

Agenda

Council Meeting
Wednesday 22 November 2023 at 7pm
Gisborne Administration Centre
40 Robertson Street, Gisborne

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1 ACKNOWLEDGEMENT OF COUNTRY

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging.

Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

2 RECORDING OF LIVE STREAMING OF THIS COUNCIL MEETING

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

3 PRESENT**4 APOLOGIES****5 CONFLICTS OF INTEREST****6 PETITIONS**

Nil

7 DEPUTATIONS AND PRESENTATIONS TO COUNCIL**8 ADOPTION OF MINUTES****Recommendation**

That Council confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on Wednesday 25 October 2023, as circulated.

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT - OCTOBER-NOVEMBER 2023

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.

Mayor's report

Welcome and congratulations to Cr Christine Walker on your appointment to the Macedon Ranges Shire Council. We all look forward to working with you to deliver our strategic objectives and support our community.

Council was also pleased to host the new Minister for Environment and Tourism, Steve Dimopoulos at Hanging Rock on 27 October and The Hon Kristy McBain, Minister for Regional Development, Local Government and Territories at the Macedon Ranges Regional Sports Precinct on 31 October. This was followed with a roundtable meeting in Mitchell Shire. It was a great opportunity to showcase our beautiful natural environment, important capital works projects and to advocate for support on key local issues. Thank you to our local Members of Parliament, the Hon. Mary-Anne Thomas MP and Rob Mitchell MP, for enabling these ministerial visits and to all those that attended.

There have been many significant community events over the last month to acknowledge and support many different groups and residents, through important grants and award programs.

- **Grants Celebration Event**

The Community Funding Scheme and Events and Festivals grant celebration was held at the Newham Mechanics Institute on 20 November. This event provided financial support to 36 projects and events being delivered across the Macedon Ranges. The total grant funding announced was over \$267,230, a significant contribution that ultimately benefits our shire and connects our community. Congratulations to all the recipients for your dedication to our community and local area.

- **Romsey Lancefield RSL Spirit of Anzac Award 2023**

This is an annual event recognising a local community member or group, that has been a volunteer over the last twelve months and significantly assisted the community. Congratulations to this year's winner, Craig. IGA. Craig has been recognised for the outstanding in-kind support to community groups across the area. I would also like to congratulate the runner up, Michelle Balthazar from Romsey Neighbourhood House. Both Craig and Michelle are valued members of the community that enable important projects and services that support our residents.

- **Bendigo Community Bank Spring Investment Evenings**

The Lancefield and Romsey Community Investment evening was held on 2 November at Romsey Mechanics Institute and the Gisborne and District event on 13 November at the Gisborne Golf Club, respectively. Representatives of local organisations received their

funding and had the opportunity to talk about their projects. Thank you to both branches of the Community Bank for your ongoing investment in the Macedon Ranges. This funding enables very important projects to be delivered across the shire and provides invaluable support to volunteer organisations. Council looks forward to our ongoing collaboration and partnership into the future.

- **Macedon Ranges Wine Exhibition**

The Macedon Ranges Vignerons Association held its annual wine exhibition on Thursday 26 October at Mount Monument Winery. Council was pleased to be a 2023 sponsor, following the great success of the 2022 event. The 40 plus wineries in the shire are very important to the broader economy and the vibrancy of this region that we all enjoy. Our thriving villages, unique country-side and friendly people are vital to a strong and growing Macedon Ranges. The winner of the Laurie Williams Trophy for the Judges' Choice "Best wine of the exhibition" was Passing Clouds 22 Chardonnay. Congratulations to all the successful recipients and to all our local wine producers.

In addition to these grants and awards, Councillors were excited to take part in the opening of two new facilities.

- **1st New Gisborne (Church of Christ)**

The 1st New Gisborne Scout Hut was officially opened on 12 November. This is a fantastic space for the Scout group to utilise and will eventually have a meeting room and kitchen facilities. This project demonstrates genuine collaboration across all levels of government, community and local businesses, to deliver this valuable asset. The perseverance of the Scout committee and volunteers has made this project possible. Congratulations to everyone involved and many thanks to the outgoing Group Committee Chair, John Frearson.

- **Woodend Golf Club**

On November 11 the Woodend Golf Club celebrated the official opening of the renovated clubrooms. Thanks to the efforts of the club's committee and a submission to Council's budget process, Council allocated approximately \$682,000 (excluding GST) for the much-needed refurbishment works, as well as a further \$24,000 from community funding scheme grants for surrounding paths. This fantastic result demonstrates what community group advocacy can achieve. The all-inclusive clubrooms have disability access and female, male, non-binary and disabled toilets and shower. To all those that made this possible – Woodend Landcare, Council staff, Greater Western Water, the club committee and other volunteers - this is an achievement and a great outcome the club can be proud of.

The Romsey Hub was very busy with the Teddy Bear Sleepover in the Library on 27 October. This initiative engages a broad range of children that might not necessarily access library services. It promotes youth education, health and wellbeing. Thanks to the library staff for the behind scenes work to bring our furry friends to life. The Romsey Hub also hosted Sizzling Snags for Homelessness on November 1. The event was to provide a welcoming and safe space for those experiencing or at risk of homelessness. It also launched a project by Victoria University and the Romsey Neighbourhood House – Operation Dynamite. The project aims to work with community to find innovative and sustainable local solutions for this problem. Thanks to our local resident 'Jack' for sharing his experiences and insights on the issue and for being the mastermind behind the event.

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

Events

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

- Community BBQ & music night (salami tasting and sausage making) on 27 October at Riddells Creek House Garden & Community Shed
- 17th Annual Gazette Reception for the Gisborne Gazette at the Masonic Hall in Gisborne on 27 October
- Lancefield Park Committee's Queens Jubilee Planting Program at Lancefield Park on 2 November
- 44th Annual Art Exhibition at Woodend Art Gallery on 3 November
- Hanging Rock Community Event at Newham Hall run by Hanging Rock Action Group on 4 November
- Kyneton Cup on 8 November at Kyneton Racecourse
- Kyneton Seniors AGM held on 9 November at Shamrock Hotel by Kyneton Senior Citizens
- Municipal Association Victoria (MAV) Rural & Regional Forum on 16 November in Bendigo
- Victorian Local Government Association (VLGA) AGM on 16 November
- Remembrance Day services held across the Macedon Ranges on 11 November
- VLGA Fast Tracked Councillor Program on Friday 17 November
- Kyneton Show on Friday 17 and Saturday 18 November
- Annual Budburst event held across the shire on Saturday 18 and Sunday 19 November
- Riddells Creek Neighbourhood House AGM on Sunday 19 November

Listening Post

The South Ward Councillors hosted a listening post at the Gisborne Market on 5 November. It was encouraging to hear that many residents took the opportunity to have a chat to their local Councillors.

Current consultations

- Budget 2024/25 and Council Plan 2021-2031 (Year Four): closing Monday 20 November
- C157macr – 9-35 Mollison Street Malmsbury: closing Wednesday 13 December
- Renaming of Hutchinsons Lane West: closing Friday 8 December
- Romsey Hotel – Electronic Gaming Application: members of public can provide their own submissions directly to the Victorian Gambling and Casino Control Commission (VGCCC) or contact Council directly with feedback. Please visit the Have Your Say section of Councils website.

Finally, I would like to note self-nomination for the Josh's Rainbow Eggs Macedon Ranges Business Excellences Awards 2024 is now open. The awards recognise and acknowledge deserving businesses for their outstanding service, innovation, products and professionalism. Self-nominations close Friday 15 March 2024 and all final submissions are due by Wednesday 24 April 2024.

Mayor Death Macedon Ranges Shire Council

10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF**10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - OCTOBER-NOVEMBER 2023****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 outlined in this report.

Record of meetings

Type of meeting	Council Briefing
Date and time	24 October 2023 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) • Cr Jennifer Anderson (Deputy Mayor) • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Geoff Neil • Cr Janet Pearce • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Scott Gilchrist, Acting Director Assets and Operations • Eng Lim, Manager Engineering and Resource Recovery • Rob Ball, Manager Strategic Planning and Environment • Naomi Scrivener, Manager Community Wellbeing

	<ul style="list-style-type: none"> • Patricia Clive, Coordinator Governance • Hayley Drummond, Coordinator Property and Valuations • Leanne Khan, Coordinator Strategic Planning • Christo Crafford, Coordinator Statutory Planning • Lucy Olson, Senior Governance Officer – Council Business • Steven Williams, Recreation Development Officer • Jack Wiltshire, Strategic Planner • Cindy Stevens, Business Support Officer
Apologies officers	<ul style="list-style-type: none"> • Shane Walden, Director Assets and Operations • Benup Neupane, Coordinator Engineering Services
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> • CEO & Councillor only session • Mobility & Road Safety Strategy for endorsement • 2024 Council Meeting Dates, Mayor/Deputy Mayor election process – Appointments to Committees • Seniors Housing • Fair Access Policy for Consultation Amendment to Development Plan DP/2009/12 – 75 Willowbank Road Gisborne • Romsey Structure Plan – Summary of submissions and next steps • Planning Matters • Agenda Review for October Council Meeting • Planning Delegated Committee Agenda Review for 9 November Meeting • Other business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	<p>Cr West declared a material conflict with the Romsey Structure Plan. Did they leave the meeting? Yes 11:41am-12:20pm</p> <p>Cr Bonanno declared a general conflict with a discussion on the Gisborne Giants during other business. Did they leave the meeting? Yes 2:04pm-2:09pm</p>
Conflicts of interest declared by officers	<p>NIL Did they leave the meeting? N/A</p>

Type of meeting	Council Briefing
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Date and time	31 October 2023 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) • Cr Jennifer Anderson (Deputy Mayor) • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Geoff Neil • Cr Janet Pearce • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Rob Ball, Manager Strategic Planning and Environment • Amy Holmes, Manager Community Strengthening • Wendy Le Brocq, Coordinator Customer Service • Patricia Clive, Coordinator Governance • Leanne Khan, Coordinator Strategic Planning • Isobel Maginn, Senior Strategic Planner • Lucy Olson, Senior Governance Officer – Council Business • Cindy Stevens, Business Support Officer
Apologies officers	<ul style="list-style-type: none"> • Dannielle Orr - Heritage Planner
Presenters	<ul style="list-style-type: none"> • Mark Hands – CEO Goldfields Library Corporation
Items discussed	<ul style="list-style-type: none"> • CEO & Councillor only session • Customer Service Update • Draft Complaint & Unreasonable Behaviour Policy • Thematic Environment History – Final Draft for adoption • Presentation Goldfields Library Corporation • Planning Matters

	<ul style="list-style-type: none"> • Gisborne Futures – update on Neighbourhood Character Study & Urban Design Framework • Agenda Review for November Council Meeting • Planning Delegated Committee Agenda Review for 9 November Meeting • Other business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Cr Ridgeway declared a general conflict with item 9.5 Wedge Street during the Planning Delegated Committee Meeting Agenda Review. Did they leave the meeting? Yes 1:25pm-1:42pm
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

Type of meeting	Council Briefing
Date and time	14 November 2023 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) • Cr Jennifer Anderson (Deputy Mayor) • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Geoff Neil • Cr Janet Pearce • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Amy Holmes, Manager Community Strengthening • Eng Lim, Manager Engineering and Resource Recovery • Stephen Pykett, Manager Economic Development and Visitor Economy

	<ul style="list-style-type: none"> • Bill Pemberton, Coordinator, Resource Recovery • Benup Neupane, Coordinator Engineering Services • Christo Crafford, Coordinator Statutory Planning • Bob Elkington, Coordinator Economic Development • Rebecca Pedretti, Coordinator Visitor Economy • Damien Hodgkins, Senior Statutory Planning Officer • Melissa Telford, Community Project Officer • Jane Peterson, Tourism Team Leader • Nicole Pietruschka, Events and Filming Officer • John Perry, Statutory Planning Officer • Seane Bawden, Business Development Officer • Cindy Stevens, Business Support Officer
Apologies officers	<ul style="list-style-type: none"> • Rob Ball, Manager Strategic Planning and Environment • Jeet Dehal, Acting Manager Assets and Project Management • Julius Peiker, Coordinator Community Development
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> • CEO & Councillor only session • Draft Gambling Harm Minimisation Policy Workshop • Multi User Developments – Waste Management • Special Charge Scheme for Infrastructure Works Review – for Consultation • Monthly CAPEX Monitoring Report • VEP Visitor Economy Partnership Industry for Central Victoria Update • Planning Matters • Autumn Leaves Management Program & Autumn Festival Update • Agribusiness Visits Report • Other business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	<p>Cr Neil declared a general conflict with 12 Todd Lane, Romsey in planning matters</p> <p>Did they leave the meeting? Yes 1:25pm-1:29pm</p>

Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A
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Type of meeting	Councillor Christine Walker - Affirmation of Office
Date and time	15 November 2023 10:15am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) • Cr Jennifer Anderson (Deputy Mayor) • Cr Rob Guthrie • Cr Janet Pearce • Cr Bill West
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Dominic Bonanno • Cr Geoff Neil • Cr Mark Ridgeway
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Maria Weiss, Director Community • Lauren Wall, Manager Communications and Engagement • Patricia Clive, Coordinator Governance • Suzanne Mihovilovich, Portfolio Lead - Governance • Lucy Olson, Senior Governance Officer – Council Business
Apologies officers	<ul style="list-style-type: none"> • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Shane Walden, Director Assets and Operations
Presenters	<ul style="list-style-type: none"> • Christine Walker, Incoming Councillor
Items discussed	<ul style="list-style-type: none"> • Affirmation of Office Councillor Christine Walker
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	NIL Did they leave the meeting? N/A
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

11 DIRECTOR PLANNING AND ENVIRONMENT REPORTS

Nil

12 CHIEF EXECUTIVE OFFICER REPORTS

Nil

13 DIRECTOR CORPORATE REPORTS

COR.1	QUARTERLY FINANCIAL REPORT - JULY TO SEPTEMBER 2023
Officer:	Alexandra Adams, Corporate Reporting Officer
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

The purpose of this report is to provide Council and the community with a report on the financial position of the Macedon Ranges Shire Council to 30 September 2023 for the 2023/2024 financial year (Quarter 1), in accordance with the requirements of the *Local Government Act 2020*.

Recommendation

That Council receives the Quarterly Financial report as at 30 September 2023, in accordance with the requirements of the Local Government Act 2020.

Background

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

Council is seeking to streamline the way we report to Council and the public, and the first Quarterly Financial Report for the 2023/24 financial year is in a simpler format, that allows a quick interpretation of key information related to council's financial performance.

Discussion

The Finance and Capital Management Report to 30 September 2023 provides an update on financial performance against the 2023/2024 budget.

Council's operating result as at 30 September 2023 is \$9.35M favourable to budget. In accordance with accounting standards, all rates income is recognised at the start of the financial year when the rates are struck. This results in Council reporting a large surplus at the start of the year which reduces as the year progresses, as expenditure is incurred evenly throughout the year.

Council's profit and loss statement as at 30 September 2023 is provided below with analysis of year-to-date material variances.

Financial Summary - Year-to-Date (YTD) Key Actual vs Budget Variances**Operational Revenue**

Grants Operating: The \$542,000 favourable income in operating grants is mostly due to the increase in Financial Assistance Grants and the timing of grants received by key programs in the Community Directorate.

Other Income: Actual income is \$5.7m, this is \$2.9m favourable, due to unbudgeted income relating to timber processing from the June 2021 storm.

Operational Expenditure

Materials and services: Actual expenditure of \$11.6m is unfavourable to budget by \$2.5m for the three months to 30 September 2023 mainly due to timber processing from the June 2021 storm. These costs are reimbursed by the contractor in other income above.

INCOME STATEMENT

3 months ended 30 September 2023

	2023/24 Sept YTD Adj. Budget* \$'000	2023/24 Sept YTD Actuals \$'000	2023/24 Sept YTD Variance \$'000
Income			
Rates and charges	61,822	61,108	(714)
Statutory fees and fines	660	579	(81)
User fees	1,827	1,678	(149)
Grants - operating	3,910	4,452	542
Grants - capital	16,349	15,235	(1,114)
Contributions - monetary	821	823	2
Other income	598	3,492	2,894
Total income	85,987	87,367	1,380
Expenses			
Employee costs	11,131	10,908	223
Materials and services	9,057	11,593	(2,536)
Depreciation and amortisation	4,266	4,019	247
Borrowing costs	66	58	8
Other expenses	876	843	33
Total expenses	25,396	27,421	(2,025)
Surplus/(deficit) Ex other adjustments	60,591	59,946	(645)
Other adjustments			
Contributions - non monetary	1,980	12,125	10,145
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	150	1	(149)
Total surplus/(deficit)	62,721	72,072	9,351

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

Overall the operating surplus of \$72m is \$9m favourable to budget. The financial summary provides an explanation of key variances to budget.

* This column represents the adjusted budget which is the 2023/24 adopted budget adjusted for the 2022/23 carry forward budgets and any Council approved budget changes during 2023/24.

Capital Works

YTD Capital Works Statement reports \$8.9M of works delivered to 30 September 2023 where the total budget including carry forwards for the 12-month period is \$69.9M. The *Recreational, leisure and community facilities* class includes payments for the Macedon Ranges Sports Precinct project, with works recommencing and invoices received for

payment. The major variance in budget versus actual relates to the *Footpath and Cycleway* class, with the delay of the Woodend to Riddells Creek Shared Trail project.

CAPITAL WORKS STATEMENT - as at 30 September 2023

	2023/24 Annual	2023/24 September	2023/24 September	2023/24 September
	Budget \$'000	Budget \$'000	Actuals \$'000	Variance \$'000
Property				
Land and land improvements	1,060	0	0	0
Buildings and building improvements	6,973	1,285	895	389
Total property	8,033	1,285	895	389
Plant and equipment				
Plant, machinery and equipment	2,542	325	193	132
Fixtures, fittings and furniture	0	0	0	0
Computers and telecommunications	311	48	34	14
Total plant and equipment	2,853	373	227	146
Infrastructure				
Roads	15,297	1,533	1,442	92
Bridges	1,808	88	101	(13)
Footpaths and Cycleways	12,016	2,426	253	2,173
Drainage	736	255	201	54
Recreational, leisure and community facilities	26,321	5,502	5,614	(113)
Parks, open space and streetscapes	606	116	82	34
Other infrastructure	2,198	250	74	175
Total infrastructure	58,982	10,170	7,768	2,403
Total capital works expenditure	69,868	11,828	8,890	2,938

Investments

Investments held at 30 September total \$33.2m. Investments are earning adequate interest, with 54% of investments held with institutions that do not lend to organisations linked with fossil fuel, compliant with the Investment policy requirement for at least 20%.

Interest rates are expected to remain relatively constant for the remainder of the financial year, excepting a forecasted RBA Cash Rate increase of 0.25% during December. This may see an increase in investment rates that Council is able to access for investments in the future. The increase in interest rates and related increased interest income will be offset by declining cash holdings as the funds to complete the Macedon Ranges Regional Sports Precinct project are drawn down.

Storm Reports

The cost to Council for the June 2021 Storm is forecast to be \$5.4M. There is ongoing expenditure related to decommissioning pumps and rehabilitating the Ashbourne Road site. This expenditure is not claimable and will be a cost to Council.

Council has commenced the submission of claims for the 7 October 2022 flood, with a \$500K Council Flood Support Fund grant already secured to assist Council's share of the costs. If

the claim level is high, these funds may contribute to the overall cost to Council for like events.

The Kettlewell's timber processing site continues to operate and the early financial arrangements for this site contribute considerably to reducing the cost to Council for storm clean up and recovery works. After considering the Kettlewell's site result, cost to Council is reduced to \$2M. These calculations have been made at 30 September and will continue to change until all claims are finalised and paid.

Loans

Budgeted loans have not yet been drawn down; it is likely for the loans to be drawn during the month of December. The budget includes six months of principal and interest for the budgeted loans.

Consultation and engagement

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

Collaboration

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

Innovation and continuous improvement

The Quarterly Financial Report forms part of a legislative requirement, which assists Council to deliver on its priority of strong and reliable government, whilst achieving its vision by following good governance processes and providing transparency to the community. The Quarterly Financial Report is reviewed by the Executive and incorporates feedback from various levels of management to enhance readability and allow for continuous improvement.

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

Relevant law

This report has been prepared in accordance with Section 97 of the *Local Government Act 2020* (Vic) and is compliant with the requirements. The financial statements have been prepared in accordance with Australian Accounting Standards.

There are no human rights implications resulting from the completion of the Quarterly Report.

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

Relevant regional, state and national plans and policies

There are no regional, state or national plans or policies to be considered in relation to the subject matter of this report.

Relevant Council plans and policies

Macedon Ranges Shire Council Financial Plan 2021-2031

Macedon Ranges Council Budget 2023/24

Financial viability

The Quarterly Financial Report provides information on Council's operating and financial performance for the quarter ending 30 September 2023. The financial statements within the report indicate that Council remains in a sound financial position.

Sustainability implications

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

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.

COR.2	COUNCIL MEETING DATES 2024
Officer:	Lucy Webb-Wilson, Senior Governance Officer - Council Business
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Meeting Dates 2024 ↓

Summary

This report seeks approval of the proposed scheduled Council meeting and Planning Delegated Committee meeting dates and formats for the 2024 calendar year.

Recommendation

That Council:

- 1. Approves the proposed meeting schedule for the period 1 January 2024 to 31 December 2024 as outlined in Attachment 1; and**
- 2. Notes that Planning Delegated Committee meetings will be held when required on the dates outlined in the schedule at Attachment 1; and**
- 3. Schedules a Submitters Delegated Committee Meeting to be held online on 21 February 2023 at 7pm to consider budget submissions and other matters if required.**

Background

In accordance with Council's Governance Rules (sub-rule 10(a)) *the dates, times and places of scheduled meetings will be fixed by the Council from time to time*. In addition, Rule 79(1) enables the *Council to determine the proposed and preferred format style of meetings*. The scheduled of Council meeting cycle is resolved annually by Council.

This report proposes dates, times and places for scheduled Council meetings and Planning Delegated Committee meetings.

Council meetings are held at the Gisborne Administration Centre, which is the only Council facility that has the capacity to livestream meetings. Meetings have been livestreamed since October 2017 and are available for viewing via Council's website. The Planning Delegated Committee and Submitters Delegated Committee meetings are held online in accordance with Part 9 of the Governance Rules that allows for Council to determine the format of meetings. Planning Delegated Committee and Submitters Delegated Committee meetings are also livestreamed and available for viewing via Council's website.

The purpose of the Planning Delegated Committee is to hear from applicants/land owners and objectors/submitters on statutory and strategic planning matters, including planning applications, and to determine planning matters.

Discussion

The proposed schedule of Council meetings and Planning Delegated Committee meetings for 2024 is outlined in **Attachment 1**. Scheduled Council meetings have typically been held on the fourth Wednesday of each month, with the exception of December, when it has been

held earlier in the month. In January neither a Scheduled Council meeting nor a Planning Delegated Committee meeting is held.

Under the *Local Government Act 2020*, sections 26(4) and 26(5) the date for the open Council meeting for the election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the term of the current Mayor as is reasonably practicable. However, as 2024 is an election year, some alterations are proposed to the usual meeting schedule:

- (1) The September Council meeting to be scheduled for the 3rd Wednesday of the month (18 September 2023) so that it can be held prior to the commencement of the Election Period.
- (2) No Planning Delegated Committee meeting be held in November 2024.
- (3) The meeting to elect the Mayor will be held within 30 days of the local government election in accordance with section 26 of the Act. The CEO will determine the date of this meeting once the Victorian Electoral Commission has declared the results for the Shire as outlined in clause 7(a) of the Governance Rules.
- (4) The November Council meeting to be scheduled for the fourth Wednesday of the month (27 November 2023) as standard.

Meetings of the Planning Delegated Committee are held, if required, online on the second Wednesday of each month, except January, when no meeting is proposed to be held. A further exception occurs in December, when it has been held on the first Wednesday of the month. The November Planning Delegated Committee meeting has been proposed to be held on the second Thursday of that month to avoid the Melbourne Cup and Kyneton Cup public holidays. Meetings of the Submitter Delegated Committee are only held as required.

All meetings commence at 7pm unless resolved by Council for a different time.

Consultation and engagement

Not applicable.

Collaboration

Not applicable.

Innovation and continuous improvement

Not applicable.

Relevant law

All Council meetings are held in accordance with the requirements of the *Local Government Act 2020* and Council's *Governance Rules*.

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

Approving the schedule of meetings for 2024 provides members of the municipal community the opportunity to participate in the conduct of public affairs in line with section 18 of *Charter of Human Rights and Responsibilities Act 2006*.

Relevant regional, state and national plans and policies

Not applicable.

Relevant Council plans and policies

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.

Attachment 1 – Macedon Ranges Shire Council Schedule of meeting dates for 2024

Meeting Type	Date	Time	Place
Planning Delegated Committee Meeting	Wednesday, 14 February 2024	7pm	Online
Council Meeting	Wednesday, 28 February 2024	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday, 13 March 2024	7pm	Online
Council Meeting	Wednesday, 27 March 2024	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday, 10 April 2024	7pm	Online
Council Meeting	Wednesday, 24 April 2024	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday, 8 May 2024	7pm	Online
Council Meeting	Wednesday, 22 May 2024	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday, 12 June 2024	7pm	Online
Council Meeting	Wednesday, 26 June 2024	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday, 10 July 2024	7pm	Online
Council Meeting	Wednesday, 24 July 2024	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday, 14 August 2024	7pm	Online
Council Meeting	Wednesday, 28 August 2024	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday, 11 September 2024	7pm	Online
Council Meeting	Wednesday, 18 September 2024	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday, 9 October 2024	7pm	Online
Council Meeting	Wednesday, 23 October 2024	7pm	Gisborne Administration Centre
Council Meeting To elect the Mayor*	XXX post declaration of results	11am	Gisborne Administration Centre
Council Meeting	Wednesday, 27 November 2024	7pm	Gisborne Administration Centre
Planning Delegated Committee Meeting	Wednesday, 4 December 2024	7pm	Online
Council Meeting	Wednesday, 18 December 2024	7pm	Gisborne Administration Centre

*CEO will determine the date, time and venue in accordance with the Governance Rules.

COR.3	ANNUAL COUNCILLOR APPOINTMENTS AND COUNCIL MEMBERSHIPS
Officer:	Lucy Webb-Wilson, Senior Governance Officer - Council Business
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Councillor appointments to committees - 2023-24 ↓

Summary

This report is presented to Council for determining Councillor representation on internal advisory committees and external organisations from November 2023 till November 2024, refer to **Attachment 1**.

Recommendation

That Council:

- 1. Appoints the Councillor delegates from November 2023 to November 2024 to the internal and external committees/organisations as specified in the table in Attachment 1;**
- 2. Endorses the ongoing membership to the Victorian Local Governance Association, Central Victorian Greenhouse Alliance, and Rural Councils Victoria Incorporated;**
- 3. Endorses the ongoing membership to the Municipal Association of Victoria; and**
- 4. Endorses the ongoing membership to Australian Local Government Women's Association - Victorian Branch.**

Background

Effective representation on relevant external organisations and internal advisory committees is a critical element of Council's advocacy program. 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.

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

These committees and organisations collectively assist Council to plan and develop services and programs and set strategic and policy directions. Membership and participation of committees may include residents, industry or sector specialists, Councillors and/or Council officers.

Discussion

Council is represented on a range of internal and external committees and organisations. Ensuring that Council has proper appointment of Councillors to these organisations is important for Council's ability to advocate on behalf of the Shire in the different forums.

Delegates to advisory committees or external committees and organisations are encouraged to report issues of significance to Council or the Councillor group following attendance at meetings.

There are some internal advisory committees and external organisations that require the Mayor to attend as Mayor ex-officio. There is also an opportunity for Councillors to participate on a range of committees that are important to the future economic, environmental and social sustainability of the municipality. The current list of Council advisory committees and external organisations for Councillor representation, at **Attachment 1**, outlines the Mayor ex-officio and number of Councillors to be endorsed on the committee or organisation for November 2023 to November 2024. Councillors have considered their interest in being a Council delegate on the various committees prior to this meeting and will determine their nominated delegates during this meeting.

In addition, **Attachment 1** describes the purpose, structure, membership and meeting frequency for internal and external committees.

Membership and subscriptions

There are a number of peak bodies and associations that support Victorian Councils and Councillors through representation and advocacy, policy development and advice, and other activities, such as training and professional development. Access to these services is through a membership and/or subscription process. Council subscribes to Municipal Association of Victoria, Victorian Local Governance Association, Central Victorian Greenhouse Alliance, Rural Councils Victoria Incorporated, and Australian Local Government Women's Association - Victorian Branch.

Consultation and engagement

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

Collaboration

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

Innovation and continuous improvement

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

Relevant law

The LGA 2020 provides that Council can establish delegated committees and community assets committees and must establish an Audit and Risk Committee.

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

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

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

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

Financial viability

The current resourcing and support for the operations of these committees, along with funding of membership are included in Council's 2023/24 Budget.

Sustainability implications

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

Officer declaration of conflicts of interest

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

Attachment 5 – Councillor Appointments to Committees and Working Groups

Committee and Purpose	Number of Delegates	Meeting frequency	Internal/ External	2022/23 delegate/s	2023/24 delegate/s
<p>Audit and Risk Committee The Audit and Risk Committee is established under Section 53 of the Local Government Act 2020 as an Advisory Committee to Council. Its role is to assist Council in the effective conduct of its responsibilities, and to review and provide advice in good corporate governance, managing risk and improving operational controls. The Committee consists of four independent members and two Councillor delegates. The Committee meets a minimum of four times a year. Meeting minutes are circulated to the Councillors, Executive, Managers and Auditors.</p>	Two (2) Councillor delegates	At least 4 times per annum.	Internal	Cr Neil Cr Ridgway Cr Anderson (substitute) Cr Pearce (substitute)	Cr Neil Cr Ridgway Cr Anderson (substitute) Cr Pearce (substitute)
<p>Chief Executive Officer Employment and Remuneration Committee The structure of the committee to appraise the performance of the Chief Executive Officer is determined in the CEO Employment and Remuneration Policy.</p>	Mayor and two Councillors	Annually	Internal	Mayor Cr Guthrie Cr Anderson	Mayor Cr Guthrie Cr Anderson
<p>Annual Meeting of Braemar College Ltd Braemar College was established in the 1970s by the Newham and Woodend Shire (pre-amalgamation) in conjunction with local churches. Every year, a representative from each organisation is invited in their capacity as shareholders to attend the Annual General Meeting of Braemar College.</p>	One Councillor and one substitute delegate	Meets annually in May	External	Cr Ridgeway Cr Neil (substitute)	Cr Ridgeway Cr Neil (substitute)
<p>Calder Highway Improvement Committee The Calder Highway Improvement Committee is an Advisory committee to VicRoads and the State Government. The committee advocates for long term investment strategies to deliver improvements to the safety and operation of the Calder Highway from Mildura to Melbourne.</p>	One (1) Councillor delegate and one (1) substitute delegate	Three (3) times annually	External	Cr West Cr Moore (substitute)	Cr West Cr Bonanno (substitute)

Committee and Purpose	Number of Delegates	Meeting frequency	Internal/ External	2022/23 delegate/s	2023/24 delegate/s
<p>Central Victorian Greenhouse Alliance (CVGA) The CVGA is one of 10 Local Government Alliances in Victoria and represents a partnership of 13 local governments in the region. Based in Castlemaine, CVGA staff work closely with all members and the state and federal governments to strategically reassess and refocus traditional service.</p>	One (1) Councillor delegate and one (1) substitute delegate	Quarterly	External	Cr Death Cr Anderson (substitute)	Cr Death Cr Anderson (substitute)
<p>Goldfields Library Corporation Board The Goldfields Library Corporation is a regional library service serving the City of Greater Bendigo, Loddon Shire Council, Macedon Ranges Shire, and Mount Alexander Shire. Responsibility for the provision and management of the library service rests with the Library Board, which comprises two representatives from each of the four member Councils and is established by the Regional Library Agreement adopted by the member Councils. The responsibilities and authority of the Board include policy determination, strategic planning and service and education.</p>	One (1) Councillor Delegate and one (1) Council officer	Monthly	External	Cr West Cr Guthrie (proxy)	Cr West Cr Guthrie (proxy)
<p>Macedon Ranges Heritage Council This group is a representative group of all Historical Societies in the Shire. The MRHC shares ideas and expertise and provides a focal point for the Macedon Ranges Shire Council</p>	Two (2) Councillor delegates	Bi-monthly	External	Cr Moore Cr Guthrie (substitute)	Cr Guthrie no substitute
<p>Macedon Ranges Local Safety Committee The Macedon Ranges Local Safety Committee is convened by the local Victoria Police authority and includes representatives of Victoria Police, Council, Cobaw Community Health, Macedon Ranges Health, Kyneton District Health, Central Victorian Primary Care Partnership, Gisborne Secondary College and the office of the local Parliamentary member for Macedon.</p>	One (1) Councillor delegate and one (1) substitute delegate	Monthly	External	Cr Moore Cr Ridgeway (substitute)	Cr Pearce Cr Guthrie (substitute)

Committee and Purpose	Number of Delegates	Meeting frequency	Internal/ External	2022/23 delegate/s	2023/24 delegate/s
<p>Municipal Association of Victoria (MAV) The MAV is the peak advisory body for councils in Victoria. The objectives of the MAV are to improve community awareness of local government, advocate for and provide leadership and support for the sector. Cr Anderson is on the Board of the MAV representing the North Central Region but the current constitution states she can remain as part of her two-year term even if she is not the nominated representative of Council</p>	One (1) Councillor delegate and two (2) substitute delegates	As needs basis	External	Cr Anderson Cr Pearce (substitute) Cr Ridgeway (2nd Substitute)	Cr Anderson Cr Pearce (substitute) Cr Ridgeway (2nd substitute)
<p>MAV Emergency Management Committee The Committee provides advice to the MAV on local government emergency management matters identified by the sector in the MAV Strategic Plan, or in response to emergency management sector priority projects</p>	One (1) Councillor delegate and one (1) substitute delegate	Quarterly	External	Cr Moore Cr Ridgeway (substitute)	Cr Neil Cr Ridgeway (substitute)
<p>Rural Councils Victoria Inc (RCV) RCV represents the interests of rural councils within Victoria it has 38 members. The defined purposes of RCV organisation are to: (1) heighten awareness and understanding of issues that impact on rural communities; (2) assist with building the capacity of rural councils to face challenges; (3) provide leadership on local governance; (4) develop and support rural councils; and (5) develop policy and advocate for rural councils.</p>	One (1) Councillor delegate only for the purpose of voting at the AGM	Annually	External	Cr Neil Cr Pearce (substitute)	Cr Neil Cr Pearce (substitute)

Committee and Purpose	Number of Delegates	Meeting frequency	Internal/ External	2022/23 delegate/s	2023/24 delegate/s
<p>Workspace Australia Workspace Australia Ltd (Workspace) is a community 'not for profit' social enterprise which was established to improve employment opportunities for socially disadvantaged individuals thereby reducing the personal and social costs of unemployment. Workspace provides training and enterprise activities for the benefit of individuals seeking employment in Regional Victoria. Workspace operates a number of Social Enterprises that create employment throughout Central Victoria. Workspace has been operating at the business incubator in New Gisborne since 1998.</p>	One (1) Councillor Delegate	Bi-monthly	External	Cr Guthrie	Cr Guthrie
<p>Municipal Fire Management Planning Committee The Macedon Ranges Municipal Fire Management Planning Committee (MFMP) is responsible for providing a strategic and integrated approach to fire management within the shire.</p>				Cr Neil Cr Pearce Cr Anderson	Cr Neil Cr Pearce Cr Anderson
<p>Local Government Working Group On Gambling The group provides an opportunity for councillors and council officers from VLGA member councils to come together to hear from informed speakers about current gambling harm prevention research and policy and consider Municipal Public Health and Wellbeing Plan implications and the regulatory environment.</p>				Cr Death Cr Pearce (substitute) Cr Anderson (substitute)	Cr Death Cr Pearce (substitute) Cr Anderson (substitute)

COR.4	CONTRACTS TO BE AWARDED AS AT NOVEMBER 2023
Officer:	Corinne Farley, Coordinator Contracts
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

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

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

Recommendation

That Council:

1. **Notes that the following contracts will be awarded by Council officers under delegated authority:**
 - (a) **C2024-54 Gisborne Aquatic Centre Modular Change Room**
 - (b) **C2024-55 Design Services Regional Sports Precinct Stage 2**
2. **Grants delegated authority to the Chief Executive Officer to award contract C2024-53 Construction of a Roundabout at the intersection Barringo Road and Hamilton Road New Gisborne.**

Background information

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

Opportunity to review delegated authority

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

C2024-54 Gisborne Aquatic Centre Modular Change Room

This contract is for the construction of a modular building to be utilised for additional change room space for the Gisborne Aquatic Centre.

The CEO has delegated authority to award this contract.

C2024-55 Design Services Regional Sports Precinct Stage 2

Stage 2 of the Macedon Ranges Regional Sports Precinct is proceeding and the council is seeking to engage a qualified Consultant to successfully deliver design consultancy services for this project.

The CEO has delegated authority to award this contract.

C2024-53 Construction of a Roundabout

This contract is for the construction of a roundabout at the intersection Barringo Road and Hamilton Road New Gisborne. The works are associated with the new Regional Sports Precinct Project.

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

Consultation and engagement

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

Collaboration

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

Innovation and continuous improvement

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

Relevant Law

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

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

Relevant regional, state and national plans and policies

There are no regional, state or national plans and policies that are relevant to the subject matter of this report.

Relevant Council plans and policies

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

Financial viability

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

COR.5	AUDIT AND RISK COMMITTEE - REVIEW OF REMUNERATION AND MEMBERSHIP
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

The Audit and Risk Committee comprises two Councillors and three independent members within the Macedon Ranges Shire. This report reviews the current remuneration provided to the independent members, and to note the recruitment process which will be undertaken to allow for the replacement of an Independent Member as a result of a member ceasing their term on 31 December 2023.

Recommendation

That Council:

- 1. Endorses the proposed payments to the Audit and Risk Committee Chairperson and Independent Committee Members as outlined in Table 3 of this report.**
- 2. Notes that reasonable out-of-pocket expense reimbursements may be payable to Independent Members of the Audit and Risk Committee.**
- 3. Notes the recruitment process being undertaken to appoint a new Independent Member, with a report and recommendation to be presented to a future meeting of Council.**

Background

The Audit and Risk Committee, established as an independent Advisory Committee of Council and formally appointed under Section 53(1) of the *Local Government Act 2020*, serves a crucial role in offering structured and systematic oversight of the Council's governance, risk management, and internal control procedures. As outlined in Section 53(6), the Council has the authority to provide payment to non-Councillor members of the Audit and Risk Committee.

Discussion

Review of Remuneration

Council last reviewed the remuneration rates for independent members of the Audit and Risk Committee at its meeting on February 27, 2019. During this meeting, it was resolved to increase the remuneration for independent members and to recognise the increased complexity and responsibilities of the Chairperson's by providing a separate and higher remuneration.

A report was presented to Council on 20 June 2021 to ensure that Council was compliant under section 53 (6) of the Local Government Act 2020 (the Act). Under this section of the Act, a Council may "pay a fee to a member of an Audit and Risk Committee who is not a Councillor of the Council". Council resolved that the payments would continue at the rate

current at that time and included the addition of a payment for an independent member of the Audit and Risk Committee to attend and present at a Council meeting.

Frequency of Meetings

Independent members of the Council’s Audit and Risk Committee are required to attend Committee meetings which are scheduled at least four times per annum, to ensure that the Committee can properly discharge its responsibilities. Independent members have been scheduled to attend five meetings a year over the past two years. Independent members of the Audit and Risk Committee are expected to attend each meeting of the Committee and to ensure that they are prepared by reading and familiarising themselves with all pre-reading material.

Meetings are held for around 4 hours, with the complex workplan providing the Committee with a comprehensive meeting pack.

The Chairperson meets and holds discussions with the Director Corporate as meeting Secretariat in preparation for meetings, and attends Council meetings twice each year to present the Committee’s bi-annual report on the actions carried out by the Committee to discharge its responsibilities.

Independent members (particularly the Chair) are also occasionally invited to participate in other Council panels and groups in their capacity as a member of the Audit and Risk Committee. A summary of current per-meeting payments and changes is in Table 1.

	Per meeting payment
Independent members	\$350
Chair	\$500
Council attendance (meetings, panels, presentations)	\$350

Table 1 Summary of Current payments

Current Annual Cost to Council

Council has held five (5) Audit and Risk Committee meetings each year over the past two years to accommodate the requirements of the preparation of Annual Financial Statements and Performance Report together with our external Auditor. The total annual cost for remuneration in relation to independent Audit and Risk Committee members is \$8,450, broken down in Table 2.

	Annual cost of meeting attendance
3 x Independent members	\$5,250
1 x Chair	\$2,500
Council attendance (meetings, panels, presentations)	\$ 700
Total annual cost	\$8,450

Table 2 Summary of Current Annual cost

Recent Sector Review

Earlier this year, FinPro¹ conducted a benchmarking exercise that yielded insights into remuneration practices across 51 councils in Victoria. According to the resulting report, included councils typically hold between three and five committee meetings, with 53% of councils holding four and 42% holding five meetings per year.

The study included a comparison between the current remuneration of independent members of council’s Audit and Risk Committees (ARC) and the payment ranges (Low, Average, and High) reported by ‘large rural councils’ that participated in the survey.

The results of this comparison indicate that Macedon Ranges Shire Council's remuneration for independent members, including the Chairperson, sits at the lower end of payments observed among Large Rural Councils.

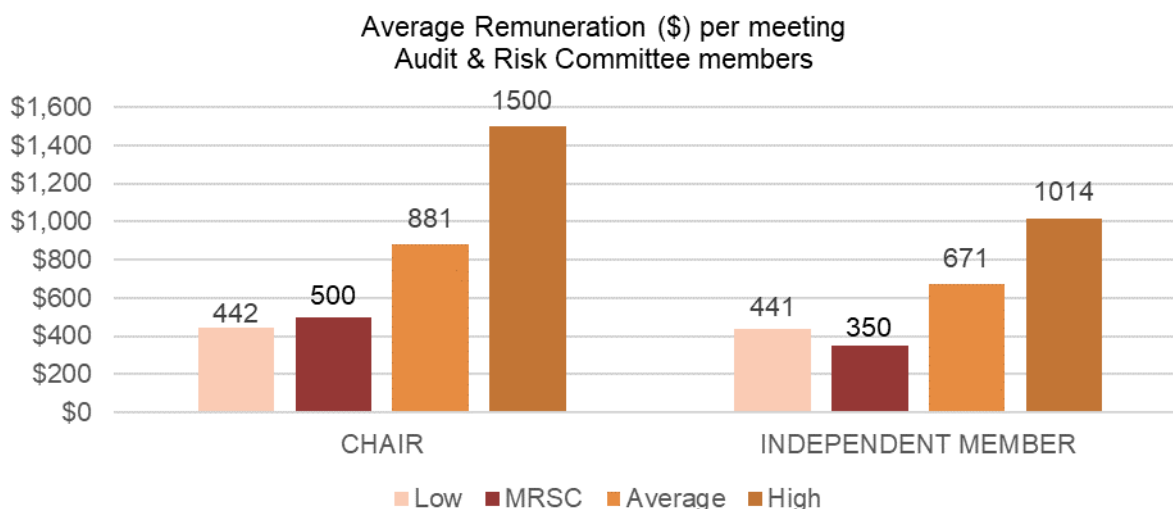


Figure 1: Remuneration Comparison, source: FinPro Member Update, Edition 8, 2023

Based on the findings of this benchmarking exercise, it is recommended that remuneration be increased to align with the average fees paid by large rural councils, rounded to the nearest \$100. This will help to ensure:

- competitiveness of remuneration of independent members;
- better recognition of members’ significant positive contribution to Council;
- that remuneration keeps pace with the increasing costs and broad role of independent members; and
- ongoing attraction and retention of quality members and candidates.

As a result of this increase, proposed payments to independent members are outlined in Table 3.

	Proposed per meeting payment
Independent members	\$700
Chair	\$900
Council attendance (meetings, panels, presentations)	\$500

¹ A not-for-profit incorporate association that provides training and support to finance professionals in Local Government. See: <https://www.finpro.org.au/>

Table 3 Summary of Proposed payments

If adopted, the adjusted per-meeting payments would increase the total annual cost of Audit and Risk Committee remuneration by around \$9,100 per year to around \$16,000 in total, as per Table 4.

	Current annual cost of meeting attendance	Proposed annual cost of meeting attendance
3 x Independent members	\$ 5,250	\$ 10,500
1 x Chairperson	\$ 2,500	\$ 4,500
Council attendance (meetings, panels, presentations)	\$ 700	\$ 1,000
Total annual cost	\$8,450	\$16,000

Table 4 Summary of Current and Proposed Annual cost

Other payments or expense reimbursement

In the past, it has been standard practice that no additional payments or expense reimbursements were provided to the independent members of the Audit and Risk Committee.

However, as part of the work done to provide this report and in alignment with our commitment to promoting access and inclusion, officers recommend that independent members are also eligible to claim reimbursement for reasonable out-of-pocket expenses associated with ensuring their ability to attendance at meetings. This would include expenses such as childcare, travel and other incidental expenses, such as costs associated with absence from their normal work location. Such reimbursement will be in accordance with Council’s existing policies and will be managed on a case-by-case basis.

Recruitment Process for a new Independent Member

Peter Matthews, the current Chair of the Audit and Risk Committee, has expressed his intention to conclude his membership of the Audit and Risk Committee on 31 December 2023. This is one year earlier than indicated in his current term.

As such, the position that will be made vacant by Peter Matthews must be advertised publicly for a new independent member.

Independent members	2023	2024	2025	First Appointed
Member 1 (Peter Matthews)	Elected tenure end (one year early)	<i>New member commences</i>	<i>New member</i>	31 March 2017 (Current 3-year term)
Member 2 (Maggie Williams)	Final year of appointment	<i>Subject to renewal</i>	<i>Subject to renewal</i>	1 January 2021 (Current 3-year term)
Member 3 (Jonathon Kyvelidis)	✓	Final year of appointment	<i>Subject to renewal</i>	31 November 2021 (Current 3-year term)
Member 4 (Vinitha Pinto)	✓	✓	Final year of appointment	31 November 2021 (Current 4-year term)

Table 5 Schedule of Independent Member Terms

A selection panel is being prepared to oversee this process.

Following an expression of interest, the selection panel will shortlist candidates to be interviewed, followed by a series of panel interviews to form a recommendation to Council on the appointment of the successful candidate (subject to successful references and police checks).

The proposed timeline for the recruitment process is as follows:

Proposed Recruitment activity	Date
Recruitment process and remuneration confirmed by Council	Nov 22 2023
Advertising to commence for a period of 21 days	Nov - Dec 23
Shortlist process and meetings	Dec 23 - Jan 24
Interview and selection process (Panel members tbc)	Jan – Feb 24
Reference checking (Director Corporate)	Jan – Feb 24
Recommendation of appointment to be provided to Council	Feb 24
Unsuccessful candidates notified after Council Meeting	Feb – Mar 24
Induction and Handover	Feb – Mar 24

Consultation and engagement

Internal consultation with the Chair of the Audit and Risk Committee and CEO was undertaken as part of the preparation of this report.

Collaboration

This report has been prepared with information sourced from an industry body, FinPro, a not-for-profit incorporated association that provides training and support to finance professionals in Local Government.

Innovation and continuous improvement

The proposed increase to remuneration for the independent members of Council’s Audit and Risk Committee and ensuring timely recruitment for a new members will enhance innovation and continuous improvement in Council by ensuring competitiveness, recognising contributions, keeping pace with evolving roles, and attracting and retaining quality members.

Relevant law

This Committee is established and conducted as per the requirements of the *Local Government Act 2020*.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report, and measures have been implemented to ensure that the remuneration and recruitment process is equitable and free from gender bias. These measures include:

Transparent Compensation Guidelines: Implementing transparent and standardised guidelines for remuneration that consider factors such as qualifications, experience, and responsibilities, rather than gender-specific criteria, that support Council’s commitment to promoting access and inclusion.

The impact of the requirements of participating in the Audit and Risk Committee and how this affects different genders and other underserved cohorts has also been considered when designing the approach for recruitment. Specific approval for Independent Members to claim reimbursement for expenses incurred that are directly associated with their ability to participate fully as part of the Committee, such as assisted travel costs or childcare expenses, have been included as a result.

Additionally, the following steps are being taken to ensure consideration of equity and inclusion as part of the process:

Diverse Panels: Composing diverse hiring panels that include individuals of different genders and backgrounds to minimise unconscious biases in candidate selection.

Neutral Language: Using gender-neutral and culturally-neutral language in the expression of interest advertisements, position descriptions and communications to encourage a wider pool of applicants and ensure that language does not discourage certain cohorts from applying, particularly women and people from culturally diverse backgrounds.

Pay Gap Analysis: The remuneration review includes analyses to identify and address any gender pay disparities within the committee, including allowances and reimbursements. This includes consideration of, and enablement of, Independent Members of all genders to seek appointment as Chair to ensure equitable access to higher remuneration associated with this leadership position, and enablement of committee members to seek reimbursement for out-of-pocket expenses.

Feedback Mechanisms: Ensuring that mechanisms for feedback and reporting are available that ensure gender-related concerns or discrimination issues are promptly addressed. This includes explicitly including items concerning equity and access as part of the annual assessment of the Committee's functioning.

These measures collectively ensure that the remuneration review and proposed recruitment process aligns with the principles of gender equality, fostering inclusivity, diversity, and fairness.

Relevant regional, state and national plans and policies

Nil

Relevant Council plans and policies

The conduct of the Audit and Risk Committee is identified in the Council Plan 2021- 2031 under *Strategic Objective 4 - delivering strong and reliable government*.

Financial viability

The operation of the Audit and Risk Committee is within Council's operating budget. The proposed increase of payments for independent members will be absorbed by Council's operating budget.

Sustainability implications

Nil

Officer declaration of conflicts of interest

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

14 DIRECTOR COMMUNITY REPORTS

COM.1	PARTICIPATE POSITIVE AGEING PLAN 2020-2025 ANNUAL UPDATE
Officer:	Naomi Scrivener, Manager Community Wellbeing
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	PARTICIPATE Positive Ageing Plan - Year 3 Report and Year 4 Annual Plan (under separate cover) ⇒

Summary

This report provides Council with an update on progress against actions in Year 3 (2022-23) of Council's PARTICIPATE Positive Ageing Plan 2020-2025, as well as proposed actions for Year 4 (2023-24).

Recommendation**That Council:**

- 1. Notes the PARTICIPATE Positive Ageing Plan - Year 3 Annual Review 2022-23, as presented in the attached; and**
- 2. Approves the PARTICIPATE Positive Ageing Plan - Year 4 Action Plan 2023-24, as presented in the attached.**

Background

PARTICIPATE is Council's five-year Positive Ageing Plan (PAP), responding to the needs, priorities, aspirations and challenges of older people in the shire. The name was chosen to reflect the expressed desire of older people to participate in and be recognised in community life.

PARTICIPATE was developed through community consultation and engagement with older residents and service providers. A range of priority action areas were identified to respond to needs for now and into the future:

- (1) Older people stay socially connected and active;
- (2) Older people live well in the community;
- (3) Older people's needs are recognised in infrastructure, housing and the built environment;
- (4) Older people are respected and valued by the community

Discussion

PARTICIPATE promotes a collaborative approach across Council and the community. In implementing PARTICIPATE through the proposed 2023-24 action plan, Council takes actions that are consistent with its role as a provider of services, an advocate, a facilitator and planner, to improve the lives of older members of our community.

Council recognise that the term 'older people' covers a large age range and includes people with diverse attributes, needs and interests. In order to be a truly age-friendly plan, PARTICIPATE needs to cater for this diversity and to recognise the many-faceted contributions of older people to our community.

Monitoring will be ongoing and reporting will be undertaken six-monthly and by annual review and briefing to Council. The annual review presented within the attached includes sections summarising key achievements and challenges to-date for PARTICIPATE PAP 2020-2025.

Consultation and engagement

Consultation was undertaken in 2020, during the development of PARTICIPATE PAP 2020-2025. In September 2022, Council also consulted with the Community to identify where Council would support all older people in the Macedon Ranges, as a result of the Council decision to exit in home aged care services. This 2022 consultation reinforced that community members still identify the four priority actions areas outlined in PARTICIPATE as the most important to them.

Collaboration

Successful delivery of the actions within the Year 4 Action Plan requires collaboration across all Council departments and with relevant external stakeholders. Many of these actions are ongoing and will continue beyond the life of this plan.

Innovation and continuous improvement

Council will continue to consider the most innovative ways to deliver on actions identified in PARTICIPATE, for the life of the plan.

Relevant law

There is no legislation or legal advice to be considered in relation to this report.

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

Relevant regional, state and national plans and policies

There are no regional, state or national plans or policies to be considered in relation to this report.

Relevant Council plans and policies

This report and the PARTICIPATE PAP 2020-2025 align with the Council Plan 2021-2031, under the strategic objective Healthy Environment, Healthy People.

Financial viability

The implementation of the Year 4 actions have a financial impact to Council. The work to undertaken to achieve the actions are funded via a combination of external grant funding and Council committed funds.

Sustainability implications

The actions within PARTICIPATE align to social, health and wellbeing outcomes for older residents living in the Macedon Ranges.

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.

15 DIRECTOR ASSETS AND OPERATIONS REPORTS

AO.1	CAPITAL WORKS MONITORING
Officer:	Jeetendra Dahal, Manager Assets and Project Management Office
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

This report provides transparency on cost escalations on infrastructure projects and seeks further funding, cancellation, or the scope reduction of the projects to manage the projects within the allocated annual capital works program budget.

Recommendation

That Council:

1. **Adopts the following changes to the Financial Year 2023/24 budget relating to the following infrastructure projects:**
 - (a) **101039 - Kyneton Cricket Club Net Upgrade: Increase the budget by \$7,236.00;**
 - (b) **100148 - Bridge - Ash Wednesday Park Footbridge: Return \$10,550.00 of surplus budget to the Open Space Reserve;**
 - (c) **100822 - Bridge - Mission Hill Road 2024: Increase the budget by \$50,658.81;**
 - (d) **100687 - Upgrade Sports Ground Drainage 2024: Return \$137,015.00 to the consolidated capital works program budget.**
 - (e) **100827 - Kyneton Saleyards Improvement Works 2024: Return \$130,035.00 to the consolidated capital works program budget; and**
2. **Notes that recommendation 1 (above) provides a surplus of \$208,117.05 to the financial year 2023/2024 consolidated capital works program budget.**

Background

The Council budget build process begins in October of the previous year. This means pricing may change during the nine months before the budget year starts.

Some infrastructure projects will not be tendered until over twelve months after the initial estimates were set. Officers allow a reasonable cost escalation on project costs; however, the cost increases experienced were outside this estimate. As projects are completed, unspent contingency funds will be returned to the consolidated Capital Works Program Budget.

During the year, emergency projects may need funding or grants requiring contribution by Council. By transparently and regularly reporting to Council officers, we are ensuring the Capital Program is delivered with good governance and to best advantage.

Discussion

Each year in October, officers create business cases for capital works projects. Budget estimates are built based on previous costings with a percentage added to indicate expected price escalations before the project tender. The project management framework enables project change management up to the initial budget contingency. Any change in price or unexpected cost during construction above the full project budget requires further approval.

There are three reasons why a project may require more funds than budgeted:

- Cost escalations in materials and labour
- Unforeseen circumstances
- Scope irregularities

As each project is allocated a fixed budget, good governance means that any expenditure above this budget figure needs oversight. The Capital Works Monitoring Report provides a transparent methodology for approving or refusing cost adjustments.

Before presenting a project for review for additional funding, the project sponsor and project manager will have investigated methods to value-manage the project by reducing the scope without changing the project. The project scope items are identified as must, should, could and won't items to be included in the project. In value management, the 'could' items would first be reviewed and removed if required. 'Should' items would be reviewed, however may need to stay in the scope to reap the full benefit of the project. 'Must' items are usually required for statutory or policy requirements.

This month, officers have identified the following infrastructure projects requiring changes to budget and/or scope:

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-Progression	Change to the budget – () is an additional cost to the budget
Financial position following previous decisions	N/A	N/A	Bring forward a -\$1,038.14 balance resulting from the resolution of the October 2023 Council meeting	(\$1,038.14)
101039 Kyneton Cricket Club Net Upgrade	Yes	\$20,000.00	Preferred quote received at \$24,760.00, project requiring an additional \$7,236.00 which includes additional costs and 10% contingency	(\$7,236.00)
100148 Bridge - Ash Wednesday Park Footbridge	Project Complete	\$44,000.00	Project complete with \$10,550.00 surplus funds. Return the surplus to the Open Space Reserve.	\$0.00

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-Progression	Change to the budget – () is an additional cost to the budget
100822 Bridge - Mission Hill Road 2024	Yes	\$325,000.00	<p>The project was budgeted to be constructed in the last financial year (2022/23); however, it proceeded with only the design and investigation.</p> <p>There is a construction budget for this f/y budget. However, the lowest tender price has exceeded the allocated budget, and an additional budget is required to award the contract.</p>	(\$50,658.81)
100687 Upgrade Sports Ground Drainage 2024	No	\$250,000.00	<p>Officers completed the design for the Riddells Creek sports ground drainage project with an estimated cost of \$330,000, offering only short-term benefits lasting 5 to 8 years.</p> <p>Officers recommend allocating \$50,000 from this project's funding to complete the comprehensive reconstruction design of Riddells Creek Recreation Reserve and Tony Clarke Reserve within the current financial year, resulting in two shovel-ready projects for the coming years.</p> <p>Officers have spent \$12,085 to date.</p>	\$137,015.00
100827 Kyneton Saleyards	Yes	\$350,000.00	Request to decrease the current budget from \$350,000 to \$219,965 inclusive of contingency and project	\$130,035.00

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-Progression	Change to the budget – () is an additional cost to the budget
Improvement Works 2024			management fees due to reduced project costs based on the awarded contract. Works scheduled to be completed in Feb 2024.	
			Net Total	\$208,117.05

This recommendation currently results in a **surplus of \$208,117.05** in the 2023/2024 Capital Works Program budget, which can be used for future projects requiring additional funding.

Consultation and engagement

Within individual infrastructure projects, there will be identified stakeholders. Project Sponsors will liaise with stakeholders of projects that are the subject of this report.

This report is an initiative to ensure transparency in decision-making for infrastructure projects. By publically providing this report in the Scheduled Council Meeting agenda, the community can understand the decisions being made promptly and without the need to await a quarterly, six monthly or annual report.

Collaboration

Council officers share initiatives across many neighbouring Councils – all report similar challenges and impacts from current economic conditions.

Innovation and continuous improvement

This is an innovative approach to the problem of unprecedented infrastructure project price increases. Council would typically address project budget issues via the mid-year budget review. An agile response is required in response to the current economic environment. Preparing a report such as this, for presentation to Scheduled Council Meetings throughout this financial year, provides resolutions with minimal lost time.

Relevant law

There is not a specific law relating to the information provided within this report.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report. Officers have noted gender impact within each business case for infrastructure projects and referred to these regarding determining recommendations for infrastructure project tenders over budget.

Relevant regional, state and national plans and policies

The Council plan relevant to this report is delivering strong and reliable government. Transparently providing timely information for the community should provide confidence in how Council is adapting its infrastructure project delivery within budget.

Relevant Council plans and policies

The Council plan relevant to this report is delivering strong and reliable government. Transparently providing timely information for the community should provide confidence in how Council is adapting its infrastructure project delivery within budget.

Financial viability

The processes described in this report detail how Council is adapting its infrastructure project delivery to ensure it is within budget.

Sustainability implications

There are no direct sustainability impacts resulting from 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.

AO.2	MACEDON RANGES SHIRE SKATE AND BMX STRATEGY
Officer:	Steven Williams, Coordinator Recreation
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	1. Attachment 1 - Draft Macedon Ranges Shire Skate and BMX Strategy (under separate cover) ⇒ 2. Attachment 2 - Macedon Ranges Shire Skate and BMX Strategy - Consultation Submission Summary ↓

Summary

This report presents the Macedon Ranges Shire Skate and BMX Strategy (Attachment 1) for Council consideration and adoption.

The community consultation stage of the draft Macedon Ranges Shire Skate and BMX Strategy is completed, with feedback considered and incorporated into the final version where appropriate.

Recommendation

That Council adopts the Draft Macedon Ranges Shire Skate and BMX Strategy effective 23 November 2023.

Background

Action 1.1.8 of Council's *Sport and Active Recreation Strategy (2018-2028)* identifies the need to develop a *Skatepark Facilities Plan*. Council funded the *Shirewide Skate and BMX Strategy (Strategy)* over two years (2021/22 and 2022/23).

Currently, there are six (6) existing skateparks and four (4) BMX tracks throughout the shire, namely:

- Kyneton – Skate and BMX;
- Woodend – Skate;
- Gisborne – Skate and BMX;
- Romsey – Skate;
- Riddells Creek – Skate;
- Lancefield – Skate and BMX; and
- New Gisborne – BMX.

The ten facilities vary in age, condition and design and provide different levels of challenge, activity, and suitability. To address this, Council is undertaking strategic work to develop a well-considered plan provision of skate and BMX facilities throughout the shire.

Officers appointed a consultant to develop the Strategy. The consultant has extensive experience developing similar strategies across Australia and designing skate and play spaces.

Development of the Strategy has included:

- Assessment of the current skate and BMX facilities;
- Review of the broad scale demand and participation rates and trends of BMX, scooter and skate use to assess current and future demand and the likely impact for facilities in the Macedon Ranges;
- Benchmarking with other similar Councils;
- Definition of the best model of skatepark provision for the Macedon Ranges;
- Community engagement; and
- Assessment of the most appropriate model for the provision of facilities.

Discussion

Based on the background research, consultation, facility assessments and benchmarking undertaken, PLAYCE has identified a preferred model of skate and BMX provision for the Macedon Ranges.

Due to the distance between more densely populated townships, the draft strategy recommends establishing district facilities in selected townships to service different population clusters rather than having a single centralised facility.

The draft strategy proposes the creation of a facility in each major township as the most equitable approach, with the size of these facilities tailored to the current and projected population of each township.

The Strategy recommends the following provisions:

Area	2023 Population	2036 Forecast Population	Forecast population growth to 2036	The suggested scale of the facility
Gisborne / New Gisborne	14,904	20,170	+35.33%	Large District Facility
Kyneton	10,085	11,707	+16.09%	Large District Facility
Riddells Creek	5,012	7,389	+47.42%	Sub District Facility
Romsey	7,234	9,203	+27.22%	Sub District Facility
Woodend	8,778	9,357	+6.59%	Sub District Facility
Lancefield	3,472	4,465	+28.61%	Local Facility
Smaller townships such as Macedon, Malmsbury, Tylden, Darraweit Guim, Bolinda etc				Spot/Local Facilities subject to demand, potentially incorporated into other township developments.

Based on the recommended provision, site assessments of the existing facility locations were undertaken. In the case of Gisborne, New Gisborne, Kyneton, Woodend and Riddells

Creek, the consultant assessed alternative locations to determine if the current facility location was the most appropriate.

The current sites at Romsey and Lancefield ranked highly, and an alternative site was not considered for these locations.

To ensure the selection of the best locations for skateparks across the shire, the consultants used several site selection criteria. These criteria were established using information from the Sport and Recreation Victoria (SRV) Skatepark Guide 2001 and the consultant's professional experience. Page 30 of the Macedon Ranges Shire Skate and BMX Strategy (Attachment 1) lists the criteria.

The shape and 'footprint' required for the different skatepark types also vary as the size of skateparks is not 'set' like other sporting activities. Therefore, skatepark designs can be adjusted to suit budgets and sites. There should also be design differences between the skateparks, offering different experiences so that each location has a point of difference. Attachment 1 includes guidelines for the facilities' footprint areas; however, they are subject to change as the projects develop.

Council has historically invested heavily in providing and maintaining facilities that cater to organised sports. These groups have used their capacity and the support of their membership and peak organisations to lobby for investment in improved facilities. Typically, users of skate and BMX facilities have a minority voice when advocating for projects due to there being no local organising body.

The provision of skateparks, BMX tracks and playgrounds provide opportunities for participation in physical activity, assisting in meeting the needs of these under-represented community members. Further, these facilities are important for youth connection and engagement.

Investment in these types of facilities is as important as formal sporting opportunities to assist Council in addressing the Strategic Objectives identified in the Council Plan 2021-2031:

- Healthy Environment, Health People - Council will continue to maintain all the roads, paths, buildings, and open spaces in our built environment in a financially, environmentally, and socially sustainable way; and
- Connecting Communities - to promote a healthy environment, healthy people, Council aims to support mental health, prevent violence against women, and improve healthy lifestyles, social connection and inclusion, community safety, and arts and culture.

The consultant has developed a 15-year implementation plan for the recommendations, with short, medium, and long-term priorities. This plan includes a combination of planning, design, and construction actions.

In summary, the recommendations are as follows:

Short Term – 2024-29

- Construct the Romsey Skatepark (partially funded by the State Government through an election commitment);
- Conduct a site feasibility study for the proposed new location in Gisborne;
- Consult, design, and construct a new Kyneton Skatepark/Active Recreation Space; and
- Consult and design the Riddells Creek and Woodend Skateparks.

The implementation budget estimate for the short-term recommendations is \$2,665,000 (this figure includes the State Government financial contribution of \$550,000 towards the construction costs for the Romsey Skatepark).

Medium Term – 2030-35

- Consultation, detailed design, documentation, and construction of the Gisborne Skatepark/Active Recreation Space (subject to site feasibility);
- Construction of the Riddells Creek Skatepark and the Woodend Skatepark; and
- Consultation, detailed design, documentation, and construction for the New Gisborne Pump Track.

The implementation budget estimate for medium-term recommendations is \$2,960,000.

Long Term – 2036-40

- Consultation, detail design, documentation and construction of Kyneton BMX Track upgrade and Lancefield Pump Track upgrade

The implementation budget estimate for long-term recommendations is \$1,075,000.

Additional Considerations

- Site Feasibility, consultation, detail design, documentation, and construction of local level skate elements and/or 'pop up' facilities at smaller townships across the shire, subject to demand.

Throughout the initial consultation period, there was significant interest in providing mountain bike trails from the mountain bike riding community. Mountain biking was not within the scope of this Strategy. Due to the land required, Council could advocate with other land managers (Parks Victoria and DEECA) where mountain bike riding currently occurs to support this sport.

Concurrent Projects

Gisborne Skatepark

At the 16 December 2020 Scheduled Council Meeting, Council resolved the following:

'That Council:

- 1. Notes written and video correspondence received from 738 people, including school students, principals, and teachers from numerous schools requesting the Gisborne Skatepark be upgraded and expanded;*
- 2. Notes the specific requests for the development of more challenging elements at the skatepark, a pump track, the installation of water taps and the installation of lighting; and*
- 3. Refers these requests to the 2021/22 Council budget process for consideration.'*

Council allocated \$30,000 in the 2021/22 Council budget to undertake community consultation and concept design for improvements to the Gisborne Skatepark. Concept designs have been developed. Council endorsed releasing the draft Gisborne Skatepark Review and Design for four weeks of community consultation at the Scheduled Council meeting on 26 October 2022.

The concept plans were adjusted after the community consultation period, and updated cost estimates were provided.

The concept plans for the Gisborne Skatepark have not been presented to Council for formal consideration, as the Strategy is still being developed to provide a strategic overview and direction for the provision, location, and scale of skate and BMX facilities across the shire.

Considering the proposed directions of the Strategy and the draft recommendation to investigate an alternative site, it is recommended to defer any decision regarding the Gisborne Skatepark until after Council has considered the Strategy.

Romsey Skatepark

Lancefield-Romsey Lions Club (LRLC) developed concept design plans funded through the Bendigo Bank, for a Romsey Skatepark re-build. In November 2022, LRLC secured an election commitment of \$550,000 towards constructing the new skatepark.

Based on the concept design plans, the redevelopment cost is estimated at \$716,762 (excluding GST). However, this figure does not include contingency, project management fees, cost escalations or permits estimated to be an additional 30% - 35%, bringing the total project cost to \$932,000 - \$968,000.

The LRLC are investigating additional funding sources for construction. Council allocated \$20,000 in its 2023/24 budget to undertake the required preliminary work to get this project 'shovel ready' to construct the facility in the 2024/25 financial year.

The concept design plans developed for the Romsey Skatepark have been included in the Skate and BMX Strategy, as the current site is the preferred location. The plans have been informed through community engagement and the scale is consistent with the recommendations of the Strategy, noting that these plans are yet to be formally considered by Council.

The proposed directions of the Skate and BMX Strategy include a draft recommendation to redevelop the Romsey Skatepark in line with the developed design concept plans. The design concept plans will be presented to Council in November 2023, seeking endorsement to go out for four weeks of community consultation.

Consultation and engagement

The 2023 draft Skate and BMX Strategy was publicised for community consultation over four weeks from 1 August to 28 August 2023, which included:

- Feedback sought on Council's 'Have your say' webpage;
- Promotion via Council's social media;

Four (4) formal submissions were received during the public exhibition period and are collated in Attachment 2.

The following changes were made to the draft Skate and BMX Strategy due to feedback received during the community consultation period:

Draft Strategy Reference	Summary of Change
Vert Skateboarding/riding (Page 7)	Minor adjustment to notes relating to the popularity of Vert skateboarding
Plaza skateboarding/riding (Page 7)	Wording of Plaza skateboarding/riding changed to show that the final main form of skateboarding and riding is called street
Gisborne Skatepark (Page 17)	Wording of Strategic Recommendations changed to emphasise the priority of the feasibility study for Gisborne Skatepark / Active Recreation Space
Gisborne Bike Track (Page 18)	Added poor drainage to the assessment summary

Draft Strategy Reference	Summary of Change
Gisborne Bike Track (Page 18)	Wording of Strategic Recommendations was changed to emphasise the priority of the feasibility study for Gisborne Skatepark / Active Recreation Space.
New Gisborne Bike Track (Page 19)	Wording of Strategic Recommendations changed regarding other priority elements at Ross Watt Reserve.
Woodend Skatepark (Page 20)	Wording of Strategic Recommendations changed regarding development of Community Centre and Woodend Skatepark design.
Implementation Plan (Page 31)	Wording regarding Gisborne Skatepark / Active Recreation Space site feasibility study changed for further clarity.
Implementation Plan (Page 31)	Wording regarding Woodend Skatepark design and the Community Centre development changed for further clarity.
Implementation Plan (Page 31)	Wording regarding condition of existing Gisborne Skatepark changed to "fair" to match assessment rating on page 17.
Implementation Plan (Page 32)	Wording regarding New Gisborne Pump Track updated to include construction
Implementation Strategy (Page 34)	Amended priority of items in Medium Term
Gisborne Skatepark sites (Page 35)	Additional text regarding Gisborne Skatepark / Active Recreation Space site feasibility study was added for further clarity.
Woodend Skatepark sites (Page 37)	Additional text regarding Woodend Skatepark design and the Community Centre development was added for further clarity.
Woodend Skatepark Example Skate Facility (Page 38)	Additional text regarding Woodend Skatepark design and the Community Centre development was added for further clarity.
Kyneton BMX Track (Page 44)	Additional text regarding the Equestrian Facilities Plan and a possible site option being Rollinson Reserve, Kyneton

Collaboration

Benchmarking with similar councils was carried out to establish where the Macedon Ranges Shire Council sat concerning the provision of Skate and BMX parks.

Innovation and continuous improvement

The Skate and BMX Strategy represents continuous improvement as it identifies a long-term planned approach to future improvement options.

Relevant law

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was conducted concerning the subject matter of this report.

Specifically, it recommends that:

- Implementing the Skate and BMX Strategy will continue to provide increased gender-equitable opportunities for participation in formal sport and recreation through suitable facilities and passive recreation through improved public open space.

This recommendation will deliver a planned and well-considered range of equitable and accessible improvements to Skate and BMX facilities, providing an important community health and well-being function.

Relevant regional, state and national plans and policies

The Victorian Government's Fair Access Policy Roadmap aims to develop a state-wide foundation to improve access to and use of community sports infrastructure for women and girls.

From July 2024, all Victorian Councils will need to ensure fair access to sporting facilities for people of all genders to be considered eligible to receive infrastructure funding.

The Roadmap features three key phases: education, readiness, and progress. In the first phase, the Office for Women in Sport and Recreation will provide training, education and support to local councils, peak bodies, and facilities to help them implement the Roadmap.

The Skate and BMX Strategy and the Gender Impact Assessment will assist Council in meeting the Fair Access Policy Roadmap requirements.

Relevant Council plans and policies

The Skate and BMX Strategy relates to the Council Plan 2021-2031 strategic objectives, as follows:

Connecting Communities: Council will continue to maintain all the roads, paths, buildings, and open spaces in our built environment in a financially, environmentally, and socially sustainable way.

Healthy environment, healthy people: to promote a healthy environment, healthy people Council aims to support mental health, prevent violence against women, and improve healthy lifestyles, social connection and inclusion, community safety, and arts and culture.

Other relevant Council plans and strategies that relate to the Skate and BMX Strategy include:

- Sport and Active Recreation Strategy 2018-28;
- Open Space Strategy 2013;
- Walking and Cycling Strategy 2014;
- Council Asset Plan 2021-2031.

Financial viability

As detailed earlier, the draft Skate and BMX Strategy provides short, medium, and long-term implementation directions.

The total indicated cost for implementing the Skate and BMX Strategy is estimated at \$6,700,000 (excl. GST) and should be factored into Council's long term financial plan.

- Short Term (2024-2029) \$2,665,000
- Medium Term (2030-2035) \$2,960,000
- Long Term (2036-2040) \$1,075,000

This will inform future grant funding applications and/or consideration for funding via Council's budget processes. Officers will review cost estimates during the life of the Strategy to ensure that each action is accurately costed in future business cases.

Sustainability implications

To support Council's commitment to achieving zero net emissions by 2030, any future developments identified in the Master Plan will ensure the inclusion of sustainable design features.

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.

Attachment 2

Draft MRSC Skate and BMX Strategy Submissions

Community Consultation Period 1 August to 28 August 2023

4 Submissions

Date	Submitter	Submission summary	Response/Actions
7 August 2023	Submission 1	<p>1a) Queried why the strategy defers any action for Gisborne into 5-10 years when the Council unanimously voted in 2020 to upgrade the existing Skatepark.</p> <p>The feeling among locals was that council had become distracted with strategic planning and lost sight of an immediate need to upgrade and expand existing infrastructure. Stated that the short-term commitment to maintain the Skatepark is a basic obligation of the council, and something required to ensure user safety.</p>	<p>1a) The current Gisborne site is constrained, underscoring the need to evaluate whether an alternative location can provide better prospects for the long term. To ensure that investments are directed to the most suitable location, a feasibility study is recommended as part of the updated Strategy.</p> <p>The Strategy's wording concerning the Gisborne Skatepark/Active Recreation Space site feasibility study has been refined to enhance clarity.</p>
8 August 2023	Submission 2	<p>2a) Registered concerns that the Gisborne Skatepark had been deferred, and referenced it as having the highest population in the shire. Mentioned that the current facility in Gisborne was sub-standard.</p> <p>Additional commentary not directly relating to the master plan in relation to where council money was being spent.</p>	<p>2a) The current Gisborne site is constrained, underscoring the need to evaluate whether an alternative location can provide better prospects for the long term. To ensure that investments are directed to the most suitable location, a feasibility study is recommended as part of the updated Strategy.</p> <p>The Strategy's wording concerning the Gisborne Skatepark/Active Recreation Space site feasibility study has been refined to enhance clarity.</p>
24 August 2023	Submission 3	<p>3a) Skatepark – suggestion this should be all one word throughout the document</p> <p>3b) General comment in relation to condition of Skateparks & BMX facilities requiring upgrade or replacement.</p> <p>3c) Called on stronger language to highlight the extremely poor condition of 80% of the existing Skateparks</p>	<p>3a) Noted and Master Plan updated throughout the document</p> <p>3b) Noted and Master Plan updated where applicable</p> <p>3c) Noted - Master Plan updated</p>

Attachment 2

Date	Submitter	Submission summary	Response/Actions
		<p>3d) Highlighted that 13 years was a long time to wait for the existing BMX track in Kyneton to be repaired, maintained or improved.</p> <p>3e) 'Sought clarity over the language used with "Park" and "Street" disciplines</p> <p>3f) Did not agree with the comment that the broader interest and number of ramps appears to be waning in relation to Vert skateboarding</p> <p>3g) Suggested separating terms Street and Plaza, to use the more accepted term of Street</p> <p>3h) Suggested adding BMX jumps tracks to Pump Track language</p> <p>3i) In reference to the ABS study queried whether there was data for 2015, 2018 and 2021</p> <p>3j) Queried assessment criteria seeming to repeat the condition rating description and suggested they may be combined.</p> <p>3k) Gisborne Bike Track – suggestion to make note of the poor drainage in the description.</p> <p>3l) Comments that Woodend and Riddells Creek Skateparks would not last another 7-12 years before potential construction of new facilities were undertaken and that Gisborne needs repairs and upgrades now. General comment that it was too long a time period for current (and future) users to keep using substandard Skateparks.</p> <p>3m) Comment in relation to the proposed Romsey Skatepark and risk that further delays in construction would cause an increase in costs.</p>	<p>3d) Feedback Acknowledged. Was deemed a lower priority than others. No change to Master Plan</p> <p>3e) Noted - Master Plan updated</p> <p>3f) Noted – Master Plan updated to include some additional text to indicate the activity is still relevant.</p> <p>3g) Noted – Master Plan updated</p> <p>3h) Feedback noted, no change to Master Plan.</p> <p>3i) There was no data beyond 2012. No changes made</p> <p>3j) Feedback acknowledged, but not deemed necessary to be included.</p> <p>3k) Noted – Master Plan updated</p> <p>3l) Acknowledged. It is deemed impractical to set expectations that all facilities could be updated in the short term, hence that priorities had to be determined. No changes made</p> <p>3m) Feedback noted, no change to Master Plan</p>

Attachment 2

Date	Submitter	Submission summary	Response/Actions
		3n) Please let me know if you need any further information or would like to follow up on anything. Being a local skater I'm very interested in the outcome and am happy to help in whatever way I can.	3n) Noted - General support of Master Plan
29 August 2023	Submission 4	Request to consider extending Barkly Square playing surface once the Kyneton BMX track is redeveloped	Feedback Acknowledged, however not in the scope of this strategy plan – No change to Master Plan

AO.3	ROMSEY SKATEPARK DESIGN PLAN
Officer:	Steven Williams, Coordinator Recreation
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	1. Romsey Skate Park Final Design ↓ 2. Romsey Skate Park - Community Consultation (under separate cover) ⇒

Summary

This report seeks Council endorsement to release the draft Romsey Skatepark Design Plan (Attachment 1) for four weeks of community consultation.

This consultation will inform the direction and development of the final Design Plan for Council's consideration.

Recommendation

That Council endorses releasing the draft Romsey Skatepark Design Plan for four weeks of community consultation.

Background

In August 2021, the Lancefield Romsey Branch of the Lions Club sourced quotations for concept design plans and costings for a proposed new skatepark at the current skatepark site at 50 Main Street, Romsey. The Bendigo Bank funded the design in conjunction with funds contributed by the Lions Club.

The draft Macedon Ranges Shire Skate and BMX Strategy identifies the existing Romsey Skatepark, built in 2001, as being in Poor/Fair overall condition. The draft strategy recommends completing a detailed design and installing a new skate facility. In April 2022, the Lions Club engaged a skatepark designer to prepare the design plans and costings.

In October 2022, the Labor Party made a pre-election commitment to allocate \$550,000 towards the project.

Local residents consider the project vital to the town's youth, especially given a lack of public transport options to enable youth to travel to nearby towns with more complex facilities.

Note: Council has not managed this project to date, but the Victorian Government funding body Sport and Recreation Victoria (SRV) has advised officers that the allocated funds will be directed to Council once all relevant funding requirements have been met.

Discussion

Concept Design Plans

Skatepark designers completed or obtained the following in preparing the project for future construction.

- Concept Design Plans (Attachment 1)
- Estimated Design Costings
- Construction Plans

- Geotechnical Report
- Site Survey

Macedon Ranges Shire Draft Skate and BMX Strategy

The draft Macedon Ranges Shire Skate and BMX Strategy has completed the community consultation stage and is being presented for adoption at the scheduled council meeting on 22 November 2023.

Construction of the Romsey Skatepark is identified as a short-term recommendation and refers to the Victorian Government's funding commitment.

Consultation and engagement

The Lions Club facilitated several activities to engage the community in the design development phase, including community drop-in sessions and online social media platforms.

A summary of the Lions Club consultation is outlined below:

- April 2022

The Lions Club prepared a survey to assist with their community consultation feedback, which 95 people completed. The survey was posted online via SurveyMonkey, whilst paper copies were available at the drop-in sessions, at the local Bendigo Bank and also distributed on local school buses. The highest percentage of respondents were males in the 11-15 age group, with most residing in the Romsey township.

The highest percentage of park usage was on a scooter, with approximately half of those who completed the survey using the facility between one and three days per week. When looking at the top three things to improve the skatepark, seating and lighting were at the top. Lions Club collated all feedback into the *Skatepark Community Consultation Report* (Attachment 2).

- Sunday 15 May 2022, 10am to 2pm –
On-site skatepark community consultation session 1

This was advertised on Instagram and Facebook, along with the Romsey Rag, Romsey Primary School Newsletter and Website, Romsey Kindergarten Newsletter and Website, Lions Club Web pages and Romsey Region and Business Tourism Association (RRBATA) Website.

- Friday 27 May 2022, 3pm to 4pm –
Skatepark community consultation session 2 (after school)

This was advertised via all of the same channels as session 1.

- 22 October 2022 –

The skatepark community consultation report was posted to Instagram, Facebook, and Lions Club and RRBATA web pages.

- Sunday 26 November 2022, 11am to 12pm –

A hard copy version of the Lions Club skatepark community consultation report was shown onsite at a Romsey IGA store BBQ. The BBQ had been advertised on Instagram and Facebook on 21 November 2022 and via the Lions Club and RRBATA web pages.

- 31 October 2022 –

The Lions Club's draft Romsey Skatepark concept design plan was uploaded onto Instagram and Facebook and displayed in the Bendigo Bank Romsey Branch.

- 17 April 2023 –

The Lions Club's updated skatepark concept design plan was uploaded to Instagram and Facebook.

Collaboration

Council is collaborating with the Lancefield Romsey Branch of the Lions Club and their consultant.

Innovation and continuous improvement

The draft Romsey Skate Park Design Plan represents continuous improvement as it identifies a long-term planned approach to site development and improvement options.

Innovation and continuous improvement

Relevant law

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment will be conducted concerning the subject matter of this report and in parallel with the detailed design work.

Relevant regional, state and national plans and policies

The Victorian Government's Fair Access Policy Roadmap aims to develop a state-wide foundation to improve access to and use of community sports infrastructure for women and girls.

From July 2024, all Victorian Councils will need to ensure fair access to sporting facilities for people of all genders to be considered eligible to receive infrastructure funding.

The Roadmap features three key phases: education, readiness and progress. In the first phase, the Office for Women in Sport and Recreation will provide training, education and support to local councils, peak bodies and facilities to help them implement the Roadmap.

The Gender Impact Assessment will assist the Council in meeting the Fair Access Policy Roadmap requirements.

Relevant Council plans and policies

The Romsey Skatepark Design Plan relates to the following strategic objectives of the Council Plan 2021-2031.

Connecting Communities: Council will continue to maintain all the roads, paths, buildings and open spaces in our built environment in a financially, environmentally and socially sustainable way.

Healthy environment, healthy people: to promote a healthy environment, healthy people Council aims to support mental health, prevent violence against women, and improve healthy lifestyles, social connection and inclusion, community safety, and arts and culture.

Other relevant Council plans and strategies that relate to the Romsey Skatepark Design Plan include:

- Sport and Active Recreation Strategy 2018-28;
- Open Space Strategy 2013;

- Walking and Cycling Strategy 2014;
- Council Asset Plan 2021-2031

Financial viability

Based on the existing design and including the costs associated with getting the project to market, including preliminaries, project management fees, construction, contingency and an allowance for cost escalation, the total required funding for the project is estimated at \$950,000 (excl. GST), including project management and contingency.

The Victorian Government has committed \$550,000.

The Romsey Skatepark design plans and quantum of expenditure are consistent with the direction of the yet-to-be-endorsed draft Macedon Ranges Shire Skate and BMX Strategy.

In the 2023/24 budget Council allocated \$20,000 to generate a geotechnical report, an arborist report, a planning permit for tree removal, tree removal (if required) and a building permit allowance, which is necessary for shelter development. This funding is intended to have the project 'shovel ready' during 2023/24 to construct the skatepark during 2024/25. This will be subject to additional funding or scope reduction to fit the available budget.

The proposed construction timing allows Lancefield Romsey Lions Club to seek additional funding for the facility's construction. Informal discussions have taken place with the Bendigo Bank, who indicated they may be willing to fund the construction shortfall in a dollar-for-dollar arrangement with the Lions Club and/or Council. Currently, the Lions Club continues working with other clubs, groups and grant providers to secure additional funding for the project.

Sustainability implications

To support Council's commitment to achieving zero net emissions by 2030, any future developments identified for the site will ensure the inclusion of sustainable design features.

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.



Attachment 1

ROMSEY SKATEPARK FINAL DESIGN

FINAL DESIGN - 12 OCTOBER 2023

 **BASEPLATE**

Site Context Plan

FINAL DESIGN

TOP 5

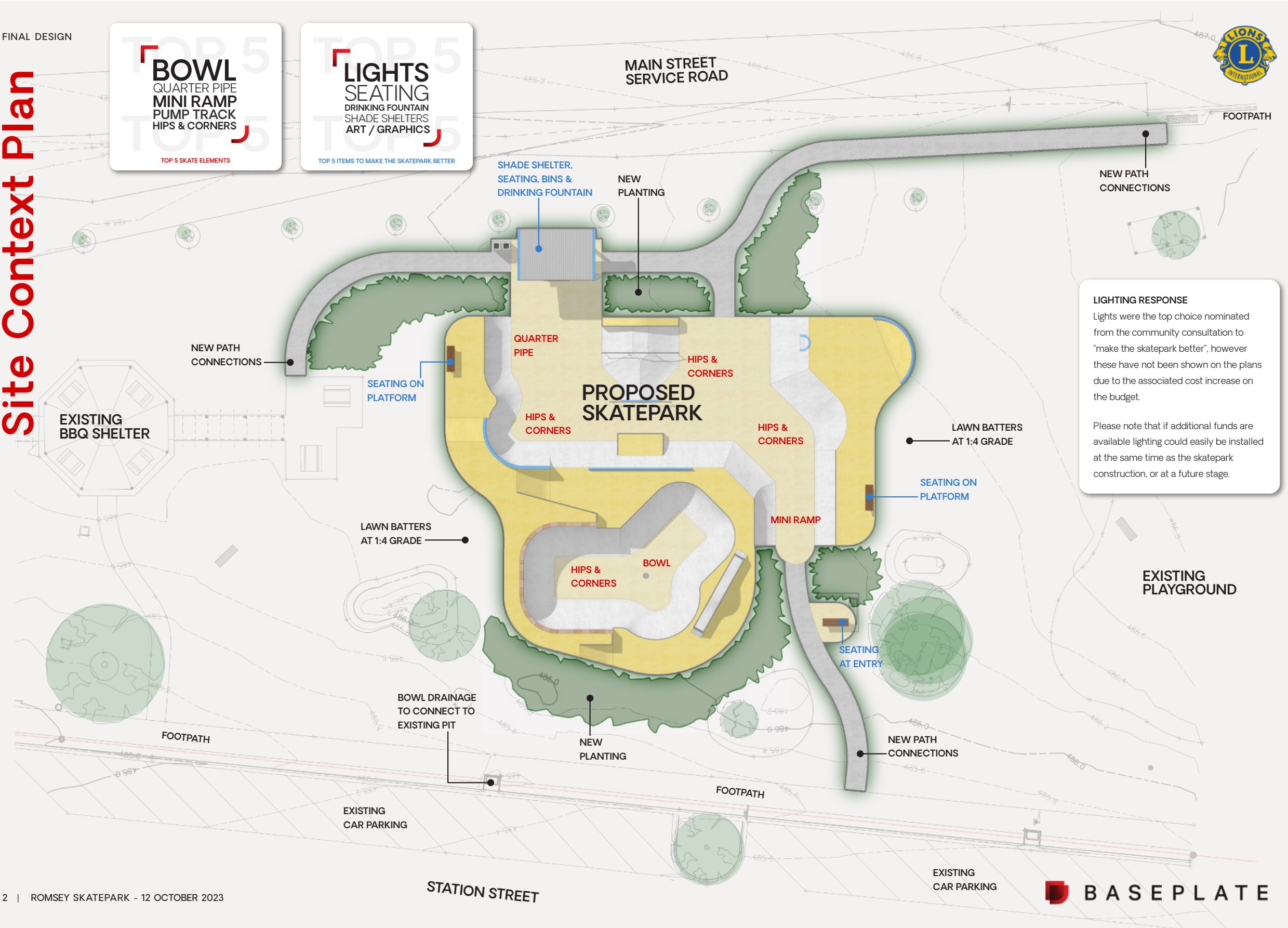
BOWL
QUARTER PIPE
MINI RAMP
PUMP TRACK
HIPS & CORNERS

TOP 5 SKATE ELEMENTS

TOP 5

LIGHTS
SEATING
DRINKING FOUNTAIN
SHADE SHELTERS
ART / GRAPHICS

TOP 5 ITEMS TO MAKE THE SKATEPARK BETTER



LIGHTING RESPONSE

Lights were the top choice nominated from the community consultation to "make the skatepark better", however these have not been shown on the plans due to the associated cost increase on the budget.

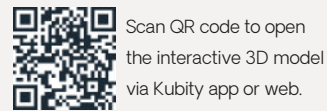
Please note that if additional funds are available lighting could easily be installed at the same time as the skatepark construction, or at a future stage.

Skatepark Plan

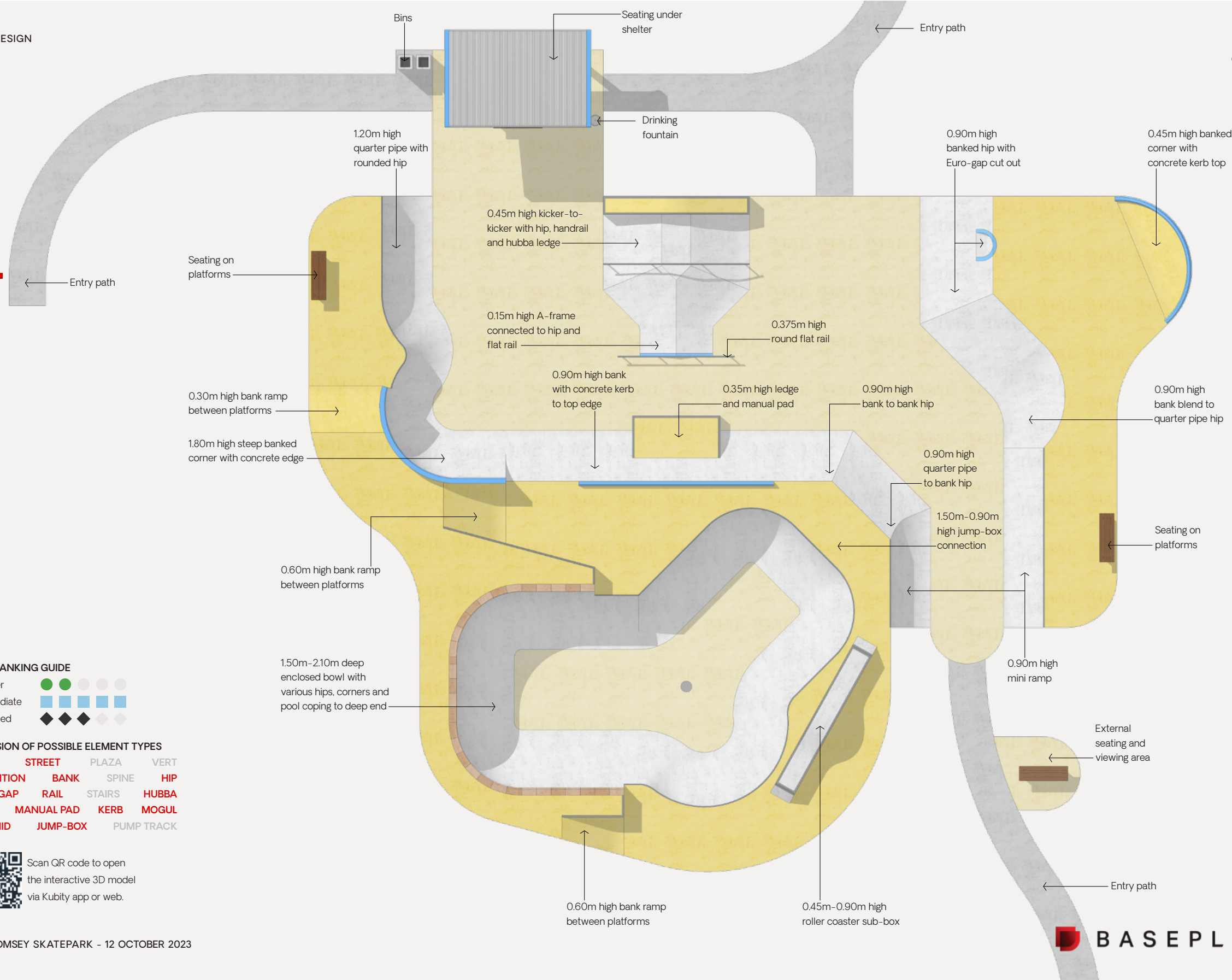
FINAL DESIGN



- SKILL RANKING GUIDE**
- Beginner ● ● ● ● ●
 - Intermediate ■ ■ ■ ■ ■
 - Advanced ◆ ◆ ◆ ◆ ◆
- INCLUSION OF POSSIBLE ELEMENT TYPES**
- | | | | |
|------------|------------|------------|-------|
| BOWL | STREET | PLAZA | VERT |
| TRANSITION | BANK | SPINE | HIP |
| EURO-GAP | RAIL | STAIRS | HUBBA |
| LEDGE | MANUAL PAD | KERB | MOGUL |
| PYRAMID | JUMP-BOX | PUMP TRACK | |



3 | ROMSEY SKATEPARK - 12 OCTOBER 2023



FINAL DESIGN

Perspective View 1



Scan QR code to open
the interactive 3D model
via Kubity app or web.

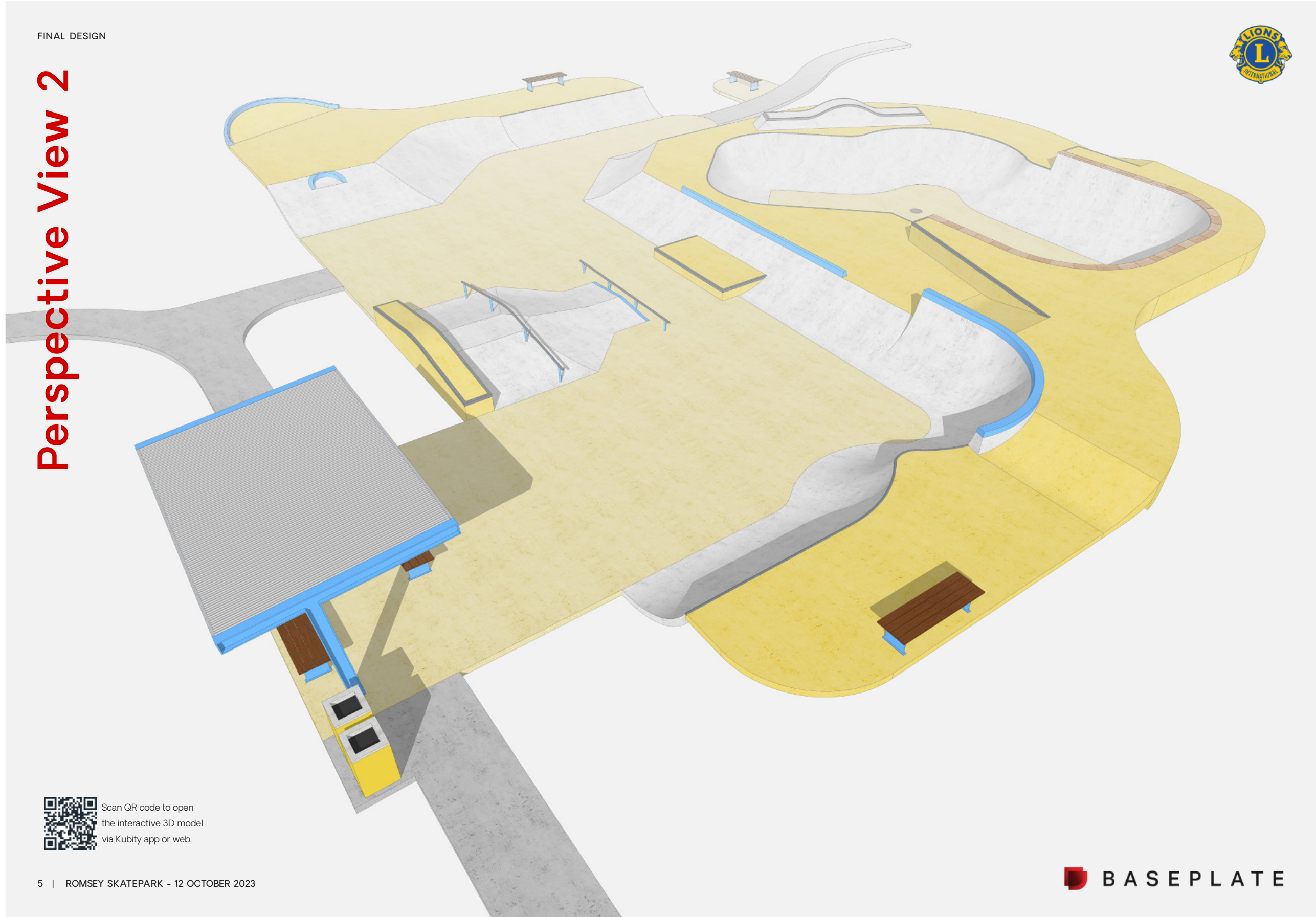
4 | ROMSEY SKATEPARK - 12 OCTOBER 2023

 BASEPLATE

FINAL DESIGN



Perspective View 2



Scan QR code to open the interactive 3D model via Kubity app or web.

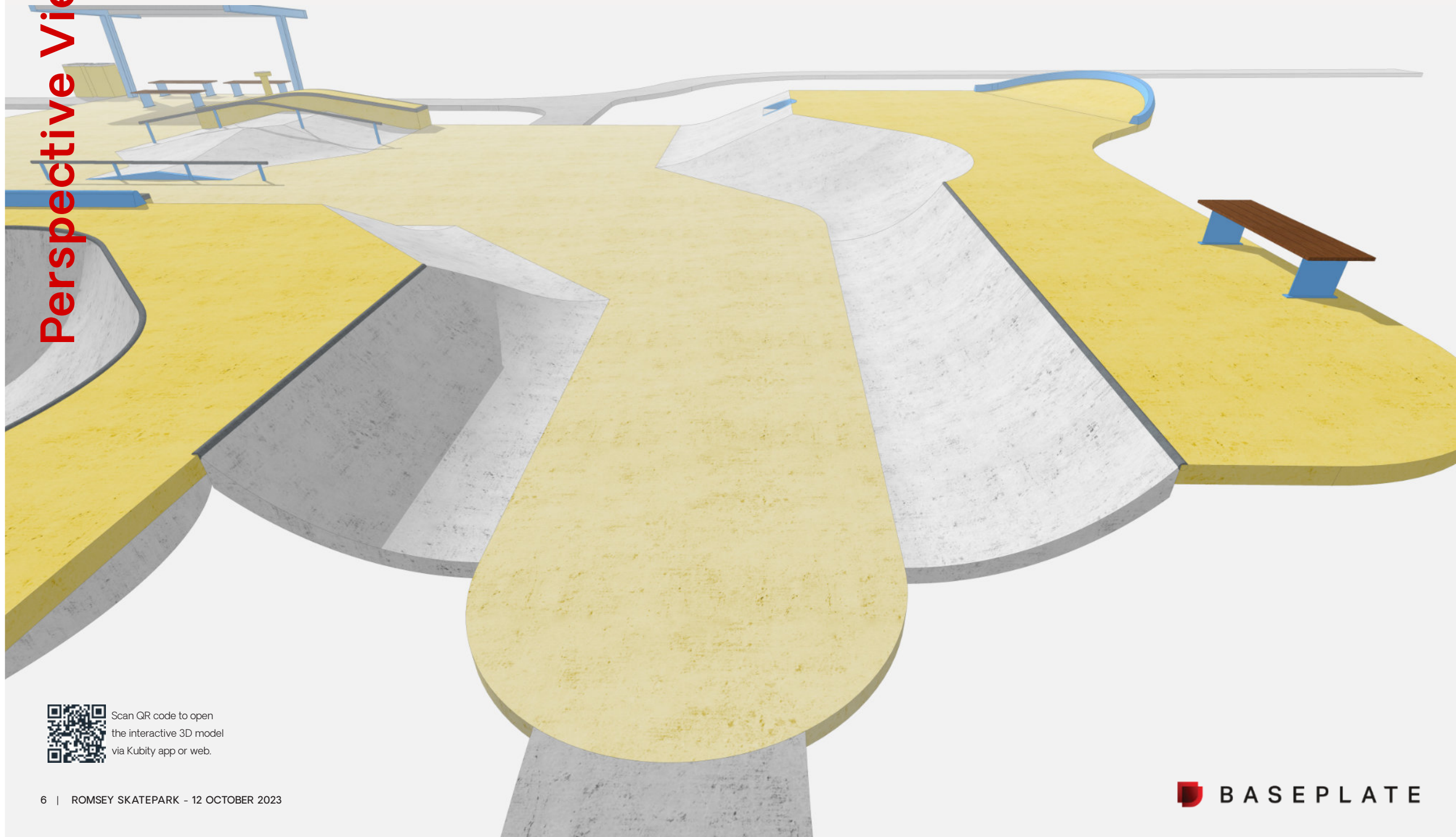
5 | ROMSEY SKATEPARK - 12 OCTOBER 2023

 BASEPLATE

FINAL DESIGN



Perspective View 3



Scan QR code to open
the interactive 3D model
via Kubity app or web.

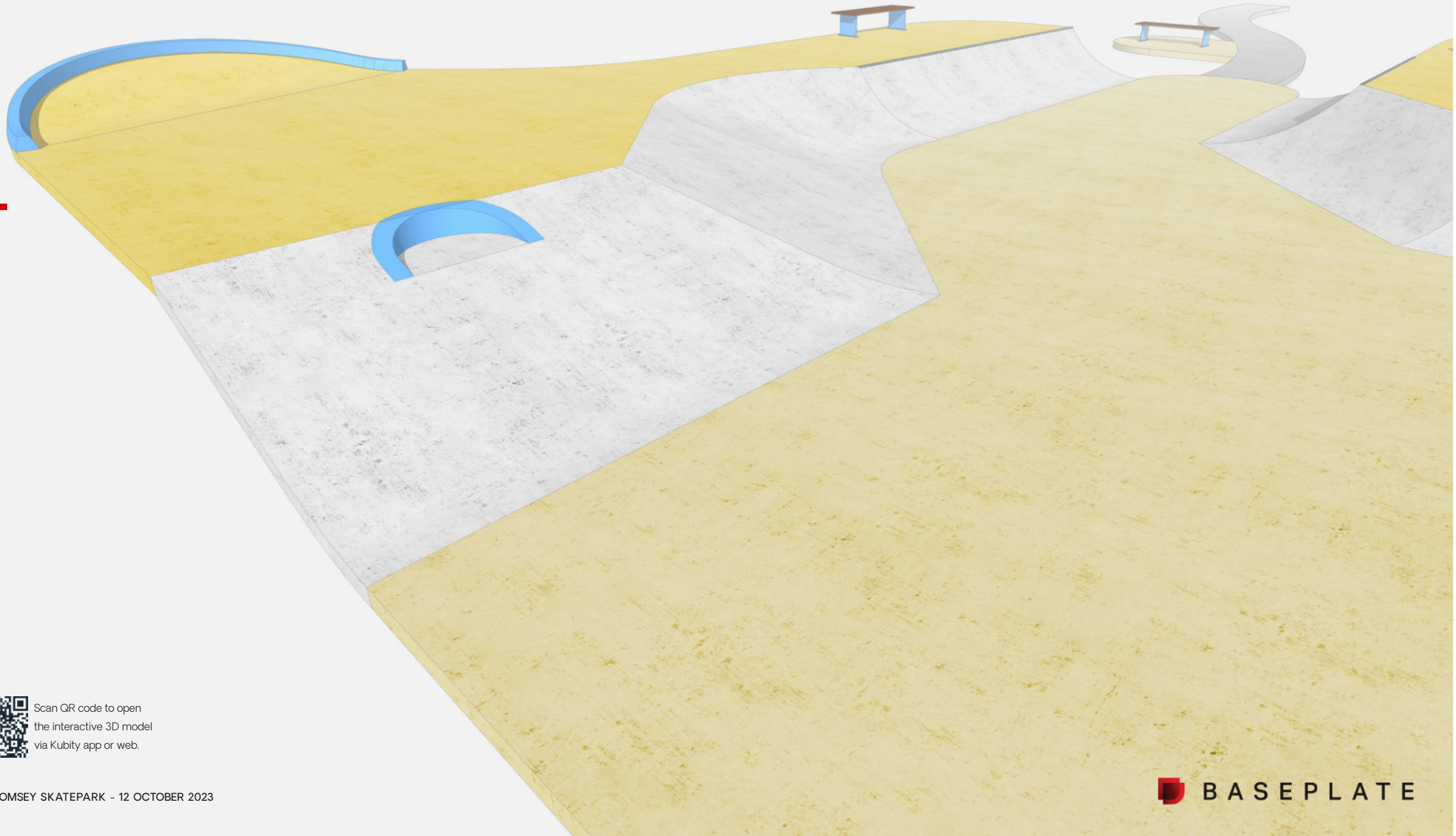
6 | ROMSEY SKATEPARK - 12 OCTOBER 2023



FINAL DESIGN



Perspective View 4



Scan QR code to open
the interactive 3D model
via Kubity app or web.

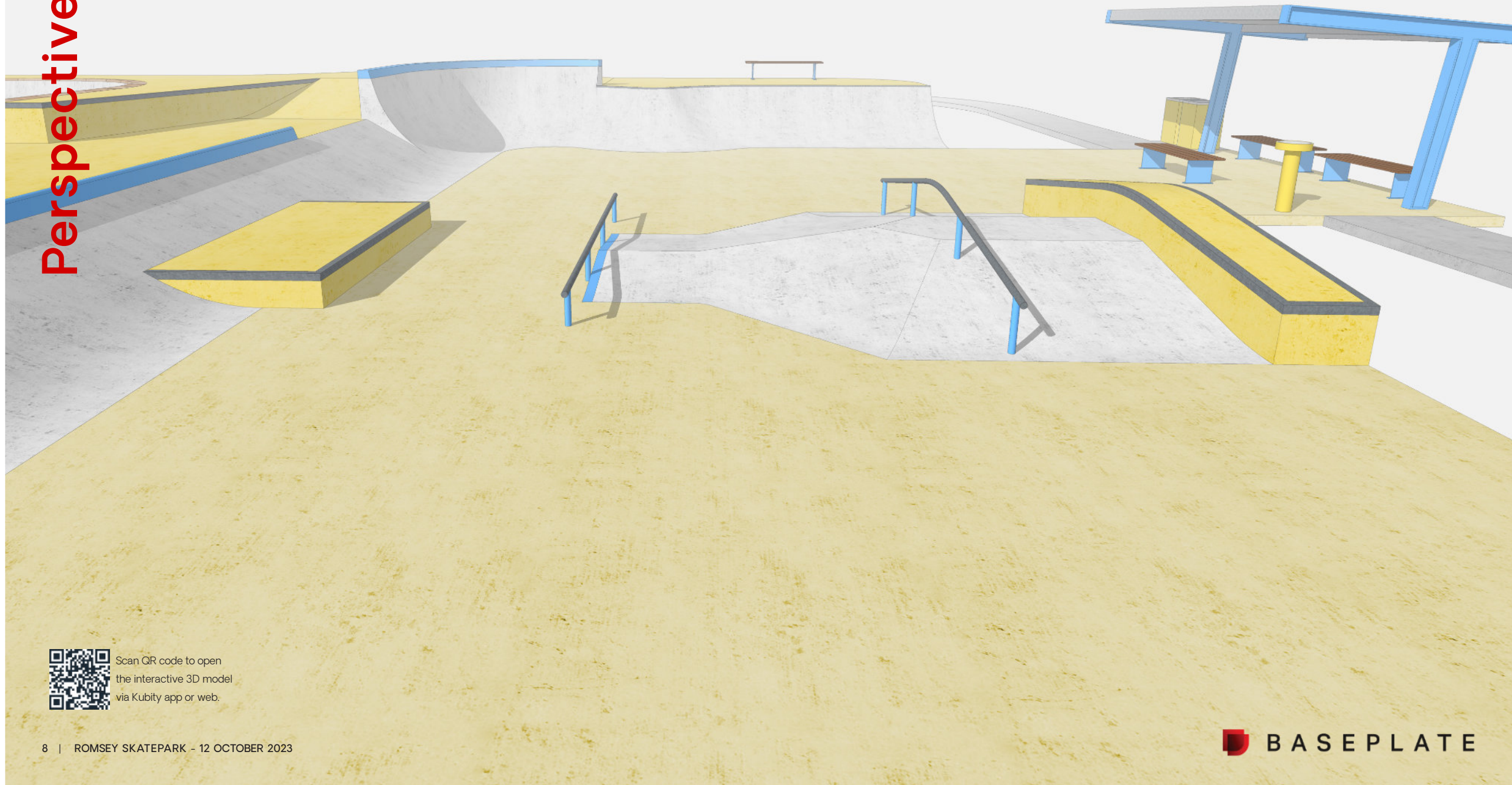
7 | ROMSEY SKATEPARK - 12 OCTOBER 2023

 BASEPLATE

FINAL DESIGN



Perspective View 5



Scan QR code to open the interactive 3D model via Kubity app or web.

FINAL DESIGN




Perspective View 6



Scan QR code to open
the interactive 3D model
via Kubity app or web.

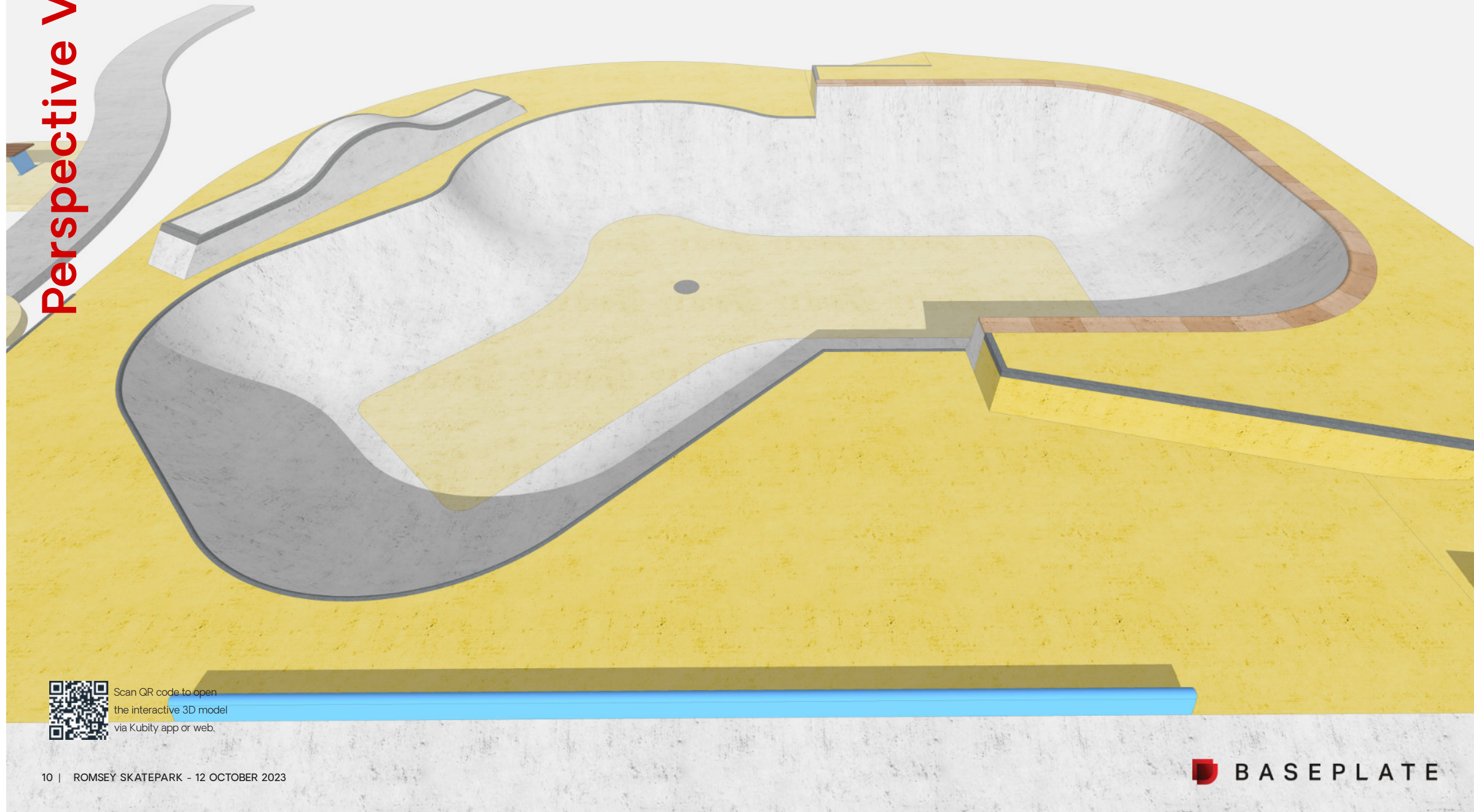
9 | ROMSEY SKATEPARK - 12 OCTOBER 2023

 BASEPLATE

FINAL DESIGN

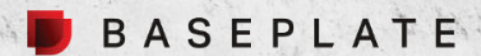


Perspective View 7



Scan QR code to open
the interactive 3D model
via Kubity app or web.

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16 NOTICES OF MOTION AND RESCISSION

Nil

17 URGENT BUSINESS

18 CONFIDENTIAL REPORTS

Nil