

Agenda

Council Meeting

Wednesday 23 October 2024 at 6:00 PM

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, present and emerging.

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 Meetings of Macedon Ranges Shire Council held on 16 September 2024 and 9 October 2024, as circulated.

9 MAYOR'S REPORT

Nil

10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF**10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - SEPTEMBER - OCTOBER 2024****Summary**

Rule 66 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	16 September 2024
Venue	Gisborne Administration Centre at 3:45pm
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death • Cr Janet Pearce • Cr Jennifer Anderson • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Geoff Neil • Cr Mark Ridgeway • Cr Christine Walker • Cr Bill West
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan (Chief Executive Officer) • Maria Weiss (Director Community) • Adele Drago-Stevens (Director Corporate) • Rob Ball (Acting Director Planning and Environment) • Rebecca Stockfeld (Interim Director Assets and Operations) • Vish Tandon (Manager Community Services) • Leanne Khan (Acting Manager Strategic Planning and Environment) • Caitlin Royce (Coordinator Community Development and Youth)

	<ul style="list-style-type: none"> Jayde McBurnie (Coordinator Community and Social Planning) Lucy Olson (Senior Governance Officer – Council Business)
Apologies officers	NIL
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> Community Directorate Integrated Annual Report 2023-2024 and Action Plan 2024-2025 Open Space Strategy - Assumptions and Principles for Discussion Agenda Review 16 September Council 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	24 September 2024
Venue	Gisborne Administration Centre at 8:30am
Present - Councillors	<ul style="list-style-type: none"> Cr Annette Death Cr Janet Pearce Cr Jennifer Anderson Cr Dominic Bonanno Cr Rob Guthrie Cr Geoff Neil Cr Mark Ridgeway Cr Christine Walker Cr Bill West
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> Bernie O'Sullivan (Chief Executive Officer) Maria Weiss (Director Community) Adele Drago-Stevens (Director Corporate) Rob Ball (Acting Director Planning and Environment) Rebecca Stockfeld (Interim Director Assets and Operations)

	<ul style="list-style-type: none"> • Travis Fitzgibbon (Manager Communications and Advocacy) • Bodey Dittloff (Coordinator Communications) • Lucy Olson (Senior Governance Officer – Council Business)
Apologies officers	NIL
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> • Annual Report 2023-24 • Preview Agenda Review 9 October planning Delegated Committee 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	NIL Did they leave the meeting? N/A
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

Type of meeting	Councillor Briefing
Date and time	8 October 2024
Venue	Gisborne Administration Centre at 9:00am
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death • Cr Janet Pearce • Cr Jennifer Anderson • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Geoff Neil • Cr Mark Ridgeway • Cr Christine Walker • Cr Bill West
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan (Chief Executive Officer) • Maria Weiss (Director Community) • Adele Drago-Stevens (Director Corporate) • Rob Ball (Acting Director Planning and Environment) • Rebecca Stockfeld (Interim Director Assets and Operations)

	<ul style="list-style-type: none"> • Travis Fitzgibbon (Manager Communications and Advocacy) • Sarah Annells (Manager Safer Communities) • Jessica Clarke-Hong (Manager Governance and Performance) • Adele Hayes (Manager Statutory Planning) • Bodey Dittloff (Coordinator Communications) • Althea Jalbert (Coordinator Local Laws) • Benup Neupane (Coordinator Engineering Services) • Rees May (Coordinator Statutory Planning and Compliance) • Lucy Olson (Senior Governance Officer – Council Business)
Apologies officers	NIL
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> • Dog off lead review - Consultation summary and data • Request for Inclusion of a Road onto the Public Road Register - Red Gap Road, Lancefield • Final Agenda Review Planning Delegated Committee Meeting 9 October • Final Agenda Review Council Meeting 9 October • Preview Agenda Review Council Meeting 23 October • 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>

Statement regarding the Election Period

The Chief Executive Officer has reviewed this report and is of the view that a decision taken on the matters raised in the report would not constitute a prohibited decision under section 69(2) of the Local Government Act 2020 and would not be inconsistent with section 4 of Council’s Election Period (Caretaker) Policy.

11 DIRECTOR PLANNING AND ENVIRONMENT REPORTS

Nil

12 CHIEF EXECUTIVE OFFICER REPORTS

CX.1	ANNUAL REPORT 2023-24
Officer:	Travis Fitzgibbon, Manager Communications and Advocacy
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Annual Report 2023-24 (under separate cover)

Summary

Macedon Ranges Shire Council's Annual Report 2023-24 has been prepared in accordance with the requirements of the *Local Government Act 2020*.

The Annual Report 2023-24 provides an account of Council's performance in the previous financial year, including against the Council Plan and Budget for that year.

Presenting this publicly helps to keep residents, businesses, employees, stakeholders and other government agencies up to date on our performance and future direction.

Recommendation

- 1. That Council: receives the Annual Report 2023-24; and**
- 2. in accordance with Section 98 of the Victorian Local Government Act 2020, gives notice that the Annual Report 2023-24 has been prepared and that it will be available on Council's website and at Council offices.**

Background

Macedon Ranges Shire Council's Annual Report informs our community of our performance for the financial year, 1 July 2023 to 30 June 2024. It also provides details of our operations, achievements and challenges. Performance is measured against how well we achieved our goals and objectives outlined in the Budget 2023-24 and Council Plan 2021–31 (Year Three).

The report's structure is guided by the Victorian Government's Local Government Performance Reporting Framework. It also includes the audited Performance Statement and Financial Statements.

Discussion

The Annual Report 2023-24 celebrates a range of achievements from the financial year, with a combination of strategic planning and efficient delivery against the context of what has been a challenging economic backdrop.

Among our key achievements was enacting the new Community Local Law 2023, setting out a range of localised regulations in the Macedon Ranges – from permits to rubbish, to pets – for the next 10 years.

The adopted Romsey Structure Plan, a key planning document, will guide the growth and development of the town until 2050.

In relation to our extensive capital works program specifically, we delivered \$45.9 million worth of works including roads and other transport infrastructure, recreational and community facilities, and parks or other open space. This was led by Council's biggest ever single capital works investment in the multi-stage Macedon Ranges Sports Precinct in New Gisborne, which provides a range of state-of-the-art indoor and outdoor recreational facilities.

Many of the important initiatives progressed by our staff and Councillors in 2023-24 do have a common theme – not only have they been informed by the expert advice of our staff and external stakeholders, but they are ultimately shaped by our community. In total, we launched at least 35 different community consultations throughout 2023-24 and received more than 1,100 submissions.

Some other highlights to note are:

- More than 250,000 metres squared of sealed roads upgrades and maintenance carried out.
- More than 3,600 sealed road potholes and defects patched.
- More than 15,500 tonnes of waste diverted from landfill, saving an estimated \$1.47 million.
- More than 1.7 million bin collections made.
- Close to 9,000 new native plants planted.
- More than 610,000 visits at Council managed aquatics and fitness sites.
- Close to 325,000 library items borrowed.
- 4,560 key age and stage developmental assessments made.

Consultation and engagement

There has been internal consultation on the Annual Report. The Audit and Risk Committee approved the Financial Statements and Performance Statement. Collaboration

The Annual Report 2023-24 has been created in accordance with the Local Government Better Practice guide, which has been developed to help local government in meeting the statutory requirements for the preparation of the Annual Report

Innovation and continuous improvement

The Financial Statements have been prepared in accordance with relevant Australian Accounting Standards and Financial Reporting Standards.

Relevant law

This report as presented meets the Legislative requirements of Section 100(1) and 18(1)(d) of the *Local Government Act 2020* (The Act) and was prepared in line with the requirements of Section 99 of The Act.

The Financial Statements have been prepared in accordance with Australian Accounting Standards.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report. However, reflecting the diversity of the work Council does and the diversity of our community has been front of mind in drafting the Annual Report 2023-24 content, and a Gender Impact Assessment lens has been cast

over the document in this context – also, to ensure it is a document that is as accessible as possible to as many people as possible.

Relevant regional, state and national plans and policies

Nil.

Relevant Council plans and policies

In order to ensure Council carries out its requirements in accordance with the Act, this report is provided to acquit those requirements. Delivering on these requirements ensures that Council delivers on its priority of strong and reliable government.

The Annual Report reflects the outcomes of projects and programs outlined in the Council Plan 2021–31 (Year Three) and the Annual Budget 2023-24.

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? Receiving the Annual Report 2023-24 will not impact on Council's energy usage and greenhouse emissions profile.

How will the recommendations mitigate risks posed by climate change to Council operations and services? Receiving the Annual Report 2023-24 will not directly impact on the mitigation of risks posed by climate change to Council's operations and services.

How will the recommendation help to prepare the community for future climate scenarios? Receiving the Annual Report 2023-24 will not directly prepare the community for future climate scenarios.

Financial viability

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

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.

13 DIRECTOR CORPORATE REPORTS

Nil

14 DIRECTOR COMMUNITY REPORTS

COM.1	COMMUNITY DIRECTORATE INTEGRATED ANNUAL REPORT 2023-2024 AND ACTION PLAN 2024-2025
Officer:	Jayde McBurnie, Coordinator Community and Social Planning
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 3. Business and tourism 4. Delivering strong and reliable government
Attachments:	1. Community Directorate Integrated Annual Report 2023-2024 (under separate cover) 2. Community Directorate Integrated Annual Action Plan 2024-2025 (under separate cover)

Summary

This report presents routine annual reporting and presentation of annual action plans from the Community Directorate through an integrated and streamlined approach.

Recommendation

That Council notes the Community Directorate Integrated Annual Report 2023-2024 and Action Plan 2024-2025.

Background

There are currently six major strategies and plans that the Community Directorate leads; these are:

- Municipal Public Health and Wellbeing Plan 2021-2025 (MPHWP)
- Disability Action Plan 2021-2025 (DAP)
- Participate – The Positive Ageing Plan 2020-2025 (PAP)
- Create – The Municipal Early Years Plan 2021-2025 (CREATE)
- Elevate – The Youth Strategy 2018-2028 (Elevate)
- The Arts and Culture Strategy 2018-2028

These plans support the delivery of Council's Community Vision and Council Plan, through the lens of wellbeing, arts and culture, addressing the needs of people with disabilities, and supporting children, young people, their families, older people, and their carers in our community.

To demonstrate this alignment, the actions within both attachments are presented in alignment with the Council Plan 2021-2031 strategic objectives and priorities.

Discussion

The MPHWP, DAP, PAP and CREATE have a routine approach to annual reporting on their progress. Previously, this has been done through the provision of separate reports. This year, these reports have been combined into one, found in **Attachment 1**.

The approach to collating this reporting revealed some duplication across these plans, in response, the 2024-2025 action plans for each of the respective plans have been brought together into a shared action plan.

This action plan is presented in **Attachment 2** and includes the MPHWP, DAP, PAP, CREATE, as well as ELEVATE and the Arts and Culture Strategy. It aims to streamline reporting processes, enable the removal of duplicated actions, and facilitate a greater level of collaboration across each plan's implementation.

Council has previously adopted all actions contained within **Attachment 2** through the respective strategies and plans.

Consultation and engagement

Consultation was undertaken through the development of respective strategies and plans referenced within this report.

Collaboration

Attachment 1 and 2 were developed collaboratively with staff across the Community directorate, and further contributed to by a number of staff across the organisation.

Innovation and continuous improvement

The approach of integrating annual reporting for the 2023-2024 year and presenting an integrated action plan for 2024-2025 presents a new approach aimed at providing continuous improvement.

Relevant law

Council's Municipal Public Health and Wellbeing Plan 2021-2025 delivers on requirements under the *Public Health and Wellbeing Act 2008* (VIC).

Council's Disability Action Plan delivers on requirements under the *Disability Act 2006* (VIC).

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

Council's Municipal Public Health and Wellbeing Plan 2021-2025 remains aligned with the Victorian Public Health and Wellbeing Plan 2023-2027, and the Loddon Mallee Population Health Plan 2023-2025.

Relevant Council plans and policies

This report presents reporting and annual action planning for six strategies and plans led by the Community Directorate.

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? No impact.

How will the recommendations mitigate risks posed by climate change to Council operations and services? Not applicable.

How will the recommendation help to prepare the community for future climate scenarios? The plans referenced within this report have identified actions for supporting the community through emergencies.

Financial viability

The actions presented in Attachment 2 will be delivered within existing Council resources already allocated to their delivery.

Sustainability implications

No implications.

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.

Statement regarding the Election Period

The Chief Executive Officer has reviewed this report and is of the view that a decision taken on the matters raised in the report would not constitute a prohibited decision under section 69(2) of the Local Government Act 2020 and would not be inconsistent with section 4 of Council's Election Period (Caretaker) Policy.

15 DIRECTOR ASSETS AND OPERATIONS REPORTS

AO.1	REQUEST FOR INCLUSION OF ROAD ONTO THE PUBLIC ROAD REGISTER - RED GAP ROAD, LANCEFIELD
Officer:	Benup Neupane, Coordinator Engineering Services
Council Plan relationship:	1. Connecting communities 4. Delivering strong and reliable government
Attachments:	Nil

Summary

This report updates Council on the work officers have undertaken after the Council resolution (2024/121) made at the 28 August 2024 Scheduled Council meeting regarding an officer's recommendation to correct a historic administrative error in the Council's Asset Management System and the Public Road Register for three segments of Red Gap Road in Lancefield.

Recommendation**That Council:**

- Notes that officers will consult with impacted property owners on the relevant sections of Red Gap Road regarding the proposed corrections to an historic administrative error to the Public Road Register.**
- Notes Council officers will contact residents who have expressed an interest in this matter.**

Background

The Red Gap Road section between West Goldie Road on the west to Mount William Road on the east has a total length of 3,295 metres, consisting of three (3) segments as shown in Figure 1 (Locality Plan) on the next page:

- Segment 1 on the western end consists of 855 metres of fire access track extending from the bend of West Goldie Road towards the east side of Red Gap Road,
- Segment 2 consists of 1060 metres of access track extending from the end of Segment 1, and
- Segment 3 on the eastern end consists of 1380 metres of access track extending from the end of Segment 2 to Mount William Road.

Officers identified that Segments 1 and 2 were incorrectly registered in the Asset Management System and had been inaccurately listed on the Public Road Register since at least April 2014.

Their current maintenance practice is inconsistent with their status, as shown in Table 1.

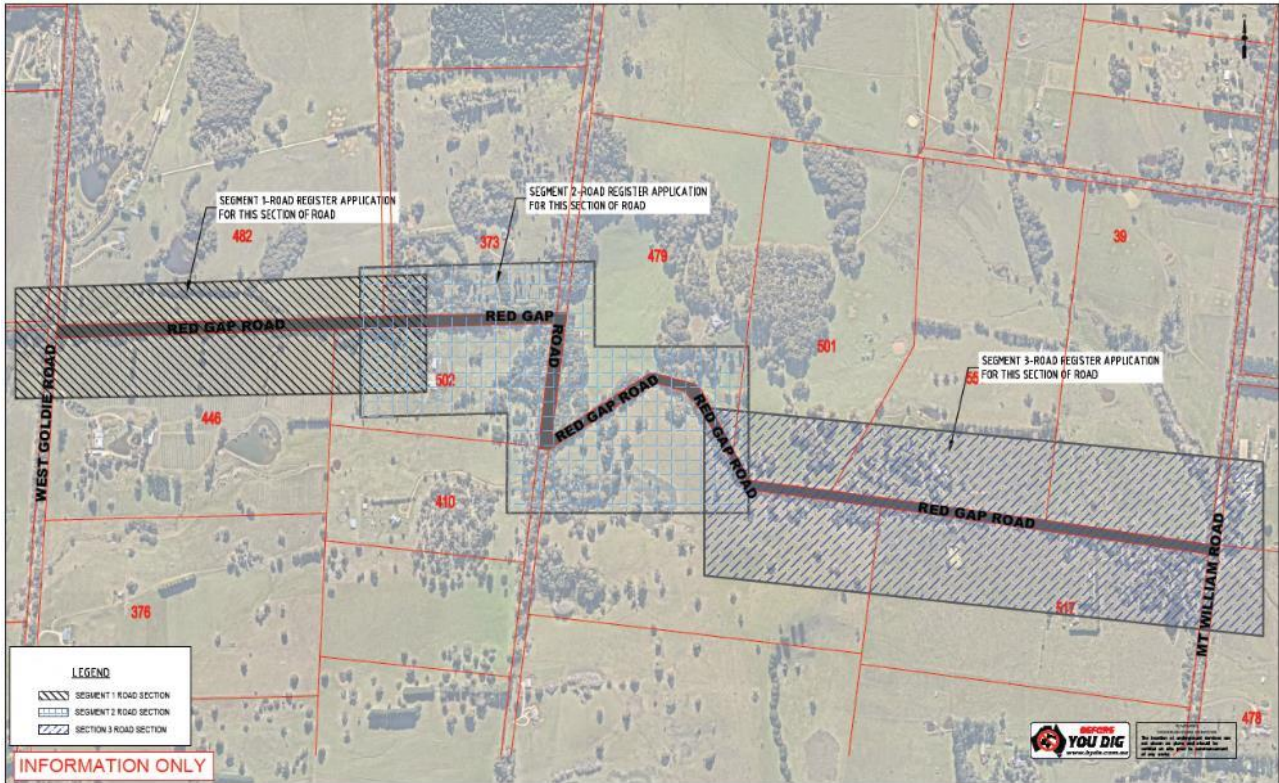


Figure 1 – Locality Plan

	Segment 1	Segment 2	Segment 3
Asset ID	101973	103343	103342
Status in Public Road Register	No (Fire Access Track)	Yes Category 4 unsealed road	Yes Category 4 unsealed road
Maintenance status	Maintained by the grading/resheeting crews for at least the last ten years	Maintained as a Fire Access Track only	Maintained by the grading/resheeting crews for at least the last ten years
Current condition (as of June 2024)	The condition is satisfactory with some minor potholes. Drainage can be improved.	The condition is poor. Drainage can be improved. Additional traffic signs are required at the road bends.	The condition is satisfactory with some potholes. Drainage can be improved. Additional traffic signs are required at the road bends.

Table 1 – Segment Description

Figures 2 to 6 provide photos of the section of Red Gap Road in question.



Figure 2 – Segment 1 near the West Goldie Rd intersection



Figure 3 – Existing drainage system on Segment 1



Figure 4 – Existing drainage system on Segment 2



Figure 5 – Existing drainage condition on Segment 3.



Figure 6 – Segment 3 Red Gap Rd intersecting with Mt William Rd.



Figure 7 – Existing potholes in Segment 1



Figure 8 – Existing potholes on segment 2.

Discussion

A report was presented at the Scheduled Council Meeting held on 28 August 2024 recommending a correction to this administrative error in the Council's Asset Management System and the Public Road Register, by including Segment 1 of Red Gap Road as a Category 4 unsealed road in the Public Road Register and removing Segment 2 of Red Gap Road and registering it as a Fire Access Track.

However, on the afternoon before the 28 August 2024 Council Meeting, Councillors received four emails from residents — one residing on Red Gap Road, one on Powells Track in Goldie, one on Aroon Road in Goldie, and another from Bullengarook — requesting that Council reconsider the officer recommendations.

The resident emails resulted in the following Resolution made at the 28 August 2024 Council Meeting:

That Council defers this item for consideration until the Scheduled Council Meeting on 23 October 2024.

Following this resolution, officers conducted traffic surveys on this section of Red Gap Road over a one-week period in September and the results showed very low traffic movement along the three segments with an average daily traffic between 15 to 27 vehicles per day.

Officers propose to discuss the survey findings, explain the earlier recommendations, generate additional options for consideration and work with the residents impacted and those who have raised concerns through a community consultation process, before proceeding with this matter.

Consultation and engagement

It is proposed to undertake four weeks community consultation commencing on 18 November 2024 through to 15 December 2024.

Collaboration

Council officers did not undertake collaboration with other local governments or statutory authorities as it is not necessary for this recommendation.

Innovation and continuous improvement

Council officers prepared this recommendation following Council's Public Roads Procedure Policy (2018).

Relevant law

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

Under the *Gender Equality Act 2020*, a Gender Impact Assessment was not required for this report's subject matter.

Relevant regional, state and national plans and policies

This recommendation has no direct or indirect policy or legislative implications on regional, state, or national plans or policies.

Relevant Council plans and policies

Council officers prepared this recommendation following Council's Public Roads Procedure Policy (2018).

Climate Impact Assessment

Climate Impact Assessment is not applicable this report.

Financial viability

Officers did not conduct a financial viability assessment, noting that the decision reflects current maintenance practice for this road.

Sustainability implications

There are no significant social or environmental issues for this request.

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.

Statement regarding the Election Period

The Chief Executive Officer has reviewed this report and is of the view that a decision taken on the matters raised in the report would not constitute a prohibited decision under section 69(2) of the Local Government Act 2020 and would not be inconsistent with section 4 of Council's Election Period (Caretaker) Policy.

16 NOTICES OF MOTION AND RESCISSION

Nil

17 URGENT BUSINESS

18 CONFIDENTIAL REPORTS

Nil