

Agenda

Submitters Committee Meeting
Wednesday 31 May 2023 at 7:00pm
Held online and livestreamed at [mrsc.vic.gov.au](https://www.mrsc.vic.gov.au)

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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 AND LIVESTREAMING OF THIS COMMITTEE 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 PURPOSE OF SUBMITTERS DELEGATED COMMITTEE**

Council receives written submissions on a variety of matters which need to be considered by Council during the decision-making process. The Submitters Delegated Committee affords people who have made a submission a specific opportunity to appear in person to expand on their submission, if they wish to do so, for the nominated matters above as outlined in the instrument of delegation.

7 REPORTS

7.1	HEARING OF SUBMITTERS IN RELATION TO THE DRAFT COUNCIL PLAN 2021-2031 (YEAR THREE ACTIONS 2023-2024)
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Submissions Received - Council Plan 2021-2031 (Year Three Actions 2023/24) ↓

Summary

At the Scheduled Council Meeting on 26 April 2023, Council resolved to give public notice of and invite submissions on the draft Council Plan 2021-2031 (Year Three Actions 2023-2024).

One (1) submission was received prior to the end of the 21-day submission period, which closed at 5pm on 19 May 2023. This submission is presented as an attachment to this report. Any further submissions received prior to this meeting will also be provided to Councillors. In accordance with privacy principles, the submitters' personal details have been redacted, along with the redaction of information where Council may not have permission to publish. Councillors have been separately provided with an un-redacted version of each submission.

Recommendation

That the Committee:

- 1. Notes the submission received on the Draft Council Plan 2021-2031 (Year Three Actions 2023-2024) and the verbal presentations in support of those submissions;**
- 2. Notes that the submission will be referred for consideration and determination at the Scheduled Council Meeting to be held at 7pm on 28 June 2023; and**
- 3. Notes that responses and recommendations on the Draft Council Plan 2021-2031 (Year Three Actions 2023-2024) will be prepared for Council's consideration at that meeting.**

Background

At the Scheduled Council Meeting on 26 April 2023, Council resolved to endorse the Draft Council Plan 2021-2031 (Year Three Actions 2023-2024) to be made available for public comment in accordance with the requirements of the *Local Government Act (2020 and 1989)* and consistent with Council's *Community Engagement Policy*.

Discussion

The Council Plan forms part of the Strategic Planning and Reporting Framework, as outlined in the *Local Government Act 2020 (LGA)*. This plan must provide the strategic direction of Council, its objectives, the strategies to achieve these objectives and strategic indicators for monitoring the achievements.

The development of the Council Plan 2021-2031 (the Plan) was a process that commenced in 2020, following the election of the new Council, and is a requirement of Section 90 of the LGA. The Plan was developed using deliberative engagement and provides:

- The strategic direction of Council
- Strategic objectives for achieving that direction
- Strategies for achieving the objectives (for at least four years)
- Strategic indicators for monitoring achievement
- Description of initiatives and priorities for services, infrastructure and amenity

Adopted by Council at its Scheduled Meeting of October 2021, the Plan outlines Council strategies and actions to be implemented across four priority areas as follows:

Connecting communities –

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

Healthy environment, healthy people –

We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity and enhance water catchment quality. The Macedon Ranges Shire Council declared a Climate emergency in 2021. We will take action to reduce waste in order to protect public health and the environment.

Business and tourism –

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

Deliver strong and reliable government –

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

Council will give consideration to any changes required to the draft Council Plan 2021-2031 (Year Three Actions 2023-2024) at the Scheduled Council Meeting to be held on 28 June 2023, at which a recommendation will be put forward to adopt the year three actions of the plan, along with any other necessary adjustments.

Summary of Submissions

One (1) submission was received prior to the end of the 21-day public consultation period, which ended at 5pm on 19 May 2023. This submission has been provided as an attachment to this report. Any further submissions received prior to this Submitters Delegated Committee Meeting have been provided to Councillors. All submitters have been sent a letter of acknowledgement which explains the opportunity to attend the Submitters Delegated Committee meeting, along with the guidelines for the conduct of this meeting. In accordance with privacy principles each submitters' personal details have been redacted from the attachment, along with the redaction of information where Council may not have permission to publish. However, Councillors have been separately provided with an un-redacted version of each submission.

Consultation and engagement

The Draft Council Plan 2021-2031 (Year Three Actions 2023-2024) was placed on public display and submissions were invited from the public from 27 April until 19 May 2023.

The draft document was made available for viewing at Council offices and on Council's website from 27 April 2023.

Public notice was placed in local newspapers and shared on Council's Social Media channels.

Collaboration

The Draft Council Plan 2021-2031 (Year Three Actions 2023-2024) has been prepared by officers and Councillors at a number of Councillor Briefings.

Innovation and continuous improvement

The Council Plan is an important part of Council's integrated strategic planning, as outlined to Council on 16 December 2020. The Plan forms one of the key elements to Council's overall Integrated Strategic Planning and Reporting Framework.

Relevant law

This report has been prepared in accordance the LGA and is compliant with the requirements. This plan will be submitted to the Minister for Local Government.

Relevant regional, state and national plans and policies

Nil

Relevant Council plans and policies

The preparation of the draft Council Plan 2021-2031 (Year Three Actions 2023-2024) supports Council's priority of strong and reliable government. This plan will align with funding provided in the draft Budget 2023-24.

Financial viability

These documents support Council's long-term financial resourcing requirements.

Sustainability implications

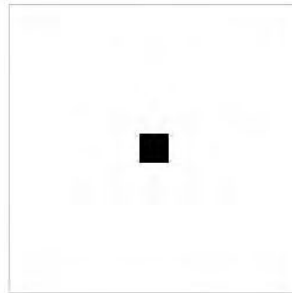
Nil

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.

01CP

From: [Macedon Ranges Shire Council - do not reply](#)
To: [Macedon Ranges Shire Council](#)
Subject: Draft Council Plan 2021-2031 (Year Three) submission
Date: Thursday, 4 May 2023 2:08:57 PM
Attachments:  [space proposed renovation signed.pdf](#)



Draft Council Plan 2021-2031 (Year Three) submission

Have your say	
Please share your feedback.	<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p>_____ would be delighted to see an additional action item under the Connecting Communities priority area to develop designs and a QS plan for a future refurb of the Gisborne Genealogical Group space which adjoins the Gisborne Library. See attached proposal.</p> <p>+Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate in a financially sustainable way.</p>
If you would prefer, you can also upload a written submission here	<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p>space proposed renovation signed.pdf</p>
Tell us about you	
First name	<div style="background-color: black; width: 100%; height: 15px;"></div>

Last name	██████
Address	██
Town	██████
Postcode	████
Phone	██████████
Email address	████████████████████████████████████
Do you wish to speak at the Submitters Delegated Committee Meeting on 31 May in regards to your submission?	Yes
How did you find out about this?	Other: Council staff



Gisborne Library/Gisborne Genealogical space proposed renovation

The Gisborne Genealogical space which adjoins the western end of the Gisborne Library is outdated and in need of repair (eg. swollen lino, toilet doors which won't close, inadequate storage, leaking window, unsuitable floor plan etc.). The space is currently [REDACTED] having limited access on a Wednesday and a Friday morning. [REDACTED] would like to move to a shared space agreement for this facility once proposed renovations are completed and it is fit for purpose. The proposed works would improve access, safety and functionality of the space, meeting the needs of the [REDACTED] membership, and also allow much-requested access for the broader community/library patrons; for a quiet space to study, work, book meetings, and in which the library can run training, workshops and programs. The proposed renovations and extended room usage would also allow the considerable resources of the [REDACTED] to be used more extensively, as patrons would have access to the room and resources outside of the current opening hours of the space.

History of the space

The [REDACTED] Group has occupied a space within the Gisborne library building since [REDACTED], when it began as [REDACTED]

In 1999 the Group moved into the adjoining room which had been the Old Council Chambers. Then, in 2016 the Group moved into the rooms at the western end of the building which had been occupied by Maternal Health, to allow for the refurbishment and expansion of the Gisborne Library. The [REDACTED] has leased this space since that time.

Current usage

The space is currently used by the [REDACTED] approximately 12-14 hours per week, being open to members of the public on Tuesdays and Thursdays (for 3 hours each day), and it is also used by [REDACTED] to run workshops on Saturdays once a month, the setting up of workshops on Friday afternoons, for Committee meetings once a month on Thursday mornings, and monthly general meetings on Thursdays (out of hours, 5-10pm), and is frequently used by a number of members in the administration of the [REDACTED] both during and outside of [REDACTED] opening hours. The GGG also open the rooms to the public each day during Family History Week, in August each year.

[REDACTED] has limited access to the space of approximately 9.5 hours per week. This financial year, [REDACTED] has used the [REDACTED] space under the current arrangement for the following:



2022/23	Book Club meetings	Attendees	School Holiday Activity	Attendees	Author talks	Attendees	Movies	Attendees	Workshops	Attendees
July	3	30								
August	3	30					1	18	1	5
September	3	30	3	62	1	12	1	20		
October	3	30			1	16	1	15	1	10
November	3	30					1	15		
December	3	30					1	27		
January			3	45					1	7
February	3	30					1	22		
March										
April										
May										
June										
Totals	21	210	6	107	2	28	6	117	3	22

Benefits of refurbishment

We would envisage overall use of the space to increase from 23.5 hours per week to 43 hours per week under a shared space agreement in a refurbished fit-for-purpose facility. GGG patrons would be able to use the resources at times outside of the current opening hours, and library activities as demonstrated above would increase significantly. [Redacted] would also be able to service the almost daily requests for a separate space for work, study and meetings – a snapshot from recent weeks include:


- "Does the [Redacted] have a private room where I could meet with my team for a meeting?"
- "It's quite loud in here, is there anywhere quiet I could sit and study?"
- "Have you got any headphones or a quiet space I could work?" It's very loud in here and hard to concentrate."
- "I am an ex-teacher and I'm running tutoring sessions for Year 12 exams, do you have a separate space that I could book for this?"
- "Is there anywhere quiet where I could sit and have meetings? Is the spot down the end the quietest space you've got? I don't want to disturb everyone else."
- Seeking a meeting room for a two-person meeting to discuss private information.
- Phone call requesting a quiet meeting space for six people. I said we are happy for them to use our library space but it's not private and sometimes not very quiet. Also recommended the use of the back deck if it's a nice day.
- Requesting a private space for video conference. "All libraries should have one!"
- Regular patron using WIFI to work from home asking for individual space for a private online meeting with disability patient.
- "I need to sit an exam, is there somewhere quiet I could go?"

The provision of such a space to support the community with a flexible space for remote/hybrid work, access to wifi and technology and a place to conduct meetings, and also to help local business start-ups and scale-ups to innovate and grow cannot be underestimated.



Proposed works would include:

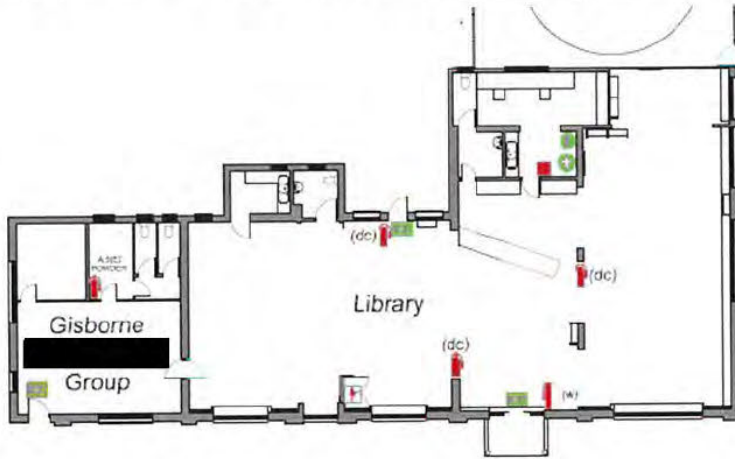
- Tie-in with library design scheme (renovations completed 2021)
- Removal of internal walls
- Upgrade of kitchen to simple kitchenette/wet area along wall adjoining toilets, including installation of boiling water tap, upgrade of sink/cabinetry/cupboards (one lockable) etc.
- Upgrade of the two toilets (all gender, with handwash facilities within each)
- Addition of half height or full height glazing to library connecting wall and internal door to library to improve lines of sight/surveillance.
- Addition of portico to external door for weather protection
- Addition of swipe-pass access to external door for after-hours access/security
- Addition of powerpoints to internal walls and central floor position for laptops/meetings/flexible use of space
- Replacement of large street-front window (currently leaking and mouldy) to match double glazed windows in library
- Addition of dual blinds to windows to reduce sun glare and allow for screening of films/presentations etc.
- Custom-built storage with moveable shelving to house GGG collection/maps/newspapers/pictures/CDs/10xchairs/trestle tables etc. Possible removal of window to carpark to allow for storage across full back wall
- Custom-built shelving including glass-fronted lockable section to house GGG collection/special collection
- Removal of old hot water service (no longer working)
- Squaring-off of wall concealing old fireplace
- Computer bank area (to accommodate 5 x PCs/1 x fiche reader)
- Wall space for memorabilia
- Mounting of big screen to shared wall with library or ceiling
- Installation of new carpet tiles/flooring
- Possible upgrade of split system – currently two small units in situ, may need to be replaced with 1 x large depending on works.

In addition to proposed building works,  would purchase the following to support flexible use of the space:

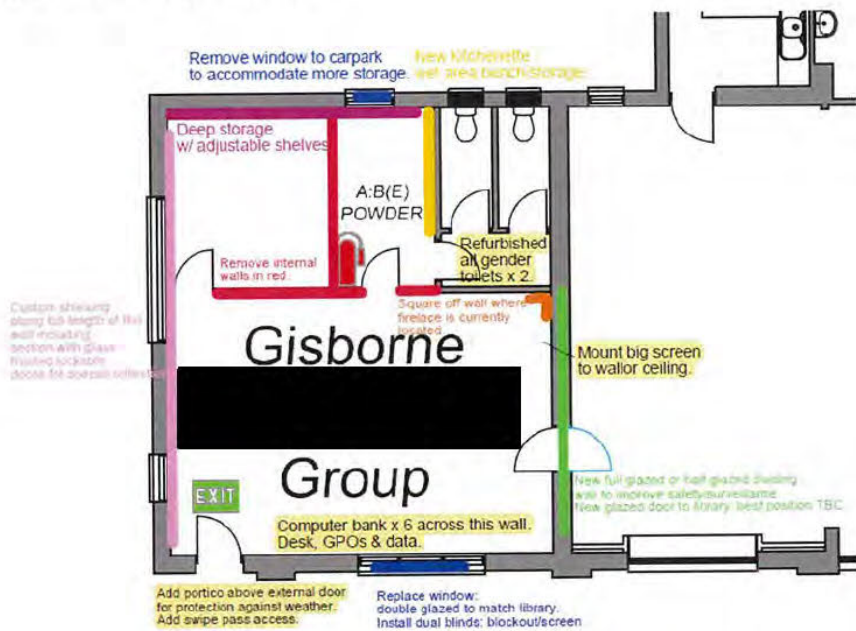
- Moveable shelving for magazines and other collection
- Foldable chairs for programs/events
- Trestle tables on wheels that flip up for storage
- Double sided display boards on wheels
- Other furniture/kitchen items as required.



Floor Plan: Gisborne Library and adjoining [redacted] Group space



Renovation concept mark-ups:





Cost Plan and Funding

█ and █ are seeking \$30,000 funding from Council in the 2023/24 budget to develop designs and a QS plan for this space. Based on this, we would then work towards grant funding for the 2024/25 financial year, via the Growing Suburbs Fund, the Living Libraries Infrastructure Program and the Central Victoria Libraries Trust.

Shared Space Agreement

Should this facility upgrade take place, the █ has agreed to support the transfer of the rental lease to █. This would allow █ to manage additional use of the space and make it available throughout the week outside of the prioritised hours set aside for the █ on Tuesdays, Thursdays, Friday afternoons and Saturdays.

We hope that Macedon Ranges Shire Council will consider the refurbishment of this section of the Council building for the shared benefit of the █ and the █ community.



7.2	HEARING OF SUBMITTERS IN RELATION TO THE DRAFT BUDGET 2023/24
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Submissions Received - Draft Budget 2023/24 (under separate cover)

Summary

At the Scheduled Council Meeting on 26 April 2023, Council resolved to give public notice of and invite submissions on the draft Budget 2023/24.

35 (thirty-five) submissions were received prior to the end of the 21-day submission period, which closed at 5pm on 19 May 2023, a further 6 (six) submissions were received after the closing period and up until the preparation of this agenda. These submissions are presented as an attachment to this report. Any further submissions received prior to this meeting will also be provided to Councillors. The submissions are presented generally in the order they were received. In accordance with privacy principles, submitters' personal details have been redacted, along with the redaction of information where Council may not have permission to publish. Councillors have been separately provided with an un-redacted version of each submission.

The purpose of this meeting is only to hear from submitters who wish to make a verbal presentation in support of their submission. Council will consider the adoption of the Budget 2023/24 at the Scheduled Council Meeting on 28 June 2023.

Recommendation

That the Committee:

- 1. Notes the submissions received on the Draft Budget 2023/24 and the verbal presentations in support of those submissions;**
- 2. Notes that these submissions will be referred for consideration and determination at the Scheduled Council Meeting to be held at 7pm on 28 June 2023; and**
- 3. Notes that responses and recommendations on the Draft Budget 2023/24 will be prepared for Council's consideration at that meeting.**

Background

At the Scheduled Council Meeting on 26 April 2023, Council resolved to endorse the Draft Budget 2023/24 to be made available for public comment in accordance with the requirements of the *Local Government Act* (2020 and 1989) and consistent with Council's *Community Engagement Policy*.

Discussion

The Local Government Better Practice Guide Planning Model Budget 2023/24, issued by the Victorian Government, states that:

“The budget is a short-term plan which specifies the resources required to fund a council’s services and initiatives over the next 12 months and subsequent 3 financial years and should be consistent with the first four years of the Financial Plan. The budget includes both strategic and operational information. At the strategic level, the budget details how the services and initiatives to be funded will contribute to the achievement of the strategic objectives in the council plan as well as the indicators and measures to monitor service performance outcomes. It must also contain major initiatives which have been identified by council as priorities. At the operational level it should express the funding of services and initiatives through financial statements describing in detail the income, expenditure, assets, liabilities, equity, cash and capital works required.”

The Draft Budget 2023/24 has been prepared consistent with the requirement of Section 94 of the *Local Government Act 2020* and forms part of the Integrated Strategic Planning and Reporting Framework developed as Part 4 of the *Local Government Act 2020*.

The draft document meets Council’s legislative obligations under Section 94 of the *Local Government Act 2020*.

Council will give consideration to any changes required to the Draft Budget 2023/24 at the Scheduled Council Meeting to be held on 28 June 2023, where a final Budget Draft Budget 2023/24 will be presented for adoption.

Summary of Submissions

A total of 41 submissions were received prior to the end of the 21-day public consultation period and prior to the preparation of this Agenda. These submissions have been provided as an attachment to this report. Any further submissions received prior to this Submitters Delegated Committee Meeting will be provided to Councillors. All submitters have been sent a letter of acknowledgement which explains the opportunity to attend the Submitters Delegated Committee Meeting, along with the guidelines for the conduct of this meeting. In accordance with privacy principles each submitter’s personal details have been redacted from the attachment, along with the redaction of information Council may not have permission to publish. However, Councillors have been separately provided with an un-redacted version of each submission.

Consultation and engagement

The Draft Budget 2023/24 was placed on public display and submissions were invited from the public from 27 April until 19 May 2023.

The draft document was made available for viewing at Council offices and on Council’s website from 27 April 2023.

Public notice was placed in local newspapers and information was shared on Council’s Social Media channels.

Collaboration

The Draft Budget 2023/24 has been prepared by officers and Councillors at a number of Councillor Briefings. In November and December 2022, an opportunity was also provided to the community to contribute ideas for consideration and inclusion in the in the Draft Budget 2023/24.

Innovation and continuous improvement

The Budget is an important part of Council's integrated strategic planning, as outlined to Council on 16 December 2020. The Budget forms one of the key elements to Council's overall Integrated Strategic Planning and Reporting Framework.

Relevant law

Section 94 of the *Local Government Act 2020* requires councils in Victoria to prepare a budget for each financial year. The *Local Government (Performance Reporting and Accountability) Act 2014*, and the *Local Government (Planning and Reporting) Regulations 2020*, specify the requirement for a budget to include major initiatives and the Regulations prescribe the relevant information disclosure requirements.

Relevant regional, state and national plans and policies

Nil

Relevant Council plans and policies

The preparation of the budget supports Council's priority of strong and reliable government. The Budget Draft Budget 2023/24 includes funding for the services outlined in the Council Plan.

Financial viability

The Draft Budget 2023/24 includes all currently known financial and resourcing requirements for Council in 2023/24.

Sustainability implications

Council funding of services continues at similar levels to previous years.

Officer declaration of conflicts of interest

No officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

It should be noted that a number of Council officers are ratepayers of Macedon Ranges Shire Council.