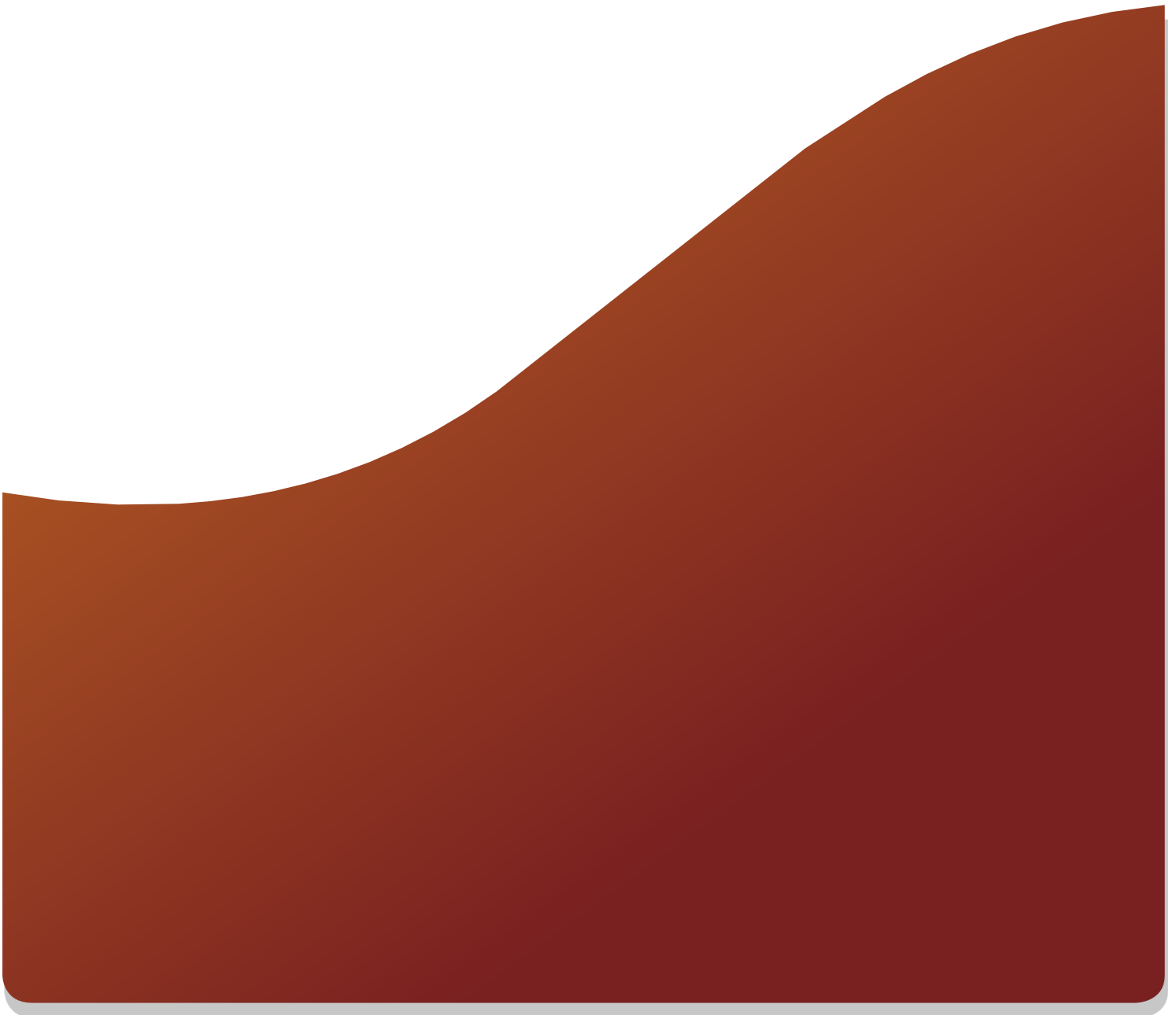


# Minutes

**Council Meeting  
Wednesday 24 November 2021 at 7pm  
Gisborne Administration Centre  
40 Robertson Street, Gisborne**



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**1 ACKNOWLEDGEMENT OF COUNTRY**

Council acknowledges that Macedon Ranges Shire is on Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Countries. Council acknowledges that we are gathering today on the land of Wurundjeri Woi Wurrung peoples. Council pays its respects to their Elders past, present and emerging and the Elders from other communities who may be here today.

**2 RECORDING OF LIVE STREAMING OF THIS COUNCIL MEETING**

This meeting was recorded and streamed live on the internet in accordance with Council's 'Live Streaming and Publishing Recordings of Meetings Policy, which can be viewed on Council's website.

**3 PRESENT**

Cr Jennifer Anderson (Mayor), Cr Rob Guthrie (Deputy Mayor), Cr Dominic Bonanno, Cr Annette Death, Cr Anne Moore, Cr Geoff Neil, Cr Janet Pearce, Cr Mark Ridgeway, Cr Bill West.

**IN ATTENDANCE**

Bernie O'Sullivan (Chief Executive Officer), Shane Walden (Director Assets and Operations), Stephen Pykett (Acting Director Planning and Environment), Gina Lyons (Acting Director Corporate and Community), Kate Young (Manager Legal and Corporate Governance), Jessica Baguley (Senior Governance Officer).

**4 APOLOGIES**

Carmen Lawrence (Interim Executive Manager People, Culture and Performance).

**5 CONFLICTS OF INTEREST**

Cr Dominic Bonanno declared a material conflict of interest in relation to item 7 on the agenda as he and his family would benefit from improved mobile service and internet speeds.

Cr Janet Pearce declared a material conflict of interest in relation to item CX.2 on the agenda in relation to payment of subscription fees to the Australian Local Government Women's Association as Cr Pearce is the Vice President on the Executive Committee.

Cr Jennifer Anderson declared a material conflict of interest in relation to item CX.2 on the agenda in relation to payment of subscription fees to the Municipal Association of Victoria on the basis that Cr Anderson is a Board member.

**6 MAYOR'S REPORT****Mayor and Deputy Mayor change over**

I was honoured to be re-elected as Mayor of Macedon Ranges Shire Council for the next 12 months at yesterday's Unscheduled Council Meeting, where Councillor Rob Guthrie was elected Deputy Mayor.

These positions take up a significant amount of time and a great deal of responsibility.

I thank Cr Mark Ridgeway as the outgoing Deputy Mayor of 2020/21. His assistance and support have been invaluable.

I would like to also thank Cr Ridgeway and Cr Pearce for agreeing to be nominated for the positions of Mayor and Deputy Mayor. This is a big commitment and demonstrates their willingness to take on the extra duties these positions bestow.

Regardless of who is the Mayor or Deputy Mayor, all Councillors will continue to work together as a team for the benefit of the community, alongside our CEO, staff, contractors, and volunteers.

### **COVID 19 update**

Yet another month passes us by, and with easing of restrictions it has been nice to be out and about a bit more and able to attend some face-to-face celebrations. Many events were still held online, to ensure they could occur regardless of restrictions. Council continues to monitor the State Government directions regarding hosting community events and assisting those who use Council facilities to ensure we are aligned with the most up-to-date requirements.

Sometimes this means short notice of things needing to change, and we apologise for any inconvenience this may cause. We appreciate your patience and understanding and encourage you to get vaccinated, if you have not already, and if you are vaccinated always carry the appropriate documentation of your vaccination status. Be kind to those who request your immunisation status as they are only doing their job. All that we do is to keep everyone healthy and safe. Further details can be found on our website or call our friendly customer service team. Remember to carry a mask with you, as some indoor activities still require one, and apply social distancing and hand hygiene. We hope to welcome the public back to live Council Meetings soon but will continue to livestream them for all to view regardless.

### **Council Vision and Plan**

At the October Council Meeting, we endorsed the new Community Vision and Plan. This was our first use of deliberative engagement to create this plan. Thank you to all who contributed: staff, Councillors, community members and particularly the Community Vision Assembly. Below are some highlights of the last month that align with our new strategic objectives; Connecting Communities, Healthy Environment, Healthy People, Business, and Tourism and Deliver Strong and Reliable Government.

### **Connecting communities**

#### Citizenship ceremonies

As Mayor, with the flag-waving assistance of Debbie Peter, we performed multiple individual and family online citizenship ceremonies on 11 and 17 November. We even managed to do one in-person citizenship ceremony on 17 November for two new citizens. We look forward to being able to celebrate these momentous occasions with the whole community and the Kyneton Municipal Band in 2022.

#### Remembrance Day ceremonies

Throughout the shire, Councillors represented Council and the citizens of the Macedon Ranges as various Remembrance Day ceremonies were able to be held face-to-face with smaller than usual numbers of attendees allowed due to COVID restrictions. Thank you to all the organisers of these ceremonies held to mark this important date.

### Celebrations

- Kyneton Senior Citizen's 60<sup>th</sup> Birthday. All three ward councillors were able to attend the Senior citizens Kyneton 60<sup>th</sup> birthday celebration. Everyone was young at heart and so glad to be meeting up in person at the Shamrock Hotel. Congratulations.
- Youth Awards. As per 2020, the Youth Awards presentation occurred online this year on 28 October. It is still available to watch via YouTube. Despite the challenges of the pandemic, we continue to see impressive achievements of our young people, who do not ask for recognition. Thank you to all who have supported our youth in all their activities and congratulations to all nominees and winners. Councillors Pearce, Neil, Guthrie and I helped celebrate the efforts and achievements of the award winners at an in-person media presentation on 4 November.
- LEAD Loddon Murray LMCLP. We also congratulate the Macedon Ranges residents who have recently graduated from the LEAD Loddon Murray Community Leadership program where due to COVID restriction in numbers, external persons were unable to attend.

### Annual General Meetings

Below are some of the Annual General Meetings (AGMs) Councillors had the opportunity to attend:

- Riddells Creek Mechanics Institute Macedon Ranges Sustainability Group (online)
- Macedon Ranges Friends of East Timor (online)
- Mt Macedon ANZAC Day dawn service 15 November, in person where they presented me with a photo from the dawn service video laying of wreaths for Council to commemorate the event
- RRBATA (online) that Cr Pearce attended

Thank you to all outgoing members and all new office bearers. Council values all our volunteers who help keep the community connected.

### 16 Days of Activism Against Gender-based Violence

Council is proud to support Respect Victoria to deliver its Respect Women: 'Call It Out' campaign, part of the global 16 Days of Activism against Gender-Based Violence from 25 November to 10 December 2021.

Sadly, almost one in 10 Australian women in a relationship has experienced domestic violence and abuse since the start of the COVID-19 pandemic.

### **Healthy people Healthy Environments**

- Councillors Pearce, Neil and Anderson attended their first Macedon Ranges Fire Management Planning Committee on 11 November. This committee is a subcommittee of our Municipal Emergency Management Committee and helps to keep the community safe through a holistic approach to fire prevention and community engagement.
- Unfortunately, our Backyard Birds of Kyneton scheduled for Sunday 14 November had to be cancelled due to poor weather. In late October, however, more than 60 volunteers participated across 84 sites in our annual Bird Blitz.
- Council's very knowledgeable Martin Roberts led the Woodend grassland reserve walk which I attended on Saturday 20 November. So much information about the beautiful

unique wildflowers, weed management and use of controlled burns to assist a thriving biodiversity.

- Macedon Ranges Shire Council's Healthy Landscapes Project, mentioned in the October Mayor's report, won the overall Premier's Choice Regional Recognition Award in last night's Premier's Sustainability Awards. Congratulations to all involved.

### **Business and tourism**

Council continues to deliver many programs to support our local businesses to thrive. We hosted a session on Dealing with Aggressive and Abusive Customers on 14 November, following on from one held in October and another will be held next year.

This Friday 26 November, supported by many sponsors, is the Macedon Ranges Business Excellence Awards. Good luck to all nominees and thank you to everyone who continue to strongly support our local businesses.

### **Deliver strong and reliable government**

#### Plans, Policies and Strategies Endorsed at October Council meeting:

Apart from the Community Vision and Council Plan we endorsed some very important documents including:

- Revised Environment Strategy
- Hanging Rock Environmental Management Plan
- Interim Affordable Housing Policy
- Financial Plan
- Municipal Health and Wellbeing Plan
- Disability Action Plan

Thanks again to everyone who has contributed. These plans are now available on our website. They are not static documents and are continually reviewed, please feel free to contact us anytime if you have ideas which may help shape the next years action items of each plan.

#### Consultations currently out

- Draft interim Affordable Housing Policy (to 25 November)
- Mobility and Road Safety Strategy (to 30 November)
- Woodend Integrated Transport (to 1 December)
- Nature Strip Landscaping Policy (to 7 December)

#### Engagement with other organisations

- Cr Neil attend the Rural Council's Victoria (RCV) annual general meeting on behalf of Macedon Ranges and had the opportunity to hear guest speaker Niki Vincent, Victoria's first Public Sector Gender Equality Commissioner.
- The CEO attended an online RCV session with the honourable Richard Wynne, Minister for Planning regarding some potential upcoming planning scheme reforms on 29th October 2021

- The MAV hosted an online session on social media and how to deal with harassment on 4 November that some councillors attended.

A reminder that the nominations for our Australia Day award and township celebrations grants are still open until Sunday 28 November. We have devised new award categories this year to align with our Council Plan. I'm sure all of us can think of someone we would like to see recognised for the good work they do in our community.

A fond farewell to two hard working staff members who have contributed a lot to the achievements of Council:

- Gary Randhawa, Manager Engineering and Resource Recovery who is taking up his first director role at City of Greater Shepparton and
- Kate Young, Manager Legal and Corporate Governance, who leaves us to take a job closer to home at Barwon Water. This is her final Council Meeting with us. Congratulations to you both and thank you Kate for all your support of Councillors, particularly with all the local government act changes.

## **6.1 MAYOR'S REPORT - NOVEMBER 2021**

### **Resolution 2021/130**

Moved: Cr Rob Guthrie  
Seconded: Cr Mark Ridgeway

**That Council receives and notes the Mayor's report, provided verbally, and that it be included in the minutes of this meeting.**

**CARRIED**

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At 7.17pm, Cr Dominic Bonanno left the meeting, having previously declared a conflict of interest in the following agenda item.

## **7 PETITIONS**

Council received a petition with 110 signatures requesting that Council:

1. Acknowledge equitable access to telecommunications, including broadband, is an essential requirement for access health, education and work.
2. Acknowledge areas within the Macedon Ranges Shire, and in particular Gisborne South, do not have access to adequate telecommunications due to insufficient service coverage.
3. Requests NBN and mobile telecommunications providers address the inadequate service provision in Gisborne South to install the required infrastructure as soon as possible.
4. Keep the community informed of the progress with this endeavour and the response of the providers/.
5. Writes to both the Victorian and Australian Governments to inform them of this situation and to seek their assistances in ensuring it is addressed.



**Resolution 2021/131**

Moved: Cr Rob Guthrie

Seconded: Cr Anne Moore

**That Council:**

- 1. Accepts and notes the petition; and**
- 2. Requests that the Chief Executive Officer prepares a report in relation to this matter to be brought to a future briefing.**

**CARRIED**

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Cr Dominic Bonanno returned to the meeting at 7.19pm.

**8 ADOPTION OF MINUTES**

**Resolution 2021/132**

Moved: Cr Mark Ridgeway

Seconded: Cr Rob Guthrie

**That Council confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on 27 October 2021, as circulated.**

**CARRIED**

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## 9 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF

<b>9.1</b>	<b>RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - OCTOBER TO NOVEMBER 2021</b>
<b>Attachments:</b>	<b>Record of meetings involving Councillors and Council staff - October to November 2021</b>

**Summary**

Rule 31(a) of Council's Governance Rules requires a written record of matters discussed at specified meetings of Councillors and Council staff to be reported to the next practicable scheduled Council Meeting and recorded in the minutes of that meeting. This report provides a summary of meetings of Councillors and Council staff held since the last Council Meeting.

**Recommendation**

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

**Resolution 2021/133**

Moved: Cr Mark Ridgeway

Seconded: Cr Annette Death

**That Council receives and notes the record of meetings of Councillors and Council staff, as attached to this report with the addition of the following entries to the record of briefing for 9 November 2021 under the heading Disclosure of conflicts of interest:**

<b>Name</b>	Councillor Janet Pearce	<b>Title</b>	
Nature of conflict ( <i>provide full details of interest as disclosed by Councillor / officer</i> )			
Councillor Pearce indicated that she may have a conflict of interest in relation to the payment of subscription fees to the Australian Local Government Women's Association – Victorian Branch on the basis that she is the Vice President on the Executive Committee. The matter of the subscription fees was not discussed.			
Did they leave the meeting? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Time departed	
		Time returned	

<b>Name</b>	Councillor Jennifer Anderson	<b>Title</b>	
Nature of conflict ( <i>provide full details of interest as disclosed by Councillor / officer</i> )			
Councillor Anderson indicated that she may have a conflict of interest in relation to the payment of subscription fees to the Municipal Association of Victoria on the basis that she is a Board member. The matter of the subscription fees was not discussed.			
Did they leave the meeting? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Time departed	
		Time returned	

**CARRIED**

**10 DEPUTATIONS AND PRESENTATIONS TO COUNCIL****Resolution 2021/134**

Moved: Cr Mark Ridgeway

Seconded: Cr Bill West

**That Council suspends standing orders to hear deputations, presentations and public questions.**

**CARRIED**

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Standing orders were suspended at 7.22pm

One question was received from a member of the public about the Roadside Conservation Management Plan.

**Question: What does the Council propose to do about the breach of the written commitment given by a Council Officer, on behalf of the Council, detailed in my email to the Council of 22 November 2021 in relation to the Roadside Conservation Management Plan?**

**Response:** Council Officers regularly provide feedback in the development of policies, strategies and plans as part of council's consultation process. On this occasion the feedback provided is consistent with the purpose and intent of the Roadside Conservation Management Plan.

The Roadside Conservation Management Plan is not introducing or imposing a new permit requirement for landholders who may want to undertake activities within rural roadsides including mowing or slashing non-native grasses.

To further reassure landholders that the RCMP is not imposing a new permit requirement in regards to mowing and slashing of non-native vegetation for fuel reduction purposes within roadsides officers are recommending to council that they consider an amendment to the officer recommendation for item PE.2 on tonight's agenda. Officers believe that this will remove any ambiguity around the RCMP introducing a permit requirement for landholders wanting to mow or slash non-native grasses within the road reserve.

**Resolution 2021/135**

Moved: Cr Anne Moore

Seconded: Cr Mark Ridgeway

**That Council resumes standing orders to consider the remaining items on the agenda.**

**CARRIED**

---

Standing orders resumed at 7.25pm

**11 DIRECTOR PLANNING AND ENVIRONMENT REPORTS****PE.1 DELEGATION FRAMEWORK, POLICIES & PROCEDURES****Summary**

This report recommends that Council's Delegation Framework, Policies and Procedures document be updated following a review of the document by Council officers, to reflect current practical arrangements of the document and to make spelling corrections.

**Recommendation**

**That Council adopt the updated Delegation Framework, Policies and Procedures (November 2021) attached to this report.**

---

**Resolution 2021/136**

Moved: Cr Janet Pearce

Seconded: Cr Anne Moore

**That Council adopt the updated Delegation Framework, Policies and Procedures (November 2021) attached to this report with the following amendments:**

- (a) The removal of the word "new" and replacing the word "Delegate" with "Delegated" on page 8, point c).
- (b) The addition of the wording "in writing" after "A Councillor has the capacity to call in an application ....." on page 13, paragraph 1.
- (c) Replacing of "formally resolved" on page 15, section 7.2.7 to read as follows: Prior to the notification of submitters or the publication of the agenda, the call in of an application to a Councillor Briefing, Planning Delegated Committee, or Council Meeting may be reversed by the same two Councillors who called the application in, advising in writing that they no longer require the application to come to a Councillor Briefing, Planning Delegated Committee or Council Meeting.

**CARRIED**

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## PE.2 ROADSIDE CONSERVATION MANAGEMENT PLAN

### Summary

Preparation of a Roadside Conservation Management Plan is a key action in the *Biodiversity Strategy 2018* and the *Council Plan 2021-22*.

The Roadside Conservation Management Plan aims to protect the important ecological values within the shire's rural roadsides whilst ensuring appropriate fire risk mitigation and maintenance of road safety.

The final Roadside Conservation Management Plan is provided at **Attachment 1**.

### Recommendation

**That Council adopts the Roadside Conservation Management Strategy 2021, as attached.**

---

### Resolution 2021/137

Moved: Cr Anne Moore

Seconded: Cr Mark Ridgeway

**That Council adopts the Roadside Conservation Management Strategy 2021, as attached, subject to the following changes:**

- (a) **On page 58 of the Roadside Conservation Management Plan under the heading "Environmental Works on Roadsides Permit Process" the following changes be made:**
  - (i) **First line in the first paragraph after word "the" add the words "existing Environmental Works on Roadsides"**
  - (ii) **First line second paragraph Replace the word "any" with the word "currently" and delete the word "application" at the end of the sentence.**
  - (iii) **In Table 8 under Slashing/Mowing & Low Conservation Value Roadsides insert the words after "allowed" "no permit required under the RCMP\*#"**
  - (iv) **Below table 8 insert the following: #other approvals may be required under Council's local laws and or the Macedon Ranges Planning Scheme. \*landholders are strongly encouraged to contact council prior to undertaking mowing / slashing activities to ensure low conservation value status of roadside (non-native grasses) and any other land management considerations (eg. presence of high risk invasive and/or noxious weeds and associated vehicle hygiene requirements to reduce spread onto private properties)**

**CARRIED**

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**PE.3 DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN 2021 - 2025****Summary**

Council is undertaking the development of a new Domestic Animal Management Plan 2021-2025. Approval is sought for the draft plan to be placed on public exhibition for community consultation.

**Resolution 2021/138**

Moved: Cr Janet Pearce  
Seconded: Cr Annette Death

**That Council:**

1. **Endorses the draft Domestic Animal Management Plan 2021-2025 for the purpose of community consultation;**
2. **Undertakes community engagement and consultation in accordance with the *Local Government Act 2020* and Council's Community Engagement Policy;**
3. **Notes that following community consultation, officers will report back to a Scheduled Council Meeting with a summary of community feedback and finalised plan for adoption.**

**CARRIED**

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**PE.4 FESTIVE SEASON DECORATIONS AND INSTALLATIONS****Summary**

The purpose of this report is to update Council regarding actions already undertaken and to provide information regarding options and costs associated with providing or supporting the provision of festive season decorations/installations.

**Resolution 2021/139**

Moved: Cr Geoff Neil  
Seconded: Cr Rob Guthrie

**That Council:**

1. **Notes the four actions already underway, outlined in Table 1 for the 2021-2022 festive season.**
2. **Notes the options outlined in Table 2 for consideration regarding their priorities for subsequent years, subject to officers providing more detail at a future Council briefing.**

**CARRIED**

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**PE.5 COUNCILLOR INTERACTION WITH EXTERNAL PLANNING MATTERS POLICY****Summary**

This report recommends that Council adopt a Councillor Interaction with External Planning Matters Policy. If approved, this policy would apply to requests that Councillors may receive from the community around planning matters, including planning scheme amendments, planning permit applications and objections/submissions to planning applications.

**Recommendation**

**That Council adopts the Councillor Interaction with External Planning Matters Policy, as attached to this report.**

---

**Motion**

Moved: Cr Rob Guthrie

Seconded: Cr Anne Moore

**That Council adopts the Councillor Interaction with External Planning Matters Policy, as attached to this report with clause 5.3 modified to read - Where meetings phone calls and other correspondence with parties occur, a record of the discussion is required. If this occurs in the absence of a council officer, then a copy of any record of any interaction must be provided to the Chief Executive Office to be saved in Council's corporate records.**

**WITHDRAWN**

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**Resolution 2021/140**

Moved: Cr Rob Guthrie

Seconded: Cr Mark Ridgeway

**That Council defer the item to seek further clarification and it be brought back to the March 2022 Scheduled Council meeting.**

**CARRIED**

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**12 CHIEF EXECUTIVE OFFICER REPORTS****CX.1 COUNCIL MEETING DATES 2022****Summary**

This report seeks approval of proposed Scheduled Council Meeting and Planning Delegated Committee Meeting dates for the 2022 calendar year and of the method for scheduling meetings of the Submitters Delegated Committee.

**Resolution 2021/141**

Moved: Cr Rob Guthrie

Seconded: Cr Geoff Neil

**That Council:**

1. Approves the proposed meeting schedule for the period 1 January 2022 to 31 December 2022 as detailed below.
2. Approves virtual attendance by all or any Councillors at these meetings, rather than attendance at the Gisborne Administration Centre, if permitted by law and subject to appropriate technology being available and operational.
3. Resolves that meetings of the Submitters Delegated committee can be called by:
  - a. resolution of Council;
  - b. by the Mayor or three Councillors indicating agreement in writing to the Chief Executive Officer; or
  - c. the Chief Executive Officer, following consultation with the Mayor.

Meeting type	Date	Time	Place
Planning Delegated Committee Meeting	Wednesday 9 February	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 23 February	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday 9 March	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 23 March	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday 13 April	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 27 April	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday 11 May	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 25 May	7pm	Gisborne Administration Centre



Planning Delegated Committee Meeting	Wednesday 8 June	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 22 June	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday 13 July	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 27 July	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday 10 August	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 24 August	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday 14 September	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 28 September	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday 12 October	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 26 October	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday 9 November	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 23 November	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday 7 December	7pm	Gisborne Administration Centre
Scheduled Council Meeting	Wednesday 14 December	7pm	Gisborne Administration Centre

**CARRIED**

**CX.2 ANNUAL COUNCILLOR APPOINTMENTS AND COUNCIL MEMBERSHIPS****Summary**

This report details the process of annual appointments of Councillors as delegates to internal and external committees and peak sector organisations, as well as proposed memberships and subscription renewals to sector bodies and associations that support local councils in Victoria.

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

- 1. Appoints the Councillor delegates for the 2021/22 year to the internal and external committees/organisations as specified in the table in Attachment 1.**
- 2. Endorses the ongoing annual subscriptions to the peak bodies and organisations outlined in this report.**

---

**Resolution 2021/142**

Moved: Cr Annette Death  
Seconded: Cr Bill West

**That Council appoints the Councillor delegates for the 2021/22 year to the internal and external committees/organisations as specified in the table as circulated**

**CARRIED**

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Cr Jennifer Anderson left the meeting at 8.33pm having previously declared a conflict of interest in the following agenda item.

Cr Janet Pearce left the meeting at 8.33pm having previously declared a conflict of interest in the following agenda item.

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**Resolution 2021/143**

Moved: Cr Anne Moore  
Seconded: Cr Annette Death

**That Council endorses the ongoing annual subscriptions to the peak bodies and organisations outlined in this report.**

**CARRIED**

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Cr Jennifer Anderson returned to the meeting at 8.35pm.

Cr Janet Pearce returned to the meeting at 8.35pm.

**CX.3 CONTRACTS TO BE AWARDED NOVEMBER 2021****Summary**

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

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

**Resolution 2021/144**

Moved: Cr Rob Guthrie  
Seconded: Cr Annette Death

**That Council notes that the following contract will be awarded by Council officers under delegated authority: C22.1146 Lighting Replacement Gisborne Tennis Courts**

**CARRIED**

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**CX.4 PROCUREMENT POLICY 2022****Summary**

Council adopted its most recent version of the Procurement Policy in June 2021. Council is now required to adopt a procurement policy that meets new requirements in the *Local Government Act 2020* by 31 December 2021. This policy must be reviewed at least once in the four-year term of Council.

**Recommendation**

**That Council adopts the Procurement Policy 2022.**

---

**Resolution 2021/145**

Moved: Cr Janet Pearce  
Seconded: Cr Mark Ridgeway

**That Council adopts the Procurement Policy 2022 with the following changes.**

- **Appendix 7 Social Procurement add 5% mandatory minimum weighting.**
- **Appendix 2 delete the sentence “Social procurement is a mandatory criteria to be applied for all public tenders.” Replace with “Council’s tendering process provides further guidance on the requirements regarding the assessment of the social benefit. A mandatory minimum weighting of 5% will be applied to the social benefit criteria for all public tenders.”**

**CARRIED**

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**CX.5 INSTRUMENT OF APPOINTMENT AND AUTHORISATION TO STAFF UNDER THE PLANNING AND ENVIRONMENT ACT 1987****Summary**

It is proposed that Council appoint a number of statutory and strategic planning staff as authorised officers under the *Planning and Environment Act 1987*. Appointments are made by way of instruments of appointment and authorisation, which empower specified persons to exercise the powers granted to authorised officers by law.

The staff proposed to be appointed are:

- Stephen Pykett
- Evert Grobbelaar
- Koko Cheng
- John Perry
- Daniel Hall
- Edwin Irvine
- Chelsea Bongiovanni
- Declan Hunter

**Resolution 2021/146**

Moved: Cr Geoff Neil

Seconded: Cr Mark Ridgeway

**That Council:**

1. **In the exercise of the powers under s. 147(4) of the Planning and Environment Act 1987, resolves to appoint Stephen Pykett, Evert Grobbelaar, Koko Cheng, John Perry, Daniel Hall, Edwin Irvine, Chelsea Bongiovanni and Declan Hunter as authorised officers for the purposes of that Act, in accordance with the Instrument of Appointment and Authorisation (attached).**
2. **Resolves that the appointments remain in force until varied, revoked or the above named officers cease to be an employee of Council, whichever occurs first.**

**CARRIED**

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**13 DIRECTOR CORPORATE AND COMMUNITY REPORTS****CC.1 QUARTERLY REPORT FOR PERIOD ENDING 30 SEPTEMBER 2021****Summary**

The Quarterly Report for the period ended 30 September 2021 is presented for Council's consideration and information. This report includes the following:

- Section 1 – Quarterly financial statements
- Section 2 – Capital works progress report
- Section 3 – Council plan actions – progress report
- Section 4 – Risk management report
- Section 5 – Implementation of Council resolutions
- Section 6 – People, Culture and Performance Report
- Section 7 – Governance schedule
- Section 8 – Councillor expenditure
- Section 9 – Councillor activities in the community

The report also provides a high-level summary of the organisation's performance to 30 September 2021.

**Resolution 2021/147**

Moved: Cr Rob Guthrie

Seconded: Cr Dominic Bonanno

**That Council notes the Quarterly Report for the period ended 30 September 2021.**

**CARRIED**

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**CC.2 AUDIT AND RISK COMMITTEE - APPOINTMENT OF INDEPENDENT MEMBERS****Summary**

The Audit and Risk Committee comprises two Councillors and three independent members from the Macedon Ranges Shire community. This report seeks for Council to consider an amendment to the Committee Charter, to allow for up to four independent members, for Council to appoint two new independent members, along with an extension of an existing independent member and the appointment of Chairperson for 2022.

To protect the privacy of the candidates, the Panel's appointment recommendations are included as a confidential attachment to this report. The successful appointees' details will be made public once all candidates have been advised of the outcome of their application.

**Resolution 2021/148**

Moved: Cr Mark Ridgeway

Seconded: Cr Geoff Neil

**That Council:**

1. Approves an amendment to the Audit and Risk Committee Charter, to allow for an additional independent member to be appointed to the Committee (allowing for up to four independent members);
2. Approves the appointments recommended in the confidential attachment to this report.
3. Offers an extension to independent member Peter Matthews for the period to 31 December 2024;
4. Endorses the appointment of independent member, Peter Matthews as Audit and Risk Committee Chairperson from 1 January 2022 to 31 December 2022;
5. Writes to the unsuccessful candidates, thanking them for being willing to offer themselves in service to the community; and
6. Makes the appointments public, once all candidates have been informed of the outcome of their application.

**CARRIED**

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**14 DIRECTOR ASSETS AND OPERATIONS REPORTS****AO.1 CONSIDERATION OF A REQUEST FOR INCLUSION OF ROAD ONTO THE PUBLIC ROAD REGISTER - BALLS LANE PIPERS CREEK****Summary**

This report responds to a request (CRM 232651) received by Council to add an approximately 480m long section of Fire Access Track named Balls Lane in Pipers Creek onto the Register of Public Roads. A portion of Balls Lane is already an existing public road managed by Council, extending about 900m from Pipers Creek Road.

Officers assessed the request for including the additional section of Balls Lane track onto the Register of Public Roads in line with the Public Roads Procedure policy (2018). The subject track requires considerable upgrades to meet Council's minimum Category 6 road standard. The officer's recommendation is not to add the 480m long section of Fire Access Track named Balls Lane in Pipers Creek to the Register of Public Roads.

**Resolution 2021/149**

Moved: Cr Rob Guthrie  
Seconded: Cr Janet Pearce

**That Council resolves not to include the additional section of Balls Lane in Pipers Creek in the Register of Public Roads and advise the requestor of this outcome.**

**CARRIED****AO.2 CONSIDERATION OF A REQUEST FOR INCLUSION OF ROAD ONTO THE PUBLIC ROAD REGISTER - DRAKE STREET MALMSBURY****Summary**

This report is in response to a request (CRM 202120) received by Council to add an approximately 80m long section of access track located off Drake Street, Malmsbury to the Register of Public Roads.

Officers assessed the request for including the track onto the Register of Public Roads in line with the Public Roads Procedure Policy (2018). The officer's recommendation is to add the additional section of Drake Street to the Register of Public Roads.

**Resolution 2021/150**

Moved: Cr Janet Pearce  
Seconded: Cr Mark Ridgeway

**That Council resolves to include the additional section of Drake Street, Malmsbury in the Register of Public Roads and advise the requestor of this outcome.**

**CARRIED**

**AO.3 RIDDELLS CREEK MOVEMENT NETWORK STUDY****Summary**

This report provides an update on the current status of the Riddells Creek Movement Network Study.

**Recommendation**

**That Council notes this report and receives a further update on the progress of the Riddells Creek Movement Network Study before 30 August 2022.**

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**Resolution 2021/151**

Moved: Cr Annette Death

Seconded: Cr Anne Moore

**That Council:**

- 1. Note this report and receives a further update on the progress of the Riddells Creek Movement Network Study before 30 August 2022.**
- 2. Requests the Chief Executive Officer to prepare a business case for completion of the Riddells Creek Movement Network Study for Council consideration as a part of the Financial Year 2022-2023 budget planning process.**
- 3. Request the Chief Executive officer to begin community consultation on the Riddells Creek Movement Network Study before the end of March 2022.**

**CARRIED**

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**AO.4 TREE MANAGEMENT POLICY - UPDATE****Summary**

The Tree Management Policy 2019 (Policy) was due for review in November 2020. Officers completed the Policy review and separated the policy part from the procedure part. The new Policy is renamed the Township Street and Park Tree Management Policy.

Due to the volume of community consultation currently being undertaken by Council, the revised Policy (**attachment 1**) will be made available for community consultation early in 2022 and be presented to a scheduled Council Meeting before 30 June 2022.

**Resolution 2021/152**

Moved: Cr Mark Ridgeway

Seconded: Cr Rob Guthrie

**That Council:**

1. **Endorses the draft Township Street and Park Tree Management Policy for the purpose of community consultation;**
2. **Undertakes community engagement and consultation early in 2022, in accordance with the *Local Government Act 2020* and Council's Community Engagement Policy;**
3. **Notes that following community consultation, officers will report back to a Scheduled Council Meeting before 30 June 2022, with a summary of community feedback and finalised policy for adoption.**

**CARRIED**

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**AO.5 MOUNT MACEDON MEMORIAL CROSS - COMMITTEE OF MANAGEMENT****Summary**

A Committee of Management (the Committee) manages the Mount Macedon Memorial Cross, and Council has been a member for many years. The Minister for Energy, Environment and Climate Change, under delegation from DELWP via the *Crown Land (Reserve) Act 1978*, recently reappointed the Committee. However, Council is yet to confirm its intention to continue as a representative on the Committee.

This report discusses the issues associated with the Council being represented on the Mount Macedon Memorial Cross Committee of Management and makes the following recommendation.

**Resolution 2021/153**

Moved: Cr Geoff Neil  
Seconded: Cr Rob Guthrie

**That Council**

- 1. Continues to appoint a person to be Council's representative on the Mount Macedon Memorial Cross Committee of Management for the next three-year term.**
- 2. Requests that the Chief Executive Officer appoint a Senior Officer to represent the Council on the Committee of Management.**

**CARRIED**

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**15 NOTICES OF MOTION AND RESCISSION****NO. 39/2021-22: NOTICE OF MOTION - HERITAGE OVERLAY 5 DICKENS STREET, WOODEND**

I, Councillor Mark Ridgeway, give notice that at the next Meeting of Council to be held on 24 November 2021, I intend to move the following motion:

**Resolution 2021/154**

Moved: Cr Mark Ridgeway  
Seconded: Cr Janet Pearce

**That Council requests the Chief Executive Office to write to the Executive Director of Heritage Victoria and the Minister for Planning, the Hon Richard Wynne MP, requesting a speedy resolution to the matter of the incorrect heritage overlay that has been assigned to the property at 5 Dickens Street, Woodend, instead of 1-3 Dickens Street.**

**CARRIED**

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**16 URGENT BUSINESS**

Council agreed to admit the following two items as urgent business.

**16.1 Bunjil Creek Bridge****Resolution 2021/155**

Moved: Cr Rob Guthrie

Seconded: Cr Anne Moore

**That Council writes to the Minister for Planning to:**

- a. **Request an Interim Heritage Overlay to protect the locally significant heritage feature – Bunjil Creek bridge and channel (HO351) which forms part of Amendment C143macr.**
- b. **Outlines Council’s disappointment that the previous agreement reached between Council and Regional Roads Victoria is no longer considered relevant.**

**CARRIED UNANIMOUSLY**

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**16.2 Lancefield Development Plan Overlay 24 meeting scheduled for 25 November 2021****Resolution 2021/156**

Moved: Cr Bill West

Seconded: Cr Geoff Neil

**That Council reschedules the meeting scheduled for tomorrow, 25 November 2021, in relation to Lancefield Development Plan Overlay 24 to being an online meeting on a future date to be set to best facilitate attendance by community members.**

**CARRIED**

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**17 CONFIDENTIAL REPORTS****Resolution 2021/157**

Moved: Cr Rob Guthrie

Seconded: Cr Mark Ridgeway

**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*:**

**17.1 Open Space Purchase**

**CARRIED**

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**Confidential reasons****17.1 Open Space Purchase**

This matter is considered to be confidential under Section 3(1) - a and c 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 Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and land use planning information, being information that if prematurely released is likely to encourage speculation in land values.

**The meeting closed at 9.10pm.**