

# Agenda

**Council Meeting**  
**Wednesday 27 November 2024 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, 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 Meeting of Macedon Ranges Shire Council held on Wednesday 23 October 2024, as circulated.**

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**9 MAYOR'S REPORT**

Nil

**10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF****10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - OCTOBER - NOVEMBER 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 Induction
Date and time	12 November 2024
Venue	Gisborne Administration Centre at 9.00am
Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Jennifer Anderson</li> <li>• Cr Dominic Bonanno</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</li> <li>• Cr Kate Kendall</li> <li>• Cr Janet Pearce</li> <li>• Cr Andrew Scanlon</li> <li>• Cr Christine Walker</li> <li>• Cr Daniel Young</li> </ul>
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> <li>• Bernie O'Sullivan (Chief Executive Officer)</li> <li>• Rebecca Stockfeld (Interim Director Assets and Operations)</li> <li>• Rob Ball (Acting Director Planning and Environment)</li> <li>• Maria Weiss (Director Community)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Travis Fitzgibbon (Manager Communications and Advocacy)</li> <li>• Jessica Clarke-Hong (Manager Governance and Performance)</li> <li>• Bodey Dittloff (Coordinator Communications)</li> </ul>

	<ul style="list-style-type: none"> <li>• Lucy Olson (Senior Governance Officer)</li> <li>• Amila Sumansingha (Team Leader Service Desk)</li> <li>• Andy Bhatia (Network and Systems Administrator)</li> </ul>
Apologies officers	Nil
Presenters	Nil
Items discussed	<ul style="list-style-type: none"> <li>• Councillor Onboarding</li> <li>• Executive Leadership Team Introductions</li> <li>• Chief Executive Officer Presentation</li> <li>• Communications and Advocacy Team Presentation</li> </ul>
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 Induction
Date and time	13 November 2024
Venue	Gisborne Administration Centre at 9.00am
Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Jennifer Anderson</li> <li>• Cr Dominic Bonanno</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</li> <li>• Cr Kate Kendall</li> <li>• Cr Janet Pearce</li> <li>• Cr Andrew Scanlon</li> <li>• Cr Christine Walker</li> <li>• Cr Daniel Young</li> </ul>
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> <li>• Bernie O'Sullivan (Chief Executive Officer)</li> <li>• Rebecca Stockfeld (Interim Director Assets and Operations)</li> <li>• Rob Ball (Acting Director Planning and Environment)</li> <li>• Maria Weiss (Director Community)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Jessica Clarke-Hong (Manager Governance and Performance)</li> </ul>

	<ul style="list-style-type: none"> <li>• Simon Finlay (Interim Manager Civil Services and Resource Recovery)</li> <li>• Benup Neupane (Acting Manager Engineering and Asset Services)</li> <li>• Vish Tandon (Manager Community Services)</li> <li>• Amy Holmes (Manager Community Strengthening)</li> <li>• Hugh Cameron (Manager Digital Technology Services)</li> <li>• Kylie Tatt (Manager People and Wellbeing)</li> <li>• Travis Harling (Manager Finance and Reporting)</li> <li>• Jayde McBurnie (Coordinator Community and Social Planning)</li> <li>• Lucy Olson (Senior Governance Officer)</li> </ul>
Apologies officers	Nil
Presenters	<ul style="list-style-type: none"> <li>• Annette Death (Previous Mayor)</li> </ul>
Items discussed	<ul style="list-style-type: none"> <li>• Assets and Operations Directorate Presentation</li> <li>• Community Directorate Presentation</li> <li>• Corporate Directorate Presentation</li> <li>• What does it mean to be the Mayor?</li> <li>• Administrative session</li> </ul>
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 Induction
Date and time	20 November 2024
Venue	Gisborne Administration Centre at 9.30am
Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Jennifer Anderson</li> <li>• Cr Dominic Bonanno</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</li> <li>• Cr Kate Kendall</li> <li>• Cr Janet Pearce</li> <li>• Cr Andrew Scanlon</li> <li>• Cr Christine Walker</li> </ul>

	<ul style="list-style-type: none"> <li>• Cr Daniel Young</li> </ul>
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> <li>• Bernie O'Sullivan (Chief Executive Officer)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Jessica Clarke-Hong (Manager Governance and Performance)</li> <li>• Travis Harling (Manager Finance and Reporting)</li> <li>• Lucy Olson (Senior Governance Officer)</li> <li>• Cindy Stevens (Acting Senior Governance Officer)</li> <li>• Brianna Williams (Business Support Officer)</li> </ul>
Apologies officers	Nil
Presenters	<ul style="list-style-type: none"> <li>• Kate Oliver (Maddocks)</li> </ul>
Items discussed	<ul style="list-style-type: none"> <li>• Maddocks Mandatory Induction Session</li> <li>• Council Budget and Finance</li> <li>• Councillor Only - Mayoral and Deputy Mayoral pitches/stump speeches</li> </ul>
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 Induction
Date and time	21 November 2024
Venue	Gisborne Administration Centre at 9.30am
Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Jennifer Anderson</li> <li>• Cr Dominic Bonanno</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</li> <li>• Cr Kate Kendall</li> <li>• Cr Janet Pearce</li> <li>• Cr Andrew Scanlon</li> <li>• Cr Christine Walker</li> <li>• Cr Daniel Young</li> </ul>
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> <li>• Bernie O'Sullivan (Chief Executive Officer)</li> </ul>

	<ul style="list-style-type: none"> <li>• Rebecca Stockfeld (Interim Director Assets and Operations)</li> <li>• Rob Ball (Acting Director Planning and Environment)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Jessica Clarke-Hong (Manager Governance and Performance)</li> <li>• Adele Hayes (Manager Statutory Planning)</li> <li>• Stephen Pykett (Manager Economic Development and Visitor Economy)</li> <li>• Tania Macleod (Acting Manager Strategic Planning and Environment)</li> <li>• Sarah Annells (Manager Safer Communities)</li> <li>• Amila Sumansingha (Team Leader Service Desk)</li> <li>• Lucy Olson (Senior Governance Officer)</li> <li>• Cindy Stevens (Acting Senior Governance Officer)</li> <li>• Brianna Williams (Business Support Officer)</li> </ul>
Apologies officers	Nil
Presenters	<ul style="list-style-type: none"> <li>• Julie Reid (VLGA)</li> </ul>
Items discussed	<ul style="list-style-type: none"> <li>• VLGA - Planning Framework</li> <li>• Planning and Environment Directorate Presentation</li> <li>• Governance Presentation</li> <li>• Round Up Session</li> </ul>
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>



**11 DIRECTOR CORPORATE REPORTS**

<b>COR.1</b>	<b>CONTRACTS TO BE AWARDED AS AT NOVEMBER 2024</b>
<b>Officer:</b>	<b>Corinne Farley, Coordinator Contracts</b>
<b>Council Plan relationship:</b>	<b>4. Delivering strong and reliable government</b>
<b>Attachments:</b>	<b>Nil</b>

**Summary**

This report provides details of contracts proposed to be awarded under a delegation from Council, from the date of the last report. Although this report recommends noting the power delegated to Council officers, Council has the power to:

- a) direct that the Chief Executive Officer (CEO) award the contract under the direct delegation from Council; or
- b) specifically delegate the power to the CEO.

**Recommendation****That Council:**

1. **Notes that the following contracts will be awarded by Council officers under delegated authority:**
  - (a) **C2025-79 Bolinda Hall Renewal Works**
  - (b) **C2025-80 Footbridge Replacement Clarke Street Mount Macedon**
2. **Grants delegated authority to the Chief Executive Officer to award the following contracts:**
  - (a) **C2025-76 Gilbert Gordon Oval Netball Courts**
  - (b) **C2025-77 Supply Panel Asphalt Works**

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**Background information**

Council's delegated authority to its officers to award a contract is controlled by the financial value of the contract. The various financial limits of the authority are specified in Appendix 6 of the Procurement Policy.

**Opportunity to review delegated authority**

This report provides Council with a summary of proposed contracts, which are being advertised and also indicates whether or not delegated authority to award the contract exists.

**C2025-79 Bolinda Hall Renewal Works**

The objective of this contract is to rectify the structural integrity of the main hall, refurbish the external cladding of the building and drainage along the east side of the building to aid the subfloor rectification works.

The CEO has delegated authority to award this contract.

**C2025-80 Footbridge Replacement Clarke Street Mount Macedon**

This contract is to replace the damaged and unsafe footbridge in Clarke Street road reserve over Melbourne Water's Willimigongon Creek. The design and construction procurement is to engage a suitably qualified and experienced contractor to replace the footbridge.

The CEO has delegated authority to award this contract.

**C2025-76 Gilbert Gordon Oval Netball Courts**

This contract is for the construction of two new additional netball courts at the Gilbert Gordon Oval.

The contract will exceed the \$1 million financial delegation of the Chief Executive Officer.

**C2025-77 Supply Panel Asphalt Works**

This is a supply panel for the provision of asphalt works for new and upgraded roads throughout the Shire. This contract will replace the existing contract which is due to expire on 2 December 2024.

The proposed 3-year contract with an extension option of 2 years exceeds the delegated authority of the Chief Executive Officer

**Consultation and engagement**

The nature of this report does not require consultation or community engagement.

**Collaboration**

The nature of this report does not require collaboration with other councils, governments or statutory bodies.

**Innovation and continuous improvement**

Council reviews its Procurement Policy regularly, in accordance with the *Local Government Act 2020*. These reviews consider options for innovation and are part of continuous improvement processes.

**Relevant Law**

The *Local Government Act 2020* provides for Council to delegate powers to staff, including the power to award contracts.

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 and policies that are relevant to the subject matter of this report.

**Relevant Council plans and policies**

The awarding of contracts is undertaken in accordance with the provisions of Council's Procurement Policy.

**Climate Impact Assessment**

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? N/A

How will the recommendations mitigate risks posed by climate change to Council operations and services? N/A

How will the recommendation help to prepare the community for future climate scenarios? N/A

**Financial viability**

Funds for all contracts to be awarded, as listed above, have been provided in the capital and operational budget and future annual budgets.

**Sustainability implications**

Council's Procurement Policy requires staff to procure goods, services and works from suppliers who actively employ sustainable practices in their operations.

**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.

<b>COR.2</b>	<b>QUARTERLY FINANCIAL REPORT FOR PERIOD ENDING 30 SEPTEMBER 2024</b>
<b>Officer:</b>	<b>Travis Harling, Manager Finance and Reporting</b>
<b>Council Plan relationship:</b>	<b>4. Delivering strong and reliable government</b>
<b>Attachments:</b>	<b>Nil</b>

### Summary

The purpose of this report is to provide Council and the community with a report on the financial position of the Macedon Ranges Shire Council to 30 September 2024 for the 2024/2025 financial year (Quarter 1), in accordance with the requirements of the *Local Government Act 2020*.

### Recommendation

**That Council receives the Quarterly Financial report as at 30 September 2024, in accordance with the requirements of the Local Government Act 2020.**

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### Background

This report on Council's financial performance against budget has been prepared in accordance with Section 97 of the *Local Government Act 2020*, which states "as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public."

### Discussion

The two financial reports included in this document—the Income Statement and the Capital Works Statement as of 30 September 2024—offer a comprehensive update on the financial performance of the Council in relation to the 2024/2025 budget.

The Income Statement provides details on the Council's revenue and expenditure, giving insight into operating performance, including any variances between actual results and budget projections. This helps assess whether revenue and expenditure are tracking as anticipated, identifying any financial adjustments that may be needed for the remainder of the financial year.

The Income Statement reports an operating surplus of \$61.99M for the three months ending 30 September 2024, exceeding the budgeted surplus of \$58.66M. In line with accounting standards, all rates income is recognised at the start of the financial year when rates are levied. This method records the income upfront and simultaneously creates a receivable in the balance sheet. As rate payments are received throughout the year, the receivable balance will gradually decrease.

This initial results in Council reporting early in the financial year decrease as the year progresses, as expenditure is incurred throughout the year to deliver services and programs of works.

Council's Income Statement at 30 September 2024 is provided below, with analysis of year-to-date material variances.

## INCOME STATEMENT

### 3 months ended 30 September 2024

	2024/25 Sept YTD Adj. Budget* \$'000	2024/25 Sept YTD Actuals \$'000	2024/25 Sept YTD Variance \$'000
<b>Income</b>			
Rates and charges	63,272	63,345	73
Statutory fees and fines	758	726	(32)
User fees	2,184	1,879	(305)
Grants - operating	12,359	13,016	657
Grants - capital	7,414	8,528	1,114
Contributions - monetary	532	647	115
Other income	712	1,451	739
<b>Total income</b>	<b>87,231</b>	<b>89,592</b>	<b>2,361</b>
<b>Expenses</b>			
Employee costs	12,607	12,576	31
Materials and services	10,167	9,253	914
Depreciation and amortisation	4,403	4,201	202
Borrowing costs	209	199	10
Other expenses	1,262	1,335	(73)
<b>Total expenses</b>	<b>28,648</b>	<b>27,564</b>	<b>1,084</b>
<b>Surplus/(deficit) excluding other adjustments</b>	<b>58,583</b>	<b>62,028</b>	<b>3,445</b>
<b>Other adjustments</b>			
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	75	(30)	(105)
<b>Total surplus/(deficit)</b>	<b>58,658</b>	<b>61,998</b>	<b>3,340</b>

The Income Statement includes all sources of Council revenue and expenditure incurred in its day-to-day operations. It should be noted that expenditure listed in the Income Statement does not include the cost of asset purchases or sales, loan repayments, capital works expenditure or reserve funds. It does however, include depreciation as an expense.

Overall the operating surplus of \$61.998m is \$3.34m favourable to budget. The financial summary provides an explanation of key variances to budget.

\* This column represents the adjusted budget which is the 2024/25 adopted budget adjusted for the 2023/24 carry forward budgets and any Council approved budget changes during 2024/25.

### Income Statement - Year-to-Date (YTD) Key Actual vs Budget Variances

#### Operational Revenue

*Grants operating:* Grants have been received earlier than budgeted, the two grants of note relate to Emergencies \$195K and Waste Services \$345K. Both grants will be utilised during the remainder of the year against allocated budget.

*Grants capital:* The \$1.11M favourable variance to budget is due to the accounting treatment of several capital grants at 30 June. Several grants were required to be accrued and have

been recognised as income in the first quarter of the 2024/25 financial year, creating a favourable variance.

*Other income:* Actual income is \$1.45M, this is \$739K favourable, contributing to the favourable variance is income relating to interest on investments being favourable to budget by \$184K and several other amounts relating to reimbursements that were received.

### Operational Expenditure

*Materials and services:* Actual expenditure of \$9.2M is \$914K above budget phasing for the three months ending 30 September 2024. This variance is due to timing, as programs and projects are initiated in the new financial year. It is anticipated that actuals will align with the budget as program delivery progresses.

The Capital Works Statement provides stakeholders, including community members, a clear view of the progress, costs, and budget alignment of various infrastructure programs. It helps track the efficient use of resources, highlights any variances between planned and actual expenditures.

Council's Capital Works Statement at 30 September 2024 is provided below, with analysis of year-to-date material variances.

<b>CAPITAL WORKS STATEMENT</b>				
<b>As at 30 September 2024</b>				
	2024/25 Annual	2024/25 September	2024/25 September	2024/25 September
	Budget \$'000	Budget \$'000	Actuals \$'000	Variance \$'000
<b>Property</b>				
Land and land improvements	0	-	4	- 4
Buildings and building improvements	5,593	1,009	421	588
<b>Total property</b>	<b>5,593</b>	<b>1,009</b>	<b>425</b>	<b>584</b>
<b>Plant and equipment</b>				
Plant, machinery and equipment	2,482	244	45	198
Computers and telecommunications	351	82	90	(8)
<b>Total plant and equipment</b>	<b>2,833</b>	<b>326</b>	<b>136</b>	<b>190</b>
<b>Infrastructure</b>				
Roads	16,581	1,016	857	159
Bridges	1,060	277	25	252
Footpaths and Cycleways	12,163	2,823	69	2,754
Drainage	1,055	315	34	281
Recreational, leisure and community facilities	11,247	1,554	383	1,171
Parks, open space and streetscapes	224	154	39	115
Other infrastructure	1,656	199	102	97
<b>Total infrastructure</b>	<b>43,987</b>	<b>6,338</b>	<b>1,509</b>	<b>4,829</b>
<b>Total capital works expenditure</b>	<b>52,413</b>	<b>7,673</b>	<b>2,069</b>	<b>5,603</b>

**Capital Works Statement - Year-to-Date (YTD) Key Actual vs Budget Variances**Capital Works

The YTD Capital Works Statement reports \$2.07M of works delivered to 30 September 2024 where the total budget including carry forwards for the 12-month period is \$52.41M. Infrastructure expenditure of \$2.07M is lower than budget of \$7.67M, due in part to delayed construction for a variety of reasons of some projects. The difference in works delivered compared with budget is also attributable in part to expenditure phasing requiring revision for some projects. The Macedon Ranges Shared Trail Project (Footpaths and Cycleways) and Macedon Ranges Regional Sports Precinct Stage 2 (Recreational, leisure and community facilities) are the two significant projects contributing to this variance.

**Other – Year-to-Date (YTD) Key Actual vs Budget Financial Variances**Investments

Investments held at 30 September 2024 total \$33.08M. Investments are earning adequate interest, with 63% of investments held with institutions that do not lend to organisations linked with fossil fuel, compliant with the Investment policy requirement for at least 20%. Interest rates are expected to remain steady for the remainder of the financial year.

Storm Reports

Council currently has outstanding claims totalling \$593,280. These claims are related to weather events that affected the shire in October 2022, December 2023 through January 2024, and February 2024.

Loans

Budgeted loans have not yet been drawn down. The timing of project delivery resulting in adequate cash holdings will allow the budgeted loan to be drawn down later in the year.

**Consultation and engagement**

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

**Collaboration**

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

**Innovation and continuous improvement**

The Quarterly Financial 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 Financial Report is reviewed by the Executive and incorporates feedback from various levels of management to enhance readability and allow for continuous improvement.

This includes streamlining the content of the report and providing updates on performance against the Council Plan at half-yearly intervals, consistent with the Local Government Act 2020 and transparency principles.

**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**

Macedon Ranges Shire Council Financial Plan 2021-31

Macedon Ranges Council Budget 2024-25

Macedon Ranges Investment Policy

**Climate Impact Assessment**

The detail underpinning the Monthly financial reports and capital works program reporting provide opportunity for Council to assess and reduce energy usage and greenhouse gas emissions by understanding the financial impact of energy-efficient practices and sustainable technologies. These measures will also help to mitigate climate change risks to Council operations and services by investing in climate-resilient infrastructure and adaptive strategies, ensuring continuity and reliability.

Officers continue to ensure sustainable investments in line with Council's Investment Policy with institutions that do not lend to organisations linked with fossil fuel, in line with our climate commitments.

**Financial viability**

The Quarterly Report provides information on Council's operating and financial performance for the quarter ending 30 September 2024. The financial statements within the report indicate that Council remains in a sound financial position.

**Sustainability implications**

As per Council's Investment Policy, 63% of investments are currently held with institutions that do not lend to organisations linked with fossil fuel, compliant with the Investment policy.

**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.



<b>COR.3</b>	<b>AUDIT AND RISK COMMITTEE COUNCILLOR APPOINTMENT AND COUNCIL MEMBERSHIPS</b>
<b>Officer:</b>	<b>Lucy Olson, Senior Governance Officer - Council Business</b>
<b>Council Plan relationship:</b>	<b>4. Delivering strong and reliable government</b>
<b>Attachments:</b>	<b>Nil</b>

### Summary

This report is presented to Council to determine Councillor representation on Council's Audit and Risk Committee from November 2024 till November 2025, and to approve the renewal of Council's membership of several peak bodies and associations.

### Recommendation

#### That Council:

1. **Appoints Councillor AAA and Councillor BBB to be the Councillor delegates to the Audit and Risk Committee.**
2. **Appoints Councillor XXX and Councillor YYY to be the Councillor delegate substitutes to the Audit and Risk Committee.**
3. **Endorses the ongoing membership to the Central Victorian Greenhouse Alliance, the Rural Councils Victoria Incorporated and the Municipal Association of Victoria.**
4. **Endorses the ongoing membership to the Victorian Local Governance Association and the Australian Local Government Women's Association - Victorian Branch**

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### Background

Effective representation on relevant external organisations and internal advisory committees is a critical element of Council's advocacy program and internal oversight. Through its membership of and representation on a diverse range of relevant local, regional and state committees and organisations, Council is well placed to represent and advocate for the interests of the Macedon Ranges Shire Council.

Through internal committees, Council can ensure that it delivers appropriate independent input and oversight and meets key legislative obligations.

Council has established several committees or been invited to appoint a delegate or delegates to various external committees and organisations of which it is a member, or to which it subscribes.

The Audit and Risk Committee is established under Section 53 of the *Local Government Act 2020* (LGA 2020) as an Advisory Committee to Council. Its role is to assist Council in the effective conduct of its responsibilities, and to review and provide advice in good corporate governance, managing risk and improving operational controls.

These committees and organisations collectively assist Council to plan and develop services and programs and set strategic and policy directions. Membership and participation of

committees may include residents, industry or sector specialists, Councillors and/or Council officers.

### **Discussion**

Traditionally, Councillor appointments to external organisations, committees and community groups and Council organisational memberships have been determined at the November meeting of Council for the following 12 months.

With the declaration of the 2024 local election in November 2024 and the first Council Meeting of the term on 27 November 2024, following the election of the Mayor, the timeframe for newly inducted Councillors to thoroughly discuss appointments has been limited.

Given these time restrictions the timeline for the appointment of delegates to external organisations, committees and community groups and the endorsement of Council organisational memberships at the for the end of 2024 is:

- Council Meeting 27 November 2024
  - Appointment of Councillor's to Council's Audit and Risk committee in order to fulfil commitment to a Committee meeting in December 2024.
  - Council organisational memberships of peak bodies and associations.
- Council Meeting 18 December 2024
  - All further appointments following briefing of Councillors.

Council's Audit and Risk Committee consists of four independent members and two Councillor delegates. The Committee meets a minimum of four times a year. Meeting minutes are circulated to the Councillors, Executive, Managers and Auditors.

Annually Council resolves organisational membership of several peak bodies and associations that support Victorian Councils and Councillors and Councillors through representation and advocacy, policy development and advice, and other activities, such as training and professional development. To continue ongoing access to these services and assistance, it is proposed that these memberships be presented for endorsement as soon as possible to the new Council.

Council subscribes to Municipal Association of Victoria, Victorian Local Governance Association, Central Victorian Greenhouse Alliance, Rural Councils Victoria Incorporated, and Australian Local Government Women's Association - Victorian Branch.

### **Consultation and engagement**

Officers from across the organisation have contributed to the preparation of this information.

### **Collaboration**

There has been no collaboration with other councils or agencies in the preparation of this report.

### **Innovation and continuous improvement**

Council utilises the information and advice gathered through its participation in the various committees, organisations, bodies and associations listed in this report to continuously improve its services and make informed, strategic decisions.

### **Relevant law**

The LGA 2020 provides that Council must establish an Audit and Risk Committee.

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

Appointing Councillor representatives to internal advisory committees and external organisations in 2023 to advocate on behalf of the municipal community is consistent with the *Charter of Human Rights and Responsibilities Act 2006*.

**Relevant regional, state and national plans and policies**

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

**Relevant Council plans and policies**

The subject matter of this report is in alignment with the Council Plan strategic objective *Delivering strong and reliable government*.

**Climate Impact Assessment**

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? N/A

How will the recommendations mitigate risks posed by climate change to Council operations and services? Continued membership of the Central Victorian Greenhouse Alliance allows Council to work closely with other Councils in our area to collectively work on lowering greenhouse gas emissions across central Victoria.

How will the recommendation help to prepare the community for future climate scenarios? N/A

**Financial viability**

The current resourcing and support for the operations of these committees, along with funding of membership are included in Council's 2024/25 Budget.

**Sustainability implications**

There are no sustainability implications as a result of the preparation 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.

<b>COR.4</b>	<b>ALTERATION OF THE DATE OF THE DECEMBER 2024 PLANNING DELEGATED COMMITTEE MEETING</b>
<b>Officer:</b>	<b>Lucy Olson, Senior Governance Officer - Council Business</b>
<b>Council Plan relationship:</b>	<b>4. Delivering strong and reliable government</b>
<b>Attachments:</b>	<b>Nil</b>

### Summary

It is proposed that Council reschedule the November Planning Delegated Committee Meeting due to be held online from 7pm Wednesday 4 December 2024 to a new date 7pm Wednesday 11 December 2024.

### Recommendation

**That Council reschedules the Planning Delegated Committee Meeting currently scheduled to be held online at 7pm Wednesday 4 December 2024 to instead be held online at 7pm Wednesday 11 December 2024.**

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### Background

There is an existing Council resolution scheduling the December Planning Delegated Committee Meeting to be held online at 7pm on Wednesday 4 December 2024. With the declaration of the 2024 council election taking place on the 08 November 2024 and the swearing in of new councillors occurring on the 11 November 2024 the current date for the December Planning Committee Meeting does not give sufficient time for the consideration of any matters for new councillors. Therefore, it is proposed to reschedule the December Planning Delegated Committee Meeting to a new date of 7pm Wednesday 11 December 2024.

### Discussion

In accordance with Council's Governance Rules (sub-rule 13(a)) '*The dates, times and places of scheduled meetings will be fixed by a Council resolution from time to time*' and (sub-rule 13(b)) "*Subject to the requirements of sub-rule (a), the date, time or place of a scheduled Council meeting may be altered by resolution of Council.*"

Meetings of the Planning Delegated Committee are held, if required, online on the second Wednesday of each month, except January, when no meeting is proposed to be held. A further exception occurs in December, when it has traditionally been held on the first Wednesday of the month.

At the Scheduled Council Meeting held on 22 November 2023, Council adopted its meeting schedule for 2024, which included a Planning Delegated Meeting on Wednesday 4 December 2024 at 7pm. This resolution of Council was made prior to the declaration and swearing in ceremony dates for the 2024 Local Government Election being known. Since this meeting was scheduled by Council resolution, a Council resolution is required to reschedule it.

**Consultation and engagement**

No consultation or engagement was required due to the nature of this matter.

**Collaboration**

No collaboration was required due to the nature of this matter.

**Innovation and continuous improvement**

This matter is not the subject of any measures for innovation and continuous improvement.

**Relevant law**

Council governance mechanisms are prescribed under the Local Government Act 2020.

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**

Since the meeting date was scheduled by a Council resolution, a Council resolution is required to reschedule it consistent with Council's Governance Rules.

**Climate Impact Assessment**

Not applicable.

**Financial viability**

There are no impacts on financial viability.

**Sustainability implications**

No sustainability impacts have been identified.

**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 NOTICES OF MOTION AND RESCISSION**

Nil

**13 URGENT BUSINESS**

**14 CONFIDENTIAL REPORTS**

Nil