progress	40%	40%	Telstra briefed Council on 26 March and provided progress updates on a number of installations. This included identification of a potential location for a new facility in Gisborne South, partial rollout and activation of the small cell network and new base station in Kyneton, and identification of new tower sites and co-funding arrangements in a number of other local towns. Further progress relating to two co-location opportunities, completion of a cultural heritage management plan required for a new base station in a smaller locality and improvements to back-up power supply at another existing tower were outlined.	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	In Progress	75%	75%	Officers continue to work with telecommunications providers supporting their applications for funding to address local service issues. Site visits were undertaken in Gisborne South with consultants working for a telco seeking a suitable site for new infrastructure funded through an Australian Government funding round. Site investigations are ongoing.	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	40%	40%	The concept and focus of the MRSC Engagement Plan for Improved Connectivity was shared with Councillors in March. Representatives from NBNC, Telstra and Council scheduled time in April to further develop the Engagement Plan. 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	
Finalise the implementation of a new Risk Management Framework	Deliver	Completed	75%	100%	Risk Policy and Procedure has been rolled out across the organisation which includes a online training module available to all staff via our Learning Management System.	Manager People, Risk and Wellbeing	30 June 2024	
Continue to review and update long-term financial and infrastructure planning to guide our budget decisions, to ensure they are responsible and sustainable	Deliver	In Progress	75%	90%	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 will be presented to the Councillors at Budget Workshop 4 on 9 April 2024.	Manager Finance and Reporting	30 April 2024	
Meet financial reporting requirements, in line with the Local Government Victoria framework	Deliver	Completed	100%	100%	Council continues to fulfill Financial Reporting requirements, ensuring compliance with the Local Government Victoria Planning and Reporting framework. The Annual Report was formally adopted during the scheduled October Council meeting.	Manager Finance and Reporting	31 October 2023	
Enhance strategy, policy and plan development, and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Conduct the 2023 Employee Engagement 'Pulse' survey, and integrate responses to feedback into organisational plans and strategies	Deliver	In Progress	75%	75%	Pulse survey was open to all staff for a two week period and closed on 28 March 2024. Results will be collated and provided to our Executive team for consideration and integration into existing organisational plans.	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	In Progress	75%	75%	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	
Finalise the review of Local Law 10, which provides the procedures for the administration of all Council's Local Laws	Deliver	Completed	100%	100%	Local Law 10 has been prepared, reviewed, endorsed and enacted by council. Local Law 10 was enacted and commenced operation on 25 September 2023.	Manager Safer Communities	30 September 2023	
Review Council's current software providers to determine if an enterprise solution is available to meet Council's needs. Multiyear project.	Deliver	In Progress	75%	80%	Council has now implemented the TechnologyOne SaaS environment to ensure a modern and supported Financial/Project Management and Payroll solution. Review of Council's Asset Management Solution has commenced. Review of the requirements to implement the upgraded Pathway user interface is about to commence. This project will continue as a rolling program in 2024/2025. Council have also replaced a number of other systems, Kineo, Reliansys, Xplor	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	
Continue to actively participate in community and government networks and regional alliances	Partner/Facilitate	In Progress	75%	75%	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	In Progress	75%	75%	Senior Officers continue to actively engage with local members and key decision-makers to advocate for positive outcomes that benefit the Macedon Ranges community.	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	
Continue to implement the Community Engagement Policy	Deliver	In Progress	75%	75%	The Communications and Engagement team provided oversight and assistance in launching/promoting another 10 (ten) public consultations throughout Q3 including the Draft Complaint and Unreasonable Behaviour Policy, Draft Special Charge Scheme Policy, Romsey Skatepark Designs, Draft Fair Access Policy, C154macr, Draft Riddells Creek Movement Network Study, Draft Gambling Harm Prevention Policy, Barkly Square Multipurpose Facility Options, Early Years Workforce Plan 2024-29 and Stanley Park Infrastructure Master Plan. All of these consultations were launched through Council's new Your Say online engagement hub. Development of a number of other endorsed public consultations remains underway for Q4 and beyond.	Manager Communication and Engagement	30 June 2024	
Continue to improve our digital platforms, ensuring they are fully accessible for all residents and ratepayers	Deliver	In Progress	75%	80%	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 commenced 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	In Progress	90%	90%	Implementation of the Customer Service Charter continues to be promoted and reinforced throughout the organisation to meet our commitments and service standards.	Manager Community Strengthening	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	
Continue to implement the actions of the Information Services Digital Strategy so they are delivered in accordance with the yearly Work Plan	Deliver	In Progress	25%	90%	Key activities achieved this financial year include: Finalised the TechnologyOne SaaS upgrade Commenced review of new Pathway User Interface, which will provide for 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 Commenced the roll out to Office 365 for staff (including Multifactor Authentication), this is also in line with our move to SaaS based solutions Implemented an improved secondary network link to Woodend Operations Centre, using StarLink. Implemented the eRecruitment process Implemented the digital Performance Management process	Manager Information Services	30 June 2024	
Continue to comply with legislative external reporting and disclosure obligations, and ensure internal reporting frameworks are delivered to demonstrate transparency to the community	Deliver	In Progress	75%	75%	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 and December quarter reports have been prepared and presented to Council.	Manager Finance and Reporting	31 March 2024	
Finalise the Community Engagement Guidelines	Deliver	Completed	100%	100%	The Community Engagement Guidelines were finalised through user testing and internal feedback - including Councillor feedback - in Q3. These Guidelines are now available to staff via the Intranet and training sessions have been offered with key officers of each Directorate, to improve understanding and ensure better consistency with the way consultations are planned, undertaken and closed out.	Manager Communication and Engagement	31 December 2023	
Reporting on our measures of success to the community								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	
Report on the delivery of Year 2 actions of the Council Plan	Deliver	Completed	100%	100%	The Annual Report included the progress on the delivery of Year 2 actions of the Council Plan. The Annual Report was presented to Council at the Scheduled October Meeting.	Manager Finance and Reporting	31 October 2023	

Capital Works Performance

January to March

3rd Quarter 2023/24



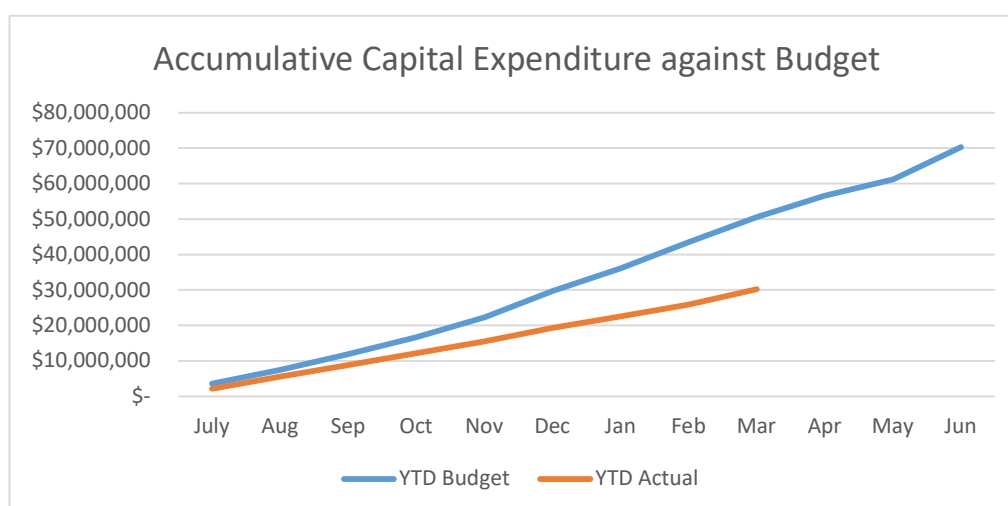
- \$30.2 million of capital works has been delivered at 31 March 2024
- Macedon Ranges Regional Sports Precinct Stage 1 is nearing completion
- Land purchase to do with Open Space in Gisborne is nearing settlement
- Several completed projects to date include: Road works - Brooke St Crossing Woodend, Hamilton Street and Fitzgerald Street Riddells Creek and Recreation - Gisborne Bowls Club Bowling Rink
- Initial carry forward project report has been prepared for adoption at the April Council meeting
- Monthly Capital Works Monitoring is presented to Council ensuring visibility of project variances to budget
- Program of works is behind schedule due to a number of projects being delayed for various reasons.



CAPITAL WORKS STATEMENT

As at 31 March 2024

	2023/24 Annual Budget \$'000	2023/24 March Budget \$'000	2023/24 March Actuals \$'000	2023/24 March Variance \$'000
Property				
Land and land improvements	1,060	-	-	-
Buildings and building improvements	7,324	4,926	2,674	2,251
Total property	8,384	4,926	2,674	2,251
Plant and equipment				
Plant, machinery and equipment	2,528	1,306	1,114	192
Computers and telecommunications	334	213	176	37
Total plant and equipment	2,862	1,519	1,290	229
Infrastructure				
Roads	16,884	13,282	7,767	5,515
Bridges	1,954	1,441	810	631
Footpaths and Cycleways	12,061	4,399	1,038	3,361
Drainage	789	674	358	317
Recreational, leisure and community facilities	26,154	17,632	15,379	2,253
Parks, open space and streetscapes	790	624	445	179
Other infrastructure	2,119	667	457	210
Total infrastructure	60,752	38,719	26,253	12,466
Total capital works expenditure	71,998	45,164	30,218	14,946



Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
PROPERTY - Land					
South Gisborne Open Space Purchase	1,060,000	-	-	-	Payment of \$1,060,000 by Council for the land - transfer to take place once Titles are issued.
TOTAL PROPERTY - Land	1,060,000	-	-	-	
PROPERTY - Buildings					
Baynton Hall - Kitchen Refurbishment	50,000	44,300	20,574	23,726	Project remains under the budget with potential of surplus at project closure.
Kyneton Transfer Station Upgrades	232,381	174,285	229,438	(55,152)	Final invoicing to be paid. Project will be closed in April 2024.
Kyneton Resource Centre Resale Shop	25,668	-	18,414	(18,414)	All works completed within budget, some surplus funds redirected to another project
Kerrie Old School	303,488	-	-	-	Project is insurance funded, currently forecasted to be within budget.
Woodend Community Centre upgrade	2,450	2,450	2,450	-	Project is complete.
Kyneton Early Years building	109,115	81,836	-	81,836	Property services have incurred costs in cleanup and cleanout of building. No further budget is required. The Lady Brooks building is pending handover to State
GAC modular change room upgrade	186,245	186,245	5,003	181,242	As per February Capex report endorsed by Council, \$250,000 has been returned. With reduced scope the Project is anticipated to be within budget.
Woodend Buffalo Stadium	266,850	200,138	237,069	(36,931)	Construction was completed in December before Christmas. This project will be completed within the allocated budget.
Kyneton Netball Club Rooms	136,700	102,525	61,547	40,978	Project progressing through design stages. It is anticipated project will be delivered within budget with completion scheduled for July 2024.
Seniors Housing Unit works	85,000	63,750	82,380	(18,630)	Project is under way, with assessments and works currently progressing on 3 vacant units. Program will continue as required works arise.
Kinder and MCH Ventilation	68,829	51,622	2,482	49,140	Project has budget surplus.
Woodend Kinder Built Share - Gazebo	285	214	285	(71)	Additional costs for 2022/23 completed project.
Romsey Kinder - Veranda and Windows upgrade	116,720	87,540	-	87,540	Project is yet to commence & is dependant on successful grant funding
Off Grid Relief and Recovery Centres	107,310	80,483	89,303	(8,820)	Project is delivered within budget.
Romsey Park Oval 2 Storage Shed	68,209	51,157	59,304	(8,147)	Certificate of completion received. Integration onto master key system underway. Financial completion anticipated for March 2024.
Red Brick Hall	11,933	8,950	9,290	(340)	Additional funds requested for the installation of handrails.
Woodend Anslow Street - Public Toilet	13,000	10,400	800	9,600	This project is 50% complete. This project should be delivered within budget by April 2024.
Kyneton Hutton Street - Public Toilet	14,000	12,600	9,695	2,905	Design Project is within budget and there is a small component of surplus funds.
Kyneton Quarry Reserve Public Toilet	30,000	30,000	8,950	21,050	Final set of designs and cost plan are underway with completion expected by May 2024.
Lancefield Kindergarten and MCH	153,022	153,022	122,622	30,400	Additional costs in relation to incorporating environmental and sustainability features plus fencing to be paid for by Council. Department of Education covering all other costs.
Building emergent items	120,000	88,000	107,170	(19,170)	As per allocated budget by the end of the 23/24 FY

Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
HVAC Renewal Program	100,000	66,000	41,365	24,635	program on track to be delivered on time and within allocated budget.
Aquatic Plant Renewal	80,000	60,000	39,525	20,475	program on track to be delivered on time in June and within allocated budget.
Kyneton Shire Office Pyramid Upgrade	15,000	-	10,168	(10,168)	Works will be carried out in the second half of April 2024. Project will be closed out in May 2024.
Jacksons Creek Reserve Rotunda	70,998	53,248	63,318	(10,069)	Construction works completed March 2024 and within budget. Financial completion in April.
Kyneton Sports and Aquatic gym floor	64,036	48,027	16,952	31,075	Complete.
Kyneton Shire Office Bakery Building	180,000	135,000	-	135,000	Project can be offered as a saving and funds reallocated.
Kyneton Botanic Gardens Waterplay	155,000	116,250	75,458	40,792	This project is 80% complete and is expected to be completed by May 2024 project remains within budget.
Kyneton Rifle Range clubrooms	49,725	37,294	37,550	(256)	Final designs completed and pending stakeholder approval. An updated OPC to be obtained post approval. Anticipated project completion end March 2024 and within budget.
Kyneton Airfield toilet	191,560	143,670	44,875	98,795	This project is 70% complete. This project will be delivered by late May and within the allocated budget.
Woodend Golf clubrooms	511,387	511,387	510,011	1,376	Project is complete.
Woodend Swimming Pool fence	88,075	66,056	75,836	(9,780)	A small surplus will be returned.
Tony Clarke reserve clubrooms	31,860	23,895	26,492	(2,597)	This project will be completed in March 2024 and within budget.
Hanging Rock Cafe	204,250	153,187	2,430	150,757	Given the value of the awarded contract it is expected that these works will fall within the original budget scope and be completed during the colder and quieter café trade months of April/ May 2024.
Kyneton Mechanics Institute	492,653	252,401	54,748	197,653	Works are commencing in April 2024 and are estimated to be complete by July 31st (TBC). There is a high chance of construction variations due to the nature of the heritage works, but these are expected to be absorbable with the remaining budget.
Barkly Square Multiuse Building	167,000	125,250	35,750	89,500	Design project is underway and on track to deliver within allocated budget. Project completion now anticipated August 2024
KSAC Dry Side Change Room Design	15,000	15,000	1,500	13,500	Works will commence on the 2nd of April 2024, and are to be completed within the Easter school holidays. Additional purchase orders expected for engagement of floor coatings contractor. Minimal budget surplus expected at project completion.
Bolinda Hall Renewal Design	33,000	26,400	8,380	18,020	Project remains under budget. It is likely the project will reach project closure with surplus.
Gisborne Mechanics Hall/Windarring	33,000	29,700	3,300	26,400	Project remains under budget. It is likely the project will reach project closure with surplus.
LED Audit and Upgrades	50,000	40,800	14,556	26,244	project will be delivered on time and within allocated budget
Kyneton Mechanics Institute Toilets	13,000	10,400	800	9,600	This project is 50% complete. This project should be delivered within budget by April 2023.

Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Malmsbury Town Hall - Public Toilet	38,000	30,400	800	29,600	This project is anticipated to be completed in April/May 2024 and will be delivered within budget.
Kyneton Town Hall Emergency Exit Renewal	165,000	148,500	6,000	142,500	Preliminary cost plan identified a potential funding shortfall. However, preliminary costs received from two potential contractors are favourable to the cost plan. Final cost of construction to be determined before 03.05.2024.
Woodend Neighbourhood House Ramp	100,000	49,600	10,950	38,650	Project currently remains within budget.
Malmsbury Town Hall	250,000	187,500	6,883	180,617	It is anticipated that the initial remedial works will fall within the 2023/24 budget.
Kyneton Aquatic Sand Filter Replacement	75,000	75,000	74,203	798	Project is complete.
Master key System Plan & Design	10,000	5,000	-	5,000	Nil
Flag Pole & Cenotaph Renewals - Lancefield	40,000	20,000	-	20,000	Works progressing as per budget allocation.
Outdoor Pools DDA Compliance Design	60,000	54,000	46,650	7,350	Project will be completed within budget and return a surplus.
Gisborne Gym - Change rooms & sauna	110,000	88,000	-	88,000	RFQ costings submitted exceeded allocated budget. This project will not proceed due to the value of required works and the current building condition. Funds will be returned to the capital pool in April.
Tylden Rec Reserve Changerooms	8,000	8,000	6,140	1,860	There will be no further expenditure on this project. The project will be closed in April 2024.
Kyneton Town Hall Reimagined - Schematic design	150,000	112,500	-	112,500	Full funding expected to be spent by end of the financial year.
Gisborne Shire Office Roof Design	30,000	30,000	3,680	26,320	The project has commenced. Structural design options to relocate and reinforce the existing screens were completed in March. Designs have been provided to contractors for quoting. The outcome of this will determine next steps. Note - Future costs for longer term HVAC and roof sheeting replacement/renewal and walkway works will need to be considered as part of the budgeting process for future years.
Lancefield Courthouse	50,000	50,000	12,540	37,460	Project underway with initial building investigations completed and expected to remain within budget. PM fee commitments in January, 2024. Project expected to complete in May 2024
Gisborne Library	30,000	30,000	13,350	16,650	Costs for design revisions are expected in April 2024. Project is expected to be closed by the end of May 2024.
GAC - ceiling and steel work	30,000	27,000	6,000	21,000	Project is expected to be completed within budget.
Woodend Community Centre Stage 2	500,000	-	-	-	There is no budget allocated to this project at present.
Romsey Transfer Station Resale Shop	139,407	-	119,096	(119,096)	<ul style="list-style-type: none"> The project is well progressed - the new shed and associated car park and trailer bay areas have been completed The Project is expected to be completed by end April 2024 prior to the mid-May 2024 funding deadline. The project is expected to be within the allocated budget based on current pricing estimates
GAC Plant & Boiler	80,000	60,000	45,255	14,745	Project is within budget.
KSAC - plant & boiler	126,188	94,641	126,188	(31,547)	Project is complete.
Mount Players Theatre roof	60,000	60,000	14,710	45,290	Purchase order to be created for contractor. Works to commence in April 2024 and be completed by May 2024.
KMI Lions A-Frame shed	9,562	7,171	9,130	(1,959)	Project is complete.

Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Macedon Kinder children's toilet	519,012	366,992	-	366,992	Project on hold pending grant funding approval. Identified as a carry forward project for FY25.
Romsey Recreation Reserve clubrooms	63,133	43,575	8,827	34,747	Project remains under budget.
Yellow brick toilet botanic gardens demolition	34,296	34,296	34,296	0	Project is complete.
TOTAL PROPERTY - Buildings	7,324,345	4,925,658	2,674,487	2,251,171	
TOTAL LAND AND BUILDINGS	8,384,345	4,925,658	2,674,487	2,251,171	
INFRASTRUCTURE - Roads					
Gisborne Business Park works	998,153	748,615	836,293	(87,678)	Project has been delivered under budget .
Minor Traffic Mgt Work	57,057	45,000	19,304	25,696	It is expected that budget will be fully expended at EOFY.
Minor Capital Stabilisation Works	549,503	549,503	125,805	423,698	It is expected that budget will be fully expended at EOFY.
Reseal Program	2,310,000	2,045,000	1,138,143	906,857	It is expected that the budget will fully expended at the EOFY. It is currently showing 70K over spend, however this is currently being rectified as there have been works posted to this account that should have gone to Flood Recovery and Small Area Stabilisation.
Resheet Program	1,100,714	759,999	512,168	247,831	It is expected that the budget will be fully expended at EOFY.
Guardrail Program	126,000	126,000	73,918	52,082	It is expected that budget will be fully expended at EOFY.
Kyneton bluestone heritage kerb renewal program	385,000	350,000	57,575	292,425	Awaiting approval of deficit budget amount of \$34,667 identified after procurement from councilor meeting.
Ellison Street Retaining Wall	80,763	60,572	-	60,572	Project is on track to be completed within budget.
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	414,786	553,048	(138,262)	Project is complete
Mulbarton Rockwall, Gisborne	30,000	22,500	2,436	20,064	Project is within budget.
Road design	454,896	300,000	29,326	270,675	The project is within budget.
Sheedy Road Gisborne	2,318,159	1,738,619	2,073,770	(335,151)	Project was delivered under budget with a surplus of about \$225,000.Final claim is yet to be submitted by Newearth.The invoice for lawn mowing works to be submitted
Three Chain Road Carlsruhe	657,900	340,119	88,438	251,682	Currently, the project is within the budget.
Hamilton Street and Fitzgerald Street Riddells Cree	410,667	308,000	405,013	(97,013)	Project was delivered under budget.
Romsey Road Romsey	8,570	6,428	8,570	(2,142)	Project is complete.
Echidna Lane Removal	40,000	40,000	2,250	37,750	The project is within the budget.
Kettlewells Road, Romsey	1,394,745	1,394,745	983,362	411,383	It is expected that the project will be completed within the allocated budget and time.

Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Sutherlands Road, Clarkefield	611,325	500,000	87,860	412,140	Project is to be monitored closely, as there is a cost overrun observed at the tender stage. The savings in Murphy Street will be used to bridge this budget shortfall for which approval has been obtained from Federal Infrastructure Funding body.
Murphy Street, Romsey (Main Road to Pohlman St)	711,051	500,000	71,434	428,566	Project is to be delivered within the budget. The savings will be transferred to Sutherlands Road as there is a budget shortfall for which approval has been obtained from Federal Infrastructure Funding Body.
Hamilton Road, New Gisborne	1,374,725	1,374,725	214,788	1,159,938	It is anticipated the project will be delivered with a budget surplus. Budget surplus will be realised in the April reporting period.
Chanters Lane, Trentham	1,223,388	1,223,388	82,947	1,140,441	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	280,314	154,172	271,966	(117,795)	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	253,000	250,000	38,609	211,391	It is expected that the budget will be fully expended by EOFY.
Mt Gisborne Rd	831,325	30,000	39,510	(9,510)	Project is underway and expected to be delivered within budget.
Bus HS Romsey	123,816	-	-	-	The project is within budget at this stage.
TOTAL INFRASTRUCTURE - Roads	16,884,121	13,282,172	7,766,682	5,515,490	
INFRASTRUCTURE - Footpaths					
Footpath Renewal Works	577,500	445,000	323,279	121,721	It is expected that the budget will be fully expended.
Five Mile Creek Woodend Footpath and Footbridge	10,010	7,508	-	7,508	Project is complete.
Pram Crossing Improvements	183,581	183,581	49,817	133,765	The majority of the pram crossings require reinstatement works to the adjoining civil infrastructure. These additional renewal works totalling to \$69,75. were funded from the Council's Capital Works Renewal Program 223/24.
Rail Trail Daylesford to Hanging Rock (stage one)	1,467,500	-	-	-	No active funding submissions in play at the moment, however advocacy efforts continue.
Macedon Ranges shared trail	9,297,291	3,275,127	513,987	2,761,140	Delayed - Delivery Phase. Contractor has submitted variation claim due to significant delay in receiving various statutory approvals which has prevented commencing construction as per the contract. To cover for this claim and other costs caused by delays, officers have requested an additional \$1m in 24/25 capital works budget.
IP43 - Safe System Pedestrian Infrastructure Program	120,000	120,000	46,103	73,898	The project is within budget.
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.
Ped Crossing	150,690	113,018	15,525	97,493	This is 50-50 shared funded project with TAC. The TAC component is \$75,345.00. Council component of same amount is unfunded at the moment.

Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
FOOTPATH - Station Road, New Gisborne	202,811	202,811	37,112	165,699	The west side footpath will be delivered within budget. As the two footpath projects are tied to one work order, there will be no adequate funds to undertake the east side footpath. Recommendation that East side footpath is only designed this year with construction from future budget.
TOTAL INFRASTRUCTURE - Footpaths	12,061,310	4,398,971	1,037,749	3,361,222	
INFRASTRUCTURE - Bridges					
Bridge investigations	100,000	80,000	20,310	59,690	Within budget at this stage.
Bridge urgent works	86,555	86,555	85,555	1,000	Project is complete.
Martins Lane Culvert Upgrade	315,578	21,500	33,625	(12,125)	Currently, the project is within the budget. However, the council has received V001, V002, and V003 from the contractor regarding the additional rock excavation and levelling works, which are within the allocated budget of uncontrollable variation.
Sidonia Rd Baynton culvert	64,235	48,176	35,030	13,146	Project is complete.
Baynton Rd Kyneton bridge	11,106	8,330	5,865	2,465	The project is within budget.
Main Rd Riddells Creek footbridge	174,029	130,522	4,320	126,202	Variation for Rock drilling which can be managed within the uncontrollable allowance has been approved. Purchase Order is being amended to reflect rock drilling. The variation claim submitted for Shop drawings are under review.
Darraweit Valley Rd Darraweit Guim bridge	200,000	100,000	24,550	75,450	Project is on track to be completed within budget.
Mission Hill Rd Baynton culvert	375,659	375,659	234,854	140,805	The project is within budget at this stage.
Ross St, Malmsbury - Bridge Renewal Design	350,000	350,000	338,142	11,858	Project is complete.
Hodge's Bridge Design and Investigation	50,000	38,000	6,000	32,000	Council has allocated \$50,000.00 in the 2023/24 financial year to undertake the likely short-term solution. As MASC will be undertaking the maintenance works, the allocated funds are adequate to undertake the remainder of the short-term works.
Bridge - Lauriston Bridge	100,000	75,000	545	74,455	Revising the scope of work can potentially result in a deficit within the allocated Budget and may lead to carrying forward project for next financial year.
Upper Coliban Bridge	100,000	100,000	17,600	82,400	The project is within budget at this stage.
Romsey – Five Mile Creek Bridge	27,000	27,000	3,650	23,350	The project is within budget
TOTAL INFRASTRUCTURE - Bridges	1,954,162	1,440,741	810,046	630,695	
INFRASTRUCTURE - Drainage					
Drainage Works Unplanned	250,000	250,000	222,055	27,945	It is expected that budget will be fully expended at EOFY.
40 Forest St Woodend	19,850	14,888	-	14,888	The project is within budget.
Farrell St New Gisborne drainage	55,425	41,569	-	41,569	The project is within budget.
Magnet Lane drainage	-	-	3,500	(3,500)	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	26,089	28,704	(2,615)	Project is complete.

Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Collier Close, Romsey	89,027	66,771	89,027	(22,257)	Project is complete.
High Street Service Road, Woodend	78,305	45,000	8,300	36,700	The project is within budget.
Water Sensitive Urban Design Projects	182,000	150,000	6,100	143,900	The project is within budget.
Dawson Court - Chauncey St Lancefield	60,000	60,000	-	60,000	The project is currently in planning stage.
Five Mile Creek, in Woodend	20,000	20,000	-	20,000	The project is within budget.
TOTAL INFRASTRUCTURE - Drainage	789,393	674,316	357,686	316,630	
INFRASTRUCTURE - Recreational, Leisure and Community Facilities					
Gisborne Fields Landscape plan Stage 5	281,460	148,146	24,350	123,796	Play equipment lead times will mean works cannot be commenced until August 2024 with completion in September 2024. This project has been identified as a carry forward for FY25.
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.
Gisborne Bowls Club Bowling Rink Project	458,451	313,837	403,348	(89,510)	The project remains within budget, with potential for surplus to be returned to back to CAPEX.
Early Years shade structures	3,519	2,639	3,519	(880)	The project is complete.
MR Regional Sports Precinct (stage one)	19,143,840	14,357,880	13,458,663	899,217	The adjusted construction contract Sum for Monaco Hickey based on the contract lump sum offer is \$17,861,998.84 (plus GST).TOTAL Approved Variations - \$245,317.78Transaction Listing expenses for the month of February are \$12,251,123. compared to a budget allocation of \$12,762,56. to date. The expected completion date for the works is 7th of June.
Minor capital works program at recreational facilities	94,000	50,000	71,211	(21,211)	No change to budget has been identified. Further information will be available at the conclusion of the fencing procurement process.
New Gisborne Tennis Courts	4,470	3,353	3,400	(48)	The project is complete.
Barkly Square field	573,373	430,030	573,373	(143,343)	Project is complete. PM fees will be claimed April 2024. Financial closure in April 2024.
Manna Gum play ground	491,240	368,430	391,994	(23,564)	PC inspection completed 25.1.2024 . Variation for upgrade to drainage pits, playground compliance items, irrigation upgrades & play space audit report - \$8531.5 to be processed in March, 2024.
Kinder playground equipment renewal	30,856	23,142	10,250	12,892	The project is complete.
Gisborne Skate Park	-	-	-	-	The project is complete.
Gilbert Gordon Netball Court	1,290,168	-	7,026	(7,026)	Project is in design phase, and is delayed. Draft Cultural Heritage Management Plan management conditions pending finalisation, which is expeted by June 2024. Delivery timelines are unable to be determined until this has been finaised.
Macedon Ranges Sports Precinct - Stage 2	800,000	622,933	23,943	598,991	Project is progressing, no cost have been put towards stage 2 as of yet.Commitments of \$548,342 for design consultants

Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Riddells Creek Recreation Reserve Oval lighting up	610,650	305,325	1,920	303,405	Designs are underway with public tendering to be advertised before June 2024. Works expected to be underway in the first half of FY25 with completion before March 2025.
Riddells Recreation Reserve Upgrade sports ground Drainage	112,986	112,986	12,985	100,001	Consultant has been appointed, and all purchase orders have been raised accordingly. As a result, \$6k can be returned to the budget.
Darweit Tennis	46,040	46,040	10,636	35,404	N/A - Insurance funded works
Dixon Field Master Plan Implementation	187,500	140,625	-	140,625	RFQ evaluation complete and works awarded. Project is anticipated to deliver well within budget. PM fees expected in April, 2024. Estimated completion date end June 2024.
Kyneton Little Aths relocation	182,000	163,800	18,200	145,600	Contractor awarded late December 2024. The received costing aligns with allocated budget. PM Fees taken January 2024. It is anticipated works will be completed by end May 2024.
New Gisborne Tennis Courts new lighting	258,000	5,800	-	5,800	Project is subject to a successful application to the Victorian State Government Regional Sports Community Infrastructure Fund.
Light Tower Renewals	100,000	66,500	17,024	49,476	On track to complete under budget.
Gas BBQ's replacement	10,000	5,000	-	5,000	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	8,000	6,400	800	5,600	• The project has commenced - all necessary condition audit requirements have been completed• The feasibility study and proposed recommendation is expected to be completed by end March 2024 for consideration in future years budgets• The project will be within the allocated budget based on the limited scope involved for the feasibility assessment
Demolition BBQ	5,000	5,000	4,980	20	The project is complete.
Malmsbury Cricket Rooms	75,000	19,500	52,490	(32,990)	Project budget is very tight. If additional fees are required due to the revision in the design, project may require a funds request from CAPEX.
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	-	-	-	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.Council's year 2 funding allocation of \$1M will be considered as part of Council's 2024/25 budget process.
Tony Clarke Reserve oval change rooms	61,250	25,000	26,000	(1,000)	The initial concept phase of this project has been successfully completed. The next phase involves the detailed design, which is scheduled for completion late May 2024.
Romsey Skate Park	570,000	-	670	(670)	It is anticipated that the further development of the concept plans will be achieved within the available budget
Kyneton Cricket Club	27,236	27,236	24,760	2,476	All quotes received exceeded initial project budget and additional funds were sought & approved. There was a limited amount retained in the budget for contingency that was not required.

Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
South Gisborne Tennis Lighting Design	15,000	15,000	12,222	2,778	The project is complete.
Macedon Tennis Club fencing	146,200	146,200	77,850	68,350	A request for an additional \$4000 has been made to the CAPEX committee, for latent plumbing works. Practical completion will be issued in April 2024 and the project will be closed by May 2024.
Kyneton Tennis Club footpath and drainage	50,000	-	1,800	(1,800)	The project has an estimated budget shortfall, however this may change given the scope is being reassessed.
Aquatic - Equipment & improvements	40,000	30,000	18,165	11,835	Project is meeting budget expectations. Savings are being investigated through bulk purchase/delivery of bulky lane ropes to single site with local transport being used to distribute to final location (~10 pallets)
Leisure - Equipment & improvements	50,000	37,500	2,957	34,543	Project is meeting budget expectations with water fountain quotes aligning with planned expenditure (+5%)
Dixon Field Soccer Field 2 Planning	62,113	46,585	31,457	15,128	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	7,500	-	7,500	The project is complete.
Kinders - Acoustic Design and Plan	27,944	16,000	2,000	14,000	Project will be completed during Easter shut down of Romsey kinder during April 2024
Bike racks for Kinders and ECECs	20,000	20,000	4,654	15,346	Project is progressing (bike racks have been purchased) and forecast to be delivered by June 30 2024. The install costs quoted are higher than the current budget allowance. It is believed that there is underspend that can be sourced from elsewhere in the Healthy Loddon Campaspe budget. Meeting with Naomi Scrivener to discuss.
Lancefield Kinder Multi-play equipment	70,000	70,000	-	70,000	Funding decision pending by grant application will be required.
Woodend Bowls Club - Insurance October 2022	91,840	91,840	91,840	-	The project is complete.
TOTAL INFRASTRUCTURE - Recreational, Leisure and Community Facilities	26,282,136	17,745,227	15,385,236	2,359,991	
INFRASTRUCTURE - Parks, Open Space and Streetscapes					
South Gisborne open space development (Gisborne)	-	-	-	-	The project is complete.
Gisborne Fields	230,511	230,511	221,986	8,525	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	15,975	-	15,975	This project has been carried forward from 2022/2023 and is expected to be delivered within budget.
Romsey Ecotherapy Park Stage 3	204,000	153,000	22,026	130,974	Project currently remains within budget
Hanging Rock - Visitor improvement	40,000	-	-	-	Project planning underway, inception meetings held with stakeholders, with project on track for completion 30 June.
Gisborne Botanic Gardens	92,839	69,629	49,154	20,475	Works expected to be delivered within budget.

Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Kyneton Museum	-	-	(66)	66	Credit note for hire of container
Black Hill Link and Ridge Track	95,000	50,000	73,249	(23,249)	Project is within budget.
Botanic Gardens	575	431	-	431	Irrigation works for this project have been completed at both Gisborne and Malmsbury Botanic Gardens.
Playground Renewals	50,000	50,000	42,729	7,271	The remaining budget savings of \$7,272 will be returned to the budget.
Park Furniture Renewal	40,000	40,000	26,520	13,480	The remaining budget savings of \$13,480 will be returned to the budget.
Gisborne Adventure Playground	16,000	14,400	9,400	5,000	Project will be completed within budget.
TOTAL INFRASTRUCTURE - Parks, Open Space and Streetscapes	790,225	623,947	444,997	178,950	
INFRASTRUCTURE - Other Infrastructure					
Saleyards Facilities Upgrade	219,965	164,974	160,804	4,170	This project is 90% complete and It is anticipated that this project will be completed well within budget by May 2024.
Street Bins	45,000	33,750	29,547	4,203	No changes everything expected at this stage will be within budget of \$45 ks or small increase of \$600-\$800 PO issued for \$32.5 ks and and PO will be issued in March for 8 new bins @\$13.5 ks Small changes with 2 more new bins in April to be added as 2 refurbish wasn't possible
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	266,250	241,536	24,714	Project on track, cold weather can cause greater damage to bins.
Replace tourism signs	25,000	18,750	-	18,750	Project is on track and within budget
EV charging station for Council	37,529	-	4,000	(4,000)	Sponsor is liaising with funding authority to confirm whether a component of left over funds are to be returned back.
Glass Processing Facility - Kyneton Transfer Station	508,160	10,000	9,160	840	Minimal expenditures have occurred.
Kyneton Landfill Biowaste Facility	800,000	60,000	4,153	55,848	NIL to report at this stage Couple of minor PO's issued for Auditor and Consultant Worksop's will commence for Consultants once EPA agrees to go ahead with the 1 year monitoring project
TOTAL INFRASTRUCTURE - Other Infrastructure	1,990,654	553,724	450,579	103,145	
TOTAL INFRASTRUCTURE	60,752,001	38,719,098	26,252,975	12,466,123	
PLANT AND EQUIPMENT - Plant and Equipment					
Generator Purchase Operations	55,000	41,250	-	41,250	Project subject to further grant funding
Plant Replacement	1,700,000	700,000	835,477	(135,477)	Program is underway, budget will be expended as per allocated funds, prior to end of financial year.
Kyneton Town Hall equipment renewal	45,000	33,750	12,858	20,892	Purchase of portable staging has been completed and has come in at expected cost. This purchase was the only commitment made this month.
Additional vehicle - Car	55,000	55,000	-	55,000	Project has commenced, currently seeking required specifications. Project is likely to be completed within budget.
Small tipping truck	70,000	-	-	-	Project has commenced, vehicle is on order awaiting delivery. Will be delivered within budget.

Capital Works Progress Report

March 2024



Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Resource Recovery Vehicle	42,820	-	42,819	(42,819)	Project is near completion. Project will be completed within budget.
Gisborne Aquatic Centre Services Renewal	560,000	476,000	223,042	252,958	Project is within budget.
TOTAL PLANT AND EQUIPMENT - Plant and Equipment	2,527,820	1,306,000	1,114,196	191,804	
PLANT AND EQUIPMENT - Computers and Telecommunications					
Cultural venue management system	23,500	23,500	23,500	-	Costing and commitments remain unchanged. There are no expectations that any further commitments will be required to achieve full delivery.
Kinder security	10,512	7,884	-	7,884	Project is underway and anticipated to be completed within budget.
Finance system upgrade - TechOne budget module upgrade from ci to ciAnywhere	25,000	-	-	-	Project completed in house. Some additional integration of budget systems may utilise this budget.
IS - Smartphone Replacement Program	25,000	-	474	(474)	Project within budget scope
IS - Laptop Replacement Program	250,000	181,818	152,055	29,763	This is a ongoing maintenance project. Laptops are replaced as required. Project is currently within budget
PLANT AND EQUIPMENT - Computers and Telecommunications	334,012	213,202	176,029	37,173	
TOTAL PLANT & EQUIPMENT	2,861,832	1,519,202	1,290,225	228,977	
Total	71,998,178	45,163,957	30,217,687	14,946,270	

* This column represents the adjusted budget which is the adopted budget, carry forwards from 2022/23 and any Council approved changes.

Governance Summary

January to March

3rd Quarter 2023/24



- 83% of 3rd quarter resolutions have been completed
- Of the 33 aged resolutions in progress at the start of the quarter, 13 resolutions were completed. A report will be presented to Council in Quarter 4 to close several long standing aged resolutions.
- Council's Statutory obligations remain compliant
- Endorsed the following for public consultation: Riddells Creek Movement Network Study, draft Gambling Harm Prevention Policy, Kyneton Movement Network Study and draft Lease and Licence Policy.
- Adopted the following: Borrowing Policy and Neighbourhood House Policy
- Endorsed the appointment of an independent member to the Audit and Risk Committee
- Notice of Motion in relation to the Ministerial Good Practice Guidelines for Service Rates and Charges

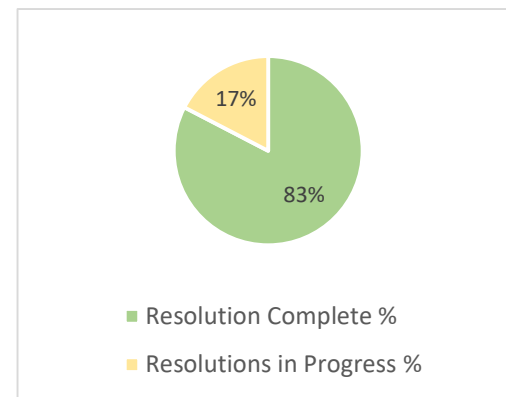


COUNCIL RESOLUTIONS

Reporting Period 1/01/2024 - 31/03/2024

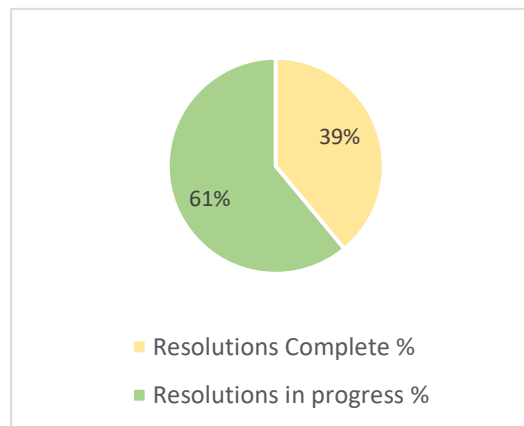
Council Resolutions made during the period 1/01/2024 - 31/03/2024 are listed below:

Dates of Meetings	Meeting Type	No. of Resolutions	Resolution Complete No.	Resolution Complete %	Resolutions in Progress No.	Resolutions in Progress %
28/02/2024	Council Meeting	14	13	93%	1	7%
13/03/2024	Planning Delegated	1	1	100%	0	0%
27/03/2024	Council Meeting	8	5	63%	3	38%
Total for the Quarter		23	19	83%	4	17%



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	0	0%	3	100%
2020-21	Council Meeting	5	0	0%	5	100%
2021-22	Council Meeting	2	0	0%	2	100%
2022-23	Council Meeting	4	0	0%	4	100%
2022-23	Planning Delegated	1	0	0%	1	100%
2023-24	Council Meeting	17	13	76%	4	24%
2023-24	Planning Delegated	1	0	0%	1	100%
Total for the Quarter		33	13	39%	20	61%



Council Resolutions - Quarter 3 - 2023-24

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Assets and Operations	28-Feb-24	Scheduled	Barkly Square Multipurpose Facility Options That Council: 1. Notes the western option as the officer preferred location for the future development of a new multipurpose facility at Barkly Square, Kyneton; and, 2. Endorses a four-week consultation period seeking community feedback on the preferred site for the Barkly Square multipurpose facility.	Resolution 1: Noted, Resolution 2: Complete. Community consultation on the preferred site is currently being conducted.	Director Assets and Operations	Completed	100%
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 will be presented to a future Scheduled Council meeting prior to the end of June 2024.	Director Assets and Operations	In Progress	30%
Assets and Operations	28-Feb-24	Scheduled	Capital Works Monitoring That Council: 1. Adopts the following changes to the Financial Year 2023/24 budget relating to the following infrastructure projects:; (a) Project 100590 – Gisborne Skate Park Concept Design: Return \$5,449.00 to the consolidated capital works program budget; (b) Kyneton Airfield Masterplan: Provide a budget of \$15,000.00; (c) Project 100258 – Yellow Brick Toilet Demolition – Kyneton Botanic Gardens: Return \$4,563.00 to the consolidated capital works program budget; (d) Project 100690 – Kinders Acoustic Design and Plan: Increase budget by \$7,943.92; (e) Project 101029 – Footpath – Howey St, Gisborne: Return \$91,377.00 to the consolidated capital works program budget; (f) Project 100236 – Cultural Venue Event Management System: Provide a budget of \$23,500.00; (g) Project 100566 – GAC Modular Change Room Upgrade: Return \$250,000.00 to the consolidated capital works program budget; (h) Project 100630 – Gisborne EV Charging for Council fleet: Return \$27,500.00 to the consolidated capital works program budget; (i) Project 100324 – Gisborne Bowls Club Synthetic Rink: Increase budget by \$40,000.00; (j) Project 100141 – Romsey Recreation Reserve Clubrooms: Increase budget by \$5,000.00; (k) Project 100878 – Renewal – Drainage Unplanned: Increase budget by \$50,000.00; (l) Project 101034 – Roads – Three Chain Road: Increase budget by \$317,781.11; (m) Project 101221 – Bus Hard Stand, Main Street Romsey: Increase budget by \$47,616; and, 2. Notes that recommendation 1 (above) results in a deficit of \$171,563.00 to the financial year 2023/2024 consolidated capital works program budget.	Reflected in both the PLM and Finance systems and the relevant officers have been advised to take actions.	Director Assets and Operations	Completed	100%
Assets and Operations	28-Feb-24	Scheduled	Riddells Creek Movement Network Study That Council endorses the release of the draft Riddells Creek Movement Network Study for four weeks of consultation in March 2024.	Community consultation closed on 31 March 2024. Officers are currently reviewing the feedback received which will guide any necessary revisions required to the Study. The updated Study will be presented to a future Scheduled Council meeting for Council's consideration and adoption.	Director Assets and Operations	Completed	100%
Assets and Operations	28-Feb-24	Scheduled	Notice of Motion - Ministerial Good Practice Guidelines for Service Rates and Charges That Council: 1. Writes to the Premier of Victoria, The Victorian Treasurer, Minister for Energy and Resources, Minister for Environment, Minister for Local Government, and the Member for Macedon regarding the impact on the delivery of local government community services resulting from the directions contained in the Ministerial Good Practice Guidelines for Service Rates and Charges, 2. Provides the following motion to be considered at the Municipal Association of Victoria State Council Meeting – Friday 17 May 2024; That the MAV advocates to the Victorian Government on behalf of the Local Government Sector to:; (a) defer the implementation of the Ministerial Good Practice Guidelines for Service Rates and Charges until at least the 2025/26 Financial Year; (b) undertake proper consultation with the local government sector, ensuring that the impact of the guidelines does not undermine Local Government's ability to continue to deliver services to the community; (c) ensure any consultation period with Local Government enables proper consultation with residents so that local ratepayer sentiments can be included in any Local Government feedback.	Resolution 1: Letters have been forwarded to the Premier of Victoria, The Victorian Treasurer, Ministers and Member for Macedon as per the Council resolution. Resolution 2: Motion has been forwarded to the Municipal Association of Victoria for consideration at the Victoria State Council meeting.	Director Assets and Operations	Completed	100%
Chief Executive	28-Feb-24	Scheduled	Recognition of Australia Day Honours Recipients 2024 That Council writes a letter of congratulations to Ngairi Joy Elwood (Am), Mervyn Allan Cann (OAM) and Shirley Ann Cann (OAM) for recognition of their 2024 Australia Day Honour award.	Letters sent following the Council Meeting.	Chief Executive	Completed	100%
Community	28-Feb-24	Scheduled	Gambling Harm Prevention Policy That Council endorses the draft Gambling Harm Prevention Policy to be released for public comment for a period of 4 weeks.	Endorsed. Consultation open from 4 - 31 March 2024.	Director Community	Completed	100%
Corporate	28-Feb-24	Scheduled	Quarterly Financial Report - October to December 2023 and Mid Year Budget Review 31 December 2023 That Council: 1. receives the Quarterly Financial report as at 31 December 2023, in accordance with the requirements of the Local Government Act 2020; and, 2. adopts the budget changes identified as part of the mid-year budget review.	Resolution completed.	Director Corporate	Completed	100%
Corporate	28-Feb-24	Scheduled	Instrument of Appointment and Authorisation That Council resolves that in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987: 1. the Instruments of Appointment and Authorisation of Jacqueline Robson and Awais Sadiq be revoked; 2. Council Officers named in the Instruments of Appointment and Authorisation provided at updated Attachment 1 and Attachment 2 be appointed and authorised; 3. any previous Instruments issued to the officers in updated Attachment 1 and Attachment 2 by Council are revoked; 4. the Instruments of Appointment and Authorisation come into force upon signing and remain in force until Council determines to vary or revoke these; and, 5. the Instruments of Appointment and Authorisation at updated Attachment 1 and Attachment 2 be signed.	Instruments signed and saved.	Director Corporate	Completed	100%
Corporate	28-Feb-24	Scheduled	Contracts to be Awarded as at February 2024 That Council: 1. Notes that the following contracts will be awarded by Council officers under delegated authority: (a) C2024-59 Provision of Mulching Services Retendered, (b) C2024-60 Integrated Water Management Plan, (c) C2024-61 Gisborne Fields Stage 5 Landscaping, 2. Grants delegated authority to the Chief Executive Officer to award the following contracts:; (a) C2024-62 Supply Panel Plant and Equipment Hire	Resolution completed.	Director Corporate	Completed	100%
Corporate	28-Feb-24	Scheduled	Audit and Risk Committee - Appointment of Independent Member That Council: 1. Approves the appointment recommended in the confidential attachment to this report in line with table 1 of this report; 2. Writes to the unsuccessful candidates, thanking them for being willing to offer themselves in service to the community; and, 3. Makes the appointment public once all candidates have been informed of the outcome of their application.	Resolution completed.	Director Corporate	Completed	100%
Planning and Environment	28-Feb-24	Scheduled	Consideration of Planning Panel and Adoption of Amendment C153MACR – 101-105 Willowbank Road Gisborne That Council: 1. Adopts Amendment C153macr with changes outlined in this report and provided in Attachment Three.; 2. Submits Amendment C153macr to the Minister for Planning together with the prescribed information for approval, in accordance with Section 31 of the Planning and Environment Act 1987. 3. Notifies all submitters of Council's decision.	Amendment submitted for approval and submitters notified	Director Planning and Environment	Completed	100%
Planning and Environment	28-Feb-24	Scheduled	Adoption of Amendment C157macr – Mollison Street Malmesbury That Council: 1. Adopts Amendment C157macr with changes outlined in this report and shown in Attachment Three.; 2. Submits Amendment C157macr to the Minister for Planning together with the prescribed information for approval, in accordance with Section 31 of the Planning and Environment Act 1987.	Amendment submitted for approval and submitters notified	Director Planning and Environment	Completed	100%
Planning and	28-Feb-24	Scheduled	Stanley Park Management Arrangements	A letter was sent to the SPCAC to notify them of Council's decision	Director Planning	Completed	100%

Council Resolutions - Quarter 3 - 2023-24

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Environment			That Council; 1. dissolves the Stanley Park Community Asset Committee effective 31 May 2024., 2. writes to the Stanley Park Community Asset Committee and its members and thanks them for their valuable contribution to the management of Stanley Park., 3. supports a process to transition the Stanley Park Community Asset Committee to an alternative governance structure., 4. commits all monies transferred or paid to Council from the Stanley Park Community Asset Committee in accordance with Clause 32.1 of the instrument of delegation will be used to make improvements to Stanley Park in accordance with the approved Stanley Park Environmental Management Plan or future Stanley Park Infrastructure Master Plan when adopted.	to thank members for their contribution and to offer an opportunity to meet with Council officers. No further action is required in regards to this resolution.	and Environment		
Planning and Environment	13-Mar-24	Planning Delegated Committee	HEARING OF SUBMITTERS - PLN/2023/126 - USE AND DEVELOPMENT OF LAND IN ASSOCIATION WITH A CHILDCARE CENTRE- 22 CALTHORPE STREET GISBORNE *That the Committee: 1. Notes the submissions received in relation to PLN/2023/126, regarding the Use and Development of Land in association with a Child Care Centre; and 2. Requests that recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Scheduled Council Meeting dated 27 March.	Resolution completed.	Director Planning and Environment	Completed	100%
Assets and Operations	27-Mar-24	Scheduled	Capital Works Monitoring That Council; 1. Adopts the following changes to the Financial Year 2023/24 budget relating to, the following infrastructure projects:; (a) Project 100568 – Drainage Magnet Lane New Gisborne: Return \$10,000.00, to the consolidated capital works program budget; (b) Project 100660 – Riddells Creek Kinder Playground & Shade: Cancel, project; (c) Project 100665 – Swinburne Kinder Landscape & Multiplay: Cancel, project; (d) Project 100848 – New Vehicle for Waste Management: Return \$14,180.00, to the consolidated capital works program budget; (e) Project 100852 – Renewal - Kyneton Bluestone Kerb 2024: Increase, budget by \$35,000.00; (f) Project 100643 – Tony Clarke Reserve – Female Friendly Change Rooms, (Design): Increase budget by \$30,000.00; (g) Project 100936 – Drainage – High Street Service Road, Woodend: Increase budget by \$13,305.00; and, 2. Notes that recommendation 1 (above) results in a deficit of \$225,688.00 to the, financial year 2023/24 consolidated capital works program budget.	Reflected in both the PLM and Finance systems and the relevant officers have been advised to take actions.	Director Assets and Operations	Completed	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.	Resolution 1: Community consultation will be undertaken in April 2024. Staff are preparing consultation material., Resolution 2: Noted	Director Assets and Operations	In Progress	25%
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	Resolution noted. A further report will be provided to a Scheduled Council meeting prior to 30 September 2024.	Director Assets and Operations	In Progress	30%
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.	Draft letters and emails provided to the CEO for consideration on 28 March 2024.	Chief Executive	In Progress	50%
Community	27-Mar-24	Scheduled	Neighbourhood House Policy That Council adopts the Neighbourhood House Policy, revoking all previous versions, effective from 28 March 2024.	Adopted	Director Community	Completed	100%
Corporate	27-Mar-24	Scheduled	Contracts to be Awarded as at March 2024 That Council; 1. Notes that the following contracts will be awarded by Council officers under delegated authority:; (a) C2024-60 Integrated Water Management Plan, (b) C2024-50 Collection and Processing of Soft Plastics, 2. Grants delegated authority to the Chief Executive Officer to award the following contract:; (a) C2024-65 Microsoft Enterprise Agreement – April 2024 to March 2027	Resolution completed.	Director Corporate	Completed	100%
Corporate	27-Mar-24	Scheduled	Draft Borrowing Policy That Council adopts the draft Borrowing Policy as attached to this report, effective from 28 March 2024	Policy Adopted	Director Corporate	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.	Draft Lease and Licence Policy to be made available for community consultation in April - May.	Director Corporate	In Progress	25%
Planning and Environment	27-Mar-24	Scheduled	PLN/2023/126 - 22 Calthorpe Street, Gisborne VIC 3437 That Council support the Planning Permit Application PLN/2023/126 and a Notice to, Grant a Permit to be issued for the Use and Development of a Childcare Centre on, Lots 1, 2, 3 on Title Plan 230552M and Lot 1 on Title Plan 447921W P/Gisborne, 22, Calthorpe Street, GISBORNE VIC 3437 subject to the conditions outlined in, Attachment 1.	Permit issued	Director Planning and Environment	Completed	100%

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 <ol style="list-style-type: none"> Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation ii. Upon satisfaction of any conditions of authorisation, exhibit Amendment C138macr pursuant to Section 19 of the Planning & Environment Act 1987. 	Discussion underway with new property owner.	Director Corporate	In progress	85%
Planning and Environment	28-Aug-19	Scheduled	<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. 	Still awaiting details of funding that is potentially available through Department of Transport and Planning to enable the progression of a planning scheme amendment to impement the findings of the Kyneton Flood Study.	Director Planning and Environment	In progress	66%
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 reeviw schedule to commence next quarter. 	Director Planning and Environment	In progress	60%

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%
Corporate	26-Aug-20	Scheduled	<p>CX.6 Council Support and Expenses Policy That Council:</p> <ol style="list-style-type: none"> 1. Adopt the revised Council Support and Expenses Policy and publish the policy on Council's website; and 2. Undertake further work to consider options for the reimbursement of bona fide expenses incurred by members of Council's current (and future) advisory committees and community asset committees. 	<p>Item 1: Completed - Adopted Policy on Council's website.</p> <p>Item 2: Work In progress - Governance Team is reviewing policies from other Councils and LGI best practice advice.</p>	Governance Team	In progress	40%
Assets and Operations	16-Dec-20	Scheduled	<p>Notice of Motion No. 8/2020-21 – Councillor Neil That Council:</p> <ol style="list-style-type: none"> 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. Officers have contacted the Department of Transport and Planning (DTP) to provide the locations of the school bus stops, since there has been significant delay and non-responses from schools and bus companies. Officer continue to pursue with DTP contacts. 2. Complete 	Director Assets and Operations	In progress	25%
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. 	<ol style="list-style-type: none"> 1. Completed 2. Completed 3. Geographic Names Victoria has responded with its advice which is to name the entirety of the lane Turner Lane. The Director Asset and Operations is preparing a Council report for June 2022 <p>- Awaiting response from lawyers following Council decision in July 2022</p> <p>No progress</p>	Governance Team	In progress	80%
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. 	In progress. Policy to be reviewed pending the completion of Council's Open Space Strategy.	Director Corporate	In progress	20%
Corporate	25-Aug-21	Scheduled	<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. 	<p>The Traditional Owner group was scheduled to meet on 23/2/22. Awaiting advice from group on potential names.</p> <p>- No further progress made</p>	Governance Team	In progress	25%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Community	15-Dec-21	Scheduled	Kindergarten Strategic Direction for endorsement *Confidential*	1. Adopted 2. Pending	Director Community	In progress	20%
Assets and Operations	27-Jul-22	Scheduled	Naming of Turner Lane, Kyneton *Confidential*	No further action to date.	Director Assets and Operations	In progress	25%
Community	27-Jul-22	Scheduled	Kyneton Early Years' Service Planning *Confidential*	1. In progress 2. Completed (a) Completed (b) Completed (c) Completed (d) Completed (e) Completed (i) Completed (ii) Completed (iii) Completed 3. Approved 4. Acknowledged (a) Confirmed (b) Noted	Manager Children, Youth and Family Services	In progress	95%
Planning and Environment	27-Jul-22	Scheduled	Dalton Street Reserve Environmental Management Plan That Council: 1. Adopt the Dalton Street Environmental Management Plan; 2. Commence implementation of the short term actions identified in the plan within existing resources; 3. Support the formation of a local residents "Friends" group to participate in the management of the reserve network; and, 4. Explore options for renaming the Dalton Street Reserve, engaging with the Wurundjeri Woi Wurrung, land management agencies and the community.	A Friends group has been formed as part of the Gisborne Landcare Network. Process to explore the renaming of the reserve will progressed in Quarter 4.	Director Planning and Environment	In progress	75%
Planning and Environment	12-Oct-22	Planning Delegated Committee	Hearing from submitters - Application for a Section 96A Planning Scheme Amendment C154MACR and Planning Permit PLN/2022/198 - 1 Wills Street Malmsbury That the Committee: 1. Requests the Minister for Planning to authorise the preparation of Planning Scheme Amendment C154macr and Planning Permit PLN/2022/198 to the Macedon Ranges Planning Scheme pursuant to section 9 of the Planning and Environment Act 1987., 2. Authorises Council officers to prepare amendment documents for authorisation and exhibition of Amendment C154macr and Planning Permit PLN/2022/198, and, (a) Upon receipt of authorisation, make any changes necessary to comply with conditions of authorisation, (b) Upon satisfaction of any conditions of authorisation, exhibit Amendment C154macr and Planning Permit PLN/2022/198 pursuant to section 19 of the Planning and Environment Act 1987	30/6/23 - Amendment C154macr was authorised on 16 June 2023 by the Minister for Planning subject to a range of conditions. Officers are working with the applicant for the amendment request to address the conditions with exhibition of the amendment expected to commence in Q3 2023/24	Director Planning and Environment	In progress	90%
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%
Planning and Environment	9-Aug-23	Planning Delegated Committee	PLN/2021/616 - 89 Ross Watt Road, Gisborne - Planning Permit application That the Committee grants officers and Council representatives delegation to negotiate for the grant of planning permit PLN/2021/616 at the Victorian Civil and Administrative Tribunal if PLN/2021/616 is found to be generally in accordance with the endorsed development plan DP/2021/1.	VCAT hearing is scheduled for 8, 9, 10 April 2024.	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
Assets and Operations	23-Aug-23	Scheduled	<p>Consideration of a Special Charge Scheme for Noonan Grove Woodend</p> <p>That Council:, 1.Delays determining an outcome on the Special Charge Scheme for sealing Noonan Grove until completion of the review of the Special Charge Scheme and the completion of an options analysis and recommendations managing unsealed roads within township boundaries;, 2. Notes officers will implement a limited trial of dust suppression during the summer of 2023; 3. Notes officers will provide a report, for Council consideration by 31 March 2024, detailing an options analysis complete with recommendations and costing for managing unsealed roads within township boundaries; and, 4. Notes officers will review and update the Special Charge Scheme Policy for presentation of the draft policy for consultation by 22 December 2023.</p>	<p>1. Open - noted.</p> <p>2. Closed - the dust suppression trial commenced in November 2023 and officers will monitor its effectiveness through the summer months of 2023/2024.</p> <p>3. Closed - A holding report on the options analysis and recommendations to manage unsealed roads within township boundaries was presented to the 28 March 2024 Scheduled Council meeting with a final report to be presented to a Scheduled Council meeting prior to 30 September 2024.</p> <p>4. Closed - Officers presented a draft Special Charge Scheme Policy to the 13 December 2023 Scheduled Council Meeting which was endorsed by Council for four weeks of community consultation. The community consultation has now been completed and officers are reviewing the feedback received and updating the draft Policy as required. The draft Policy will be presented to a future Scheduled Council meeting for Council's consideration and adoption.</p>	Director Assets and Operations	Completed	100%
Community	27-Sep-23	Scheduled	<p>Maternal and Child Health - Service Funding</p> <p>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.</p>	<p>1. In progress - initial discussions held</p> <p>2. In progress</p> <p>3. In progress</p>	Director Community	In Progress	30%
Community	27-Sep-23	Scheduled	<p>Small Project Grants</p> <p>That Council:, 1. Approves the awarding of a \$1,750.00 Small Project Grant to Kyneton Agricultural Society, for their Volunteer Hub project; 2. Approves the awarding of a \$2,458.50 Small Project Grant to Macedon Ranges Bowling Club, for their Safety Handrails project; 3. Approves the awarding of a \$3,000.00 Small Project Grant to Kyneton and Districts Toy Library, for their relocation project; 4. Approves the awarding of a \$1,923.00 Small Project Grant to Kerrie Hall, for their improve facilities project; 5. Approves the awarding of a \$3,000.00 Small Project Grant to Kyneton Backyard Growers for their Logo and material project; and, 6. Approves the awarding of a \$3,000.00 Small Project Grant to Malmesbury Mail for their Malmesbury Mail website project.</p>	<p>1. Approved. Payment completed.</p> <p>2. Approved. Payment completed.</p> <p>3. Approved. Payment completed.</p> <p>4. Approved. Payment completed.</p> <p>5. Approved. Payment completed.</p> <p>6. Approved. Payment completed.</p>	Director Community	Completed	100%
Planning and Environment	27-Sep-23	Scheduled	<p>Barrm Birm Report on Ecological Assessment and Cultural Heritage Assessment</p> <p>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.</p>	Resolution in progress	Director Planning and Environment	In Progress	70%
Assets and Operations	25-Oct-23	Scheduled	<p>Woodend Flood Study - Information session with select parties</p> <p>That Council endorses the community information sessions, to be held in Woodend during November 2023.</p>	<p>Two information sessions were held in November 2023 at the Woodend Community Centre. Residents were advised to provide their feedback by 15 December 2023. Officers will present the outcome of the community feedback to a Scheduled Council meeting in 2024.</p>	Director Assets and Operations	Completed	100%
Community	25-Oct-23	Scheduled	<p>SOCIAL AND ECONOMIC IMPACT SUBMISSION TO VICTORIAN GAMBLING AND CASINO CONTROL COMMISSION</p> <p>That Council notifies the Victorian Gambling and Casino Control Commission of its intention to prepare and submit a Social and Economic Impact Submission regarding the application for 50 electronic gaming machines at Romsey Hotel, 90-94 Main Road, Romsey</p>	Notified VCGGG 26 February 2024	Director Community	Completed	100%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Corporate	25-Oct-23	Scheduled	Jackson Street Macedon - Potential road discontinuance and transfer That Council:, 1. Notes the submission received in response to the community consultation process which was undertaken., 2. Proceed with the process for the discontinuance and transfer of part of Jackson Street, Macedon, as follows:; (a) Discontinue the road in accordance with section 206, 223 and Schedule 10 of the LGA 1989; (b) Give notice in the Victorian Government Gazette pursuant to clause 3 Schedule 10 of the LGA 1989; (c) Sell the road to the adjoining owner in accordance with clause 3 Schedule 10 of the LGA 1989; and, (d) Authorises the Chief Executive Officer to:; (i) Negotiate the sale of the land; (ii) Sign and seal the transfer of land and any additional documentation in relation to the transfer.	Transfer and settlement has occurred.	Director Corporate	Completed	100%
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: The Macedon Ranges Shire Skate and BMX Strategy has prioritised the design of the Gisborne Skate Park as high, with construction considered a medium priority. As part of this initiative, officers will prepare a new business case for consideration during the 2024/25 budget process. This proposal aims to allocate \$105,000 for specific purposes related to the Gisborne skate park. This allocation will include \$15,000 designated for conducting a site feasibility study aimed at determining the optimal location for the skate park. Additionally, \$90,000 would be allocated for consultation, detailed design, and documentation of the new or upgraded facility.	Director Assets and Operations	In Progress	65%
Assets and Operations	22-Nov-23	Scheduled	Romsey Skatepark Design Plan That Council endorses releasing the draft Romsey Skatepark Design Plan for four weeks of community consultation.	Council endorsed at its Scheduled Council meeting of 22 November 2023 the release of the draft Romsey Skatepark design for four weeks of community consultation. Consultation was undertaken from 29 January to 25 February 2024 and is now completed.	Director Assets and Operations	Completed	100%
Corporate	22-Nov-23	Scheduled	Audit and Risk Committee - Review of Remuneration and Membership That Council:, 1. Endorses the proposed payments to the Audit and Risk Committee Chairperson and Independent Committee Members as outlined in Table 3 of this report.; 2. Notes that reasonable out-of-pocket expense reimbursements may be payable to Independent Members of the Audit and Risk Committee.; 3. Notes the recruitment process being undertaken to appoint a new Independent Member, with a report and recommendation to be presented to a future meeting of Council.	Report presented to February Council Meeting.	Director Corporate	Completed	100%
Assets and Operations	13-Dec-23	Scheduled	Draft Special Charge Scheme Policy That Council endorses the release of the draft Special Charge Scheme Policy for four weeks of community consultation.	Community consultation has been undertaken. Officers are currently reviewing the feedback received which will guide any necessary revisions required to the Policy. The updated Policy will be presented to a future Scheduled Council meeting for Council's consideration and adoption.	Director Assets and Operations	Completed	100%
Assets and Operations	13-Dec-23	Scheduled	Draft Fair Access Policy That Council endorses the release of the draft Fair Access Policy for four weeks of public consultation.	Community consultation has been undertaken. Officers are currently reviewing the feedback received which will guide any necessary revisions required to the Policy. The updated Policy will be presented to a future Scheduled Council meeting for Council's consideration and adoption.	Director Assets and Operations	Completed	100%
Community	13-Dec-23	Scheduled	Draft Complaint and Unreasonable Behaviour Policy That Council endorses the release of the draft Complaint and Unreasonable Behaviour Policy for four weeks of community consultation.	Endorsed. Consultation open from 5 February to 3 March 2024.	Director Community	Completed	100%
Community	13-Dec-23	Scheduled	Small Project Grants - December 2023 That Council:, 1. Approves the awarding of a \$2,309 Small Project Grant to Discovery Science and Technology Centre, for their Curious Kids in the Library project; 2. Approves the awarding of a \$2,059 Small Project Grant to Gisborne Golf Club, for their Nesting Box Installation in trees on the golf course project; 3. Approves the awarding of a \$3,000 Small Project Grant to Kyneton Basketball Association, for their Victorian Junior Basketball League Standard basketballs for our junior teams project; 4. Approves the awarding of a \$1,500 Small Project Grant to Riddells Creek Cool Changes, for their Riddells Creek Enviro Expo project; 5. Approves the awarding of a \$2,000 Small Project Grant to Woodend RSL Sub-Branch, for their First Australians Flag project; and, 6. Notifies prospective applicants on Council's Small Project Grants webpage that as all funding for the program has been expended, the current round is closed and a new round will open on 1 July 2024.	1. Approved. Payment completed. 2. Approved. Payment completed. 3. Approved. Payment completed. 4. Approved. Payment completed. 5. Approved. Payment completed. 6. Completed - Council website has been updated.	Director Community	Completed	100%

Aged Council Resolutions

Directorate	Date	Meeting type	Report link	Comment (Council resolution update)	Actioning officer	Status description	% completed
Community	13-Dec-23	Scheduled	North Central Goldfields Regional Library Agreement 2024 That Council:, 1. Notes that Council's intention to sign the Regional Library Agreement 2024 with the North Central Goldfields Regional Library Corporation was advertised from 1 November to 29 November 2023 inclusive, with no submissions received; 2. Authorises the CEO to sign the Regional Library Agreement 2024 on behalf of Council.	1. Noted 2. Authorised. Signed 7 February 2024.	Director Community	Completed	100%
Community	13-Dec-23	Scheduled	2024 Community Awards ***CONFIDENTIAL RESOLUTION***	1. Resolved 2. Endorsed 3. Approved 4. Resolved - information made publicly available on 25 Jan 2024.	Director Community	Completed	100%

COUNCILLOR REIMBURSEMENTS

Reporting Period 1/01/2024 - 31/03/2024

Current Quarter	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$1,353	\$0	\$148	\$77	\$0	
Cr Janet Pearce	\$0	\$1,243	\$0	\$147	\$77	\$0	
Cr Mark Ridgeway	\$0	\$1,428	\$0	\$58	\$0	\$0	
Cr Annette Death	\$0	\$0	\$0	\$93	\$0	\$0	
Cr Geoff Neil	\$0	\$1,429	\$0	\$41	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$95	\$0	\$0	
Cr Dominic Bonanno	\$0	\$893	\$0	\$41	\$0	\$0	
Cr Rob Guthrie	\$0	\$1,041	\$0	\$79	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$0	\$0	\$0	
Cr Christine Walker	\$0	\$759	\$0	\$41	\$0	\$623	
	\$0	\$8,146	\$0	\$743	\$154	\$623	\$0
YTD	Travel /accom	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$0	\$4,174	\$0	\$344	\$77	\$910	
Cr Janet Pearce	\$31	\$2,715	\$0	\$344	\$100	\$0	
Cr Mark Ridgeway	\$0	\$4,067	\$0	\$184	\$0	\$0	
Cr Annette Death	\$0	\$0	\$302	\$229	\$300	\$0	
Cr Geoff Neil	\$0	\$5,244	\$0	\$104	\$0	\$0	
Cr Bill West	\$0	\$0	\$0	\$292	\$0	\$0	
Cr Dominic Bonanno	\$0	\$1,396	\$0	\$251	\$0	\$0	
Cr Rob Guthrie	\$0	\$2,546	\$0	\$349	\$0	\$0	
Cr Anne Moore	\$0	\$0	\$0	\$29	\$0	\$0	
Cr Christine Walker	\$0	\$759	\$0	\$49	\$0	\$623	
	\$31	\$20,901	\$302	\$2,175	\$477	\$1,533	

MACEDON RANGES SHIRE COUNCIL - STATUTORY OBLIGATIONS

Reporting Period 01/01/2024 - 31/03/2024

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	S5 Delegation 13 December 2023 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

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	STATUS / LAST COMPLETION DATE	NEXT DUE BY
13	Manager Finance and Reporting	Adopt Council Plan		90	Council must adopt the Council Plan	By 31 October 2021	28-Jun-23	30-Jun-24
14	Manager Finance and Reporting	Adopt Financial Plan		91	Council must adopt the Financial Plan	By 31 October 2021	27-Oct-21	30-Jun-24
15	Manager Finance and Reporting	Adopt budget		94	Council must adopt its budget	By 30 June each year	28-Jun-23	30-Jun-24
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	December quarter was presented to Council on 28/02/2024	March quarter will be presented to Council on 22/05/2024
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	December quarter was presented to Council on 28/02/2025	March quarter will be presented to Council on 22/05/2025
30	Manager Finance and Reporting	Land Valuation	157(2)		Council must publish public notice of a decision to change its system of valuation	Promptly	N/A	As required
31	Manager Finance and Reporting	Rates & Charges	158(1)		Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges	At least once every financial year declare by 30 June	28-Jun-23	30-Jun-24
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

January to March

3rd Quarter 2023/24



**Macedon
Ranges**
Shire Council

- On track to report the lowest annual staff turnover rate since 2019/20
- Quarters 1 and 3 of 2023/24 report the two lowest turnover rates since quarter 3 2019/20
- 43.75% of staff turnover was at a Band 6 or above level
- 16 staff left their positions during the quarter, all of them voluntarily
- Reported OHS incidents have decreased from Quarter 2
- The implementation of "Lucidity" has seen an increase in risk improvement actions documented within the system.



Insurance and Risk Summary

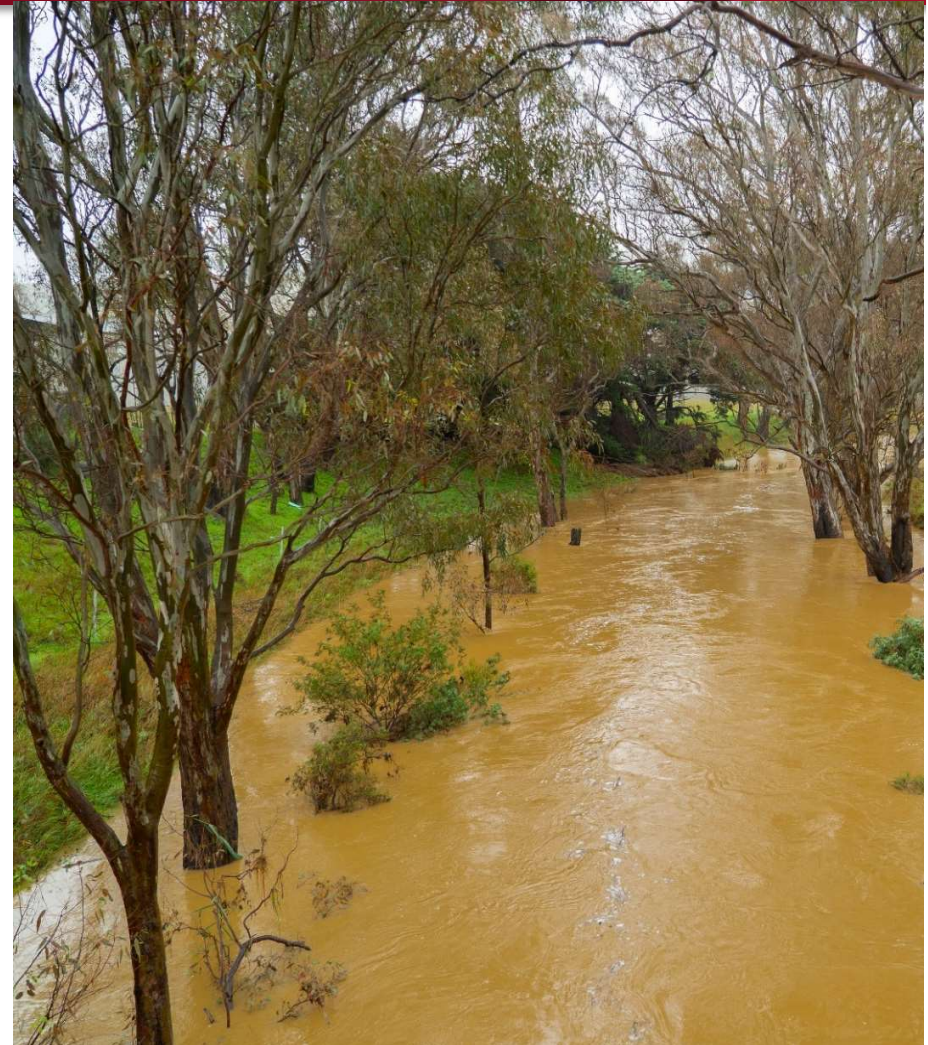
January to March

3rd Quarter 2023/24



Macedon
Ranges
Shire Council

- The number of new claims increased from quarter 2 (11) to 18 in quarter 3
- Increase in claims relate to the open space / mowing area, where the weather conditions have caused the ground to harden and rocks raise to the surface
- Settlement claims paid have decreased from quarter 2 to 3
- Council received a settlement payment for claims relating to assets that were damaged during recent storms and floods.
- Council's Strategic Risk Register has been reviewed by Executive to identify any new and emerging risks
- The strategic risk register will now go through the Risk Management process with more information to be presented at the next Audit and Risk Committee meeting.



Customer Service Summary

January to March

3rd Quarter 2023/24

- The number of Customer Requests increased by 1,204 or 18% from the 2nd quarter.
- 71% of Customer Requests were completed with 10 working days, last quarter this was 73%
- 65% (56% last quarter) of customer service requests received are directed to the Assets and Operations Directorate followed by 29% (35% last quarter) to the Planning and Environment Directorate.
- The average wait time for a call to be answered by the Customer Service Team was 38.33 seconds which is slightly above the 30 seconds service standard. The increase in the average wait time for the call to be answered can be attributed to the onboarding and training of new staff, unplanned staff leave which reduces capacity of the team and the third rate instalment due in February 2024 and animal renewals.

