

# Agenda

**Council Meeting**  
**Wednesday 23 April 2025 at 7:00 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 Meeting of Macedon Ranges Shire Council held on 26 March 2025, as circulated.**

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**9 MAYOR'S REPORT****9.1 MAYOR'S REPORT - MARCH-APRIL 2025****Summary**

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

**Recommendation**

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

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**Mayor's report**

It has been a busy month for councillors, staff, and our community, with a lot of work and many events across the Macedon Ranges including the community assembly, preparation of our draft budget for 2025/26, the Autumn Festival, Easter break, and school holidays. I hope you all had a lovely Easter spending quality time with family and friends, and I also hope Easter and the Autumn Festival has provided a boon for our local economy and businesses as we welcome both locals and tourists to our beautiful towns and landscapes.

**Community Assembly**

Macedon Ranges Shire Council, like all councils across Victoria, is legislatively required to complete deliberative engagement - a collaborative, in-depth form of engagement that brings together community members to provide input and feedback, helping guide decision-making and ensure that community views are considered when renewing key documents. Council complemented broader community consultation with a community assembly, comprising approximately 30 members independently selected to represent the broad demographics of the community. Thank you to all our community members who participated over the four sessions, I hope you all learnt something about the services Council delivers and the difficulties that we, as councillors face in our decision making. Thank you also to the staff who made it happen, and councillors look forward to receiving the report from our Community Assembly and utilising it in our deliberations during our term of office.

**Autumn Festival**

The award-winning Autumn Festival returned this month, showcasing towns across the Macedon Ranges Shire through a range of trails, events, and activities. For the meat lovers, like me, we have Australia's biggest Autumn Pie & Tart Trail with over 50 participating venues. If you need more vegetables in your diet, again like me, we had the Edgy Veg Trail or if you just wanted to sit with friends and chill, we had the Tipple Trail showcasing our local signature drinks. Thank you to all the businesses that participated, our staff, and all the volunteers and community groups who helped create a fantastic program this year for us all to enjoy. The Autumn Festival goes from strength to strength each year and I'm proud of the way it has truly become a celebration of the very best of Macedon Ranges, encompassing our beautiful environment and outstanding produce.

**Other News**

Congratulations to the Gisborne Cricket Club Men's team on their back-to-back victory in the Gisborne & District Cricket Association McIntyre Cup, defeating Romsey. Unfortunately,

in the Kookaburra Women's League, both Lancefield and Macedon were knocked out in the semi-finals.

I was deeply saddened to hear about the recent passing of Eddie Gardiner after his courageous battle with illness. Eddie's contribution to the local community was profound, including his commitment to the Gisborne Football Netball Club, the Gisborne Cricket Club, the Gisborne Cemetery Trust and of course, Gardiner's Garage. The family business that helped so many people over several generations culminating in an OAM Order of the Medal of Australia in 2016. Eddie's dedication and spirit was an inspiration to everyone.

On behalf of Councillors and staff of Macedon Ranges Shire Council, I would like to extend our sincere condolences to Lynne and the wider Gardiner family during this difficult time.

I would like to take this opportunity to highlight some of the most recent happenings around the shire.

### Events and Meetings

Councillors were pleased to be invited to the following events/meetings since the last Scheduled Council Meeting:

- Autumn Festival 2025 Launch on 27 March
- Malmsbury Thriving Village Workshop 27 March
- Festival of Small Halls Autumn Tour 27 March
- VLGA Board meeting 27 March
- LEAD Loddon Murray Community Leadership Launch 28 March
- Opening Kyneton Community House Children's Hub 29 March
- Community Assembly 29 March & 2 April
- Welcomed 17 new citizens at the Citizenship Ceremony 1 April
- MAV Board Meeting 3 April
- Jubilee Hall Meeting 3 April
- Living with Wildlife 4 April
- RDFNL Round 1 Inaugural seniors Football and Netball for Gisborne Giants 5 April
- Opening of the resurfaced netball Courts & Coaches Boxes 5 April
- Meeting with Wendy Lovell MP 7 April
- Mount Macedon Horticultural Society meeting 8 April
- Workspace Tour & Meeting 10 April
- VLGA meeting 10 April
- MAV Board meeting 11 April
- Opened Calvary to the community of Gisborne 13 April
- Audit & Risk Committee Meeting 16 April
- CVGA Central Victorian Greenhouse Alliance meeting 17 April

- VLGA Board Meeting 17 April
- Tour of Tylden Quarry 22 April
- Session Understanding Autism 23 April

#### Planning Delegated Committee Meeting

An online Planning Delegated Committee meeting was held on 9 April 2025. This forum provided an opportunity for Councillors to hear from applicants/landowners and objectors/submitters on statutory planning applications.

#### Current Community Consultation

- [Calder Freeway Planning Permit Applications PLN/2023/353 & PLN/2023/352](#)  
**PLN/2023/353** – this application is currently on public notice (advertising) through VCAT. **PLN/2023/352** – this application is still under assessment.
- [How much do you know about waste?](#) – We're inviting you to take part in a waste and recycling survey to help us better understand waste disposal habits in our community. By participating, you'll have the chance to win one of three \$100 vouchers, and we will contact you again in 12 months to see if there have been any changes in behaviours or attitudes. The survey closes 5pm on Wednesday 30 April 2025
- [Pedestrian & Road Safety Improvements](#) – Council is delivering a suite of safety improvements across the shire to prioritise pedestrians and improve outcomes for all road users. Find out more information and fill out a survey by clicking through to each project in the 'Open for comment' section.
- [Domestic Animal Management Plan 2026-2029](#) – Share your thoughts on caring for cats and dogs in the Macedon Ranges, pet owner or not. Help us better promote safety and welfare for pets, people, and the environment. Survey closes Monday 28 April 2025.
- [Telstra Macedon Ranges Community Choice Awards](#) – The Telstra Macedon Ranges Community Choice Awards recognise businesses that have displayed Excellence in Customer Service across five categories. A reminder that voting closes Friday 30 May, so cast your vote for your favourite business.

Thank you.

**Mayor Bonanno**

**Macedon Ranges Shire Council**

**10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF****10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF****Summary**

Rule 66 of Council's Governance Rules requires a written record of matters discussed at specified meetings of Councilors 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	Council Briefing
Date and time	25 March 2025 9:30am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Dominic Bonanno (Mayor)</li> <li>• Cr Kate Kendall (Deputy Mayor)</li> <li>• Cr Jennifer Anderson</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</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 (Director Planning and Environment)</li> <li>• Maria Weiss (Director Community)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Dominic Testoni (Director Assets and Operations)</li> <li>• Jessica Clarke-Hong (Manager Governance and Performance)</li> </ul>



	<ul style="list-style-type: none"> <li>• Adele Hayes (Manager Statutory Planning)</li> <li>• Jarrod Westwood (Manager Facilities and Aquatics)</li> <li>• Setina Rockliff (Acting Manager Safer Communities)</li> <li>• Stuart Gunnell (Coordinator Facilities Management)</li> <li>• Althea Jalbert (Coordinator Local Laws)</li> <li>• Leila Anstice (Coordinator Environmental Health)</li> <li>• Rees May (Coordinator Statutory Planning and Compliance)</li> <li>• Lucy Olson (Senior Governance Officer)</li> </ul>
Apologies officers	NIL
Presenters	<ul style="list-style-type: none"> <li>• Rob Bakes (Kyneton and District Town Square Co-Op)</li> <li>• Berenice Snowden (Kyneton and District Town Square Co-Op)</li> <li>• Tilly Nuttall (Kyneton and District Town Square Co-Op)</li> </ul>
Items discussed	<ul style="list-style-type: none"> <li>• Review of Planning Delegations</li> <li>• Kyneton Aero Club Project Update and Operations Review</li> <li>• Draft Domestic Animal Management Plan 2026-2029</li> <li>• Presentation by Kyneton &amp; District Town Square Co-Op</li> <li>• Planning Matters</li> <li>• Planning Delegated Committee Meeting Agenda Review</li> <li>• Council Meeting Agenda Review</li> <li>• Other Business</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	Council Briefing
Date and time	1 April 2025 9:30am
Venue	Gisborne Administration Centre

	40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Dominic Bonanno (Mayor)</li> <li>• Cr Kate Kendall (Deputy Mayor)</li> <li>• Cr Jennifer Anderson</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</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 (Director Planning and Environment)</li> <li>• Maria Weiss (Director Community)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Dominic Testoni (Director Assets and Operations)</li> <li>• Jessica Clarke-Hong (Manager Governance and Performance)</li> <li>• Daniel Grigson (Manager Engineering and Asset Services)</li> <li>• Travis Harling (Manager Finance and Reporting)</li> <li>• Rob Ball (Manager Strategic Planning and Environment)</li> <li>• Jarrod Westwood (Manager Facilities and Aquatics)</li> <li>• Adele Hayes (Manager Statutory Planning)</li> <li>• Hayley Drummond (Coordinator Property and Valuations)</li> <li>• Luke Tilley (Coordinator Engineering Services)</li> <li>• Jayde McBurnie (Coordinator Community and Social Planning)</li> <li>• Cherry Stojanovic (Coordinator Governance)</li> <li>• Isobel Maginn (Senior Strategic Planner)</li> <li>• Lisa Kennedy (Rates &amp; Debtors Coordinator)</li> <li>• Samantha Worton (Senior Project Officer)</li> <li>• Lucy Olson (Senior Governance Officer)</li> <li>• Daniel Hall (Strategic Planner)</li> </ul>

	<ul style="list-style-type: none"> <li>Liz Johnston (Community Planning Lead)</li> </ul>
Apologies officers	NIL
Presenters	<ul style="list-style-type: none"> <li>Mark Davies (Mach 2 Consulting)</li> <li>Mark Hands (Goldfields Libraries)</li> <li>Kate Oliver (Maddocks Lawyers)</li> </ul>
Items discussed	<ul style="list-style-type: none"> <li>Councillor and CEO Only Session</li> <li>Integrated Strategic Planning Update: Revenue and Rating Plan. Workshop 2</li> <li>Library Transition Update</li> <li>Draft Gisborne Neighbourhood Character Study - for consultation</li> <li>Social and affordable housing</li> <li>MRSP Stage 2 Project Update</li> <li>Other Business</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>Cr Joseph declared a material conflict of interest with PLN/2024/415 Trott Rd Bullengarook in Other Business due to being an objector to the application.</p> <p>Did they leave the meeting? Yes 2:55pm-3:05pm</p>
Conflicts of interest declared by officers	<p>NIL</p> <p>Did they leave the meeting? N/A</p>

Type of meeting	Council Briefing
Date and time	8 April 2025 9:30am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> <li>Cr Dominic Bonanno (Mayor)</li> <li>Cr Kate Kendall (Deputy Mayor)</li> <li>Cr Jennifer Anderson</li> <li>Cr Cassy Borthwick</li> <li>Cr Alison Joseph</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 (Director Planning and Environment)</li> <li>• Maria Weiss (Director Community)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Dominic Testoni (Director Assets and Operations)</li> <li>• Travis Harling (Manager Finance and Reporting)</li> <li>• Lucy Olson (Senior Governance Officer)</li> </ul>
Apologies officers	NIL
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> <li>• Councillor and CEO Session</li> <li>• Budget 2025/26 Workshop 5</li> <li>• Councillor Only</li> <li>• Planning Delegated Committee Meeting Agenda Review</li> <li>• Council Meeting Agenda Review</li> <li>• Other Business</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	Council Briefing
Date and time	15 April 2025 8:45am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Dominic Bonanno (Mayor)</li> <li>• Cr Kate Kendall (Deputy Mayor)</li> <li>• Cr Jennifer Anderson</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</li> <li>• Cr Janet Pearce</li> <li>• Cr Andrew Scanlon</li> </ul>

	<ul style="list-style-type: none"> <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 (Director Planning and Environment)</li> <li>• Amy Holmes (Acting Director Community)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Dominic Testoni (Director Assets and Operations)</li> <li>• Travis Harling (Manager Finance and Reporting)</li> <li>• Lucy Olson (Senior Governance Officer)</li> <li>• Jarrod Westwood (Manager Facilities and Aquatics)</li> <li>• Paul Bennet (Coordinator Facility Projects)</li> <li>• Amy McKenzie (Project Support Officer)</li> <li>• Louise Dewberry (Senior Strategic Planner)</li> <li>• Frank Deserio (Strategic Development Planner)</li> <li>• Lydia Sorensen (Manager Economic Development and Visitor Economy)</li> <li>• Rebecca Pedretti (Coordinator Visitor Economy)</li> <li>• Adele Hayes (Manager Statutory Planning)</li> <li>• Verity Games (Coordinator Statutory Planning and Subdivisions)</li> </ul>
Apologies officers	NIL
Presenters	<ul style="list-style-type: none"> <li>• Rob Mitchell MP (Labor)</li> <li>• Catherine Mogridge (Labor)</li> <li>• Kim Yoannidis (Kyneton Aero Club)</li> <li>• Sophia Eldridge (Kyneton Aero Club)</li> </ul>
Items discussed	<ul style="list-style-type: none"> <li>• Meeting with Rob Mitchell MP</li> <li>• Shared Trails Project Update</li> <li>• Housing Targets</li> <li>• Supporting Regional Tourism</li> <li>• Presentation by Kyneton Aero Club</li> <li>• Budget Workshop</li> <li>• Planning Matters</li> <li>• Other Business</li> <li>• Councillor Only 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	NIL Did they leave the meeting? N/A
Conflicts of interest declared by officers	Adele Drago Stevens declared a general conflict of interest with Holy Cross School in the Shared Trails Project Update due to a familial connection at the school. Did they leave the meeting? Yes, 10:20am-10:21am.

**11 CORPORATE REPORTS**

<b>COR.1</b>	<b>DRAFT COUNCILLOR INTERNAL RESOLUTION PROCEDURE</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>Draft Internal Resolution Procedure <a href="#">↓</a></b>

**Summary**

Under the *Local Government (Governance and Integrity) Regulations 2020* (the Regulations), Council is required to adopt a new Internal Resolution Procedure by 1 July 2025. This internal procedure will be for dealing with alleged breaches of the Model Code of Conduct and will operate alongside the provisions within the *Local Government Act 2020* (the Act) for Internal arbitrations and Councillor Conduct Panel's and is designed to be an informal process managing interpersonal disputes.

**Recommendation**

**That Council adopts the Draft Councillor Internal Resolution Procedure**

**Background**

The Act establishes a Councillor Conduct Framework that provides a clear hierarchy for the management of Councillor conduct matters.

Under the Councillor Conduct Framework:

- Where appropriate, Council's Internal Resolution procedure is used in the first instance, with a focus on informal resolution.
- Complaints of misconduct by a Councillor are heard and determined under the Council's internal arbitration process by an independent arbiter. The Arbiter may:
  - Suspend a Councillor for up to 3 months
  - Direct removal from representative positions
  - Direct removal as Chair of Delegated Committee
  - Direct apology, training or counselling
  - Direct non-attendance at a Council meeting
  - Direct ineligibility to be Mayor or Deputy Mayor for up to 12 months
- Complaints of serious misconduct by a Councillor are heard and determined by Councillor conduct panels. The panel may among other things:
  - Suspend Councillor for up to 12 months
  - Reprimand Councillor
  - Direct an apology is given

- Direct a Councillor ineligible to chair delegated committee for up to remainder of term
- Direct that remedial action is taken
- Make a Finding that results in a being Councillor ineligible to be Mayor or Deputy Mayor unless Councillor Conduct Panel determines otherwise
- Allegations of gross misconduct are dealt with by the Victorian Civil and Administrative Tribunal (VCAT); VCAT may impose sanctions.

The framework is designed to establish clear standards of conduct expected to be observed by Councillors and to provide timely, fair and proportionate intervention in relation to Councillor conduct issues.

## **Discussion**

On Wednesday 25 June 2024, the *Local Government Amendment (Governance and Integrity) Act 2024* (the Amendment Act) was given Royal Assent. The Amendment Act includes reforms to strengthen Council leadership, capability and Councillor conduct, improve early intervention and effective dispute resolution and strengthened oversight mechanisms.

On 26 October 2024 to implement the legislative reforms made to the Act, the Regulations were amended. These regulations prescribe the new Internal Resolution Procedure to be implemented by councils for dealing with alleged breaches of the Model Code of Conduct. This internal procedure will operate alongside the provisions within the Act for Internal arbitrations and Councillor Conduct Panel's and is designed to be an informal process managing interpersonal disputes.

Councils have until 1 July 2025 to develop and adopt the new Internal Resolution Procedure. In the interim, councils may continue to apply any existing internal processes previously adopted by the council (for example, any processes incorporated in the council's previous Councillor Code of Conduct).

Council procured a template for the Internal Resolution Procedure from Maddocks Lawyers to ensure that the procedure was compliant with the legislation and regulations. This template has been used to create the new procedure and has been attached to this report for review.

This Procedure is to apply to disputes in which one Councillor or a group of Councillors (the Complainant) allege that another Councillor or group of Councillors (the Respondent) have breached the Model Councillor Code of Conduct.

Early resolution of such disputes will help to promote a culture of Good Governance and an effective working relationship between Councillors.

## **Consultation and engagement**

Officers presented a version of the Draft Councillor Internal Resolution Procedure to Councillors for discussion at the Councillor Briefing on 18 February 2025 and again for noting at the Councillor Briefing on 25 March 2025. The feedback from both reports was incorporated into the draft for adoption (attachment 1).

No external consultation or community engagement was required.



**Collaboration**

Guidance was provided on the development of the Internal Resolution Procedure by the Victorian State Government.

Council also engaged Maddocks Lawyers to provide a template for the procedure.

**Innovation and continuous improvement**

The implementation of the Internal Resolution Procedure, whilst legislated, creates an informal process for managing interpersonal disputes which was lacking under the previous legislation.

**Relevant law**

*Local Government Act 2020*

*Local Government (Governance and Integrity) Regulations 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**

Model Councillor Code of Conduct

**Climate Impact Assessment**

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? Not applicable.

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? Not applicable.

**Financial viability**

Not applicable.

**Sustainability implications**

Not applicable.

**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.

# Procedure



## COUNCILLOR INTERNAL RESOLUTION PROCEDURE

<b>Date of Adoption</b>			
<b>Adoption Method</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> CEO	<input type="checkbox"/> Other ( <i>please specify</i> )
<b>CEO Signature</b>			<b>Date</b>
<b>Responsible Officer and Unit</b>	Manager Governance and Performance		
<b>Nominated Review Period</b>	<input type="checkbox"/> Annually	<input type="checkbox"/> Every 4 years	<input checked="" type="checkbox"/> Other (Once per Council term)
<b>Last Endorsement Date</b>	N/A		
<b>Next Endorsement Date</b>			

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.

DOCUMENT HISTORY	Version	Date	Author
Initial Draft			
Second Draft			
Final Draft			
Approval			

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## MRSC Heading

### 1. Purpose/Objective

This Internal Resolution Procedure (Procedure) is adopted under and in accordance with section 140 of the *Local Government Act 2020* (Act) and regulation 12A of the *Local Government (Governance and Integrity) Regulations 2020*.

This Procedure will be observed when dealing with alleged breaches of the Model Councillor Code of Conduct.

### 2. Internal Resolution Procedure

Disputes between Councillors may arise in a variety of circumstances. This Procedure is to apply to those disputes in which a Councillor or group of Councillors (the Complainant) alleges that another Councillor or group of Councillors (the Respondent) has breached the Model Councillor Code of Conduct.

This Procedure provides both parties to a dispute with support and encouragement to resolve the dispute in a manner that enables the Councillors to maintain effective working relationships.

This Procedure is designed to minimise cost and disruption of disputes to Council and individual Councillors and, where possible, avoid disputes escalating and becoming the subject of an internal arbitration.

It is acknowledged that this Procedure will not be suitable for resolution of all disputes between Councillors.

An overview of the Procedure, in the form of a flowchart, is included in Attachment 2.

### 3. First Stage of Internal Resolution Procedure – Discussion

A Complainant is encouraged to raise their issue directly with the Respondent in a respectful and courteous manner, either in person or in writing, where they feel comfortable to do so.

Councillors are encouraged to recognise that:

- a) certain behaviours and communications may be perceived by others to be causing issues or offence that may not have been intended;

- b) it can provide useful insight to reflect on their own behaviour or motivation and possible contribution to the dispute, whether intended or not; and
- c) dealing with the dispute early is more likely to avoid the issue escalating and resolve it before it threatens the effective operation of Council.

It is useful to frame any issue from the Councillor's perspective (eg "I felt disrespected when you said / did ..."), rather than accusing another person of holding a particular position or taking a negative action deliberately. A Councillor should let the other Councillor(s) know how they feel and ask for an explanation, rather than making accusations or assumptions.

#### **4. Second Stage of Internal Resolution Procedure – Conciliation**

Where a direct conversation between Councillors has not been successful in resolving the dispute, or a Councillor does not feel comfortable communicating directly with another Councillor, the second stage of this Procedure is conciliation.

##### **4.1. Initiating conciliation**

A Complainant initiating conciliation must notify the Mayor (or the Deputy Mayor if the Mayor is involved) and the Respondent of the dispute by completing a Conciliation Application Form. That form (see Attachment 1 to this Procedure) must:

- a) specify the names of the Complainant and Respondent;
- b) specify the provision (or provisions) of the Model Councillor Code of Conduct alleged to have been breached;
- c) detail what was said or done by the Respondent to constitute a breach of the Model Councillor Code of Conduct;
- d) attach any supporting information to provide examples of the behaviour complained of (eg screenshots or emails); and
- e) be dated and signed by the Complainant.

##### **4.2. Participating in conciliation**

Councillors are not obliged to engage in conciliation but should only decline to participate if they honestly and reasonably believe that their participation would adversely affect their health or wellbeing or would otherwise be unsafe.

A Respondent declining to participate in the conciliation must advise the Complainant and the Mayor of their unwillingness to participate, and the reasons for it. That advice must be provided no more than one week after receiving the Conciliation Application Form.

#### **4.3. Conduct of conciliation**

Conciliation is to be conducted by the Mayor except when the Mayor is a party to the dispute or otherwise unavailable to conduct conciliation. In that case the Deputy Mayor will assume the role of the Mayor in the conciliation process. If both the Mayor and the Deputy Mayor are parties to the dispute or otherwise unavailable to conduct the conciliation, the role of the Mayor must be performed by a Councillor jointly chosen for the purpose by the parties.

When, in this Procedure, reference is made to the Mayor it includes:

- a) the Deputy Mayor; and
- b) a Councillor jointly chosen for the purpose by the parties,

when the Mayor and/or the Deputy Mayor are parties to the dispute or otherwise unavailable

#### **4.4. Roles and responsibilities**

The role of the Mayor is to provide guidance to the parties to the dispute about the Standards of Conduct in the Model Councillor Code of Conduct, and actively explore whether the dispute can be resolved by agreement between them.

If requested by the Complainant or Respondent and deemed appropriate by the Mayor and Councillor Conduct Officer, a support person of the Complainant or Respondent's choosing may attend the Conciliation.

If a support person is approved the other party must be informed of their attendance prior to the Conciliation.

The role of the Complainant and Respondent is to explain their respective positions and, in a show of goodwill, actively explore the possibility of resolving the dispute by agreement.

All Councillors are responsible for conducting themselves in a courteous and respectful manner at all times during the conciliation.

The role of the Councillor Conduct Officer is to provide the Mayor with the administrative support necessary to arrange and conduct the conciliation.

#### **4.5. Support from Council**

Council, through the Councillor Conduct Officer, will provide administrative assistance to the Mayor when arranging a time and place for conciliation, including any technical assistance that may be required. Council will make a venue available to the Councillors within Council's offices that is private and suited to the conciliation process.

Council will not provide any substantive guidance or advice about the subject matter of the dispute, or pay the costs of legal advice or representation for any Councillor in connection with this Procedure. Parties to a dispute may seek their own legal or other advice at their own cost, if they choose to do so.

#### **4.6. End or termination of conciliation**

Conciliation will end or be terminated if any of the following occurs:

- a) the parties cannot jointly choose a Councillor to conduct the conciliation within one week of being asked to do so;
- b) the Respondent notifies the Mayor that they do not wish to participate in conciliation, and the reasons for it, within one week of receiving the Conciliation Application Form;
- c) the Respondent does not respond to the Conciliation Application Form at all within two weeks of receiving it;
- d) conciliation has not occurred within four weeks of the Complainant submitting the Conciliation Application Form;
- e) conciliation has occurred and the parties have been unable to resolve the dispute; or
- f) the dispute has been resolved.

The time for conciliation may be extended by agreement between the parties to the dispute, whether or not the matter has been escalated to one of the formal dispute resolution procedures outlined in the Act.

#### **4.7. Confidentiality**

Parties and other participants are expected to maintain confidentiality concerning the dispute and the operation of this Procedure.

#### **4.8. Record of outcome**

The Mayor must document any agreement that is reached between the Complainant and Respondent. The agreement must be signed by the Complainant, Respondent and Mayor. Copies must be provided to the Complainant, Respondent and Mayor.

The Councillor Conduct Officer will ensure the originals and a digital copy of the agreement are retained confidentially within Council's record management systems in line with Council's Privacy Policy. All parties are expected to maintain the confidentiality of the agreement reached.

## **5. Internal Resolution Procedure does not Apply in these Circumstances**

The following disputes are not covered by this Procedure:

- a) differences between Councillors in relation to policy or decision making, which are appropriately resolved through discussion and voting in Council meetings;
- b) complaints made against a Councillor or Councillors by a member or members of Council staff, or by any other external person;
- c) allegations of sexual harassment;
- d) disclosures made about a Councillor under the *Public Interest Disclosures Act 2012*, which can only be made to the Independent Broad-based Anti-corruption Commission; and
- e) allegations of criminal misconduct, which should be immediately referred to Victoria Police or the relevant integrity authority.

## **6. Formal Dispute Resolution Procedure**

This Procedure operates alongside, and does not replace, the formal dispute resolution procedures outlined in the Act.

The formal dispute resolution procedure applies to misconduct, serious misconduct and gross misconduct.

Section 141 of the Act provides for an internal arbitration process concerning a breach of the Standards of Conduct set out in the Model Councillor Code of Conduct.

## **Gender Impact Assessment**



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

## Definitions

Term	Definition
Complainant	The Councillor or group of Councillors alleging the breach of the Model Code of Conduct.
Councillor	A person who holds the office of member of a Council.
Councillor Conduct Officer	The person appointed in writing by the Chief Executive Officer to be the Councillor Conduct Officer for the Council under section 150 of the Act.
Formal dispute resolution procedure	The dispute resolution procedure as outlined in the Act.
Mayor	Council leader and spokesperson elected by the Councillors; or the Deputy Mayor; or a Councillor jointly chosen for the purpose by the parties (in the case where 4.3 applies),
Respondent	The Councillor or group of Councillors alleged to have breached the Model Code of Conduct.

## Related Legislation

- > Model Councillor Code of Conduct
- > *Local Government Act 2020*
- > *Local Government (Governance and Integrity) Regulations 2020*



### Attachment 1 – Conciliation Application Form

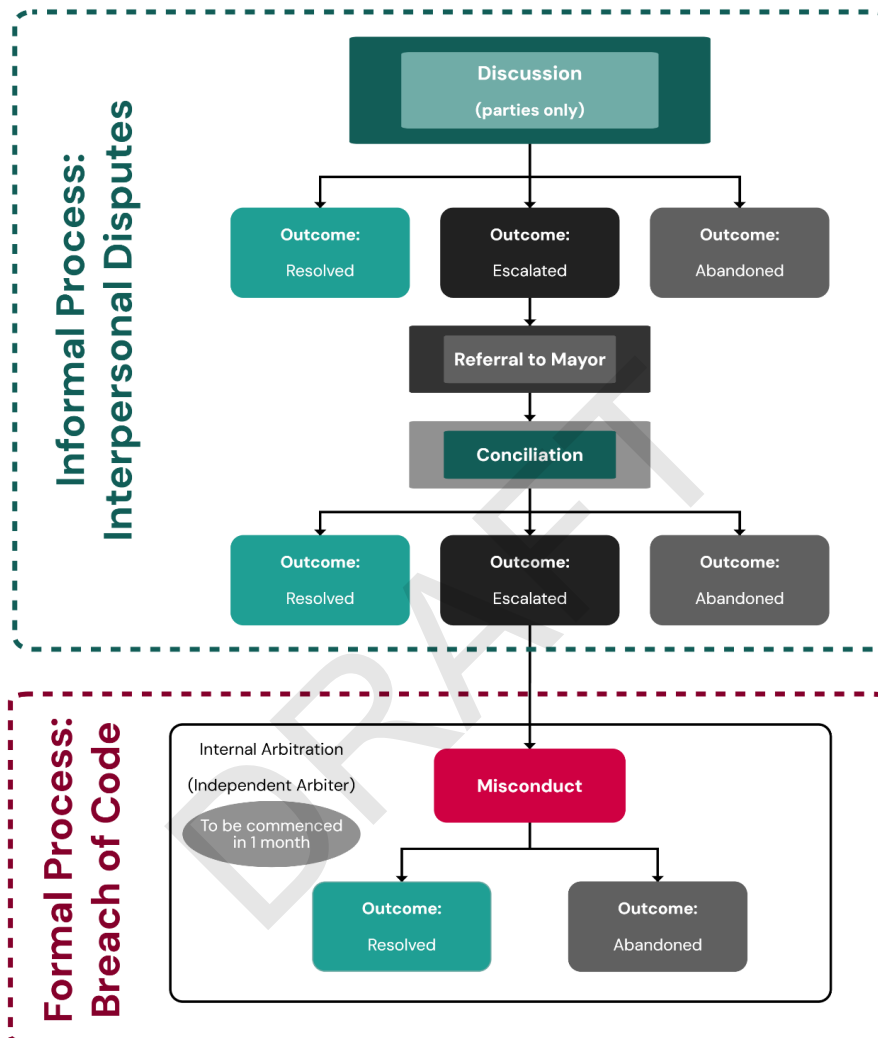
Complainant:	
Respondent:	
Provisions of Model Councillor Code of Conduct breached:	
Action constituting breach:	
(Include dates, times and detailed descriptions of the action complained of. Attach further documents as necessary.)	

Signed by ..... )  
 )  
 on ..... )



**Macedon  
Ranges**  
Shire Council

## Attachment 2 – Internal Resolution Procedure Flowchart



<b>COR.2</b>	<b>ALTERATION OF DATE OF JUNE COUNCIL 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 June Scheduled Council Meeting from Wednesday 25 June 2025 to Wednesday 18 June 2025.

### Recommendation

**That Council reschedules the June Scheduled Council Meeting from Wednesday 25 June 2025 to 7pm Wednesday 18 June 2025 at the Gisborne Administration Centre.**

---

### Background

In accordance with Council's Governance Rule 13(a) *the dates, times and places of scheduled meetings will be fixed by the Council from time to time*, at the Council meeting on 18 December 2024, Council approved Wednesday 25 June 2025 at 7pm as a Council Meeting Date.

### Discussion

Since the above resolution of Council the 2025 National General Assembly of Local Government (NGA) – incorporating the Regional Cooperation and Development Forum has been scheduled to be held in Canberra from 24-27 June and it is anticipated that multiple Councillors, the Mayor and the CEO will attend.

In order that Council can maintain quorum at the June Council Meeting, and that as many Councillors can attend the meeting as possible, it is proposed that the meeting be rescheduled by resolution of Council to be held at 7pm on Wednesday 18 June 2025 at the Gisborne Administration Centre. This date allows for some contingency if required for Council to adopt a budget by 30 June 2025.

### 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.

<b>COR.3</b>	<b>INSTRUMENTS OF APPOINTMENT AND AUTHORISATION</b>
<b>Officer:</b>	<b>Natalie Radnedge, Governance Officer</b>
<b>Council Plan relationship:</b>	<b>4. Delivering strong and reliable government</b>
<b>Attachments:</b>	<b>Nil</b>

### Summary

This report seeks to revoke two Instruments of Appointment and Authorisation for two authorised officers who are no longer employees of Council. Only Council, by a resolution, can revoke the Instrument of Appointment and Authorisation for authorised officers under the *Planning and Environment Act 1987* (the Act) and the *Local Government Act 2020* (the Act).

### Recommendation

**That Council resolves that in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987 and section 313 of the Local Government Act 2020 the Instruments of Appointment and Authorisation for Sarah Annells and Shawn Langley be revoked.**

---

### Background

The appointment of Authorised Officers allows certain Council officers to act on behalf of Council in the administration and enforcement of various Acts, regulations, or local laws in accordance with the powers granted to them. Under the *Planning and Environment Act 1987* and the *Local Government Act 2020* officers represent the Council in enforcing the provisions of these Acts.

### Discussion

The Instruments of Appointment and Authorisation for the following officers are to be revoked, as they are no longer employed by Council or have transferred departments and do not require authorisation:

- Sarah Annells, Manager Safer Communities, resigned role 5 February 2025.
- Shawn Langley, Senior Statutory Planner, resigned 14 February 2025.

### Consultation and engagement

Not applicable

### Collaboration

Not applicable

### Innovation and continuous improvement

Not applicable

**Relevant law**

This report has been prepared in accordance with the *Local Government Act 2020* and the *Planning and Environment Act 1987*.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed on the Victorian Government's *Charter of Human Rights and Responsibilities Act 2006*.

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**

This recommendation allows Council to maintain the Council Plan 2021-2031 requirement to deliver strong and reliable Government.

Climate Impact Assessment

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

The recommendation will not impact Council's energy usage or greenhouse emissions.

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?

Not applicable

**Financial viability**

Not applicable

**Sustainability implications**

Not applicable

**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>BUDGET 2025-26 - COMMUNITY ENGAGEMENT</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>Summary   Community Submissions: Draft Budget 2025/26</b> <a href="#">↓</a>

## Summary

This report seeks Council's endorsement to initiate community engagement on key elements of the proposed Budget for the 2025-26 financial year, in accordance with the *Local Government Act 2020* and Macedon Ranges Shire Council's Community Engagement Policy.

The draft Budget 2025-26 is being developed in accordance with the *Local Government Act 2020* and forms a key part of Council's Integrated Strategic Planning and Reporting Framework, to reflect community priorities, financial sustainability, and strategic delivery of services.

This report presents an overview of the elements of consultation material to be shared with the community to support the development of the Budget 2025-26 and seeks Council's approval to commence consultation to inform its development ahead of presentation to Council in June this year.

## Recommendation

### That Council:

- 1. Endorses the release of the Draft 2025-26 Budget consultation material.**
- 2. Endorses that community consultation to be undertaken for a period of two weeks, commencing 24 April 2025 until 8 May 2025, in accordance with Council's Community Engagement Policy.**
- 3. Notes that submissions to this period of community consultation will be presented to Council, together with the Draft Budget 2025-26 at the June meeting of Council.**

---

## Background

Council is required under the *Local Government Act 2020* to develop and adopt a budget that supports delivery of the Council Plan and strategic objectives. During the months of November and December 2024, community members were invited to submit proposals for consideration and inclusion in the 2025-26 Budget. Submissions closed on 1 December 2024, with submitters who elected to speak to their submission presented to the Submitters Delegated Committee on 19 February 2025.

Feedback received through this process, along with strategic planning and officer input, has informed the development of the draft budget material to date. Officers are proposing a further period of targeted engagement with the community on key proposals included in a



concise extract of the Draft Budget 2025-26 (the consultation material), to further inform the final iteration of the Draft Budget 2025-26 for consideration by Council in June 2025.

### **Discussion**

Council officers have prepared a concise set of documents for the draft Budget 2025-26, focusing on the following key financial components and elements, including:

- Projected Income and Expenses
- Capital Works projects
- Reserves and Equity
- Fees and Charges
- Rates

Proposed major projects recommended in the draft 2025-26 budget consultation material include:

- Upgrading the boiler from Gas to Electric at the Gisborne Aquatic Centre
- Renovations to the Gisborne Library western rooms
- Upgrade to the Hutton Street Kyneton public toilets
- Kyneton airfield infrastructure upgrades
- \$8.68M on renewing Council's Road network
- \$3.66M on renewing Council's buildings
- \$700k renewal and \$370K new footpaths
- \$611k on renewing Council's drainage assets

Other key elements included in the Concise Draft 2025-26 Budget document for consultation are outlined below.

The cash result for the financial year as currently proposed to be balanced. Changes to income and expenses, capital works, reserves, borrowings, fees and charges or rates, may impact this result as Council continues to consider the Draft 2025-26 Budget settings.

Proposed borrowings total \$750,000 in the Draft 2025-26 Budget consultation document. The loan matches budgeted funded applied for a grant to fund the boiler upgrade from gas to electric at the Gisborne Aquatic Centre. This investment is expected to deliver long-term community benefits by reducing utility costs and lowering environmental impact through decreased gas reliance.

The higher-than-usual loan redemption in 2025-26 reflects the scheduled repayment of a \$2,400,000 interest-only loan drawn down in 2015/16. This loan was obtained through the Local Government Funding Vehicle (LGFV).

Rates are proposed to increase in line with the cap set by the Minister for Local Government at 3%. The recommended rate for the cap each year is set based on the forecast Consumer Price Index (CPI) and advice from the Essential Services Commission. This proposed increase is in line with similar increases in costs for the delivery of Council services, including expenditure on capital, wages and salary costs.

Council recognises that many residents may be experiencing financial pressures and has balanced this with the need to continue delivering a wide range of high-quality services to a growing community. While this approach reflects Council's commitment to maintaining service levels while managing ongoing inflationary pressures and rising operational costs, the proposed rate increase of 3% rate may change as Council considers feedback and explores options. Any changes in the proposed rate would impact the rate in the dollar charged to ratepayers.

Changes to Fees and Charges have been recommended in accordance with the increasing cost of delivering services, benchmarking, and community feedback. Proposed changes include a fee waiver for general local law permits for once-off community group activities (one free permit per year), changes to non-statutory planning service fees, and proposed reductions to user fees for accessing Council's outdoor pools.

Another pressing concern for ratepayers is the uncertainty surrounding the Victorian Government's Fire Services Property Levy, and the potential increase to this as the renamed Emergency Services Volunteers Levy. The proposed increase to this revamped levy by the State Government has caused widespread concern; an added financial burden on households already managing cost-of-living pressures. We recognise its effect on the community and have considered this carefully in preparing the material for your consideration to inform the Draft Budget 2025-26.

The Concise Draft Budget 2025–26 presents an accessible overview of Council's proposed assumptions, priorities, projects, and financial commitments for the upcoming financial year. It offers the community an opportunity to review and consider the key features and strategic initiatives outlined in the budget. This process ensures transparency and allows for informed discussion and feedback ahead of the final budget being considered for adoption at the June Council meeting.

### **Consultation and engagement**

Under Section 96 of the *Local Government Act 2020*, community consultation on the draft Budget 2024-25 was undertaken in accordance with Council's Community Engagement Policy. This included public consultation and feedback during November – December 2024, seeking community submissions, and the proposed further period of engagement on targeted questions during April – May 2025.

#### **Community Submissions**

Council invited community submissions and proposals to contribute to the 2025-26 Budget over a four-week period from Monday, 4 November to Sunday, 1 December 2024. Submissions could be made via Council's 'Your Say' online engagement hub or submitted in writing through mail or in person at Council's customer service centres.

Community members were encouraged to seek support from Council officers when preparing their ideas to ensure well-informed submissions. Submitters also had the opportunity to present their proposals at the Submitters Delegated Committee meeting on 19 February 2025.

A total of 61 submissions were received. A summary of these is included in Appendix One.

Several submissions aligned with initiatives already included in the draft budget, such as:

- Riddells Creek Walkability initiatives
- Riddells Creek Recreation Master Plan
- General local law permit fee removals and reductions

- Romsey Oval #2 – design of surface and lighting
- Woodend Community Centre (carry forward)
- Bowen Street (Kyneton) flood study
- Dixon Field sports lighting
- Ongoing implementation of Botanic Gardens Master Plans

Following a review of submissions, the following additional projects are recommended for inclusion in the draft budget:

- Lancefield Courthouse – ramp upgrade and air conditioning
- Bullengarook Community Hall – water tank
- Market Street Carpark, Kyneton – lighting upgrade
- Woodend Bowling Club – toilet upgrade
- Kyneton Football Netball Club – servery window
- Macedon Hall upgrades – switch board and ovens
- Free passes and two “free weeks” for green waste disposal

### **Targeted Engagement**

The proposed period of consultation, of two weeks, enables targeted feedback, guided by set questions, and will be delivered through Council’s ‘Your Say’ online engagement platform. It provides for consideration of the key elements that make up the foundation of Council’s 2025-26 Budget, without the formality of the full “model” budget, including accounting standards and notes, that are sometimes difficult to interpret for the community and do not always enable effective engagement.

Submissions received responding to the targeted questions will be provided to Councillors in full, and a summary of these submissions will be presented, together with the Draft Budget 2025-26, when it is presented in full at the June 2025 meeting of Council, for consideration.

### **Collaboration**

The draft Budget 2025-26 has been prepared by officers with input from Councillors through a series of Councillor Briefings and Workshops, including the input from the community during November – December 2024.

Benchmarking and other data have also been sought from neighbouring municipalities when considering service costs, fees and charges.

### **Innovation and continuous improvement**

The draft Budget 2025-26 is an important part of Council’s integrated strategic planning framework; and the process to draft, develop, refine and endorse the budget is reviewed each year with Councillors and officers, to improve effectiveness and efficiency of the process. Officers also reference and share information with other municipalities in Victoria and across Australia to identify opportunities for improving the development and adoption of Council’s annual budget. Local Government Victoria also provides a range of planning and reporting guides and templates to assist councils with planning, budgeting and reporting, and we use these resources to help Council meet its legislative obligations to plan and report on their performance over the short, medium and long term.

**Relevant law**

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

Individual programs, projects and initiatives will undertake Gender Impact Assessments (GIAs) in accordance with the *Gender Equality Act 2020* as part of their implementation during 2025-26, if not already completed.

These assessments form a fundamental consideration for the Budget, as they:

- provide for Council operations that include services, assets, facilities, programs and activities to the community.
- incorporate the major initiatives identified by the Council as priorities in the Council Plan, to be undertaken during the next financial year.

Completion of GIAs highlights the importance of continued reflection on available data, and consultation processes to ensure the best outcomes for the whole community.

For the implementation of the Draft Budget, Council has undertaken a GIA on the consultation and engagement processes proposed in line with our Community Engagement Policy, which was found to be Gender Neutral.

Council implements a range consultation approaches and methods, including written, verbal and online forums, that have been used over the course of the development of the budget, to ensure that all community members have access to engage with and contribute to the development of the Draft Budget 2023/24.

Two consultation periods are being undertaken during the preparation of this draft budget to increase the time available for contributions from the community.

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

Nil

**Relevant Council plans and policies**

The preparation of the budget supports Council's priority of strong and reliable government. The Budget 2025-26 includes funding for the services outlined in the Council Plan.

Proposed Borrowings, Investments and Reserve Transfers are in line with Council's Borrowing Policy, Investment Policy and Financial Reserve Policy, respectively.

**Climate Impact Assessment**

Councils' budget is the critical vehicle through which our Counting-Down-to-Zero and Climate Emergency Plan actions are funded. Specific initiatives (for example, transitioning off gas at our aquatics and recreation centres) have been included in the budget as part of the proposed funding in the draft 2025-26 Budget. The ability to fund Council's programs to mitigate climate risk and help to prepare the community for future climate risk are driven by the proposals funded through the Budget.

**Financial viability**

The draft Budget 2025-26 includes all currently known financial and resourcing requirements for Council in 2025-26.

**Sustainability implications**

Council's Budget prioritisation includes consideration of Climate Impact as part of Council's business case process, requiring officers to state the implications that proposed programs and projects may have on Council's greenhouse gas emissions, as well as assessing if and how the proposals support the community to adapt to climate change. This informs the initial prioritisation of initiatives recommended in the Budget.

**Officer declaration of conflicts of interest**

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

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

## Summary | Community Submissions: Draft Budget 2025/26

Submitter	Submission - Summary Description	Council Budget Recommendation
12, 14, 15, 17, 18, 20W, 22, 24, 38, 39	Riddells Creek Walkability. Support for 3 Initiatives identified by Riddells Creek Walkability. 1 - Pedestrian/Cycling/Horse Bridge over Riddells Creek North 2 - Shared path on Sutherlands Road 3 - Funding Master Plan for Riddells Creek Recreation Reserve	<ol style="list-style-type: none"> <li>1. Is included in the current budget as part of the Macedon Ranges Shared Trail project.</li> <li>2. The Sutherlands Road shared path is recognised in Shire Wide Footpath Strategy, but not yet prioritised for funding.</li> <li>3. A grant application has been submitted to fund the completion of the updated Riddells Creek Recreation Reserve Master Plan</li> </ol>
1	Design and development of a synthetic soccer pitch for training and competition. We are a soccer club based in Woodend and in desperate need of a permanent space to safely train and play competitively.	Council is currently developing a draft Woodend Racecourse Reserve Master Plan to inform future development of the site. Officers recommend finalising development of the Master Plan prior to further consideration of this submission.
3	Reconsider charging a fee for local laws permits for volunteer-led, community-building activities like the Christmas tree decoration in Darraweit Guim. Over the past few years, the community of Darraweit Guim has decorated the township with Christmas trees along the road. This activity requires a local laws permit. This year we discovered that due to changes in the budget we were required to pay \$92 for the permit.	Included in the proposed fees and charges is a fee waiver for general local law permits for once-off community group activities offering one free permit per year. Subsequent permits for community groups to hold multiple permits per year will receive a 50% discount.
4, 7, 44, 48	Request for a new Master Plan to be developed for the Riddells Creek Recreation Reserve. We cannot move forward without the new master plan being completed. The plan will benefit all existing and potentially new clubs and community groups in Riddells Creek.	This project is recommended for funding, it is a high priority for officers particularly pending the outcome of the Amess Road Precinct Structure Plan. A Tiny Towns grant application has also been submitted to assist in funding the Master Plan.
2	Installation of footpath on Mollison Street Malmsbury. A footpath has been assessed as high priority by the MRSC team in Malmsbury along Mollison St, to enable safe and accessible access to the station from the Taradale side of town. Seeking Council action to enable safe passage to the station.	Currently, no footpath exists along Mollison Street west of Daylesford Road. A footpath along this section is not identified as part of the Shire-wide footpath plan. There is sufficient room on the northern side of Mollison Street for footpath construction. This project is a high priority, but other projects have a higher priority for funding.

## Summary | Community Submissions: Draft Budget 2025/26

Submitter	Submission - Summary Description	Council Budget Inclusion
5	Funding for upgrade of male toilets and change rooms at Woodend Bowls Club. Upgrade to 70 year old building that is widely used by the Woodend Community and visitors. The Male Toilets and changeroom are extensively used but showing signs of their 70 year age and also not fit-for-purpose in modern times.	The planning and design process for this project was completed in March 2023, and included access improvements and fixture/ fittings upgrades. The proposed work has substantial cost, and aligns with Council's Disability Action Plan. It is noted that this request is only part of the building works required - approx. A reduced investment is recommended to fund renewal to the male toilets.
6	Upgrade of the Woodend Golf Club car park. The current car park is not fit for purpose, and there is no designated disability access car parking. Council is responsible for maintenance and urgent upgrade is required. The recently upgraded Clubrooms remain inaccessible without improvements to parking.	The noted improvements to the car park are acknowledged, with development of a design required to progress this work. The Golf Club has had recent projects funded. Council is the Committee of Management with the Club holding a Crown Land Lease, and will seek future budget consideration and grant funding opportunities for these works.
8	Improve access into Romsey by providing a footpath from Barry street to Romsey Road. Safe access into town for residents living in eastern side of town (Barry St -Romsey Rd). It is extremely dangerous during busy times as we see a lot of people walking this route especially with kids and prams . Someone needs to look at this with young families growing in the area.	A footpath between Park Lane and Lauder Place is ranked as a lower priority (No. 16) in the Shire-wide Footpath Plan for 2018-2027 compared with others not yet completed. While this project is included, higher-priority projects are recommended for funding to ensure the greatest community benefit. The Park Lane to Lauder Place footpath will be constructed in the future as other priority projects are delivered.
9	Propose lighting to be installed in large carpark in Market Street, Kyneton Market Street Kyneton (opposite Kyneton Medical Centre (9 market Street ) is used by many people of the local community to access health care and childcare as well as patrons of the hotel and nearby shops. It is particularly dark in winter and recently there has been domestic rubbish dumping. It is an unsafe area at night.	Officers have previously investigated the request for public lighting installation at Market Street, Kyneton, and found that the solar lighting option would fully light the car park, with additional cost to add mast arms and lanterns to the existing power poles facing the car park .This solution would light most of the car park, including the entry and exit points from Market Street, and is recommended for funding in the budget.
10	Completion of the footpath on the west side of Station Road from Octagonal Court to Ferrier Road	A footpath between the existing footpath on the western side of Station Road and 223 Station Road will be constructed as part of the Cathlaw Estate Stage 3 and provide connection to the eastern side of Station Road.

## Summary | Community Submissions: Draft Budget 2025/26

Submitter	Submission - Summary Description	Council Budget Inclusion
11	Light towers are needed at Romsey Park Oval #2, as well as improvements to the playing surface, to support the Macedon Ranges Soccer Club and other users to enhance use and increase availability of suitable facilities. Support for accelerating implementation of the 2023 Romsey Sports Precinct Master Plan.	The design of Sporting Surface and Lighting project are consistent with priorities for this Precinct, and are recommended for inclusion in the budget. It is possible that this may be contingent on a successful grant and have recently submitted a grant for this project.
13	Upgrades and renovations to Former Lancefield Courthouse, which needs urgent repair and renovation.	A plan and design project was completed 23/24 financial year with the intent of reviewing accessibility and overall condition of the building. Schematic drawings and cost estimates were obtained. The total cost to Council is not currently recommended for funding without further verification of the return on investment, and maximising community use. Officers recommend funding to be included for an upgrade to the access ramp and air-conditioning to ensure an increase in amenity and accessibility.
16	Enhance communication to public through incidents and events through signage and group text alerts. Consider investing in \$1200 Code 3 message boards to enhance public safety during incidents and implement a group text system for fireworks and animal-related updates to improve communication	Council's Animal Management Vehicles are clearly marked and have orange flashing lights to alert the public and keep staff safe. We will consider additional signage such as Code 3 Boards as part of the fleet replacement process. Council does not currently use SMS advisories due to privacy.
19	Upgrade to social rooms at Kyneton Showgrounds, consistent with the Master Plan to increase utility for a variety of user groups.	The social rooms condition rating is average according to the Master Plan, and the building remains fit for purpose in its current condition. Upgrades are recommended to be considered as part of the building renewal program in future budgets. A small allocation can be made to deliver practical changes to the rooms, for example, kiosk and servery, for the use of clubs to improve the ability to generate revenue at events. The most recent budget provided funds for fencing at the Kyneton Showgrounds and redeveloped netball facilities.
21	Funding for construction of the upgrade of the current Macedon Ranges Bowling Club clubrooms. The Macedon Ranges Bowling Club rooms are an aging asset, for which concept designs have previously been completed. The ongoing viability of any sporting club is dependent upon a strong membership base and suitable club facilities. There specific challenges in supporting the elderly and special needs members, and community health benefits.	The planning and design for the upgrade to the bowling clubrooms occurred in 2024/25, and the significant investment to deliver this work is recommended to be considered as part of the building renewal program in future budget cycles.



## Summary | Community Submissions: Draft Budget 2025/26

Submitter	Submission - Summary Description	Council Budget Inclusion
23	Upgrade to tennis facilities – Gisborne Tennis Club, particularly Courts 5-6 and 7-8 which are subject to flooding during winter, with a \$25k co-contribution from the club.	The club's previous bid for funding to upgrade courts 5–8 in the 2024/25 budget was unsuccessful as the project requires a significant investment, as it also involves drainage improvements. This project should be considered in future budgets, with alternate funding models explored.
25W	Rollover of last year's funding allocation be made in this Budget for the Woodend Community Centre project	Any unused budget allocation from the 2024/25 budget for this project will be carried forward to 2025/26 to ensure continued support. This is proposed to be fully grant funded in the first year of the project following any successful grant application.
27	Upgrade and renewal of playground equipment and landscaping	Substantial park development has taken place at Riddells Creek Lions Park in recent years. Noting these recent improvements and additions to this park, Council has priority upgrades at other parks that take priority at this time. The Playground Strategy (in progress) also informs the priority of upgrades.
28	Funding for necessary works in drainage program for Bowen Street, Kyneton.	Officers are aware of flooding issues in the Victoria Street area of Kyneton, caused by legacy drainage assets such as bluestone channels, small-diameter culverts, and the absence of a retarding system along the urban drainage network. To address these concerns, Council is conducting a catchment-scale flood study to better understand the flooding behaviour and develop mitigation strategies, and so the ongoing funding required is considered in each budget year.
26W	Upgrades to support development at Kyneton South: 1 - The dangerous intersection of Lauriston Reservoir Rd and Harpers Lane 2 - The total lack of safe foot and bike pathways to Kyneton station and the desire for a foot/bike path to Kyneton township via Greenway Lane. 3 - The unsafe intersection of Trentham and Lauriston Reservoir Rds.	<ol style="list-style-type: none"> <li>1. Council will work with the developer and the Department of Transport and Planning (DTP) to reduce the speed to 60 km/h, which will improve sight distance and provide drivers more time to make decisions at the intersection.</li> <li>2. The Kyneton Movement Network Plan 2024-2033 identifies a recommendation for a footpath along Lauriston-Reservoir Road between Mollison Street and Harpers Lane. This footpath is not currently identified as part of Council's Shire Wide Footpath Plan and so not recommended for funding at this time.</li> <li>3. Under the Road Management Act (RMA) Code of Practice, DTP is the responsible authority for the Trentham Road/Lauriston Reservoir Road Intersection, and Council continues to advocate for safety improvements in our Shire to DTP.</li> </ol>
29, 30, 34, 36, 37, 49	Funding to develop Stage 1 of the endorsed Ross Watt Master Plan	Ross Watt Reserve Master Plan was adopted in Sept 2023. Lighting on courts 1 and 2 will be delivered this year. The planning and design of new courts is underway. Construction of the courts will be subject to available funding, noting that their construction is priority two in the Master Plan.



## Summary | Community Submissions: Draft Budget 2025/26

Submitter	Submission - Summary Description	Council Budget Inclusion
31W, 58W	Request funding to deliver Master Plan: 1 - Development of an improved Clowes Street 2 - Development of new pathways within the gardens 3 - Installing plant identification and cohesive way-finding signage through the gardens 4 - Design, planning and site preparation for a new public toilet facility.	Council has recently appointed a Team Leader Botanic Gardens and High-Profile park, this role will work closely with Friends groups and endorsed master plans to prioritise and deliver projects consistent with the Master Plans, and so this work will progress and is recommended to be funded in the budget.
32, 33	Installation of lighting for pitches at Dixon Field.	The Dixon Field Master Plan identifies lights on Pitch 2 as part of component B3. A grant has been submitted to fund the lighting of the soccer pitch and is recommended for funding.
35	Funding to renovate kitchen -Woodend Hanging Rock Pétanque Club	Works subject to implementation of the racecourse reserve master plan, and the future of facility is yet to be determined. Officers recommend this is considered in future budgets once this work is complete.
40	That Council seeks funding to construct safety upgrades at the Fingerpost Road (Woodend) intersection, aligning the mountain bike trails and car park while minimizing environmental impacts.	Council has worked closely with the Department of Energy, Environment and Climate Action (DEECA) to improve car parking at Wombat Forest, as the responsibility for the car park area lies with DEECA. In the interest of the community, Council will once again advocate to DEECA for improvements to the car parking facility. Council will also monitor and maintain Council access road as per Council's Road Management Plan.
41	Replacement of stoves in kitchen - Hall at Macedon	While the submission does not indicate investigations have taken place on existing electrical infrastructure, the capacity of the existing switchboard will not accommodate electric ovens at this time. Officers recommend that funding is provided to include both the switch board upgrade and ovens.

## Summary | Community Submissions: Draft Budget 2025/26

Submitter	Submission - Summary Description	Council Budget Inclusion
42	Installation of sub surface drainage and relaying of the surface of the playing field at Lancefield Park, along with replacement of boundary fence and coach's boxes.	The Lancefield Park Recreation Reserve, situated on Crown land, is governed by a DEECA committee of management with responsibility for maintenance and improvement of the reserve. Following the noting of the Master Plan for Lancefield Park, officers recommend considering funding for the replacement of the oval fence in future budgets. Subsequent works to the oval drainage and surface are subject to grant funding opportunities and future consideration by Council.
43	Funding for additional water tanks - Bullengarook Community Hall	Refilling tanks enable both hall and public toilet operations, impacting Council's operating budget and the community, this proposal is a low-cost intervention that is recommended to be funded.
44B	Establishment of the first dog-off leash park in the Macedon Ranges by enhancing the existing dog arena at Riddells Creek Recreation Reserve.	Proposal for funding to create a fenced off leash dog park at an existing off leash area in Riddells Creek. An off-leash area review is currently underway and the draft Domestic Animal Management Plan (DAMP) 2026-2029 is being developed and consulted on this year. This submission can be considered as part of the off-leash area review and development of the DAMP 2026-2029.
45	Funding to installation of a cardiac defibrillator at rear of 49 Mollison Street, Kyneton to support community safety for small business operations.	For not-for-profit groups, Macedon Ranges has several small project grant initiatives to support small investments for community benefit. There are also state-based and Federally-funded grant programs for installing Automated External Defibrillators to increase community safety, including Heart of the Nation and Victoria Sport Defibrillator Grants. Signing up to the Macedon Ranges Grants Hub ( <a href="https://www.mrsc.vic.gov.au/About-Council/Find-A-Grant/Macedon-Ranges-Grants-Hub">https://www.mrsc.vic.gov.au/About-Council/Find-A-Grant/Macedon-Ranges-Grants-Hub</a> ) can assist to identify future funding opportunities.
46	Council to allocate funding for: 1. Implementation of the Five Mile Creek Master Plan  2. Maintenance and Capital Support for the imminent Romsey and Lancefield Town Centre Action Plan projects.  3. Council fees on EMRBATA and other volunteer community groups.	<ol style="list-style-type: none"> <li>1. Funding actions within the Master Plan remains a focus for Council including those relating to infrastructure (paths, fencing, lighting, signage, bins, trees and seats) and those regarding environmental works (weed removal, revegetation). Although the impact is acknowledged all works are being prioritised to be considered in a future budget year.</li> <li>2. Council will make in-kind contributions towards maintenance and capital projects identified by the community in the Romsey and Lancefield Town Centre Action Plans as possible and consider funding in future budget years. Further officer time is required to identify specifically which projects are the highest priority and whether additional outside funding might be available.</li> <li>3. We have proposed in fees and charges a fee waiver for general local law permits for once-off community group activities offering one free permit per year. Subsequent permits for community groups to hold multiple permits per year will still receive 50% discount.</li> </ol>

## Summary | Community Submissions: Draft Budget 2025/26

Submitter	Submission - Summary Description	Council Budget Inclusion
47	An extension to the current at Lancefield Park pavilion is required for storage. This involves adding an extra bay onto the East side of the current building for which there are drawings, and a quote completed.	Lancefield Park has recently attracted Council support in funded budget times. Officers note that this proposal is subject to the recently noted Lancefield Park masterplan, for which funding opportunities are being sought. Officers will work with the community to consider alternate options that may be able to be realised this year, potentially including storage containers. Proposals for Lancefield Park will be considered in future years.
50	Request for funding: 1. Macedon Ranges Thriving Villages Project 2. Macedon Ranges Business Breakfast 3. Update to 2017 Macedon Ranges Visitor Economy Impact Study and 2020 Visitor Accommodation Study 4. Removal of Council Permit Application Fees for Not-For-Profit Groups 5. Implementation of the Hanging Rock Master Plan 6. Support for Anzac Day Commemorative Services 7. Macedon Ranges Autumn Festival 8. Autumn Leaves Management 9. Partnership with Regional Tourism Board 10. Events and Festivals Grant Program	Currently Council has a small allocation recommended in the budget for 1. Macedon Ranges Thriving Villages Projects, and 2. Macedon Ranges Business Breakfast. Officers are in support of increasing that allocation. 3. A review of the Visitor Economy Strategy will be undertaken and recommendations taken to Council, with a view to be ready for the 26/27 budget process; this can incorporate Impact study and accommodation study. 4. Officers have proposed in fees and charges a fee waiver for general local law permits for once-off community group activities offering one free permit per year. Subsequent permits for community groups to hold multiple permits per year will still receive 50% discount 5. Council have applied for funding for the Implementation of the Hanging Rock Masterplan to a federal government program and will continue to advocate for the State to fund the next steps of the masterplan. 6. At the September 2024 Scheduled Council Meeting, Council resolved to implement the Anzac Day Commemorative Services Grant Program for the 25/26 financial year. 7, 8, 9 & 10. The Macedon Ranges Autumn Festival, Autumn Leaves Management Program, Partnership with the Regional Tourism Board and Events and Festivals Grant Program are all allocated items within Council's existing budget, with funding recommended to continue.

## Summary | Community Submissions: Draft Budget 2025/26

Submitter	Submission - Summary Description	Council Budget Inclusion
51	I would like council to start scoping on-road bike infrastructure, like sharrows and bike lanes, on council-owned roads in Kyneton. The bike infrastructure should be considerate of topography and connect all key landmarks in Kyneton.	As identified as part of the Kyneton Movement Network Plan 2024-2033 on-road cycle lanes and shared paths are identified as projects including Edgecombe Street, Wedge Street and Lauriston Street. Council are working through delivering the projects in accordance with the priority identified in the plan. Bike hoops are identified as a potential item of supporting infrastructure to be installed as part of projects identified as part of the Plan. The Kyneton Urban Design Framework was adopted in March 2025, and is being prepared and reviewed for staged implementation.
52, 53	Acquisition by the Macedon Ranges Shire Council from the state government of Gisborne Pine Plantation (at 120 Aitken Street, Gisborne)	In 2020, following a Council resolution, the Council's CEO wrote to the State Government advocating for the return of the land at 120 Aitken Street Gisborne to the community for the purpose of public open space, pedestrian linkage and a significant cultural heritage reflection site, along with eventual pine removal and replacement with indigenous vegetation. There has been no further response from the State Government in relation to this matter, and Council does not have a strategic plan or policy that has identified a need for this site at this time. Officers recommend revisiting this proposal in future budget years should settings change.
54	Delivery of Swampy Business Project to allow an attractive and regenerated environment where all community members can connect with nature and each other in Riddells Creek.	The project has been awarded two rounds of grant funding in the Community Funding Scheme, firstly to engage a landscape design to develop designs, secondly to conduct a community engagement process to gain wide community input/support. Council officers have been supporting the group in their community engagement process, along with, expectation management of the committee and wider community. Officers recommend this proposal be considered for inclusion in future budget years.
55	Hard rubbish collection	Council has previously conducted a study that identified costs of implementation and the distance between towns are significant barriers to introduction of this service at this time. The extension of Council's services to meet the needs of the community is regularly in consideration and an internal review of Council's waste and resource recovery services is being undertaken. Officers recommend re-consideration of this proposal following the completion of this internal review.

## Summary | Community Submissions: Draft Budget 2025/26

Submitter	Submission - Summary Description	Council Budget Inclusion
56	This proposal seeks approval for a budget of \$20,000.00 to commence the process of getting the 'Meeting place' in the Gisborne Botanic Gardens.	Officers recommend prioritising the delivery of high-priority projects outlined in the Gisborne Botanic Gardens Master Plan before progressing to medium-priority projects, including the identified gazebo/conservatory. This proposal may be considered in future budget years.
57W	The submission highlights the concern for the intersection at High St & Urquhart St in Woodend. The concerns are for pedestrian safety, congestion of traffic and confusion of who gives way safely	Council officers are currently working through a township wide speed reduction for Woodend with community consultation to begin in February 2025. An outcome of the proposed speed reduction will be the lowering of the speed limit along High Street through the Woodend Town Centre to 50kmh. As the responsible road authority for High Street, Woodend; Department of Transport and Planning (DTP) is currently considering options for the upgrade of the High Street and Urquhart Street intersection with support from Council officers. The outcome of these options and proposals will be considered in future budget years if required.
59	Free Tip Passes for Green Waste	Council included two free green waste vouchers per year (distributed through the Shire life publication) as part of the 2024/25 budget process. This demonstrated a moderate uptake and uncertainty on accessibility of the scheme. Council is proposing to retain the voucher scheme in the 2025/26 budget year, and has proposed the further addition of four free weeks of Green Waste disposal at resource recovery centres.
60	Proposed Freshwater pool embedded in a wetlands system with surrounding facilities in Romsey	This submission requires further investigation and discussion to further understand the proposal and to determine the if development of a feasibility study is warranted. It appears to be a multi-million dollar development, and would require significant grant funding should the concept be determined to be feasible and aligned to community priority and needs. Officers recommend consideration of this proposal as part of community infrastructure planning and prioritisation, following renewal of Council's Community Vision and Plan.
61	Free tip fees for Green Waste	This multiple-signatory submission is being considered by Councillors as part of the budget process. Council included two free green waste vouchers per year (distributed through the Shire life publication) as part of the 2024/25 budget process. This demonstrated a moderate uptake and uncertainty on accessibility of the scheme. Council is proposing to retain the voucher scheme in the 2025/26 budget year, and has proposed the further addition of four free weeks of Green Waste disposal at resource recovery centres.

<b>COR.5</b>	<b>CONTRACTS TO BE AWARDED AS AT APRIL 2025</b>
<b>Officer:</b>	<b>Ilsa Melchiori, 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 to 28 July 2021. Although this report recommends noting the power delegated to Council officers, Council has the power to:

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

### Recommendation

**That Council notes that the following contracts will be awarded by Council officers under delegated authority:**

- C2025-85 Kerrie Hall Renewal**
- C2025-86 Gisborne Mechanics & Community Hall Works**
- C2025-87 Lauriston Footbridge Removal**

### 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 1 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.

<b>C2025-85 Kerrie Hall Renewal</b>	
Kerrie Hall is located at 6 Kerrie Valley Road, Kerrie and is the heart of the community. This project is to focus on renewing the main areas of the hall – the kitchen and toilets as well as refreshing the main hall aesthetics.	
<b>Compliance Requirements</b>	<b>Budget Impacts</b>
Council's Director has delegated authority to award this contract.	Budgeted Value (excl. GST) \$200,000

**C2025-86 Gisborne Mechanics and Community Hall Works**

Gisborne's Mechanics (Windarring) Hall and Community Centre are located at 8 Hamilton Street, Gisborne, 3437. Both buildings are used year-round by a wide variety of community groups and educational organisations.

The purpose of this project is to improve the structural integrity of roofing areas and associated drainage and waterproofing both buildings to reduce future maintenance costs

<b>Compliance Requirements</b>	<b>Budget Impacts</b>
Council's CEO has delegated authority to award this contract.	Budgeted Value (excl. GST) \$300,000

**C2025-87 Lauriston Footbridge Removal**

Council is seeking the services of a qualified contractor to complete the works of demolishing the Lauriston Footbridge.

<b>Compliance Requirements</b>	<b>Budget Impacts</b>
Council's Director has delegated authority to award this contract.	Budgeted Value (excl. GST) \$100,000

As part of Council's procurement processes, several controls are implemented to ensure the risks are identified and managed. For the contracts to be awarded in this report, that includes the following measures:

- Conflict of Interest Declarations – Officers must disclose conflicts before participating in procurement decisions or panels.
- Competitive Bidding – Transparent public tendering with multiple suppliers was undertaken for all contracts and are required for contracts above the \$1m financial delegation limit of the CEO to ensure competition and transparency.
- Legal & Probity Review – Contract Coordinator reviews of each contract before execution.
- Performance Monitoring – KPIs and regular reviews, milestone tracking and monitoring for compliance with grant requirements where applicable for each approved contract.
- Public Disclosure Requirements – Contract awards are published in Council's Annual Report.
- Delegation Limits – All approvals are per the Procurement Policy and clearly defined specific financial thresholds the CEO can approve.
- Regular Reporting – the CEO submits periodic reporting on contracts for monitoring.
- Procurement Compliance – Training, audits, and adherence to policies is undertaken for all officers and steps in the process.

**Consultation and engagement**

The nature of this report does not require consultation or community engagement outside of the required procurement and probity processes.



**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 1989*. 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.

**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.6</b>	<b>MUNICIPAL ASSOCIATION OF VICTORIA VOTING DELEGATE</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 Council's voting delegate, substitute voting delegate and second substitute voting delegate to the Municipal Association of Victoria (MAV) State Council Meetings until November 2025, following the election of Councillor Jennifer Anderson to the position of MAV President.

### Recommendation

**That Council appoints Councillor Daniel Young, Councillor Janet Pearce and Councillor Christine Walker to be the Council's voting delegate, substitute voting delegate and second substitute voting delegate for the Municipal Association of Victoria State Council Meetings until November 2025.**

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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.

At the December 2024 Council Meeting the Council resolved Cr Jennifer Anderson to be Council's MAV delegate with Cr Daniel Young and Cr Janet Pearce as the first and second substitutes respectively.

In March 2025 Cr Jennifer Anderson was elected to the position of MAV President for a two-year term. This position prevents her from being the voting delegate for Macedon Ranges Shire Council.

### 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.

Rule 7.5 of the MAV constitution states that:

*"The participating member council for which the President is a delegate must appoint another Councillor to be its additional delegate to the State Council, principally for the purpose of enabling the additional delegate to cast a deliberative vote on behalf of the participating member council at meetings of the State Council. The additional delegate appointed has, subject to these Rules, all of the rights and privileges of a delegate except that they cannot:*

- o nominate for the office of President or Director; or*
- o vote in any election for the President or a Director."*

With the election of Cr Jennifer Anderson to the position of MAV President for a two-year term in March 2025 she is no longer able to be the Council's voting delegates at the MAV State Council Meetings. Council needs to appoint a new Council voting delegate and two substitute voting delegate to vote at the MAV State Council Meetings for the remaining period of 2025.

Officers are recommending Cr Daniel Young and Cr Janet Pearce (the two substitute delegates appointed in 2024) be appointed to be the voting delegate and first substitute voting delegate respectively with the addition of Cr Christine Walker as the second substitute voting delegate. All Councillors have indicated to officers that they would be happy to assume these positions.

**Consultation and engagement**

N/A

**Collaboration**

Officers have worked with the MAV in the preparation of this report to ensure it is compliant with the MAV constitution.

**Innovation and continuous improvement**

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

**Relevant law**

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

Appointing Councillor representatives to internal advisory committees and external organisations in 2025 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**

N/A

**Financial viability**

N/A

**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.

**12 COMMUNITY REPORTS**

<b>COM.1</b>	<b>SMALL PROJECTS GRANT RECOMMENDATIONS APRIL 2025</b>
<b>Officer:</b>	<b>Lisa Richards, Community Projects Officer</b>
<b>Council Plan relationship:</b>	<b>1. Connecting communities 2. Healthy environment, healthy people</b>
<b>Attachments:</b>	<b>Nil</b>

**Summary**

The Small Project Grants program supports projects and initiatives that:

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

Council's Small Project Grants budget for 2024-25 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. Funding recommendations are presented at a Council meeting for review and consideration.

This month one application has been received, seeking a total of \$1,440.00 in funding. The application has been evaluated against the eligibility criteria and is deemed to be eligible.

**Recommendation**

**That Council approves the awarding of a \$1,440.00 small project grant to Upper Deep Creek Landcare Network, for their Equine Landcare. Healthy Land, Healthy Horse project.**

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**Background**

Detailed eligibility and scoring criteria are available in the Small Project Grants Guidelines located on Council's website.

**Assessment process**

All applications are assessed by a panel of Council officers (including subject matter experts, depending on the nature of the application) and assessed in accordance with Council's Community Grants Policy.

Applications are assessed on four broad criteria, which include:

- Evidence of need
- Alignment to Council priorities
- Community benefit
- Ability to deliver project

**Discussion**

One application has been received, seeking a total of \$1,440.00 in funding. The application has been evaluated against eligibility criteria and meets program requirements.

**Project**

*Title/Organisation:* Upper Deep Creek Landcare Network (UDCLN)

*Project Description/summary:* Equine Landcare. Healthy Land, Healthy Horse

The project will organise and host a community information event, including a guest speaker, with the goal of forming an active Equine Landcare Group in the Macedon Ranges. Stakeholders have recognised the need to support horse owners with best practice horse and land management for the benefit of the environment and their animals for some years now. The aim of this project is to form an active Equine Landcare Group, to collaborate with like-minded organisations, run projects and apply for funding with the support of the UDCLN Landcare Facilitator.

*Consultation and Engagement:* The group has consulted with Council's Grants Officer and Environment team prior to submitting an application.

*Collaboration:* Upper Deep Creek Landcare Network are working closely with Council's Environment team on this project.

*Gender Impact Assessment:*

In accordance with the *Gender Equality Act 2020*, this project has been assessed by the panel. The applicant has noted that the principal beneficiaries of the project would be women, with strong representation of women among equine groups in the Macedon Ranges. Further, a gender impact assessment for Council's Draft Community Equestrian Facilities Plan in December 2024, noted that:

*Peak equestrian bodies recognise the Macedon Ranges as the second most active region for equestrian participation in Victoria, with a high proportion being senior females. The data highlights the value of equestrian activities in the shire and the meaningful opportunities they provide for women to participate, serve on committees, and volunteer.*

*Officer comments:* The Assessment Panel recommends funding the full amount of \$1,440.00. This project will support ongoing Council activities through the Healthy Landscapes Program, and the Environment Plan and aligns with Council Plan priorities Connecting Communities, Healthy Environment, Healthy People.

**Consultation and engagement**

Council's Small Project Grants Guidelines and Community Grants Policy are reviewed annually. Feedback from grant applicants and internal stakeholders are taken into consideration as part of the annual review process.

**Collaboration**

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

**Innovation and continuous improvement**

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

**Relevant law**

The proposed project has been assessed against access, inclusion and equity considerations under the *Charter of Human Rights and Responsibilities Act 2006*.

In accordance with the *Gender Equality Act 2020* all Council grants programs under the Community Grants Policy are subject to an annual review and Gender Impact Assessment, to ensure gender equality. As part of the most recent review, as presented to the 24 April 2024 Scheduled Council Meeting, a number of additional measures were identified and included in the Community Grants Policy, in the interest of delivering more inclusive and accessible funded community projects for the Macedon Ranges.

A Gender Impact Assessment for the grant application which is the subject matter of this report has been addressed above.

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

National Landcare Program.

**Relevant Council plans and policies**

- Council Plan 2021-2031
- Community Grants Policy
- Environment Strategy
- Municipal Public Health and Wellbeing Plan
- Climate Emergency Plan
- Gender Equity Action Plan
- Fair Access Policy

**Climate Impact Assessment**

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? The recommendation will not affect Council's energy usage or greenhouse emissions profile.

How will the recommendations mitigate risks posed by climate change to Council operations and services? This project supports the Macedon Ranges Shire Council's *Counting Down to Zero Plan* by promoting sustainable land management practices within the equine community. By encouraging best-practice horse and land management, the initiative helps protect soil health, water quality, and biodiversity, reducing the environmental impacts of land degradation and climate change. Strengthening land resilience aligns with Council's broader climate adaptation strategies, ultimately supporting long-term sustainability.

How will the recommendation help to prepare the community for future climate scenarios? The formation of an Equine Landcare Group will provide horse owners with education, resources, and collaborative opportunities to improve land management in response to a changing climate. Through community engagement and expert guidance, this project fosters resilience against extreme weather events, supports sustainable pasture management, and enhances local ecosystems. By empowering landowners with knowledge and support, the initiative strengthens the community's ability to adapt to future climate challenges in alignment with the *Counting Down to Zero Plan*.

**Financial viability**

The table below outlines a summary of the applications to date in the 24-25 financial year.

Applications allocated to date	Funding available	Applications in this report	Amount requested in this report	Amount remaining if approved
5	\$18,532.00	1	\$1,440.00	\$17,092.00

**Sustainability implications**

This project will involve activities to support the natural environment and community connectedness. It has the potential to contribute positively to the local environment and sustainability.

**Officer declaration of conflicts of interest**

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



<b>COM.2</b>	<b>GOLDFIELDS LIBRARY SERVICE AND FUNDING AGREEMENT</b>
<b>Officer:</b>	<b>Maria Weiss, Director Community</b>
<b>Council Plan relationship:</b>	<b>4. Delivering strong and reliable government</b>
<b>Attachments:</b>	<b>Goldfields Library Corporation Service and Funding Agreement 2025-2027</b> <a href="#">↓</a>

### Summary

This report seeks Council approval for signing the North Central Goldfields Regional Library Agreement 2025 - 2007 (attached).

The agreement provides a framework for the provision of services and funding of the Regional Library Corporation for the next two years, with an expectation that the Corporation will be wound up and library services will be operating under a new constitution and library agreement within this time.

### Recommendation

**That Council authorises the Chief Executive Officer to sign the Regional Library Service and Funding Agreement 2025 – 2027.**

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### Background

The North Central Goldfields Regional Library Corporation (the Corporation) includes four councils: the City of Greater Bendigo and the shires of Loddon, Macedon Ranges and Mount Alexander. The Corporation provides library services to these member municipalities.

The Corporation was created in 1996 and is designated a body corporate with perpetual succession under the Local Government Act 1989, meaning the Corporation remains in place for perpetuity until such time as there is a voluntary winding up.

The Act (2020) states that all Regional Library Corporations established under the Local Government Act 1989 may continue under the relevant provisions of that Act (1989) as though they had not been repealed, but must either be voluntarily wound up before 2030, or they will be wound up by the Minister for Local Government in 2030. Until then, Councils continue their commitment to deliver library services and the outcomes these deliver to communities across Victoria.

The CEO and Board of the Corporation have undertaken a service review of potential library models and are currently working through the transition steps towards establishing a Beneficial Enterprise as defined under s. 110 and s. 111 of the Local Government Act, 2020.

### Discussion

The Service and Funding Agreement details the responsibilities and obligations of the Corporation and the Member Councils in both delivering and investing in the delivery of the library service.

The Service and Funding Agreement is not bound by legislation and is simply an agreement between all Councils and the Corporation.

Separate to the Service and Funding Agreement, is the Regional Library Agreement (RLA) which was established in 1996 and provides framework of the Corporation as a separate legal entity.

A sunset agreement covered under the Local Government Act 1989 (s. 197). allows for the provision of Regional Library Corporations under the Local Government Act 1989 until June 30, 2031, by which time it is expected that all Councils will have transitioned to another method and structure for service delivery.

All four member Councils have agreed to continue a collective approach to library service delivery utilising the legal structure of a not-for-profit company limited by guarantee. This model has now been implemented by several Regional Library Corporations and is successfully working for a range of Councils in delivering a collective approach to public library services. Under this model, a draft constitution and library agreement are nearing completion for consideration by all member Councils of Goldfields Libraries.

The 2025-2027 Regional Library Service and Funding Agreement aligns with the current agreement of the Library Corporation and represents good governance by clearly outlining the principles of service provision and funding responsibilities for all parties.

The conditions of the 2025-2027 Service and Funding Agreement do not vary in any way from the existing Service and Funding Agreement and this process represents a continuation of current services utilising the same legal and fee structure whilst the Regional Library Corporation transitions to a new entity and corporate structure.

#### **Consultation and engagement**

No recent public consultation has been undertaken related to the content of this report.

#### **Collaboration**

Macedon Ranges Shire Council officers work closely with partner councils as part of the North Central Goldfields Regional Library Corporation. This includes members from City of Greater Bendigo and the shires of Loddon and Mount Alexander. All four partner Councils have gone through the process of seeking feedback on their intention to sign and seal of the Agreement in a similar timeframe.

#### **Innovation and continuous improvement**

The Agreement aligns with the current practice of the Corporation and represents good governance through the provision of an Agreement that clearly specifies the responsibilities of all parties. The current Agreement has been reviewed and no conditions have been changed in any way. This process represents a continuation of current services utilising the same arrangements as currently exist.

#### **Relevant law**

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

Legislation regarding regional library services under the Local Government Act 1989 and 2020 has been noted throughout 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 this report.

**Relevant Council plans and policies**

Council Plan 2021-31

Municipal Public Health and Wellbeing Plan 2021-2025

**Climate Impact Assessment**

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

How will the recommendations mitigate risks posed by climate change to Council operations and services? Nil impact

How will the recommendation help to prepare the community for future climate scenarios? Nil impact

**Financial viability**

Funding for the Corporation is provided for in the current Budget and each year agreement is reached on an equal per capita contribution, based on an annual budget and 10-year financial plan developed by the Goldfields Regional Library Corporation.

**Sustainability implications**

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

**Officer declaration of conflicts of interest**

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



# **Service and Funding Agreement**

## **July 1 2025 to June 30 2027**

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

**and**

**The North Central Goldfields Regional Library Corporation**

**trading as**

**Goldfields Library Corporation**

**Schedule A: General Conditions**

**Schedule B: Funding Arrangements**

**The Agreement:**

This Service and Funding Agreement is made on.....June 30, 2025.....,

**BETWEEN**

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

Signed on behalf of

.....  
Signature

Position

Date

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

Signed on behalf of

.....  
Signature

Position

Date

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

Signed on behalf of

.....  
Signature

Position

Date

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

Signed on behalf of

.....  
Signature

Position

Date

**AND**

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

.....  
Signature Position  
Date

Witnessed by

.....  
Signature Position  
Date

Goldfields Library Corporation Service and Funding Agreement: 20014-2018

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*North Central Goldfields Regional Library Corporation trading as Goldfields Library Corporation*

**Introduction:**

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

**Background:**

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

The service covers an area of 12,979 square kilometers, one of the largest library regions in the State of Victoria. The service reaches a growing population of over 200,000, has a collection of almost 300,000 items, has over 1.1 million visits a year, over 1.4 million loans a year and employs approximately 52 full time staff.

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

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

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

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



**Recitals:**

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

**Scope of Service and Funding Agreement:**

1. This Agreement operates in conjunction with and supports the underlying principles and objectives of the Regional Library Agreement.
2. This Agreement comprises two principal parts. These are:
  - (a) Schedule A which details the general conditions of this Agreement.
  - (b) Schedule B which details the funding arrangements.
3. This Service and Funding Agreement will apply until 30th June 2027 unless the current Regional Library Corporation is wound up before this date or a new Library Agreement is signed by all Councils.

**SCHEDULE A: GENERAL CONDITIONS**

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

**1. Library Board:**

Persons accepting a position on the Library Board will:

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

**2. Strategic Planning:**

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

**3. Policies and Standards:**

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

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

**4. Advocacy:**

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

**5. Accountability and Reporting:**

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

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

**6. Insurance:**

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

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

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

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

**7. Agreement Review:**

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

**SCHEDULE B: FUNDING ARRANGEMENTS**

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

**1. Source of Funds:**

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

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

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

**2. Application of Funds:**

The funds available to the Corporation will be applied to:

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

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

**3. Specific Funding Requirements:**

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

**4. Funding Formula:**

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

**5. Timing of Contributions:**

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

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

## APPENDIX 1

**Key Public Library Principles**

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

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

**13 ASSETS AND OPERATIONS REPORTS**

<b>AO.1</b>	<b>RESPONSE TO PETITION IN RELATION TO THE SPEED LIMIT ON SPENCER ROAD, WOODEND</b>
<b>Officer:</b>	<b>Benup Neupane, Coordinator Engineering Services</b>
<b>Council Plan relationship:</b>	<b>1. Connecting communities</b>
<b>Attachments:</b>	<b>Nil</b>

**Summary**

A petition has been received from Nicholas Martin in Woodend 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 1 March 2025 to maintain the speed limit for Spencer Road as a maximum of 50km/h, and move to re-install signage by the end of the month.”

On 26 March 2025 Council received a letter, signed by 21 individuals, strongly objecting to the request to formalise the default speed limit on Spencer Road at 50km/h, with the preference for an 80km/h limit instead.

This report provides recommendations based off regulatory and technical considerations to Councillors in regard to the speed limit along Spencer Road, Woodend.

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

- 1. Proceeds with seeking approval from the Department of Transport and Planning to formalise the speed limit along Spencer Road, Woodend as 80km/h.**
- 2. Notifies residents of the recommendation of Council and the speed limit change.**
- 3. Installs speed signs once approval from the Department of Transport and Planning is received.**
- 4. Continues reviewing other instances of potential historical speed limit inconsistencies and proceed with formalising these with appropriate speed limits.**

**Background**

In 2024, in response to community requests, Council installed 50km/h speed limit signs along Spencer Road, Woodend. As there were no prior records of speed signage on the road, Council officers consulted the Department of Transport and Planning (DTP) Portal, which indicated a default 50km/h speed limit. Based on this data, the signs were installed accordingly.

Following repeated incidents of vandalism and the removal of the regulatory signs, Council officers, in consultation with the DTP, identified an anomaly on the DTP Portal. It was determined that Spencer Road should not have been assigned a default 50km/h speed limit, and the correct speed limit should be 80km/h, as per DTP guidance.

In light of this information, Council officers notified residents of Spencer Road in January 2025 of our intention to formalise the speed limit to 80km/h, in line with the Victorian Speed Zoning Guidelines, which recommend an 80km/h limit for roads of this type.

Since the DTP database still records the speed limit as 50km/h, Council must seek formal approval from the DTP to amend the recorded speed limit to the recommended 80km/h.

### **Discussion**

Under the Department of Transport Speed Zoning Policy, rural roads in Victoria have a default speed limit of 100 km/h unless signed otherwise. As Spencer Road, Woodend is a rural road and not a dense residential area near a town centre, drivers unfamiliar with the area may assume the default 100 km/h limit applies.

Council officers have recently conducted traffic counts along Spencer Road, Woodend. The average number of vehicles per day is relatively low at 222 and the 85<sup>th</sup> percentile of vehicle speed is approximately 78km/h.

In Victoria speed limits are governed and monitored by the DTP. Council does not have jurisdiction to set speed limits within the Shire, as changes require formal approval from the DTP and endorsement by the Minister. Council officers assess community requests for speed limit reviews and submit applications to the DTP based on technical criteria aligned with the Victorian Speed Zoning Guidelines. These criteria include road environment, proximity to town centres, road category, traffic speed data, volume, and crash history analysis.

The concerns regarding driver safety, pedestrian safety, or failure to share the road appropriately fall outside of infrastructure-related solutions and are instead issues of driver behaviour. Council does not have the authority to enforce road rules, and if drivers are exceeding the speed limit, this is a law enforcement matter and should be reported to Victoria Police for appropriate action.

Lower speed limits should be based on safety risks such as sharp bends, high pedestrian activity, or a history of crashes, none of which may apply here. Setting an unrealistically low speed limit may lead to poor compliance and enforcement difficulties. Furthermore, speed limits should be consistent with similar roads in the area to ensure uniformity and avoid driver confusion.

The Road Safety Act 1986 and the Victorian Road Rules mandate that drivers must adjust their speed and driving behaviour to suit the conditions of the road, including weather, traffic, and visibility. With a speed limit of 80km/h, drivers must still drive accordingly if the road conditions are poor or if there are pedestrians, cyclists, or other hazards present.

Given that most vehicles using Spencer Road, Woodend are driven by local residents or return visitors familiar with the road's environment and terrain the formalising of the speed limit to 80km/h is recommended.

### **Consultation and engagement**

A letter was sent to residents of Spencer Road, Woodend in January 2025 informing them of the intention to formalise the speed limit of Spencer Road, Woodend as 80km/h based on the Victorian Speed Zoning Guidelines.

### **Collaboration**

Council officers have worked closely with the DTP to ensure speed limit proposals are in accordance with the Victorian Speed Zoning Guidelines. DTP is the responsible authority for speed limits across Victoria.



**Innovation and continuous improvement**

Council officers will continue to review speed limits across the shire to ensure that they are both appropriate and meet the needs of the community.

**Relevant law**

Road Management Act 2004

Road Safety Act 1986

Victorian Speed Zoning Guidelines

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 to this report.

**Relevant Council plans and policies**

Mobility and Road Safety Strategy 2023-2032

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? Not applicable.

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? Not applicable.

**Financial viability**

The installation of regulatory speed zoning signage will be incorporated into Council's operations budget.

**Sustainability implications**

Not applicable to this report.

**Officer declaration of conflicts of interest**

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

<b>AO.2</b>	<b>REQUEST TO INCLUDE UNMAINTAINED SECTION OF BLACKHILL ROAD, KYNETON ONTO THE PUBLIC ROAD REGISTER</b>
<b>Officer:</b>	<b>Benup Neupane, Coordinator Engineering Services</b>
<b>Council Plan relationship:</b>	<b>1. Connecting communities</b>
<b>Attachments:</b>	<b>1. Locality Plan <a href="#">↓</a></b> <b>2. Existing Road Conditions <a href="#">↓</a></b>

## Summary

This report has been prepared in response to a request from a resident of Blackhill Road, Kyneton, to add an unmaintained section of the Blackhill Road access track - from the intersection of Blackhill Road and Foxes Lane to 558 Blackhill Road, spanning approximately 1,270 meters - to the Council's Public Road Register.

## Recommendation

### That Council:

- 1. Does not proceed with including the section of Blackhill Road, Kyneton onto the Public Road Register.**
- 2. Informs residents and other stakeholders of this decision.**

---

## Background

The section of Blackhill Road maintained in accordance with the Public Road Register extends from Kyneton-Baynton Road to Foxes Lane, covering a total length of 4,290 meters. It includes 1,250 meters of sealed road from Kyneton-Baynton Road to Bald Hill Road, and 3,040 meters of unsealed collector road from Blackhill Road to Foxes Lane. North of Foxes Lane, an uncategorised private access track continues.

The carriageway width varies, with approximately 6 meters at the sealed section, 5 meters at the unsealed collector road, and 4 meters at the access track, all within a 20-meter-wide reserve. The section of access track in question serves as the eastern entrance to Blackhill Reserve, the entrance to Kyneton Ridge Estate Winery and provides access to several farming properties.

The Public Roads Procedure Policy sets out the criteria used to determine whether a non-registered road qualifies for consideration on the Public Roads Register and the process for considering such a request.

## Discussion

Council officers observed that the existing access track near Foxes Lane is in good condition, with pipe culverts provided for drainage. However, as the track progresses toward the northern end, significant potholes and major drainage issues become evident. The section of Blackhill Road in question was constructed without table drains on either side. Additionally, runoff from Blackhill Road is directed through the carriageway, causing ponding at the lower side of the road and scouring along the longitudinal direction of the road.

Refer to Attachment 1 for the locality plan.

Refer to Attachment 2 for the photos of the existing condition of Blackhill Road.

Council officers provide the assessment below of Blackhill Road, Kyneton against the criteria for inclusion into the Public Roads Register:

Criteria	Response	Comments
1. At least two or more properties and at least two or more permanent residents are abutting onto the road or requiring the road for access purposes;	Yes	The northern end of Blackhill Road provides access to multiple farm properties, access to businesses, and the Blackhill Reserve.
2. Whether or not land abutting onto the road or requiring the road for access has been developed to its highest and best economic use;	Yes	The land is primarily utilised for farming, grazing purposes, wine growing and tourism purposes.
3. The type of properties abutting the road, including public open space, community facilities, sporting facilities, and car parking areas, are of significant community value;	Yes	This section of the track serves as a secondary access point to the Blackhill Reserve.
4. Whether the road connects into and forms a part of the wider network of public roads;	Yes	This section of road connects to the south to the wider public road network.
5. The usage patterns of the road in relation to the nature and frequency of past, present and likely future use;	No	No significant change or increase in traffic volume is anticipated at this section of road in future.
6. Whether the road is regularly required for <u>both</u> vehicular and pedestrian use;	No	This section of road provides vehicular access to properties, not pedestrian access.
7. Whether the Council or any of its predecessors or any other public authority has constructed the road at public expense;	No	There is no evidence that the Council, its predecessors, or any other public authority constructed the road at public expense.
8. Whether the Council has cared for, managed or controlled the road regularly;	No	The requested section of road is not regularly managed or maintained by Council.

Criteria	Response	Comments
9. Whether the properties which enjoy a frontage to the road or require the road for access purposes have alternative access rights;	Yes	Kyneton Ridge Estate Winery also has access from Blackhill School Road. As per Planning Permit P201-0723 access for functions and deliveries to the Kyneton Ridge Estate Winery is to be via Blackhill Road. Blackhill Reserve has alternate access options while some of the farming properties do not.
10. Whether there are designated car parking facilities and traffic control signs attached to any public use of the road;	No	There is neither a car parking facility nor traffic control signs designated for public use.
11. Whether the road has ever been required to be set aside for public use as a condition of any planning approval;	Yes	As per Planning Permit P201-0723 access for functions and deliveries to the Kyneton Ridge Estate Winery is to be via Blackhill Road.
12. Whether the road has ever been formally dedicated or proclaimed to be a public highway under the Local Government Act, 1989 or any predecessor legislation;	No	There is no record of the Council having previously proclaimed the northern end of Blackhill Road as a public highway.
13. Whether the road has ever been constructed under a special charge scheme or a private street scheme;	No	There is no record of any special charge scheme initiated by the Council or residents for the northern end of Blackhill Road.
14. Whether the road has been constructed by a developer or private owner or entity to Council's minimum standards;	No	This access track does not meet the Council's minimum standards.
15. Whether the use is occurring "as of right", in particular evidence of previous permission;	Yes	As per Planning Permit P201-0723 access for functions and deliveries to the Kyneton Ridge Estate Winery is to be via Blackhill Road.
16. Existing geometric standards and surface conditions are in accordance with Council's requirements;	No	The existing geometric standards and surface conditions do not meet Council's requirements.
17. Whether the road contains assets owned and managed by public service authorities, gas, electricity, telecommunications, sewerage and water; and	No	A request through Before You Dig Australia (BYDA) revealed that there are no assets owned by public service authorities, including gas, electricity, etc.

Criteria	Response	Comments
18. Whether the road has fencing, barriers, signage or associated safety devices.	No	There are private farm fences.

The results above do not support the consideration of the northern end of Blackhill Road, Kyneton, for inclusion in the Council's Public Road Register. Since the assessment in the table above resulted in a low score and a majority of responses do not support the inclusion of the road onto the Public Road Register, officers recommend not including the access track section of the northern end of Blackhill Road in Council's Public Road Register.

The section of access track in question requires significant repairs and upgrades to meet the Council's minimum standards for an unsealed local road.

If the unmaintained access track section of Blackhill Road, Kyneton, were added to the Council's Public Road Register, it would require repair to replace a pipe culvert, the creation of a table drain on either side of the road and the upgrade of the carriageway, requiring an arborist and ecological report.

Council officers estimate the total cost to complete the above items are estimated to be \$100,000, excluding GST. Therefore, Council direct investment in these works is not considered as the best value for the overall rate-payer community.

### **Consultation and engagement**

Council officers did not undertake community consultation or engagement due to the nature of this request.

### **Collaboration**

Collaboration was not required in relation to this report.

### **Innovation and continuous improvement**

Council officers prepared this recommendation in accordance with the Council's Public Roads Procedure Policy.

### **Relevant law**

Road Management Act 2004

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

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

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

Not applicable to this report.

### **Relevant Council plans and policies**

Council's Public Roads Procedure

#### Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? Not applicable.

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?  
Not applicable.

**Financial viability**

If Council resolves to not include the section of Blackhill Road, Kyneton onto the Public Road Register there will be no financial impact.

If Council was to resolve to include the section onto the Public Road Register an estimated \$100,000 excluding GST would be required to be added to the Capital Works Program aswell as ongoing commitment to maintain the road. This would have a detrimental impact on future Capital Works projects.

**Sustainability implications**

Not applicable to this report.

**Officer declaration of conflicts of interest**

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









Figure 1: Foxes Lane/Blackhill Road/Fordes Lane Intersection





*Figure 2: Access Track section of Blackhill Road, north of Foxes Lane*



*Figure 3: Broken culvert with hole on the carriageway of the Access Track section*





*Figure 4: Overland flow path scouring road surface materials*



*Figure 5: Private fence along the edge of the carriageway*



*Figure 6: Existing Drainage Assets*





*Figure 6: Overland flow path along the access track  
carriageway*

<b>AO.3</b>	<b>REQUEST TO INCLUDE UNMAINTAINED SECTION OF NORTHERN END OF MT WILLIAM ROAD ONTO THE PUBLIC ROAD REGISTER</b>
<b>Officer:</b>	<b>Benup Neupane, Coordinator Engineering Services</b>
<b>Council Plan relationship:</b>	<b>1. Connecting communities</b>
<b>Attachments:</b>	<b>1. Locality Plan <a href="#">↓</a></b> <b>2. Existing Road Conditions <a href="#">↓</a></b>

## Summary

This report has been prepared in response to a request from a resident of Mt William Road, Goldie, to add an unmaintained section of the Mt William Road at the northern end, spanning approximately 130 meters (from end of the public road section) - to the Council's Public Road Register.

## Recommendation

### That Council:

- 1. Does not proceed with including the section of Mt William Road, Goldie onto the Public Road Register.**
- 2. Informs residents and other stakeholders of this decision.**

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## Background

Mt William Road is listed in the public road register extending 8,660 meters north from Lancefield-Kilmore Road, while the remaining section is privately managed up to the boundary with Mitchell Shire Council. The remaining 130 meters of this section has been requested to be added to the Public Road Register. This section has a carriageway width of 3 meters and provides access to one property. It is also a boundary road with Mitchell Shire Council that is maintained by Macedon Ranges Shire Council.

The Public Roads Procedure Policy sets out the criteria used to determine whether a non-registered road qualifies for consideration on the Public Roads Register and the process for considering such a request.

## Discussion

Council officers observed that the existing access track section is in a minor state of disrepair, with drainage issues along its entire length. Given the designation of this section as an access track, it was constructed without table drains on either side. A pipe culvert is also in place to prevent the road flooding from an unnamed creek; however, it requires repairs to restore its full functionality. Furthermore, the track does not meet the expected construction standards (e.g., carriageway width, presence of tree branches and roots, minimum standard thickness of base and sub-base layers, etc.) to be considered for inclusion in the Public Roads Register. The track is subject to erosion due to surface runoff, and it may be difficult to navigate during periods of heavy rainfall.

Refer to Attachment 1 for the Locality Plan.

Refer to Attachment 2 for the photos of the existing condition of Mt William Road.

Council officers provide the assessment below of Mt William Road, Goldie against the criteria for inclusion into the Public Roads Register:

Criteria	Response	Comments
1. At least two or more properties and at least two or more permanent residents are abutting onto the road or requiring the road for access purposes;	No	The requested section of Mt William Road provides access to one dwelling.
2. Whether or not land abutting onto the road or requiring the road for access has been developed to its highest and best economic use;	Yes	The land is used for both residential and farming purposes.
3. The type of properties abutting the road, including public open space, community facilities, sporting facilities, and car parking areas, are of significant community value;	Yes	There will be some pedestrian activity during the Budburst Festival, however, no regular pedestrian activity.
4. Whether the road connects into and forms a part of the wider network of public roads;	Yes	The requested road connects to the wider public road network to the south. The northern continuing section of Mt William Road within Mitchell Shire Council is not part of their Public Road Register.
5. The usage patterns of the road in relation to the nature and frequency of past, present and likely future use;	No	No significant change or increase in traffic volumes at the northern end of Mt William Road is anticipated.
6. Whether the road is regularly required for both vehicular and pedestrian use;	Yes	Currently, there is one residential dwelling and a vineyard, both of which regularly use the road for vehicular access. Pedestrians also use it during the festival season.
7. Whether the Council or any of its predecessors or any other public authority has constructed the road at public expense;	No	There is no evidence that the Council, or any of its predecessors, or any other public authority has constructed the road at public expense.
8. Whether the Council has cared for, managed or controlled the road regularly;	No	The requested road section is not regularly managed or controlled by Council.



Criteria	Response	Comments
9. Whether the properties which enjoy a frontage to the road or require the road for access purposes have alternative access rights;	No	There is no alternative council-maintained public road access. The section of Mt William Road within Mitchell Shire Council is also not on their Public Road Register.
10. Whether there are designated car parking facilities and traffic control signs attached to any public use of the road;	No	There is neither a car parking facility nor traffic control signs designated for public use.
11. Whether the road has ever been required to be set aside for public use as a condition of any planning approval;	No	There are no records that the road has ever been required for public use. There is no record of access being required as part of a planning permit condition.
12. Whether the road has ever been formally dedicated or proclaimed to be a public highway under the Local Government Act, 1989 or any predecessor legislation;	No	No record of the Council having previously proclaimed the northern end of Mt William Road as a public highway.
13. Whether the road has ever been constructed under a special charge scheme or a private street scheme;	No	There is no record of any special charge scheme initiated by the Council or the residents of the northern end of Mt William Road.
14. Whether the road has been constructed by a developer or private owner or entity to Council's minimum standards;	No	This access track doesn't meet the Council's minimum standards.
15. Whether the use is occurring "as of right", in particular evidence of previous permission;	No	There is no record of any previous permission. Planning permit records have confirmed that there is no explicit condition in evidence of this.
16. Existing geometric standards and surface conditions are in accordance with Council's requirements;	No	The existing geometric standards and surface conditions do not meet Council's requirements.
17. Whether the road contains assets owned and managed by public service authorities, gas, electricity, telecommunications, sewerage and water; and	No	A request through Before You Dig Australia (BYDA) showed no assets by public service authorities including gas, electricity, etc.
18. Whether the road has fencing, barriers, signage or associated safety devices.	Yes	The requested section of the road has private fencing.

The results above do not support the consideration of the northern end of Mt William Road, Goldie for inclusion in the Council's Public Road Register. Since the assessment in the table

above resulted in a low score and a majority of responses do not support the inclusion of the road onto the Public Road Register, officers recommend not including the access track section of the northern end of Mt William Road in Council's Public Road Register.

The section of access track in question requires significant repairs and upgrades to meet the Council's minimum standards for an unsealed local road.

If the unmaintained access track section of Mt William Road, Goldie were added to the Council's Public Road Register, it would require repair to replace a pipe culvert, the creation of a table drain on either side of the road and the upgrade of the carriageway, requiring an arborist and ecological report.

Council officers estimate the total cost to complete the above items are estimated to be \$50,000, excluding GST. Therefore, Council direct investment in these works is not considered as the best value for the overall rate-payer community.

### **Consultation and engagement**

Council officers did not undertake community consultation or engagement due to the nature of this request.

### **Collaboration**

Collaboration was not required in relation to this report.

### **Innovation and continuous improvement**

Council officers prepared this recommendation in accordance with the Council's Public Roads Procedure Policy.

### **Relevant law**

Road Management Act 2004

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

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

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

Not applicable to this report.

### **Relevant Council plans and policies**

Council's Public Roads Procedure

#### Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? Not applicable.

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? Not applicable.

### **Financial viability**

If Council resolves to not include the section of Mt William Road, Goldie onto the Public Road Register there will be no financial impact.

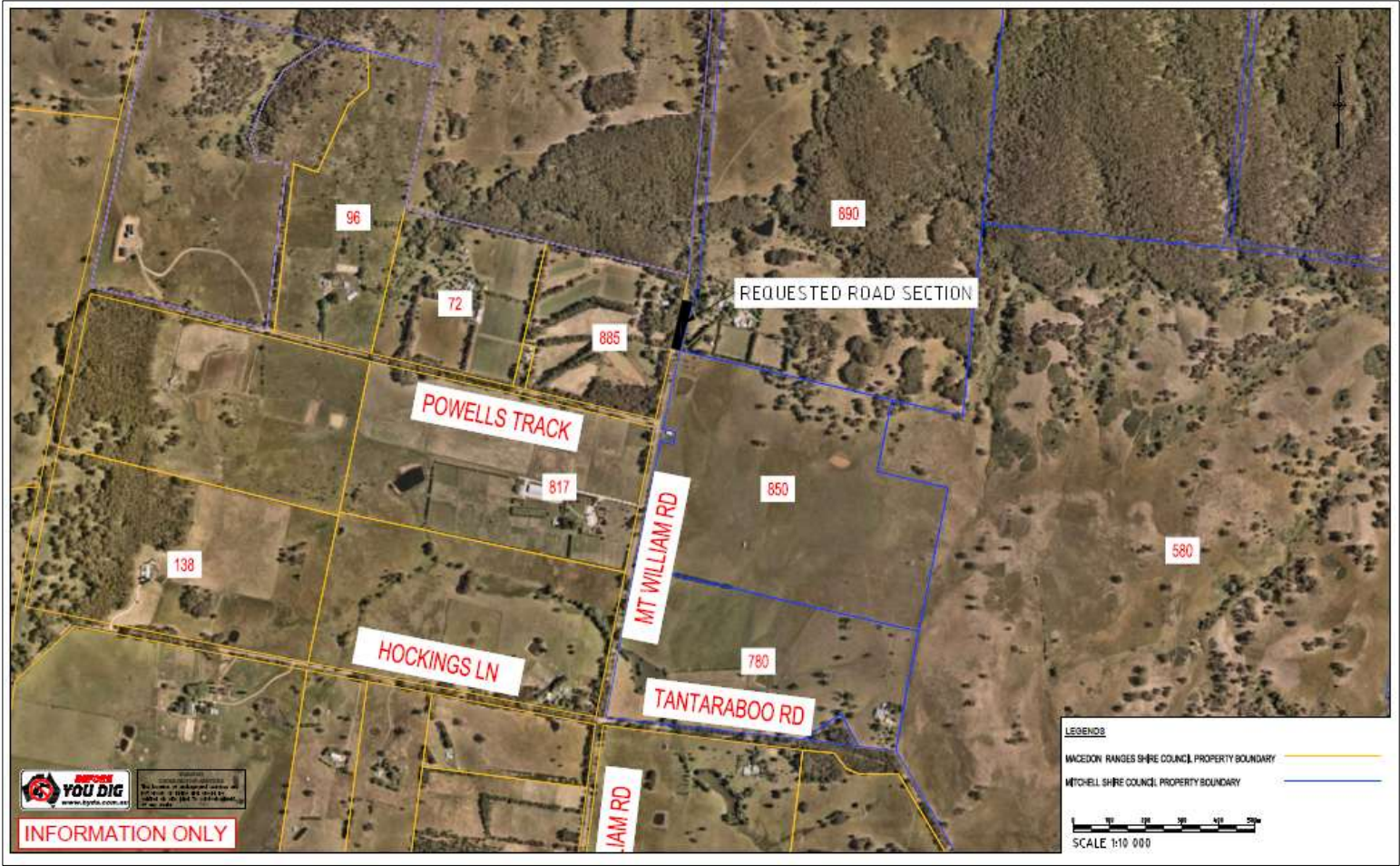
If Council was to resolve to include the section onto the Public Road Register an estimated \$50,000 excluding GST would be required to be added to the Capital Works Program as well as ongoing commitment to maintain the road. This would have a detrimental impact on future Capital Works projects.

**Sustainability implications**

Not applicable to this report.

**Officer declaration of conflicts of interest**

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







*Figure 1: Northern End of Mt William Road*



*Figure 2: Condition of access track section of Mt William Road*





*Figure 3: Surface condition and road geometry of requested section*



*Figure 4: Existing culvert inlet*





*Figure 5: Surface runoff along the longitudinal direction of road*

**14 NOTICES OF MOTION AND RESCISSION**

Nil

**15 URGENT BUSINESS**



**16 CONFIDENTIAL REPORTS****Recommendation**

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

**16.1 Community Award Nominations**

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**Confidential reasons****16.1 Community Award Nominations**

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.