

Agenda

Council Meeting
Wednesday 24 May 2023 at 7pm
Gisborne Administration Centre
40 Robertson Street, Gisborne

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1 ACKNOWLEDGEMENT OF COUNTRY

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, and present.

Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

2 RECORDING OF LIVE STREAMING OF THIS COUNCIL MEETING

This meeting is being recorded and streamed live on the internet, in accordance with Council's 'Live Streaming and Publishing Recordings of Meetings' policy, which can be viewed on Council's website.

3 PRESENT**4 APOLOGIES****5 CONFLICTS OF INTEREST****6 PETITIONS**

Nil

7 DEPUTATIONS AND PRESENTATIONS TO COUNCIL**8 ADOPTION OF MINUTES****Recommendation**

That Council confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on 26 April 2023, as circulated.

9 MAYOR'S REPORT**9.1 MAYOR'S REPORT - APRIL 2023 TO MAY 2023****Summary**

This report provides an update from the Mayor on recent Council activities and initiatives of a Shire wide nature.

Recommendation

That Council receives and notes the Mayor's report.

Mayor's report

It has been nearly two years since the June 2021 storm event that wreaked havoc across our Shire. With over 1400 residents impacted in the Macedon Ranges alone, the process of recovery is ongoing. People are at different stages of the journey with some still doing it tough and in need of assistance. Mayors and staff from Hepburn and Moorabool Shire Councils joined me for a BBQ at the Tylden Hall to thank Disaster Relief Australia and their volunteers for coordinating and delivering the clean-up of private properties. We are also grateful to Emergency Recovery Victoria for providing funding. The collaboration across the three shires directly benefited residents and increased efficiencies with resourcing and volunteer efforts.

Recovery from the recent flood event in October 2022 is also ongoing. Council, in partnership with Melbourne Water, hosted a community drop-in session at Darraweit Guim for residents affected by the floods. This was an in-person community information session to discuss the roles and responsibilities of the various agencies before, during and after a flood event. Importantly, it provided residents an opportunity to speak with a subject matter expert from different agencies. Thanks to residents that attended and shared their experiences and insights.

These storm and flood events are an ongoing reminder of climate change and the impact on our local area. Tackling this issue requires a coordinated effort across all our community. Given this, I was very pleased to be part of the launch for the Macedon and Mount Macedon Landcare Group. We have over 30 Landcare and friend groups who are all actively working across public and private land to improve nature, protect native plants and animals, manage weeds and engage the local community. This is a significant contribution to the Shire. Council is committed to providing ongoing support and resources to assist Landcare and environment groups. Our Environment team support Landcare and environment groups by attending and presenting at meetings, providing information and resources, and collaborating on joint projects and events. I congratulate the Macedon and Mount Macedon community for getting behind this initiative and wish the group the very best.

On Sunday 7 May, our Deputy Mayor attended an event hosted by the Biolinks Alliance on 'Rewilding Central Victoria'. An expert panel discussed how this conservation approach could help restore nature at the scale and speed needed across Central Victoria. "As a community, together we must look at ambitious and hopeful options like rewilding for ecological recovery- with the potential to have great impact at scale and speed", advised Sophie Bickford, Biolinks Alliance Executive Director.

Furthermore, Councillors were invited to participate in the final day of the course for Healthy Landscapes – Practical Regenerative Agricultural Communities. This provided an

opportunity to learn and hear about dynamic ecosystems with a focus on increasing knowledge of the financials and risks of operating a grazing system on local properties. Across four days, participants learnt how to apply techniques to improve grazing management with positive impacts on animal health, improve soil health, soil carbon capture, weed management and biodiversity. It is exciting to see local businesses and residents, and those from neighbouring shires, committed to regenerative agricultural practices.

The Macedon Ranges were also fortunate to welcome renowned Australian Writer and environmental activist, Tim Winton, at the Kyneton Townhall on Saturday 13 May. Over 300 people listened to a Q&A session on a new documentary discussing the need to protect Ningaloo Reef, Cape Range National Park and the Exmouth Gulf in Western Australia. This event attracted attendees from inside and outside the Shire, promoting local tourism and supporting the local economy while raising awareness of an important environmental cause.

These environmental events and projects demonstrate commitment to the Council Plan as they are relevant to key areas: Healthy Environment Healthy People, Connecting Communities and Business and Tourism. Thanks to everyone involved for your ongoing hard work in this space.

Council also hosted very important events over the last month:

Farewell to Aged Care staff

The Councillors, Executive team and Council officers were pleased to join together on 10 May to acknowledge the efforts of staff as Council prepares to transition out of the aged care services from 30 June. It was a lovely opportunity to thank the staff for their amazing efforts in helping our ageing community. I wish them all well for the future.

2023 National Volunteers Week

I was pleased to be part of an event to celebrate Council's volunteers held in Gisborne during National Volunteers Week, on the evening of 16 May. National Volunteers Week is an annual celebration to acknowledge the generous contribution of our nation's volunteers. It was a lovely way to recognise the outstanding efforts of our volunteers who generously give their time for the benefit of the community. Some Council services are highly dependent upon volunteers, and we would like to acknowledge their ongoing work and support provided to the Macedon Ranges Shire community and beyond.

IDAHOBIT Day

Councillors and staff joined myself and representatives from Sunbury and Cobaw Community Health in a flag raising event held outside of the Kyneton Mechanics Institute to celebrate the International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT) Day. The day is observed on 17 May and celebrates LGBTIQ+ people globally and raises awareness for the work still needed to be undertaken to combat discrimination.

In addition to these events, Councillors were pleased to be invited to the following events/meetings since the last Council Meeting:

- Launch of *Memories of Ash Wednesday in the Macedon Ranges in Macedon* on 30 April
- Community Refugee Sponsorship Information Session in Woodend on 1 May
- A birthday celebration for a special 102-year-old resident
- Macedon Ranges Local Safety Committee meetings in Gisborne on 1 May and 22 May

- Macedon and Mount Macedon Community House 2023 Annual General Meeting on 1 May
- Woodend and Hanging Rock Petanque Club's 2023 President's Cup on 4 May
- Annual Memorial Service for Firefighters at Mount Macedon on 7 May
- Municipal Emergency Management Planning Committee meeting on 9 May
- Macedon Ranges Heritage Council meeting in Woodend on 16 May
- ALGWA 2023 National Conference from 17 to 20 May
- Municipal Association of Victorian (MAV) State Council on 19 May

Jessie Rigby Art Exhibition

We have many talented residents in the Macedon Ranges and Jessie Rigby is one of them. Jessie launched her solo exhibition at Mount Macedon Winery on 13 May. This was a great opportunity to support a local artist and women in business. Furthermore, this exhibition is a great collaboration with a local business that will promote tourism and raise awareness of the local area.

Listening Posts

Councillor listening posts have now been held in each Ward (Riddells Creek on 18 February and Lancefield on 22 April; Malmsbury on 19 March; and Macedon on 29 April). These were well attended, and Councillors are looking to host additional listening posts throughout the Shire in the future. The next listening post will be held at the Woodend Farmers Market on 3 June. Keep an eye on Council's website for all details.

Autumn Festival

The Macedon Ranges Autumn Festival, which was held across our nine historic villages, was officially closed at the Macedon Market on 29 April.

The festival once again proved to be a wonderful platform to showcase the region's makers, producers, artisans and attractions. The purpose of the festival was to inspire visitors to explore and discover the beauty of autumn in the Macedon Ranges Shire through curated trails markets, workshops and events.

Telstra Macedon Ranges Community Choice Awards

A Reminder that voting for the Telstra Macedon Ranges Community Choice Awards will close on 2 June. Please let us know which businesses have provided you with excellent customer service across 5 categories.

Current consultations

- Macedon Ranges Community Equestrian Facilities Plan: closing 28 May at 5:00pm
- Woodend Racecourse Reserve Master Plan: closing 28 May at 5:00pm
- Amendment C153macr: closing 13 June at 5:00pm

I encourage residents to have their say in these important community consultations.

Mayor Death

Macedon Ranges Shire Council

10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF**10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - APRIL 2023 TO MAY 2023****Summary**

Rule 31(a) of Council's Governance Rules requires a written record of matters discussed at specified meetings of Councillors and Council staff to be reported to the next practicable scheduled Council Meeting and recorded in the minutes of that meeting. This report provides a summary of meetings of Councillors and Council staff held since the last Council Meeting.

Recommendation

That Council receives and notes the record of meetings of Councillors and Council staff, as outlined in this report.

Record of meetings

Type of meeting	Councillor Briefing
Date and time	2 May 2023 8:30am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) • Cr Jennifer Anderson (Deputy Mayor) • Cr Rob Guthrie • Cr Anne Moore • Cr Geoff Neil • Cr Janet Pearce • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Dominic Bonanno
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Simon Finlay, Acting Director Assets and Operations • Rob Ball, Manager Strategic Planning and Environment • Evert Grobbelaar, Manager Statutory Planning • Leanne Khan, Coordinator Strategic Planning • Patricia Clive, Coordinator Governance • Lucy Olson, Senior Officer Governance (Council Business)

	<ul style="list-style-type: none"> Isobel Maginn, Senior Strategic Planner
Apologies officers	<ul style="list-style-type: none"> Shane Walden, Director Assets and Operations
Presenters	<ul style="list-style-type: none"> Paul Buxton (Plan 2 Place) Kellie Marks (Plan 2 Place)
Items discussed	<ul style="list-style-type: none"> Monthly Councillor Only Session Councillor & CEO Only Session Romsey Workshop Gisborne Futures 20 Bowen Street, Woodend Planning Matters including: - Gisborne Market - AGR/2023/3 – 87 Pipers Creek Road, Kyneton Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	<p>Cr West declared a material conflict due to a family relationship through marriage with landowners potentially impacted by the Romsey Structure Plan. (Romsey Workshop)</p> <p>Did they leave the meeting? Yes from 9:50pm to 2:00pm</p> <p>Cr Guthrie declared a material conflict 89 Ross Watt Road in Planning Matters. He previously advised the Chief Executive Officer in writing of the conflict of interest as he lives opposite the site.</p> <p>Did they leave the meeting? Yes from 3:12pm to 3:16pm</p> <p>Cr Ridgeway declared a general conflict with 85 Harpers Lane due to knowing some of the objectors.</p> <p>Did they leave the meeting? Yes at 3:31pm and did not return.</p>
Conflicts of interest declared by officers	<p>NIL</p> <p>Did they leave the meeting? N/A</p>

Type of meeting	Councillor Briefing
Date and time	9 May 2023 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> Cr Annette Death (Mayor) Cr Jennifer Anderson (Deputy Mayor) Cr Dominic Bonanno Cr Rob Guthrie Cr Anne Moore Cr Geoff Neil Cr Janet Pearce

	<ul style="list-style-type: none"> • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Eng Lim, Manager Engineering and Resource Recovery • Evert Grobbelaar, Manager Statutory Planning • Vish Tandon, Coordinator Youth Services • Patricia Clive, Coordinator Governance • Lucy Olson, Senior Officer Governance (Council Business)
Apologies officers	NIL
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> • Councillor & CEO Only Session • Riddells Creek Movement Network Study Stage 2 Update • Shire-wide Footpath Plan Review for endorsement • Library Service and Funding Agreement • Ross Watt Children's Hall • Planning Matters including: - PLN/2022/388 – Mount Macedon Memorial Cross Reserve – 409 Cameron Drive, Mount Macedon • Planning Delegated Committee Meeting Agenda Review • Agenda Review for May Council Meeting (2 weeks prior to the meeting) • Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	<p>NIL</p> <p>Did they leave the meeting? N/A</p>
Conflicts of interest declared by officers	<p>NIL</p> <p>Did they leave the meeting? N/A</p>

Type of meeting	Councillor Briefing
Date and time	16 May 2023 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) (Zoom) • Cr Jennifer Anderson (Deputy Mayor) • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Anne Moore • Cr Geoff Neil • Cr Janet Pearce • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Evert Grobbelaar, Manager Statutory Planning • Amy Holmes, Manager Community Strengthening • Rob Ball, Manager Strategic Planning and Environment • Jeet Dahal, Manager Assets and Project Management • Julius Peiker, Coordinator Community Development • Patricia Clive, Coordinator Governance • Lucy Olson, Senior Officer Governance (Council Business) • Melissa Telford, Community Project Officer • Jack Wiltshire, Strategic Planner
Apologies officers	<ul style="list-style-type: none"> • NIL
Presenters	<ul style="list-style-type: none"> • Steve Hicks (Agriculture Victoria) • Paul Wallace (Agriculture Victoria)
Items discussed	<ul style="list-style-type: none"> • Councillor & CEO Only Session • Monthly Capex Monitoring report • Small Project Grants Review • Sponsorship Policy • Presentation by Agriculture Victoria • Meeting Procedure Workshop

	<ul style="list-style-type: none"> • Romsey Structure Plan Workshop • Planning Matters including: Kyneton South Framework potential VPA partnership; PLN/2013/144/A – 26 Marshall Avenue, Macedon; PLN/2022/363 – 12 Hurst Drive, New Gisborne; PLN/2017/314/A – 1041 Ashbourne Road, Fern Hill; PLN/2022/388 – Mount Macedon • Other Business
<p>Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed</p>	<p>Cr Bill West declared a material interest due to a family relationship through marriage with landowners potentially impacted by the Romsey Structure Plan</p> <p>Did they leave the meeting? Yes from 1:13pm to 1:27pm</p> <p>Cr Dominic Bonanno declared a general interest with the Gisborne Giants Football Netball Club in other business as his partner is on the committee.</p> <p>Did they leave the meeting? Yes from 2:08pm to 2:11pm</p>
<p>Conflicts of interest declared by officers</p>	<p>NIL</p> <p>Did they leave the meeting? N/A</p>

11 DIRECTOR PLANNING AND ENVIRONMENT REPORTS

PE.1	LETTER OF SUPPORT - 20 BOWEN STREET WOODEND
Officer:	Leanne Khan, Coordinator Strategic Planning
Council Plan relationship:	1. Connecting communities
Attachments:	Nil

Summary

20 Bowen St, Woodend is a property comprising of five existing titles covered by the following planning controls:

- Low Density Residential Zone
- Vegetation Protection Overlay Schedule 1 – Black Gum Areas
- Vegetation Protection Overlay Schedule 9 – Living Forests
- Restructure Overlay Schedule 13 - Ladye Place Restructure Plan
- Environmental Significance Overlay Schedule 4 – Eppalock Proclaimed Catchment
- Heritage Overlay 338 – Interim controls for ‘Carramar’ which expired in December 2021
- Part Land Subject to Inundation Overlay

Access to the existing five titles may be granted under current provisions of the Planning Scheme however enacting development on the five titles will compromise the known historic and natural values of the site.

The current planning controls and the subdivision required by the Restructure Overlay also compromises key values of the site. The landowner is open to working with Council to get a good planning outcome for the site.

A number of options have been provided to Council to resolve this long standing issue and ensure the heritage and biodiversity values of the site are appropriately protected. To enable a positive outcome for the sites values it is recommended that a letter from Council offering support for a request to the Minister for Planning to prepare, adopt and approve a planning scheme amendment be endorsed.

Recommendation

That Council writes to the Minister for Planning offering support for the Minister to prepare, adopt and approve a planning scheme amendment to change the Restructure Overlay applying to 20 Bowen Street, Woodend to enable the development of the site while protecting the heritage and biodiversity values of the site.

Background

20 Bowen Street, Woodend has been subject to a number of planning processes, a timeline and brief description is below:

- Potential heritage known in 1994

Listed as potential heritage place in the *Macedon Ranges Cultural Heritage and Landscape Study* 1994. Whilst a Heritage Overlay was proposed, it was not implemented by the Minister for Planning at the time of the New Format Planning Scheme in the early 2000's.

- Amendment C048macr – Rural Strategy Amendment
Begins in 2002 and is gazetted in 2006 with ministerial intervention. Applies the VPO1 and VPO9 to the site.
- Black Gums listed in Victoria in 2004
Eucalyptus aggregate listed in Victoria on the *Flora and Fauna Guarantee Act 1988 (FFG)* in 2004.
FFG Act only applies to public land and road reserves.
- Amendment C088macr – Gazetted on 5 December 2013
Amendment C088macr rezoned 20 Bowen St (and surrounds) from Rural Living Zone 1 to Low Density Residential Zone. It also applied the Restructure Overlay 13 – Ladye Place Restructure Plan July 2013.

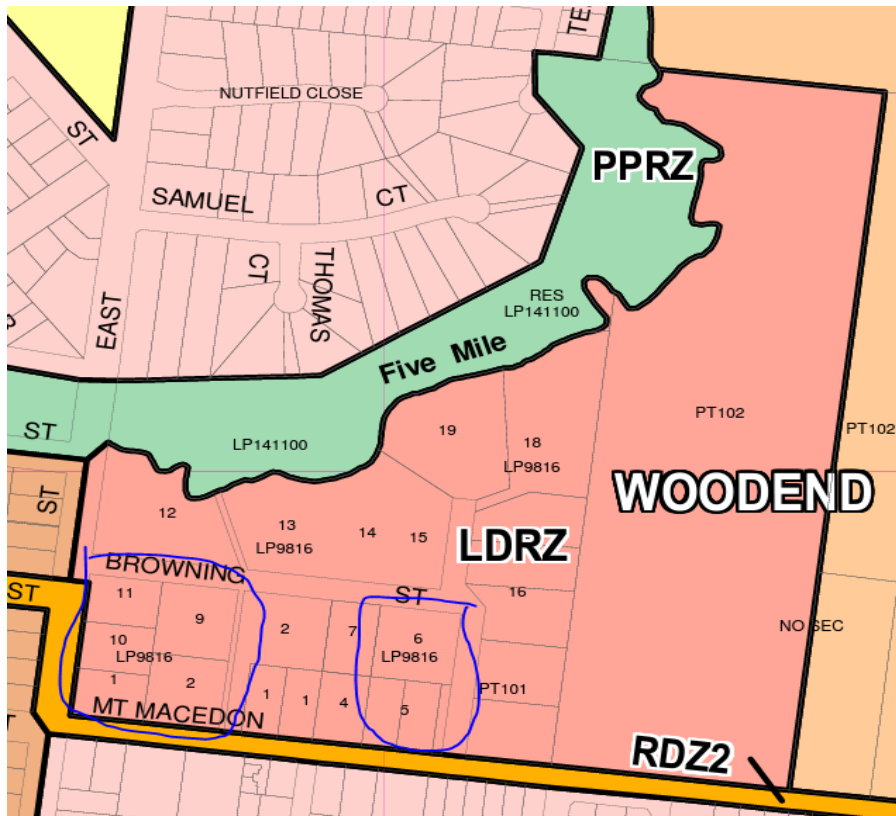


Figure One - Rezoning map (C88macr) and Existing titles

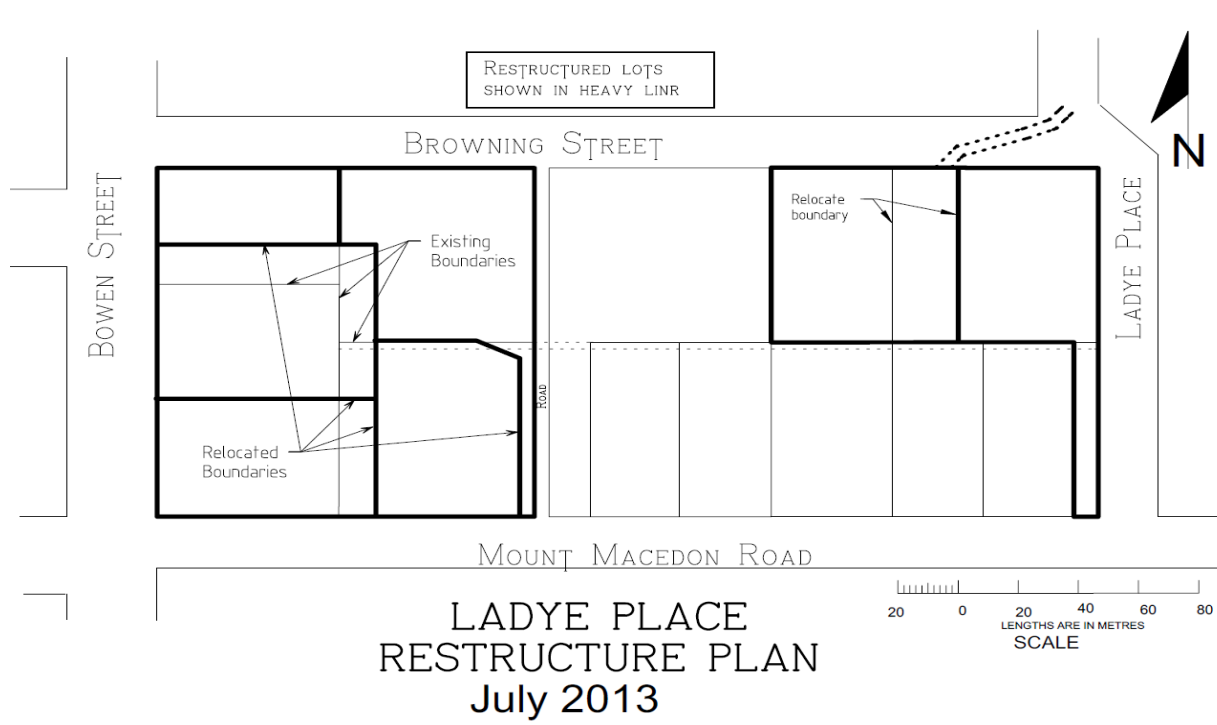


Figure Two - Ladye Place Restructure Plan July 2013

The Restructure Overlay was put in place for three landlocked existing lots, so that access could be created from Mount Macedon Road and the third will be accessed from the northern end of Ladye Place, over part of the road reserve known as 'Browning Street'.

The 'restructuring' of these lots did not create any additional lots.

The panel considered that, because these lots had no access they were old and inappropriate subdivisions which needed to be restructured.

In Council's submission and consideration of the restructure plan, existing vegetation and heritage did not form part of the consideration. The panel briefly considered vegetation and indicated that a detailed assessment could be undertaken through the planning permit process.

A planning application to subdivide the property must be in accordance with the Restructure Overlay. There is no scope to deviate from the plan.

- Black Gums listed federally on 27 November 2015
Eucalyptus aggregate listed federally on the *Environment Protection and Biodiversity Conservation Act 1999* on 27 November 2015
- PLN/2016/511 - Re-subdivision of existing titles, removal of vegetation and associated works – Permit application lodged 12 October 2016 – Status Request for Further Information.

Permit lodged to re-subdivide into five lots as shown by the Restructure Overlay (Figure Two) and remove vegetation.

Through a protracted and detailed negotiation the applicant has put forward a four lot subdivision alternative, which in their view, protects the existing values. Due to the Restructure Overlay the amended plan cannot be approved.

- PLN/2018/376 Extension to existing dwelling and removal of non-native vegetation (Pine Trees). Permit lodged 24 August 2018, Status Delegate Report.

Permit lodged and heritage concerns raised about proposed additions and pine tree removal. Council initiates Amendment C132macr to apply an interim Heritage Overlay on the site, to ensure heritage considerations are taken into account.

- Amendment C132macr ‘Carramar’
Council resolves and is successful in applying an interim Heritage Overlay which expired in December 2021. The site is still covered by this overlay.
- PLN/2022/90 Removal of fifteen (15) non-native trees and lop twelve (12) non-native trees - Permit Lodged 24 March 2022, Status Permit granted
- PLN/2022/90A - Removal of fifteen (15) non-native trees and lop twelve (12) non-native trees (Amendment Sought for Removal of twenty-nine (29) additional Non-Native Trees) – Permit Lodged 25 November 2022, Status Delegate Report
- Woodend, Lancefield, Macedon and Mt Macedon Heritage Study 2019 and Amendment C127macr.

The Heritage Study began in 2018 and included assessment of the property. During the course of the amendment, an agreed outcome was negotiated. Council adopted the amendment with changes to the Statement of Significance. The amendment is awaiting the Ministers approval.

Discussion

The subdivision layout that informs the Ladye Place Restructure Plan did not consider the inherit values on the property of 20 Bowen Place, Woodend. In particular the impacts the current configuration would have on some Black Gums on the site and the heritage values of the property.

For some time Council officers and the landowner have considered the various planning processes completed and underway, to determine an acceptable outcome to facilitate development aspirations on the site.

The latest subdivision layout, proposes four lots (instead of five) and avoids removal of Black Gums. Officers believe this is a balanced outcome, with consideration of the heritage, biodiversity and access issues to the site. In order to achieve this outcome a change to the Restructure Plan is required. This can only be done through a planning scheme amendment.

On 20 February 2023 the Department of Transport and Planning (DTP) provided advice outlining possible ways forward to rectify the issue. These are discussed below:

(1) Ministerial intervention as part of C127macr

As part of the final approvals of C127macr, the Minister for Planning intervenes and inserts an amended restructure plan into the amendment. This option is not supported by DTP.

(2) Exhibited amendment

(a) The property owner has indicated that they are not willing/do not have the resources to undertake a proponent led planning scheme amendment. Officers have considered this reasonable position for the property owner to adopt given the considerable planning history on this property.

(b) Council could lead either a standalone amendment or an errors, anomalies and minor changes amendment. A standalone amendment would not need major resourcing (staff time and budget), however it is not a priority and an inefficient

use of resourcing. This is not the preferred option of officers nor the property owner due to the lengthy time and cost of a planning scheme amendment.

- (c) If this was the preferred option, Council would need to allocate budget for 2023/24 or a subsequent year for officers to undertake the amendment.

(3) Ministerial Amendment

The Council/property owner is able to request that the Minister prepare an amendment to insert an amended restructure plan using the Minister's powers to intervene which could include using her powers under section 20(4) to exempt herself from notice or to streamline a planning amendment process.

Any request to the Minister to intervene would need to respond to the reasons for intervention outlined in the Practice Note, Ministerial Powers of Intervention in Planning and Heritage Matters. There are five reasons for the Minister to intervene, these include:

- The matter will be one of genuine State or regional significance.
- The matter will give effect to an outcome where the issues have been reasonably considered and the views of affected parties are known.
- The matter will be the introduction of an interim provision or requirement and substantially the same provision or requirement is also subject to a separate process of review.
- The matter will raise issues of fairness or public interest.
- The matter requires co-ordination to facilitate decision-making by more than one agency.

It could be considered that the second reason can be satisfied in that the views of the affected parties and the proponent, have been canvassed through Amendments C88macr, C127macr and planning applications. If the amendment was approved, subsequent notice regarding both planning permits would be given to materially affected parties.

It will be up to the property owner to outline an argument in support of their request that the Minister should intervene in this instance.

In order for the applicant/owner/proponent to pursue a Ministerial amendment in the first instance, a letter of support is required by Council. This is the recommended option by officers and the property owner. DTP has indicated some support for this option.

Consultation and engagement

No internal or community engagement has been undertaken in the preparation of this report. Previous consultation in regards to Amendments C88macr and C127macr and various planning applications has been undertaken. The officer recommended way forward (option 3) may involve the Minister undertaking some community consultation or using her powers to exempt herself from notice, this will be a decision for the Minister to make in the consideration of the request. Regardless of the pathway for the amendment all materially affected people will be provided public notice as part of the future planning permit application process.

Collaboration

Council officers are working with DTP to determine the most appropriate step to consider a change to the Macedon Ranges Planning Scheme to address this matter.

Innovation and continuous improvement

Not applicable

Relevant law

The *Planning and Environment Act 1987* outlines the statutory process to undertake a planning scheme amendment and any intervention by the Minister for Planning.

This report does not have any direct or indirect human rights implications.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report.

Relevant regional, state and national plans and policies

Not applicable

Relevant Council plans and policies

At the Ordinary Council Meeting of 27 February 2019, Council resolved to adopt the Planning Scheme Review. Recommendation 91 states: '*Review the Macedon Ranges Shire Restructure Area Plans and the Ladye Place Restructure Plan and confirm their relevance and the extent of their application.*'

At the Planning Delegated Committee of 13 April 2022, the Committee noted an Implementation Plan, in which Recommendation 91 is listed as a low priority for completion by Council.

Financial viability

If Council seeks to progress a planning scheme amendment where Council is the Planning Authority, additional funding and staff resources would be required and would likely require a change to the current Strategic Planning work program to enable. There are no financial implications with adopted the officers recommendation to issue a letter of support.

Sustainability implications

As indicated the negotiated outcome for 20 Bowen St Woodend has positive biodiversity outcomes for the site in ensuring the protection of Black Gums present on the site.

Officer declaration of conflicts of interest

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in relation to the subject matter.

12 CHIEF EXECUTIVE OFFICER REPORTS

Nil

13 DIRECTOR CORPORATE REPORTS

COR.1	QUARTERLY REPORT FOR PERIOD ENDING 31 MARCH 2023
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Quarterly Report - Jan to March 2023 (under separate cover)

Summary

The Quarterly Report for the period ended 31 March 2023 is presented for Council's consideration and information. This report includes the following:

- Section 1 – Quarterly Financial Statements
- Section 2 – Capital Works Statement
- Section 3 – Council Plan Actions – progress report
- Section 4 – Customer Service
- Section 5 – People, Risk and Wellbeing Report
- Section 6 – Implementation of Council Resolutions
- Section 7 – Governance Schedule
- Section 8 – Councillor Expenditure
- Section 9 – Councillor Activities in the Community

The report also provides a high-level summary of the organisation's performance to 31 March 2023.

Recommendation

That Council notes the Quarterly Report for the period ending 31 March 2023.

Background

The Quarterly Report is provided in accordance with Section 97 of *the Local Government Act 2020* (Vic) ensuring that a statement comparing budgeted and actual revenue and expenditures is presented at an open Council Meeting.

Discussion**Section 1 and 2 - Financial Performance to 31 March 2023**

The Income Statement for the first nine months to 31 March 2023 reports an operating surplus of \$36m, exceeding the budgeted amount by \$14m. This positive result is mainly attributed to the recognition of June 2021 storm cost recovery claims, increased interest earnings on financial investments, the timing of several capital grants relating to the road construction program, and a higher amount of contributed assets, infrastructure assets from developers. Capital expenditure for the same period totalled \$18.6m, which was \$11.4m lower than the budgeted amount, primarily due to construction delays caused by material and contractor shortages.

Sections 3 and 9 – Quarterly Report to 31 March 2023

Sections 3 to 9 of the report provide Council an update on the progress of completing various Council Plan actions for the 2022/23 financial year and includes reports relating to people and wellbeing, risk management and customer service. The report also includes a Governance Schedule and several other reports relating to Councillor Expenses and activities.

Consultation and engagement

Officers from across Council have contributed to the preparation of the Quarterly Report.

Collaboration

Collaboration with other councils, governments and/or statutory bodies was not required.

Innovation and continuous improvement

The Quarterly Report forms part of a legislative requirement, which assists Council to deliver on its priority of strong and reliable government, whilst achieving its vision by following good governance processes and providing transparency to the community. The Quarterly Report is reviewed by the Executive and incorporates feedback from various levels of management to enhance readability and allow for continuous improvement.

Relevant law

This report has been prepared in accordance with Section 97 of the *Local Government Act 2020* (Vic) and is compliant with the requirements. The financial statements have been prepared in accordance with Australian Accounting Standards.

There are no human rights implications resulting from the completion of the Quarterly Report.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report.

Relevant regional, state and national plans and policies

There are no regional, state or national plans or policies to be considered in relation to the subject matter of this report.

Relevant Council plans and policies

Sections 1 and 2 of the Quarterly Report provide the financial status of Council in relation to the Council Budget. Section 3 of the Quarterly Report shows Council's progress against each of the actions set out in the Council Plan.

Financial viability

The Quarterly Report provides information on Council's operating and financial performance for the quarter ending 31 March 2023. The financial statements within the report indicate that Council remains in a sound financial position.

Sustainability implications

In terms of financial sustainability, the financial statements within the report indicate that Council remains in a sound financial position.

Environmental sustainability is included as part of Council's performance against actions in the Council Plan.

Officer declaration of conflicts of interest

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in relation to the subject matter.

14 DIRECTOR COMMUNITY REPORTS

COM.1	SMALL PROJECT GRANTS
Officer:	Melissa Telford, Community Project Officer
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	Nil

Summary

The Small Project Grants program supports projects and initiatives that:

- support local needs;
- are unlikely to be funded by other Council funding programs; and
- align with Council Plan priorities.

Council's Small Project Grants budget for 2022/23 is \$30,000 and not-for-profit groups can apply for a maximum of \$1,500 per application.

Applications are assessed against set criteria outlined in the Small Project Grants guidelines. Funding recommendations are presented monthly at a Scheduled Council meeting for review and/or approval.

Two applications have been received, seeking a total of \$2,365.50 in funding. The applications have been evaluated against the eligibility criteria and are both deemed to be eligible.

Recommendation**That Council:**

- 1. Approves the awarding of a \$1,500 Small Project Grant to Woodend Bee Friendly Society, for their Honeybee Swarm Monitoring project; and**
- 2. Approves the awarding of an \$865.50 Small Project Grant to Woodend Landcare Inc. for their Safety Clothing project.**

Background

The Small Projects Grants program has been operating since 2018. Unlike other funding schemes, the program is open for applications year round, except during the caretaker period leading up to a Council election.

Eligibility criteria

The Small Project Grants program provides incorporated, community-based not-for-profit groups operating or established within the shire the opportunity to submit one application per year for funding. The program is also available to non-government and government schools for projects that are outside of the accepted responsibilities of the school and the Victorian Government.

The Small Project Grants guidelines, available on Council's website, outline the eligibility requirements of applicants and the assessment methodology. The document also provides guidance on the projects or activities that will/will not be funded through the program.

Assessment Process

Applications are initially reviewed to determine eligibility. Eligible applications are assessed and scored against the program criteria, based on the responses provided in the online application form. However, eligibility does not guarantee funding.

Where applications are deemed ineligible, they are not assessed and scored.

The assessment criteria and scoring matrix are outlined in the guidelines, to assist applicants with the preparation of their applications. Eligible applications are assessed according to six criteria as detailed below:

Score	Criteria	Details
Pass/Fail	Demonstrating eligibility	Compliance with Section 6 of the guidelines
20%	Describing your project	A brief description of the project aim
10%	Unlikely to be funded by other funding programs	The project timing/scale/amount of funding sought is not compatible with other funding programs
30%	Demonstrating community need and benefit	Why the group needs to do the project? How the community will benefit from the project/activity?
20%	Supporting Council Plan priorities	Promotes or contributes to the achievement of one or more Council Plan priorities
20%	Demonstrating good project planning	The project group practices good governance, considers risks, complies with regulations or similar and has an appropriate budget

Application summaries and funding recommendations are presented to Council at a Scheduled Meeting for consideration.

Discussion

Two applications have been received, seeking a total of \$2,365.50 in funding. The applications have been evaluated against eligibility criteria and meet program requirements.

Applicant	Project description	Amount requested	Recommendation
Woodend Bee Friendly Society	To support the Woodend Bee Friendly Society to conduct a European Honeybee Swarm Monitoring project in the Macedon Ranges Shire. This will support the group to obtain enough bait boxes for their members to undertake observations in designated Areas of Observation during the spring when swarming behaviours occur. The aim of this is to contribute new knowledge concerning bee swarming behaviour that may inform environmental strategies to protect native flora and fauna. The group are collaborating with the Woodend Men’s Shed to develop the bait boxes.	\$1,500	\$1,500
Woodend Landcare Inc.	To support Woodend Landcare Inc. to purchase safety clothing (Hi-VIS vests and soft-shell jackets) needed to provide protection and identification for their group members at official events. This will help to improve the safety and visibility of members when they are undertaking work outdoors and on public land. It will also support the group to build their membership base, by having members clearly identifiable via branded clothing when representing Landcare at ceremonies, speaking engagements and events.	\$865.50	\$865.50

Consultation and engagement

Information regarding the Small Project Grants program is publicly accessible on Council’s website. Officers consult with applicants regarding their applications and seek internal advice as necessary. In particular, Council’s Environment team and Emergency Management team were consulted with in regards to the Woodend Bee Friendly Society project, providing advice to both the applicant and Council officers to support the application. No internal consultation was required in relation to the Woodend Landcare Inc. application.

Collaboration

Council has not undertaken collaboration with other councils, governments and/or statutory bodies in relation to these applications.

Innovation and continuous improvement

Council is committed to innovation and continuous improvement in relation to the Small Project Grants. Officers regularly review the promotion of the program and seek out new ways to encourage new and diverse community groups to access this small grants program.

Relevant law

A Gender Impact Assessment was conducted in relation to the subject matter of this report to ensure Council meets obligations under the *Gender Equity Act 2020*. It was determined that both of these applications could be defined as gender neutral. Both projects are intended to support a range of community members and groups that do not include or exclude on the basis of gender or ability. However, no specific steps have been identified by the applicants to explore potential barriers to participation based on gender or targeted promotion to address gender inequity.

Relevant regional, state and national plans and policies

Not applicable.

Relevant Council plans and policies

The Small Project Grants program supports Council's priorities of connecting communities, promoting healthy environments and healthy people and delivering strong and reliable government.

Financial viability

Council's Small Project Grants budget for 2022/23 is \$30,000. Grants of up to \$1,500 are available for eligible projects. A total of 10 Small Project Grants have been allocated to-date in 2022/23, with a total of \$15,000 remaining in the budget, prior to the review of the applications contained within this report.

Should these two Small Project Grants be endorsed as per the officer's recommendation, \$12,634.5 will remain available for allocation to other eligible projects until 30 June 2023.

Sustainability implications

Both of these projects have been submitted by groups that undertake activities to support the natural environment. Both have the potential to contribute positively to the local environment and sustainability.

Officer declaration of conflicts of interest

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in relation to the subject matter.

COM.2	LIBRARY SERVICE AND FUNDING AGREEMENT
Officer:	Maria Weiss, Director Community
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	<ol style="list-style-type: none">1. Goldfields Library Corporation - Service and Funding Agreement 2019 to 2023 ↓2. Goldfields Library Corporation - Proposed Service and Funding Agreement 2023 to 2025 ↓3. Goldfields Library Corporation - Annual Report 2021/22 (under separate cover)4. Goldfields Library Corporation - Regional Library Agreement 2019 to 2023 ↓

Summary

The North Central Goldfields Regional Library Corporation (the Corporation) commenced in 1996, consisting of members from the City of Greater Bendigo and the shires of Loddon, Macedon Ranges and Mount Alexander, and provides library services to these municipalities. The current Service and Funding Agreement (SFA) 2019 to 2023 (**Attachment 1**) is due to expire on 30 June 2023. It is proposed that a new SFA (**Attachment 2**), which carries over the existing conditions of the current agreement, be entered into for a 12 month period, with an option to roll this over for a further 12 months.

Recommendation

That Council authorises the Chief Executive Officer to sign the North Central Goldfields Regional Library Corporation Service and Funding Agreement 2023 to 2025, (Attachment 2) for 12 months, with the option to extend for an additional 12 months, noting that this agreement carries over the existing conditions of the Service and Funding Agreement currently in place.

Background

In 2021-22 the North Central Goldfields Regional Library service included approximately 90 staff, across 17 sites and provided a range of library services to over 200,000 people.

Council provides four library sites at Kyneton, Romsey, Woodend and Gisborne, with approximately 36 per cent of residents (or 18,568 individuals) recorded as active library members.

The library services have worked closely with Council over many years, on shared projects and activities and demonstrated alignment to Council Plan actions, in order to deliver good community outcomes. As described in the Corporation's 2021/22 annual report (**Attachment 3**) priorities included supporting outcomes for:

- Children and young people
- Lifelong learning
- Safety and inclusion
- An informed community

- Respecting First Nations Peoples and Cultures
- A Learning organisation
- A sustainable future

Discussion

The four councils are signatories to a SFA, which details the responsibilities and obligations of the Corporation and the member councils. The SFA is an extension of the Regional Library Agreement (RLA) (**Attachment 4**), and although it is not required to be gazetted by the Minister, it should be read in conjunction with the current RLA.

The SFA is not bound by legislation. It is the RLA that establishes the framework of the Corporation as a separate legal entity, as part of a sunset agreement covered under the *Local Government Act 1989* (s. 197).

Council's current SFA with the Corporation is due to expire on 30 June 2023. A new SFA is proposed that simply provides for the existing conditions of the current SFA to be maintained for a 12 month period, with an option to roll this over for a further 12 months. There are no proposed changes to the conditions in the 2023-25 SFA.

The timeline of the SFA allows for review at the end of the 2023/24 financial year and for mutually agreed rollover for the 2024/25 financial year, if required, for all parties bound to the RLA.

This approach is proposed to provide flexibility and a built-in review process for the four member council undertaking any service review or due diligence in considering the requirements of the Local Government Act 2020, to wind up Regional Library Corporations by 2030. Due to the removal of Regional Library Corporations sections within the *Local Government Act 2020*, Regional Library Corporations must be dissolved by July 1, 2030 as part of a sunset agreement, but can continue to operate until then, to allow councils to consider the most appropriate approach to library service delivery within each municipality.

Councils may consider alternative ways of delivering library services by either directly providing them as an "in-house" council service, or through a Beneficial Enterprise, as defined under s. 110 and s. 111 of the Local Government Act 2020. The delivery of library services is not a legislated requirement for councils to provide.

It may be that no decision on a new service delivery approach is reached by 30 June 2025, which would simply result in the re-signing of a SFA for a further time period, given that councils have until 2030 to finalise a new approach to services.

The proposed SFA is in line with current practice of the Library Corporation and represents good governance through the provision of an agreement that clearly outlines the foundations of service provision and funding responsibilities of all parties. It represents a continuation of current services, utilising the same legal structure and fee structure.

Funding for the delivery of services via the Corporation is provided for in the proposed 2023/24 Budget, which will be considered by Council for endorsement in June 2023.

Consultation and engagement

While no external community engagement was undertaken in the development of this report or recommendation, it is anticipated that community consultation will be planned and delivered in the future, aligned to the library service review.

Collaboration

Macedon Ranges Shire Council officers work closely with partner councils as part of the North Central Goldfields Regional Library Corporation. This includes members from City of Greater Bendigo and the shires of Loddon and Mount Alexander.

Innovation and continuous improvement

The undertaking of a library service review and related community consultation in the future will assist in determining the best model of service delivery for community benefit.

Relevant law

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report.

Relevant regional, state and national plans and policies

- *Local Government Act 1989*
- *Local Government Act 2020*

Relevant Council plans and policies

- Council Plan 2021-31
- Municipal Public Health and Wellbeing Plan 2021-2025

Financial viability

Funding for the delivery of services via the Corporation is provided for in the proposed 2023/24 Budget, which will be considered by Council for endorsement in June 2023.

Sustainability implications

There are no social, economic or environmental sustainability implications to be considered in relation to this report.

Officer declaration of conflicts of interest

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in relation to the subject matter.



Service and Funding Agreement 2019 to 2023

**Greater Bendigo City Council
Mount Alexander Shire Council
Macedon Ranges Shire Council
Loddon Shire Council**

and

The North Central Goldfields Regional Library Corporation

trading as

Goldfields Library Corporation

Schedule A: General Conditions

Schedule B: Funding Arrangements

The Agreement:

This Service and Funding Agreement is made on... THIRD MAY 2019

BETWEEN

The Greater Bendigo City Council, a body corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of Lyttleton Terrace, Bendigo:

Signed on behalf of

[Signature] CHIEF EXECUTIVE OFFICER
Signature Position

Date 3 May 2019

The Mount Alexander Shire Council, a body corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of 25 Lyttleton Street, Castlemaine:

Signed on behalf of

[Signature] Darren Fuzzard
Signature Position
Chief Executive Officer

Date 10/5/19

Macedon Ranges Shire Council, a Body Corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of 129 Mollison Street, Kyneton:

Signed on behalf of

[Signature] CHIEF EXECUTIVE OFFICERS
Signature Position

Date 02 MAY 2019

Loddon Shire Council, a Body Corporate established under an Order-in- Council made pursuant to the *Local Government Act 1989*, of 41 High Street, Wedderburn

Signed on behalf of

[Signature] Chief Executive Officer
Signature Position

Date 3rd May 2019

AND

The North Central Goldfields Regional Library Corporation, trading as Goldfields Library Corporation
Signed on behalf of the Goldfields Regional Library Corporation

M. Y. L. *Chief Executive Officer*
Signature Position
Date *16.5.19*

Witnessed by

P. McMahon *Manager People and Development*
Signature Position
Date *16.5.19*

Goldfields Library Corporation Service and Funding Agreement: 20014-2018

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North Central Goldfields Regional Library Corporation trading as Goldfields Library Corporation

Introduction:

This Service and Funding Agreement details the responsibilities and obligations of the Goldfields Library Corporation and the four councils served by the Corporation. The Agreement is an extension to the Regional Library Agreement and constitutes a legally binding contract between the parties to the Agreement. This Service and Funding Agreement should be read in conjunction with the NCGRL's Regional Library Agreement, 2019-2023.

Background:

The North Central Goldfields Regional Library Corporation (NCGRL), trading as Goldfields Library Corporation was established in January 1996 to provide library and information services to the Greater Bendigo City Council, Loddon Shire Council, Macedon Ranges Shire Council and Mount Alexander Shire Council.

Roughly based along the Calder Highway and extending outwards, the service covers an area of 12,979 square kilometers, one of the largest library regions in the State of Victoria. The service reaches a population of over 174,000, has a collection of over 300,000 items, has over 1.1 million visits a year, over 1.4 million loans a year and employs approximately 48 full time staff.

The Goldfields Library Corporation comprises ten libraries - at Bendigo, Castlemaine, Eaglehawk, Gisborne, Heathcote, Kangaroo Flat, Kyneton, Romsey and Woodend. Agencies deliver services in activity centres with smaller populations that are a substantial distance from static libraries, including Pyramid Hill, Inglewood, Wedderburn, Boort, Elmore, Axedale, Tarnagulla and Dingee A Home Library service also provides some services to major special accommodation centres and housebound patrons.

The library Board is responsible for the provision of the best library service outcomes for the communities of the four member Councils. The Board comprises two representatives from each of the four member Councils and meet at least once every three months. The Corporation is managed by the Chief Executive Officer appointed by the Library Board.

The Library priorities are aligned to the priorities of the councils and the regional partnership.

- Sense of **community** and **liveability** of the region
- **Economic prosperity** and **employment**
- **Literacy, learning** and **education**
- Community **health, wellbeing** and **fairness**
- Responsible **governance** and sustainable **decision making**

Recitals:

1. The Greater Bendigo City Council, the Loddon Shire Council, the Macedon Ranges Shire Council and the Mount Alexander Shire Council (the member councils) established the North Central Regional Library Corporation (NCGRL) on 12th January 1996 and are signatories to the Regional Library Agreement.
2. The Regional Library Agreement establishes the NCGRL as an independent corporate entity, sets out the parameters within which the NCGRL may operate, establishes an obligation to comply with the relevant sections of the *Local Government Act 1989* and Corporations law, and prescribes a number of key reporting and operating requirements.
3. The member councils contribute funds to the NCGRL to provide public library services across their municipalities. In aggregate, library services are provided across an area of 12,979 square kilometers to a population of over 175,000 people.
4. The member councils provide, maintain and, where necessary, replace buildings, suitable for the delivery of library services. The member councils also secure, clean and maintain these assets, including associated areas, such as gardens, paths, exterior signs and parking areas.

Scope of Service and Funding Agreement:

1. This Agreement operates in conjunction with and supports the underlying principles and objectives of the Regional Library Agreement.
2. This Agreement comprises two principal parts. These are:
 - (a) Schedule A which details the general conditions of this Agreement.
 - (b) Schedule B which details the funding arrangements.
3. This Service and Funding Agreement will apply until 30th June 2023.

SCHEDULE A: GENERAL CONDITIONS

This schedule sets out the general conditions that will apply to all member councils and the NCGRL in relation to the provision of public library services.

1. Library Board:

Persons accepting a position on the Library Board will:

- Participate in an induction program to acquire the understanding of library operations necessary to effectively fulfil the duties of a Board member.
- Become an active and visible supporter of the library service.
- Consider matters before the Board from a regional perspective, as well as from the perspective of the member council represented.
- Make full and accurate reports of Board and NCGRL matters to the member council represented.
- Act as an advocate for the NCGRL to influence the allocation of resources and service delivery in all dealings with external parties, including the member council represented.

2. Strategic Planning:

The Library Plan determines the direction of the corporation and will be approved by the Library Board. The Library Plan sets the direction for library services and programs and is responsive to: social trends, community demographics and community needs and aspirations. The Library Plan will align to best practice nationally and internationally and provides a pathway for corporation to achieve best practice within budget.

3. Policies and Standards:

The NCGRL will provide and manage library services that conform to relevant national, state and local government policies and standards, as well as those policies and standards set by the NCGRL Board.

If, for any reason, this is not achievable, the NCGRL will report those areas of non-conformance to the Library Board and recommend appropriate strategies to achieve conformance. Where the non-conformance creates or may create a public or occupational health and safety risk, the NCGRL will take immediate action to eliminate the risk, including the temporary or permanent closure of library services if appropriate.

4. Advocacy:

The NCGRL will act as advocate for existing and prospective library users and will make representations to councils, government bodies and other organisations and individuals to influence the allocation of resources assigned to the NCGRL and the public library sector generally.

5. Accountability and Reporting:

The NCGRL will comply with all direct and indirect accountability and reporting requirements imposed legislatively or through agreements entered into by, or on behalf of, the NCGRL. These agreements include, but are not limited to:

- The *Local Government Act 1989*.
- The Regional Library Agreement.
- The Funding and Service Agreements between the NCGRL and the Department of Environment, Land, Water & Planning.
- This Service and Funding Agreement.

6. Insurance:

6.1 The NCGRL will ensure that adequate and current insurance cover is maintained for:

- Work Cover
- Public Liability.
- Professional Indemnity.
- Industrial Special Risk.
- Contents.
- Motor Vehicles.
- Other insurances as required.

6.2 The member councils are responsible for insuring buildings, fixed assets and fixtures used by the NCGRL, but owned and maintained by those councils, while the NCGRL is responsible for staff, patrons, furniture and equipment, materials, motor vehicles and other non-fixed assets which are owned and maintained by the NCGRL.

6.3 By agreement NCGRL's insurance can be arranged through the member councils

7. Agreement Review:

The Agreement will be reviewed at least once every four years, six months prior to the end of each period. However, where changes to the *Local Government Act 1989* have a significant impact on the Agreement, such changes are to be accommodated within the Agreement at the earliest opportunity.

SCHEDULE B: FUNDING ARRANGEMENTS

This schedule expands on clause 9 of the Regional Library Agreement and establishes the responsibilities of the member councils with respect to funding current and future library operations.

1. Source of Funds:

The NCGRL may fund its operations from a variety of sources, including:

- (a) Contributions by the member councils are based proportionally on population levels, as approved by the Library Board and each member council contributes the same per capita amount. The per capita amount should be calculated based on the following criteria:
 - a. Census data and confirmed estimates on population
 - b. Inflation rates
 - c. Proposed business initiatives that are beyond current service levels but are approved as part of the Annual Library Plan.Councils will have the right to set a per capita amount that takes into account the above factors in a way that provides for a financially sustainable Corporation, with no commitment to fully accommodating inflation or business planning outcomes.
- (b) A government contribution in the form of the State Government's Public Libraries Grant and other specific funding programs which apply from time to time. Such contributions will be paid directly to the NCGRL.
- (c) Revenues earned from charges.
- (d) Interest on investments.
- (e) Donations in the form of bequests and contributions.
- (f) Borrowings in accordance with the conditions imposed by section 197A of the *Local Government Act 1989*.
- (g) Contributions by member Councils for services that are planned for and approved by all member Councils as part of an increased or additional level of service.

In addition to the above sources, funds may also be drawn down from accumulated reserves if deemed appropriate by the Library Board.

2. Application of Funds:

The funds available to the NCGRL will be applied to:

- (a) The operating costs of the library service, which will include expenditures in relation to service points and headquarters.
- (b) The capital requirements of the library service which will include the amount required to maintain the NCGRL's materials collection in accordance with the Collection Management Policy and the amount required for the acquisition of other library assets, whether new or replacement.
- (c) Ensure that adequate provision is made to meet the NCGRL's future obligations with respect to staff entitlements for sick leave, annual leave and long service leave, and that payment is made in accordance with statutory requirements to approved superannuation funds.
- (d) Invest in financial instruments authorised by the *Local Government Act 1989* and other governing agreements.
- (e) Repay borrowed funds.

- (f) Retain funds for future purposes.

3. Specific Funding Requirements:

Funds will not be applied to severance payments incurred as a result of decisions made by a member council(s) to restructure branch operations. Although severance payments (as specified by the current Enterprise Agreement) will be disbursed by the NCGRL, the member council(s) will be wholly responsible for funding such payments.

4. Funding Formula:

Clause 9.2 of the Regional Library Agreement requires the Library Board to agree on a funding formula to determine the financial contributions to be made by the member councils. The agreed funding formula must ensure each member council contributes the same per capita amount.

5. Timing of Contributions:

Member councils will remit their financial contributions in four quarterly instalments payable on the first day of July, October, January and April of each year.

- 5.1 If the financial contributions payable by the member councils have not been finalised and approved by each Council prior to 1st July of each year, the first instalment shall be the same amount as was paid by Council for the previous quarter. Adjustments will be incorporated in the second instalment.
- 5.2 All other contributions received by the member councils on behalf of the NCGRL will be remitted to the NCGRL no later than one month following receipt of such contributions. Wherever practicable, the member councils will make arrangements for contributions intended for the NCGRL to be paid directly to the NCGRL.

APPENDIX 1

Key Public Library Principles

The following statements and principles have been drawn from the UNESCO Public Library Manifestoes (1973 and 1995) and from the Australian Library and Information Association statements and policies. The Corporation adopts these principles as fundamental statements about the services, to be used to inform, as appropriate corporation plans, tender documentation, users' charters and other key policies, plans, statements documents and processes.

1. Freedom, prosperity and the development of society and of individuals are fundamental human values. The public library, by providing free access to knowledge, thought, culture and information, enhances the potential for constructive participation in society and the development of democracy.
2. The library services has a role as an independent learning centre, a popular materials library, a reference library, a children's door to learning, a community information centre, a community activities centre a formal education support centre and a research centre.
3. The services of the library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status.
4. Notwithstanding the commitment to universal access and equity the library service has a particular responsibility to encourage in children an enthusiasm for books, reading and the habit of using libraries and their resources.
5. All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Materials must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.
6. Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures.
7. The library service will strive to provide the highest level of service through well-located and attractive libraries, appropriate and usefully organised collections, equitable and accessible services and policies, skillful, accurate and unbiased responses to all legitimate requests for assistance and efficient and effective management.
8. The library services will be active and positive in its outlook, demonstrating the value of its services and encouraging their use.
9. The library service will nurture the state, national and international network of libraries and information providers through cooperation and the professional exchange of knowledge and information, and through the training and development of librarians and people working in libraries.
10. Each library user's privacy will be protected with respect to information sought or received, and materials consulted or borrowed. Personal details of users will not be released to any party for any purpose without the express permission of the individual/s concerned.



Service and Funding Agreement

July 1 2023 to June 30 2025

**Greater Bendigo City Council
Mount Alexander Shire Council
Macedon Ranges Shire Council
Loddon Shire Council**

and

The North Central Goldfields Regional Library Corporation

trading as

Goldfields Library Corporation

Schedule A: General Conditions

Schedule B: Funding Arrangements

The Agreement:

This Service and Funding Agreement is made on.....

BETWEEN

The Greater Bendigo City Council, a body corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of Lyttleton Terrace, Bendigo:

Signed on behalf of

.....

Signature Position

Date

The Mount Alexander Shire Council, a body corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of 25 Lyttleton Street, Castlemaine:

Signed on behalf of

.....

Signature Position

Date

Macedon Ranges Shire Council, a Body Corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of 129 Mollison Street, Kyneton:

Signed on behalf of

.....

Signature Position

Date

Loddon Shire Council, a Body Corporate established under an Order-in- Council made pursuant to the *Local Government Act 1989*, of 41 High Street, Wedderburn

Signed on behalf of

.....

Signature Position

Date

AND

The North Central Goldfields Regional Library Corporation, trading as Goldfields Library Corporation
Signed on behalf of the Goldfields Regional Library Corporation

.....
Signature Position
Date

Witnessed by

.....
Signature Position
Date

Goldfields Library Corporation Service and Funding Agreement: 20014-2018

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Background:

The North Central Goldfields Regional Library Corporation (NCGRL), trading as Goldfields Library Corporation was established in January 1996 to provide library and information services to the Greater Bendigo City Council, Loddon Shire Council, Macedon Ranges Shire Council and Mount Alexander Shire Council.

The service covers an area of 12,979 square kilometers, one of the largest library regions in the State of Victoria. The service reaches a growing population of over 200,000, has a collection of almost 300,000 items, has over 1.1 million visits a year, over 1.4 million loans a year and employs approximately 48 full time staff.

The Goldfields Library Corporation comprises nine libraries - at Bendigo, Castlemaine, Eaglehawk, Gisborne, Heathcote, Kangaroo Flat, Kyneton, Romsey and Woodend. Library agencies deliver services in activity centres with smaller populations that are a substantial distance from libraries, including Pyramid Hill, Inglewood, Wedderburn, Boort, Elmore, Axedale, Tarnagulla and Dingee. A Home Library service also provides some services to major special accommodation centres and housebound patrons.

The Goldfields Library Board is responsible for the provision of the best library service outcomes for the communities of the four member Councils. The Board comprises two representatives from each of the four member Councils and meet at least once every three months. The Corporation is managed by the Chief Executive Officer appointed by the Library Board.

The Library priorities are aligned to the priorities of member councils and regional partnership priorities. These are:

Children and Young People- supporting childhood and adolescent development
Lifelong Learning- encouraging learning at any age or stage
Safety and Inclusion- a welcoming and accessible service
A Sustainable Future- playing our part in action against climate change
An Informed Community- an engaged, creative, informed community
Connecting People- providing opportunity for connection both digital and physical
Respecting First Nations Peoples and Culture- celebrating the nation's first culture
A Learning Organisation- learning and growing with our community

Recitals:

1. The Greater Bendigo City Council, the Loddon Shire Council, the Macedon Ranges Shire Council and the Mount Alexander Shire Council (the member councils) established the North Central Regional Library Corporation (NCGRL) on 12th January 1996 and are signatories to the Regional Library Agreement.
2. The Regional Library Agreement establishes the NCGRL as an independent corporate entity, sets out the parameters within which the NCGRL may operate, establishes an obligation to comply with the relevant sections of the *Local Government Act 1989*, *relevant sections of the Local Government Act 2020* and Corporations law, and prescribes a number of key reporting and operating requirements.
3. The member councils contribute funds to the NCGRL to provide public library services across their municipalities. In aggregate, library services are provided across an area of 12,979 square kilometers to a population of over 200,000 people.
4. The member councils provide, maintain and, where necessary, replace buildings, suitable for the delivery of library services. The member councils also secure, clean and maintain these assets, including associated areas, such as gardens, paths, exterior signs and parking areas.

Scope of Service and Funding Agreement:

1. This Agreement operates in conjunction with and supports the underlying principles and objectives of the Regional Library Agreement.
2. This Agreement comprises two principal parts. These are:
 - (a) Schedule A which details the general conditions of this Agreement.
 - (b) Schedule B which details the funding arrangements.
3. This Service and Funding Agreement will apply until 30th June 2024 with the option to roll over the agreement for a further year by collective agreement to finish on 30th June 2025.

SCHEDULE A: GENERAL CONDITIONS

This schedule sets out the general conditions that will apply to all member councils and the NCGRL in relation to the provision of public library services.

1. Library Board:

Persons accepting a position on the Library Board will:

- Participate in an induction program to acquire the understanding of library operations necessary to effectively fulfil the duties of a Board member.
- Become an active and visible supporter of the library service.
- Consider matters before the Board from a regional perspective, as well as from the perspective of the member council represented.
- Make full and accurate reports of Board and NCGRL matters to the member council represented.
- Act as an advocate for the NCGRL to influence the allocation of resources and service delivery in all dealings with external parties, including the member council represented.

2. Strategic Planning:

The Library Plan determines the direction of the corporation and will be approved by the Library Board. The Library Plan sets the direction for library services and programs and is responsive to: social trends, community demographics and community needs and aspirations. The Library Plan will align to best practice nationally and internationally and provides a pathway for the Corporation to achieve best practice within budget.

3. Policies and Standards:

The Corporation will provide and manage library services that conform to relevant national, state and local government policies and standards, as well as those policies and standards set by the Board.

If, for any reason, this is not achievable, the Corporation will report those areas of non-conformance to the Library Board and recommend appropriate strategies to achieve conformance. Where the non-conformance creates or may create a public or occupational health and safety risk, the Corporation will take immediate action to manage, reduce or eliminate the risk, including the temporary or permanent closure of library services if appropriate.

4. Advocacy:

The Corporation will act as advocate for existing and prospective library users and will make representations to councils, government bodies and other organisations and individuals to influence the allocation of resources assigned to the Corporation and the public library sector generally.

5. Accountability and Reporting:

The Corporation will comply with all direct and indirect accountability and reporting requirements imposed legislatively or through agreements entered into by, or on behalf of, the Corporation. These agreements include, but are not limited to:

- The *Local Government Act 1989*.
- The *Local Government Act 2020*
- The Regional Library Agreement.
- The Funding and Service Agreements between the Corporation and the Department of Jobs, Precincts and Regions.
- This Service and Funding Agreement.

6. Insurance:

6.1 The Corporation will ensure that adequate and current insurance cover is maintained for:

- Work Cover
- Public Liability.
- Professional Indemnity.
- Industrial Special Risk.
- Contents.
- Motor Vehicles.
- Other insurances as required.

6.2 The member councils are responsible for insuring buildings, fixed assets and fixtures used by the Corporation, but owned and maintained by those councils, while the Corporation is responsible for staff, patrons, furniture and equipment, materials, motor vehicles and other non-fixed assets which are owned and maintained by the Corporation.

6.3 By agreement, the Corporation's insurance can be arranged through the member councils.

7. Agreement Review:

The Agreement will be reviewed at least once every four years, prior to the end of each period. However, where changes to the *Local Government Act 1989* have a significant impact on the Agreement, such changes are to be accommodated within the Agreement at the earliest opportunity.

SCHEDULE B: FUNDING ARRANGEMENTS

This schedule expands on clause 9 of the Regional Library Agreement and establishes the responsibilities of the member councils with respect to funding current and future library operations.

1. Source of Funds:

The NCGRL may fund its operations from a variety of sources, including:

- (a) Contributions by the member councils are based proportionally on population levels, as approved by the Library Board and each member council contributes the same per capita amount. The per capita amount should be calculated based on the following criteria:
 - a. Census data and confirmed estimates on population
 - b. Inflation rates
 - c. Proposed business initiatives that are beyond current service levels but are approved as part of the Annual Library Plan.Councils will have the right to set a per capita amount that takes into account the above factors in a way that provides for a financially sustainable Corporation, with no commitment to fully accommodating inflation or business planning outcomes.
- (b) A government contribution in the form of the State Government's Public Libraries Grant and other specific funding programs which apply from time to time. Such contributions will be paid directly to the Corporation.
- (c) Revenues earned from charges.
- (d) Interest on investments.
- (e) Donations in the form of bequests and contributions.
- (f) Borrowings in accordance with the conditions imposed by section 197A of the *Local Government Act 1989*.
- (g) Contributions by member Councils for services that are planned for and approved by all member Councils as part of an increased or additional level of service.

In addition to the above sources, funds may also be drawn down from accumulated reserves if deemed appropriate by the Library Board.

2. Application of Funds:

The funds available to the Corporation will be applied to:

- (a) The operating costs of the library service, which will include expenditures in relation to service points and headquarters.
- (b) The capital requirements of the library service which will include the amount required to maintain the Corporation's materials collection in accordance with the Collection Management Policy and the amount required for the acquisition of other library assets, whether new or replacement.

- (c) Ensure that adequate provision is made to meet the Corporation's future obligations with respect to staff entitlements for sick leave, annual leave and long service leave, and that payment is made in accordance with statutory requirements to approved superannuation funds.
- (d) Invest in financial instruments authorised by the *Local Government Act 1989* and other governing agreements.
- (e) Repay borrowed funds.
- (f) Retain funds for future purposes.

3. Specific Funding Requirements:

Funds will not be applied to severance payments incurred as a result of decisions made by a member council(s) to restructure branch operations. Although severance payments (as specified by the current Enterprise Agreement) will be disbursed by the Corporation, the member council(s) will be wholly responsible for funding such payments.

4. Funding Formula:

Clause 9.2 of the Regional Library Agreement requires the Library Board to agree on a funding formula to determine the financial contributions to be made by the member councils. The agreed funding formula must ensure each member council contributes the same per capita amount.

5. Timing of Contributions:

Member councils will remit their financial contributions in four quarterly instalments payable on the first day of July, October, January and April of each year.

- 5.1 If the financial contributions payable by the member councils have not been finalised and approved by each Council prior to 1st July of each year, the first instalment shall be the same amount as was paid by Council for the previous quarter. Adjustments will be incorporated in the second instalment.
- 5.2 All other contributions received by the member councils on behalf of the Corporation will be remitted to the Corporation no later than one month following receipt of such contributions. Wherever practicable, the member councils will make arrangements for contributions intended for the Corporation to be paid directly to the Corporation.

APPENDIX 1**Key Public Library Principles**

The following statements and principles have been drawn from the UNESCO Public Library Manifestoes (1973 and 1995) and from the Australian Library and Information Association statements and policies. The Corporation adopts these principles as fundamental statements about the services, to be used to inform, as appropriate corporation plans, tender documentation, users' charters and other key policies, plans, statements documents and processes.

1. Freedom, prosperity and the development of society and of individuals are fundamental human values. The public library, by providing free access to knowledge, thought, culture and information, enhances the potential for constructive participation in society and the development of democracy.
2. The library services has a role as an independent learning centre, a popular materials library, a reference library, a children's door to learning, a community information centre, a community activities centre a formal education support centre and a research centre.
3. The services of the library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status.
4. Notwithstanding the commitment to universal access and equity the library service has a particular responsibility to encourage in children an enthusiasm for books, reading and the habit of using libraries and their resources.
5. All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Materials must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.
6. Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures.
7. The library service will strive to provide the highest level of service through well-located and attractive libraries, appropriate and usefully organised collections, equitable and accessible services and policies, skillful, accurate and unbiased responses to all legitimate requests for assistance and efficient and effective management.
8. The library services will be active and positive in its outlook, demonstrating the value of its services and encouraging their use.
9. The library service will nurture the state, national and international network of libraries and information providers through cooperation and the professional exchange of knowledge and information, and through the training and development of librarians and people working in libraries.
10. Each library user's privacy will be protected with respect to information sought or received, and materials consulted or borrowed. Personal details of users will not be released to any party for any purpose without the express permission of the individual/s concerned.

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Agreement For
North Central Goldfields Regional Library
Corporation

Trading as
Goldfields Library Corporation

2019-2023

Regional Library Agreement



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This AGREEMENT is made on the.....

BETWEEN :

Greater Bendigo City Council, a Body Corporate established under an Order-in- Council made pursuant to the *Local Government Act 1989*, of Lyttleton Terrace, Bendigo:

Mount Alexander Shire Council, a Body Corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of 25 Lyttleton Street, Castlemaine:

Macedon Ranges Shire Council, a Body Corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of 129 Mollison Street, Kyneton:

Loddon Shire Council, a Body Corporate established under an Order-in-Council made pursuant to the *Local Government Act 1989*, of 41 High Street, Wedderburn.

RECITALS

- a. The Councils have entered into an agreement to operate a Regional Library, under section 196 of the *Local Government Act, 1989*, to service the area comprising their municipal districts.
- b. The Councils have agreed on the assets they will provide for the use of, or, transfer to the ownership of, the Regional Library.
- c. The Councils have agreed to contribute certain sums of money annually for the purposes of the Regional Library.
- d. This Agreement should be read in conjunction with the NCGRL’s Service and Funding Agreement, 2019-2023.
- e. The Revised Agreement dated 2014 is amended by this Agreement.

AGREEMENT

1. DEFINITIONS

In the interpretation of this Agreement, including the Recitals, except where the context otherwise requires -

- a. the following words shall have the following meaning -

"Act" means the *Local Government Act 1989*;

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"Asset" means defined resources made available to the Corporation by member Councils to assist in the provision of library services and consisting of such items as real property, machinery, furniture, fittings and equipment.

"Board" means the governing body of the Regional Library established under clause 3.1;

"Chief Executive Officer" means the person appointed in accordance with the Act;

"Council" means a party to this Agreement;

"Local Law" means a Local Law made in accordance with Part 5 of the Act;

"Minister" means the Victorian Government Minister responsible for administering *Local Government Act 1989*;

"Regional Library" means the regional library corporation established under this Agreement;

- b. words denoting the singular shall include the plural and vice versa;
- c. words denoting any gender include all genders;
- d. headings are for convenience only and shall not affect the interpretation of this Agreement.

2. CREATION OF THE REGIONAL LIBRARY

The North Central Goldfields Regional Library Corporation (Trading as Goldfields Library Corporation) has been constituted as a regional library corporation for the purposes of section 196 of the Act to -

- a. provide, subject to any conditions attached to any State government library subsidies and grants to the Regional Library or the Councils, a regional library service for Councils' municipal districts as determined by the Board;
- b. make Local Laws relating to the Regional Library;
- c. perform any other functions which are conferred on the Regional Library under this Agreement or the Act, including defining overall policy objectives, developing strategic policy and approving a Library Plan and an Annual Operating Plan; and
- d. to do all things necessary or expedient in accordance with this Agreement and the Act for the carrying out of its functions.

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3. MEMBERSHIP OF THE BOARD

- 3.1 The Board of the Regional Library shall consist of the following members –
- (a) One (1) Councillor appointed by each Council
 - (b) One (1) other person appointed by each Council
- 3.2 A Council may appoint a councillor, or other person to act as deputy in place of its appointed members.
- 3.3 A member and deputy shall hold office until the term of his/her appointment expires, until removed or the person resigns or ceases to be a councillor or member of council staff, whichever occurs first.
- 3.4 A Council may remove from office its appointed member or deputy.
- 3.5 A Council must fill a vacancy in its members as soon as possible and notify the Board in writing of the new member.
- 3.6 The office of a member automatically becomes vacant if he/she is absent for three consecutive meetings without the leave of the Board.

4. PROCEEDINGS OF THE BOARD

- 4.1 The Board shall hold an ordinary meeting at least once in every three months.
- 4.2 If a special meeting is called, it must be called by the Chief Executive Officer on the request of the Chairperson or three members of the Board.
- 4.3 The Board shall elect a member to be Chairperson and a member to be Deputy Chairperson of the Board and they shall hold office for twelve months, unless they go out of office earlier in accordance with Clause 3.3 of this Agreement.
- 4.4 a. The election for the Chairperson and Deputy Chairperson of the Board shall be held by the Board at its first meeting after the general election of councillors for a Council and will be for a period of one year.
- b. Where there is no general election of Council, the election for the Chairperson and Deputy Chairperson of the Board shall be held by the Board at its first meeting after the Statutory Meetings of the Councils each year and will be for a period of one year.

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- 4.5 The Chairperson or, in the absence of the Chairperson, the Deputy Chairperson shall preside at a meeting of the Board.
- 4.6 In the absence of the Chairperson and Deputy Chairperson from a Board meeting, the remaining members of the Board may elect one of their number to preside at that meeting.
- 4.7 If a Member is unable to attend a Board meeting, he or she may delegate a proxy for that Member. The proxy is entitled to vote on behalf of that Member.
- 4.8 An item of business may not be transacted at a general meeting unless a quorum is present when the meeting proceeds to consider it.
- 4.9 Any five members of the Board constitute a quorum to allow the transaction of business at a meeting of the committee.
- 4.10 If a quorum is present at the beginning of a meeting it is taken to be present throughout the meeting unless the Chairperson of the meeting on their own motion or at the request of a Member, proxy who is present, declares otherwise.
- 4.11 If within thirty minutes after the time appointed for a general meeting a quorum is not present, the meeting:
 - a. if convened by, or on requisition of, Members is dissolved; and
 - b. in any other case stands adjourned to the next meeting, or to such other day, time and place as the Chairperson appoints by notice to the Members and others entitled to notice of the meeting.
- 4.12 Notice of motion to recommend amendment of this Agreement and notice of motion for the adoption or amendment of Local Laws by the Board shall be given in writing to Councils at least one month before the meeting of the Board at which the motion is to be discussed.
- 4.13 Each Council agrees to indemnify the Regional Library in respect of any liability incurred as a consequence of the operation of section 76 of the Act in relation to each of its appointed members.

5. CHIEF EXECUTIVE OFFICER

- 5.1 The Board shall appoint a Chief Executive Officer of the Regional Library.
- 5.2 In addition to any responsibilities imposed on a Chief Executive Officer in the Act, the Chief Executive Officer shall be responsible to the Board for the finances and administration of the Regional Library including the implementation of the Library Plan, delivery of the service and administrative

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support for the Board, employment and management of staff and any other duties specified by the Board subject to CEO delegation.

6. EQUITY AND OPERATING COSTS

- 6.1 The Chief Executive Officer shall maintain a register of the assets provided for the use of the Regional Library by Councils. This register must indicate which Council owns each asset.
- 6.2 The Chief Executive Officer shall maintain a register of assets owned by the Regional Library.
- 6.3 Respective Asset Registers must be updated by 1 March each year.
- 6.4 A Council must, unless otherwise agreed by Councils, give one clear financial year's notice in writing to the Chief Executive Officer of its intention to withdraw assets from the use of the Regional Library.
- 6.5 The Regional Library shall, unless otherwise agreed by Councils, be responsible for the maintenance, repair, replacement and operating costs of assets owned by the Regional Library.
- 6.6 Each Council shall, unless otherwise agreed by Councils, be responsible for the maintenance, repair, replacement and operating costs of assets owned by it but provided for the use of the Regional Library.
- 6.7 The Regional Library shall, unless otherwise agreed by Councils and subject to clauses 6.5 and 6.6, be responsible for its own operating costs.

7. STRATEGIC PLANNING

- 7.1 The Chief Executive Officer shall be responsible for preparing a Library Plan for approval by the Board within six months of each general election at member Councils in accordance with section 125 of the Local Government Act.
- 7.2 The Chief Executive Officer shall by 1 June each year prepare and provide each Council with a proposed Annual Operating Plan for the financial year commencing 1 July.
- 7.3 The Annual Operating Plan shall include a program for the delivery of services by the Regional Library which identifies the nature and extent of proposed services and an estimate of the costs of the provision of those services.
- 7.4 The Regional Library must adopt a Library Plan and an Annual Operating Plan by the date specified in the Act for the adoption of its annual Budget.

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- 7.5 The Corporation must consider whether the Library Plan requires any adjustment at least once a year.

8. ANNUAL BUDGET

- 8.1 The Chief Executive officer shall by 1 June each year provide each Council with a copy of the Regional Library's proposed annual Budget prepared in accordance with section 127 of the Act.
- 8.2 The proposed annual Budget shall include -
- a. the amount of funds currently held by the Regional Library;
 - b. the amount of each Council's proposed financial contribution to the Regional Library for the financial year commencing 1 July;
 - c. the amount of funds to be received from any other source by the Regional Library in the financial year commencing 1 July;
 - d. standard statements and description of activities and initiatives to be funded in the budget;
 - e. a statement as to how activities and initiatives will contribute to the achievement of strategic objectives in the Library Plan; and
 - f. key strategic activities and performance targets and measures.

9. ANNUAL FINANCIAL CONTRIBUTIONS

- 9.1 The amount to be contributed to the Regional Library by each Council during each financial year shall be the sum of -
- a. the amount specified in the Regional Library's adopted annual budget;
 - b. all State Government library subsidies and grants received by the Council for the library services; and
 - c. funds received by the Council from any other source for library services.
- 9.2 The Councils must agree on a funding formula for the purpose of making annual financial contributions to the Regional Library under clause 9.1 (a).
- 9.3 Each Council's financial contribution to the Regional Library shall be paid in quarterly instalments on the first day in July, October, January and April of each year.
- 9.4 All instalments shall be paid in equal instalments.

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- 9.5 All other Council contributions under clause 9.1 shall be paid within one month of receipt of a tax invoice from the Regional Library.
- 9.6 In addition to the contributions payable under this clause, a Council shall be responsible for the Regional Library's costs in providing any additional service or resources requested by the Council and such costs are to be paid within 30 days of the Council receiving an invoice from the Regional Library.
- 9.7 Interest shall be paid on any amount payable under clause 9 which is not received by the Chief Executive Officer within 14 days of the due date at the rate fixed by the Governor in Council for the purposes of section 172 of the Act and calculated monthly from the date the amount became due until the date it is received by the Chief Executive Officer.

10. ANNUAL REPORTING AND ACCOUNTS

- 10.1 The Chief Executive Officer shall, within three months of the end of the financial year, provide each Council with a copy of the Regional Library's Annual Report prepared in accordance with section 131 of the Act.
- 10.2 The books of accounts and all other financial records of the Regional Library shall be available for inspection at all reasonable times by any councillor, or person authorised by a Council, or, by any person authorised by the Secretary of the Department responsible for administering State Government library subsidies and grants from which the Regional Library or Councils receive funds.

11. ENTRY AND EXIT OF PARTIES

- 11.1 A Council which is not a party to this Agreement may, by supplementary agreement with the Councils, be admitted as a party to this Agreement and subject to the provisions of the supplementary agreement, shall have the same rights, duties and obligations of the Councils under this Agreement.
- 11.2 A Council may withdraw from this Agreement having given not less than one clear financial year's notice in writing to the Chief Executive Officer of its intention to do so.
- 11.3 A Council which has given notice under clause 11.2 must, unless otherwise agreed by the Councils, withdraw from this agreement on 30 June in any year.
- 11.4 A Council which withdraws from this Agreement shall be entitled to a portion of the net assets of the Regional Library as at the date of its withdrawal from the Agreement, less an amount which represents the full costs to the Regional Library of the withdrawal.
- 11.5 The portion of net assets to which a Council is entitled under clause 11.4 -

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- a. shall be calculated according to the value of the assets as disclosed by the relevant audited financial statements;
 - b. shall be in the same proportion as its financial contribution to the Regional Library bears to all the member Councils' financial contributions to the Regional Library over the duration of this Agreement;
 - c. may be taken in such combination of property and cash as agreed between the Council and the Board, and if it is agreed that a Council is entitled to library materials, the cost of removing them shall be paid for by the Council.
- 11.6 A Council which withdraws from this Agreement shall be liable for a portion of the liabilities, including contingent liabilities, of the Regional Library as at the date of its withdrawal from the Agreement.
- 11.7 The portion of the liabilities and contingent liabilities to which a Council is liable under clause 11.6 -
- a. shall be calculated according to the liabilities and contingent liabilities as disclosed by the relevant audited financial statements and reports, and any notes attached to them;
 - b. shall be in the same proportion as its financial contribution to the Regional Library bears to all the member Council's financial contributions to the Regional Library over the duration of this Agreement; and
 - c. in the event of the withdrawal resulting in staff redundancies the cost of such redundancies will be paid for by the withdrawing Council or Councils.

12. DISSOLUTION OF REGIONAL LIBRARY

- 12.1 Subject to section 197G of the Act, the Regional Library may be dissolved by agreement of at least three quarters of the parties to this Agreement including those admitted as a party by supplementary agreement.
- 12.2 If the Regional Library is dissolved under this clause -
- a. each Council shall be entitled to a portion of the Regional Library's assets in the same proportion as its financial contribution to the Regional Library bears to all the member Councils' financial contributions to the Regional Library over the duration of this Agreement; and
 - b. each Council shall be liable for a proportion of the liabilities and contingent liabilities of the Regional Library in the same proportion as

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its financial contribution to the Regional Library bears to all member Councils' financial contributions to the Regional Library over the duration of this agreement.

13. DISPUTE RESOLUTION

- 13.1 If there is any dispute or difference between a Council and the Regional Library or between any of the Councils which arises out of this Agreement or concerns the Regional Library; the matter shall be determined as a dispute under the *Commercial Arbitration Act 1984* and the arbitrator's decision shall be final and binding on the parties to the dispute.
- 13.2 The parties to the arbitration shall -
- a. be responsible for their own arbitration costs; and
 - b. unless otherwise determined by the arbitrator, share the arbitrator's costs equally.

14. AGREEMENT AMENDMENT

An amendment to this Agreement has no effect unless it is -

- a. in writing and signed by all parties to the Agreement; and
- b. approved by the Minister by notice published in the Government Gazette.

15. AGREEMENT REVIEW

The parties shall, together with the Board, review the operation of this Agreement at least once every four years.

16. CONDITIONS PRECEDENT

This Agreement has no effect as between the parties unless it is approved by the Minister in accordance with section 196(2) of the Act.

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EXECUTED AS AN AGREEMENT

IN WITNESS WHEREOF

THE COMMON SEAL of the Greater Bendigo City Council

was hereunto affixed on this

.....1.....day of NOVEMBER in the presence of -



Councillor :

Councillor :

Chief Executive Officer: [Signature]

Date: 1/11/2018

In accordance with a resolution of the Council made on 15 AUGUST 2018

THE COMMON SEAL of the Mount Alexander Shire Council

was hereunto affixed on this

.....19.....day of December in the presence of -



Councillor :

Councillor :

Chief Executive Officer: [Signature]

Date: 19/12/18

In accordance with a resolution of the Council made on 18 DECEMBER 2018

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THE COMMON SEAL of the Macedon Ranges Shire Council

was hereunto affixed on this

.....17.....day of October ²⁰¹⁸ in the presence of -

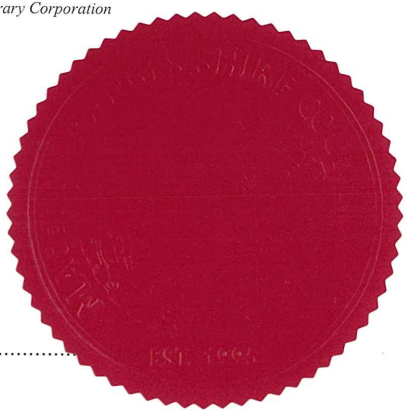
Councillor : [Signature].....

Councillor : [Signature].....

Chief Executive Officer: [Signature].....

Date: 17 October 2018.....

In accordance with a resolution of the Council made on 26 September 2018.....



THE COMMON SEAL of the Loddon Shire Council

was hereunto affixed on this

.....^{14th}.....day of November in the presence of -

Councillor : [Signature].....

Councillor : [Signature].....

Chief Executive Officer: [Signature].....

Date: 14.11.18.....

In accordance with a resolution of the Council made on 23.10.18.....



COM.3	PARLIAMENTARY INQUIRY INTO VICTORIA'S MAJOR FLOOD EVENT OF OCTOBER 2022
Officer:	Leah Rushford, Coordinator Recovery
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

Council officers have collated information from across the organisation to inform a Council submission to the current parliamentary inquiry into the October 2022 flood event which impacted the Macedon Ranges Shire. A summary of the final submission is now presented for Council's noting.

Recommendation

That Council notes officers will make a submission, as summarised below, to the parliamentary inquiry into the October 2022 flood event by 5 June 2023.

Background

Victoria's response to major floods in October 2022 is the focus of a wide-ranging parliamentary inquiry.

The floods inundated 63 local government areas across regional Victoria and Melbourne, including Macedon Ranges Shire, with Darraweit Guim and Lancefield our hardest hit towns.

The Legislative Council Environment and Planning Committee has been tasked with investigating how prepared the state was, and how it handled the flood event.

The inquiry will look at what caused or contributed to the flooding and the adequacy and effectiveness of early warning systems.

Organisations, councils and members of the public have been invited to provide their thoughts, feedback and experiences of the event in relation to the inquiry's Terms of Reference.

Submissions were initially due on 5 May 2023, however this was extended to 5 June 2023.

The Committee intends to hold public hearings in flood-affected areas, and is expected to deliver its findings and recommendations by 30 June 2024.

Discussion

Council's Flood Recovery Team have collated information from across Council departments to inform a submission to the parliamentary inquiry. The draft submission has been reviewed by Council officers, the Executive Team and Councillors, and the final submission is summarised below for Council's noting:

- Feedback towards improved early warning systems
- Increased Control Agency resourcing for improved local response
- Call for a renewed Victorian Floodplain Management Strategy and Planning Scheme Amendments

- Update to the 1905 Water Act to reflect Bed, Banks and Flood Zones
- Call for increased availability of State and Federal funding for drainage and engineering mitigation works
- Improved communication and clarity of funding supports available from Government Agencies

Consultation and engagement

All departments across the organisation have been given the opportunity to contribute to Council's submission to the parliamentary inquiry.

While not specifically to inform the submission, Council has also consulted with impacted communities on response, relief and recovery to the 2022 flood event, encouraging feedback through community forums.

Collaboration

While not specifically to inform the submission, Council worked in partnership with various agencies in direct support of communities impacted by the October 2022 floods.

Innovation and continuous improvement

Council's participation in this parliamentary inquiry is a reflection of its commitment to continuous improvement in the emergency management space. The findings and recommendations put forward by the Committee will present an opportunity for Council and its emergency management partners to potentially improve flood preparedness and response in future.

Relevant law

As documented in the *Emergency Management Act 1986* and *2013* and the *Local Government Act 2020*, municipal councils play a critical role in supporting Victoria's emergency management arrangements. Councils have emergency management responsibilities because they are the closest level of government to their communities, and because they have access to specialised local knowledge about the social, environmental and demographic features of their districts. People also naturally seek help from their local council during emergencies and to assist them in recovery. The roles allocated to local government in the *Emergency Management Act*, and in the *Emergency Management Manual Victoria*, were developed with close regard to the real concerns and normal functions of local government. Experience indicates that these constitute what the community expects of their local council during an emergency.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report.

Relevant regional, state and national plans and policies

As part of the parliamentary inquiry, government policy, flood mitigation strategies and the Victoria planning framework will all be examined. In particular, the inquiry will explore the implementation and effectiveness of the *2016 Victorian Floodplain Management Strategy* and the implications of the flood event for future planning decisions.

Relevant Council plans and policies

Council, along with member agencies of the Macedon Ranges Municipal Emergency Management Planning Committee (MEMPC), is a custodian of the Macedon Ranges

Municipal Emergency Management Plan on behalf of the community. The plan sets out where responsibility for prevention and preparedness, planning, response and recovery from an emergency lies with each member of the community and the organisations existing or working within the municipality.

Financial viability

There are no financial or resourcing implications to be considered in relation to this report.

Sustainability implications

There are no social, economic or environmental sustainability implications to be considered in relation to this report.

Officer declaration of conflicts of interest

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in relation to the subject matter.

15 DIRECTOR ASSETS AND OPERATIONS REPORTS

AO.1	CAPITAL WORKS MONITORING
Officer:	Jeetendra Dahal, Manager Assets and Project Management Office
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

This report provides transparency on cost escalations on infrastructure projects and seeks further funding, cancellation or the scope reduction of the projects to manage the projects within the allocated annual capital works program budget.

Recommendation**That Council:**

1. **Adopts the following changes to the Financial Year 2022/23 budget relating to the following infrastructure projects:**
 - (a) **Woodend Transfer Station Bin Shelter – Return \$40,260.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
 - (b) **Romsey Golf / Bowls change rooms – Return \$39,553.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
 - (c) **Riddells Creek Community Centre toilets – Return \$26,502.04 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
 - (d) **Romsey Kindergarten Playground Equipment – Return \$22,824.80 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
 - (e) **Macedon Community Centre design project – Return \$5,701.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
 - (f) **Romsey Recreation Reserve BBQ Rotunda – Return \$14,234.50 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
 - (g) **Hanging Rock Discovery Centre roof-internal – Return the surplus of \$11,230 to the appropriate Reserve as the project is now complete;**
 - (h) **Gisborne Gardiner Reserve Hamilton Street Toilet – Return 9,861.10 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
 - (i) **Barkly Square Kiosk – Return \$5,580.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**

- (j) **Building Renewal, Woodend Museum – Return \$5,271.50 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
- (k) **Macedon Bowling Club Clubhouse – Return \$4,520.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
- (l) **Gisborne Community Centre services Design – Return \$4,223.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
- (m) **Kyneton Sports and Aquatic Centre pool door – Return \$3,704.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
- (n) **Macedon Kinder children’s toilet design – Return \$3,200.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
- (o) **Kyneton Botanical Gardens Yellow Brick Toilet Demolition – Return \$1,405.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
- (p) **Kyneton Mineral Springs Public toilet – Return \$1,205.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
- (q) **Bullengarook Old School design – Return \$760.00 to the consolidated capital works program budget as the project has been completed leaving unspent contingency as surplus;**
- (r) **Botanic Gardens – x3 Irrigation projects – Decrease the project budget by \$49,000 returning these funds to the appropriate Open Space Reserve as the design completed for the Kyneton location no longer meets requirements and needs to be redesigned with a new scope of works to be created to determine costs of the project;**
- (s) **Drainage, Mt Macedon Road, Woodend – Cancel the project and return the remaining budget of \$3,500.00 to the consolidated capital works program;**
- (t) **Gisborne Tennis Courts Lighting Replacement – Increase the project budget by \$5,950 to cover the cost incurred to the repair the nearby assets damaged during the project construction;**
- (u) **Minor Capital Works at Recreation Facilities – Increase the budget by \$18,464.75 to cover the unforeseen variation and cost escalation;**
- (v) **Calthorpe Street, Gisborne drainage project – Increase the budget by \$9,700 to cover the cost escalation;**
- (w) **Sutherlands Road, Riddells Creek drainage project – Increase the budget by \$45,100 to cover the cost escalation;**
- (x) **Dundas Street, Lancefield drainage project – Return \$14,929 to the consolidated capital works program budget as the tender price has come below the estimated project cost;**
- (y) **Doolans Road, Darraweit Guim, drainage project – Increase the budget by \$16,901 to cover the cost escalation;**

- (z) **Collier Close, Romsey, drainage project – Increase the budget by \$59,027.48 to cover the cost escalation resulting from the increased scope of work following further site investigation;**
 - (aa) **Gwendoline Drive, Woodend, drainage project – Increase the budget by \$15,000 to cover the cost escalation resulting from the increased scope of work following further site investigation;**
 - (bb) **Farrell Street Footpath – Return \$57,440 to the consolidated capital works program budget as the project has been completed leaving surplus;**
 - (cc) **Create a new project to undertake work to reopen the Romsey-Lancefield Federation Trail closed following the October 2022 flood event noting a project budget of \$10,000 to install signage, fill the depressions and scoured areas;**
 - (dd) **Three Chain Road, Carlruhe – Return \$86,000 to the consolidated capital works program budget as the project has been completed leaving surplus; and**
2. **Notes that recommendation 1 (above) currently provides a deficit of \$174,339.89 to the financial year 2022-2023 Capital Works budget. Officers will continue to manage the overall infrastructure project program within the initial overall infrastructure project program 2022-2023 budget.**

Background

During Financial Year 2021/2022, there were significant price rises across many building materials. The Master Builders Association reports that between March 2020 and March 2022, steel products increased by over 40% and timber products by over 20%. In addition, labour increased significantly.

The Council budget build process begins in October of the previous year. This means pricing is already outdated by nine months before the budget year starts. Some infrastructure projects will not be tendered until over twelve months after the initial estimates were set. Officers allow a reasonable cost escalation on project costs; however, the cost increases experienced were outside this estimate.

Some tenders are coming as high as 30% over budget. This is not sustainable, and there is no budget to cover these unexpected increased costs.

The other impact of the current construction-led recovery is a shortage of contractors. Council has experienced tenders with either one response or zero responses and/or non-compliant tender responses.

The combination of cost increases and contractor availability require Council critically review all project impacted by these factors.

Discussion

Each year, Council announces a commitment to expend a defined amount of money to deliver specific infrastructure projects through the budget. In real terms, our dollar purchases less than forecasted. This presents three potential actions to remain within budget:

- (1) value managing the project to deliver the expected outcome within the provided budget;
- (2) over-expending the budget; or

(3) reducing the number of infrastructure projects delivered.

The second potential option is unacceptable within Council's legislative and moral responsibilities. The last is achievable by critically reviewing over-budget infrastructure projects and determining which must proceed and which must be cancelled.

The concept is that in critically reviewing which infrastructure projects are funded and which are not funded, the intent is to have the unfunded infrastructure projects cover the increase in costs for the project determined to continue.

In determining which project proceeds, even though over budget, the following items need to be considered:

- Associated grant funding with acquittal requirements
- Immediate asset reliability and functionality

Officers will attempt to 'value manage' the project to deliver the expected outcome within the provided budget – this will generally occur before going to tender or if a tender response is above budget. This will happen as part of normal council operations.

Any projects that are cancelled this year will be put forward to future budget processes for assessment of priority and potential inclusion in future budgets.

This month, officers have identified the following infrastructure projects requiring budget changes.

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-progression	Change to the Budget - () is an additional cost to the budget
Financial position following previous decisions	N/A	N/A	Bring forward a (\$344,870.60) balance resulting from the resolution of the April 2023 Council meeting	(\$344,870.60)
100103 Woodend Transfer Station Bin Shelter	Project complete	\$60,000	Project is now complete with unspent contingency	\$40,260.00
100095 Romsey Golf / Bowls rooms change	Project complete	\$60,000	Project is now complete with unspent contingency	\$39,553.00
100094 Riddells Creek Community Centre toilets	Project complete	\$60,000	Project is now complete with unspent contingency	\$26,502.04
100242 Romsey Kindergarten Playground Equipment	Project complete	\$77,772	Project is now complete with unspent contingency	\$22,824.80

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-progression	Change to the Budget - () is an additional cost to the budget
100135 Macedon Community Centre design project	Project complete	\$15,701	Project is now complete with unspent contingency	\$5,701.00
100097 Romsey Recreation Reserve BBQ Rotunda	Project complete	\$50,000	Project is now complete with unspent contingency	\$14,234.50
100083 Hanging Rock Discovery Centre roof-internal	Project complete	\$30,000	Project is now complete with unspent contingency of \$11,230, however nil budget to return to Capital Works Program as this budget was a reserve transfer.	\$0.00
100084 Gisborne Gardiner Reserve Hamilton Street Toilet	Project complete	\$20,000	Project is now complete with unspent contingency	\$9,861.10
100082 Barkly Square Kiosk	Project complete	\$40,000	Project is now complete with unspent contingency	\$5,580.00
100578 Building Renewal - Woodend Museum	Project complete	\$46,460	Project is now complete with unspent contingency	\$5,271.50
100419 Macedon Bowling Club - clubhouse	Project complete	\$20,000	Project is now complete with unspent contingency	\$4,520.00
100126 Gisborne Community Centre services Design	Project complete	\$25,000	Project is now complete with unspent contingency	\$4,223.00
100090 Kyneton Sports and Aquatic pool door	Project complete	\$30,000	Project is now complete with unspent contingency	\$3,704.00
100140 Macedon children's Kinder toilet Design	Project complete	\$15,000	Project is now complete with unspent contingency	\$3,200.00

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-progression	Change to the Budget - () is an additional cost to the budget
100139 Kyneton Botanical Gardens Yellow Brick Toilet Demolition	Project complete	\$10,000	Project is now complete with unspent contingency	\$1,405.00
100129 Kyneton Mineral Springs - Public toilet	Project complete	\$10,000	Project is now complete with unspent contingency	\$1,205.00
100123 Bullengarook Old School Design	Project complete	\$15,000	Project is now complete with unspent contingency	\$760.00
100334 Botanic Gardens – x3 Irrigation	Kyneton location – No	\$150,000	Project includes irrigation at three sites across the municipality. The design completed for Kyneton location no longer meets requirements and needs to be redesigned and requires a new scope of works to be created to determine costs of the project. As a result there is a surplus of \$49,000 however nil budget to return to the Capital Works Program as this budget was an Open Space reserve transfer.	\$0.00
100181 Drainage – Mt Macedon Road, Woodend	No	\$3,500	Project cancelled at March Council meeting, remaining budget no longer required.	\$3,500.00
100244 Gisborne Tennis Courts Lighting Replace	Project completed	\$205,795	The budget shortfall has been realised when the contractor did not pay in full to rectify the other assets (footpath and plumbing service) damaged during the construction. Through a negotiation with the contractor \$7,404.00 has been recovered, but it was not adequate to fully rectify the damaged assets.	(\$5950.00)

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-progression	Change to the Budget - () is an additional cost to the budget
100409 Minor Capital Works at Recreation Facilities	Yes	\$45,000	SRV funding received for this project of \$30,000, with MRSC contribution of \$15,000. Due to unforeseen variation and cost escalation, additional budget is required to deliver project and meet State Government grant requirements.	(\$18,464.75)
100884 Calthorpe Street, Gisborne	Yes	\$40,000	Project included in March SCM scoped as existing Council underground infrastructure are undersized. Proposed to realign a larger piped system to replace the existing. This will relieve the upstream system. The budget was an engineer's estimate for March SCM. Contractor quote now received.	(\$9,700)
100179 Sutherlands Road, Riddells Creek	Yes	\$60,000	Project included in March SCM as existing cross road culverts are unable to cope. Additional cross road culverts to be installed and adjacent drainage works. The budget was an engineer's estimate for March SCM. Officers have already ordered box culvert and there is shortfall for construction after Contractor quote now received.	(\$45,100)

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-progression	Change to the Budget - () is an additional cost to the budget
100888 Dundas Street, Lancefield	Yes,	\$50,000	Project included in March SCM. Works are to extend the existing underground infrastructure and open swale drainage to direct the water into the existing Council system. The budget was an engineer's estimate for March SCM. The Quote for works is lower than estimated.	\$14,929
100931 Doolans Road, Darraweit Guim	Yes,	\$15,000	Project included in March SCM Duplicate three culverts to maintain the storm water flow path away from residences and surrounds. The budget was an engineer's estimate for March SCM. Quote received by contractor – variation on costs due to rock in the area and distance required to travel to this site.	(\$16,901)
100885 Collier Close, Romsey	Yes,	\$30,000	Project included in March SCM. Existing Council underground infrastructure are undersized and the works are to realign a larger piped system to replace the existing. The budget was an engineer's estimate for March SCM. Quote received by contractor – Variation in costs due to extent of works changed after further site meetings as required.	(\$59,027.48)

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-progression	Change to the Budget - () is an additional cost to the budget
100882 Gwendoline Drive, Woodend	Yes	\$25,000	Project included in March SCM. Works to include the construction of earth levee, open swale drain, box culvert and kerb connection to direct storm water within the road reserve and away from private property. Works to be done by combination of contractor and internal staff. The budget was an engineer's estimate for March SCM. Quotes received from contractor – variation of pricing due to further works required than identified originally	(\$15,000)
100171 Farrell Street Footpath	Project complete	\$161,000	Footpath constructed in Farrell Street, New Gisborne – reached practical completion on 15/3/2023 with the surplus returned to the capital program	\$57,440
Romsey-Lancefield Federation Trail (Project No: to be created upon Council approval)	Yes	Nil	<p>The Romsey-Lancefield Federation Trail has been closed following the October 2022 flood event. Many requests from the users/community and media have been received by the officers to reopen this trail.</p> <p>A quote of \$10,000 has been received from a local contractor to install some signage and fill depressions and the scoured areas. This simple treatment will allow the trail to re-open.</p> <p>The full cost of restoring the trail to its original state is estimated at \$80,000. Officers are seeking external funding for the full restoration costs (from the State government).</p>	(\$10,000)

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-progression	Change to the Budget - () is an additional cost to the budget
100154 Three Chain Road, Carlsruhe	Project complete	\$730,000	Project Completed, with the surplus returned to the capital program	\$86,000
			Total	(\$174,339.89)

This recommendation currently results in a budget deficit of \$174,339.89. Officers are confident that this deficit will be offset through the saving on other projects and/or unspent contingencies covered by the end of this financial year.

Consultation and engagement

Within individual infrastructure projects, there will be identified stakeholders. Project Sponsors will liaise with stakeholders of projects that are the subject of this report.

This report is an initiative to ensure transparency in decision-making for infrastructure projects. By publically providing this report in the Scheduled Council Meeting agenda, the community can understand the decisions being made promptly and without the need to await a quarterly, six monthly or annual report.

Collaboration

Council officers share initiatives across many neighbouring Councils – all report similar challenges and impacts from current economic conditions.

Innovation and continuous improvement

This is an innovative approach to the problem of unprecedented infrastructure project price increases. Council would typically address project budget issues via the mid-year budget review. An agile response is required in response to the current economic environment. Preparing a report such as this, for presentation to Scheduled Council Meetings throughout this financial year, provides resolutions with minimal lost time.

Relevant law

There is not a specific law relating to the information provided within this report.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report. Officers have noted gender impact within each business case for infrastructure projects and referred to these regarding determining recommendations for infrastructure project tenders over budget.

Relevant regional, state and national plans and policies

The Council plan relevant to this report is delivering strong and reliable government. Transparently providing timely information for the community should provide confidence in how Council is adapting its infrastructure project delivery within budget.

Relevant Council plans and policies

The Council plan relevant to this report is delivering strong and reliable government. Transparently providing timely information for the community should provide confidence in how Council is adapting its infrastructure project delivery within budget.

Financial viability

The processes described in this report detail how Council is adapting its infrastructure project delivery to ensure it is within budget.

Sustainability implications

There are no direct sustainability impacts resulting from this report.

Officer declaration of conflicts of interest

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in relation to the subject matter.

AO.2	SINGLE-USE PLASTICS POLICY (2023)
Officer:	Bill Pemberton, Coordinator Resource Recovery
Council Plan relationship:	2. Healthy environment, healthy people 3. Business and tourism
Attachments:	Single-use Plastics Policy (2023) ↓

Summary

Officers developed the Single-use Plastics Policy (2023) [Policy] that aligns with the Towards Zero Single-use Plastics Action Plan and the Victorian Government's state-wide ban on using single-use plastics that came into effect on 1 February 2023.

The Policy builds on the Waste and Resource Recovery Management Strategy 2021-2026 objectives to reduce waste to landfill and support the community to do so.

Recommendation

That Council adopts the Single-use Plastic Policy (2023), as attached

Background

At the Ordinary Council Meeting on 27 June 2018, Council passed a Notice of Motion committing to phase out single-use plastic across all facets of Council business.

Subsequently, at the Ordinary Council Meeting on 19 December 2018, Council resolved to support the Towards Zero Single-use Plastics Investigation and Action Plan (Action Plan) – a dedicated project to reduce single-use plastics. Officers audited across Council's various functions to understand the Council's use of single-use plastics. Following this, Officers prepared a prioritised action plan to guide the phase-out of single-use plastics.

Officers presented a draft Policy at the Councillor Briefing on 4 April 2023. As a result of councillor feedback, it was updated, mainly to improve clarity on wording.

Discussion

As a result of the state-wide ban on single-use soft plastics and to address an item within the Towards Zero Single-use Plastics Action Plan, council officers developed a Policy to support the state-wide ban and to assist in phasing out single-use plastic items across council's operations.

The action plan recommended this project take a multi-stage approach as follows:

- Stage 1 – Internal action plan implementation and policy development (2020-2021)
The project's Stage 1 focussed on improving Council's practices, using the report findings and action plan to phase out single-use plastics across Council facilities, services and events.

A comprehensive policy supporting the elimination of single-use plastic at Council facilities, services and events demonstrates leadership and communicates Council's commitment to waste reduction.

Council, led by the Resource Recovery team, worked with Plastic Oceans Australasia to progress the Towards Zero-Single Use Plastics Action Plan. Staff participation and support in the EPIC (Engagement for Plastics-free Innovation for Change) program resulted in updates to the procurement policy.

The EPIC staff behaviour change program reduced single-use plastics use across Council operations over the last 18 months concluding on 11 October. An example of the significant shift in staff behaviour is evidenced by the reduction in the amount of single-use plastics used, resulting from changes in procurement, staff attitudes, and a better understanding of the impact of single-use plastics.

- **Stage 2 – Wider community engagement and policy implementation (2020-2022)**

Officers used the lessons from Stage 1 to inform Stage 2. The ban on single-use plastic will extend to all Council-owned or managed land and facilities users, Council-sponsored events and events held on Council land and buildings.

Stage 2 also involved developing and implementing a communication and education campaign that encourages the shire's broader residential and business community to reduce the use of single-use items.

The project timeline saw significant delays due to ongoing COVID-19 challenges. Stage 2 is implementing the Single-use Plastic Policy, acknowledging the recent state-wide ban on single-use plastics.

Consultation and engagement

Given the Policy aligns with the State Government ban and directive, officer did not undertake external or public consultation. However, there was a focused engagement with community and sporting groups operating or occupying council-run facilities, as described in the section below on Collaboration.

Council officers also reviewed the draft Policy with responses received from the Community Care team. All organisational subject matter experts' submissions were compiled and considered in preparing the draft document, noting that the minor feedback received related only to the language used to identify a person with a disability.

Collaboration

Council officers completed the Policy development in collaboration with internal stakeholders responsible for council-run facilities and the management of community and sporting groups occupying and using council-owned facilities. A letter and the state government-issued fact sheet is available for council officers to distribute to external community groups and sporting groups that use or occupy council facilities.

Innovation and continuous improvement

Council officers prepared the Policy demonstrating leadership in phasing out single-use plastics within its operations and for community groups that use council facilities within the Macedon Ranges community.

Relevant law

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in conjunction with seeking feedback to establish how to support the whole

community best, but specifically relating to the effects the ban on single-use plastics has on user groups within Council facilities.

Council officers shared the draft policy internally to establish if the policy would have any impact from the perspective of meeting the needs of women, men and gender-diverse people and if so, how to support these groups through the policy's development.

The overall feedback received related to how council would support community groups with educational sessions and resources, including alternate materials. Council officers have developed an information letter to be accompanied by the State Government Fact Sheet and sent to community, sport and recreation groups occupying and using council-owned or leased facilities.

Relevant regional, state and national plans and policies

The Strategy aligns with the following strategies and plans within the Waste and Resource Recovery sector:

- Waste Management Hierarchy – provides avoidance, reuse, recycling, treatment, containment and disposal guidance for each waste stream.
- National Waste Policy: Less Waste, More Resources (2018) – provides a framework to avoid waste and improve recycling and reuse practices.
- *Environment Protection Act (2017)*
- Victorian Plastic Bag Ban (2019)
- Victorian Single-use Plastic Ban (Commencing 1 February 2023)
- Recycling Victoria: A new economy (2020)

Relevant Council plans and policies

Listed below are various Council policies and strategies that relate to this Policy:

- Kerbside Collection and Associated Services Charge Policy
- Waste and Resource Recovery Management Strategy 2021-2026
- Procurement Policy
- Environment Strategy
- Leasing and Licensing Policy

Financial viability

There are possible financial implications based on adopting the Policy and adhering to the state government ban, both positive and negative. The current resourcing and budget funding allocation covers the costs of socialising and education associated with this Policy.

Short-term impact

- Reducing single-use materials within Council facilities would have an initial cost implication that could be subsidised using compostable materials.
- Community groups, sporting clubs and council facilities would have had to dispose of single-use plastics items on 1 February, resulting in potential financial loss

Longer term impact

- Reduction in general waste to landfill due to the phasing out of single-use plastics or total elimination in line with the state government ban will contribute to the reduction of general-waste collection material generation. It will result in significant ongoing savings, noting the steady rise in the landfill levy.
- Single-use plastic alternatives such as compostable, paper, cardboard, or wooden eating utensils and food packaging can be costly, but the reduced environmental impact benefits far outweigh this. These items can either be recycled through the comingled recycling or FOGO (food organics garden organics) streams, at a significantly reduced cost for council and the community, instead of landfilling at a higher cost.

Sustainability implications

The development of the Policy in conjunction with the state government ban will heavily reduce the ability to purchase and use single-use plastic products. More sustainable alternatives such as compostable, paper, cardboard or wooden utensils will be available.

Most of the plastics either end up in landfills or as environmental litter. Not using or being able to purchase single-use plastic items will have better environmental outcomes.

Officer declaration of conflicts of interest

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in relation to the subject matter.



Single-use plastics policy (2023)

Date of Adoption			
Adoption Method	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> CEO	<input type="checkbox"/> Other (<i>please specify</i>)
CEO Signature			Date
Responsible Officer and Unit	Bill Pemberton, Resource Recovery		
Nominated Review Period	<input type="checkbox"/> Annually	<input checked="" type="checkbox"/> Every 4 years	<input type="checkbox"/> Other (<i>please specify</i>)
Last Endorsement Date			
Next Endorsement Date			

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, and present. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	1	28/03/2023	B Pemberton
Final Draft	1	18/04/2023	B Pemberton
Approval			

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Purpose

Macedon Ranges Shire Council acknowledges that single-use plastics is a major environmental litter source. Plastic does not decompose nor entirely disappear. It breaks down into smaller microplastics, which present permanent negative ecological and public health impacts. Plastics also have a large carbon footprint, as nearly all plastics are produced from chemicals derived from fossil fuels such as oil.

The Macedon Ranges Shire Council aims to contribute to our commitment to tackling climate change, improving environmental outcomes, resource efficiency, and reducing waste to landfill by eliminating single-use plastics from council operations. This action will be achieved following the Council Plan's core theme of Sustainability and its 'Protecting the Natural Environment' priority.

Objectives

Macedon Ranges Shire Council is committed to:

- Eliminating single-use plastics from Council operations, activities and events
- Eliminating single-use litter and waste from Council buildings, facilities and events
- Encouraging the community to eradicate single-use plastics

Background/Reasons for Policy

Over recent decades, plastic production has grown faster than any other material, with a substantial shift away from durable multi-use plastic to those used once. It is estimated that half of all plastic produced today is designed to be thrown away after only one use.

While recycling plastic is important, it is only part of the solution. The Australian recycling market's ability to cope with plastic waste is currently overwhelmed. In 2021, UN Environment Programme stated that the major problem is the low recycling rate of plastics, which is currently less than 10 per cent globally ⁽¹⁾.

Most of the plastics either end up in landfill or as litter in the environment. Our oceans currently have 75 to 199 million tons of plastics in them ⁽²⁾. Many single-use plastics, such as coffee cups, straws and plates, are hard to recycle and not accepted in recycling facilities.

A key way to avoid the permanent impact of single-use plastics is to avoid their use in the first instance, resulting in the production of single-use plastics ceasing.

The worldwide pandemic has seen a dramatic increase in single-use plastic production consumption and resultant disposal.

Preference should be given to reusable items when it is safe. The health advice supports reuse with appropriate cleaning.

Council undertook a full audit across its various functions to understand its use of single-use plastics. The audit findings provide a roadmap to phase out single-use plastics over the coming years.

Victorian State government ban of single-use plastics

On 1 November, 2019 the ban on lightweight plastic bags (plastic shopping bags with handles and 35 microns or less in thickness) came into legislation.

From 1 February, 2023 the following items will be banned from use and supply across Victoria:

- drinking straws
- cutlery, including knives, forks, spoons, chopsticks, splades, food picks and sporks
- plates
- drink stirrers and sticks
- cotton bud sticks
- expanded polystyrene food and drink service containers, including plates, cups, bowls, clam shells and any cover or lid

This policy guides council in meeting its responsibility to eliminate single-use plastics.

Definitions

Term	Definition
Activity	Any planned events with a gathering of people, including information sessions, education sessions, expos, workshops, meetings, parties, festivals, recreation or club activities
Certified Compostable	Certified to Australian Standard 4736 (commercially compostable) and Australian Standard 5810 (home compostable). A material that will completely biodegrade in the presence of oxygen and microorganisms, leaving no microplastics or toxic residues behind
Council	Macedon Ranges Shire Council
Council-owned or managed facility	Any building or land site owned or managed by Council
FOGO	Food Organics Garden Organics. Organic waste stream disposal and processing
Litter	Waste items that have been discarded incorrectly or left in an open space
Microplastics	Microplastics are fragments of any plastic less than 5 mm in length
Single-use plastics	Single-use plastic, also known as disposable plastic, is any plastic item or packaging designed to be used once or for a short period before being discarded. Common examples include plastic bottles, straws, disposable coffee cups, lids, cutlery, takeaway containers, plastic packaging, cling wrap, bubble wrap etc.

Scope

This policy applies to:

- **Council business and operations**, which includes Councillors, staff, contractors, volunteers and other representatives of Council, leases and contracts where single-use plastics may be used, including purchases, packaging or merchandise.
- **Council-sponsored activities** and all individuals, groups, or organisations planning to use, hire, lease or licence Council-owned and/or managed facilities that require Council's approval, formal notification or a permit to conduct an activity. This includes, but is not limited to, all events requiring an event notification form.
- **Individuals, organisations or other groups of people**, planning, organising, promoting, running and/or approving an activity that uses Council funding or seeks Council endorsement.

Events and activities conducted on Council land but are not endorsed or funded by Council that do not require a Council event permit, hire agreement, lease or tenancy agreement are excluded from this policy. These events and activities are encouraged to support plastic-free practices.

Policy

Council will set an example for the community by ceasing the use of single-use plastics in its operations.

This Policy prohibits the procurement, use, distribution or sale of single-use plastic:

- At Council-owned buildings, venues, sites
- During Council funded or Council endorsed activities
- As part of Council's operations, business or service delivery
- In the promotion, planning, delivery and pack-down of any of the above.

For this policy, single-use plastic items include, but are not limited to:

- | | | |
|---|---------------|---------------------|
| • Polystyrene packaging | • Balloons | • Bubble Wrap |
| • Single-use water bottles* | • Glitter | • Cling film |
| • Cutlery, cups, plates, bowls, stirrers* | • Confetti | • Plastic packaging |
| • Plastic merchandise and giveaways | • Glow sticks | • Plastic bags |
| • Soft plastic wrappers, including snack wrappers and sachets | • Straws* | |

*See Exemptions

The following applies to all Council operations, business and activities:

1. Single-use plastic items will not be used, procured, sold or distributed.
2. Reusable alternatives must be found and used where possible.
3. Where a reusable alternative is unavailable, or washing and sanitising is not an option:
 - certified compostable items can be disposed of through the FOGO waste stream, or
 - plastic-free single-use recyclable alternatives (paper, cardboard, metal or glass) may be used.
4. Council's commitment to not using and procuring single-use plastics must be communicated to and adhered to by suppliers and service providers.
5. Activity organisers must educate their staff and patrons on single-use plastic-free practices.
6. Those included in this policy must arrange for the collection and disposal of any exempted single-use plastic items.

Exemptions

- Single-use plastic items, such as plastic straws, health-related products and personal protective equipment – where required to meet accessibility needs, and health and safety standards
- Single-use plastic water bottles - where required to meet the duty of care requirements and refillable options are not viable, for example, in disaster and emergency situations or activities.
- Where all options have been explored and no single-use plastic-free option is available or viable until an alternative is found.

Transition period

This policy will take effect immediately the day after adoption. All parties must commence phase out of single-use plastics within six months from the date of adoption or in line with state government single-use plastic product bans for specific items, whichever comes first.

Any new item that might be phased out within six months will be presented to the Executive with details as to the reasons and when it might be phased out.

References

- > (1) *United Nations Environment Programme (2021). From Pollution to Solution: A global assessment of marine litter and plastic pollution.*
<https://www.unep.org/interactive/pollution-to-solution/?lang=EN>
Peng, Y., Wu, P., Schartup, A. T., & Zhang, Y. (2021). *Plastic waste release caused by COVID-19 and its fate in the global ocean. Proceedings of the National Academy of Sciences*, 118(47), e2111530118.
- > (2) *Jun22, 2022 World Economic Forum – Plastic and the Environment Top 25 recycling facts and statistics for 2022*

Related Policies

- > Council Plan (2021-2031)
- > Waste and Resource Recovery Management Strategy (2021-2026)
- > Procurement Policy (2022)
- > Environment Strategy (Refreshed 2021)

Related Legislation

- > *Environment Protection Act (2017)*
- > *Victorian Plastic Bag Ban (2019)*
- > *Victorian Single-use Plastic Ban (Commencing 1 February 2023)*
- > *Recycling Victoria: A new economy (2020) – a 10-year policy and action plan*

Gender Impact Assessment

Under the Gender Equality Act 2020, a Gender Impact Assessment (GIA) has been undertaken related to the subject matter of this report as the policy can affect external public groups.

AO.3	DRAFT ROSS WATT RESERVE MASTER PLAN
Officer:	Dean Frank, Coordinator Recreation
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	1. Draft Ross Watt Reserve Master Plan ↓ 2. Summary Report - Draft Ross Watt Reserve Master Plan ↓

Summary

This report seeks Council endorsement to release the draft Ross Watt Reserve Master Plan (Attachment 1) for four weeks of community consultation. This will inform the direction and development of the final Master Plan for Council's consideration.

Recommendation

That Council endorses the release of the draft Ross Watt Reserve Master Plan for four weeks of community consultation.

Background

Located on Station Road, New Gisborne, Ross Watt Reserve is an important passive and active recreation reserve for residents. The reserve is home to the New Gisborne Tennis Club (NGTC). In 2015, NGTC commenced the development of a club Master Plan. The club-developed Master Plan did not progress to Council for endorsement.

During the public consultation phase of the 2021/22 Council budget, a NGTC submission sought \$35,000 to replace the current halogen lamps on courts 3 and 4 with LED lamps. Officers advised Council that this funding might not be sufficient to undertake these works.

Subsequently, Officers engaged a structural engineer to assess the light towers and their suitability to support new lamps; this indicated that they could support new lamps subject to treatment for existing rust.

A lighting engineer designed a new LED system (with the structural engineer) for the existing poles. Based on an opinion of probable cost, the new LED system was more than the available budget.

During the costing process, the club identified structural concerns with the surface of courts 3 and 4. Following a discussion with officers, the club proposed a scope change to install lighting on courts 1 and 2, where there are currently no lights.

Officers proposed that Council consider an alternative proposal (see italics below) to the New Gisborne Tennis Courts LED renewal, which Council considered at the 25 May 2022 Scheduled Council Meeting as a part of the FY 21/22 Capital Works – Carry Forward Council Report.

'Due to the structural concerns identified with courts 3 and 4, officers propose to cease the works to update the lighting and use the remaining funding (\$28,000) to undertake the following:

- *Detailed lighting design for courts 1 and 2 (with no current lighting), including geotechnical and site surveys. This detailed design will inform future funding submissions; and*

- *Review the current club-developed master plan and prepare it for future Council consideration. This review will include reviewing the tennis provision at Gisborne, New Gisborne and the Macedon Ranges Regional Sports Precinct.'*

The New Gisborne Tennis Club supported this proposed change in scope.

During the procurement process for consultants to undertake the planning components (review of Master Plan and review of tennis provision), the available budget was insufficient to undertake both components as identified in the Council report.

The Project Board determined that the priority project was the review of the Master Plan. Whilst a formal review of the Gisborne Tennis provision has not been undertaken, Officers provide the following comments:

'The 2018-28 Sport and Active Recreation Strategy identifies the following action regarding the New Gisborne Tennis Club:

In consultation with the New Gisborne Tennis Club and Tennis Victoria, consider future options – current site or opportunities to relocate/replace the existing four tennis courts at Ross Watt Reserve to the proposed new Sports Precinct (ovals) in New Gisborne in the long-term (i.e. consider as part of the Master Plan design for this site), including shared use of proposed pavilion facilities.'

Whilst this action has identified consideration of the long-term future of the New Gisborne Tennis Club, the current condition of the courts at New Gisborne has highlighted the need for a direction to be determined now.

The potential development of hard courts at the Macedon Ranges Regional Sports Precinct (MRRSP) is identified in the MRRSP Master Plan as a part of a future stage of development, which is currently not funded.

The Dixon Field Master Plan identifies a long-term increase of courts from 8 to 12 with shared clubroom facilities with the croquet club.

The 2018-28 Sport and Active Recreation Strategy also identifies that "*with the exception of Riddells Creek, no additional/new tennis courts are required*", the directions of the Dixon Field Master Plan and the draft Ross Watt Reserve Master Plan provide for future additional facility provision if growth and demand prove their requirement in the medium to long term.

The use of tennis facilities is traditionally outside of business hours, with the peak times being Thursday nights and Saturday mornings. These peak times are the same as clubs using the grass sports surfaces, which will increase congestion and traffic movements at shared facilities such as Dixon Field and the MRRSP.

The projected growth of Gisborne highlights the preference for a wider distribution of sporting facilities to reduce congestion at central locations and reduce the 'funneling' of participants into the centre of town to locations such as Dixon Field.

Discussion

In August 2022, Council commissioned a study to review the tennis club developed Master Plan for the site. The draft Master Plan establishes a current vision for the reserve to guide its future development.

The following drivers triggered the need to undertake the study:

1. In 2015, the NGTC (with assistance from Council) presented a draft Master Plan for community feedback. This included consultation with surrounding neighbours and holding three resident information sessions. However, the draft plan did not proceed to Council for endorsement;

2. In April 2022, NGTC organised another community meeting to engage the New Gisborne community for comment regarding the club's proposed Master Plan for the reserve;
3. NGTC is the Reserve's only formal tenant sports club, and they have expressed a need for improved facilities. An endorsed Master Plan will guide the future development of the reserve and will support any future funding bids; and
4. Consideration of options to enhance non-sporting opportunities at the reserve.

The study has occurred in three stages to date:

- Stage 1: Information gathering, research, and initial engagement with the NGTC.
- Stage 2: Issues and opportunities analysis and development of a draft Master Plan for review by Council officers.
- Stage 3: Develop a draft Master Plan for endorsement by Council for community consultation and feedback.

The draft Master Plan Summary Report identifies the following themes, key issues and opportunities from the initial consultations (Attachment 2).

Role and quality of the reserve

The reserve has several roles - a visual break along Station Road, school drop off /pick up, informal play, dog off-leash area, family/social area, toilet stop/break and thoroughfare from Thom Street to Station Road and a local community tennis facility. This reserve is an important passive and active open space. The existing facilities are aging and the need to address the quality of the infrastructure has informed the draft Master Plan.

Town growth

The New Gisborne population is forecast to grow over the next 20 years. Ross Watt Reserve is centrally located and its importance will grow. The amount and quality of the infrastructure in this reserve will need enhancement.

Tennis Facility Provision

The tennis facility has been located at Ross Watt Reserve for 35 years. New Gisborne Tennis Club has occupied the facility over this period and contributed significantly to its development and maintenance.

Two of the four courts at the reserve are in poor condition, and the club would like upgraded tennis infrastructure at the site.

Other opportunities

The initial consultation process identified:

- There is a limited path network in the reserve, an extension of the existing path network and the construction of a circuit path are opportunities;
- Improved drainage and provision of upgraded park furniture and other reserve infrastructure; and
- The main entry points to the reserve could be more attractive and welcoming through improved signage and landscaping.

The draft Ross Watt Reserve Master Plan includes several directions for enhancing the active and passive use of the reserve, including:

Overall vision for the reserve

- Enhance the appearance of the reserve and make it more attractive, welcoming and accessible; and
- Enhance the openness and uncluttered nature of the reserve.

Tennis facilities

- Enhance the reserve's capacity for structured sport by nominating Ross Watt Reserve as the location for tennis facilities in New Gisborne;
- Remove existing courts 3 and 4 (due to their current structural condition) and reconstruct two new courts to the east of courts 1 and 2. Provide scope for future provision up to four additional courts, subject to growth and demand (providing up to eight courts in total). This will open up sight lines and access to the eastern side of the reserve;
- Retention of existing courts 1 and 2; and
- Provide a new tennis clubroom facility.

Other

- Improve reserve infrastructure (car park, drainage, public toilets, park furniture, boundary fencing);
- Enhance informal play and passive recreation opportunities;
- Achieve a suitable balance between developed and natural areas of the reserve;
- Enhance the entrances to the reserve through improved signage and landscaping;
- Raise the reserve profile and encourage greater use of and community pride in the reserve;
- Retain the dog off-leash area; and
- Undertake tree works to improve the reserve's visibility and function, including removing the north-south row of Cypress trees that create a barrier across the middle of the reserve.

The draft Ross Watt Reserve Master Plan has been presented to the New Gisborne Tennis Club, who indicated they are comfortable with the direction of the draft Master Plan.

Consultation and engagement

Developing the draft Ross Watt Reserve Master Plan included several consultation methods to understand the issues and opportunities of the tenant club, the general community, Councillors and Council officers.

The consultation undertaken in the development of the draft Master Plan included:

- September 2015 - draft club Master Plan was presented by the club (in partnership with Council) for community feedback.
- March 2016 - public consultation with surrounding neighbours and three resident information sessions held at New Gisborne tennis clubrooms.
- April 2022 - a community meeting was held at NGTC to engage New Gisborne community for comment regarding the Club's updated Ross Watt Reserve Master Plan, including additional tennis court plans, walking paths and playground facilities. The

meeting was advertised via social media. Local residents, NGTC representatives and broader community members attended.

- 7 September 2022 - meeting with NGTC representatives.
- 21 September 2022 - onsite review of Ross Watt Reserve facilities.
- October 2022 - one on one discussions with Council officers.
- 23 November 2022 - workshop with Council officers.

Collaboration

Collaboration with other Councils, governments and/or statutory bodies was not required in relation to this report.

Innovation and continuous improvement

The draft Ross Watt Reserve Master Plan represents continuous improvement as it identifies a long-term planned approach to future development and improvement options.

Relevant law

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was conducted concerning the subject matter of this report.

Specifically, it recommends that:

- Implementing the Master Plan will continue to provide increased gender-equitable opportunities for participation in formal sport and recreation through suitable facilities and passive recreation through improved public open space.

This recommendation will deliver a planned and well-considered range of equitable and accessible improvements Ross Watt Reserve, providing an important community health and well-being function.

Relevant regional, state and national plans and policies

The Victorian Government's Fair Access Policy Roadmap aims to develop a State-wide foundation to improve access to, and use of, community sports infrastructure for women and girls.

From July 2024, all Victorian Councils will need to ensure fair access to sporting facilities for people of all genders to be considered eligible to receive infrastructure funding.

The Roadmap features three key phases: education, readiness and progress. In the first phase, the Office for Women in Sport and Recreation will provide training, education and support to local councils, peak bodies and facilities to help them implement the Roadmap.

The draft Ross Watt Reserve Master Plan and the Gender Impact Assessment will assist the Council in meeting the Fair Access Policy Roadmap requirements.

Relevant Council plans and policies

The draft Ross Watt Reserve Master Plan relates to the following strategic objectives of the Council Plan 2021-2031.

Connecting Communities: Council will continue to maintain all the roads, paths, buildings and open spaces in our built environment in a financially, environmentally and socially sustainable way.

Healthy environment, healthy people: to promote a healthy environment, healthy people Council aims to support mental health, prevent violence against women, and improve healthy lifestyles, social connection and inclusion, community safety, and arts and culture.

Other relevant Council plans and strategies that relate to the draft Ross Watt Reserve Master Plan include:

- Municipal Public Health and Wellbeing Plan 2021-25;
- Sport and Active Recreation Strategy 2018-28;
- Open Space Strategy 2013;
- Walking and Cycling Strategy 2014;
- Domestic Animal Management Plan 2017-21 (in relation to Municipal dogs off leash area);
- Public Toilet and BBQ Strategy; and
- Council Asset Plan 2021-2031.

Financial viability

The draft Master Plan provides several directions regarding the long-term improvement and development of the Ross Watt Reserve. The finalised Master Plan will inform future Council and non-Council funding applications. Cost estimates will require review during the life of the Master Plan (once adopted) to ensure that each component is accurately costed as future business cases are developed.

The Master Plan's implementation depends on the provision of funding to undertake the works. Funding opportunities may include but are not limited to, Council budget processes, State and Federal Government Sport and Recreation grants and other relevant external funding programs.

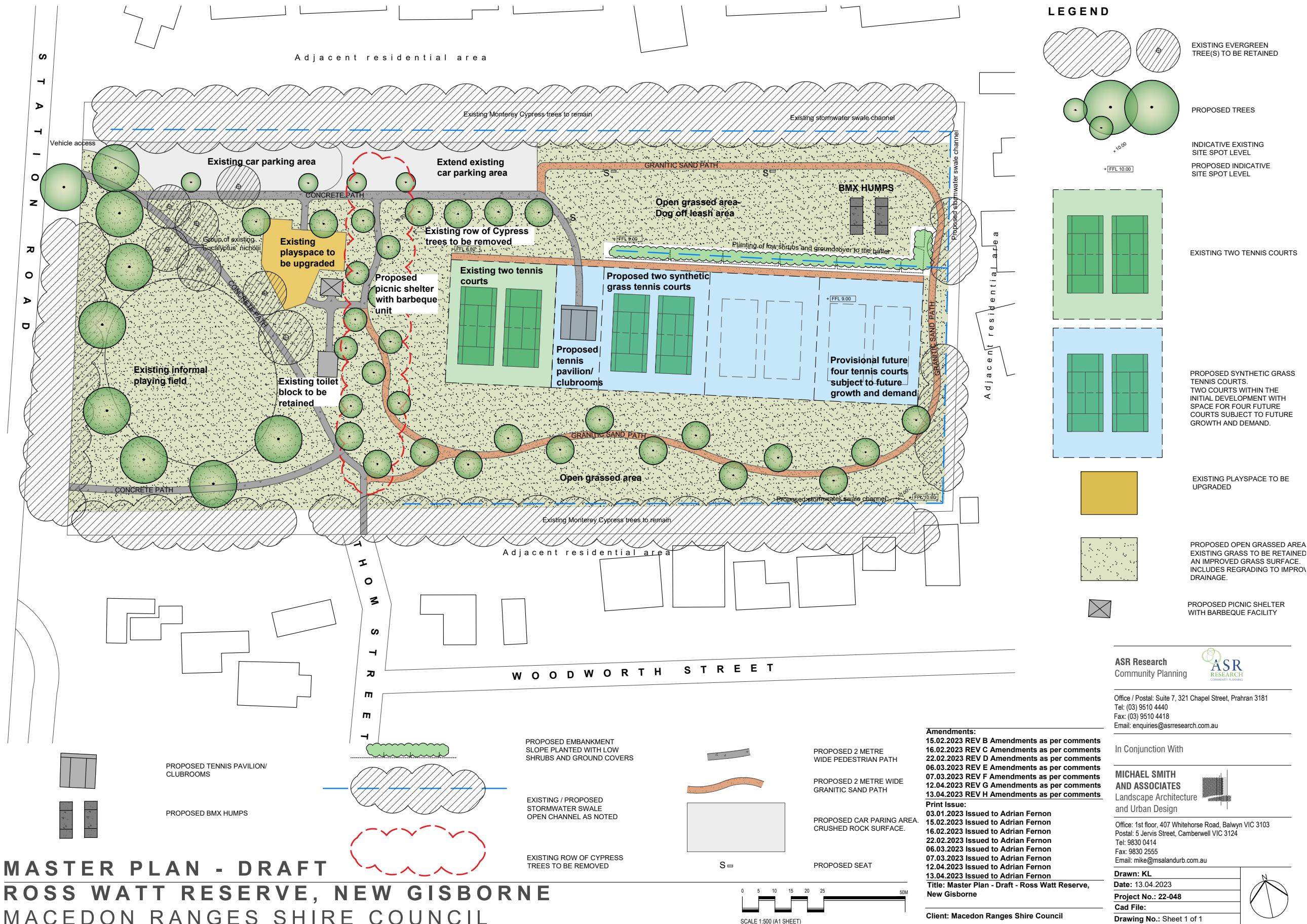
Managing the expectations of the clubs and the broader community is essential and officers will continue to manage this through the consultation process and beyond.

Sustainability implications

To support Council's commitment to achieving zero net emissions by 2023, any future developments identified in the draft Master Plan will ensure that sustainable design features are included.

Officer declaration of conflicts of interest

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in relation to the subject matter.



MASTER PLAN - DRAFT
ROSS WATT RESERVE, NEW GISBORNE
 MACEDON RANGES SHIRE COUNCIL

LEGEND

- EXISTING EVERGREEN TREE(S) TO BE RETAINED
- PROPOSED TREES
- INDICATIVE EXISTING SITE SPOT LEVEL
- PROPOSED INDICATIVE SITE SPOT LEVEL
- EXISTING TWO TENNIS COURTS
- PROPOSED SYNTHETIC GRASS TENNIS COURTS. TWO COURTS WITHIN THE INITIAL DEVELOPMENT WITH SPACE FOR FOUR FUTURE COURTS SUBJECT TO FUTURE GROWTH AND DEMAND.
- EXISTING PLAYSPACE TO BE UPGRADED
- PROPOSED OPEN GRASSED AREA EXISTING GRASS TO BE RETAINED AN IMPROVED GRASS SURFACE. INCLUDES REGRADING TO IMPROVE DRAINAGE.
- PROPOSED PICNIC SHELTER WITH BARBEQUE FACILITY

ASR Research
 Community Planning

Office / Postal: Suite 7, 321 Chapel Street, Prahran 3181
 Tel: (03) 9510 4440
 Fax: (03) 9510 4418
 Email: enquiries@asresearch.com.au

In Conjunction With

MICHAEL SMITH AND ASSOCIATES
 Landscape Architecture and Urban Design

Office: 1st floor, 407 Whitehorse Road, Balwyn VIC 3103
 Postal: 5 Jervis Street, Camberwell VIC 3124
 Tel: 9830 0414
 Fax: 9830 2555
 Email: mike@msalandurb.com.au

Amendments:
 15.02.2023 REV B Amendments as per comments
 16.02.2023 REV C Amendments as per comments
 22.02.2023 REV D Amendments as per comments
 06.03.2023 REV E Amendments as per comments
 07.03.2023 REV F Amendments as per comments
 12.04.2023 REV G Amendments as per comments
 13.04.2023 REV H Amendments as per comments

Print Issue:
 03.01.2023 Issued to Adrian Fernon
 15.02.2023 Issued to Adrian Fernon
 16.02.2023 Issued to Adrian Fernon
 22.02.2023 Issued to Adrian Fernon
 06.03.2023 Issued to Adrian Fernon
 07.03.2023 Issued to Adrian Fernon
 12.04.2023 Issued to Adrian Fernon
 13.04.2023 Issued to Adrian Fernon

Title: Master Plan - Draft - Ross Watt Reserve, New Gisborne

Client: Macedon Ranges Shire Council

Drawn: KL
Date: 13.04.2023
Project No.: 22-048
Cad File:
Drawing No.: Sheet 1 of 1



Ross Watt Reserve Master Plan

A study to develop a Master Plan for Ross Watt Reserve has reached the stage where a draft Master Plan has been prepared and is ready for public exhibition to receive community feedback.

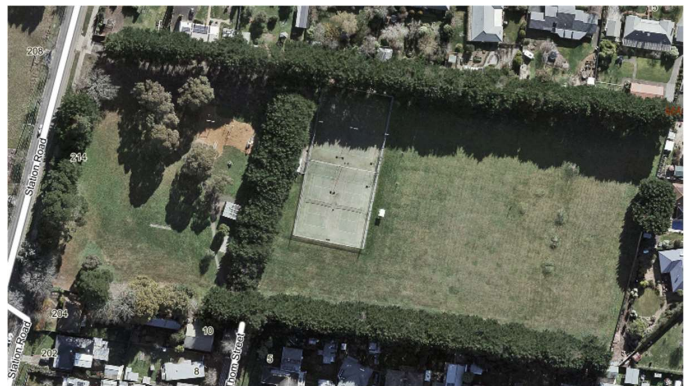
Ross Watt Reserve is located on Station Road, New Gisborne, and is an important passive and active recreation reserve for residents. The reserve is home to the New Gisborne Tennis Club (NGTC). In 2015, NGTC commenced the development of a club Master Plan. The club-developed Master Plan did not progress to Council for endorsement.

Study Background

Ross Watt Reserve currently offers large grassed areas, a children's playground, public toilets, car park, BMX humps and tennis facilities with four (4) courts.

Ross Watt Reserve is located on Council owned land.

In August 2022, Macedon Ranges Shire Council commissioned a study to review the tennis club developed Master Plan for the site. The study aims to establish a current vision for the reserve to guide its future development.



The following drivers triggered the need to undertake the study:

1. In 2015, the NGTC (with assistance from Council) presented a draft Master Plan for community feedback. This included consultation with surrounding neighbours and holding three resident information sessions. However, the draft plan did not proceed to Council for endorsement.
2. In April 2022, NGTC organised another community meeting to engage the New Gisborne community for comment regarding the club's proposed reserve Master Plan;
3. NGTC is the reserve's only formal tenant sports club, and they have expressed a need for improved facilities. An endorsed Master Plan will guide the future development of the reserve and will support any future funding bids; and
4. Consideration of options to enhance non-sporting opportunities at the reserve.

The study has been undertaken in three stages to date:

- Stage 1: Information gathering, research, and initial engagement with NGTC.
- Stage 2: Issues and opportunities analysis and development of draft master plan for review by Council officers.
- Stage 3: Develop a draft Master Plan for endorsement by Council for community consultation and feedback.

ABN 42 686 389 537
 PO Box 151 Kyneton Victoria 3444
 T 03 5422 0333 F 03 5422 3623 E mrsc@mrsc.vic.gov.au
www.mrsc.vic.gov.au

*Macedon Ranges Shire is located on Dja Dja Wurrung,
 Taungurung and Wurundjeri Woi Wurrung Country.*

Council is now inviting community feedback on the draft Ross Watt Reserve Master Plan. It is on public exhibition until 5.00pm 30 June 2023. To view the plan and provide feedback go to Council's website www.mrsc.vic.gov.au and then to the 'Have Your Say' webpage.

For further information, email recreationsubmissions@mrsc.vic.gov.au

Following community consultation, the draft Ross Watt Reserve Master Plan will be reviewed and where appropriate revised based on feedback received, with the aim of presenting the final plan to Council later in 2023 for adoption.

Consultation Undertaken to inform the draft Master Plan

- Sept 2015 - draft club Master Plan was presented by the club (in partnership with Council) for community feedback.
- March 2016 - public consultation with surrounding neighbours and three local resident information sessions held at New Gisborne tennis clubrooms.
- April 2022 - a community meeting held at NGTC to engage New Gisborne community for comment regarding the Club's updated Ross Watt Reserve Master Plan including additional tennis court plans, walking paths and playground facilities. The meeting was advertised via social media, and local residents, NGTC representative and broader community members attended.
- 7 Sept 2022 - meeting with NGTC representatives.
- 21 Sept 2022 - onsite review of Ross Watt Reserve facilities.
- Oct 2022 - one on one discussions with Council officers.
- 23 Nov 2022 - workshop with Council officers.



The key issues and opportunities identified by the consultant and raised during the initial consultation are grouped into the following themes:

Role and quality of the reserve

The reserve has several roles - a visual break along Station Rd, school drop off /pick up, informal play, dog off leash area, family/social area, toilet stop/break and thoroughfare from Thom Street to Station Road and a local community tennis facility. This reserve is an important passive and active open space. The existing facilities are aging and the need to address the quality of the infrastructure has informed the draft Master Plan.

Town growth

The population of New Gisborne is forecast to grow over the next 20 years. Ross Watt Reserve will be centrally located and its importance will grow. The amount and quality of the infrastructure in this reserve will need enhancement.

Tennis Facility Provision

The tennis facility has been located at Ross Watt Reserve for 35 years. New Gisborne Tennis Club has occupied the facility over this period and contributed significantly to its development and maintenance.

Two of the four courts at the reserve are in poor condition, and the club would like upgraded tennis infrastructure at the site.

Other opportunities

The initial consultation process suggested:

- There is a limited path network in the reserve, which requires the extension of the path network and the construction of a circuit path
- Improved drainage and provision of upgraded park furniture and other reserve infrastructure
- The main entry points to the reserve could be more attractive and welcoming through improved signage and landscaping.

Directions of the Draft Master Plan

The purpose of a master plan is to provide a vision for how the reserve will look and function in the long term.

The draft Ross Watt Reserve Master Plan includes several directions for enhancing active and passive use of the reserve, including:

Overall vision for the reserve

- Enhance the appearance of the reserve and make it more attractive, welcoming and accessible.
- Retain the openness and uncluttered nature of the reserve.

Tennis facilities

- Enhance the reserve's capacity for structured sport, by nominating Ross Watt Reserve as the location for tennis facilities in New Gisborne.
- Relocation of courts 3 and 4 (due to their current structural condition). The relocation of courts 3 and 4 to the east of courts 1 and 2, and with future provision for an additional four courts (providing up to eight courts in total, subject to growth and demand) will open up sight lines and access to the eastern side of the reserve.
- Retention of courts 1 and 2.
- Provide a new tennis clubroom facility.

Other

- Improve reserve infrastructure (car park, drainage, public toilets, park furniture, boundary fencing).
- Enhance informal play and passive recreation opportunities.
- Achieve a suitable balance between developed and natural areas of the reserve.
- Enhance the entrances to the reserve through improved signage and landscaping.
- Raise the reserve profile and encourage greater use of and community pride in the reserve.
- Retain the dog off leash area.
- Undertake tree works to improve the visibility and function of the reserve.
- Removal of north-south row of Cypress trees that create a barrier across the middle of the reserve.

AO.4	CAPITAL WORKS CARRY FORWARDS
Officer:	Jeetendra Dahal, Manager Assets and Project Management Office
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Attachment 1 - Capital Works Program 2022/23 - Proposed Carry Forward Projects ↓

Summary

This report seeks Council approval for carrying forward 47 out of the 216 2022/23 capital projects as listed in the attachment into the 2023/2024 financial year for completion. Various factors have contributed to the need to carry forward these projects, including; the market conditions leading to a shortage of contractors, significant price escalation and unavailability of materials and labour force, staff turnover (making it difficult to fill some positions), additional projects following the rain event in October 2022 and delay in receiving external funding.

Recommendation

That Council approves the carry forward of 47 Capital projects as listed in Attachment 1 for delivery in the Financial Year 2023-2024.

Background

Each year Council aims to complete all nominated capital works projects and minimise projects that require carry forward into the following financial year. Minimising carry forward projects reduces the delivery burden in the next year and more importantly provides the community with an opportunity to realise the improved services sooner. This year the number of carry forward projects has significantly dropped compared to previous years running average of approximately 47% to just over 21%.

This financial year, tender prices for many planned infrastructure projects exceeded the allocated budget. Some tenders came as high as 30% over budget. This situation has been due to the significant price rises of building materials during the 2021/22 financial year.

The Master Builders Association reports that between March 2020 and March 2022, steel products increased by over 40% and timber products by over 20%. In addition, labour costs increased significantly. This price escalation contributed to delayed delivery of projects due to re scoping and or consideration of other delivery methods.

An impact of the current construction-led economic recovery is a shortage of contractors. Council has experienced tenders with either one or zero responses and/or non-compliant tender responses. In addition, extended periods of wet weather, staff turnover, delays on receiving external authorities' approvals and external funding compounded the delay on program delivery.

These factors have required Council to critically review all projects and adjust the overall capital program budget and delivery timeframe.

Discussion

The Capital Program Review Board reviews the program's overall health on a monthly basis. The Board identifies the projects requiring additional funding, savings on any projects and cancelling non-urgent over-budget projects to cover the increased costs of projects identified as priorities for delivery. The Board also revises the program delivery schedule to ensure the urgent and important projects are delivered within the planned timeframe.

Following the Capital Program Review Board meetings, Monthly Capital Work Monitoring reports are prepared and presented to Council for consideration at Scheduled Council Meetings.

The following items are considered to determine which projects with over budget tender responses proceed:

- Associated grant funding with acquittal requirements; and
- Immediate asset reliability and functionality

Aforementioned conditions affecting project delivery has led to some projects not being completed in this financial year. Officers recommend these projects be carried forward for completion in the 2023/24.

Attachment 1 - Capital Works Program 2022/23 – Proposed Carry Forward Projects register lists 47 projects to be carried forward, with the current status and reasons for delay.

Consultation and engagement

Officers and Council undertook a significant amount of internal consultation and community engagement in finalising the 2022/23 Capital Works Program.

Collaboration

Officers collaborated with the community groups, committees and clubs affected by the officer's recommendation provided with this report.

Innovation and continuous improvement

Following the establishment and use of the Project Lifecycle Management (PLM) system, and instigation of the Capital Program Review Board, appropriate oversight of Council's Capital works planning and delivery has been implemented. Resulting in timely decisions in terms of necessary adjustments to the budget, resources and delivery schedule.

Relevant law

There is not a specific law relating to the information provided within this report.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report.

Relevant regional, state and national plans and policies

There are no regional, state or national plans or policies applicable to the subject matter of this report.

Relevant Council plans and policies

The implementation of the new capital works project reporting process has provided more accurate and reliable project reporting data for monitoring the progress of the Capital Works Program. This reporting process supports the Council in achieving the Council Plan action of Deliver a Strong and Reliable Government.

Financial viability

Implementation of the Capital Program Review Board and monthly project review meetings supports Council to deliver projects within the available resources.

There are no other IT or asset management related implications resulting from the outcome of this report.

Sustainability implications

There are no social or environmental sustainability implications resulting from the outcome of this report.

Officer declaration of conflicts of interest

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in relation to the subject matter.

Code	Project Name	Town	Reason for carry forward
0276	Red Brick Hall	Kyneton	This project is funded by Local Roads and Community Infrastructure with approved completion 30 September 2023.
0575	Macedon Tony Clarke - Tennis Clubrooms	Macedon	Contractor awarded, works scheduled to be undertaken in June/July 2023 school holidays, practical completion scheduled for August 2023.
0577	Building Renewal - Hanging Rock Cafe	Hanging Rock	Detailed design complete, procurement process to commence May 2023 - works to be awarded by end of financial year 2023. Project scheduled for completion September 2023
0260	Buffalo Stadium - Change Rooms Upgrade	Woodend	Tender documentation works underway and scheduled to be awarded in June 2023. Practical completion scheduled for October 2023
0258	Kyneton - Demolition Yellow Brick Toilet	Kyneton	Contract awarded. Project scheduled for completion September 2023
0277	Woodend Swimming Pool Fence Renewal	Woodend	Detailed design complete, procurement process to commence May 2023. Project scheduled for completion September 2023 prior to Summer season.
0255	Kyneton Airfield Toilets	Kyneton	Procurement process underway with project to be awarded in June 2023. Works are to commence in July 2023, practical completion scheduled for August 2023.
0732	Barkly Square Multipurpose Facility	Kyneton	Project planning commenced March 2023, procurement process for design and consultation to commence May 2023.
0141	Romsey Recreation Reserve clubrooms	Romsey	Following adoption of Master Plan in March 2023, procurement scheduled for completion June 2023, followed by works commencing July 2023. Practical completion scheduled for November 2023.
0241	Manna Gum Family & Children's Centre	Gisborne	State Government Grant extended and scope variation approved. Request For Quote closes 8 May, contract to be awarded by 31 May. Practical completion currently scheduled for November 2023.
0333	Romsey Park Oval 2 Storage Shed	Romsey	Initial Request for Quote responses (March 2023) exceeded available budget. Scope review underway with anticipated completion in September 2023.
0712	Gisborne Fields Redevelopment - Stage 4	Gisborne	Delays have been experienced in the procurement of a landscape contractor. No submissions were received after two rounds of public tendering. An Request for Quotes process has now commenced, with quotes expected by 19 May 2023. Construction works are programmed to commence in June 2023 and reach practical completion by 1 September 2023.
0658	New FOGO bay - Kyneton Transfer Station	Kyneton	Delays have been experienced with engagement of Building Surveyor by structural engineer. Engineering designs have commenced and procurement of contractor to commence by end of May 2023. Practical completion is estimated to be reached by September 2023.
0262	Woodend Golf Clubhouse	Woodend	Construction is underway. Practical completion is programmed for 18 August 2023.
0327	Romsey Maternal Child Health Alterations	Romsey	March 2023 cost estimate for original scope exceeded available budget. Discussions with project sponsor are underway regarding potential change to scope of works.
0091	Kyneton Botanic Gardens Water play	Kyneton	Design phase underway and project to be awarded in June 2023. Practical completion anticipated October 2023.
0411	Kyneton Barkly Square Sports field	Kyneton	Construction is underway. Extensive delays due to inclement weather. Practical completion expected to be reached by July 2023.
0583	Building Renewal Program - Kyneton Mechanics Institute	Kyneton	Project funded with a grant, practical completion is programmed for 30 September 2023, as per Executed Funding Agreement.
0132	Kyneton Sports and Aquatic Centre Plant and Boiler Design	Kyneton	Project has been rescope due to the condition of the existing gas boiler which will be replaced by a more efficient gas boiler. Project needs to carry forward to ensure the pool remains heated.
0346	Off Grid Relief and Recovery Centres	Various locations across the Shire	Contractor quotes are currently being evaluated. Practical completion estimated by September 2023.
0324	Gisborne Bowling Club Synthetic Rink	Gisborne	Delays experienced in design stage due to unforeseen soil conditions, leading to increased engineering requirements and budget shortfall. Additional budget was approved in April 2023. Contract awarded and works are to commence in late May 2023. Practical completion scheduled for November 2023.
0137	Kyneton Mechanics Institute Lions A-Frame Shed Design	Kyneton	Project to be awarded May 2023. Practical completion anticipated August 2023.
0085	Gisborne Jacksons Creek Reserve Rotunda	Gisborne	Project to be awarded June 2023. Practical completion anticipated September 2023.
0396	Small area Stabilisation 2023	Various locations across the Shire	Delays experienced as the tender in March 2023 did not receive any responses. Officers are separating the works into smaller components, aiming for delivery by 30 June 2023, subject to favourable weather conditions.
0144/5	Bridge & Culvert renewals	Various locations across the Shire	Delays experienced as the tender in March 2023 did not receive any responses. Officers are separating the works into smaller components, aiming for delivery by 30 June 2023 subject to favourable weather conditions.
0153	Sheedy Road	Gisborne	This project is partially funded by Local Roads and Community Infrastructure (Federal funding) with approved completion 30 September 2023.
0156	Hamilton Road	Riddells Creek	This project is funded by Local Roads and Community Infrastructure with approved completion 30 September 2023.
0253	Riddells Creek Bridge	Riddells Creek	Following several unsuccessful procurement processes this project is to be awarded by early May, construction to be completed November 2023.

Code	Project Name	Town	Reason for carry forward
0265	Sauer Road	Gisborne	Project is under construction and expected to be practically completed by 30 June, subject to favourable weather.
0571	Ellison Street	Woodend	Project awarded, practical completion is anticipated July 2023.
0354	Brooke Street and Templeton Street, Woodend	Woodend	Project to be awarded in May 2023, practical completion anticipated December 2023.
0568	Drainage - Magnet Lane, New Gisborne	New Gisborne	Project expected to be awarded in June 2023, practical completion anticipated August 2023.
0179	Drainage - Sutherlands Rd, Riddells Creek	Riddells Creek	Project tendered, practical completion anticipated in July 2023.
0559	Gisborne Botanic Gardens New Entrance Landscaping	Gisborne	Awarded contractor has recently advised they have a critical staffing shortage and are unlikely to be able to deliver this financial year. They are endeavouring to identify a suitable subcontractor (subject to Council approval) who may be able to complete the work.
0417	Renewal of Tourism signs	Various locations across the Shire	Information Bay signage on target for completion. Replacement of tourism brown signs (Calder Highway) is contingent upon additional State Funding. Conversations with Regional Roads Victoria and Department of Jobs, Skills, Industry and Regions ongoing for their approval of signage inclusions and works.
0413	Kyneton Showgrounds netball facilities detailed design	Kyneton	Tender process is underway to engage a consultant to provide Council with a detailed design of the Kyneton Showgrounds netball facilities. It is anticipated that a consultant will be appointed in May 2023 with a detailed design to be presented to Council for consideration in September 2023.
0641	Dixon Field pitch/oval 2 detailed design	Gisborne	Recent Request For Quotation process has identified a budget shortfall, request for additional funding has been submitted. Due to this, the project is unable to be completed in 2022/23.
0246	Ross Watt Reserve Master Plan	New Gisborne	Project scope changed due to budget constraints, resulting in delays in appointing a consultant. Draft report completed, scheduled for Council consideration in May. Community consultation in June. Final draft master plan anticipated by December 2023.
0286	Woodend Racecourse Reserve Master Plan	Woodend	This project has been delayed to ensure that initial engagement is held outside of the school holiday period. It is anticipated that the final Master Plan will be considered by Council in early 2024.
0288	Macedon Ranges Shire Council Equestrian Facilities Plan	Shire wide Plan	This project has been delayed to ensure that initial engagement is held outside of the school holiday period. It is anticipated that the final Master Plan will be considered by Council in early 2024.
0287	Playground Strategy/Plan	Shire wide Plan	Project funded over two years (2023/24 & 2024/25). Project brief to be developed throughout May and June 2023 and tender process to be undertaken in July 2023, subject to the adoption of the Council budget for the year 2 funding.
0590	Gisborne Skate Park Design	Gisborne	Development of concept plans has been completed, and consideration by Council of the plans will be undertaken in parallel with the Shire Wide Skate and BMX strategy. The draft Skate and BMX strategy will be released for a period of community consultation in mid-2023 and adoption is anticipated in late 2023.
0381	Macedon Ranges Regional Sport Precinct	Regional Sports Precinct located in New Gisborne	This is a multi-year project, and has been delayed due to various reasons including delays in obtaining a building permit and prolonged wet weather delaying civil works. The head contractor entered into voluntary administration on 31 March 2023. Work has suspended and security remains on site while negotiations are underway to identify a new contractor to resume the balance of the contract works that remain outstanding.
0271	Macedon Ranges Shared Trails - Woodend to Riddells Creek	Woodend to Riddells Creek	Project delayed due to obtaining required statutory and works approvals from other authorities. This project has since been declared a State project by the Minister for Planning. Further design and consultation required.
0964	Kyneton Saleyards	Kyneton	Procurement process commenced for a consultant to design safety improvements, pending award to consultant in May 2023. Project scheduled for completion August 2023.
0679	Glass Processing Facility - Kyneton Transfer Station	Kyneton	Project is supported by a grant from Department of Environment, Land, Water and Planning (now Department of Energy, Environment and Climate Action) as part of the 4-bin rollout system. Currently at the design stage, schematic designs are scheduled for completion in May 2023. The project is scheduled for practical completion in August 2023.
0259	Kyneton Town Hall	Kyneton	Grant funding is being sought to assist in delivery of this project. Council contribution requires carry forward.

16 NOTICES OF MOTION AND RESCISSION

Nil

17 URGENT BUSINESS

18 CONFIDENTIAL REPORTS**Recommendation**

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020*, Council closes the meeting to the public to consider the confidential report(s) listed below, which are confidential on grounds provided in Section 3(1) of the *Local Government Act 2020*:

18.1 Repurpose It - Procurement**18.2 Kettlewells Processing Site - Weighbridge**

Confidential reasons**18.1 Repurpose It - Procurement**

This matter is considered to be confidential under Section 3(1) - a and g(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

This report includes information relating to contract arrangements for the provision of waste management services including commercially sensitive details that if released would prejudice future contract negotiations for both Council and the contractor.

18.2 Kettlewells Processing Site - Weighbridge

This matter is considered to be confidential under Section 3(1) - g(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The details of this report refer to commercial-in-confidence negotiations between the vendor and Council. This non-standard purchase results from negotiations for the 'purchase-in-situation' (currently at the Kettlewell's quarry) as a result of the preceding two year lease. The purchase price is competitive, noting that if the current weighbridge is not retained there would be significant float costs to remove it and additional costs to bring in another weighbridge.