

# Minutes

**Council Meeting**

**Wednesday 17 December 2025 at 7:00 PM**

**Gisborne Administration Centre**

**40 Robertson Street, Gisborne**

**DRAFT**

**Order of business**

<b>1</b>	<b>Acknowledgement of Country</b>	<b>4</b>
<b>2</b>	<b>Recording of live streaming of this Council meeting</b>	<b>4</b>
<b>3</b>	<b>Present</b>	<b>4</b>
<b>4</b>	<b>Apologies</b>	<b>4</b>
<b>5</b>	<b>Conflicts of interest</b>	<b>4</b>
<b>6</b>	<b>Petitions</b>	<b>5</b>
6.1	Petition in relation to Riddells Creek Men's Shed Lease of Land Request	5
6.2	Petition in relation to Maintenance of Tullohs Lane Fences - Stock and Vehicle Movement	5
<b>7</b>	<b>Deputations and presentations to Council</b>	<b>6</b>
<b>8</b>	<b>Adoption of minutes</b>	<b>6</b>
<b>9</b>	<b>Mayor's report</b>	<b>6</b>
9.1	Mayor's Report - November - December 2025	6
<b>10</b>	<b>Record of meetings of Councillors and Council staff</b>	<b>7</b>
10.1	Record of Meetings of Councillors and Council Staff - November - December 2025	7
<b>11</b>	<b>Planning and Environment reports</b>	<b>7</b>
PE.1	PLN/2025/109 - 180 Main Road, Riddells Creek	7
PE.2	PLN/2023/395 - 33 Mount St Marys Lane Kyneton	8
PE.3	PLN/2024/184 - 101 Jim Road Newham	10
PE.4	PLN/2023/352 - Romsey Road Woodend	11
PE.5	Environment Grants Review and Recommendations	13
PE.6	Draft Biodiversity Strategy	14
PE.7	Draft Open Space Strategy Consultation Outcomes	14
PE.8	Onsite Wastewater Management Plan 2025 - 2026	14
PE.9	Response to Petition Regarding Pedestrian Access Gates to the Sullivans Road Reserve	15
PE.10	AGR/2025/11 - 9 Trenchard Street WOODEND VIC 3442 and PLN/2020/225/B - Rhonda Park, 36 Sullivans Road WOODEND	15
<b>12</b>	<b>Chief Executive Officer reports</b>	<b>16</b>
CX.1	Proposed renaming of the Clarke Street footbridge in Mount Macedon in remembrance of the late Christine Walker	16
CX.2	Macedon Ranges Shire Council Advocacy Projects Prospectus 2026	17
<b>13</b>	<b>Corporate reports</b>	<b>18</b>
COR.1	Audit and Risk Committee Biannual Report - December 2025	18

COR.2 Council Meeting Dates 2026.....	18
COR.3 Fraud and Corruption Control Framework .....	19
COR.4 Consultation on Draft Ministerial Guidelines Relating to Payment of Rates and Charges.....	19
COR.5 Draft Artificial Intelligence (AI) Policy.....	20
COR.6 Draft CEO Employment and Remuneration Committee Policy .....	20
<b>14 Community reports .....</b>	<b>21</b>
COM.1 Small Project Grant Recommendations.....	21
COM.2 Australia Day Grants Program 2026 .....	21
<b>15 Assets and Operations reports .....</b>	<b>22</b>
AO.1 Response to Petition - Rangeview Park, Riddells Creek .....	22
<b>16 Notices of motion and rescission .....</b>	<b>22</b>
No. 10/2025-26: Notice of Motion - Resource Recovery.....	22
<b>17 Urgent business .....</b>	<b>23</b>
<b>18 Confidential reports .....</b>	<b>24</b>
18.1 Review of Councillor Conduct Matter for Advice.....	24
18.2 CEO Employment and Remuneration Committee .....	24

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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 was 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**

Cr Kate Kendall (Mayor), Cr Cassy Borthwick (Deputy Mayor), Cr Jennifer Anderson, Cr Rob Guthrie, Cr Alison Joseph, Cr Janet Pearce, Cr Andrew Scanlon, Cr Daniel Young

**IN ATTENDANCE**

Bernie O'Sullivan (Chief Executive Officer), Adele Drago-Stevens (Director Corporate), Rebecca Stockfeld (Director Planning and Environment), Dominic Testoni (Director Assets and Operations), Jarrod Westwood (Acting Director Community), Jessica Clarke-Hong (Manager Governance and Performance), Lucy Olson (Senior Governance Officer - Council Business)

**4 APOLOGIES**

Cr Dominic Bonanno (on leave)

**5 CONFLICTS OF INTEREST**

Bernie O'Sullivan (Chief Executive) declared a general conflict of interest with Item 6.2 due to knowing some of the petitioners and familial connections to the area in question

**6 PETITIONS****6.1 PETITION IN RELATION TO RIDDELLS CREEK MEN'S SHED LEASE OF LAND REQUEST****Summary**

A petition has been received from Jeff Shepherd in Fern Hill on behalf of 545 residents stating:

“We the undersigned, petition Macedon Ranges Shire Council as of Monday 20<sup>th</sup> October 2025 to Riddells Creek Men’s Shed Members (RCMS), are asking the Macedon Ranges Shire Councillors to give permission for RCMS Inc. to obtain a lease on a small area of land, within the Riddells Creek Recreation Reserve”.

**Resolution 2025/162**

Moved: Cr Jennifer Anderson  
Seconded: Cr Alison Joseph

**That Council:**

- 1. Notes the petition from Jeff Shepherd on the matter of the Riddells Creek Men’s Shed Lease of Land Request with 545 signatories;**
- 2. Notes that the petition has been circulated to all Councillors confidentially as it contains personal information; and**
- 3. Requests the Chief Executive Officer to prepare a report in response to this petition to be presented at the March 2026 meeting of Council.**

**CARRIED****6.2 PETITION IN RELATION TO MAINTENANCE OF TULLOHS LANE FENCES - STOCK AND VEHICLE MOVEMENT****Summary**

A petition has been received from Nicholas White in Sidonia on behalf of 30 residents stating:

“Mayor and Councillors of the Macedon Ranges Shire Council, we the undersigned, petition Macedon Ranges Shire Council as of 18 August 2025 to use councils' power (under Clause 5, Schedule 11 of the LGA 1989) to enforce maintenance of Tullohs Lane fences to allow the movement of stock and vehicles through the gazetted road/thoroughfare. Access would prioritise the collective needs of the community over individual preferences as a key route for fire/emergency services access shouldn't be cut off”.

**Procedural Note:** Bernie O’Sullivan (Chief Executive Officer) having declared a conflict of interest with this item left the meeting at 7:04pm.

**Resolution 2025/163**

Moved: Cr Rob Guthrie  
Seconded: Cr Andrew Scanlon

**That Council:**

- 1. Notes the petition from Nicholas White on the matter of the maintenance of Tullohs Lane fences with 31 signatories;**
- 2. Notes that the petition has been circulated to all Councillors confidentially as it contains personal information; and**
- 3. Requests the Chief Executive Officer to prepare a report in response to this petition to be presented at the March 2026 meeting of Council.**

**CARRIED**

**Procedural Note:** Bernie O'Sullivan (Chief Executive Officer) returned to the meeting at 7:06pm.

**7 DEPUTATIONS AND PRESENTATIONS TO COUNCIL**

Vinitha Pinto - Chair of the Audit and Risk Committee, presented the Audit and Risk Committee's Biannual Report – December 2024 to Council.

**8 ADOPTION OF MINUTES****Resolution 2025/164**

Moved: Cr Jennifer Anderson  
Seconded: Cr Andrew Scanlon

That the minutes of Ordinary Meeting of the Macedon Ranges Shire Council held on Tuesday 25 November 2025 and Wednesday 26 November 2025 as circulated be confirmed

**.CARRIED****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT - NOVEMBER - DECEMBER 2025****Resolution 2025/165**

Moved: Cr Rob Guthrie  
Seconded: Cr Cassy Borthwick

**That Council receives and notes the Mayor's report.**

**CARRIED**

**10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF****10.1****RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - NOVEMBER - DECEMBER 2025****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.

**Resolution 2025/166**

Moved: Cr Rob Guthrie  
Seconded: Cr Alison Joseph

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

**CARRIED****11 PLANNING AND ENVIRONMENT REPORTS****PE.1 PLN/2025/109 - 180 MAIN ROAD, RIDDELLS CREEK****Summary**

Council has received an application seeking approval for the use and development of the land for a fire station (CFA) and creation of access to a Transport Zone 2 Road at 180 Main Road, Riddells Creek.

As part of the assessment process, the application was advertised to adjoining and surrounding landowners/occupiers and nine objections have been received.

A consultation meeting was undertaken on Thursday 13<sup>th</sup> of November 2025 between the applicant and objectors.

**Resolution 2025/167**

Moved: Cr Rob Guthrie  
Seconded: Cr Andrew Scanlon

**That Council support the Planning Permit Application PLN/2025/109 and a Notice of Decision to Grant a Permit be issued for the use and development of the land for an emergency services facility (fire station) and create access to a road in the Transport Zone 2 the land at LOT 18 LP 111070 P/Kerrie, 180 Main Road RIDDELLS CREEK subject to the conditions outlined in Attachment 1.**

**CARRIED**

**PE.2 PLN/2023/395 - 33 MOUNT ST MARYS LANE KYNETON****Summary**

The application proposes the subdivision of land into 9 lots and removal of native vegetation.

The key issues for consideration include whether the proposed subdivision is consistent with the relevant planning controls and the broader planning policy framework which, on the one hand, seek to deliver rural residential development opportunities in appropriate areas but also categorically encourage the protection of areas with high environmental values; the retention and protection of native vegetation and minimisation of bushfire risk to life and property.

The subdivision layout has been amended on numerous occasions since the application was lodged to avoid and minimise native vegetation impacts and reduce impacts to the designated waterways and wetlands area situated within the site and within the adjacent Bald Hill Reserve to the west. This has resulted in a reduction to the lot yield (from 10 to 9) and a reduction in the area of five allotments to less than 2 hectares to achieve two larger allotments which contain much of the high value biodiversity of native vegetation and the waterway area in the north and north-west portions of the site.

It is considered that a suitably balanced outcome has been achieved: one that is consistent with the overarching planning policy framework; the objectives of the Rural Living Zone (RLZ) and the objectives and requirements of the Environmental Significance Overlay (ESO4), Bushfire Management Overlay (BMO) and Clauses 52.17 – Native Vegetation and 53.02 - Bushfire Planning of the Macedon Ranges Planning Scheme.

**Recommendation**

**That Council support the Planning Permit Application PLN/2023/395 and a Notice of Decision to Grant a Permit be issued for a Nine lot subdivision and removal of native vegetation at 33 Mount St Marys Lane, Kyneton subject to the conditions outlined in Attachment 5.**

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Cr Jennifer Anderson moved an alternative motion.

**Resolution 2025/168**

Moved: Cr Jennifer Anderson  
Seconded: Cr Alison Joseph

**That a Notice of Refusal to Grant a Permit is issued for a Nine lot subdivision and removal of native vegetation at 33 Mount St Marys Lane, Kyneton subject the grounds below:**

1. **The proposal is contrary to Clause 02.03-2 (Environmental and landscape values), Clause 2.02 (Vision), Clause 15.01-3S (Subdivision design), Clause 35.03 (Rural Living Zone) and 65.02 (Approval of an application to subdivide land) of the Macedon Ranges Planning Scheme in the following manner:**

- (a) The proposal fails to provide an optimal subdivision and site responsive layout, as it does not adequately protect remnant vegetation or the waterway that traverses the site.
- (b) The proposed subdivision fragments an existing habitat corridor connected to the adjoining Bald Hill Reserve.
- (c) The proposal does not complement the nature and character of the surrounding rural landscapes.
- (d) The proposal would result in 8 additional lots in an area that is not well serviced, with poor connectivity and integration with external road and path networks.

2. The proposal is contrary to the purpose and objectives of Clauses 12.01-2S and Clause 52.17 (Native vegetation) of the Macedon Ranges Planning Scheme relating to biodiversity and native vegetation as it would result in an unacceptable loss to habitat and fails to consider the full extent of impact associated with the required upgrade to Mount St Mary's Lane.

3. The subdivision layout, lot yield, narrow lot frontages and placement of building envelopes would not deliver an outcome consistent with the preferred rural residential character of the area and is inconsistent with the subdivision pattern of surrounding larger residential lots which is contrary to Clauses 02.02 (Vision), 02.03-5 (Built environment and heritage), Clause 02.03-6 (Housing), Clause 16.01-3S (Rural residential development) and 16.01-3L (Rural residential development – Macedon Ranges) and the purpose and decision guidelines of Clause 35.03 (Rural Living Zone).

4. The subdivision layout is inconsistent with clause 16.01-3S (Rural residential development) as it would result in an unorderly planning outcome by failing to ensure rural residential development utilises adequately constructed existing roads as the main access to the proposed subdivision.

5. The subdivision layout, lot yield and placement of building envelopes is contrary to Clause 02.03-3 (Environmental risks and amenity) and Clause 44.06 (Bushfire Management Overlay) in that it does not minimise exposure of people to bushfire risk to an acceptable level.

CARRIED

**PE.3 PLN/2024/184 - 101 JIM ROAD NEWHAM****Summary**

Council is in receipt of an application seeking approval for the use and development of the land for animal husbandry, including a poultry farm (chickens), grazing animal production, horse husbandry and guardian dogs for the poultry.

As part of the assessment process, the application was advertised to adjoining and surrounding landowners/occupiers, which resulted in 16 objections being received. In response to the objections, the application was amended to reduce the number of proposed chickens from 2,400 to 1,000, remove the proposed primary produce sales within the road reserve and remove proposed signage from the application; with other changes made to the application material to address objector concerns.

The amended application information was circulated to objectors, and two objections were subsequently withdrawn. A Consultation Meeting was held on Thursday 6 November 2025 between the applicant, objectors, planning staff and Councillors. The purpose of the meeting was to discuss objector concerns and explore potential opportunities to resolve concerns, as well as allow the applicant to explain the amendments to his proposal since the application was advertised.

**Resolution 2025/169**

Moved: Cr Jennifer Anderson  
Seconded: Cr Andrew Scanlon

**That Council support the Planning Permit Application PLN/2024/184 and a Notice of Decision to Grant a Permit be issued for the Use and development of the land for animal husbandry (grazing animal production, poultry farm - low density mobile outdoor egg farm, horse husbandry and guardian dogs) at Crown Allotment 5 Section 1 P/Newham, 101 Jim Road Newham VIC 3442 subject to the conditions outlined in Attachment 1.**

**CARRIED**

**PE.4 PLN/2023/352 - ROMSEY ROAD WOODEND****Summary**

Council, on 4 October 2023, received an application seeking approval for the use and development of a freeway service centre adjacent to Romsey Road, Woodend. The site is located on the east side of the Calder Freeway, southbound towards Melbourne and approximately 900m from Romsey Road.

A separate application (PLN/2023/353) applying to the west side of the Calder Freeway has been appealed to the Victorian Civil and Administrative Tribunal (VCAT). Proceedings on the appeal commenced in April 2025 and are still continuing.

Two years have passed since the lodgement of this application and key threshold issues relating to the lodgement of an approved Cultural Heritage Management Plan (CHMP) and consent from the relevant road authority for access to a freeway remain unresolved. Council is unable to make a discretionary assessment on the application as the provision of an approved CHMP and written approval by the relevant road authority are mandatory requirements before a permit can be issued. In addition to these mandatory requirements, the application lacks key information required to make an informed assessment.

It is therefore recommended that the application be refused, noting that this refusal is procedural as opposed to discretionary.

**Resolution 2025/170**

Moved: Cr Jennifer Anderson  
Seconded: Cr Rob Guthrie

**That a Notice of Refusal to Grant a Permit is issued for Use and development of the land for a freeway service centre, display signage, creation of access to a road in a TRZ2 and removal of native vegetation. (Calder Freeway east side, 900m north of Romsey Road) for the land at LOT 1 PS 418190N P/Woodend, LOT 2 PS 418190N P/Woodend, LOT 3 PS 418190N P/Woodend, LOT 4 PS 418190N P/Woodend, LOT 5 PS 418190N P/Woodend, Romsey Road, WOODEND subject to the grounds below:**

**Grounds of refusal**

1. **Approval has not been given for access to the freeway from the person or body specified as the referral authority in Clauses 66.02 and 66.03, being Head, Transport for Victoria. The proposal is futile without approval to access the freeway under the *Road Management Act 2004*.**
2. **The application is not in accordance with the purpose of the Rural Conservation Zone which seek to protect and enhance the natural environment, natural processes and biodiversity, and to conserve and enhance the cultural significance and character of open rural and scenic non-urban landscapes. The proposal fails to protect and enhance the natural environment of the area, including the non-urban landscape and the riparian corridor of the Five Mile Creek.**
3. **Tenancy Outlets 1-3 are likely to be Retail Premises that are prohibited in the Rural Conservation Zone (including convenience restaurants).**

4. The proposal is an unacceptable response to the requirements of Clause 53.05 (Freeway Service Centre) and the Freeway Service Centre Guidelines having regard to:
  - (a) The location of the site.
  - (b) The proximity of the site to existing Freeway Service Centres being less than 50km from a freeway service centre and an existing freeway interchange.
  - (c) The absence of permission for the freeway connection and pylon sign from the relevant authority under the Road Management Act 2004.
  - (d) The landscape setting and the adverse impacts of the proposal in terms of light spill, pollution and adverse impacts of expansive built form and hard stand areas.
  - (e) The failure to provide an architectural outcome that makes a positive contribution to the setting.
  - (f) A lack of adequate information regarding signage and how it promotes high standards of road safety to enhance the safe operation of the freeway or comply with the relevant Transport for Victoria (VicRoads) requirements.
  - (g) Inadequate landscape design; and
  - (h) The floor area for retail facilities is in excess of 240 square metres (inclusive of the convenience restaurants).
5. Insufficient information has been provided to demonstrate that the site is suitable for the proposed use and development when considering landscape values and setting, light spill, land use compatibility, built form and design (including for signage), impacts on native vegetation impacts, concerns for on-site waste disposal, natural resource management (including biodiversity, waterway and catchment impacts) and potential flood impacts.
6. Insufficient information has been provided to demonstrate an acceptable outcome for native vegetation being avoided and minimised within the Calder Freeway reserve under Clause 52.17 (Native vegetation).
7. The proposal lacks adequate information to demonstrate an acceptable outcome having regard to the objectives and decision guidelines of the Environmental Significance Overlay Schedule 4 that apply to the site.
8. The proposal is inconsistent with the binding objectives of the Macedon Ranges Statement of Planning Policy relating to landscape, biodiversity, transport and catchment health.
9. The proposal does not represent net community benefit and sustainable development and is therefore contrary to Clause 71.02-3 of the Macedon Ranges Planning Scheme.
10. The Land Capability Assessment fails to demonstrate that wastewater treatment disposal has been appropriately considered and can be managed in a way that:
  - (a) is appropriate for a land use and development of this scale and nature, including both the volume and type of wastewater to be generated;

- (b) is appropriate for Five Mile Creek;
- (c) is appropriate for a Special Water Supply Catchment area (Lake Eppalock);
- (d) will not result in adverse impacts on the water catchment; and
- (e) would result in an orderly planning outcome.

This is contrary to Clauses 02.03-9 (Infrastructure), 14.02-1S (Catchment Planning and Management), 19.03 (Development Infrastructure) and Clause 42.01 (Environmental Significance Overlay) Schedule 4.

11. The proposal is premature in the absence of an approved Cultural Heritage Management Plan (CHMP).

**CARRIED**

## **PE.5 ENVIRONMENT GRANTS REVIEW AND RECOMMENDATIONS**

### **Summary**

Environment Grant Guidelines have been revised following a review of the Environment Grant program that was completed this year.

The Terms of Reference for the assessment panels for both the Environment and Community Climate Action grants programs have also been revised following this review.

### **Resolution 2025/171**

Moved: Cr Alison Joseph  
Seconded: Cr Janet Pearce

### **That Council:**

1. **Adopts the Draft Environment Grant Guidelines.**
2. **Adopts the Draft Environment and Community Climate Action Grants Terms of Reference for Assessment Panels.**
3. **Endorses the relevant expenditure of \$30,000 in year 1 commencing 2025/2026 financial year and \$70,000 in year 2 (2026/2027 financial year), and repeat this pattern on years forward, to be included in Council's Annual Budget as part of the usual Budget adoption process.**

**CARRIED**

**PE.6 DRAFT BIODIVERSITY STRATEGY****Summary**

A refreshed Biodiversity Strategy has been drafted following an internal review of the 2018 strategy which has included some community engagement. This report and attachments outline the key changes that are proposed for a refreshed Biodiversity Strategy. This report recommends that Council endorses the refreshed draft Biodiversity Strategy, **Attachment 1**, for further community consultation prior to it being adopted by Council at a future scheduled council meeting.

**Resolution 2025/172**

Moved: Cr Jennifer Anderson  
Seconded: Cr Cassy Borthwick

**That Council endorses the release of the updated draft Biodiversity Strategy for community consultation for a period of 6 weeks.**

**CARRIED**

**PE.7 DRAFT OPEN SPACE STRATEGY CONSULTATION OUTCOMES****Summary**

This report provides a summary of the activities and key findings resulting from recent community consultation on the draft Open Space Strategy. The draft Open Space Strategy will replace the current Open Space Strategy (2013) and provide strategic direction for the planning, management and delivery of public open space for the next 10 years.

**Resolution 2025/173**

Moved: Cr Alison Joseph  
Seconded: Cr Rob Guthrie

**That Council notes the feedback received in response to community consultation recently completed on the draft Open Space Strategy and that a report will be presented to the March 2026 Scheduled Council Meeting to consider the final draft Open Space Strategy for adoption.**

**CARRIED**

**PE.8 ONSITE WASTEWATER MANAGEMENT PLAN 2025 - 2026****Summary**

This report presents the draft Onsite Wastewater Management Plan 2025 – 2030 (OWMP) Technical Document and Operational Plan to Council for adoption.

**Resolution 2025/174**

Moved: Cr Alison Joseph  
Seconded: Cr Andrew Scanlon

**That Council:**

- 1. Adopts the Onsite Wastewater Management Plan 2025 - 2030.**
- 2. Responds and thanks all submitters to the consultation process in accordance with Council's Community Engagement Policy.**

**CARRIED****PE.9 RESPONSE TO PETITION REGARDING PEDESTRIAN ACCESS GATES TO THE SULLIVANS ROAD RESERVE****Summary**

A petition was received on 28 August 2025 in relation to the removal of pedestrian gates at Gemlife, 1849 Mount Macedon Road, Woodend. The petition seeks withdrawal of the direction to remove pedestrian access gates to the Sullivans Road Reserve. This report provides a response to the petition.

**Resolution 2025/175**

Moved: Cr Janet Pearce  
Seconded: Cr Rob Guthrie

**That Council:**

- 1. Notes this report as a response to the petition; and**
- 2. Responds to the head petitioner with the outcome.**

**CARRIED****PE.10 AGR/2025/11 - 9 TRENCHARD STREET WOODEND VIC 3442 AND PLN/2020/225/B - RHONDA PARK, 36 SULLIVANS ROAD WOODEND****Summary**

Council is in receipt of two applications which are interrelated. The first is AGR/2025/11 which seeks to amend a Section 173 Agreement. The second is PLN/2020/225/B which seeks to amend an existing planning permit.

The applications seek to amend the building envelope and setbacks which apply to Lot 13 (commonly known as 9 Trenchard Street) which is enforced through both the Section 173 Agreement registered on title and the plans endorsed under the planning permit. These changes would facilitate the completion of the partially constructed dwelling on the subject land, which has been sited partially outside of the approved building envelope.

Both applications have been advertised, with no objections received.

It has been requested that these applications proceed to a Council Meeting for decision.

**Resolution 2025/176**

Moved: Cr Rob Guthrie  
Seconded: Cr Janet Pearce

**That Council decide to amend Agreement AW964559C in the following manner:**

- (a) **Delete Clause 2a; and**
- (b) **Amend the wording of Clause 2b to read as follows:**

**No buildings are to be located outside of the Building Envelope for Lot 13 as shown on the endorsed plans forming part of Amended Planning Permit PLN/2020/225/B. The endorsed Building Envelope Plan lists buildings and works excluded from this Clause.**

**AND**

**That amended plans be issued for the 22 Lot Resubdivision, Creation of Easement, and Removal of Vegetation (Native and Non-Native) (Amendment sought to 9 Trenchard Street, Woodend which seeks to amend the permit as it relates to Lot 13 so that a revised Building Envelope Plan is endorsed) for PLN/2020/225B at Rhonda Park, 36 Sullivans Road WOODEND VIC 3442.**

**CARRIED**

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## **12 CHIEF EXECUTIVE OFFICER REPORTS**

### **CX.1 PROPOSED RENAMING OF THE CLARKE STREET FOOTBRIDGE IN MOUNT MACEDON IN REMEMBRANCE OF THE LATE CHRISTINE WALKER**

#### **Summary**

This report is presented to Council following the sad and sudden passing of Councillor Christine Walker in August 2025. To recognise her contribution and celebrate her community life, it is proposed to rename a footbridge in Clarke Street, Mount Macedon in her honour, which requires community consultation and lodgement of the proposal with Geographic Names Victoria (GNV).

#### **Resolution 2025/177**

Moved: Cr Alison Joseph  
Seconded: Cr Janet Pearce

**That Council:**

- 1. Endorses holding community consultation for a minimum of 30 days on the proposal to rename the Clarke Street footbridge over Willimigongon Creek in Mount Macedon to the “Christine Walker Footbridge” in honour of the late South Ward Councillor, Christine Walker, who passed away on 1 August 2025 while serving on Macedon Ranges Shire Council; and**
- 2. Receives a report at a future Scheduled Council Meeting to consider the consultation feedback and make a final decision on the proposal, prior to any submission to Geographic Names Victoria.**

**CARRIED**

**CX.2 MACEDON RANGES SHIRE COUNCIL ADVOCACY PROJECTS  
PROSPECTUS 2026****Summary**

This report seeks Council's endorsement of the Advocacy Projects that will form Council's key advocacy document, the Macedon Ranges Shire Council Advocacy Projects Prospectus 2026. The Prospectus will support Council's advocacy efforts in the lead up to the Victorian Election in November 2026.

Moved: Cr Alison Joseph  
Seconded: Cr Cassy Borthwick

**That Council endorses the Advocacy Projects in Attachment 1 that will form the basis of a designed Macedon Ranges Shire Council Advocacy Projects Prospectus 2026 document.**

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Cr Janet Pearce moved an amendment to the motion.

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Moved: Cr Janet Pearce  
Seconded: Cr Rob Guthrie

That Council endorses the Advocacy Projects in Attachment 1 that will form the basis of a designed Macedon Ranges Shire Council Advocacy Project Prospectus 2026 document and include the Macedon Ranges Cultural Centre Project in the document.

In Favour: Crs Rob Guthrie and Janet Pearce

Against: Crs Kate Kendall, Jennifer Anderson, Cassy Borthwick, Alison Joseph, Andrew Scanlon and Daniel Young

**LOST 2/6**

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**Resolution 2025/178**

Moved: Cr Alison Joseph  
Seconded: Cr Cassy Borthwick

**That Council endorses the Advocacy Projects in Attachment 1 that will form the basis of a designed Macedon Ranges Shire Council Advocacy Projects Prospectus 2026 document.**

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**CARRIED**

**13      CORPORATE REPORTS****COR.1 AUDIT AND RISK COMMITTEE BIANNUAL REPORT - DECEMBER 2025****Summary**

This report ensures Council transparently discloses a summary of the key matters discussed at the Audit and Risk Committee meetings during the second half of the 2025 calendar year.

This report also ensures the requirements of the Audit and Risk Committee Charter are met by providing a biannual report to Council that summarises the work performed by the Committee to fully discharge its responsibilities.

The Audit and Risk Committee Biannual Report – December 2025 is attached and the Chairperson, Vinitha Pinto will attend the Council Meeting to present the report.

**Resolution 2025/179**

Moved:                    Cr Alison Joseph  
Seconded:                Cr Andrew Scanlon

**That Council notes the Audit and Risk Committee Biannual Report – December 2025 and thanks the Committee for the report.**

**CARRIED**

**COR.2 COUNCIL MEETING DATES 2026****Summary**

This report outlines the proposed meeting dates for Council Meetings from 1 January 2026 until 31 December 2026.

**Recommendation**

**That Council approves the meeting schedule for the period 1 January 2026 to 31 December 2026 as outlined in Attachment 1.**

Cr Rob Guthrie moved an amended officer recommendation.

**Resolution 2025/180**

Moved:                    Cr Rob Guthrie  
Seconded:                Cr Cassy Borthwick

**That Council:**

- Approves the meeting schedule for the period 1 January 2026 to 31 December 2026 as outlined in Attachment 1.**

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2. **Schedules a Submitters Delegated Committee Meeting to be held online at 7pm on Wednesday 4 February 2026 to hear presentations from submitters to the 2026/27 Council Budget consultation.**

**CARRIED**

## **COR.3 FRAUD AND CORRUPTION CONTROL FRAMEWORK**

### **Summary**

The purpose of this report is to present the updated Fraud and Corruption Control Framework (the Framework), for consideration and adoption by Council. The Framework supports the Fraud and Corruption Control Policy (the Policy), and together they form key parts of its governance framework. These documents guide how fraud and corruption risks are managed through a structured approach to prevention, detection and response..

### **Resolution 2025/181**

Moved: Cr Alison Joseph  
Seconded: Cr Cassy Borthwick

#### **That Council:**

- 1. Adopts the Fraud and Corruption Control Framework, revoking all previous versions (previously known as the Fraud and Corruption Control System), from 18 December 2025, and**
- 2. Notes that future reviews and amendments to the Framework will be approved by Council's Executive Leadership Team (ELT).**

**CARRIED**

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## **COR.4 CONSULTATION ON DRAFT MINISTERIAL GUIDELINES RELATING TO PAYMENT OF RATES AND CHARGES**

### **Summary**

The Victorian Government has released draft Ministerial Guidelines under section 181AA of the *Local Government Act 1989* relating to the payment of rates and charges, with the aim of providing consistent hardship support for ratepayers experiencing financial difficulty. The draft Guidelines outline expectations for councils in areas including payment plans, hardship definitions, debt collection processes and protections for vulnerable households. This report seeks Council's endorsement of the submission attached to this agenda.

### **Resolution 2025/182**

Moved: Cr Jennifer Anderson  
Seconded: Cr Janet Pearce

**That Council endorses the draft submission attached to this report in relation to the Ministerial Guidelines Relating to Payment of Rates and Charges.**

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CARRIED

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## COR.5 DRAFT ARTIFICAL INTELLIGENCE (AI) POLICY

### Summary

To provide Council with an update on the progress of the draft Artificial Intelligence (AI) Policy and the broader use of AI across Council, in response to Council Resolution 74/2025-26 from 23 July 2025.

### Resolution 2025/183

Moved: Cr Janet Pearce  
Seconded: Cr Andrew Scanlon

#### That Council:

1. **Adopts the Artificial Intelligence (AI) Policy, effective from 18 December 2025.**
2. **Notes that future reviews and amendments to the policy will be approved by Council's Executive Leadership Team and authorised by the CEO.**

CARRIED

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## COR.6 DRAFT CEO EMPLOYMENT AND REMUNERATION COMMITTEE POLICY

### Summary

Consistent with the requirements of the *Local Government Act 2020*, Council must develop, adopt and keep in force a Chief Executive Officer (CEO) Employment and Remuneration Policy, under which Council has established its CEO Employment and Remuneration Committee.

This policy is due for review to ensure it remains current and continues to meet legislative and organisational requirements.

Also included in this report is the proposal to undertake the appointment the Independent Member.

### Resolution 2025/184

Moved: Cr Rob Guthrie  
Seconded: Cr Cassy Borthwick

#### That Council:

1. **Adopts the draft Chief Executive Officer (CEO) Employment and Remuneration Policy, including Terms of Reference as attached this report.**
2. **Notes that a recruitment process will be undertaken to appoint a new Independent Member to the CEO Employment and Remuneration Committee, with a future report presented to Council for endorsement.**
3. **Thanks John Nevins for his service during his term as the Independent Advisor on Council's CEO Employment and Remuneration Committee.**

**CARRIED****14 COMMUNITY REPORTS****COM.1 SMALL PROJECT GRANT RECOMMENDATIONS****Summary**

Council's Small Project Grants annual budget is \$30,000 and not-for-profit groups can apply for a maximum of \$3,000 per application.

Applications are assessed against set criteria outlined in the Small Project Grants Guidelines and corresponding Scoring Matrix. Funding recommendations are presented at a Council Meeting for review and consideration.

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.

Two applications were received in the last month, seeking a total of \$4,760.90 in funding. These applications were deemed to be eligible and are recommended for funding.

**Resolution 2025/185**

Moved: Cr Cassy Borthwick  
Seconded: Cr Alison Joseph

**That Council:**

1. **Endorses awarding a Small Project Grant of \$2,805.90 to Romsey Men's Shed for their project 'PC Admin Network Upgrade'.**
2. **Endorses awarding a Small Project Grant of \$1,955 to Upper Deep Creek Landcare Network for their project 'Addressing Gaps in Landcare'.**

**CARRIED****COM.2 AUSTRALIA DAY GRANTS PROGRAM 2026****Summary**

The Australia Day Grants program supports community groups to hold free events/acknowledgement ceremonies to mark 26 January in a way that is respectful of all community members. This year, four applications are recommended for funding, leaving unspent funds available in this grant program.

**Resolution 2025/186**

Moved: Cr Alison Joseph  
Seconded: Cr Cassy Borthwick

**That Council :**

1. **Notes the allocation of Australia Day Grants funds towards four projects, as endorsed by Council's Executive:**
  - (a) \$1,000 to Tylden Community Hall to hold a 'Tylden Town Party' event.
  - (b) \$750 to Kerrie Hall to hold a 'Kerrie Community Staying Together' event.
  - (c) \$1,000 to GREAT Association Inc to hold an 'Australia Day Celebration' event.
  - (d) \$1,000 to Macedon Ranges Truth & Reconciliation Group to hold a 'Survival Day Morning Reflection' event.
2. **Approves surplus funds of \$1,250 from the Australia Day Grants program to be reallocated to the Small Project Grant 2025-26 program budget.**

**CARRIED**

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**15 ASSETS AND OPERATIONS REPORTS****AO.1 RESPONSE TO PETITION - RANGEVIEW PARK, RIDDELLS CREEK****Summary**

Following receipt of a petition at the 22 October 2025 Scheduled Council Meeting calling for the development of a Master Plan for Rangeview Park, Riddells Creek, this report is presented for Council's consideration.

**Resolution 2025/187**

Moved: Cr Alison Joseph  
Seconded: Cr Andrew Scanlon

**That Council :**

1. **Notes this report.**
2. **Informs the lead petitioner of the outcomes associated with this report; and**
3. **Supports officers to engage with the lead petitioner regarding Rangeview Park, Riddells Creek.**

**CARRIED**

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**16 NOTICES OF MOTION AND RESCISSION****NO. 10/2025-26: NOTICE OF MOTION - RESOURCE RECOVERY**

I, Councillor Jennifer Anderson, give notice that at the next Meeting of Council to be held on 17 December 2025, I intend to move the following motion:

**Resolution 2025/188**

Moved: Cr Jennifer Anderson  
Seconded: Cr Rob Guthrie

**That Council writes to the Minister for Environment Steve Dimopoulos MP, the Minister for Local Government Nick Staikos MP, Local Member for Macedon Mary Anne Thomas MP, and Tony Circelli, Head of Recycling Victoria expressing that Macedon Ranges Shire Council:**

1. **Supports in principle the introduction of standardised bin contents across Victoria;**
2. **Is concerned that the draft proposed compulsory kerbside home bin standards across Victoria will result in an increase in organic waste going to landfill;**
3. **Requests that through development of a standardised list for Food Organics Garden Organics (FOGO) bins, there is no reduction in the items that can currently be placed in Macedon Ranges kerbside FOGO bins;**
4. **Requests that should the State develop lower Statewide standards than currently occurring in Macedon Ranges, that these be introduced as a “minimum standard”, therefore providing opportunities for Councils to work with their kerbside collector and local processors to maximise the items that may be placed in kerbside FOGO bins if they comply with the minimum standard contents;**
5. **Requests that the proposed opt-out option for the FOGO service should not be applicable to councils that have already rolled out the FOGO service. Where opt-out is applied the onus needs to be on the resident to report compliance to the Council in order to be able to continue to opt-out; and**
6. **Encourages the head of Recycling Victoria and the Minister for Environment to have all kerbside collectors and processors raise their standards to achieve similar capability for resource recovery as is occurring in the Macedon Ranges, where an average of 72% diversion of waste to landfill is occurring each year.**

**CARRIED**

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**17      URGENT BUSINESS**

Nil

**18 CONFIDENTIAL REPORTS**

**Resolution 2025/189**

Moved: Cr Rob Guthrie  
Seconded: Cr Janet Pearce

**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 Review of Councillor Conduct Matter for Advice**
- 18.2 CEO Employment and Remuneration Committee**

**CARRIED**

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**Confidential reasons**

**18.1 Review of Councillor Conduct Matter for Advice**

This matter is considered to be confidential under Section 3(1) - f and i 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 personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs and internal arbitration information, being information specified in section 145.

**18.2 CEO Employment and Remuneration Committee**

This matter is considered to be confidential under Section 3(1) - f 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 personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

Confidential Remuneration details regarding the CEO

**The meeting closed at 9:35pm.**

**The minutes of this meeting will be confirmed at the scheduled Council Meeting held on 25 February 2026.**