

Agenda

Council Meeting

Wednesday 27 September 2023 at 7pm

Gisborne Administration Centre

40 Robertson Street, Gisborne

Table of contents

1	Acknowledgement of Country.....	4
2	Recording of live streaming of this Council meeting.....	4
3	Present	4
4	Apologies	4
5	Conflicts of interest.....	4
6	Petitions	4
	Nil	
7	Deputations and presentations to Council	4
8	Adoption of minutes.....	4
9	Mayor's report	5
	9.1 Mayor's Report - August-September 2023.....	5
10	Record of meetings of Councillors and Council staff	8
	10.1 Record of Meetings of Councillors and Council Staff - August-September 2023	8
11	Director Planning and Environment reports	15
	PE.1 Draft Climate Emergency Plan.....	15
	PE.2 Barm Birrm Report on Ecological Assessment and Cultural Heritage Assessment	20
	PE.3 Amendment to Delegation Framework Policy and Procedures.....	27
12	Chief Executive Officer reports	48
	Nil	
13	Director Corporate reports	49
	COR.1 Sponsorship Policy	49
	COR.2 Performance Statements for the year ended 30 June 2023	69
	COR.3 Financial Statements for the year ended 30 June 2023.....	86
	COR.4 Contracts to be Awarded as at September 2023	95
	COR.5 Instrument of Appointment and Authorisation	98

COR.6 East Paddock, Hanging Rock - Proceeds from transfer.....	112
COR.7 Revised Budget 2023/24	115
14 Director Community reports.....	118
COM.1 Maternal and Child Health - Service Funding	118
COM.2 Cultural Diversity and Inclusion Statement	122
COM.3 Municipal Early Years Plan 2021-2025: CREATE Update.....	127
COM.4 Small Project Grants.....	143
COM.5 Disability Action Plan	148
COM.6 Australia Day Grants and Community Award Nominations.....	170
COM.7 Municipal Public Health and Wellbeing Plan – annual update	190
15 Director Assets and Operations reports	219
AO.1 Ross Watt Reserve Master Plan.....	219
AO.2 CAPITAL WORKS MONITORING	234
16 Notices of motion and rescission	242
Nil	
17 Urgent business	242
18 Confidential reports	242
Nil	

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 23 August 2023 and the Submitters Delegated Committee Meeting held on 20 September 2023, as circulated.

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT - AUGUST-SEPTEMBER 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

Spring has arrived in the Macedon Ranges and our natural environment has been on full display. Bird watching is a great way to experience nature and recently our Environment team hosted a bird walk for beginners along Jackson Creek in Gisborne. This is a great way to learn about the biodiversity of our local area and with Bird Month coming up in October, I highly recommend attending one of the many events that Council are hosting. It is a beautiful time of year to explore the Macedon Ranges.

Our community has been very busy with many events taking place over the last month. Thank you to all those involved for your hard work and commitment in delivering these events.

Business Breakfast - Eastern Macedon Ranges Business and Tourism Association on 25 August

The newly rebranded EMRBATA annual business breakfast was a sell-out success. We were fortunate to hear from guest speaker, Annie Smithers, one of Australia's most highly regarded chefs and Central Victorian local. Annie's ability to be positive, care for country, focus on all things local, how to run an ethical business and bring communities together was inspiring. Attendees were treated to a delicious spread of local produce and stunning views provided by Mount Monument Winery. Congratulations to EMRBATA on a fabulous event.

Opening of the 2023 Kyneton Daffodil and Arts Festival at the Kyneton Mechanics Institute on 31 August

The Royal Family was announced at the opening of the festival, alongside the Visual Art and Photography competitions. It was followed by 10 days of events and activities including: the flower show, ferret racing, doggie dash, grand parade and fair, Kyneton Mechanics Institute light installation, and much more. This festival has something for everyone - locals and tourists alike. The committee is committed to ensuring events costs are free or kept to a minimum so we can all enjoy the festival. The festival is assisted by the wonderful support of local businesses and Councils Events and Festival Grant Program. Congratulations to everyone involved.

Opening of the 2023/24 croquet playing seasons in Kyneton on 2 September and Gisborne on 13 September

The opening of the croquet seasons has been enjoyable, with the opportunity to play not only a competitive round but to join in some of the fun activities organised by the Macedon Ranges Club. The clubs provided an inclusive environment to get active and enjoy social

conversations. Croquet is suitable for all ages and the clubs are encouraging younger people to participate during the season.

Macedon Ranges Suicide Prevention Action Group's community walk on 10 September and Live for Life Spring Dinner on 16 September

Young people in rural and remote areas are likely, as result of unique structural, economic and social factors, to have poorer mental health outcomes and a heightened risk of suicide compared to their metropolitan peers. Furthermore, the Royal Commission into Victoria's Mental Health System revealed the significant disadvantage rural young people experience in accessing mental health support. MRSPAG and Live 4 Life are two very important programs and mental health resources available to residents in the Macedon Ranges. If you or someone you know needs assistance, please reach out to these organisations for assistance and further information. Council is grateful to all those involved and the volunteers that spend their time supporting our community.

District Scouts Annual Report and Presentations (ARAPs) throughout the Shire in August and September

Councillors attended multiples ARAPs across the Shire, with more to be held in October. It is wonderful to hear from participants of all ages on the great work and adventures over the last 12 months. The ARAPs provide a supportive environment for all involved to be part of the formal proceedings and the opportunity to present. Thanks to all the volunteers and team leaders that make Scouts possible. It is an important program that enables youth engagement across a wide range of activities.

Events

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

- Victorian Gender Equality Strategy Launch on 24 August
- Cumulative Trauma session with Dr Rob Gordon in Woodend on 24 August
- Lancefield-Romsey Lions Club 50 year celebration and changeover dinner in Lancefield on 26 August
- Macedon Ranges Local Safety Committee meetings in Gisborne on 28 August and 25 September
- 25th Annual Kyneton Antique Fair on the weekend of 2-3 September hosted by Macedon Ranges Friends of Turiscai
- Municipal Fire Management Planning Committee meeting in Gisborne on 7 September
- Workspace Australia Board meeting in Bendigo on 14 September
- Macedon Ranges Heritage Council meeting in Malmsbury on 19 September
- Local Government Working Group on Gambling Reform on 20 September
- Opening of the 2023 National Entomology Insect Expo in Woodend on 22 September

Elm Leaf Beetle

Council has begun its annual treatment program to protect the shire's elm tree population from the elm leaf beetle. Macedon Ranges Shire has a significant and healthy population of around 2,700 elm trees which require special protection to prevent them from being attacked and defoliated by the elm leaf beetle. Methods used include spraying and injecting the soil around the tree's root zone with low toxicity insecticide.

Councillors Listening Post

Just a reminder that the South Ward Councillors will be hosting a listening post at the Macedon Farmers Market (being held at the Macedon Primary School) on 30 September between 8:30am and 10am. It is a great opportunity for Councillors to get out and about in their communities and provide another avenue to listen to the residents. Please check Council's website for details on all future listening posts.

Current consultations

- Romsey Structure Plan: closing 25 September 2023
- Municipal Emergency Management Plan Review: closing 1 October 2023

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 - AUGUST-SEPTEMBER 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	22 August 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 Anne Moore • Cr Geoff Neil • Cr Janet Pearce • Cr Mark Ridgeway
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Bill West
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 (Zoom), Manager Community Strengthening • Simon Finlay, Manager Open Space and Recreation • Travis Harling, Manager Finance and Reporting

	<ul style="list-style-type: none"> • Naomi Scrivener, Manager Community Wellbeing • Patricia Clive, Coordinator Governance • Lucy Olson, Senior Governance Officer (Council Business) • Elaine Pulleine, Inclusive Communities Officer
Apologies officers	<ul style="list-style-type: none"> • Vish Tandon, Manager Children, Youth and Family Services Children, • Kathy Bell, Senior Project Officer – Suicide Prevention Action Group
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> • Councillor & CEO Only Session • Budget Debrief 2023/24 & Budget Plan for 2024/25 • Disability Action Plan • Noonan Grove • Storm Event – Lessons Learnt • Mental Health Update • Planning Matters • Planning Delegated Committee Meeting Agenda Review • Agenda Review for Council 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>NIL</p> <p>Did they leave the meeting? N/A</p>
Conflicts of interest declared by officers	<p>NIL</p> <p>Did they leave the meeting? N/A</p>

Type of meeting	Council Briefing
Date and time	5 September 2023 8:30am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) • Cr Jennifer Anderson (Deputy Mayor) • Cr Dominic Bonanno - Zoom • Cr Rob Guthrie

	<ul style="list-style-type: none"> • Cr Anne Moore • Cr Geoff Neil • Cr Janet Pearce – Zoom • 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 • Awais Sadiq, Acting Manager Statutory Planning • Althea Jalbert, Coordinator Local Laws • Patricia Clive, Coordinator Governance • Chelsea Bongiovanni, Acting Coordinator Statutory Planning • Lucy Olson, Senior Governance Officer (Council Business) • Cindy Stevens, Business Support Officer
Apologies officers	NIL
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> • Monthly Councillor Only Session • CEO & Councillor only session • Municipal Public Health and Wellbeing Plan Annual Update • Councillor Listening Posts • Draft submission to Ministerial Guidelines relating to payment of Rates & Charges • Delegations • Planning Matters • 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>NIL</p> <p>Did they leave the meeting? N/A</p>

Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A
--------------------------------------------	----------------------------------------

Type of meeting	Council Briefing
Date and time	12 September 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 Anne Moore • Cr Geoff Neil • Cr Janet Pearce – Zoom • Cr Bill West
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Mark Ridgeway
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 - Zoom • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Awais Sadiq, Acting Manager Statutory Planning • Lauren Wall, Manager Communications and Engagement • Rob Ball, Manager Strategic Planning and Environment • Travis Harling, Manager Finance and Reporting • Vishal Tandon, Manager Children, Youth and Family Services • Leanne Khan, Coordinator Strategic Planning • Christo Crafford, Acting Coordinator Statutory Planning • Krista Patterson-Majoor, Coordinator Environment • Patricia Clive, Coordinator Governance • Lucy Olson, Senior Governance Officer (Council Business) • Louise Dewberry, Senior Strategic Planner

	<ul style="list-style-type: none"> • Tanya Loos, Biodiversity Strategy Projects Officer • Sarah Day, Early Years' Service Planner • Cindy Stevens, Business Support Officer
Apologies officers	<ul style="list-style-type: none"> • Eng Lim - Manager Engineering and Resource Recovery
Presenters	<ul style="list-style-type: none"> • Kelly Grigsby (Municipal Association Victoria)
Items discussed	<ul style="list-style-type: none"> • CEO & Councillor only session • Raglan Street Lancefield – Proposed Road Closure – Summary of Submissions • Annual Report 2022/2023 • New Format Planning Scheme • Presentation by Kelly Grigsby, CEO, Municipal Association of Victoria (MAV) • Barrm Birrm Report • Planning Matters • Planning Delegated Committee Meeting Agenda Review • Agenda Review for September Council Meeting (2 weeks prior) • 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>NIL</p> <p>Did they leave the meeting? N/A</p>
Conflicts of interest declared by officers	<p>NIL</p> <p>Did they leave the meeting? N/A</p>

Type of meeting	Council Briefing
Date and time	19 September 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 Rob Guthrie • Cr Anne Moore • Cr Geoff Neil

	<ul style="list-style-type: none"> • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Janet Pearce • Cr Dominic Bonanno
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 - Zoom • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Awais Sadiq, Acting Manager Statutory Planning • Rob Ball, Manager Strategic Planning and Environment • Travis Harling, Manager Finance and Reporting • Simon Finlay, Manager Open Space and Recreation • Julius Peiker, Coordinator Community Development • Christo Crafford, Acting Coordinator Statutory Planning • Lucy Olson, Senior Governance Officer (Council Business) • Tanya Loos, Biodiversity Strategy Projects Officer • Justin Walsh, Climate Change Engagement Officer • Cindy Stevens, Business Support Officer
Apologies officers	<ul style="list-style-type: none"> • Jeet Dahal, Acting Manager Assets and Project Management • Awais Sadiq, Acting Manager Statutory Planning • Kimberley Cook, Environmental Programs and Engagement Officer
Presenters	<ul style="list-style-type: none"> • John Nevins, CEO Remuneration Panel Member
Items discussed	<ul style="list-style-type: none"> • CEO & Councillor only session • CEO Employment & Remuneration Committee Meeting • Australia Day Grants & Community Award Nominations • Reconciliation Action Plan Annual Update • Romsey Ecotherapy Park Update • Monthly CAPEX Monitoring Report

	<ul style="list-style-type: none">• Recommendations Community Environment Support Grants• Planning Matters• 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 Geoff Neil declared a general conflict with the Romsey Ecotherapy Park as he is the treasurer of their committee. Did they leave the meeting? Yes 11:01am – 11:25am
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

11 DIRECTOR PLANNING AND ENVIRONMENT REPORTS

PE.1	DRAFT CLIMATE EMERGENCY PLAN
Officer:	Justin Walsh, Sustainability Officer
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 3. Business and tourism 4. Delivering strong and reliable government
Attachments:	Plan - draft Climate Emergency Plan (under separate cover)

Summary

The draft Climate Emergency Plan (Attachment 1) will guide the work of all parts of Council in response to climate change, and provide inspiration and opportunity for everyone across the community to take action.

Collaboratively developed over the past six months, the draft Climate Emergency Plan includes a total of 56 actions, across the six themes of Nurturing Nature, Climate Ready Communities, Post Fossil Fuels, Health and Wellbeing, Waste and the Circular Economy, and Adaptation and Emergency Response.

This report presents the draft Climate Emergency Plan to be endorsed for consultation.

Recommendation

That Council endorses the release of the draft Climate Emergency Plan for community consultation for a period of four weeks.

Background

Council made a Declaration of Climate Emergency on 24 March 2021, publicly stating its commitment to urgently address climate change. The draft Climate Emergency Plan will guide Council to enact the declaration in collaboration with the community and stakeholders across the shire up until 2030.

A Project Steering Group was established to oversee the development of the plan, including staff from across Council, and representatives from key community organisations and sectors (Sunbury Cobaw Community Health, the Macedon Ranges Sustainability Group, advocates for positive aging, youth, and Traditional Owners, and the business and tourism sector).

Throughout the engagement process and development, guidance and inspiration has been taken from the Council-led Cool Changes program which facilitated seven Community Climate Action Plans covering nine of the shire's towns. Additionally, an inventory of climate related actions from current Council plans and strategies was undertaken to outline actions Council is committed to achieving. Some of these actions are replicated within the draft

Climate Emergency Plan to amplify their importance in a collective and comprehensive response to climate change.

Discussion

The draft Climate Emergency Plan includes a total of 56 actions, across the six themes of Nurturing Nature, Climate Ready Communities, Post Fossil Fuels, Health and Wellbeing, Waste and the Circular Economy, and Adaptation and Emergency Response. All actions have a specific unit in Council nominated to lead their implementation, however, successful delivery of actions will require collaboration and integration with other parts of Council, stakeholders, community organisations and/or with interested community members.

The draft Climate Emergency Plan intends on 'bridging the gap' between Council action and 'Community' action on climate change. A number of actions outlined within the draft Climate Emergency Plan are allocated to community groups to take the lead in their implementation. The Macedon Ranges Sustainability Group is noted as a key partner, giving a clear indication of the trust and respect the group has within the wider community for innovative and influential projects.

The draft Climate Emergency Plan has been guided by a number of principles in development and implementation. The principles are:

- Equity.
- Embed First Nations' perspectives.
- Mobilisation.
- Collaboration and Partnerships.
- Regeneration.

These principles will be reflected when reviewing and reporting of actions to ensure integration into the Climate Emergency Plan.

Some notable actions that show innovative, empowering and an inclusive approach include; developing an Integrated Transport Strategy (PFF9), the establishment of a Climate Action Grants program (CRC10), the establishment of a program to facilitate low-income households to transition to renewable energy (CRC11) and securing resources to provide continuity to Council's recovery and resilience programs (A+ER6). Indicative resourcing and timeframes for implementation are included within the action tables.

Consultation and engagement

Extensive internal and external consultation has been undertaken in preparing the draft Climate Emergency Plan.

The development of the draft Climate Emergency Plan commenced with a community forum hosted at the Kyneton Town Hall and attended by approximately 120 community members on 1 March 2023.

Following the forum, six themed workshops were held across the shire which were specifically designed for community members, Council department representatives, local and regional stakeholder agencies and state government representatives to collaborate on

actions to include within the draft Climate Emergency Plan. This workshop series saw approximately 120 participants providing input either in-person or via the follow-up workshop notes.

Within workshops, engagement activities centred around prioritising actions presented and performing a 'gap analysis' for new and innovative ideas to be presented.

Upon completing the draft Climate Emergency Plan, further internal consultation was undertaken with department Managers and Coordinators to approve the allocation of 'lead' responsibilities. The draft Climate Emergency Plan has the in-principle support and approval of the Project Steering Group, and all relevant units and departments.

Collaboration

This draft Climate Emergency Plan centres itself around the principle of 'collaboration'. From design to delivery, Council has sought collaboration opportunities with relevant stakeholder agencies, community groups, local experts and willing contributors. Possible collaborators have been clearly outlined to amplify Council's willingness for partnership within the delivery of the actions (partnerships are yet to be formally appointed).

Due to the far reach and complex nuances of the impacts that climate change poses, collaboration and partnerships cannot be understated in their importance in the success of the plan.

Innovation and continuous improvement

Addressing climate change requires an adaptive approach driven by a commitment to innovation and leadership. The draft Climate Emergency Plan takes into account that it's the first of its kind for the organisation and community and, as such, aims to provide practical, foundational actions that will be able to be built upon into the future.

Additionally, the draft Climate Emergency Plan acknowledges the need for capacity building and awareness raising within the organisation, community groups and residents throughout the shire and, as such, presents actions that aim to do so.

Various actions included within the draft Climate Emergency Plan also require further research to determine the most suitable approach of delivery within the Macedon Ranges context. Implementation of the draft Climate Emergency Plan (and addressing climate change more broadly) requires ongoing review and improvement to internal processes and adaption to the ever-evolving research.

Relevant law

Part 2 Section 1 of the *Local Government Act 2020* requires local government councils to give effect to the stated overarching governance principles, one of which is "*the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks*".

The draft Climate Emergency Plan will guide how the governance principle stated above can be incorporated into Council's work for climate mitigation, as well as, appropriately identify and adapt to the various local risks that climate change poses to the community. It

also supports and contributes to the intent of the *Climate Change Act 2017* with its legislated target for zero net emissions for Victoria by 2050.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment (GIA) has been conducted in relation to the subject matter of this report.

In discussion with the Project Steering Group, the GIA was expanded to be a broader 'Social Impact Assessment' in response to growing research that climate change will impact all members of our community in differing ways and differing capacity.

Importantly, it must be noted that the climate change intersects and amplifies many social issues already present within our communities. Research shows domestic violence increases during times of extreme weather, poor health conditions are more prominent with families living in poor thermal efficiency housing and the wealth disparity increases within an unsupported transition to electric vehicles and home energy supply. Furthermore, not all members of the community are starting on a level playing field to adapt to climate change with certain demographics (single parents, homeless, youth, people with a disability) having a reduced capacity to respond and participate in the broad transition to a low-carbon future.

The draft Climate Emergency Plan aims to be equally accessible to and inclusive of everyone in the shire, as well as, provide tailored support to disproportionately affect demographic groups. The Plan recognises that different people can play different parts in addressing climate change according to their circumstances and unites everyone through a shared goal for a climate ready future.

Relevant regional, state and national plans and policies

- The Climate Emergency Plan has been informed by various regional and state plans for both government and key stakeholders, most notably; DJAARA Country Plan & Climate Change Strategy.
- Taungurung Country Plan.
- Victorian Climate Change Strategy.
- Victorian Industry Adaptation Plans.
- Loddon Mallee Climate Ready Plan.
- Loddon Mallee Region Renewable Energy Roadmap.
- Recycling Victoria: a new economy.
- Victoria Climate Science Report.

Relevant Council plans and policies

The draft Climate Emergency Plan has been informed by several key adopted plans of Council, most notably:

- Counting Down to Zero 2022 (to reach Zero Net Emissions for Council operations by 2030).
- Environment Strategy 2021.
- Biodiversity Strategy 2018.

- Waste and Resource Recovery Management Strategy 2021-2026.
- Elevate: Youth Strategy.
- Participate: Positive Ageing Plan.
- Walking and Cycling Strategy 2014-2024.

The draft Climate Emergency Plan also reflects the intentions of the Council Plan and Municipal Public Health and Wellbeing Plan and incorporates internal work such as the Climate Risk Assessment conducted in late 2022.

Financial viability

As this draft Climate Emergency Plan is the first of its kind, it has been designed to ensure it is both ambitious, yet achievable. This has resulted in many actions setting the foundations that can be built upon into the future and can be achievable with current internal budget and resources.

Significant actions that will require additional funding in 2024-2025 include; accelerating Council's public street tree planting and revegetation initiatives (NN3), funding to continue Healthy Landscapes (CRC1) and enabling permanent resources for a recovery and resilience program (A+ER6).

Several actions require significant additional resourcing to be implemented, but have already been endorsed through other plans adopted by Council, including:

- Actions related to "getting off gas", sustainable buildings and carbon sequestration projects (PFF 4, PFF7, CRC6, and NN4).
- A review of leases and licences to bring in power bills for all council owned sites tenanted by community groups (PFF6).
- Continued implementation of the Biodiversity Strategy and the Waste and Resource Recovery Management Strategy (referenced not numbered).

The draft Climate Emergency Plan reinforces the value of these actions – and importance for them to be resourced and implemented.

Sustainability implications

The foundation of the draft Climate Emergency Plan is environmental sustainability and its related social, health and financial benefits of taking collective action on climate change.

The draft Climate Emergency Plan looks to both mitigate the causes of climate change (burning fossil fuels), as well as enact projects that assists with the adapting to science-based forecasts.

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.

PE.2	BARRM BIRRM REPORT ON ECOLOGICAL ASSESSMENT AND CULTURAL HERITAGE ASSESSMENT
Officer:	Tanya Loos, Biodiversity Strategy Projects Officer
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	1. Report - Barrm Birrm Ecological Assessment - Final - August 2023 (under separate cover) 2. Report- Barrm Birrm Cultural Heritage -Wurundjeri - Final - August 2023 (under separate cover)

Summary

This report responds to the Notice of Motion resolved at the 28 June 2023 Scheduled Council Meeting that requested staff to prepare a report to be presented to Council to provide a progress update on actions that Council supported for the ongoing management of the Barrm Birrm area.

Recommendation

That Council:

- 1. Continues actions related to the transfer of land into public ownership via the ‘gift back’ program, ongoing liaison with new and prospective landholders, Riddells Creek Landcare and relevant agencies, and ongoing management of impacts related to public access and weeds.**
- 2. Provides a copy of the Barrm Birrm cultural heritage and ecological assessment reports to the State Government as part of the ongoing advocacy for the State’s purchase of the privately owned lots in Barrm Birrm.**
- 3. Supports the inclusion in a future errors and anomalies planning scheme amendment, expected to be progressed in 2024, of the rezoning of Council owned lots in Barrm Birrm to the Public Conservation and Resource Zone.**
- 4. Notes that a business case will be prepared for 2024/2025 Council budget consideration for the installation of interpretive signage and information of the cultural and ecological values of the site at key entrance points in collaboration with Riddells Creek Landcare.**
- 5. Continues to liaise with CFA, Council’s Fire Prevention Officers and Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation to consider fire mitigation strategies including cultural burns and woody weed control.**

Background

Barrm Birrm refers to 118 hectares of open forest on the edge of Riddells Creek. Also known as “Riddells Ranges Estate” or the former Shone and Schultz sub-division, it is arguably the most intact flora and fauna area in the region. Unfortunately, due to a legacy of planning from the 1880s, this land is divided into 162 lots and owned by 98 different landowners. Due to the site’s natural values, high fire risk and lack of services, the land is not considered suitable for development. As a result, current planning controls significantly restrict development in the estate.

Permanent protection of Barrm Birrm via the creation of a new nature reserve is a priority project for Council. At the August 2022 Scheduled Council Meeting, Council resolved to advocate to the Victorian Government for the public purchase of the privately owned lots within the area known as Barrm Birrm for community benefit.

Council considered a report on the future management of Barrm Birrm at its 26 October 2022 Scheduled Council Meeting. This report outlined a range of actions to address some of the ongoing land management challenges associated with Barrm Birrm. At the meeting Council resolved the following:

That Council:

- 1. Supports the ongoing advocacy to the State Government, in the lead up to the State Election on 26 November 2022, for the purchase of the privately owned lots in Barrm Birrm for both community and environment benefit. This includes, but is not limited to, inclusion of the project in Council's Priority Projects Prospectus and on-going liaison with State Government representatives.**
- 2. Notes that detailed ecological and cultural heritage assessments are planned that will help demonstrate the significant ecological and heritage values of the site.**
- 3. Continues to offer the gift back program to all landholders and consider waiving outstanding rates to expedite this offer.**
- 4. Continues to explore possible options to protect the site including seeking probate for deceased estates and new planning provisions.**
- 5. Continues to liaise with real estate agents, new landholders or prospective buyers of the subdivision to ensure that they are aware of planning restrictions, native vegetation protection, access difficulties and promotion of natural values.**
- 6. Continues to work with community groups to build awareness of the site's importance and natural values.**

At the 28 June 2023 Scheduled Council Meeting, a Notice of Motion was resolved by Council for a progress update on actions that Council supported for the ongoing management of the Barrm Birrm area. The Notice of Motion resolved:

That Council request staff to prepare a report to be presented to Council at the September 2023 Scheduled Meeting of Council providing the following:

- 1. A progress update on actions supported by Council at the 26 October 2022 Scheduled Council Meeting to address the ongoing land management challenges with Barrm Birrm in Riddells Creek; and**
- 2. Options for next steps, including a Public Acquisition Overlay and officer recommendations**

Discussion

Progress Update on Actions

Given the eight months since Council's resolution at the 26 October 2022 Meeting, it is timely to present an update from officers on the progress of the above actions and an outline of the next steps and actions to address the ongoing management of Barrm Birrm. The following table outlines progress on each of the Council resolutions.

Resolution	Progress since October 2022
<p>(1) Supports the ongoing advocacy to the State Government, in the lead up to the State Election on 26 November 2022, for the purchase of the privately owned lots in Barrm Birrm for both community and environment benefit. This includes, but is not limited to, inclusion of the project in Council's Priority Projects Prospectus and on-going liaison with State Government representatives.</p>	<p>Letters sent to local member Mary-Anne Thomas MP, and Minister Lily D Ambrosio in September 2022</p> <p>Response received from Department of Land Water and Planning (now DEECA) Nov 2022 stating:</p> <p>"While I acknowledge the site's strategic importance and conservation values, at this point in time, the Victorian State Government has no funds available or structured land purchase program in place that enables the purchase of these properties for inclusion in the Crown land estate."</p> <p>Response received from Office of Minister D'Ambrosio September 2022 "Unfortunately, Minister D'Ambrosio is unable to meet at this time due to current diary constraints. Our office has registered your email and attached letter for formal response."</p> <p>The project was included in Council's Priority Projects Prospectus and is included in relevant advocacy discussions with key decision makers.</p>
<p>(2) Notes that detailed ecological and cultural heritage assessments are planned that will help demonstrate the significant ecological and heritage values of the site.</p>	<p>Reports complete – findings from the reports detailed below and copies attached to this report.</p>
<p>(3) Continues to offer the gift back program to all landholders and consider waiving outstanding rates to expedite this offer.</p>	<p>The gift back program has slowed with no further properties transferred since October 2022.</p> <p>There are eight properties currently in gift back/probate process.</p> <p>Five properties with rates owing = \$4,961.53</p>
<p>(4) Continues to explore possible options to protect the site including seeking probate for deceased estates and new planning provisions.</p>	<p>There are significant challenges and officer time with seeking probate on deceased estates. E.g. Lot #76 estate has not granted probate due to inability to locate executor of will.</p>
<p>(5) Continues to liaise with real estate agents, new landholders or prospective buyers of the subdivision to ensure that they are aware of planning restrictions, native vegetation protection,</p>	<p>Council officers are in contact with real estate agents and prospective buyers on a regular basis.</p>

access difficulties and promotion of natural values.	
(6) Continues to work with community groups to build awareness of the site's importance and natural values.	Council officers have ongoing contact with local community groups – Riddells Creek Landcare participated in preparation of the ecological and cultural reports.

The preparation of detailed ecological and cultural heritage assessments that demonstrate the significant values of the site is a key component of progressing the Council resolution of the August 2022 Scheduled Council Meeting.

The reports confirm that Barrm Birrm is a bushland area with significant natural and cultural values. These values are subject to ongoing threats related to the complex land tenure of the site. The following summarises the findings of both reports.

Ecological Assessment

The ecological report (Attachment 1) details the significant flora and fauna values of Barrm Birrm, noting that any assessments could only be undertaken on public land.

Significant flora and fauna values include:

- Four species of Victorian-listed threatened flora including a rare tufted flowering species known as the Hairy-leaf Triggerplant that is found only in the Macedon Ranges.
- The quality and extent of the four foothill forest communities found at Barrm Birrm is noteworthy, including 14 hectares of the Depleted Herb-rich Foothill Forest assessed as 'exceptionally good condition'.

Cultural Heritage Assessment (Attachment 2)

The Cultural Heritage Assessment (Attachment 2) found that no tangible Aboriginal cultural heritage or culturally modified trees were identified within Council-owned lots at Barrm Birrm during the ground survey.

The report recommended that future surveys at Barrm Birrm should be scheduled in the event that the area, or part of the area is subject to fire. The resulting improvement in visibility post-fire would greatly increase the likelihood of locating cultural heritage sites, e.g. artefact scatters.

Although cultural heritage was not identified during this survey, Barrm Birrm includes areas of cultural heritage sensitivity, namely ridgelines and unnamed tributaries under the *Aboriginal Heritage Regulations* 2018.

Public Acquisition of Land

The ongoing advocacy for the public acquisition of the remaining privately owned Barrm Birrm lots continues to be a priority as articulated in Council's Priority Projects Prospectus June 2023. As detailed in the Prospectus the cost to acquire the remaining privately owned lots would be around \$6.4m plus legal and administrative costs.

Due to the complexity and potentially significant costs associated with it, most public authorities adopt a very conservative approach before embarking on a compulsory acquisition process and it is for this reason that ongoing advocacy to the State Government to publicly acquire Barrm Birrm is recommended.

Options for next steps

Protection of Barrm Birrm continues to be priority project in Council's Priority Project 2023 document.

The following actions are recommended to progress the protection of this significant bushland in Riddells Creek:

Short term (2023-24)

- (1) *Landholder liaison*: Continue to liaise with new landholders or prospective buyers of land within the subdivision to ensure they are aware of planning restrictions, native vegetation protection, access difficulties and promotion of natural values.
- (2) *Gift back program*: Continue to offer the gift back program to all landholders and consider waiving outstanding rates to expedite this offer on as needs basis. Consider a mid-year budget bid to cover the cost of legal fees of the gift back program.
- (3) *Reducing impacts from camping*: Investigate the need for permit requirements for camping under the updated Local Law 10.
- (4) *Access controls and prohibited land uses*: Continue to maintain all council gates, barrier structures and signage to prevent 4WD access to further reduce track erosion and land disturbances cause by illegal 4WD vehicle entry.
- (5) *Weed control*: Continue weed control program on Council owned land and on public road reserves as set out in the environmental works plan and with reference to the priority weeds listed in Appendix 4, which includes a number of exotic Acacia species.
- (6) *Support Riddells Creek Landcare community*: Continue to support the work of Riddells Creek Landcare in their effort to protect Barrm Birrm. Support can be provided through financial assistance to maintain or improve existing works programs (e.g. weed control), development of promotional materials about the site, assistance in educating Riddells Creek residents and landowners about the issues associated with rubbish dumping and motorbike activity, support for the 'Buy Back Barrm Birrm' campaign and support through in-kind field-based project collaboration.
- (7) *Advocacy to state government for public acquisition*: Officers to write to state government representatives to provide a copy of the ecological and cultural heritage assessment reports and request consideration of public acquisition.
- (8) *Fire management*: Continue to liaise with CFA and Council's Fire Prevention Officers to consider fire mitigation strategies including cultural burns and woody weed control.

Longer term (2024-25)

- (1) *Improve planning protection*: As part of a future Errors and Anomalies planning scheme amendment, planned for 2024, seek to rezone Council owned lots to Public Conservation and Resource Zone. This will indicate Council's commitment for Barrm Birrm to be a nature reserve, better articulate the conservation status of this land and ensure Council is not liable for contributions for boundary fence costs.
- (2) *Interpretative Signage*: In partnership with Riddells Creek Landcare, seek to install improved signage and information of the cultural and ecological values of the site at key entrance points, subject to funding.
- (3) *Developing a future vision*: Based on the findings from the ecological and cultural values reports, support Riddells Creek Landcare to develop a future vision for Barrm Birrm.

Consultation and engagement

The Riddells Creek community have been active in their advocacy for the protection of Barrm Birrm over many years. Riddells Creek Landcare was formed with the purpose of advocating for the appropriate ecological management of Barrm Birrm, and the creation of a public reserve. Council has, and will continue to, work closely with the Riddells Creek community on this issue.

Collaboration

In 2023 Council officers met with Country Fire Authority state representatives to present the findings of the ecological report in light of the significant vegetation values recorded at Barrm Birrm.

Innovation and continuous improvement

Ecological consultants and cultural heritage consultants have been engaged to provide expert advice for the ecological and heritage values of the land currently owned by Council.

State wide fire and vegetation officers have been consulted regarding options for best practice fire risk reduction.

Relevant law

Currently, the land is zoned as Rural Conservation Zone (RCZ1) with the overlays:

- Wildfire Management Overlay.
- Significant Landscape Overlay.
- Vegetation Protection Overlay.
- Restructure Overlay.

Four plant species occurring in Barrm Birrm are listed under the *Flora and Fauna Guarantee Act 1988*, and one fauna species the Gang-gang Cockatoo is listed under the *Environment Protection and Biodiversity Conservation Act 1999*.

Council is obliged to manage weed species as outlined in the *Catchment and Land Protection Act 1994*.

The *Aboriginal Heritage Regulations 2018* Act pertains to cultural heritage values at Barrm Birrm.

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

- Port Phillip Regional Catchment Strategy 2021 - New parks – Significant areas of additional new parks established across this region providing improved security, extent and quality of native habitat.
- State Government's Biodiversity 2037 plan - Create new areas of permanently protected native vegetation.

Relevant Council plans and policies

- Council's Natural Environmental Strategy 2009 – 2012, identified that the land has significant environmental and biodiversity values.

- Biodiversity Strategy 2018 - actions aimed at achieving the transfer of Barrm Birrm properties to public ownership and, ultimately, the creation of a nature conservation reserve.

Financial viability

The public acquisition of Barrm Birrm by the State Government of Victoria is very likely to require matched funding to be successful. Land prices are increasing precipitously locally; lots that were \$40,000 last year are now selling for \$80,000 and are predicted to increase further.

Ongoing fees related to Council's gift back and probate program are estimated at \$20,000 per annum.

Sustainability implications

The transfer of the land parcels into public ownership allows for appropriate management of the site's ecological values and threatened species. It also allows for reduction of threatening processes that may be impacting upon cultural heritage values, both tangible and intangible.

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.

PE.3	AMENDMENT TO DELEGATION FRAMEWORK POLICY AND PROCEDURES
Officer:	Rebecca Stockfeld, Director Planning and Environment
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Amended Delegation Framework Policy and Procedures ↓

Summary

It is important that decision making in Statutory Planning is transparent and open. The current Delegation Framework Policies and Procedures can be amended to make a small change to increase the transparency of the planning permit call-in procedure.

The time for planning permit call-ins can also be amended to make the times consistent.

Recommendation

That Council

1. Amend the Delegation Policy, Framework and Procedures to:

- (a) delete the requirement for the Planning Application list to include the Officer Recommendation for the proposal;**
- (b) amend the time a Councillor has the capacity to call-in an application, in writing, to a briefing if seconded by another Councillor from 4pm the following Tuesday to 5pm the following Tuesday;**
- (c) amend the time following Councillors being briefed on an application to call-in an application to the Planning Delegated Committee from 5pm on the Friday of the week that the Briefing occurred to 5pm on the Thursday of the week that the Briefing occurred.**

Background

Council exercises delegations to planning staff through the Delegation Policy, Framework and Procedures (Attachment 1). Not all matters are able to be considered by Council. For those matters that are able to be considered by Council or delegated to the CEO (and then to staff) Council have established the following criteria for exercising the delegation:

- To ensure that land use activities are managed in accordance with Council's planning scheme.
- To undertake our statutory planning responsibilities and decision making in an informed, transparent and efficient fashion.
- To provide transparency and certainty in land use planning decision making for all stakeholders applying a consistent approach and justification according to agreed and stated criteria (page 12).

To achieve this there is a list of applications available to be called in by Councillors (all other matters are decided under delegation). Applications on the Planning Application list for call-in are:

- Any application which is the subject of an objection from either an interested party or referral authority.
- Any application for which a recommendation for refusal is proposed.
- Any application seeking a car parking waiver of more than 20 spaces for an existing building or waiver of any number of car parking spaces for a new building.
- An application seeking an extension of time to an approved planning permit.
- Any application seeking an amendment to an approved permit determined by full council at its Planning Delegated Committee meeting or Scheduled Council meeting.
- All applications for buildings greater than 2 storeys.
- All applications that have previously had a Victorian Civil and Administrative Tribunal (VCAT) determination on the same site.
- Any amendment to a Development Plan.

The Planning Application list will include as a minimum the following information:

- Permit Application Number
- Applicant/land owner details
- Site Address and land area
- Zoning and Overlay details
- Brief description of proposal
- Number of submissions received, name of submitter, and a summary of the issues raised
- **Officer Recommendation for the proposal**
- Timing of the next appropriate planning delegated committee (or other meeting) that the application would be scheduled for should the application be called in.

The list is to be circulated to Councillors at least on a fortnightly basis, being sent out on a Friday. A Councillor has the capacity to call-in an application, in writing, to a briefing if seconded by another Councillor by **4pm the following Tuesday**.

Following Councillors being briefed on an application called-in to a Councillor Briefing, Councillors have until **5pm on the Friday** of the week that the Briefing occurred to call the application in to a Planning Delegated Committee meeting or a Scheduled Council meeting to be decided. This written call-in for a decision must be seconded in writing by another Councillor. Any two Councillors can call an application into a Council meeting regardless of who made the initial call-in to a briefing.

Discussion

The transparency of council decision making is important to ensuring trust, accountability and fairness. The ways in which planning permit applications matters are reported to Council ought to ensure the transparency and integrity of planning decisions and should not give rise to actual or perceived corruption.

The information on the Planning Application list presented to Council, which includes the officer recommendation raises the possibility of a perception of a lack of transparency about why a matter has been called into Council, and whether once called in can one have an open mind.

It is preferable and consistent with Council's own criteria that any decision-making be transparent. Ultimately it is preferable that any delegation be transparent and upfront, with a certain pathway for decision making known from the start of an application, which is part of a thorough review to be undertaken. However, for now, it is important that reasons for call-ins is transparent and policy based.

Transparency of council decisions making is required in the Local Government Act 2020 (LGA). Section 9 of the LGA sets out the '*Overarching governance principles and supporting principles*' that Council must follow when making decisions which includes (i) *the transparency of Council decisions, actions and information is to be ensured, and at (3) In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—(b) the public transparency principles.*

A thorough review of the delegation for statutory planning applications will be undertaken with the principles of transparency and the provision of certainty, however there is an opportunity now to make a small change to the information provided to Councillors as part of "The Planning Applications List" to remove the 'Officer Recommendation for the proposal'. This will mean that matters are called in on a policy basis or community interest basis only.

Time for call-in

The list is circulated to Councillors at least on a fortnightly basis and is sent out on a Friday. A Councillor has the capacity to call-in an application, in writing, to a briefing if seconded by another Councillor by **4pm the following Tuesday**.

Following Councillors being briefed on an application called-in to a Councillor Briefing, Councillors have until **5pm on the Friday** of the week that the Briefing occurred to call the application in to a Planning Delegated Committee meeting or a Scheduled Council meeting to be decided.

Both of these call-ins must be seconded by another Councillor.

The time difference between the two call-ins has resulted in the occasional mistiming by Councillors calling in a matter and a matter not proceeding to a briefing, and therefore to the Planning Delegated Committee. The time between receiving a briefing and calling a matter to Planning Delegated Committee can also be reduced – so that both call-in processes have 2 working days between the action (either receiving The Planning Application List or hearing the briefing) and the call-in. These proposed changes may provide efficiency in the briefing and decision-making processes.

It is recommended the call-in times be altered so that:

The list is circulated to Councillors at least on a fortnightly basis and is sent out on a Friday. A Councillor has the capacity to call-in an application, in writing, to a briefing if seconded by another Councillor by **5pm the following Tuesday**.

Following Councillors being briefed on an application called-in to a Councillor Briefing, Councillors have until **5pm on the Thursday** of the week that the Briefing occurred to call the application in to a Planning Delegated Committee meeting or a Council meeting to be considered.

Consultation and engagement

Council's Governance Unit has been consulted in regard to these alterations and support the proposed changes.

Collaboration

Collaboration was not required in relation to this report.

Innovation and continuous improvement

The proposed alterations to the Delegation Framework Policies and Procedures improve the operation and transparency of Council's call-in process.

Relevant law

Relevant legislation has been discussed in the report and includes:

- Local Government Act 2020;
- Planning and Environment Act 1987;
- Subdivision Act 1988.
- Councillor Code of Conduct.

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 specific relevant regional, state and national plans and policies.

Relevant Council plans and policies

The pillar of Deliver Strong and Reliable Government in the Council Plan priorities transparent decision making.

Financial viability

The proposed alterations to the Delegation Framework Policies and Procedures have no financial impact.

Sustainability implications

The proposed alterations to the Delegation Framework Policies and Procedures improve the transparency of decision making on planning permit applications.

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.



Policy Title:	Delegation Framework, Policy and Procedures	
Date of Adoption:		
Adoption Method:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Executive <input type="checkbox"/> Other (please specify)	
CEO Signature:		Date:
Responsible Officer and Unit:	Coordinator Governance	
Nominated Review Period:	<input type="checkbox"/> Annually <input checked="" type="checkbox"/> Within 4 years or 12 months of a general election	
Last Review Date:	November 2021 Amended September 2023	
Next Review Date:	By October 2025	
Purpose / Objectives:	Establish a framework in which Council considers it appropriate for Council Officers to exercise delegated powers and functions in accordance with the <i>Planning & Environment Act 1987</i> and <i>Subdivision Act 1988</i> . Ensure compliance with the <i>Local Government Act 2020</i> , that delegations are exercised with appropriate controls, efficiently and effectively and that the Chief Executive Officer has sufficient power and authority to generally manage, control and administer the statutory planning duties of Council on a day to day basis.	
Background / Reasons for Policy:	This policy has been developed to provide a clear policy framework that explains; <ol style="list-style-type: none"> 1. What is delegation and why it is needed. 2. The statutory basis of delegations. 3. How Council manages its delegation regime for statutory planning decisions. 4. How Officers must exercise their delegation generally and specifically when making planning decisions. 	
Related Policies:	Councillor Code of Conduct, Staff Code of Conduct, Procurement Policy	
Related Legislation:	<i>Local Government Act 2020, Planning & Environment Act 1987, Subdivision Act 1988</i> and other relevant State and Commonwealth legislation	

Table of Contents

1. Introduction	3
2. Objectives of this framework	5
3. What is a delegation?	5
4. Statutory basis of delegations	6
- 4.1 Delegations to Officers	6
- 4.2 Delegated Committees of Council	6
5. Delegation hierarchy	7
6. Limitations on delegations	9
7. Operation of delegations	11
- 7.1 General controls and processes to be observed when exercising delegations	11
- 7.2 Controls and processes to be observed when exercising planning delegations	12
8. Management of the delegations process	15
9. Administrative responsibilities of delegates	16
10. Review of delegations	16
11. Attachments – Instruments of Delegation	16

1. Introduction

The Macedon Ranges Shire Council believes that it is essential and in the interests of effective governance to encourage the delegation of statutory planning decision making to the appropriate level within the organisation. This will achieve the best use of the abilities of elected Councillors and officers, ensure cost effective use of resources, and promote the development of efficient and effective management.

Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. Those with authority should always be responsible for its wise and prudent use. Delegations cannot, however, remove from the Council and senior management the ultimate accountability for the affairs of Council's statutory planning function.

Those with delegated authority should willingly accept authority and responsibility for decision making in the certain knowledge that their decisions, if made in a full, fair and objective manner, will help achieve the strategic outcomes of the organisation as set out in both the *Local Government Act 2020* (the Act) and the *Planning and Environment Act 1987* (the P&E Act).

Section 8 of the Act sets out the 'Role of a Council' as follows;

- (1) *The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.*
- (2) *A Council provides good governance if—*
 - (a) *it performs its role in accordance with section 9;*
 - (b) *the Councillors of the Council perform their roles in accordance with section 28.*
- (3) *In performing its role, a Council may—*
 - (a) *perform any duties or functions or exercise any powers conferred on a Council by or under this Act or any other Act; and*
 - (b) *perform any other functions that the Council determines are necessary to enable the Council to perform its role.*
- (4) *If it is necessary to do so for the purpose of performing its role, a Council may perform a function outside its municipal district.*

Section 9 of the Act sets out the 'Overarching governance principles and supporting principles' that Council must follow;

- (1) *A Council must in the performance of its role give effect to the overarching governance principles.*
- (2) *The following are the overarching governance principles—*
 - (a) *Council decisions are to be made and actions taken in accordance with the relevant law;*
 - (b) *priority is to be given to achieving the best outcomes for the municipal community, including future generations;*
 - (c) *the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;*
 - (d) *the municipal community is to be engaged in strategic planning and strategic decision making;*
 - (e) *innovation and continuous improvement is to be pursued;*

- (f) *collaboration with other Councils and Governments and statutory bodies is to be sought;*
 - (g) *the ongoing financial viability of the Council is to be ensured;*
 - (h) *regional, state and national plans and policies are to be taken into account in strategic planning and decision making;*
 - (i) *the transparency of Council decisions, actions and information is to be ensured.*
- (3) *In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—*
- (a) *the community engagement principles;*
 - (b) *the public transparency principles;*
 - (c) *the strategic planning principles;*
 - (d) *the financial management principles;*
 - (e) *the service performance principles.*

Section 4 of the P&E Act sets out the objectives for land use planning in Victoria;

- (1) *The objectives of planning in Victoria are—*
- (a) *to provide for the fair, orderly, economic and sustainable use, and development of land;*
 - (b) *to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;*
 - (c) *to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;*
 - (d) *to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;*
 - (e) *to protect public utilities and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community;*
 - (f) *to facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e);*
 - (fa) *to facilitate the provision of affordable housing in Victoria;*
 - (g) *to balance the present and future interests of all Victorians.*

The achievement of these overarching governance principles and objectives within the Act and the P&E Act respectively, is through the development of a close working relationship between Councillors and Officers. Councillors are responsible for the development and implementation of policy to lead and guide the good management of the Macedon Ranges Shire. Officers, in turn, implement and administer these policies, provide expert advice which contributes substantially to statutory decisions made under the established planning policy which create the built form, land uses and environmental outcomes the community expect.

Delegation focuses and sharpens this relationship and assists in the better achievement of the respective functions of elected Councillors and Officers.

2. Objectives of this framework

The objectives of the Delegation Framework Policy and Procedures document are to:

- Establish a framework that Council considers appropriate for Council Officers to exercise delegated powers and functions in accordance with the *Planning & Environment Act 1987* and the *Subdivision Act 1988*.
- Ensure that the Macedon Ranges Shire Council complies with the requirements of the Act specifically Section 47 which defines which powers vested with the Council may be delegated.
- Ensure that Council Officers have the required delegated authorities to achieve the statutory time frames for planning permits to be determined within i.e. 60 statutory days.
- Ensure that Council Officers have the required delegated authorities to achieve strategic outcomes and outputs as identified in the Council Plan through statutory planning decision making.
- Ensure that the delegation regime to the Chief Executive Officer and other Council Officers are clearly defined and recorded within Council's Delegations Register.
- Ensure that the Chief Executive Officer and Council Officers exercise these delegations appropriately and within the terms of their Instruments of Delegation.
- Facilitate the effective and efficient operation of the Council by providing Officers with sufficient power and authority to generally manage, control and administer the affairs of the Council on a day-to-day basis.

3. What is a delegation?

Delegation means the assignment of a duty, power or function to another, together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.

In almost all situations the Council itself is a delegate in that its duties, powers and functions derive from the Victorian Parliament through empowering legislation (e.g. the *Planning and Environment Act 1987* and others). As such legislative, judicial and administrative authority is granted to the Council for specific purposes. In this environment, the Council has wide discretion to arrange its own administration in a way which ensures efficiency, flexibility and responsiveness to local needs. In doing so it must, however, comply with the special requirements imposed by law in given circumstances.

It is important to understand the following characteristics of delegation:

- It is implicit that a delegation may be revoked by formal decision of Council or delegator, and is immediately effective when communicated to the delegate;
- The delegate is acting in his or her own name on behalf of the Council when exercising delegated authority;
- To be effective and of legal standing, all delegations must be in writing (i.e. this policy, authorisations and the Delegations Register);
- All statutory planning delegations must operate within the parameters set by Council's Delegation Framework, Policy and Procedure.

4. Statutory basis of delegations

4.1 Delegation to Officers

Macedon Ranges Shire Council's delegations are derived from Section 11 and 47 of the Local Government Act 2020 which states:

Section 11

(1) A Council may by instrument of delegation delegate to—

- (a) the members of a delegated committee; or
- (b) the Chief Executive Officer—

any power, duty or function of a Council under this Act or any other Act other than a power, duty or function specified in subsection (2).

Section 47

(1) The Chief Executive Officer may by instrument of delegation delegate any power, duty or function of the Council that has been delegated to the Chief Executive Officer by the Council to—

- (a) a member of Council staff; or
- (b) the members of a Community Asset Committee.

(2) The Chief Executive Officer may by instrument of delegation delegate any power, duty or function conferred by this Act or any other Act on the Chief Executive Officer, other than this power of delegation and the power of delegation under subsection (1), to a member of Council staff.

(3) A delegation under this section to a member of Council staff may be made to—

- (a) a person named in the delegation; or
- (b) the holder of an office or position specified in the delegation.

4.2 Delegated Committees of Council

In addition to the power to delegate to a member of its staff, Council pursuant to Section 63 of the Local Government Act 2020 may delegate any of its functions, duties and powers to a delegated committee.

Section 63 of the Local Government Act 2020 states

63 Delegated committees

(1) A [delegated committee](#) established by a [Council](#)—

- (a) must include at least 2 [Councillors](#); and
 - (b) may include any other [persons](#) appointed to the [delegated committee](#) by the [Council](#) who are entitled to vote.
- (2) A meeting of a [delegated committee](#) established by a [Council](#) must be chaired by—
- (a) a [Councillor](#) appointed by the [Council](#) or the Mayor to chair meetings of the [delegated committee](#); or
 - (b) if the [Councillor](#) appointed by the [Council](#) or the Mayor to chair meetings of the [delegated committee](#) is not present at the meeting, a [Councillor](#) who is present at the meeting and is appointed by the members of the [delegated committee](#) who are present at the meeting.
- (3) Section 61 applies to a meeting of a [delegated committee](#) as if the members were [Councillors](#).

The Macedon Ranges Shire Council has established a Section 63 Delegated Committee.

Name of Delegated Committee	Date established	Membership	Purpose of Delegated Committee
Planning Delegated Committee	July 2021	All Councillors	<p>To exercise Council's functions and powers to make decisions for all planning matters, and to perform Council's duties to hear from:</p> <ul style="list-style-type: none"> Persons who have made an objection or submission to a planning matter in accordance with the <i>Planning and Environment Act 1987 (Vic)</i>; and Planning permit applicants and/or land owners in relation to a planning matter submitted in accordance with the <i>Planning and Environment Act 1987 (Vic)</i>.

5. Delegation hierarchy

The Macedon Ranges Shire Council has a delegation hierarchy to ensure the appropriate processes and accountabilities exist for the implementation of its delegations. This hierarchy notes that the authority to delegate functions and responsibilities flows directly from the Act through to the Council as the 'body politic' for the organisation.

Delegations of authority from the Council are in general made;

- a) **Directly from Council to the Chief Executive Officer** who in turn may **sub-delegate** these authorities to nominated members of staff as he/she considers appropriate for the effective and efficient operation of the organisation and the delivery of functions and services to allow the council to fulfil its lawful obligations, or

- b) **Directly from Council to Officers of Council.** Council can delegate some of its powers, duties and functions directly to staff without the need for them to be sub-delegated by the Chief Executive Officer.
- c) **Directly from Council to a Section 63 Delegated Committee of Council**
Council has established a Planning Delegated Committee under this section of the Act to consider and determine relevant land use planning matters.

Council manages and documents its delegations through the subscription to a 'Delegation & Authorisation Service' that is updated bi-annually and which documents all 'powers, duties and functions' conferred on local Councils in all relevant Victorian and Commonwealth legislation.

This service also satisfies the legislative requirement for Council to maintain a register of all delegations which is to be available for public inspection. Council maintains this register on its website www.mrsc.vic.gov.au

The Instrument of Delegation templates that document all Council delegations are:

- **Instrument of Delegation from Council to the CEO (S5)**
This delegates all of Council's powers, duties and functions which are capable of delegation, subject to some exceptions and limitations, to the CEO.
- **Instrument of Delegation from Council to members of Council Staff (S6)**
This delegates certain powers directly from Council to Council staff due to the legislation referred to containing specific powers of delegation
- **Instrument of Sub Delegation from CEO to members of Council Staff (S7)**
This sub-delegates Council powers, duties or functions contained in Acts or Regulations which do not include a specific power of delegation. (See Note 1)
- **Instrument of Delegation from CEO to members of Council Staff (S13)**
This instrument allows the CEO to delegate his or her powers, duties and functions existing under all Victorian legislation. This differs to the S7 Instrument in that it does not relate to *Council* powers, duties and functions, but those vested in the CEO personally.
- **Instrument of Delegation from CEO to members of Council Staff (S14) (VicSmart Applications)**
This provides for the CEO to delegate his or her powers as a responsible authority under the *Planning and Environment Act 1987* in relation to VicSmart planning applications.
- **Instrument of Delegation to Delegate Committees - Planning Delegated Committee (C4)**
This provides for the Planning Delegated Committee to exercise the powers, duties and functions of Council make decisions for all types of planning matters pursuant to the *Planning and Environment Act 1987*, to hear from persons who have made an objection or submission to a planning matter in accordance with the *Planning and Environment 1987* and to hear from applicants and/or land owners in relation to a planning matter submitted in accordance with the *Planning and Environment 1987*.

Note 1—The S7 Instrument of Delegation also contains a miscellaneous section which covers powers, duties and functions of Council that are not specifically provided for in legislation, but which are part of the general powers of Councils that are delegated to the Chief Executive Officer, and which, if it is appropriate the Chief Executive Officer will sub delegate. These include human resources issues, finance issues (noting the specific procurement/expenditure delegations are incorporated in the Procurement Policy) and miscellaneous matters.

6. Limitations of delegations

Delegation to the Chief Executive Officer is limited in three ways. **Firstly**, Section 11(2) of the *Local Government Act 2020* expressly prohibits the delegation of the following matters:

- (a) the power of delegation; and
- (b) the power to elect a Mayor or Deputy Mayor; and
- (c) the power to grant a reasonable request for leave under section 35; and
- (d) subject to subsection (3), the power to appoint the Chief Executive Officer, whether on a permanent or acting basis; and
- (e) the power to make any decision in relation to the employment, dismissal or removal of the Chief Executive Officer; and
- (f) the power to approve or amend the Council Plan; and
- (g) the power to adopt or amend any policy that the Council is required to adopt under this Act; and
- (h) the power to adopt or change the Governance Rules;
 - i. the power to appoint the chair of the members to a delegated committee; and
- (i) the power to make, amend or revoke a local law; and
- (j) the power to approve the budget or revised budget; and
- (k) the power to borrow money; and
- (l) subject to section 181H(1)(b) of the *Local Government Act 1989*, the power to declare general rates, municipal charges, service rates and charges and special rates and charges; and
- (m) any power, duty or function prescribed by the regulations for the purposes of this subsection.

Secondly, the Instrument of Delegation that is used documents the delegation from the Council to the Chief Executive Officer i.e. (S5) has a further suite of conditions and limitations specifically:

Extract from Instrument of Delegation S5

The Chief Executive Officer is delegated the power to

1. *determine any issue;*
2. *take any action; or*
3. *do any act or thing*

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

3. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 3.1 *awarding a contract exceeding the limitations as set out in the Procurement Policy, currently value of \$1,000,000;*
 - 3.2 *making any expenditure that exceeds \$1,000,000 (unless it is expenditure made under a contract already entered into; or is expenditure that has been approved by a resolution of Council; or is expenditure which Council is, by or under legislation, required to make);*
 - 3.3 *appoint an Acting Chief Executive Officer for a period exceeding 28 days;*
 - 3.4 *election of a Mayor or Deputy Mayor;*
 - 3.5 *granting a request for leave under s35 of the Act;*
 - 3.6 *making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;*
 - 3.7 *approval or amendment to the Council Plan;*
 - 3.8 *adoption or amendment of any policy that Council is required to adopt under the Act;*
 - 3.9 *adoption or amendment to the Governance Rules;*
 - 3.10 *appointment of the chair or the members to a delegated committee;*
 - 3.11 *making, amending or revoking a local law;*
 - 3.12 *approval of the Budget or Revised Budget;*
 - 3.13 *approving the borrowing of money; or*
 - 3.14 *subject to section 181H(1)(b) of the Local Government Act 1989, the power to declare general rates, municipal charges, service rates and charges and special rates and charges;*
4. *if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;*
5. *if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;*
6. *if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a*
 - 6.1 *policy; or*
 - 6.2 *strategy*

adopted by Council; or

7. *if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 11(2)(a)-(n) (inclusive) of the Act or otherwise; or*
8. *the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.*

Thirdly, the Instruments of Delegation from the Council to Council Officers and from the Chief Executive to Council Officers additionally have further limitations and conditions documented in relation to the specific matter delegated where appropriate.

These conditions and limitations on the Chief Executive Officer (and delegates) are considered both appropriate and reasonable.

7. Operation of delegations

Staff members who have received delegations are required to exercise these delegations appropriately and only within the terms of the Instrument of Delegation and this Framework Policy and Procedures. Any misuse of delegations will be deemed a breach of the Staff Code of Conduct and may result in disciplinary action.

In particular the Act and the Staff Code of Conduct require Council staff, in the course of their employment to:

- (a) act impartially;
- (b) act with integrity including avoiding conflicts of interest;
- (c) accept accountability for results;
- (d) provide responsive service.

In addition to the controls and limitations outlined above, the following 'General Controls and Processes' and 'Planning and Development Controls and Processes' must also be complied with in the exercise of officer delegations.

7.1 General controls and processes to be observed when exercising delegations

A delegate shall refer any proposal whether for development and works, or for use of land to Council without prior decision by the delegate wherever and whenever:

- the proposal raises an issue of significant public interest, concern or controversy, or is likely to do so
- the proposal raises an issue of policy or process not covered by existing policy or practice
- the proposal has given rise to substantial public objection or appears likely to do so
- the delegate recommends approval of the proposal, but such approval would be, or could reasonably appear to be, inconsistent with a previous decision or decisions by or on behalf of the Council
- implementation of the proposal would require expenditure of Council funds, and such funds have not been specifically provided for in the budget

- the delegate is not satisfied that the proposal has been the subject of appropriate consultation with those likely to be interested in or affected by it
- the delegate believes that it is more appropriate that the proposal or any issue arising in connection with it should be determined by the Council rather than the administration
- a major issue arises or any difficulty repeatedly arises in relation to the exercise of delegated authority for a particular matter.

When exercising delegated authority, the delegate shall use his or her best judgement to ensure compliance with each and all of these clauses.

7.2 Controls and processes to be observed when exercising Planning and Development delegations

These controls and processes are to be read in conjunction with the specific delegations from the *Planning and Environment Act 1987* and any associated regulations (as amended from time to time) in the relevant Instruments of Delegation from Council to Council staff as attached to this Delegation Framework Policy and Procedures document.

Delegated decisions can only be made in accordance with these Instruments of Delegation when clearly supported by these provisions.

Criteria for Exercising Delegation

The purpose and intent of these provisions is

- To ensure that land use activities are managed in accordance with Council's planning scheme.
To undertake our statutory planning responsibilities and decision making in an informed, transparent and efficient fashion.
- To provide transparency and certainty in land use planning decision making for all stakeholders applying a consistent approach and justification according to agreed and stated criteria

Management of the Statutory Planning Application List

The following matters to be determined under delegation will be included in the Planning Application list to be circulated to Councillors:

- Any application which is the subject of an objection from either an interested party or referral authority.
- Any application for which a recommendation for refusal is proposed
- Any application seeking a car parking waiver of more than 20 spaces for an existing building or waiver of any number of car parking spaces for a new building.
- An application seeking an extension of time to an approved planning permit.
- Any application seeking an amendment to an approved permit determined by full council at its Planning Delegated Committee meeting or Scheduled Council meeting.
- All applications for buildings greater than 2 storeys.
- All applications that have previously had a Victorian Civil and Administrative Tribunal (VCAT) determination on the same site.
- Any amendment to a Development Plan.

The Planning Application list will include as a minimum the following information:

- Permit Application Number

- Applicant/land owner details
- Site Address and land area
- Zoning and Overlay details
- Brief description of proposal
- Number of submissions received, name of submitter, and a summary of the issues raised
- Timing of the next appropriate planning delegated committee (or other meeting) that the application would be scheduled for should the application be called in.

The list is to be circulated to Councillors at least on a fortnightly basis, being sent out on a Friday. A Councillor has the capacity to call in an application, in writing, to a briefing if seconded by another Councillor by 5pm the following Tuesday.

The only exceptions to this circulation are:

1. During the Election Period. During this period, the List must not be circulated and may only commence being re-circulated at an appropriate time following the swearing in of the new Council. Applications eligible for the list may not be decided during this period.
2. Over the Christmas/New Year period where it may not be practical for the list to be circulated within a fortnight of the last list/s.

Following Councillors being briefed on an application called-in to a Councillor Briefing, Councillors have until 5pm on the Thursday of the week that the Briefing occurred to call the application in to a Planning Delegated Committee meeting or a Scheduled Council meeting to be decided. This written call-in for a decision must be seconded in writing by another Councillor. Any two Councilors can call an application into a Council meeting regardless of who made the initial call in to a briefing.

The officer recommendation will be implemented within a month following the date stated on the Planning Application list unless the application is 'called in' for Councillor Briefing and/or determination at a Planning Delegated Committee meeting or a Scheduled Council meeting in accordance with this policy.

7.2.1 Determination of planning applications, where the delegate is satisfied that:

- the proposal is one which is allowed in the zone and which complies with any relevant overlay or provision of the planning scheme for the use or development sought in the application; and
- the proposal meets objectives and policy requirements of any relevant local planning policy contained in the planning scheme; or
- The proposal is one which does not comply with the objectives of the zone or any relevant policy or provision of the Planning Scheme for the use or development sought in the application; or
- The proposal is for a use only in a Commercial Zone and does not require a car parking waiver of more than 20 spaces for an existing building; and
- the proposal has not attracted any submissions opposing the proposal.
- the authority for the decision on the proposal is provided for in the Instrument of Delegation and is consistent with these provisions.

7.2.2 Determination of planning applications within a declared area

When making a decision under delegation officers must consider all the relevant clauses and policies within the Macedon Ranges Planning Scheme. In addition to the scheme, a declared area must adhere to Section 7 or the Local Government Act 2020.

Section 7

- (1) *When performing a function or duty or exercising a power under this Act in relation to a declared area, a [Council](#) that is a responsible public entity for the purposes of Part 3AAB of the Planning and Environment Act 1987 —*
- (a) *must not act inconsistently with any part of a Statement of Planning Policy that is expressed to be binding on the [Council](#); and*
 - (b) *must have regard to those parts of the Statement of Planning Policy not expressed to be binding on the [Council](#); and*
 - (c) *must have regard to the principles set out in section 46AZL of the [Planning and Environment Act 1987](#) .*
- (2) *Subsection (1) does not apply to the performance of a function or the exercise of a power by a [Council](#) in relation to a declared project within the meaning of the Major Transport Projects Facilitation Act 2009.*

7.2.3. Extensions of time to act on a permit or permit condition, where the delegate is satisfied that:

- the time originally allocated was in all circumstances reasonable and adequate, taking into account the steps that would be necessary before the use or construction could actually commence (or be completed); and
- the intervening circumstances have rendered it unreasonable that the applicant should be held to the time originally fixed; and
- since the issue of the original permit, there have not been any significant and relevant changes in the planning scheme, or there is any other matter which is referred to in Section 60 (1)(b)(ii) of the Planning & Environment Act 1987 which is relevant.

Note: Extension of time relates to both permits issued previously under delegation and those issued by non-delegated authority (i.e. Council).

7.2.4. Amended/additional plans and variations to permits or permit conditions

Plans may be amended/approved under delegated authority where the revised plans are consistent with the permit to which they apply, with the planning scheme (as it exists at the time the amended plans are considered) and the *Planning and Environment Act 1987* and the delegate is satisfied that the amended plans will not cause an increase in detriment to any person.

Delegated decisions on applications to amend a planning permit or condition of a permit, may only occur in accord with Section 73 of the *Planning and Environment Act 1987* where the delegate is satisfied that the amendment:

- does not change the effect of any condition required by the Tribunal; and

- does not change the effect of any condition required by a referral authority unless this is acceptable to the relevant referral authority; and
- does not adversely affect the interests of a relevant referral authority, or is acceptable to the relevant referral authority; and
- does not change the use for which the permit was issued other than a minor change to the description of the use.

Any amendment to a permit or permit conditions must be noted in the planning applications register.

7.2.5. Development Plans

- All proposals for new Development Plans must be referred to Council for determination i.e. there is no delegated authority to approve or refuse a new Development Plan.
- Development Plans may be amended under delegated authority where the delegate is satisfied that the amended plans are consistent with the objectives and provisions of the overlay, with the planning scheme (as it exists at the time the amended plans are considered) and the *Planning and Environment Act 1987* and the delegate is satisfied that the amended plans will not cause an increase in detriment to any person.

7.2.6 Council to determine on a Planning Matter

A matter must not be determined under delegation if any Councillor, with support in writing from at least one other Councillor, has requested that the matter be determined by Council. The application will then be placed on the next appropriate Planning Delegated Committee (or other Council Meeting) to be heard and decided.

An officer may refer an application to Council for decision, where:

- The Officer considers that the application and any determination is outside of the authority provided for in the Instrument of Delegation or the Policy requirements; or
- The Officer considers the decision is more appropriate for the Council to make rather than the delegate.

7.2.7 Reversal of a call-in

Prior to the notification of submitters or the publication of the agenda, the call-in of an application to a Councillor Briefing, Planning Delegated Committee or Council Meeting may be reversed by the same two Councillors who called the application in, advising in writing that they no longer require the application to come to a Councillor Briefing, Planning Delegated Committee or Council Meeting.

8. Management of the delegations process

The Macedon Ranges Shire Council has established processes for the issuing and management of applicable delegations to staff through its new staff induction process, the annual staff development review processes and the staff position description review process.

Council Officers with delegated responsibilities are expected to be aware of the delegations that their position has and be familiar with all associated policy and guidelines in particular this document.

9. Administrative responsibilities of delegates

The use of delegated authority by a Council Officer is as stated earlier in this document 'the delegate acting in his or her own name on behalf of the Council. 'Accordingly the administrative record of the use of this delegation must be appropriately documented.

Delegates will keep appropriate records of all actions undertaken under delegation. The level of record keeping will be in keeping with the nature of the delegation and any associated risks to the Council.

For example, the routine issuing of a permit would be recorded in a permits register, detailing relevant issues. In the event of a more complex matter, delegates need to record sufficient information to explain the reason for the decision that would otherwise be available to the Council if the delegation did not exist.

10. Review of delegations

Pursuant to Section 11(7) of the *Local Government Act 2020* this policy and its incorporated Instruments of Delegation to Officers and Delegated Committees will be reviewed within 12 months of a General Election.

In accordance with the policy the Instruments of Delegation will be reviewed by Officers bi-annually to address any amended and new legislation and as and when required to address organisational restructures and changed in position titles.

11. Attachments

The following Instruments of Delegation document all Council delegations:

Attachment 1 - Instrument of Delegation from Council to the CEO (S5).

This delegates all of Council's powers, duties and functions which are capable of delegation, subject to some exceptions and limitations, to the CEO.

Attachment 2 - Instrument of Delegation from Council to members of Council Staff (S6)

This delegates certain powers directly from Council to Council staff due to the legislation referred to containing specific powers of delegation

Attachment 3 - Instrument of Sub Delegation from CEO to members of Council Staff (S7)

This sub-delegates Council powers, duties or functions contained in Acts or Regulations which do not include a specific power of delegation.

Attachment 4 - Instrument of Delegation from CEO to members of Council Staff (S13)

This instrument allows the CEO to delegate his or her powers, duties and functions existing under all Victorian legislation. (This differs to the S7 Instrument in that it does not relate to *Council* powers, duties and functions, but those vested in the CEO personally.)

Attachment 5 - Instrument of Delegation from CEO to members of Council Staff (S14) (VicSmart Applications)

This provides for the CEO to delegate his or her powers as a responsible authority under the *Planning and Environment Act 1987* in relation to VicSmart planning applications.

Instrument of Delegation to Delegated Committee

Attachment 6 - Planning Delegated Committee (C4)

12 CHIEF EXECUTIVE OFFICER REPORTS

Nil

13 DIRECTOR CORPORATE REPORTS

COR.1	SPONSORSHIP POLICY
Officer:	Adele Drago-Stevens, Director Corporate
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Draft Sponsorship Policy ↓

Summary

The following draft Sponsorship Policy has been developed and is presented for consideration by Council to address the need for a formal position and guidance on how Council establishes and manages sponsorships of mutual benefit between Council and external organisations.

Recommendation

That Council adopts the Draft Sponsorship Policy as attached to the agenda of this meeting, effective from 28 September 2023.

Background

Council has a responsibility to ensure that actions are taken in the best interest of the community, including establishing policies that promote transparency, accountability, and ethical conduct. A Sponsorship Policy is one tool to help Council achieve these goals by providing a clear framework for interactions with external organisations where there are reciprocal partnerships and exchanges of value or funds, ensuring the community's values and priorities are reflected in any partnerships undertaken.

Discussion

The draft Sponsorship Policy has been developed to provide the community and Council officers with an understanding of how sponsorship activities can occur between Council and external organisations, and differentiates this activity from gifts, grants, and other funding arrangements to provide clear guidelines for managing risk while enabling the best benefit.

This draft Sponsorship Policy had been developed with the intent of providing a clear framework for Council's interaction with external organisations.

A procedure is in development to implement this strategy, and if the policy is adopted by Council, will be implemented to support the delivery of the policy.

Consultation and engagement

This policy has been developed by officers and presented to Councillors at a Councillor Briefing. The draft Sponsorship Policy was also presented to the Audit and Risk Committee at its August meeting where feedback was provided.

A community consultation process was undertaken, with invitation to the community to review and provide feedback. This consultation period ran for a period of 28 days and closed

on 31 July. Existing Council sponsors and businesses were directly invited to participate. No feedback or submissions were received.

Collaboration

Nil

Innovation and continuous improvement

The development of this policy has resulted from Council looking to carry out best practice by seeking to always improve transparency and accountability to our community. If adopted, the policy will form part of Council's policies and procedures, and will be reviewed regularly.

Relevant law

To ensure that Council is transparent and provides a clear, auditable record of our finances, our record keeping and management of sponsorships as financial transactions must be in accordance with the Financial Standing Directions and requirements of the *Financial Management Act 1994* and *Audit Act 1994*. Consideration was also given to the requirements of the *Local Government Act 2020* and *Geographic Place Names Act 1998*.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report. However, included in this draft policy are guidelines to ensure action is taken to implement sponsorship activity in a manner that ensures gender equity. This includes ensuring a fair and unbiased approach to the application of selection and categorisation criteria, and regular reporting on sponsorship arrangements including gender-relevant data where possible. Additionally, it is also recommended that steps are taken to ensure that for each potential sponsorship opportunity advertised to potential candidates, and assessment of the method to communicate, advertise, and accept applications includes consideration of gender impacts at the time of the proposal being made public.

Relevant regional, state and national plans and policies

The draft Sponsorship Development Policy has been developed and adopted from the Victorian Government Sponsorship Policy.

Relevant Council plans and policies

The development of this policy meets Council's strategic objective to deliver strong and reliable government.

A number of Council's other policies have been noted as related policies which is included in Section 17 of the draft attached to this report.

Consideration was also given to the Council's Corporate Branding Guidelines.

Financial viability

Nil

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.

Policy



Draft Sponsorship policy

Date of Adoption	27 September 2023		
Adoption Method	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> CEO	<input type="checkbox"/> Other (please specify)
CEO Signature			Date
Responsible Officer and Unit	Director Corporate and the Director Community		
Nominated Review Period	<input type="checkbox"/> Annually	<input checked="" type="checkbox"/> Every 4 years	<input type="checkbox"/> Other (please specify)
Last Endorsement Date	N/A		
Next Endorsement Date	2027		

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	0.8	March 2023	Director Corporate
Third Draft	0.12	10 May 2023	Director Corporate
Final Draft	1.0	7 June 2023	Director Corporate
Approval – Post Exhibition	1.2	7 Sept 2023	Director Corporate

Contents

Contents	2
1. Purpose	3
2. Reasons for Policy	3
3. Sponsorship opportunities and Sponsor classification	4
4. Limitations on sponsorship agreements	5
5. Exclusivity	6
6. Management, monitoring and accountability	7
7. Monitoring and reporting	9
8. Ensuring, fairness and ethical behaviour during management	9
9. Managing Risk and Appropriate activity	10
10. Financial risks	11
11. Naming rights	11
12. Use of logos as part of sponsorships	12
13. Assessment and approval	12
14. Gender Impact Assessment	12
15. Definitions	13
16. References	15
17. Related Policies	15
18. Related Legislation	16
Appendix 1	17

1. Purpose

Sponsorships support and enable Council to deliver a diverse range of infrastructure, events, and projects to meet the needs of the Shire's community.

The objective of this policy is to provide the community and Council officers with an understanding of how sponsorship activities can occur between Council and external organisations, by developing meaningful partnerships with other organisations.

This policy is intended to provide guidance for Council staff seeking or receiving sponsorship opportunities on behalf of Council.

It also provides guidance for requesting and reviewing responsible sponsorship naming rights requests from clubs and businesses, including temporary naming of assets and infrastructure at sporting grounds, for both applicants and Council officers.

This policy applies to financial and in-kind support received by Council provided by external organisations. Sponsorship support may also include State or Federal Government funding and/or components.

This policy does not cover capital grants, bequests, gifts or memorials, or philanthropic contributions received by Council. It is also not the intention of this policy to cover instances where Council is providing funds as a grant or bequest (where Council acts as "sponsor" by providing funding support) which imposes no obligations on the recipient, and which offer little or not rights or benefits to the provider. However, it does extend to arrangements where there is incoming support that is reciprocated by Council (through in-kind or other means).

2. Reasons for Policy

Council supports the use of appropriate sponsorship to make the most of financial and in-kind support for identified activities and events.

The community should see benefits of sponsorship arrangements through enhanced services, activities and events. Council must ensure that all sponsorship arrangements are restricted to appropriate activity, are transparent, and do not limit Council's ability to perform its duties impartially.

All sponsorship arrangements will be undertaken in a professional and co-ordinated manner, and in accordance with relevant Council policies.

Council recognises that a sponsorship policy is essential to:

- Ensure a uniform approach to sponsorship across Council including the opportunities and limitations.
- Provide a level of accountability and responsibility for sponsorship decisions.
- Establish Council's requirements for entering sponsorship arrangements or partnerships.
- Co-ordinate and maximise sponsorship and partnering opportunities.
- Ensure that the reputation, brand and public image of Council is protected.

- Ensure that risks are managed.
- Ensure a consistent, fair, impartial and transparent approach to sponsorship and the forming of partnerships.
- Provide clear guidelines on the nature of sponsors/partners that do not conflict with Council's vision and key objectives.

All sponsorship arrangements will be undertaken in a professional and co-ordinated manner, and in accordance with relevant Council policies and procedures.

3. Sponsorship opportunities and Sponsor classification

Council will offer a variety of opportunities to local businesses, organisations, and commercial entities to sponsor Council activities, events and infrastructure, where appropriate. These sponsorships will be available as cash or in-kind, or a combination of both.

Sponsorships received by Council must:

- be registered and documented.
- be publicly reported.
- support the achievement of Council goals and objectives.
- be closely linked with key Council priorities.
- ensure value for money.
- demonstrate ethical, impartial and fair principles.
- increase effectiveness of Council's programs.
- be appropriate activity of Council, and not damage Council's reputation.
- not be a conflict of interest with Council's regulatory or other responsibilities.
- comply with the relevant Standing Directions of the Minister for Finance under the *Financial Management Act 1994*.
- provide Council with the opportunity to communicate key messages about Council's role and services to identified audiences.
- have an explicit end date.
- be evaluated on conclusion.

Approaches to potential sponsorship candidates should be consistent and uniform and ensure benefits that correspond with cash or in-kind value provided. Business Units within Council will determine appropriate financial levels of sponsorship available, in line with the nature of the asset, activity, or event being sponsored. Director discretion can be applied to ensure mutual benefit from any agreement and that Council is not undervaluing its assets or services.

Officers may determine the range and level, based on offers provided in response to approaches to potential sponsors. As a general guide, sponsors can be classified based on their *total* sponsorship contribution agreed with Council (and delivered) within a twelve-month period (although agreements may span more than a single year). This is *separate* to the partnership ratings that may be applied for individual activities or events (e.g., 'Gold' or 'Silver' partners for Shire seasonal festivals).

Classification of sponsors will range from 'Foundation' for the lowest level of contribution and benefit through to 'Tier 1', which would be the highest level of contribution and benefit.

Examples of Tier thresholds and benefits are set out in Appendix 1.

Sponsorship Tiers and the value of relevant financial contributions (or cash and equivalents) for classifying sponsors will be reviewed each year as part of the annual budget process, and published for the public.

Sponsorship candidates should also be classified in relation to Council activities or service areas (e.g., 'arts partner', or 'events partner', 'community partner', 'corporate sponsor'), to ensure effective management of agreements, provide the basis for assessing the distribution of partnerships for sponsors, understand which categories of sponsorship are the most successful, help to determine any exclusivity arrangements, and enable effective reporting.

Suggested categories include:

Infrastructure, Arts, Community, Seniors, Youth, Events, and Corporate.

These categories may be updated from time to time to reflect the operations of Council and the most effective way to group and manage Sponsors.

4. Limitations on sponsorship agreements

Council will not accept sponsorship from any individual, organisation or commercial enterprise which has a matter that directly impacts them currently pending decision by Council, or that:

- has an unrecovered or written-off debt with Council in the past two years.
- has not met the reporting requirements of previous Council agreements, including sponsorship agreements, grant agreements, or commercial contracts.
- is prohibited by law from participating in sponsorship arrangements.

Discretion may be applied for special circumstances impacting sponsor candidates with written-off debts or unmet reporting requirements. Applications for exceptions must be submitted to, and approved by, the CEO.

Council will not allow any sponsor to determine the content or interpretation of any program or service or give sponsors influence over Council or access to restricted information, and explicitly

prohibits any arrangements which would personally benefit individual Council employees, or their friends/family.

Protecting Council's reputation and its compliance role will be expressed clearly in the sponsorship agreement.

Terms will be included in agreements to ensure appropriate protection of Council's reputation and community interests, depending on the nature and scope of the sponsorship. For example, Council should include explicit terms to ensure that:

- its logo is not used without its specific permission/approval.
- the sponsorship agreement will not impede Council's ability to undertake its regulatory and compliance roles.
- Council continues to own the intellectual property developed.
- Council information obtained by the other party during the term of the sponsorship is kept confidential.

Sponsorship candidates may be conducting or seeking to conduct business or investing or seeking to invest within Macedon Ranges Shire Council in other ways. Provided that the sponsorship agreement does not provide a conflict of interest or perceived conflict of interest with a decision or determination of Council, sponsorship may proceed with candidates that have multiple interests.

5. Exclusivity

Council may consider offering a guarantee for exclusivity of presence or profiling for sponsors based solely on the business category or type.

Exclusivity within a business category for a sponsor must be outlined in the sponsorship agreement. Generally, Council will endeavour to limit the number of sponsors per activity/event who represent similar business categories.

Sponsor benefits will be tailored to ensure differentiation and maximum exposure for each sponsor, with consideration given to the following priorities:

- Prioritising local suppliers.
- Ethical and environmental practices.
- Maintaining a clear order of process.
- Maintaining an effective register of sponsors and managing administrative overhead.

6. Management, monitoring and accountability

Opportunities to sponsor Council activities be offered to an appropriately broad field of potential sponsors.

There are two key methods of facilitating sponsorship for Council activities, events, and assets:

- Public or confidential EOI.
- Direct approach.

Either method may be used depending on the value and nature of the sponsorship arrangement being sought by Council.

Sponsorship processes should be transparent, providing potential sponsors with a genuine opportunity to do business with Council and where possible, ensure competition among sponsors to provide 'value for money' offers.

In determining whether to publicly advertise a sponsorship opportunity, consideration should be given to the following:

- The total value of the opportunity.
- The possible forms sponsorship could take.
- The likely number of applicants or competitors.
- Potential negative impacts of advertising on existing sponsorship arrangements or existing offers.
- Timeliness.

Where it is deemed inappropriate to publicly advertise a sponsorship opportunity, Council may consider making a direct approach to a number of potential sponsors. In those cases, the rationale for the decision should be documented, and the size of the field considered should reflect the scale of the potential sponsorship.

Where organisations solicit an unsolicited proposal to Council expressing an interest in sponsorship, consideration should be given to:

- Relevance to Council's needs.
- Whether the arrangement could provide better results with another party.
- Whether it is feasible to call for expressions of interest or to tender for the right to be a sponsor, and/or negotiate with multiple parties. This should consider any intellectual property or commercial-in-confidence material and ensure appropriate treatment.

The criteria for assessing the potential sponsors to partner with Council include:

1. **Financial risk and stability:** Perform key checks on financial risks to ensure sponsors have a strong financial track record and the ability to provide the agreed benefits or funding.
2. **Relevance to the community:** Consider sponsors that have a connection to the local community and whose products or services align with the needs and values of the community.
3. **Reputation and brand image:** Partner with sponsors that have a positive reputation and brand image, as their association with the community can impact the perception of Council.
4. **Community engagement:** Prioritise sponsors that are committed to engaging with and giving back to the community through their sponsorship.
5. **Transparency and ethics:** Select sponsors that have transparent business practices and a commitment to ethical behaviour.
6. **Alignment with Council's Vision and Objectives:** The sponsor and Council should share similar goals and objectives to ensure that the partnership aligns with the overall vision of Council.
7. **Compliance with laws and regulations:** The sponsor should be compliant with all relevant laws and regulations.
8. **Sponsorship history:** The sponsor's past sponsorship activities should be researched to understand how they've handled similar partnerships in the past and ensure that there is no record of issues of concern with the proposed sponsor.

Council officers must also carry out reasonable background checks on potential sponsorship partners to ensure that their full range of business interests and activities are understood, and any potential risks are identified. Records of these checks must be kept on the official system of record.

Sponsorship proposals and agreements

All sponsorship proposals and agreements should be documented, and include:

- Clearly defined objectives, and Key Performance Indicators (KPIs) where appropriate.
- An evaluation strategy that measures the delivery of the objectives and/or KPIs.

- As assessment of the risks, costs and associated benefits.
- The nature, quantity and value of 'in-kind' benefits provided or received, identifying the full cost and benefit to Council.
- The terms and conditions of the arrangement, including the procedures for making payments and termination of the agreement by either party.
- The consequences for non-delivery of the benefits by each party to the sponsorship agreement.
- The end date for the arrangement.

7. Monitoring and reporting

Council will maintain a register of all sponsorships received, linking to the relevant proposal and/or agreement, and each coordinating Council department should produce a report at least once per year on the key sponsorships sought, new agreements, and the total value and cost to Council or sponsorships, including a summary evaluation of each in-force agreement.

Commercially sensitive information held in Council's register of sponsorships may be withheld or removed from public disclosure only on the basis that the information is sensitive and has the potential to cause detriment to the sponsoring organisation or individual to which it relates. This potential detriment must be weighed against the public interest, and information must be provided where Council is legally compelled to do so.

All sponsorship agreements should be evaluated against the objectives when concluded, and their outcomes documented. Evaluation of sponsorship agreements should also include review of adherence with the terms of the agreement and Council policies related to its implementation.

8. Ensuring, fairness and ethical behaviour during management

Staff involved in sponsorship management or decision making must maintain high levels of integrity in all official dealings including:

- Disclosure and resolution of conflicts of interest according to the Macedon Ranges Shire Council Code of Conduct and the *Local Government Act 2020* (Vic).
- Maintenance of confidentiality regarding commercial-in-confidence, intellectual property and other matters under negotiation or any other confidential information.
- Very high standards of accountability.

Under this policy, all conflicts of interest are considered inappropriate and any staff with a conflict of interest must be removed from any decision making or evaluation process.

9. Managing Risk and Appropriate activity

Council will ensure appropriate associations with sponsorship partners. 'Appropriate associations' are those made with sponsorship partners whose values, activities, products and purposes are consistent with the values, activities, purposes and goals of Macedon Ranges Shire Council.

A Strategic Risk assessment will be conducted as part of each sponsorship proposal an agreement process and will inform the determination of sponsorship agreements and their approval, as well as the ongoing management of sponsorship agreements. Risks for sponsorship agreements will be managed using Council's existing Risk Management Framework and processes.

Council will not enter a sponsorship agreement with any external individual/organisation seen to be in potential conflict with Council's responsibilities to the community, or whose reputation or image could prove detrimental to the public image of Council, including:

- Companies whose main business activity relates to the manufacture, distribution or wholesale of tobacco or associated products.
- Organisations that exist primarily for the purpose of gaming, including delivering, promoting or developing gambling products and services.
- Political parties.
- Companies whose main business activity relates to the extraction, production, distribution or wholesaling of fossil fuel or associated industries/companies
- Companies whose main business activity relates to adult services or associated industries/companies.
- Organisations that could be reasonably viewed as discriminatory, sexist, racist or disrespectful, or otherwise not consistent with other Council policies on equity, access, participation and human rights.
- Organisations that are not compliant with Council's environmental principles and policies.
- Organisations that do not support responsible drinking.

Council will consider sponsorship from local food and beverage manufacturers/businesses, provided they do not fall under any of the restrictions outlined in this section, and do not directly contradict the objectives of the Healthy Loddon Campaspe initiative. Responsible service of alcohol practices will apply during any sponsored activities or events.

Sponsorship candidates should ideally be based within the municipality or have an existing branch, depot, office, or retail outlet located within the municipality. Sponsorship candidates may also be conducting or seeking to conduct business or investing or seeking to invest within Macedon Ranges Shire.

Councillors and staff may not accept gifts resulting from a sponsorship arrangement, in line with relevant policies including the Council's Councillor Gifts, Benefits and Hospitality Policy.

Further, to ensure ongoing management of appropriate association:

- All sponsorship agreements will provide for termination of the arrangement, should the association cease to be appropriate.
- Appropriate authorisation, through the CEO and to Council, is required for any sponsorship agreement that involves acquisition of naming rights for an external asset or capital infrastructure.

10. Financial risks

As part of the criteria for assessment, Council will ensure that sponsorship procedures ensure effective financial risk management through two key checks:

- Financial viability checks will be carried out on potential sponsorship associates to ensure that potential financial risks are identified.
- Sponsorship agreements should include procedures to recover or withhold financial benefits where there is inadequate delivery of agreed benefits by the other party, particularly if the sponsorship recipient becomes subject to Council's regulation or inspection while the sponsorship agreement is in effect.

11. Naming rights

Naming Rights may be provided as part of a sponsorship agreement. This includes, for a set period, exclusive rights to attach an organisation's brand and/or name to Council events, infrastructure or assets.

Naming of sporting grounds and public infrastructure must adhere to the regulations and guidelines on geographic naming, and therefore, Naming Rights are generally provided to infrastructure and assets, rather than to geographic locations or sporting grounds themselves.

The provision of advertising space for the sponsor at a named venue may also be included in naming rights, where it applies to the Council infrastructure or asset in question as part of related agreements.

Activity that involves community donors (individuals, businesses) being given the opportunity to contribute funds (generally equivalent to 'foundational' contributions of less than \$2000) in exchange for the right to temporarily rename a specific part or component of a Council building or infrastructure with their logo or name displayed, but no further formal obligations or agreements,

are not considered 'naming rights'. Rather, naming rights typically involve a larger contribution and a longer-term name change for an entire asset, such as a building, stadium, or court.

Where an activity to accept contributions for temporarily renaming a specific part or component of infrastructure is facilitated by Council, this activity should be treated as purchasing advertising space. For contributions made by individuals or businesses as 'donations', with no formal agreement made and no expectation of 'advertising space' from the donor, this is treated as a gift, and is not covered by this policy.

The sale of advertising space at sporting grounds (apart from that which is included as part of a broader sponsorship agreement) is also not covered by this policy. To understand the management of the sale and purchase of advertising space, including for infrastructure managed or owned by other community groups on behalf of Council, please see Council's leasing and licensing policy.

In some cases, naming rights of public assets or events funded in part by State or Federal Government grants may require consultation and authorisation from the relevant Government organisation to ensure compliance with relevant funding conditions.

Sponsorship that confers Naming Rights for Council assets requires endorsement at a Council Meeting.

12. Use of logos as part of sponsorships

Council's Corporate Branding Policy and Guidelines indicating the appropriate use of Council's logo must be followed as part of any partnership arrangement.

Council will endeavour to deliver benefits to sponsors to build brand and/or product recognition and awareness and help partners to demonstrate good corporate citizenship and establish grassroots connections with the local community, however this is defined in the sponsorship agreement.

13. Assessment and approval

Assessment of sponsorship proposals and agreements will be undertaken in line with Council's existing policies and procedures on financial and other delegations, with the addition of sponsorship agreements that confer Naming Rights for Council assets, which require Council endorsement at a Council Meeting as outlined elsewhere in this policy.

14. Gender Impact Assessment

It is recommended that action is taken to deliver the sponsorship policy in a manner that ensures gender equity, this includes ensuring a fair and unbiased application of selection and categorisation criteria, and regular reporting on sponsorship arrangements including gender-relevant data where possible. Additionally, based on findings from the gender impact assessment, it is also recommended that as far as is practical, action is taken to ensure that for each potential sponsorship opportunity advertised to potential candidates, an assessment of the method to communicate, advertise, and accept applications includes consideration of gender at

the time of the proposal being made public. Additionally, to support an increased understanding of the gender impact of this policy, it is recommended that the following action is taken:

- Request gender data from organisations that propose or apply for sponsorship arrangements.
- Include gender data in reporting for rates of success for different cohorts, and the total value of sponsorship provided.

Resources for conducting Gender Impact Assessments can be found on the intranet:
mrsc.vic.gov.au/workplace/Working-here/Gender-Equality

15. Definitions

Term	Definition
Advertising	In this policy, advertising refers to the process of publicising or promoting the sponsor's brand, products, services, or cause, within the spaces or assets provided by the sponsorship agreement that are under Council administration or ownership. This could be physical space, such as on a billboard or a sports venue, printed material, such as brochures or programs, or digital space, like on a website or within an app. Advertising space and in-kind benefits should be valued at market rates.
Benefits	Benefits refers to what each party receives as part of a sponsorship arrangement. For Council benefits may be in the form of cash, financial investment, in-kind support, or a combination of these. For external organisations partnering with Council benefits may take the form of exclusive advertising rights, use of Council's brand, advertising or signage space, marketing opportunities, etc.
Donations	See 'Gifts'.
Expression of Interest	A process where organisations register their intention to compete for the opportunity to enter a sponsorship arrangement with Council.
Gifts	Gifts refers to cash (financial) support or other benefits (e.g. materials, equipment, labour) contributed to Council without an agreement or requirement for an expected benefit to the organisation or individual providing the gift, including through recognition or exposure. Recognition may be given voluntarily by Council of gifts made (e.g. publication of donors). Receiving gifts is governed by a number of Council policies, including the Fraud and Corruption Control Policy, Councillor Gifts, Benefits and Hospitality Policy, Purchasing Refreshments and Gifts Policy and the <i>Local Government Act 2020</i> (Vic). Receipt of gifts is not covered under this policy.
Grants and Incentives	Grants and incentives are controlled funding instruments by which businesses, individuals or organisations are provided with funding in recognition for a specific purpose outlined in the grant conditions and

Term	Definition
	criteria, against which funding must be acquitted, or in recognition of defined local benefit. Examples of Grants and Incentives include Community Funding Schemes, Small Project Grants, Sustainability Grants and Rebates, and Events and Festivals Grants. These programs have their own policies, procedures and guidelines, not in the scope of this policy.
In-kind benefit	In-kind benefits refer to non-monetary contributions made by a sponsor to a public organisation as part of a sponsorship arrangement. These contributions can take the form of goods or services, such as advertising space, equipment, or event tickets. In-kind benefits are often provided in exchange for recognition or exposure for the sponsor's brand or products. These benefits are typically in addition to any monetary payments made as part of the sponsorship arrangement.
Key Performance Indicator (KPI)	KPI stands for Key Performance Indicator. It is a measurable value that indicates how well objectives or goals are being achieved. In the context of an agreement or evaluation, KPIs can be used to assess the performance of the parties involved and to track progress towards the agreed-upon targets, to ensure that both parties meet their obligations.
Local supplier	Refers to a business or organisation operating within or delivering services from within the Macedon Ranges Shire municipal boundary.
Naming Rights	<p>Naming rights refers to the practice of a commercial business or club purchasing the exclusive right to name capital infrastructure (such as a sports centre), or activity (such as a festival or event) typically for a fixed period. The business or club is then also provided rights to use the name of the activity or facility in their advertising and branding and may also receive other benefits such as signage and marketing opportunities at the event, venue or centre. This is often seen as a way for businesses to gain exposure and build brand recognition within the community.</p> <p>Activity that involves community donors being given the opportunity to contribute a smaller amount of funds in exchange for the right to temporarily rename a specific part of a Council building or infrastructure with their logo or name displayed, but no further formal obligations or agreements, are not considered 'naming rights'.</p>
Partnership	For this policy, a partnership is defined as a binding relationship between two or more organisations including communications and branding, for example, awards events having a media partnership at the corporate level. For the purposes of this policy, partnerships are assumed to have mutual benefits and therefore come under the definition of a Council Sponsorship. There are several different types of partnership; Council officers may need to seek advice to ensure they are applying the definition of partnership correctly.
Sponsorship	A contractual relationship between Council and an external organisation which has been entered into for the actual or expected mutual benefit of both parties, in which an organisation contributes cash (financial) or in-

Term	Definition
	kind support for a specified period, in return for negotiated rights and benefits.
Sponsorship candidate	A sponsorship candidate refers to any group, organisation, or corporation interested in securing commercial sponsorship of a Council asset, event, or activity. The candidate must meet certain criteria, as outlined in this policy to be considered.
Value for money	'Value for money' is not simply the highest price for seeking sponsorship. It includes consideration of other factors including strategic benefits and risks, capacity to advance Council priorities/ goals and objectives the best mix of funding sources (e.g., existing program budget, Community Support Fund grants, sponsorship, etc.), direct and indirect costs of servicing the sponsorship, value of opportunities for networking or reaching new audiences.

16. References

- > Victorian Government Sponsorship Policy and Guidelines
- > Standing Directions under the *Financial Management Act 1994*
- > Corporate Branding Guidelines

17. Related Policies

- > Councillor Gifts, Benefits and Hospitality Policy
- > Purchasing Refreshments and Gifts Policy and Procedure
- > Community Grants Policy (and relevant funding scheme guidelines)
- > Geographic Naming Policy and Procedure
- > Macedon Ranges Shire Council Staff Code of Conduct
- > Councillor Code of Conduct
- > Macedon Ranges Shire Council Risk Management Policy
- > Leasing and Licensing Policy
- > Memorial Policy
- > Corporate Branding Policy

- > Related Party Disclosure Policy


18. Related Legislation

- > *Local Government Act 2020*
- > *Financial Management Act 1994*
- > *Audit Act 1994*
- > *Geographic Place Names Act 1998*
- > *Gender Equality Act 2020*

Appendix 1

The below table sets out example contribution Tiers for the initial implementation of this policy, with some examples of contributions and benefits for each tier. These will be set and reviewed annually.

Sponsor Tier	Financial Contribution p.a.	Example Council Benefit	Example Sponsor Benefit
Tier 1 Highest level of sponsor contribution	\$10,001 and greater Highest level of financial contribution	Agreements may provide support across multiple activities, events and/or a season of events or annual program.	Naming rights for a limited period of an event or asset. Significant presence on marketing collateral related to the event, season, or program (including logo on all material). Opportunities for significant presence at events/activities in a premium position.
Tier 2 Medium level of contribution	\$6,001 - \$10,000 Medium level of contribution to an individual event or activity	Moderate presence on marketing collateral related to the event or activity	Naming of individual award categories or specific events. Opportunity for physical presence at events/activities.
Tier 3 Low level of contribution	\$2,000 - \$6,000 Low level of contribution to an individual event or activity	Limited presence on marketing collateral related to the event or activity.	Limited presence in market campaign/s. Visible signage with logos at Council buildings.
Foundation Individual sponsorships	Under \$2,000 Lowest contribution amount considered for an individual event or activity	1 social media mention Mention in speeches	Limited presence in marketing campaigns.

COR.2	PERFORMANCE STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	5. Deliver strong and reliable government
Attachments:	Annual Performance Statement for period ended 30 June 2023 

Summary

The Performance Statement has been prepared in accordance with the *Local Government Act 2020* (the Act) and the Local Government (Finance and Reporting) Regulations 2020 (the regulations).

The Performance Statement was audited by the Victorian Auditor-General's Office (VAGO) and considered by the Audit and Risk Committee at its meeting on 20 September 2023. Prior to finalising the Performance Statement with VAGO for final approval, the Performance Statement must be given in principle support by Council.

Once the Performance Statement has been audited by VAGO has been finalised, it must be certified in its final form by two Councillors, the Chief Executive Officer and Principal Accounting Officer.

Recommendation

That Council:

1. **Approves 'in principle' the Performance Statement for the year ended 30 June 2023, on the recommendation of the Audit and Risk Committee.**
2. **Delegates authorisation to certify the Performance Statement to the nominated Councillor members of the Audit and Risk Committee.**
3. **Endorses the Performance Statement be included in the Annual Report upon certification.**

Background

The Victorian Government introduced a mandatory system of performance reporting, the Integrated Strategic Planning and Reporting Framework (ISPRF) on 24 October 2020.

The legislative requirements to develop strategic planning, budgeting and annual reporting documents is covered by Part 4 of the Act which addresses planning and financial management.

The Act introduced strategic planning principles for Victorian councils which include an integrated approach to planning, monitoring and performance reporting. This important shift from a more prescriptive form of legislation to a new Act that is principles-based.

The Performance Statement was prepared in accordance with the Local Government regulations, and it has been audited by the Victorian Auditor General's Office in accordance with the *Local Government Act 2020* section 99 (4). Prior to submitting the Statement to the

Victorian Auditor-General's Office for final approval, the *Local Government Act 2020* section 99 (2) requires Council to pass a resolution giving its approval in principle.

The Performance Statement must be prepared in accordance with the regulations and contain the following:

- the prescribed indicators of service performance for the services provided by the Council and funded in the budget for the financial year, the prescribed measures relating to those indicators and the results achieved in relation to those performance indicators and measures,
- the prescribed indicators of financial performance, the prescribed measures relating to those indicators and the results achieved in relation to those performance indicators and measures,
- the prescribed indicators of sustainable capacity performance, the prescribed measures relating to those indicators and the results achieved in relation to those performance indicators and measures; and
- any other information prescribed by the regulations.

Discussion

The performance measures in the ISPRF are across a range of Council service areas and also include financial ratios. The Performance Statement is sub-set of key indicators in the ISPRF. The Local Government (Planning and Reporting) Regulations 2020 sets out the indicators that must be included in the Performance Statement.

For the Performance Statement for the year ended 30 June 2023 a number of changes were advised by Local Government Victoria, including new calculations and the retirement and / or replacement of some indicators. These changes have been reflected in the information to be submitted in the attached Performance Statement.

For the year ended 30 June 2023 the following points are to note:

- Some utilisation indicators have improved as a result of the impact of COVID-19 easing, especially utilisation of aquatic facilities and libraries. Indicators have returned to pre COVID levels as Council reintroduces services to the community as COVID-19 eases.
- Indicators that include own source revenue and operating expenditure are impacted by the cost incurred by Council to undertake recovery work (operating expenditure) from the June 2021 storm. The indicators for both 2021/22 and 2022/23 are impacted. As claims are raised to the State departments, the claims are recognised as revenue (own source revenue).

A number of other indicators have also experienced movement and where material (greater than / less than 10%) an explanatory comment is provided.

Approval 'in principle' and Certification of the Performance Statement

This report recommends that the Performance Statement for the year ended 30 June 2023 be approved 'in principle'.

The *Local Government Act 2020* requires Council to authorise two Councillors to certify the Statement in its final form after it has been audited by VAGO.

Therefore, it is recommended that Councillor Mark Ridgeway and Councillor Geoff Neil, as Council's delegates on the Audit and Risk Committee, be authorised to certify the Statement

(or, as recently resolved by Council, Councillor Jennifer Anderson or Councillor Janet Pearce as 'alternates' should Councillors Neil or Ridgeway be unable to meet this requirement).

The statement will also be certified by the Chief Executive Officer and the Principal Accounting Officer.

Consultation and engagement

The Performance Statement was reviewed and prepared by the VAGO and considered by the Audit and Risk Committee at its meeting on 20 September 2023.

Collaboration

The Performance Statement was reviewed and prepared by the VAGO.

Innovation and continuous improvement

The Performance Statements have been prepared in accordance with the *Local Government Act 2020* (the Act) and the *Local Government (Finance and Reporting) Regulations 2020* (the regulations).

Relevant law

Nil

Gender Impact Assessment

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

Relevant regional, state and national plans and policies

The Performance Statement has been prepared in accordance with the *Local Government Act 2020* (the Act) and the *Local Government (Finance and Reporting) Regulations 2020* (the regulations).

The Victorian Government introduced a mandatory system of performance reporting, the *Integrated Strategic Planning and Reporting Framework* (ISPRF) on 24 October 2020.

The *Local Government (Planning and Reporting) Regulations 2020* sets out the indicators that must be included in the Performance Statement.

Relevant Council plans and policies

The Performance Statements are a key component of the Council Plan priority – Deliver strong and reliable government.

Financial viability

Several of the performance indicators represent strategic financial indicators. These indicators indicate Council remains financially viable.

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.

**Macedon Ranges Shire Council
Performance Statement**

For the Year Ended 30 June 2023

Our municipality

The Macedon Ranges Shire Council (the council) is situated north-west of Melbourne. The traditional owners are the DjaDja Wurrung, Taungurung and Wurundjeri Woi Wurrung peoples.

The shire enjoys good rainfall and a more temperate climate than areas to the north and south. The unique landscape of the shire, together with the proximity to Melbourne have attracted residents and visitors since the early 1800s.

The Macedon Ranges population is spread across nine towns and a number of smaller settlements. The largest towns are Gisborne, Kyneton, Romsey and Woodend. About 39% of people in Macedon Ranges live outside a town boundary in a rural setting.

The economy of the Macedon Ranges region is diverse with the major industries (based on number of jobs in the shire) as follows;

- Industry comprising Manufacturing and Construction (18.8% of jobs)
- Public Services comprising Health Care & Social Assistance (11.6% of jobs)
- Public Services comprising Training & Education (10.1% of jobs)*

The council covers an area of 1,747 km² and has a population of 52,132 which is expected to grow to 65,771 by 2036.*

Key Events of 2022-23:

During June 2021, a severe storm caused widespread destruction across the shire. Thousands of residents and hundreds of houses, fences, outbuildings and sheds were impacted. Extensive tree falls occurred, resulting in closures of roads and public spaces. Council assisted with the clean-up from the storm. The clean-up came at a considerable cost to Council and was an unbudgeted item in the 2021/22 budget. Many millions of dollars have been contributed to the clean-up and Council is working with Bushfire Recovery Victoria to have the funds reimbursed. These additional costs are included in the operating expenditure and reimbursements approved are included in the operating revenue of council for the year 2021/22 and 2022/23.

During October 2022 there was significant storm which also resulted in severe flooding which impacted parts of the Macedon Ranges Shire Council with costs in excess of \$2.1m incurred by Council in clean up costs and community support activities. The Council is in the process of lodging claims with the Victorian state government for assessment in line with the Disaster Recovery Funding Arrangements 2018. Council also expects further spending as part of the clean up and recovery process, it is forecast that total expenditure maybe in excess of \$4.0m. The Council will be notified progressively as to whether the expenditure included for future claims is eligible for reimbursement with amounts received recognised as income. At 30 June 2023 no claims had been submitted for formal assessment. Until each claim is independently assessed the Council is unable to reliably quantify the amount of expenditure that will be confirmed as eligible expenditure and reimbursed in a future reporting period. The total amount repaid to Council will not be known until the later part of the 2023/24 financial year.

The State Government continues to engage Council's services at its Gravel Pit site to process storm debris (timber). There is significant expenditure and reimbursement (revenue) attributable to this process which are all unbudgeted. This has also contributed to fluctuating indicators across the 2021/22 and 2022/23 financial years. The indicators impacted from this activity include population and own-source revenue.

* Data provided by <https://forecast.id.com.au/>

Sustainable Capacity Indicators For the year ended 30 June 2023

Indicator / measure [formula]	Results				Comment
	2020	2021	2022	2023	
Population					
<i>Expenses per head of municipal population</i>	\$1,565.35	\$1,659.02	\$2,126.90	\$2,069.98	The rise in expenditure per head of municipal population over the past two years can be attributed directly to the costs associated with conducting storm recovery operations and processing storm debris.
[Total expenses / Municipal population]					
<i>Infrastructure per head of municipal population</i>	\$13,177.20	\$13,194.78	\$13,738.07	\$14,551.02	The escalation in infrastructure value per resident within the municipal population is directly connected to the surge in infrastructure value following the revaluation conducted in 2023. Furthermore, the inclusion of numerous significant infrastructure projects in the 2023 works program has contributed to this increase.
[Value of infrastructure / Municipal population]					
<i>Population density per length of road</i>	28.35	28.75	29.05	30.67	The rise in this indicator signifies that the Council has seen greater population growth compared to the expansion of the road network through development.
[Municipal population / Kilometres of local roads]					
Own-source revenue					
<i>Own-source revenue per head of municipal population</i>	\$1,247.56	\$1,258.42	\$1,499.66	\$1,632.91	The rise in this percentage primarily results from the Council's operations reverting to a state of normalcy after the Covid period. Additionally, the income generated from the processing of storm debris has contributed to this increase.
[Own-source revenue / Municipal population]					
Recurrent grants					
<i>Recurrent grants per head of municipal population</i>	\$308.61	\$271.74	\$370.64	\$392.62	This indicator is influenced by the timing of the annual Federal Assistance Grant received by the Council. In the past two financial years, the grant for the upcoming year has been paid in full in advance.
[Recurrent grants / Municipal population]					
Disadvantage					
<i>Relative Socio-Economic Disadvantage</i>	9.00	9.00	9.00	10.00	The decrease in socio-disadvantage within our community closely aligns with the Council's continuous improvement and the corresponding increase in its overall performance score.
[Index of Relative Socio-Economic Disadvantage by decile]					

Workforce turnover					
<i>Percentage of staff turnover</i>	15.2%	11.8%	17.7%	19.7%	In August 2022, Council made the decision to withdraw services previously funded by the Commonwealth Home Support Program from 30 June 2023. As a result of withdrawing from this service, a portion of our Community Wellbeing staff were offered (and accepted) redundancies. These redundancies have contributed to a significant increase in Council's staff turnover.
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100					

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Service Performance Indicators For the year ended 30 June 2023

Service/indicator/measure [formula]	Results				Comment
	2020	2021	2022	2023	
Aquatic Facilities Utilisation <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	5.50	2.53	4.52	7.33	The increase in attendance is a direct result of the removal of COVID associated facility closures/patronage limit impacts in the current reporting period when compared to the previous reporting period.
Animal Management Health and safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	100%	0%	0%	0%	The matters issued remain unresolved within the court system and have not reached a conclusion during this reporting period. Consequently, there have been no recorded animal management prosecutions for this year.
Food Safety Health and safety <i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	95.52%	95.12%	100.00%	96.77%	One establishment that had previously received a 'major non-compliance outcome' did not undergo a follow-up inspection in the year 2022, thus impacting the reported percentage. It should be noted that this situation was addressed in 2023, although these actions took place after the conclusion of the current reporting period.
Governance Satisfaction <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	52	47	48	45	The decline is attributable to the youngest cohort surveyed who have demonstrated a decline in their positive perception. Council is looking at the means of communicating to this cohort on decisions, the basis on which they are made and how our community can participate in decision making. The other cohorts surveyed are relatively steady in their perception of Council's decision making, with the over 65 age group being the most positive.

Libraries Participation <i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	16.28%	14.17%	12.24%	16.26%	Active users library borrowers was reported incorrectly in Councils 2021-22 Performance statement, and reflected quarter 4 borrowers only instead of total yearly borrowers. Therefore comparison to 2022 is data is difficult, however the increased percentage this year comparative to 2021 is a result of the removal of COVID associated closures and restrictions.
Maternal and Child Health (MCH) Participation <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100 Participation <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	82.38%	80.85%	78.36%	80.72%	The annual participation rate has consistently averaged around 80% for this service in previous years.
	91.23%	78.67%	87.80%	80.00%	MRSC has relatively low numbers of Indigenous children within its population, thus fluctuations in the percentage of engagement reflect a small number, or even one family no longer engaging with the service. MRSC has seen 100% of Aboriginal children aged 0-2 years engaged in its services in the 2022-23 year. Thus the data reflects the reduction in the percentage of older children engaging in the service, which may be due to the impacts of COVID-19 on service provision over the last few years, and individuals now being out of the habit of engaging with the service.
Roads Satisfaction <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	54	49	43	35	This can be seen in the number of sealed road requests and is due to an increase in road failures and potholes. Further to this, we had a number of Victorian Government roads within the Macedon Ranges that were in poor condition, which also increased community dissatisfaction.
Statutory Planning Decision making <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	100.00%	50.00%	53.33%	39.29%	Twenty Eight (28) decisions were considered by VCAT in relation to Council's planning applications during 2022-2023. Eleven (11) of these decisions did not set aside Council's prior decision in relation to a planning application during 2022-2023.

Waste Collection					
Waste diversion					
<i>Kerbside collection waste diverted from landfill</i>	53.46%	64.67%	71.08%	70.52%	Diversion of kerbside waste from landfill remains high at 70.5% due to successful 4-bin system roll out covering the remaining rural areas.
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100					

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library borrower" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under section 98 of the Act

"class 1 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the Food Act 1984

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

Financial Performance Indicators For the year ended 30 June 2023

Dimension/indicator/measure	Results				Forecasts				Material Variations and Comments
	2020	2021	2022	2023	2024	2025	2026	2027	
Efficiency									
Expenditure level									
<i>Expenses per property assessment</i>	\$3,401.94	\$3,602.98	\$4,575.59	\$4,412.67	\$3,877.97	\$3,959.40	\$4,010.53	\$4,052.99	The increase of expenses per property assessment in 2021/22 and 2022/23 relates to the unbudgeted expenditure incurred by council for storm recovery work. In the forecasts, this work won't continue which see the average return to levels reported pre 2022.
[Total expenses / Number of property assessments]									
Revenue level									
<i>Average rate per property assessment</i>	\$1,843.16	\$1,881.04	\$1,890.51	\$1,929.79	\$2,060.21	\$2,113.04	\$2,157.53	\$2,201.79	The increase in the forecast years relates to a higher rate increase in the financial model used. The rate cap for 2024 is 3.5%.
[Total rate revenue (general rates and municipal charges) / Number of property assessments]									
Liquidity									
Working capital									
<i>Current assets compared to current liabilities</i>	225.99%	194.07%	167.81%	167.81%	133.19%	121.82%	148.58%	154.25%	The decrease in working capital indicator is due to the recognition of high levels of unearned income at 30 June 2022 and June 2023 period. This increases the current liability balance at 30 June 2023 and therefore decreases the indicator. The forecasts indicates a decrease in this ratio, there are a number of contributing factors to this, 2023 includes a high level of one off debtors. Cash and cash equivalents will decrease as carry forward projects are completed.
[Current assets / Current liabilities] x100									
Unrestricted cash									
<i>Unrestricted cash compared to current liabilities</i>	16.50%	19.01%	6.15%	4.21%	18.17%	11.94%	23.82%	31.93%	The result reported in 2022 was considerably lower than other years due to unbudgeted expenditure incurred for Storm Recovery works. Reimbursement of these costs has reinstated unrestricted cash levels, reinstating Council's unrestricted cash moving forward in the forecast.
[Unrestricted cash / Current liabilities] x100									

Obligations									
Loans and borrowings									
<i>Loans and borrowings compared to rates</i>	8.88%	7.56%	6.26%	9.45%	32.45%	31.80%	28.23%	26.11%	The increase in loans in 2023 exceeds the annual growth in rate income, leading to an increase in this ratio. This ratio is forecast to increase due to Council's planned borrowing needs to undertake several major capital projects.
[Interest bearing loans and borrowings / Rate revenue] x100									
<i>Loans and borrowings repayments compared to rates</i>	9.91%	1.24%	1.17%	0.58%	2.23%	2.76%	6.51%	2.94%	Council maintains a low level of borrowing, resulting in manageable repayment amounts that remain significantly lower than the annual growth in rate income. Council forecasts to drawdown several loans to fund capital works projects in the future resulting in an increase to this indicator.
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100									
Indebtedness									
<i>Non-current liabilities compared to own source revenue</i>	15.75%	13.34%	9.91%	11.96%	33.09%	28.68%	27.91%	25.77%	Loans increased in 2023, new loans were less than included in the 2023 budget as the larger project that was to be part funded from loans was delayed and carry forward into the 2024 financial year. The forecast represents the loan being drawn down in 2024 as the ratio increases significantly.
[Non-current liabilities / Own source revenue] x100									
Asset renewal and upgrade									
<i>Asset renewal and upgrade compared to depreciation</i>	154.75%	87.06%	136.30%	123.43%	124.53%	154.52%	129.38%	133.72%	The annual expenditure on the renewal and upgrade of assets has been closely aligned with depreciation, with an additional commitment to address the backlog in renewal projects.
[Asset renewal and asset upgrade expense / Asset depreciation] x100									
Operating position									
Adjusted underlying result									
<i>Adjusted underlying surplus (or deficit)</i>	4.00%	-2.74%	-0.26%	2.82%	1.94%	1.44%	1.41%	1.58%	In 2021/22 Council incurred significant costs for storm recovery which resulted in a deficit for the year. In 2022/23 these costs were reimbursed under Victoria's Natural Disaster Financial Assistance program.
[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100									

Stability									
Rates concentration									
<i>Rates compared to adjusted underlying revenue</i>	61.96%	64.62%	51.18%	52.47%	64.97%	65.41%	65.77%	66.13%	The rise in this indicator signifies an increase in the proportion of rate revenue compared to underlying revenue. This suggests that Council's dependence on annual rate revenue has grown, reflecting a greater reliance on this source of income to support its operations.
[Rate revenue / Adjusted underlying revenue] x100									
Rates effort									
<i>Rates compared to property values</i>	0.33%	0.32%	0.32%	0.26%	0.25%	0.25%	0.25%	0.24%	Property values have increased throughout the Shire, resulting in a decrease in this indicator.
[Rate revenue / Capital improved value of rateable properties in the municipality] x100									

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant "means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Other Information

1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. *The Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its 2023/24 budget, adopted by Council on 28 June 2023, which forms part of the council plan. The financial plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The financial plan can be obtained by contacting council.

Certification of Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Travis Harling

Principal Accounting Officer

25 October 2023

Gisborne

In our opinion, the accompanying performance statement of the Macedon Ranges Shire Council for the year ended 30 June 2023 presents fairly the results of council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this performance statement in its final form.

Mark Ridgeway

Councillor

25 October 2023

Gisborne

Geoff Neil

Councillor

25 October 2023

Gisborne

Bernie O'Sullivan

Chief Executive Officer

25 October 2023

Gisborne

COR.3	FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	5. Deliver strong and reliable government
Attachments:	Annual Financial Statements for period ended 30 June 2023 (under separate cover)

Summary

The annual financial statements (the Statements) for the year ended 30 June 2023 are attached for Council's consideration and 'in principle' approval.

The Statements comply with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Statements are audited by the Victorian Auditor-General's Office.

Council's Audit and Risk Committee considered the financial statements at its meeting on 20 September 2023.

Prior to submitting the statements to the Victorian Auditor-General's Office for final approval, the *Local Government Act 2020* requires Council to pass a resolution giving its approval in principle.

Recommendation

That Council:

1. Approves 'in principle' the Financial Statements for the year ended 30 June 2023, on the recommendation of the Audit and Risk Committee.
2. Delegates authorisation to certify the Financial Statements to its Councillor members of the Audit and Risk Committee.
3. Endorses the Financial Statements be included in the Annual Report upon certification.

Background

The Statements were prepared in accordance with the Local Government regulations and they have been audited by the Victorian Auditor-General's Office. Prior to submitting the Statements to the Victorian Auditor-General's Office for final approval, the *Local Government Act 2020* section 99 (2) requires Council to pass a resolution giving its approval in principle.

Discussion

Overall, Council's financial position continues to remain sound.

Council recorded increases in revenue in several categories during 2022/23, categories include user fees, rates and charges and other income. Decreases were reported for grants,

both operating and capital. The movement in capital grants is linked directly to the timing of capital work projects.

Council's financial result has been impacted by the early payment of operating grants and the reimbursement of costs incurred for storm recovery works, noting that often there is a delay between the time the works are undertaken, and Council being reimbursed.

Additionally, storm debris material continues to be process on Council's Kettlewell's site, adding unbudgeted revenue and expenditure to the overall financial result.

Capital works expenditure for the year was \$30,970,000 which is greater than the capital works expenditure recorded by Council in 2021/22 of \$24,810,000, noting that the 2021/22 program of works was impacted by a lack of contractor availability during COVID-19. Council continues to experience higher than expected tender prices for many projects, placing financial strain on the delivery of the capital works program, and several large multi-year projects commenced during 2021/22 and 2022/23, with the balance of the budgeted amounts carried forward into 2023/24.

Council has retained a strong liquidity position.

New borrowings totalling \$2,200,000 were drawn down during 2022/23, and borrowings continue to be managed in line with loan terms and Council's annual budget. Borrowing levels remain at an affordable level.

Detailed explanations of variations are contained within the notes that form part of the Statements.

Financial Statements

The Financial Statements include a comparison between the 2022/23 financial year and the 2021/22 financial year, the Balance Sheet also required the inclusion of the 2020/21 financial year. The Financial Statements comprise the:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Notes to the Financial Report

Council was required to recognise a prior-year adjustment that affected the financial reports for the two previously audited financial years, 2021/22 and 2020/21. The adjustment relates to the recognition of non-monetary contributed assets (developer contributions). The assets had previously been recognised at the time they were included in the asset system, rather than at the time of compliance or asset handover. Consequently, rather than recognising the contributions in the 2022/23 financial year, Council was required to make adjustments to the financial statements of previous years to align the timing of the contributions with compliance issuance.

Comprehensive Income Statement

The Comprehensive Income Statement shows Council's revenue and expenses for the year plus other comprehensive income.

The statement does not include the cost of asset purchases, loan repayments (principal) or reserve funds. It does however include the depreciation of asset values as an expense.

Below is a summary of the Comprehensive Income Statement:

	2022/23	2021/22 Restated
Revenue (1)	\$125,277,000	\$129,305,000
Less		
Expenses (2)	\$107,912,000	\$107,636,000
Net Operating Surplus	\$17,635,000	\$21,669,000
Other Comprehensive Income (3)	\$67,452,000	\$117,063,000
Comprehensive Result	\$84,817,000	\$138,732,000

Explanations of some of the key changes between 2022/23 and 2021/22 restated in the components of the Comprehensive Income Statements are as follows:

(1) Total income decreased by \$4,028,000

- Rates and Charges increased by \$2,089,000
 - The higher income was due to a 1.75% increase in rates per property (in line with the rate cap), an increase in the number of rateable properties (growth) throughout the year and higher waste charges to offset increased recycling costs.
- User Fees increase increased by \$1,884,000
 - The increase in user fees relates to the increased patronage at Council's Leisure Centre's, patronage is returning to pre-COVID levels, increasing income year on year.
- Operating Grants increased by \$3,188,000
 - The increase relates to a growth in the amount of Federal Assistance Grant funding, and the State Government's grant funding of 4 year old kindergarten fees commencing during 2022/23.
- Contributions – non-monetary decreased \$10,452,000
 - The decrease from 2021/22 to 2022/23 relates to the prior year adjustment made in 2021/22, which recognised the large amount of contributed assets received predominantly from the development at the Willows Estate in Gisborne.
- Net gain (loss) on disposal of property, infrastructure, plant & equipment increased by \$3,248,000
 - The recognition of a profit in 2022/23 from a loss in 2021/22 was attributed to the revenue generated from the sale of the East Paddock to the State Government.

The following table provides a breakdown of income sources for 2022/23:

Rates and charges	46.8%
Statutory fees & fines	2.6%
User fees	5.7%
Grants - operating	19.7%
Grants - capital	6.0%
Contributions - monetary	2.8%
Contributions - non monetary	3.8%
Other income	12.6%

(2) Total expenses increased by \$276,000

Some of the key movements between the expense categories were:

- Employee costs increased by \$6,287,000
 - Contributing to the growth was the annual increase for the Enterprise Bargaining Agreement and several new positions in the 2022/23 budget. Superannuation contributions increased from 10% to 10.5% under the Superannuation Guarantee. The rate of vacant positions decreased, as positions were filled post-COVID and following staff turnover in previous years. The increase in Employee costs will be offset by a decrease in expenditure on contract staff recorded under Materials and services.
- Materials and Services expenditure decreased by \$8,206,000
 - Contract payments – Emergencies decreased by \$9,400,000, related to the timing of expenditure for works responding to several extreme weather patterns that impacted the shire.
 - Contract payments – Resource Recovery increased by \$766,000, directly linked to growth in the rates charged by the contractor for collection and cartage of waste.
 - Council also recorded increasing costs relating to expenses such as insurance and fuel.

The following table provides a breakdown of operating expenses for 2022/23:

Employee costs	38.8%
Materials and services	42.3%
Borrowing costs	0.1%
Other expenses	3.8%
Depreciation and amortisation	14.9%

(3) Other comprehensive income is \$67,452,000

Other comprehensive income is made up of movements in the asset revaluation reserve as a result of asset revaluations. Council does not revalue all of its assets each year. The assets are grouped into categories and in accordance with accounting standards, the asset categories are revalued on a cyclical basis over a number of years. As most infrastructure revaluations are based on current replacement costs, they generally result in an increase in asset values. Land values have also been increasing.

The 2022/23 revaluation income was predominantly associated with asset revaluations of land, bridges, footpaths and cycleways, drainage, recreational leisure and community, parks and open spaces and streetscapes and other infrastructure.

(4) Balance Sheet

The Balance Sheet shows what Council owns as assets and what it owes as liabilities. The bottom line of this statement is Total Equity which is an accumulation over time of the net worth of Council.

Current Assets increased by \$7,154,000

The increase in current assets is a result of a higher level of cash and cash equivalents and other financial assets held at 30 June 2023. The higher level is a direct result of capital works projects being under budget and several grants that were paid to Council prior to 30 June relating to the 2023/24 financial year.

Trade and other receivables also contributed to the higher current asset balance at 30 June 2023. At 30 June 2023, trade and other receivables included amounts relating to the sale of the East Paddock, and storm material processing cost reimbursements.

Non-Current Assets increased by \$84,420,000

Non-Current assets are assets which are not expected to be converted into cash during the next 12 months. The increase is due to asset revaluations, assets contributed by developers (non-monetary contributions) and completed capital works. Offsetting these increases is the depreciation expense for the year.

Current Liabilities increased by \$4,263,000

The higher balance in 2022/23 compared with the prior year is due to early payment of grants relating to the Macedon Ranges Sports Precinct and Shared Trail projects. These grants were recorded as unearned income of \$16,668,000 during 2022/23, whereas in 2021/22 unearned income totalled \$14,908,000. Trade and other payables are \$1,305,000 higher in 2022/23 due mostly to trade payables increasing by \$194,000 and accrued expenses increasing by \$790,000. Also contributing to the growth are higher levels of Landscaping deposits, subdivision works, and asset protection deposits being held by Council.

Non-Current Liabilities increased by \$2,493,000

Non-Current Liabilities relate to borrowings and provisions that are not payable within the next year. The increase is linked directly to the drawdown of the budgeted loan in the 2022/23 financial year of \$2,200,000.

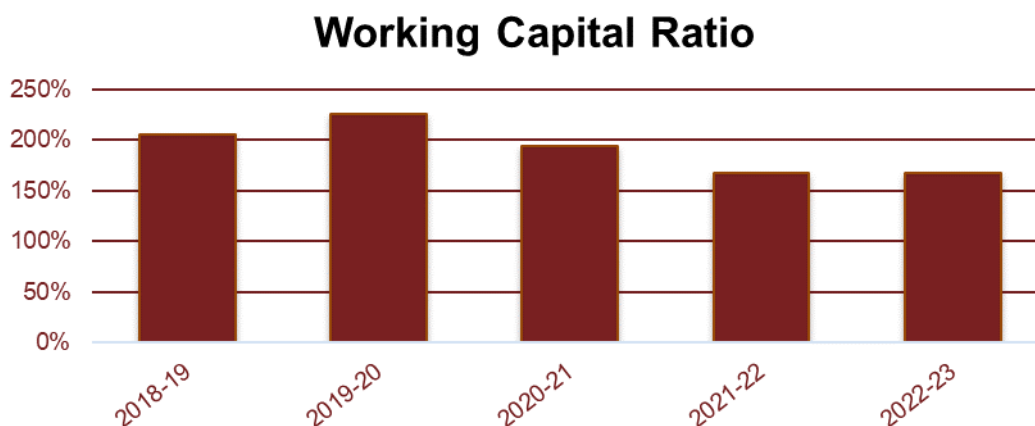
Total Equity is the term used to describe the value of the Council to its ratepayers and is divided between:

- Accumulated Surplus – the value of all net assets over time.
- Reserves – includes the asset revaluation reserve and funds reserved for specific future expenditure.

Council's total equity was \$1,403,154,000 at the end of 2022/23, an increase of \$84,818,000 from 2021/22, due to the operating surplus (comprehensive result) recorded during the year and revaluation of assets.

(5) Working Capital Ratio

The working capital ratio is a liquidity measure and provides an assessment of the number of times Council is able to meet its current commitments. Council's working capital ratio has remained at 200% or above prior to the introduction of recognising unearned income as a current liability. The decrease from 2021/22 is attributable to the recognition of the high balances of unearned income \$16,668,000 in 2022/23 and \$14,908,000 in 2021/22. Even with a reduction to 168%, the ratio indicates that Council can confidently meet its financial obligations.



(6) Statement of Cash Flows

The Statement of Cash Flows is a record of cash received and cash paid by Council during the financial year. It excludes non-cash expenses such as depreciation that are included in the Comprehensive Income Statement and includes items such as capital expenditure and proceeds from loans that are not included in the Comprehensive Income Statement.

The Statement of Cash Flows is concerned with three distinct areas as follows:

- Operating, which are normal Council operations.
- Investing, which are payments for capital equipment and proceeds from assets sales.
- Financing, which includes proceeds from investments maturing, loan proceeds received and repayment of loans. Increases in investments with a maturity of more than three months are treated as cash outflows.

The Statement of Cash Flows shows that cash on hand was \$39,577,000 at 30 June 2023. The level of cash should be considered together with the other financial assets category in the balance sheet, as investments switch between these two asset categories depending on the length of investment term. At 30 June 2023 Council held \$10,000,000 of other financial assets. Overall, cash and other financial assets are higher than 2021/22 due to lower levels of payments for capital works and the early receipt of grants relating to 2023/24.

(7) Statement of Capital Works

Capital expenditure for the year totalled \$30,970,000, an increase of \$6,160,000 compared with 2021/22. The lower capital expenditure for 2021/22 was impacted by the COVID19 pandemic, with contractors and materials proving difficult to engage or source.

Some of the key areas of capital works in 2022/23 were buildings (\$3,179,000), roads (\$9,274,000), plant and equipment (\$1,597,000), footpaths and cycle ways (\$2,286,000), parks, open space and streetscapes (\$1,348,000) and recreational, leisure and community facilities (\$11,167,000).

Included in the figures above were significant works completed at several Council facilities across the Shire including:

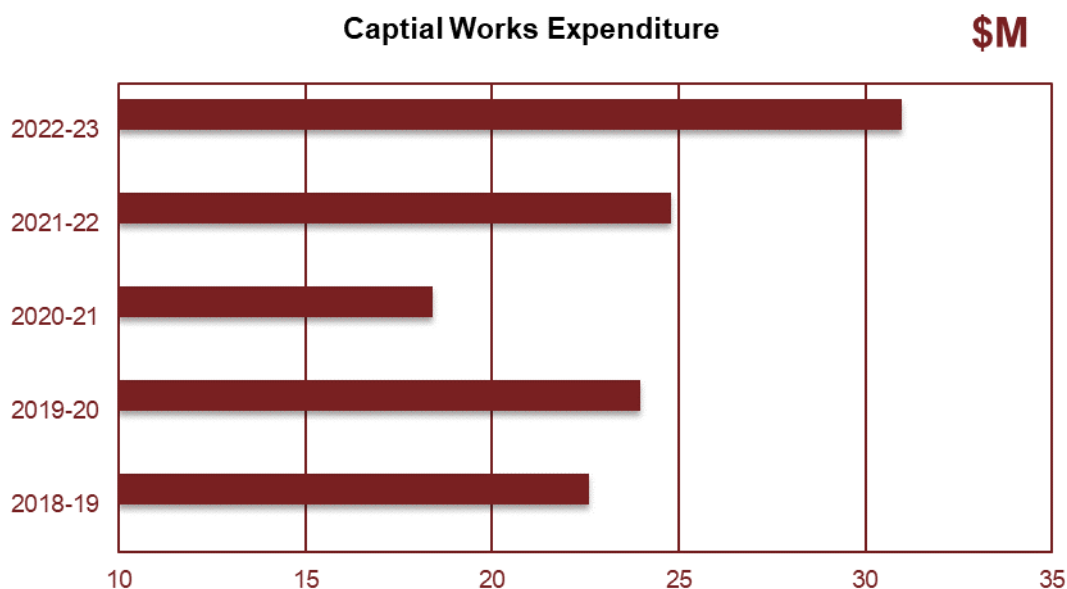
- Romsey Ecotherapy Park (Stages 2 – 3) \$2,255,000
- Gisborne Tennis Club court lighting \$293,000
- Riddells Creek Leisure Centre expansion \$344,000
- Kyneton Museum roof and floor works \$528,000
- Kyneton Red Brick Hall renewal \$332,000

The following table provides a breakdown of Council's capital works expenditure for 2022/23:

Property	10.26%
Plant & equipment	5.16%
Roads	29.95%
Bridges	1.99%
Footpaths & cycleways	7.38%
Drainage	2.43%
Rec, leisure & community facilities	36.06%
Parks, open space & streetscapes	4.35%
Other	2.43%

Capital expenditure fluctuates from year to year due to the scheduling of major one-off projects and the availability of grant funding.

The following graph shows the level of capital expenditure over the past five years:



Approval 'in principle' and Certification of the Financial Statements

This report recommends that the financial statements for the year ended 30 June 2023 be approved 'in principle'.

The *Local Government Act 2020* requires Council to authorise two Councillors to certify the Statements in their final form after they have been reviewed and approved by the Victorian Auditor-General's Office.

It is recommended that Councillor Mark Ridgeway and Councillor Geoff Neil, as Council's delegates on the Audit and Risk Committee, be authorised to certify the Statements, and as resolved by Council, that Councillors Jennifer Anderson or Janet Pearce be provided with authorisation to certify the Statements as 'alternate' delegates of the Audit and Risk Committee, should Councillors Ridgeway or Neil not be able to perform this duty.

The Statements will also be certified by the Chief Executive Officer and the Principal Accounting Officer.

Consultation and engagement

The Financial Statements were audited by Victorian Auditor-General's Office and considered by the Audit and Risk Committee at its meeting on 20 September 2023.

Collaboration

This information is prepared by the Victorian Auditor-Generals Office.

Innovation and continuous improvement

The Financial Statements have been prepared in accordance with the *Local Government Act 2020* (the Act) and the *Local Government (Finance and Reporting) Regulations 2020* (the regulations).

Relevant law

The *Local Government Act 2020* (the Act) and the *Local Government (Finance and Reporting) Regulations 2020* (the regulations) set out the requirements for preparing Financial Statements.

Gender Impact Assessment

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

Relevant regional, state and national plans and policies

The Financial Statements have been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Finance and Reporting) Regulations 2020*.

Relevant Council plans and policies

The Financial Statements are a key component of the *Council Plan 2021-2031* priority – Deliver strong and reliable government.

Financial viability

The financial statements as reported at 30 June 2023 indicates that Council remains financially viable and is able to continue operations at current levels into the future.

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.

COR.4	CONTRACTS TO BE AWARDED AS AT SEPTEMBER 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) **C2024-46 Bridge Safety Works Ross Street Malmsbury**
2. **Grants delegated authority to the Chief Executive Officer to award the following contracts:**
 - (a) **C2024-47 Supply Panel Heritage Architect Services**
 - (b) **C2024-48 Supply Panel Consultancy Services**

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.

C2024-46 Bridge Safety Works Ross Street Malmsbury

The scope of works for this contract is to construct a structural retaining wall and guard rail as per the design by Pitt and Sherry. The works include the pavement construction and sealing, embankment construction, associated drainage and ancillary works.

The CEO has delegated authority to award this contract.

C2024-47 Supply Panel Heritage Architect Services

This contract replaces the existing contract which expired on 14 August 2023. The contract is for a panel of persons or companies, to provide Council with high quality professional Heritage Architecture services on an as required basis.

The potential five-year contract could exceed the \$1 million financial delegation of the Chief Executive Officer.

C2024-48 Supply Panel Consultancy Services

This contract replaces the existing contract which expired contract 30 April 2023. The contract is for a panel of professional service providers for a range of design and investigation services and other related services for various consultancy roles in building and engineering projects.

The potential five-year 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	INSTRUMENT OF APPOINTMENT AND AUTHORISATION
Officer:	Patricia Clive, Coordinator Governance
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	1. Table of Officers to be revoked ↓ 2. Instruments of Appointment & Authorisation to approve ↓

Summary

This report seeks Council's approval to appoint authorised officers under the *Planning and Environment Act 1987* (the Act) by an Instrument of Appointment and Authorisation. Under the Act only Council, by a resolution, can appoint authorised officers who must be employees of Council. In addition, Council is required to revoke any appointments for authorised officers who are no longer employees of Council.

An Instrument of Appointment and Authorisation is required for staff who have recently commenced with Council and existing staff whose Instrument has not been reviewed and updated for some time. In addition, several Instruments are required to be revoked as the authorised officer no longer works for Council or has moved to a position that does not require an Instrument.

Recommendation

That Council resolves that in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987:

- 1. the Instrument of Appointment and Authorisation for the officers outlined in the table in Attachment 1 be revoked;**
- 2. Council Officers named in the Instruments of Appointment and Authorisation provided at Attachment 2 be appointed and authorised:**
- 3. any previous Instruments issued to the officers in Attachment 2 by Council are revoked;**
- 4. the Instruments of Appointment and Authorisation come into force upon signing and remain in force until Council determines to vary or revoke these; and**
- 5. the Instruments of Appointment and Authorisation at Attachment 2 be signed.**

Background

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

Discussion

The following officers are required to be authorised officers under the *Planning and Environment Act 1987*:

- Leanne Khan, Coordinator Strategic Planning

- Daniel Hall, Strategic Planner
- Dannielle Orr, Heritage Planner
- Isobel Maginn, Senior Strategic Planner
- Jack Wiltshire, Strategic Planner
- Louise Dewberry, Senior Strategic Planner
- Robert Ball, Manager Strategic Planning and Environment
- Dannielle Chiron, Planning Compliance Officer
- Steven Polak, Statutory Building and Planning Liaison Officer
- Chelsea Bongiovanni, Senior Statutory Planning Officer

The list of authorised officers includes staff new to Council and staff previously appointed whose Instruments have not been reviewed for considerable time. All previous Instruments of Appointment and Authorisation under the *Planning and Environment Act 1987* issued by Council to these people are to be revoked with the issuing of the new Instruments.

The Instrument of Appointment and Authorisation for the following officers are to be revoked as they are either no longer employed by Council:

- Dale Rodgers, Strategic Planner
- Robert Wallis, Senior Statutory Planning Officer
- Evert Grobbelaar, Manager Statutory Planning

Consultation and engagement

Not applicable

Collaboration

Not applicable

Innovation and continuous improvement

Not applicable

Relevant law

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

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

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

Relevant regional, state and national plans and policies

Not applicable

Relevant Council plans and policies

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

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.

Table of Officers to be revoked

Name	Reason
Dale Rodgers, Statutory Planner	Left organisation
Robert Wallis, Senior Statutory Planning Officer	Left organisation
Evert Grobbelaar, Manager Statutory Planning	Left organisation



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Leanne Khan – Coordinator Strategic Planning

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 27 September 2023

Signed:

Mayor, Councillor
Date:

Signed:

Chief Executive Officer
Date:



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "officer" means -

Daniel Hall – Strategic Planner

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 27 September 2023

Signed:

Mayor, Councillor
Date:

Signed:

Chief Executive Officer
Date:



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "officer" means -

Dannielle Orr – Heritage Planner

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 27 September 2023

Signed:

Mayor, Councillor
Date:

Signed:

Chief Executive Officer
Date:



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "officer" means -

Isobel Maginn – Senior Strategic Planner

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 27 September 2023

Signed:

Mayor, Councillor
Date:

Signed:

Chief Executive Officer
Date:



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Jack Wiltshire – Strategic Planner

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 27 September 2023

Signed:

Mayor, Councillor
Date:

Signed:

Chief Executive Officer
Date:



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "officer" means -

Louise Dewberry – Senior Strategic Planner

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 27 September 2023

Signed:

Mayor, Councillor

Date:

Signed:

Chief Executive Officer

Date:



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Robert Ball – Manager Strategic Planning and Environment

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 27 September 2023

Signed:

Mayor, Councillor
Date:

Signed:

Chief Executive Officer
Date:



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Dannielle Chiron – Planning Compliance Officer

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 27 September 2023

Signed:

Mayor, Councillor
Date:

Signed:

Chief Executive Officer
Date:



**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Steven Polak – Planning and Building Liaison Officer

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 27 September 2023

Signed:

Mayor, Councillor
Date:

Signed:

Chief Executive Officer
Date:



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Chelsea Bongiovanni – Senior Statutory Planning Officer

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 27 September 2023

Signed:

Mayor, Councillor
Date:

Signed:

Chief Executive Officer
Date:

COR.6	EAST PADDOCK, HANGING ROCK - PROCEEDS FROM TRANSFER
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

This report provides information to Council in regards to a recommended approach for the proceeds received by Council as part of the transfer of the 139 South Road, Newham referred to as the East Paddock, Hanging Rock to the Victorian State Government.

Recommendation

That Council:

- 1. Invests the funds from the proceeds of sale of Hanging Rock East Paddock in an interest-bearing account, with any interest received returned to the account; and**
- 2. Holds the funds, and any returns, until such time that Council resolves to direct them in accordance with the conditions outlined in the 25 May 2022 resolution.**

Background

Council at its meeting on 25 May 2022 endorsed the sale and transfer of the 139 South Road, Newham (East Paddock, Hanging Rock) to the Victorian State Government. As part of this resolution a number of steps were included, specifically: -

...”3. Approves the creation of a new financial reserve in accordance with Council’s Financial Reserve Policy that will retain the sale proceeds, less any professional costs incurred by Council, from the sale of East Paddock, and that:

- a) officers present a report to Council no later than three (3) months post the completion of the sale, which will include initiatives within the Shire that the funds could be allocated to; and*
- b) the allocation of any funds from the Reserve will occur in line with the current annual budget and mid-year budget processes under existing Council policy.”*

Discussion

The transfer and sale of 139 South Road, Newham “East Paddock, Hanging Rock” from Macedon Ranges Shire Council to the Victorian State Government occurred on 30 June 2023.

Council has received the funds from the transfer and sale, which are currently held in a temporary fund to ensure that the Australian Accounting Standards are met. Consistent with the resolution of Council from 25 May 2022, Council was appointed as Committee of Management for a three-year period on 6 September 2023. The Department of Energy, Environment and Climate Action (DEECA) and officers are continuing to progress the necessary steps to permanently reserve the land for Public Purpose.

Work to determine the best use of funds for the community is ongoing. Therefore, officers recommend that the received funds are held in an investment account, with interest earned reinvested, until such time that appropriate projects and initiatives can be identified that meet the required purpose, and allocated through Council's usual budget processes, as per the resolution on 25 May 2022.

Council is considering a range of options for the allocation of the proceeds of sale, in line with the intention to contribute the funds to the betterment of the Community.

Consultation and engagement

Any future use of funds will be provided to Council and the community for consultation through the relevant Council Budget Process or Council Plan as outlined within Council's Community Engagement Policy.

Collaboration

Nil

Innovation and continuous improvement

Officers will continue to review the returns on the investment of funds, in line with Council's Investment Policy to ensure the best outcome for the community.

Relevant law

Council will be required to meet legislative requirements set out in the Local Government Act 2020. Along, with ensuring that the applicable Australian Accounting Standards are met.

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

The sale and transfer of 139 South Road, Newham (East Paddock, Hanging Rock) was identified as a key step required to enable the finalisation of the Victorian State Government's 2023 Hanging Rock Precinct Master Plan, which allows for a single owner of the Hanging Rock precinct for the long-term benefit of the community.

The 2018 Hanging Rock Strategic Plan, that sets out the longer-term vision for the precinct, also identified the potential for the East Paddock to be re-integrated into the Crown-owned precinct to enable simplified management, based on earlier work undertaken by the then Department of Environment, Land Water and Planning (now DEECA).

It should be noted that with the publication of the final Hanging Rock Precinct Master Plan, the Hanging Rock Ministerial Advisory group are no longer meeting, and that the Department no longer circulate Hanging Rock Strategic Plan Updates.

Council will continue to progress and work with DEECA in relation to the Hanging Rock Precinct Master Plan, and in our role as Committee of Management.

Relevant Council plans and policies

All funds will be invested within the guidelines of Council's Investment Policy until the following year's budget is prepared. Any future expenditure will be reviewed as part of Council's Annual Budget Process with linkage to the Council Plan.

Financial viability

Not applicable for this report.

Sustainability implications

Not applicable to this report.

Officer declaration of conflicts of interest

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

COR.7	REVISED BUDGET 2023/24
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 3. Business and tourism 4. Delivering strong and reliable government
Attachments:	Revised Budget 2023/24 (under separate cover)

Summary

Council at its meeting on 28 June 2023 adopted the draft Budget 2023/24 which was prepared consistent with the requirements of Section 94 of the *Local Government Act 2020* (Vic) following community engagement and consultation in accordance with Council's policy and the *Local Government Act 1989* (Vic).

During a recent review, Council officers identified that the rate of the Municipal Charge levied as part of Council rates for the 2023/24 financial year was higher than required. As a result, an adjustment is required to this charge, with a credit applied to impacted rateable properties. To allow an adjustment to be made to the previously declared rates and charges, Council is required to prepare a revised budget under Section 95(1)(a) of the *Local Government Act 2020*.

The purpose of this report is to adopt the proposed Revised Budget for the 2023/24 financial year, including an adjustment to the declared Municipal Charge and the related income stated in the Budget. No other adjustments are required compared with the Budget adopted on 28 June 2023.

Recommendation

That Council

- Adopts a Revised Budget 2023/24 as attached to this report in accordance with Section 95(1)(a) of the Local Government Act 2020, with adjustments to the charges declared at its meeting on 28 June 2023 as follows:**
 - Reduce the Municipal Charge from \$212 to \$189 per rateable property for the 2023/24 financial year.**
- Notes that a credit of \$23 will be provided per rateable property as a result of the reduction in the 2023/24 Municipal Charge.**
- Gives public notice of its decision to adopt a revised Budget 2023/24 and that the revised Budget 2023/24 be made available to the public on Council's website and at Council offices and service centres.**

Background

Council's budget forms part of Council's Integrated Strategic Planning and Reporting framework that includes Council's Community Vision, Council Plan, Financial Plan, Revenue and Rating Plan, Municipal Public Health and Wellbeing Plan, Disability Action Plan, Workforce Plan, and an Asset Plan.

Council's Budget supports the delivery of the four strategic objectives outlined in the existing Council Plan 2021-2031, considering the longer-term strategic objectives in the plans listed above.

At the Scheduled Council Meeting on 27 April 2023, Council resolved to endorse the draft 2023/24 Budget be made available to the public and undertake a Community Consultation process in accordance with Council's Community Engagement Policy.

Council then at the Scheduled Council Meeting on 28 June 2023 adopted the draft Budget 2023/24 with several amendments.

Discussion

When undertaking a recent review of revenue and income for the 2023/24 financial year against the budget, officers identified that a greater sum of income from Council's Municipal Charge had been levied than required.

Once the issue was identified, officers took steps to calculate the correct amount of the Municipal charge to be levied, to apply an appropriate credit to all impacted ratepayers, and to ensure that the issue could not recur in future budgets.

A flat rebate for the Municipal Charge of \$23 has been calculated, reducing the Municipal Charge from \$212 to \$189 for 2023/24 per rateable property.

Revised Budget

Although the adjusted income alone does not require the budget to be recast, under Section 95(1)(a) of the LGA 2020 (Vic), a Council must prepare and adopt a revised budget before the Council can make a variation to the declared rates or charges, in this case, the amount of the Municipal Charge.

Therefore, the proposed adjustment to the Municipal Charge has been included in the attached Revised Budget 2023/24, put forward for consideration and adoption by Council prior to the adjustment being processed.

The adjustment would reduce the previously forecast income from Council's Municipal Charge by approximately \$560,000, which is reflected in the Revised Budget 2023/24. This will be managed through Council's usual financial management processes, including the mid-year budget review.

Consultation and engagement

Pursuant to Section 96 of the *Local Government Act 2020*, the adopted Budget 2023/24 was prepared in accordance with Council's Community Engagement Policy (including the provision for public consultation and comment for 21 days during April-May 2023, in addition to an earlier period of public consultation for 28 days during September 2022).

Officers will work with ratepayers to ensure appropriate communication regarding the outcomes of this decision of Council, and next steps.

Council's Audit and Risk Committee have also been notified of the proposed Revised Budget for 2023/24

Collaboration

N/A.

Innovation and continuous improvement

Officers have conducted a preliminary risk assessment to better understand the factors contributing to the need for an adjustment to the Municipal Charge, to prevent recurrence. This assessment has resulted in amendments to several key processes.

Relevant law

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

Under Section 95(1)(a) of the LGA 2020 (Vic), a Council must prepare and adopt a revised budget before the Council can make a variation to the declared rates or charges.

Each year Council is required to provide confirmation of compliance on the annual rate cap for 2023-24 to the Essential Services Commission (ESC), which includes confirmation that all Victorian councils comply with the Minister's rate cap or approved higher cap.

In accordance with the Gender Equality Act 2020, no Gender Impact Assessment was required in relation to this report.

Relevant regional, state and national plans and policies

Nil

Relevant Council plans and policies

The preparation of the budget supports Council's priority of strong and reliable government. The Budget 2023/24 includes funding for the services outlined in the *Council Plan*.

Financial viability

The variation in income is not considered material to the budget, and Council remains in a strong financial position.

Sustainability implications

Nil

Officer declaration of conflicts of interest

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

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

14 DIRECTOR COMMUNITY REPORTS

COM.1	MATERNAL AND CHILD HEALTH - SERVICE FUNDING
Officer:	Jeandanielle Evans, Coordinator Maternal Child Health
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	Nil

Summary

This report seeks Council's support to advocate to the Department of Health (DH) through the Municipal Association of Victoria (MAV) for improved funding for its Maternal and Child Health (MCH) service.

Under an agreement between the DH and MAV (on behalf of Council), the Universal MCH service should be funded on a 50:50 basis between Council and the Victorian Government, however Council has been contributing up to 63% over recent years.

Recommendation**That Council:**

- 1. Collaborates with neighbouring councils in developing a joint Maternal and Child Health services advocacy plan;**
- 2. Advocates, via the Municipal Association of Victoria, to the Victorian Government for true Maternal and Child Health Service funding parity, including responsive and flexible funding to support surges in births; and**
- 3. Advocates to the Victorian Government to adequately fund Breastfeeding Support within the Maternal and Child Health Service, in order to address local community need.**

Background

The MCH service provides support for children from birth to school age and their families in the areas of parenting, health and development. The service regularly refers to other professionals and encourages links between families in the local community.

The service provides a comprehensive and focused approach for the promotion, prevention, early detection and intervention of the physical, emotional or social factors affecting young children and their families. The relationship that MCH Nurses have with families is characterised by mutual cooperation, collaboration, respect and responsibility, in order to maximise the child's development and the family's health, safety and wellbeing.

The service operates 51 weeks of the year, is free, and is supported by the Victorian Government's 24 hour Maternal and Child Health Line.

The service is delivered by Council, in partnership with the MAV and the DH.

Council offers two key services; Universal MCH, and Enhanced MCH, which supports vulnerable families and those with additional needs.

The Universal MCH service offers ten 'Key Age and Stage' (KAS) consultations to families with children up until three and a half years of age. Additional supports may include new parents' groups and breastfeeding support, as well as a one-day per week sleep and settling service.

The Enhanced MCH Service is to improve the health and wellbeing of children by providing focused and intensive support for vulnerable families experiencing significant early parenting difficulties and children identified as being at risk of harm.

A total of 4,925 KAS developmental assessments were undertaken in 2022/23, with families attending MCH centres across the shire based in Kyneton, Woodend, Gisborne, Riddells Creek and Romsey.

Discussion

In a signed Memorandum of Understanding (MOU) between the DH and MAV (on behalf of Council), it is agreed that the Enhanced MCH Service is fully funded by the Victorian Government, and the Universal MCH Service is funded on a 50:50 basis between Council and the Victorian Government. However, Council has been contributing up to 63% to fund the Universal MCH Service over recent years.

The following challenges contribute to this funding inequity:

- Final funding is retrospective and Council is not notified until November/December.
- Budget is based on service delivery numbers of the previous year, and therefore does not consider surges in birth or enrolment numbers.
- Macedon Ranges has the highest possible SEIFA index (index of relative socio-economic advantage and disadvantage), which affects the Enhanced MCH service funding amount. Macedon Ranges Shire personal, family and household median weekly incomes are higher than both the average Victorian and Australian wide statistics.
- The MCH program has moved from the Department of Education and Training to the DH. Although there have been significant policy reforms in Early Years, a large portion of the funding that is available is allocated to kindergarten services and beyond.
- Breastfeeding Support is not currently funded within the MCH service. Council's MCH service uses a portion of the 25% additional needs funding (part of Universal MCH Funding) to deliver a one day per week Breastfeeding Support Service. Staff are able to refer to alternative funded service providers, who currently report that there are no waiting lists for access to service.

Adequate funding is required to provide a quality MCH service to the Macedon Ranges Shire community, and the funding body needs to be held accountable for meeting their agreed funding contribution, as outlined in the MOU.

Consultation and engagement

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

Collaboration

Informal discussions have occurred over the years between MCH coordinators from councils across Victoria regarding the lack of funding parity aligned to the MAV agreement. The majority of councils report that their funding does not meet the 50:50 agreement, and that they have met the shortfall over the years.

Innovation and continuous improvement

Advocating for funding parity for the MCH service will seek to ensure that Council and DH are funding the service according to the current MOU. This will benefit Council and the community.

Relevant law

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

The purpose of Gender Impact Assessments are to create better and fairer outcomes, and make sure all people have equal access to opportunities and resources. The MCH service already ensures that all people of all genders have equal access to the MCH service, and this report is to seek Council support to advocate to the DH to fund the service as agreed.

Relevant regional, state and national plans and policies

- The Memorandum of Understanding between DH and MAV 2022 - 2025 states that:
 - State and local government contribute equally (50:50) to the hourly price for the Universal MCH Service, which includes 10 KAS consultations and capacity to provide groups, additional consultations and community development.
 - Funding for each municipality is calculated based on a funding formula that takes into account the number of children enrolled in the MCH Service in specific age cohorts, the socioeconomic situation of families and rurality. Funding is based on information provided to the Department of Health in March each year by local government, this is referred to as 'March data'.

Relevant Council plans and policies

The delivery of a quality MCH program aligns with the vision and strategic objectives in a number of Council plans, including:

- Council Plan: *Healthy environment, healthy people*
 - Engage families to promote the importance of early childhood education and health
 - Support our community to ensure better access and connection
 - Assist to improve mental wellbeing within the community
- Council's Early Years Plan: CREATE
 - Our vision is that the Macedon Ranges is a place where childhood is valued and where every child can thrive, reach their potential and actively participate in the community, now and into the future.
 - 2.6 Build on existing Maternal and Child health initiatives
- Council's Municipal Public Health and Wellbeing Plan
 - Coordinate and promote accessible and inclusive services, activities and events
 - Create supportive environments for healthy eating
 - Promote the safety of children

Financial viability

Currently the financial contribution to provide the MCH service within the Macedon Ranges Shire Council is higher for Council than the agreed 50:50 funding contribution. In the 2022/23 Budget, the total cost to deliver Universal MCH services was \$1,091,978, with Council funding \$677,347 (62%) supplemented by \$414,631 (38%) of state funding.

Sustainability implications

Achieving funding parity aligned to the MOU, will enable Council to reinvest the additional funds towards other activities that will support community outcomes.

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.

No officer has declared a conflict of interest in relation to the subject matter

COM.2	CULTURAL DIVERSITY AND INCLUSION STATEMENT
Officer:	Maria Loriente, Community Partnerships Officer
Council Plan	1. Connecting communities
relationship:	2. Healthy environment, healthy people
Attachments:	DRAFT Cultural Diversity and Inclusion Statement ↓

Summary

The Cultural Diversity and Inclusion Statement (attached) has been developed in consultation with internal and external stakeholders, community groups and agencies. The statement was informed by reviewing Council's actions as a signatory to Refugee Welcome Zones and recent community events held for Cultural Diversity Week and Refugee Week.

Recommendation

That Council adopts the Draft Cultural Diversity and Inclusion Statement.

Background

Since 2018, Council has been a signatory to the Refugee Welcome Zone¹ (RWZ). In 2022, Council became a member of the Mayoral Taskforce Supporting People Seeking Asylum. Over recent years, officers have worked with and supported organisations such as Macedon Ranges Rural Australians for Refugees, Regional Victorians of Colour and recently commenced working with Loddon Campaspe Multicultural Services.

The proposed Cultural Diversity and Inclusion Statement will clarify to these external stakeholders and the broader community, Council's commitment to cultural diversity.

Membership to the RWZ is an expression of Council's commitment to Refugees, however while Council is listed as signatory to the RWZ, there has been no promotion of this commitment. There is currently no reference to the RWZ on Council's website. There is no promotion of multicultural support or advocacy groups, and Council does not have a Cultural Diversity or Inclusion Statement.

Discussion

According to the last census, overseas born residents living in the Macedon Ranges Shire form 13% of the total population². Non-English speakers³ total 2,341; representing 4.49% of the population. The shire's non-English speaking labour force in 2021 was 1,255 persons, of whom 418 were employed part-time and 693 were full time workers⁴.

Further to this Census data, Council's Economic Development team has advised that there are numerous Culturally and Linguistically Diverse (CALD) people working in local meat

¹A Refugee Welcome Zone is a Local Government Area which has made a commitment in spirit to: welcoming refugees into the community, upholding the human rights of refugees, demonstrating compassion for refugees and enhancing cultural and religious diversity in the community. Refugee Council of Australia.

² The top 5 countries identified are United Kingdom 5.2%, New Zealand 1.4%, Germany 0.5%, United States of America 0.4% and Italy 0.4%.

³ The top 5 countries identified are India 4.2%, Italy 4.0%, Germany 3.4%, Taiwan 3.2%, China 3.0%

⁴ .id (informed decisions) for Macedon Ranges Shire

works and factory settings, with one employer having between 360-390 workers who are currently living in housing provided by the employer in Castlemaine, who are bussed in daily.

Recent consultations with Loddon Campaspe Multicultural Services and Regional Victorians of Colour highlighted these overlooked populations in Macedon Ranges. This cohort tend not to be connected to mainstream community and may be completely disengaged.

Consultation with internal and external stakeholders has also confirmed that there is great benefit to be gained from the contribution of new and emerging communities, with our practices needing to be more inclusive. In embracing and celebrating cultural diversity, we can work towards achieving a greater sense of belonging for people, allowing all members of our community to feel a connection and sense of place.

Consultation and engagement

Consultations with internal and external stakeholders took place from May to July 2023. External consultations engaged overseas born residents, Australian born residents, and representatives from community groups and non-government organisations and agencies.

Officers additionally consulted with representatives of other Local Government Areas (LGAs), regarding their commitments to cultural diversity and refugees, many of which are also signatories to the RWZ - [Current Refugee Welcome Zones \(refugeecouncil.org.au\)](https://refugeecouncil.org.au) - as well as also having an associated supportive statement.

Collaboration

Officers have not undertaken collaboration with other governments and/or statutory bodies in relation to this Statement.

Innovation and continuous improvement

The process for the development of the Cultural Diversity Statement considered recent consultations and the information gathered therein. It also involved benchmarking against other LGAs.

Relevant law

Consideration has been given to relevant state and commonwealth legislation, as is listed below:

- *Charter for Human Rights and Responsibilities Act 2006*
- *Multicultural Victoria Act 2011*
- *Equal Opportunity Act 2010*

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not undertaken in relation to the subject matter of this report, given that it does not favour or exclude any gender. While projects related to the Cultural Diversity and Inclusion Statement may require a Gender Impact Assessment, the establishment of the statement itself does not.

Relevant regional, state and national plans and policies

Not applicable.

Relevant Council plans and policies

The Cultural Diversity and Inclusion Statement supports Council's priorities of Connecting communities and promoting Healthy environment, healthy people.

In addition, the following are also relevant:

- Customer Service Charter
- Reconciliation Action Plan
- Gender Equality Action Plan 2022-2025
- Community Engagement Policy
- Municipal Public Health and Wellbeing Plan 2021-2025
- Arts and Culture Strategy 2018-2028

Financial viability

There are no financial or resourcing implications to be considered in relation to this report.

Sustainability implications

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

Officer declaration of conflicts of interest

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



Cultural Diversity and Inclusion Statement

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.

Macedon Ranges Shire is located around 75 kilometres North West of Melbourne and marks the transition from peri-urban Melbourne to north-west regional Victoria; known for its beautiful historic townships, picturesque streetscapes and thriving village communities. The shire's location within the peri-urban region of metropolitan Melbourne and the Calder corridor between Melbourne and Bendigo has, and will continue to have, a significant influence on its population and economy.

This statement considers the thriving connected townships of the Macedon Ranges community, acknowledging the skills and aspirations of our residents including our culturally diverse members.

Council values and respects our cultural, religious and linguistic diversity.

Aligned to key references from the Charter for Human Rights and Responsibilities Act 2006, Principal 19, Cultural Rights, Council affirms that:

- *All persons with a particular cultural, religious, racial or linguistic background must not be denied the right, in community with other persons of that background, to enjoy his or her culture, to declare and practise his or her religion and to use his or her language.*
- *Aboriginal persons hold distinct cultural rights and must not be denied the right, with other members of their community—*
 - a) *to enjoy their identity and culture; and*
 - b) *to maintain and use their language; and*
 - c) *to maintain their kinship ties; and*



- d) *to maintain their distinctive spiritual, material and economic relationship with the land and waters and other resources with which they have a connection under traditional laws and customs.*¹

Inclusive communities

Inclusive community participation is key to sustaining a strong and vibrant community, and ensuring that people of all faiths, cultures, languages, genders and abilities are welcome and connected. Council commits to achieving this through leadership and the development of inclusive policies and plans that recognise, respect and value cultural, linguistic, ethnic, religious, gender and ability diversity. A community where diversity is not only accepted but welcomed and celebrated.

Commitment to Reconciliation

Council's commitment to reconciliation is reflected in our Reconciliation Action Plan and our vision for reconciliation:

Our vision for reconciliation is one of equality and unity between Aboriginal and Torres Strait Islander Peoples and all Macedon Ranges communities, which recognises past injustices, our shared history and shared future, and strengthens Aboriginal and Torres Strait Islander Peoples' right to self-determination.

Refugees and asylum seekers in our community

As a signatory to the Refugee Welcome Zone Declaration, Council will develop plans and programs in partnership with refugee communities and service providers to promote capacity building, and foster sustained engagement and connections between council and the newly arrived communities.

Culturally Diverse communities

Council will engage meaningfully with our community, ensuring that our engagement processes are inclusive, and that we engage directly with priority groups on issues that affect them.

Safe

Council will work towards a community where we can all freely and safely express ourselves regardless of religious belief, colour, ethnicity, language, gender or ability and share our cultures.

Welcoming

Council is committed to taking practical actions to support everyone who lives in the municipality to be able to participate fully in life and to feel welcome, included, accepted, visible and heard.

¹ <https://www.legislation.vic.gov.au/in-force/acts/charter-human-rights-and-responsibilities-act-2006/014>

COM.3	MUNICIPAL EARLY YEARS PLAN 2021-2025: CREATE UPDATE
Officer:	Sarah Day, Early Years Service Planner
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	Actions achieved across 2021/22 and 2022/23 financial years ↓

Summary

This report provides Council with an update on progression against actions in the Municipal Early Years Plan 2021-2025: CREATE.

Recommendation

That Council notes the actions progressed to date against the Municipal Early Years Plan 2021-2025: CREATE.

Background

Council's Municipal Early Years Plan 2021-2025: CREATE (CREATE) was endorsed by Council at the Scheduled Council Meeting held on 22 September 2021, following an extensive process of community engagement at the end of 2019. There are 54 actions in CREATE across four priority areas:

- Children are socially connected and active
- Children thrive in their community
- Children's needs are recognised in infrastructure and the built environment
- Children are respected and valued in their community

Discussion

An outline of actions completed, or partially completed, to the end of the 2022/23 financial year is attached. Data to inform this table has been provided by relevant managers, coordinators and officers from across the organisation.

This process has identified a number of challenges, including a change in community priorities meaning that certain actions are less relevant at this point in time.

Consultation and engagement

Successful delivery of these actions 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.

Collaboration

Collaboration with other councils, governments and statutory bodies occurred for the delivery of some of these actions, for example, in the successful application of grants from state government, in the delivery of legislated services such as kindergarten and Maternal and Child Health, and participation in local and state-wide networks.

Innovation and continuous improvement

Council will continue to consider the most innovative ways to deliver on actions identified in CREATE 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 aligns with the Council Plan 2021-2031 under the priority Health Environment, Health People, and to the delivery of actions within CREATE.

Financial viability

There are no financial or resourcing implications to be considered in relation to this report.

Sustainability implications

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

Officer declaration of conflicts of interest

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

CREATE Municipal Early Years Plan 2021-2025 – Actions achieved across 2021/22 and 2022/23 financial years**Priority area 1 – Children are socially connected and active**

- Provide opportunities for children to connect in community settings, including parks, playgrounds, shops and neighbourhoods
- Provide opportunities for children to establish positive relationships with friends and adults outside the family
- Support the community to deliver a diverse range of clubs, groups and events inclusive of children and supporting social connections
- Protect opportunities for children to connect with nature
- Deliver child friendly events

Action	Activity
1.1.1 In conjunction with community consultation, Early Years and Maternal and Child Health are engaged as knowledge experts for projects in the community impacting children and families, to gain a better understanding of children's and families' needs, including parking for parents with prams at shopping areas, five minute drop off zones near primary schools and increasing disability parking bays.	Council funded additional carparks at the Kyneton Kindergarten beyond what was funded by the VSBA
1.2.1 In conjunction with community consultation, Early Years and Maternal and Child Health are engaged as knowledge experts for projects in the community impacting children and families, to gain a better understanding of children's and families' needs, including footpath improvements and better connectivity to meet community expectations, child/family needs and address safety concerns.	Footpaths delivered in FY22/23. 1. Edgecombe St footpath, Kyneton 2. Pohlman St footpath, Kyneton 3. Bolithos Rd footpath, Riddells Creek 4. Howey St and Aitken St footpath, Gisborne 5. Farrell St footpath, New Gisborne 6. The Crescent, Lancefield 7. High St, Lancefield
1.3.1 In conjunction with community consultation, Early Years and Maternal and Child Health are engaged as knowledge experts for projects in the community impacting children and families, to gain a better understanding of children's and families' needs, including more interconnected bike paths that benefit the whole community	Shared path (allowing for bikes) delivered in FY22/23 1. Carrington St shared path, Macedon

Action	Activity
1.4.1 In conjunction with community consultation, Early Years and Maternal and Child Health are engaged as knowledge experts for projects in the community impacting children and families, to gain a better understanding of children's and families' needs, including a review of pedestrian crossings and school crossings in each township to identify possible improvements that ensure child and family safety	<p>Council successfully applied for Safe Routes to School funding to work with Gisborne Primary School</p> <p>Sixteen pram crossings and footpath sections improved and made compliant in line with the Disability and Discrimination Act in the Woodend township</p> <p>Construction of raised safety platforms and upgrades to associated pram crossings at the intersections of Brooke St/Templeton St and Urquhart St/Templeton St Woodend</p> <p>Road safety assessment conducted with five primary schools (Hesket, New Gisborne, Woodend, Newham and St Brigids), identifying potential safety problems for all users, particularly pedestrians and cyclists in the area, and identifying any required measures to reduce issues related to active transport safety</p> <p>Eleven school crossings repainted in FY22/23</p>
1.5.1 Introduce bike safety initiatives at Council managed kindergartens	<p>Bike safety initiatives ran at three Council kindergartens, including:</p> <ul style="list-style-type: none"> • hosting a road safety incursion for children with private provider Stop, Look, Listen, Think • teaching different aspects of road safety every term, including bike safety, and encouraging the use of bike helmets • providing bikes and helmets for children's use, incorporating road signs and other road safety features into the bike pathways <p>Council kindergarten staff attended the Starting Out Safely road safety education program for Victorian early years services</p>
1.5.2 Encourage not for profit and private kindergarten providers, and local primary schools, to participate in bike safety initiatives	Staff from five non-Council ECEC services attended the Starting Out Safely road safety education program for Victorian early years services
1.6.1 Advocate for the expansion of bus services and on-demand services including taxis, ride sharing, car sharing and volunteer transport	The Kyneton and Riddells Creek Movement Network Studies, and the Gisborne and Romsey Structure Plan processes, are exploring and advocating for improved public transport options for these towns

Action	Activity
1.7.1 Review Council's role in supporting playgroups and toy libraries and develop opportunities to strengthen the connections between user groups	<p>Creation of a group distribution list for relevant information, eg planning and maintaining COVID safe environments, and the introduction of the Child Safe Standards</p> <p>An internal review completed of Council's role in supporting playgroups and toy libraries</p> <p>Council's website updated to include details for all playgroups and toy libraries operating in the shire (where details are known)</p>
1.8.1 Explore and advocate for additional funding with State Government to increase social connections amongst children and families who are at risk of experiencing social isolation and who may not engage in traditional community programs, eg young parents, families with child protection involvement, families from low socio-economic-status background, families from Culturally and Linguistically Diverse communities	<p>Council worked in partnership with local communities and the State Government to explore and deliver additional resources within the shire</p> <p>Advocacy for increased resources and funded for allied health professionals in Macedon Ranges is occurring with State Government and community health providers</p> <p>MCH continued to deliver the supported playgroup program to eligible families</p>
1.8.2 Use existing Council relationships to connect local community groups and services to support initiatives encouraging connection/participation of families with young children, including opportunities for intergenerational relationships	<p>Supported the introduction of BaptCare's Home-Start parent mentor pilot program in the Macedon Ranges</p> <p>Supported the development of a trial Intergenerational Playgroup session run by Kyneton Community House, with 30 participants</p> <p>Parent volunteer groups at Council kindergartens ran parent morning teas to strengthen social connections amongst kindergarten families</p> <p>Youth Services worked closely with Kyneton and Woodend Primary Schools through the Branch Out program to build social connections among families at risk of experiencing social isolation to participate in the Tuning in to Kids parents events delivered across the shire</p>

Action	Activity
1.9.1 Review accessibility of Council managed pools on an annual basis, and where possible explore options to increase access for young children and their families	<p>New initiative - Learn to swim participants (~3,000 children) provided free access to indoor facilities as a component of their membership from July 2022</p> <p>New initiative - New parents provided 50% discount to cost of first term of lessons at indoor sites</p> <p>Free in school water safety education visits to schools/kindergartens (taking the pool to the children)</p>
1.10 Explore partnerships with local schools	Council began participating in the Continuity of Early Learning meetings facilitated by Department of Education and attended five meetings

Priority area two – Children thrive in their community

- Support children to move safely in the community
- Further investigate issues about supply of health, education and care raised in consultation
- Continue staff development to ensure council delivered services contribute to positive outcomes for children
- Support and advocate for the interest of children
- Enable and empower children to participate in decisions about their needs and interests
- Support services that support families to provide a stable and loving home environment

Action	Activity
2.1.1 In Council's role as early years planner, work with all kindergarten providers to ensure there are sufficient places for every three and four year old child to attend kindergarten within the shire	Council provided support letters for four ECEC services' applications to the Department of Education for kindergarten funding No children on wait lists at Council kindergartens for 2023
2.1.2 Advocate for increased funding and resource investment by the State Government to co-locate new facilities with relevant early childhood services, eg schools and Maternal and Child Health	Successfully applied for a Building Blocks Planning Grant Conducted land feasibility study in Lancefield to identify suitable land for a new kindergarten and MCH build Successfully applied for a Building Blocks Capacity Building Grant for a co-located kindergarten, MCH and playgroup facility in Lancefield Conducted land feasibility studies in Woodend, Kyneton and Malmsbury, with parcels of land identified for State Government consideration
2.1.3 Explore new partnership opportunities with not-for-profit and private sector agencies	Macedon Ranges ECEC Professionals Network established, eleven meetings facilitated by Council, attended by eight external services, Department of Education (DE) and Council's Early Years team, including presentations from DE's Outlook Program, Goldfields Libraries, Council Aquatic Services, Bush kinder programming, and DE's Koorie Engagement Support Officers Successfully applied for an Innovation Grant through Department of Education and Training, for delivery of four Learning & Development Hub sessions, supporting recent graduate ECTs to develop local networks, receive PD, and gain awareness of local support services

Action	Activity
2.1.4 Explore feasibility of bush kinder programs being run across the shire	<p>Facilitated presentation on bush kinder from an ECEC provider running a highly successful program in Mount Alexander</p> <p>Coordinated a bush kinder site visit to Castlemaine, with representatives from seven ECEC services across Macedon Ranges</p> <p>Environment team supported two ECEC services to gain approval for the use of two areas for bush kinder activities</p>
2.2.1 Implement funded three year old kindergarten in Council managed kindergartens from 2022	<p>Council endorsed a strategic direction for the delivery of kindergarten in Council-managed services (prior to announcement of pre-prep reform)</p> <p>Five hours of funded three year old kindergarten program offered in all Council-managed Kindergartens in 2022</p> <p>Seven and a half hours of funded three year old kindergarten offered at five Council-managed kindergartens in 2023</p> <p>Fifteen hours of funded three year old kindergarten offered at three Council-managed kindergartens in 2023</p>
2.3.1 Continue to access School Readiness Funding (SRF) to assist children with communication, wellbeing, access and inclusion outcomes prior to attending school	<p>Council accessed School Readiness Funding (SRF) to assist children with communication, wellbeing, access and inclusion outcomes prior to attending school</p> <p>Council engaged a Kindergarten Inclusion and Transition Support Officer (KITSO) in 2022 to build capacity amongst staff at Council-managed kindergartens, and to support families of children with additional needs while at kindergarten and in the transition to school. This role has been retained for 2023</p>
2.3.2 Explore options and funding for allied health professionals including speech therapists, dietician, autism specialists to identify developmental issues and maximise school readiness	<p>A Kindergarten Inclusion Support Officer who is a speech therapist is employed on a temporary contract funded by school readiness funding to support educators and children and families to assist children to be school ready</p> <p>The Manager of Children, Youth and Family Services has also engaged in advocacy through meeting with the regional Primary Health Networks to discuss the limited access to allied health professionals in the shire</p>

Action	Activity
2.3.3 Investigate the need for a shire-wide transition strategy	<p>Established the Macedon Ranges Kinder to Prep Transition Network, in partnership with DoE, and facilitated first session</p> <p>Collaborated with DoE on a Macedon Ranges Prep Enrolment booklet for government primary schools in 2024</p>
2.5.1 Develop a shire wide workforce recruitment and retention strategy for Early Childhood Education and Care (ECEC) services	<p>Supported Central Ranges Local Learning and Employment Network to establish and deliver a Cert III in ECEC for secondary school students</p> <p>Held preliminary discussions with Macedon Ranges Further Education Centre to ascertain their capability/preparedness to offer relevant courses in the future</p> <p>ECEC Workforce Working Group established to consider local strategies, resources and initiatives to support the growth of the ECEC sector and six meetings facilitated by Council</p> <p>Council received a Workforce Planning grant from DoE to develop a five year ECEC workforce plan for the shire</p>
2.5.2 Child safety is embedded in organisational leadership, governance and culture in Macedon Ranges Shire Council	<p>Council updated the Child Safety and Wellbeing Policy/Code of Conduct and introduced mandatory Child Safe training and compliance for staff and volunteers. Child safety is now firmly embedded in organisational leadership, governance, and culture</p> <p>Council introduced mandatory compliance with Child Safe Standards for all funding recipients, and contractors engaging with Council</p> <p>All position descriptions now include a child safe statement and the PD's of relevant roles are kept up to date with responsibilities for child safety</p> <p>Child safety posters are displayed at all youth services events</p> <p>Youth Services is working with community groups, such as MRSPAG, to build a child safety culture across the region</p>
2.5.3 Advocate for funding and service opportunities that facilitate connections for families and children who are hard to reach/overlooked, eg young parents	<p>Council successfully advocated through the Victorian MCH Coordinators Group for increased funding across the state for the Enhanced MCH program. Funding has increased from covering 0-1 year olds only, to covering 0-3.5 year olds, in the last three years</p>

Action	Activity
2.5.4 Advocate for funding and service opportunities with the State and Federal Government to increase holistic access to local family support and educational services such as new parent groups, allied health care providers, paediatricians and child psychologists	Council advocated for increased resources and funding for allied health professionals with State Government and community health providers. This includes establishing opportunities to partner with other local government areas and utilising council owned facilities for access to health services. There are significant access issues in the shire
2.6.1 Develop an education campaign to improve breastfeeding awareness, rates and duration in the shire	MCH service provides one day per week of breastfeeding support to the community, funded through their additional need funding, and refers to local supports as needed, including lactation consultants and the Australian Breastfeeding Association 'Fully breastfeeding' rates at 6mths have increased from 24% to 38% over 22/23 and continue to be above the state average
2.6.2 Implement the State Government funded sleep settling initiative	Statistics for 2022/23 financial year: <ul style="list-style-type: none"> • Total hours delivered 184.65 • Direct hours delivered 109.41 • Indirect hours delivered 43.74 • Travel hours delivered 31.5 • Cases active at start of report period 10 • New cases created during report period 66 • Cases active for any period of time during report period 76 • Cases closed during report period (and still closed at end of period) 58 • Cases active at end of report period 18
2.6.3 Continue to strengthen the smalltalk supported playgroup program	MCH continued to run the smalltalk supported playgroup, offering participation to all eligible families across weekly playgroups in Romsey and Woodend, and in home sessions

Action	Activity
2.6.4 Continue to strengthen Enhanced Maternal and Child Health programming to support eligible families and children	<p>Statistics for 22/23 financial year:</p> <ul style="list-style-type: none"> • Total hours delivered 883.81 • Direct hours delivered 401.69 • Indirect hours delivered 365.98 • Travel hours delivered 116.15 • Cases active at start of report period 19 • New cases created during report period 30 • Cases active for any period of time during report period 49 • Cases closed during report period (and still closed at end of period) 27 • Cases active at end of report period 22
2.6.5 Support, educate about and promote use of reusable cloth nappies	<p>Council coordinated 10 face to face and online reusable nappy workshops for the community</p> <p>Reusable nappy demonstration kits supplied to all MCH clinics</p> <p>Council ran a reusable nappy survey to understand community experience and need</p> <p>Council ran a reusable rebate pilot program from 1 April – 30 June 2023, including nappies, sanitary and incontinence products</p> <p>57 reusable nappy rebates were claimed for a total of \$4,501.89</p> <p>MCH continue to educate about and encourage the use of cloth nappies through one on one visits and new parent groups</p>

Action	Activity
2.6.6 Support, enable and deliver innovative programs and activities targeting diverse parents of young children, eg young parents, parents who are socially isolated, new dads	<p>MCH promoted CatholicCare's "Dad's Tuning into Kids" seven week parenting sessions, and Relationships Australia's "DadStuff" workshops through posters and flyers at MCH centres, and in home visit packs</p> <p>MCH referred eligible parents to the Council-run supported playgroup, to the Parent-Child Mother Goose program run by Sunbury Cobaw Community Health and to the to the Home Start volunteer parent mentoring program - Baptcare</p> <p>Youth Services worked closely with Kyneton and Woodend Primary Schools through the Branch Out program to build social connections among families at risk of experiencing social isolation to participate in the Tuning in to Kids parents events delivered across the shire</p>
2.6.7 Implement learnings of COVID-19, to explore innovative ways for MCH Nurses to connect with new parents and to enable new parents to connect with one another	All new parent groups have recommenced face to face
2.7.1 Contribute to the annual planning and promotion of Council-led arts, culture and sporting activities and events for children of all abilities and backgrounds	<p>CYFS delivered a Children's Week activity in Woodend attended by 50 young children and their families</p> <p>Arts and Culture delivered a number of events geared to engaging more children, including participatory workshops at Kyneton Town Hall and Romsey Hub, providing school discounts to programmed shows (JUNKLANDIA) and scheduling shows targeted to younger audiences during school holiday periods, such as Real Pigeons, Whalebone and The Alphabet of Awesome Science</p>
2.7.2 Explore and promote activities, events and programs for children organised by external stakeholders	Arts and Culture programs and supports events for children organised by external stakeholders at the Kyneton Town Hall. Groups include local schools and dance groups

Action	Activity
2.7.3 Partner with Goldfields Library Corporation to explore opportunities, including events and activities, to enhance social connection, participation, wellbeing, fun, literacy and introduction of lifelong learning for children	<p>Kyneton Museum has installed numerous touring exhibitions at Woodend and Gisborne Libraries, promoted through Arts and Culture social media</p> <p>All new parent groups run through MCH have one session at the library to introduce new parents/carers to the service</p> <p>Goldfield Libraries invited to participate in Council's monthly recognition days working group to support stronger cross promotion and collaboration</p>
2.8.1 Provide cultural competency training to Council staff in early childhood and Maternal and Child Health settings	<p>All MCH staff undertook cultural competency training through MAV. This training is incorporated into the bi-yearly MCH conferences run by MAV and Department of Health</p> <p>Four recent graduate Early Childhood Teachers from Council-managed kindergartens participated in a workshop on embedding Indigenous Perspectives in Education</p>
2.8.2 Continue to work towards goals as identified in the Reconciliation Action Plan	<p>All Council-managed kindergartens created and deliver a service specific Acknowledgement of Country</p> <p>RAP actions continue to be implemented. Current RAP will sunset in March 2024 with the preparation of a 'STRETCH' RAP commencing in July 2023</p> <p>Eight staff from Council-managed kindergartens attended a session with Reconciliation Victoria around creating and embedding RAPs at their service</p>
2.8.3 Encourage other Early Childhood Education and Care (ECEC) providers in the shire to participate in cultural competency training	<p>Two recent graduate Early Childhood Teachers from private kindergarten providers participated in a workshop on embedding Indigenous Perspectives in Education</p> <p>Six staff from private kindergartens attended a session with Reconciliation Victoria around creating and embedding RAPs at their service</p>

Action	Activity
2.8.4 Continue to explore ways to celebrate Indigenous cultures in public spaces in planning, design and activation of the space	Inclusion of Welcome to Country at public Children's Week event Numerous activities have been organised to celebrate First Nations cultures. In Reconciliation Week family friendly yarning circles were organised for community on all three Countries. For NAIDOC 2022, the Drover's Wife was screened for the community at Kyneton Town Hall
2.9.1 Continue to provide an immunisation service to families and children in the shire as per the national immunisation schedule	Across 2021/22, Council provided immunisation services to 279 children aged birth to 8 years, over 441 unique visits Across 2022/23, Council completed all scheduled immunisation sessions
2.9.2 Explore opportunities to support hard to reach families to have their babies and children immunised	MCH and the Immunisation team meet regularly to discuss and implement ways to reach vulnerable families. The EMCH team and the Immunisation team do joint home visits for the purpose of engaging vulnerable families and encouraging immunisations for all the family Across 2021/22, Immunisation nurses conducted 95 home visits for families unable to access immunisation at a centre

Priority area three – Children’s needs are recognised in infrastructure and the built environment

- Provide solutions to how children and families navigate their communities to achieve easy and safe access to public spaces and buildings
- Collaborate with other levels of government to progress infrastructure reform priorities for children
- Actively seek and respond to opportunities to provide children opportunity to play, explore, solve problems, communicate, think, create and construct
- Actively seek and respond to the needs of people of all ages and abilities in planning process

Action	Activity
<p>3.1.1 In conjunction with community consultation, Early Years and Maternal and Child Health are engaged as knowledge experts for projects in the community impacting children and families, to gain a better understanding of children’s and families’ needs, including:</p> <ul style="list-style-type: none"> • all ability access to Council outdoor and community open spaces including seating, shade, BBQ facilities and toilets with baby change facilities and breast feeding amenities • improvements to parks and public spaces to make them more child and family friendly • fencing of playgrounds as appropriate to increase safety of children 	<p>Relevant strategies such as Open Space Strategy and Public Toilet & Barbecue Strategy include access provisions to ensure facilities and reserves are family friendly</p> <p>The review of the Open Space Strategy provides an opportunity to articulate a need to design spaces to ensure all abilities access and designed for purpose open space areas. The Open Space Strategy project is ongoing and a draft Strategy is still under preparation</p> <p>Council’s sports and aquatic centres continue discussions with MCH to identify and improve aquatic/leisure site access for children/families</p>
3.2.1 Undertake a review of baby change facilities within each township	Facilities & Maintenance has compiled a list of baby change facilities in public toilets across the shire
3.3.1 Identify the feasibility of a substantive Early Years Planner to address social planning priorities, and to support and lead collaboration and development of the early years sector across the shire	<p>Early Years Service Planner position extended until end June 2024 with the intention (subject to approval) of the position converting to ongoing</p> <p>Early Years Planning Project Officer position appointed on 6 month contract through grant funding</p>
3.3.2 Work with stakeholders on a process that considers early years expertise in the provision of public play spaces and early years infrastructure in the shire, and broader infrastructure and development projects including new planning applications	<p>Process established for CYFS Department, and broader Community Directorate, to provide feedback on Strategic Planning activities</p> <p>Early Years representation on internal working groups, including Kyneton Movement Study, Gisborne Futures, Riddells Creek Footpath Network review</p>
3.3.3 In Council’s role as Early Years’ Planner, review the provision of childcare in the Macedon Ranges and investigate opportunities to increase the access	Completed high level review of childcare waitlists with ECEC service providers

Priority area four – Children are respected and valued in their community

- Promote children's rights and reduce risks to their safety
- Deliver opportunities for children to contribute to community decision-making processes
- Inform the community about matters that affect them
- Recognise and celebrate child-friendly aspects of the local community
- Deliver initiatives to address ageism and promote child-friendly practices

Action	Activity
4.1.1 Develop engagement strategies to ensure children and families are included in the planning and development of local activities, services, programs and projects	<p>Targeted promotion to parents/carers of young children of opportunities for engagement in Council community consultations through MRKids eNews distribution list, ECEC service providers, MCH customers, and local playgroups and toy libraries</p> <p>Early Years staff completed Action Feedback with Children training</p> <p>Children and their families at Council-managed kindergartens provide ongoing input into the kindergarten program</p> <p>Council is exploring ways to embed meaningful engagement with children and young people into existing Council consultation and engagement processes</p>
4.2.1 Explore the use of video tours of Maternal and Child Health centres, toy libraries and playgroups, as per video tours of kindergartens, allowing greater access for families	Virtual tours of kindergarten services on Council's website
4.2.2 Explore other innovative ideas to showcase early childhood services and add elements of creativity to programs	Kindergartens purchased and utilised innovative IT equipment in programs, including an interactive whiteboard
4.2.3 Kindergarten and MCH staff build a collection of strategies, resources and activities that can be utilised to support with the intention of strengthening children's and families' engagement with services during periods of restrictions due to COVID-19	Online parent groups and supported playgroups created and trialled while COVID restrictions prevented them occurring face to face
4.3.1 Identify processes and criteria involved in recognising the Macedon Ranges as a child-friendly community	Recommended participation in Child Friendly Cities and Communities Network and participated in five network meetings

COM.4	SMALL PROJECT GRANTS
Officer:	Melissa Telford, Community Project Officer
Council Plan relationship:	1. Connecting communities
Attachments:	Nil

Summary

The Small Project Grants program supports projects and initiatives that:

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

Council's Small Project Grants budget for 2023-24 is \$30,000 and not-for-profit groups can apply for a maximum of \$3,000 per application.

Applications are assessed against set criteria outlined in the Small Project Grants guidelines. Funding recommendations are presented monthly at a Scheduled Council meeting for review and/or approval.

Six applications have been received, seeking a total of \$15,131.50 in funding. The applications have been evaluated against the eligibility criteria and are deemed to be eligible.

Recommendation

That Council:

1. Approves the awarding of a \$1,750.00 Small Project Grant to Kyneton Agricultural Society, for their Volunteer Hub project;
2. Approves the awarding of a \$2,458.50 Small Project Grant to Macedon Ranges Bowling Club, for their Safety Handrails project;
3. Approves the awarding of a \$3,000.00 Small Project Grant to Kyneton and Districts Toy Library, for their relocation project;
4. Approves the awarding of a \$1,923.00 Small Project Grant to Kerrie Hall, for their Improve facilities project;
5. Approves the awarding of a \$3,000.00 Small Project Grant to Kyneton Backyard Growers for their Logo and material project; and
6. Approves the awarding of a \$3,000.00 Small Project Grant to Malmsbury Mail for their Malmsbury Mail website project.

Background

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

Assessment Process

All applications are assessed by a panel of Council officers, which may include Subject Matter Experts depending on the nature of the application. They are assessed in accordance with Council's Community Grants Policy.

Applications are assessed on four broad criteria, which include:

- Evidence of Need;
- Alignment to Council priorities;
- Community Benefit; and
- Ability to Deliver to Project.

Discussion

Six applications have been received, seeking a total of \$15,131.50 in funding. The applications have been evaluated against eligibility criteria and meet program requirements. These applications include:

Project 1

Title/organisation: Volunteer Hub/Kyneton Agricultural Society

Project description/summary: The Volunteer Hub project will support the Kyneton Agricultural Society to develop a Volunteer Hub that comprises of two marquees and appropriate tables and chairs to facilitate registration, training, management, eating and relaxing, as well as a secure storage space for personal belongings for volunteers.

Consultation and collaboration: Council's Events and Festivals team were consulted and provided subject matter expertise to assist with assessment of this application.

Gender Impact Assessment: Gender-neutral

This project has been assessed to be gender neutral, as the applicant has indicated an awareness and commitment to gender equity, diversity and inclusion, but has not identified specific actions to actively address gender inequity. They have indicated specific provisions made to support inclusion for people with a disability and the aged community.

Officer comments: \$1,750.00 has been requested and officers are recommending the full amount be awarded to this project.

Project 2

Title/organisation: Safety Handrails/Macedon Bowling Club

Project description/summary: The Safety Handrails project will support the Macedon Bowling Club to purchase and install safety handrails to improve access and safety for the community using their bowling greens.

Consultation and collaboration: Council's Events and Festivals and Sport and Recreation teams were consulted to assist with eligibility and assessment of this application.

Gender Impact Assessment: Gender-neutral

Officer Comments: \$2,458.50 has been requested and officers are recommending the full amount be awarded to this project.Project 3

Title/organisation: Improve facilities/Kerrie Hall

Project description/summary: The Improve facilities project will support Kerrie Hall Inc. to purchase AV equipment, including a projector, screen, microphone and speaker to improve the functionality of Kerrie Hall for community use and hire, and assist with improving promotion of the facility and events.

Consultation and collaboration: Council's Events and Festivals and Arts and Culture teams were consulted to assist with eligibility and assessment of this application.

Gender Impact Assessment: Gender-sensitive

This applicant identified specific actions that they intend to take to improve inclusion and create a welcoming space, including developing a Statement of inclusion to be included in the Kerrie Hall website.

Officer comments: \$2,073.00 has been requested however Officers are recommending \$1,923 be awarded to this project, due to one in-kind item incorrectly being included in the grant budget. Project 4

Title/organisation: Relocation/Kyneton and Districts Toy Library

Project description/summary: The Relocation project will support the Kyneton and Districts Toy Library to purchase and install shelving and small equipment such as a laminator and printer, a desk chair and sandwich board. This will assist them to set up their program in a new facility and ensure the space is safe, accessible and functional for their volunteers and users and the community.

Consultation and collaboration: Council's Early Years, Maternal and Child Health and Facilities and Maintenance teams were consulted to assist with eligibility and assessment of this application.

Gender Impact Assessment: Gender-neutral

This application has been assessed to be gender neutral, as gender has not explicitly been considered or addressed – although accessibility and inclusion for diverse needs has.

Officer comments: \$3,000.00 has been requested and officers are recommending the full amount be awarded to this project.

Project 5

Title/organisation: Kyneton Backyard Growers/Logo and Promotional Materials

Project description/summary: The logo and promotional materials project will support the Kyneton Backyard Growers to design and produce promotional material (logo, banner, signs) and purchase small equipment such as tables, baskets, chairs and a fridge. These will assist the group to promote their initiative to connect local backyard food growers with those in the community who need assistance accessing fresh, healthy food. The group intends to run their fresh produce sharing initiative via the Kyneton Lion's Club Community Stall in the Kyneton Mechanic's Institute Reserve on a weekly basis (subject to Council permissions).

Consultation and collaboration: Council's Environment team was consulted to assist with assessment of this application.

Gender Impact Assessment: Gender-neutral

This application has been assessed to be gender neutral, as the applicant has demonstrated a strong understanding and commitment to gender equity and diversity, but has not identified

any specific actions taken to ensure accessibility and inclusion in the planning or implementation of the project.

Officer comments: \$3,000.00 has been requested and officers are recommending the full amount be awarded to this project, subject to permissions being sought, quotes for all items and further detail regarding the fridge listed in the project budget.

Project 6

Title/organisation: Malmsbury Mail/ Malmsbury Mail website

Project description/summary: The Malmsbury Mail website project will support the Malmsbury Mail to pay for the website build and costs associated with purchasing a domain name and annual fees for the domain name for two years. This will assist the group to share up-to-date community information and stories and support local businesses/groups to promote their activities/services to locals and visitors to the region.

Consultation and collaboration: Council's Environment team and Communications team were consulted to assist with eligibility and assessment of this application.

Gender Impact Assessment: Gender-neutral

This application has been assessed to be gender sensitive, as gender has been considered and some actions taken in the Malmsbury Mail submission process and guidelines document.

Officer comments: \$3,000.00 has been requested and officers are recommending the full amount be awarded to this project.

Innovation and continuous improvement

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

Relevant law

The *Occupational Health and Safety Act* relates to the Safety Handrails, Volunteer Hub and Kyneton and Districts Toy Library relocation projects.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report. See project descriptions in the Discussion above for the outcomes of gender impact assessments for each grant.

Relevant regional, state and national plans and policies

Occupational Health and Safety policy relates to the Safety Handrails, Volunteer Hub and Kyneton and Districts Toy Library relocation projects.

Relevant Council plans and policies

- Council Plan 2021-2031
- Early Years Plan
- Community Grants Policy
- Small Project Grant Guidelines
- Environment Strategy

- Municipal Public Health and Wellbeing Plan

Financial viability

The table below outlines a summary of the applications to date in the 2023/24 financial year.

Applications allocated to date	Funding available	Applications in this report	Amount requested in this report	Amount remaining if approved
0	\$30,000	6	\$15,131.50	\$14,868.50

Sustainability implications

The Toy library relocation project and Kyneton Backyard Growers applications have been submitted by groups that undertake activities to support the natural environment through re-use and hire of equipment over purchase and promotion of local food sourcing, sharing and reduction in food waste. This has the potential to contribute positively to the local environment and sustainability.

The Kerrie Hall project also indicated that the capacity building resulting from this grant would enable the group to undertake future community-based events, tackling issues such as mental health and preparedness for environmental or emergency events.

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.

COM.5	DISABILITY ACTION PLAN
Officer:	Naomi Scrivener, Manager Community Wellbeing
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 3. Business and tourism 4. Delivering strong and reliable government
Attachments:	Draft Disability Action Plan ↓

Summary

Following a four-week period of public consultation, this report recommends that Council adopt the updated Disability Action Plan 2023/24.

Recommendation

That Council:

- 1. Adopts the Draft Disability Action Plan 2023/24, revoking all previous versions; and**
- 2. Notes that an easy read version of the plan will be developed and made available to the community.**

Background

The *Disability Act 2006* (Vic) requires that councils in Victoria plan for the purpose of:

- reducing barriers to persons with a disability accessing goods, services and facilities;
- reducing barriers to persons with a disability obtaining and maintaining employment;
- promoting inclusion and participation in the community of persons with a disability;
- achieving tangible changes in attitudes and practices, which discriminate against persons with a disability.

This planning is to be included either in a Disability Action Plan (DAP) or within the Council Plan. Reporting on its implementation must be included in Council's annual report.

At its Scheduled Meeting in December 2021, Council adopted the Disability Action Plan (2021-2025). At this time the DAP was written in an easy read format and actions placed within the Municipal Public Health and Wellbeing Plan (MPHWP).

The updated DAP 2023/24 is a standalone plan and will be supplemented with an easy read version. The actions for the plan are independent of the MPHWP.

Discussion

Council has an ongoing involvement in a wide range of activities, events, initiatives and projects that impact and support people with disability in our community. In line with Council's Community Vision Statement of "a collaborative commitment to inclusivity for all", the updated DAP 2023/24 incorporates an inclusive approach, where all areas of Council

take direct responsibility for ensuring they conduct their roles in ways that promote access and inclusion across the community.

The Council Plan 2021-2031 (Year Three 2023/24) commits to “Continue to deliver the actions for the Disability Action Plan 2021–2025”. In order to meet this commitment, and to respond to current community priorities and concerns, all areas of Council were invited to nominate new actions for 2023/24 and to carry forward actions not completed in 2022/23.

Nominated actions were included in the draft DAP 2023/24, which was presented at the Scheduled Council Meeting in June 2023 and endorsed for release to undertake public consultation.

Consultation and engagement

The draft DAP 2023/24 was placed on public exhibition from 10 July to 7 August 2023, with opportunity for the community to provide feedback via:

- Online survey on Council’s ‘Have Your Say’ web page;
- Written submissions by email;
- Telephone conversations; and
- Face-to-face meetings.

The community consultation was promoted via:

- Email invitations to disability support organisations, kindergarten families, sport and recreation clubs;
- Social media posts; and
- Disability inclusion e-news.

The important aspects of the plan reinforced by community members who provided input were:

- The need to make Council places, information, grants and services accessible to people with a disability, using mechanisms that do not exclude certain groups.
- The need for Council to be proactive and identify risks and barriers in the community, e.g. uneven footpaths, inaccessible bus stops.
- Council representatives need to get out in the community to hear from people with a disability.
- Council holding or supporting inclusive events and recognising people with disability.

The feedback from consultation and how this has been addressed in the updated DAP is provided in *Table 1* below.

Feedback	Response and recommendations
With regards to the Council Plan Strategic Priorities and link to ‘maintain systems & capacity to manage and respond to emergency events’ - clarify respective roles.	Further internal discussion to consider potential action/timing in a future plan.

Feedback	Response and recommendations
What is an “accessibility guide for large council buildings”? Is this printed material and why not do without need for grants/ external funding?	Need resources to do effectively – will look at alternatives.
Suggestion - include data on people with disability who may not require daily support but are impacted, e.g. autism, AHD, Bipolar.	Added to the DAP.
Include some plans around how to hire and support workers with disabilities in the public service. Providing some goals such as making accommodations for staff who might need them to fully integrate and succeed at work.	Strengthened the action <i>Plan ways for MRSC to offer employment opportunities to people with disability.</i>
Look at potential for programs like EmployAbility – would need funding/resourcing.	Will be considered as part of future planning.
<p>Actions from the Climate Emergency plan such as the following need to be considered in DAP:</p> <p>Extreme Weather Support</p> <p>Provide customised materials and communications to assist at-risk residents being prepared to act on days of extreme weather conditions and events</p> <p>Building capacity for community led recovery:</p> <p>Provide opportunities that build capacity and enable community led planning and community-led recovery through co-designed workshops and programs</p> <p>Household Preparedness education:</p> <p>1.1 Identify additional resources to deliver information sessions, discussions and home preparedness workshops in partnership with VicSES and CFAs to improve confidence and resilience in the community and Council.</p> <p>1.2 Further promote the Home Preparedness Tools developed by VicSES and CFA.</p>	To be aligned
Add captioning (text) to livestreaming of Council meetings.	Potential of implementing this suggestion will be explored.
For Council tendering – consider accessibility for services provided by people with disability.	Included an action - ways for MRSC to offer employment opportunities to people with disability.
Liaise with NDIS LACs in regard to NDIS reform, in particular the community capacity-building plans being developed.	Agreed and meeting will be scheduled.

Table 1

Collaboration

Collaboration was not required with other councils, government and/or statutory bodies in relation to this report. Community and internal consultation was undertaken and reflected in this report.

Innovation and continuous improvement

The updated DAP 2023/24 incorporates actions that aim to encourage innovation and continuous improvement of inclusion strategies across Council departments. The DAP also prioritises building capacity for Council to engage meaningfully with the community in matters relating to people with disability.

The DAP 2023/24 will also be available in an easy read version, making it accessible to all.

Relevant law

This report is directly relevant to requirements under the Commonwealth *Disability Discrimination Act 1992* and the Victorian *Disability Discrimination Act 2006*. The report is indirectly relevant to requirements under the *Charter of Human Rights and Responsibilities Act 2006*.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this plan. There are complex intersections between inequalities related to gender, disability and the determinants of health and actions within the DAP 2023/24, which will be implemented with these intersections in focus.

Relevant regional, state and national plans and policies

The updated DAP 2023/24 aligns with the Inclusive Victoria – State Disability Plan (2022-2026) and Australia's Disability Strategy 2021-2031.

Relevant Council plans and policies

The DAP 2023-2024 aligns with Council's key strategic planning documents:

- Community Vision 2021-2031
- Council Plan 2021-2031 and its four strategic objectives; Actions in the DAP 2023/24 are linked to these strategic objectives and to relevant strategic priorities under these.
- Municipal Public Health and Wellbeing Plan 2021-2025 and Council's health and wellbeing goals:
 - Our community is inclusive and celebrates diversity
 - Our community is safe and healthy
 - Our community is adaptable and resilience

Financial viability

The actions to be delivered and reported on under the DAP 2023/24 are aligned with existing endorsed Council strategies and plans, and are achievable within operational budgets.

Sustainability implications

The implementation of the DAP 2023/24 will have positive impacts on both social and economic sustainability. The DAP actions look to increase accessibility for people with

disabilities to increase their participation with in the Macedon Ranges, which benefits the community as a whole.

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.

Disability Action Plan 2023/24



Table 1 Endorsement Details

Date of Adoption			
Adoption Method	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Executive	
CEO Signature		Date	
Manager	Naomi Scrivener, Manager Community Wellbeing		
Department	Community Wellbeing		
Term	July 2023 to June 2024		
Last Endorsement Date	27 October 2021 (Easy English format)		
Nominated Review Period	<input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Biennially	
Next Endorsement Date	June 2024		

Council's Disability Action Plan 2020-2025 (Easy English version) was endorsed, with actions incorporated into the Municipal Public Health and Wellbeing Plan 2020-2025, at the Scheduled Meeting held 27 October 2021.

This plan for 2023-24 builds on previous plans but is a separate document linked to the Council Plan and other Council plans and strategies.

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.

Contents

Acknowledgement of Country	1
Purpose and aims of this Disability Action Plan	3
Legislative and policy context	4
Local policy context and relevant Council Plan priorities	6
Summary	7
Disability in the Macedon Ranges Shire	8
Council's role	9
Developing the DAP	9
Monitoring and reporting	10
Actions for 2023-24	11
A. Actions linked to Council Plan Strategic Objective – Connecting Communities	
B. Actions linked to Council Plan Strategic Objective – Healthy Environment, Healthy People	
C. Actions linked to Council Plan Strategic Objective – Business and Tourism	
D. Actions linked to Council Plan Strategic Objective – Deliver Strong and Reliable Government	

Purpose and aims of this Disability Action Plan

This Disability Action Plan (DAP) recognises the right of all people with disability to live an included and respected life in our community and acknowledges the important roles played by carers, families, volunteers and service-providers.

We developed this DAP with input from people with disability, disabled people's organisations, families, carers and supporters of people with disability.

The DAP will guide Council decision-making and aims to promote

- A whole-of-council approach to disability inclusion
- Accessible and inclusive Council services, programs and events
- Partnership approaches
- Positive community attitudes and disability-inclusive community activities



Legislative and policy context

Our DAP aligns with our responsibilities under the following legislation

International

- United Nations Convention on the Rights of Persons with Disabilities

National/Australian

- Disability Discrimination Act 1992
- Disability (Access to Premises – Buildings) Standards 2010
- Disability (Standards for Accessible Public Transport) 2002
- Disability Standards for Education 2005
- Australia's Disability Strategy 2021-2031

State/Victorian

- Disability Act 2006
- Equal Opportunity Act 2010
- Local Government Act 2020
- Carers Recognition Act 2012
- State Disability Plan – Inclusive Victoria: state disability plan (2022-2026)
- Legislation relating to the built environment including
 - Building Act 1993 (State)
 - Building Regulations 2018 (State)
 - National Construction Code (National)
 - Australian Standard 1428.1-2021 (National)

- 4 Disability Action Plan 2023/23

The DAP addresses the four key areas of action legislated in the Victorian Disability Act 2006. These are:

- Reducing barriers to people with a disability in accessing goods, services and facilities
- Reducing barriers to people with a disability in obtaining and maintaining employment
- Promoting inclusion and participation of people with a disability in the community
- Achieving tangible changes in attitudes and practices which discriminate against people with a disability



Local policy context and relevant Council Plan priorities

The DAP aligns with the Macedon Ranges Shire Council (MRSC) key strategic planning documents:

- Council Community Vision 2021-2031
- Council Plan 2021-2031 and the four (4) Strategic Objectives in this Plan
- Council Municipal Public Health and Wellbeing Plan 2021-2025 and Council's health and wellbeing goals:
 - Our community is inclusive and celebrates diversity
 - Our community is safe and healthy
 - Our community is adaptable and resilient



Figure 1 Strategic Objectives, Community Vision Themes

Summary

The Disability Act 2006 (Vic) requires that Councils in Victoria either prepare an annual DAP or include disability planning in their Council Plan. Reporting on implementation must be included in Council's annual report.

Council's Disability Action Plan (2021-2025) is written in an Easy English format, with 2022-2023 actions being part of the Municipal Public Health and Wellbeing Plan (MPHWP). For 2023-2024 the DAP is a standalone plan, which is aligned to other Council plans and strategies. It will also be supplemented with an Easy English version.

The Council Plan 2021-2031 (draft 23/24 actions) commits to "Continue to deliver the actions for the Disability Action Plan 2021–2025". Therefore to meet this all areas of Council have been invited to nominate relevant new actions for 2023-2024 or to carry forward actions that were not able to be met in in 2022-2023.

Council has an ongoing involvement in a wide range of activities, events, initiatives and projects that impact and support people with disabilities in our community. In line with Council's Community Vision Statement of "a collaborative commitment to inclusivity for all", the draft DAP 2023-2024 incorporates an inclusive approach across Council responsibilities, where all areas take direct responsibility for ensuring they conduct their roles in ways that promote access and inclusion across the community.

Feedback from relevant stakeholders across Council was sought and actions collated to form the draft plan. Public consultation on the draft was held in July/August 2023 and the feedback reflected in the plan where this was possible, appropriate and timely.

Disability in the Macedon Ranges Shire

In 2021, 2,614 people (or 5.1% of the population) in Macedon Ranges Shire reported needing help in their day-to-day lives due to disability. This was a percentage increase from 2016 and compares to 6.9% for Regional Victoria.

In Macedon Ranges Shire in 2021, 5,878 carers were providing unpaid assistance to a person with disability, long term illness or old age, an increase of 1.9% since 2016. This represents 14.3% of the population aged 15+ compared to 14.1% for Regional Victoria.

From profile.id.com.au/Macedon-ranges/assistance

The 2021 Census also indicated that 29.6% of people with disability in the Macedon Ranges Shire have mental health conditions – this is significantly higher than for any of the other identified groups.

Recent years have seen increasing numbers of Australians identifying as neurodiverse. For example, 1-2% of the population are affected by Autism Spectrum Disorder and around 5% by Attention-deficit/hyperactivity disorder. People in this group, particularly children and young people, need varying levels of support in areas of social interaction, education and employment in order to manage their lives effectively.



Council's role

Council has a number of roles that are important in improving access and inclusion for people with disability, their carers and families. Key examples are:

- Planning, managing and maintaining community resources and infrastructure including footpaths and roads, community buildings, parks, playgrounds and sporting and leisure facilities.
- Planning and delivering health and community services including Maternal Child Health Services, immunisations, playgroups, youth services, libraries, cultural events and entertainment.
- Providing connection and reliable information to the community through our customer service centres, websites, social media accounts and print publications and through supporting local groups, events and initiatives.
- Working in partnerships with other Government, the not for profit sector and businesses to benefit the community and residents
- As an employer.

Developing the DAP

Thank you to everyone who has contributed their ideas and views on the direction they would like us to take in disability and inclusion. We know that a strong plan should reflect the community's needs, concerns, priorities and aspirations.

To develop our Disability Action Plan, we considered:

- the views of external stakeholders
- population data from many sources
- Commonwealth and Victorian Government priorities
- evidence about what works
- our current actions, resources and other relevant council plans, strategies and priorities

9 Disability Action Plan 2023/23

Monitoring and reporting

We are committed to reviewing and reporting on progress of the DAP aims and actions. Performance indicators will be developed for DAP actions and these will form the framework for monitoring and reporting progress with implementation.

The Community Wellbeing Department will be responsible for monitoring the implementation and reporting of this Plan, however the actions will be the responsibility of the relevant department across Council.

We will include people with disability in review and evaluation processes and will incorporate their input in reports.

Twice-yearly reports will be published on the MRSC website, distributed to people who provided comment and available to the community.



Actions for 2023-24**Table A** **Actions linked to Council Plan Strategic Objective - Connecting communities**

Council Plan Strategic Priorities	Disability element/action
Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths	Continue to deliver improvements in car parking accessibility, based on community input, information about current situation, and future needs.
Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate in a financially sustainable way	Continue to improve continuous accessible paths of travel to key destinations, such as recreation and community facilities, through the funding of the Footpath Construction Program.
Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate in a financially sustainable way	Pending available funding implement a program of DDA compliance assessment across all Council owned/operated facilities – to raise awareness and guide a future workplan of building upgrade
Target community needs through development programs and grants	<p>Direct some Council community grant funding to initiatives that emphasise inclusiveness.</p> <p>Seek funding to provide customised accessibility guides (Access Key) for large Council-managed venues.</p> <p>Initiate development of accessibility maps for MRSC towns and key locations.</p>

Council Plan Strategic Priorities	Disability element/action
Promote a more inclusive community by supporting community groups and vulnerable groups	<p>Continue to recognise International Day of Persons with Disability (IDPwD).</p> <p>Research the most effective ways for council, working within our agreed role and resourced capacity, to support carers in our community.</p> <p>Continue to review programs and work with young people to identify and implement options for increasing social connections among children and families who are at risk of experiencing social isolation, and who may not engage in traditional community programs.</p>
Explore opportunities for affordable and social housing in the shire	<p>Work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire.</p> <p>Advocate for specialist disability housing in the region.</p>

Table B **Actions linked to Council Plan Strategic Objective - Healthy environment, healthy people**

Council Plan Strategic Priorities	Disability element/action
Provide opportunities to experience open space and bushland reserves	<p>Ensure that inclusion and needs of people with disability are reflected in the development of a new Open Space Strategy.</p> <p>Maintain open spaces and parks that can be used by all members of the community.</p>
Maintain systems and capacity to manage and respond to emergency events	<p>Work with stakeholders to provide community education sessions for people with disability about how to keep safe during emergencies.</p> <p>Advocate for funding for specific recovery activities for people with disability who may experience emergencies differently.</p> <p>Promote person-centred emergency preparation.</p> <p>Ensure inclusion of people with disability in Municipal Emergency Management Plan actions including household emergency preparation, building capacity for community led recovery and extreme weather support actions.</p>
Encourage active and healthy lifestyles for people of all ages and abilities	<p>Work with partner agencies to encourage people with disability to increase physical activity levels.</p> <p>Help sporting groups and clubs to be accessible and inclusive for people with disability.</p>

Council Plan Strategic Priorities	Disability element/action
Engage families to promote the importance of early childhood education and health	<p>Access School Readiness Funding to assist children with communication, wellbeing, access and inclusion outcomes prior to attending school.</p> <p>Embed use of communication support tools in kindergartens, including Auslan or Key Word Sign.</p>
Support our community to ensure better access and connection for facilities and services	<p>Prepare for and take advantage of funding opportunities for provision and renewal of accessible public toilets, including Changing Places.</p> <p>Review disability access and inclusion learning needs within our organisation.</p> <p>Develop and implement a disability awareness training strategy that is integrated in Council's Learning and Development Strategy.</p>

Table C **Actions linked to Council Plan Strategic Objective – Business and Tourism**

Council Plan Strategic Priorities	Disability element/action
Encourage economic vitality (including tourism, agribusiness and local employment options)	<p>Promote diverse and flexible opportunities for volunteering with Council.</p> <p>Plan ways for MRSC to offer employment opportunities to people with disability.</p> <p>Investigate potential to work with disability employment groups.</p> <p>Complete the review of our workplace Equal Opportunity Policy.</p>
Support small business and the local economy	<p>Support external organisations to increase diverse volunteering opportunities.</p> <p>Profile the diverse experience and contribution of people with disability in the workforce in Council's Economic Development e-news and other communication channels.</p> <p>Promote Australian Government grant opportunities to assist businesses to modify physical work environments.</p>

Table D **Actions linked to Council Plan Strategic Objective – Deliver strong and reliable government**

Council Plan Strategic Priorities	Disability element/action
Enhance strategy, policy and plan development, and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs	Establish internal disability inclusion champions group from across council, to strengthen focus on an inclusive approach by council
Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders	<p>Build effective networks of people with disability, carers, service-providers and government agencies – to enable two-way information exchange.</p> <p>Establish ongoing inclusive consultation mechanisms - to hear the views and ideas of people with disability of all ages in MRS, to inform council policy, planning and service-provision.</p> <p>Liaise with NDIS Local area coordinators regarding NDIS reform, in particular the community capacity-building plans being developed.</p>
Enhance customer experience through the transformation of our services, to ensure they are easy to access, and provide seamless transactional and interactional experiences	<p>Investigate strategies to confirm that the commitments in the Customer Service Charter are met for people with disability.</p> <p>Develop policy and guides to achieve optimum readability and accessibility of all council plans and strategies.</p>

COM.6	AUSTRALIA DAY GRANTS AND COMMUNITY AWARD NOMINATIONS
Officer:	Julius Peiker, Coordinator Community Development
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 3. Business and tourism
Attachments:	1. Community Awards Nomination Guide 2024 ↓ 2. Australia Day Grants Guidelines 2024 ↓

Summary

This report seeks Council's support to open applications for the 2024 Australia Day Grants and nominations for the 2024 Community Awards.

Recommendation

That Council:

- 1. Supports the commencement of the Community Awards and Australia Day Grants processes for 2024;**
- 2. Approves the attached Community Awards Nomination Guide 2024 and Australia Day Grants Guidelines 2024;**
- 3. Notes that as resolved in September 2022, the 2024 Community Award categories will be: Citizen of the Year Award; Connecting Communities Award; Healthy Environment and People Award; and Business and Tourism Award; and**
- 4. Notes that as resolved in September 2022, the determination of the Australia Day Grants has been delegated to the Chief Executive Officer.**

Background

Each year Council seeks nominations from the community for various Community Awards. The awards provide the opportunity for Council and the community to recognise and celebrate inspirational people who make ongoing contributions to the shire. In addition to the Citizen of the Year Award, Council introduced three new categories of awards for 2022 – the Connected Communities Award, the Healthy Environment and People Award and the Business and Tourism Award – which reflect the themes in Council's community vision and Council Plan.

From 2024, Council will provides small grants (up to \$1,000) each year for community activities held any day within one week either side of 26 January (including on 26 January). These grants will allow community groups to host a range of activities to celebrate and/or mark Australia Day with events being consistent with either traditional Australia Day events or other activities respectful of First Nations Australians.

Discussion

Community Awards

As per the recommendation, nominations open for the Community Awards in October 2023 with the assessment completed in November 2023 for approval at the 13 December 2023 Scheduled Council meeting.

Consistent with the Community Award categories in recent years, the categories for 2024 are:

- **Citizen of the Year Award.** Awarded to an individual of any age who has made a significant contribution to their community in the past calendar year or has demonstrated community service over a period of time.
- **Connecting Communities Award.** Awarded to an individual or group who has made a significant contribution to community life in the shire. This could be in the area of physical connections such as trails, paths, open spaces or other infrastructure that enables the community to connect and participate. It could also be social connections that ensure people have access to services and which create a sense of community and belonging.
- **Healthy Environment and People Award.** Awarded to a group or individual who has made a significant contribution in the areas of promoting healthy lifestyles for all ages and abilities, such as supporting mental health, recreation, community safety or arts and culture. It also includes protection of the natural environment such as biodiversity, climate change and waste reduction.
- **Business and Tourism Award.** Awarded to a group or individual who has demonstrated a significant achievement or ongoing community contribution to the economic vitality of the Shire, including tourism, agribusiness, small business and local employment.

The Community Awards will be presented at a civic event held at Kyneton Town Hall on 25 January 2024.

The attached Community Awards Nomination Guide details how nominations for the awards will be received and assessed.

Australia Day Grants

To support the local community to celebrate and/or mark 26 January, the Australia Day grants program is being delivered with a number of modifications to previous years. These grants will now have a funding cap of \$1,000 (an increase from \$500) and local groups can apply to host an event on any day within a week either side of 26 January (including on 26 January). Events will need to be consistent with either traditional Australia Day events (e.g. fun runs and BBQs) or other activities respectful of First Nations Australians (e.g. Survival Day Dawn Ceremonies and/or truth telling).

Given, the value of these grants, it was resolved by Council in September 2022 that the Chief Executive Officer be delegated the responsibility to determine these grants and advise recipients. A report will be provided to Councillors outlining the activities that received grants in this process.

Council's online grants system SmartyGrants will be used for the life-cycle of these grants, to provide a seamless process for applications and nominations and assessment of awards and grants.

The attached Australia Day Grants Guidelines detail how grants applications will be received and assessed.

Consultation and engagement

A communication plan will be prepared to advise the community on the:

- Awards categories and how to nominate an individual or group for an award; and
- Grants and how to apply for a grant.

Collaboration

Not applicable to this report.

Innovation and continuous improvement

Not applicable to this report.

The Community Awards and Australia Day Grant processes are consistent with the overarching governance principles in section 9 of the *Local Government Act 2020*.

Relevant law

Not applicable 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 relevant regional, state or national plans or policies.

Relevant Council plans and policies

The Community Award categories align with the strategic objectives of the Council Plan.

The Australia Day Grants will be run in accordance with Council's Community Grants Policy.

Financial viability

The Australia Day Grants are within current budget allocations.

Sustainability implications

The Community Awards categories recognise individual and groups achievements in relation to connecting communities, the environment, business and tourism.

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.



Community Awards Nomination Guide 2024



Acknowledgment of Country

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

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

Artwork by Taungurung artist Maddi Moser



Contents

Overview	3
Key dates.....	3
Eligibility	3
Who can be nominated?	3
Who can't be nominated?	3
Award Categories	4
Business and Tourism Award	4
Connecting Communities Award	4
Healthy People and Environment Award	4
Citizen of the Year	4
Conditions of nomination	4
Nominee details – what you will be asked to provide	4
Assessment	5
Table 1: Scoring criteria	5
Contact information.....	5

Overview

Council recognises and celebrates community members and organisations that make significant contributions to our community each year through the Community Awards program. Awards are allocated across the four categories, established in 2022, which align with Council's Plan and Vision:

1. Business and Tourism Award
2. Connecting Communities Award
3. Healthy People and Environment Award
4. Citizen of the Year

Please note: Council also holds an annual Youth Awards program, run by Council's Youth team, and a Business Awards program, run by Council's Economic Development Team.

Key dates

Nominations open: 2 October 2023 at 9am

Nominations close: 30 October 2023 at 5pm

Assessment: November 2023

Recommendations to Council: 13 December 2023 (Confidential and embargoed until awards ceremony held)

Winners announced: at awards ceremony held on 25 January 2024

Eligibility

Who can be nominated?

To be eligible for nomination, nominees must live, work or study in the Macedon Ranges Shire at the time of nomination.

Who can't be nominated?

- Nominees who do not live, work or study in the Macedon Ranges
- Previous recipients of Community Awards (formerly known as the Australia Day Awards)

Award Categories

Business and Tourism Award

The Business and Tourism Award will be awarded to a group or individual who has demonstrated a significant achievement or ongoing community contribution to the economic vitality of the shire, including tourism, agribusiness, small business and local employment.

Connecting Communities Award

The Connecting Communities Award will be awarded to an individual or group who has made a significant contribution to community life in the shire. This could be in the area of physical connections such as trails, paths, open spaces or other infrastructure that enables the community to connect and participate. It could also be social connections that ensure people have access to services and which create a sense of community and belonging.

Healthy People and Environment Award

The Healthy People and Environment Award will be awarded to an individual or group who has made a significant contribution in the areas of promoting healthy lifestyles for all ages and abilities – such as supporting mental health, recreation, community safety or arts and culture. It additionally includes making a significant protection of the natural environment such as biodiversity, climate change and waste reduction.

Citizen of the Year

The Citizen of the Year 2024 will be awarded to an individual of any age who has made a significant contribution to their community in the past calendar year or has demonstrated community service over a period of time.

Conditions of nomination

1. Nominators must have the permission of the person they are nominating, prior to submitting an application.
2. Nominators can save and return to their application at any time. When you save the form you will be provided with a link so you can return to the form at any time before the closing date.
3. Nominations must be received by 5pm on 30 October 2023.

Nominee details – what you will be asked to provide

- Identify which areas the nominee has excelled in
- Describe your reasons for nominating this person

- List past and present memberships of community groups
- Provide any relevant background details on the nominee
- Upload any additional information to support your nomination e.g. letters of support from other groups
- Details of at least two referees who may be contacted to provide further information about your nominee.

Assessment

All nominations will be reviewed by an assessment panel made up of Council officers whose roles align with the four award category areas: Business and Tourism; Health and Wellbeing; Community; and Environment.

In assessing the nominations, the panel will be guided by the applicant's ability to address the nomination criteria listed in Table 1 below.

Table 1: Scoring criteria

Weighting	Criteria	What we will consider
60%	Impact in the community	<ul style="list-style-type: none"> • Community support for nominee • Involvement in community groups • Outcomes delivered for community (relevant to award category)
20%	Alignment to Council goals	<ul style="list-style-type: none"> • Contributions made towards Council goals/strategic plans e.g. business and tourism, health and wellbeing, environment
20%	Equity of recognition	<ul style="list-style-type: none"> • Does the nominee represent a new/emerging group? • Does the nominee represent a diverse group? • Has the nominee or group been recognised previously?

Contact information

For further information or to discuss your event ideas please visit Council's [website](#) or contact the Community Development team on:

Ph: (03) 5422 0333 **Email:** grants@mrsc.vic.gov.au



**Macedon
Ranges**
Shire Council

Australia Day Grants Guidelines 2024



Acknowledgment of Country

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

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

Artwork by Taungurung artist Maddi Moser



Contents

Overview	3
Program objectives	3
How much is available?	3
Key dates/timelines	4
Eligibility	4
Who can apply?	4
Who will not be funded?	4
What will be funded?	5
Event conditions	5
What will not be funded?	5
Legal requirements	6
Incorporation status	6
Child Safe Standards	6
Public liability insurance	7
Groups without public liability insurance	7
How to apply	7
Assessment	7
What we are looking for	7
Table 1: Assessment criteria	8
Budget	8
Permits, insurance and authorisations	9
Notification of outcome	9
Funding agreements and payment	9
Event registration	9
Grant acquittal	10
Incomplete activities/events and unspent funds	10
Contact information	10

Overview

The Australia Day Grants program provides grant funding to support community groups to mark 26 January through events/acknowledgement ceremonies in a way that is respectful of all community members. These events can be hosted on any day one week before or after 26 January 2024.

Council recognises that Australia Day/January 26 is not a day of celebration for all, especially for First Nations Australians. Any activities funded through this program should align to Council's vision:

"With our unique regional identity, Macedon Ranges Shire embodies a caring, resilient approach to community through our robust local economy, protection of the natural environment and a collaborative commitment to inclusivity for all."

Program objectives

The intention of the Australia Day Grants program is to support local groups to organise an event/acknowledgment ceremony that achieves some or all of the following objectives:

- Recognise and acknowledge days of significance to the local community
- Encourage community participation and contribute to health and wellbeing
- Deliver an event that is welcoming, accessible and inclusive
- Deliver a successful, safe and compliant event with consideration to environment impacts and sustainability
- Showcase community identity by engaging local talent or including artistic and/or cultural education
- Build new social connections and partnerships within the community or reinforce those that already exist
- Build understanding and respect for diversity and/or enable community members to learn about a local issue or need
- Support reconciliation and/or celebration of Aboriginal and Torres Strait Islander peoples.

How much is available?

The Australia Day Grants budget for 2024 is \$5,000 and provides grants of up to \$1,000 per group/event. Each group may only receive funding for one application per year.

Key dates/timelines

Applications open: Monday 2 October 2023, 9am

Applications close: Monday 30 October 2023, 5pm

Applications assessed by panel: 1 November 2023

Recommendations to Executive: 20 November 2023

Outcomes announced: 21 November 2023

Funding agreements and payment: 21 November 2023

Event takes place: 19 January – 2 February 2024

Grants Acquitted: 15 March - 29 March 2024

Eligibility

Who can apply?

Incorporated, community-based not-for-profit groups operating or being established in the Macedon Ranges can submit one application per year. Government schools and churches can apply if they can demonstrate a need and a broad community benefit beyond the school community or congregation respectively.

Who will not be funded?

The following individuals are ineligible to apply to the Australia Day Grants program.

- Individuals
- Political organisations
- For profit/commercial organisations
- Groups that are in debt to Council
- Groups that have not completed their reporting requirements of previous Council grants
- Groups that do not have the appropriate insurance to deliver the event
- Groups that have not demonstrated compliance with Child Safe Standards.

What will be funded?

Assistance with the costs associated with planning and delivering an event/acknowledgment ceremony. This may include:

- Venue costs
- Staging/equipment costs
- Marketing/promotional costs
- Catering costs
- Performer/artist fees
- Welcome to Country/Cultural education fees.

Event conditions

- Priority will be given to events attracting a large number of participants.
- The event must be free and open to all members of the public.
- The event must be held within the shire.
- Macedon Ranges Shire Council must be acknowledged as a sponsor.
- The event must be held between 19 January and 2 February 2024.

What will not be funded?

The following list provides advice on what will not be funded through the program:

- Events that are not submitted by the application closure date
- Applications that are incomplete or fail to meet criteria
- Events that are not held between 19 January – 2 February 2024
- Events held outside the Macedon Ranges Shire
- Events that have already commenced, have been completed, or have received funding from another Council funding scheme for the same event/acknowledgment ceremony
- Are commercial, religious, political, discriminatory, sexist, racist or disrespectful
- Groups that receive direct income from electronic gambling machines/promote or involve gambling-related activities

- Events that do not support responsible serving of alcohol
- Fundraising activities
- Private events that are not broadly accessible to the community
- Events on private land that have not determined potential restrictions and permit requirements with Council's statutory requirements
- Do not have broad support amongst the community.

Legal requirements

Incorporation status

Applicants must be registered as an incorporated body to apply for grant funds.

Where an application is made by a group that is not an Incorporated Association, the applicants will need to nominate another incorporated association which is willing to manage the grant funds (auspice the grant) on their behalf. A letter will be required from your auspice organisation confirming their willingness to accept the auspice role. For more information on auspice arrangements visit the [Not-for-profit Law Information Hub](#).

Please note: Council does not auspice applicants.

Child Safe Standards

Macedon Ranges Shire Council is committed to a zero tolerance approach to child abuse, through actively promoting child safety and ensuring compliance with the Victorian Child Safe Standards. Victorian organisations that provide services to children are required, under the Child Safety and Wellbeing Act 2005, to ensure that they implement compulsory child safe standards to protect children from harm.

As a Child Safe organisation, Council requires that all grant applicants demonstrate their compliance with the Victorian Child Safe Standards and read/understand Council's [Child Safety and Wellbeing Policy and Code of Conduct](#). Within the application form, applicants will be required to identify whether their event involves direct or incidental contact with children and young people, and complete either a Child Safe Statement of Commitment or submit their Child Safe Policy and Child Safe Direct Contact Checklist. These questions are contained within the eligibility section of the application form and must be completed by all applicants.

Please note: If your organisation is being auspicied for the purpose of this grant, the auspicied organisation will also need to meet the Child Safe Standards.

More details on the Child Safe Standards can be found on the [Commission for Children and Young People website](#).

Public liability insurance

Public liability insurance covers incidents that occur during an activity being conducted by a group. All groups must be covered by public liability insurance and be able to provide a valid certificate of currency if they are involved in any events or activities in public open space, using Council facilities or sporting grounds. Other activities may also require public liability insurance.

It is the responsibility of the applicant or recipient to arrange appropriate insurance. Applicants are encouraged to discuss their insurance requirements with their insurance company or a professional advisor.

Groups without public liability insurance

Groups who do not currently hold public liability insurance can contact localcommunityinsurance.com.au which offers an affordable public liability scheme for not-for-profit community groups. Alternatively, groups could seek an auspice with public liability insurance for the purpose of this grant.

How to apply

Applicants are advised to read the guidelines thoroughly before submitting their application. All applications must be submitted online, via Council's online grants management system, SmartyGrants. All applicants will receive an email acknowledgement via SmartyGrants once their application has been successfully submitted.

Assessment

Eligible applications are assessed by a panel of staff across the organisation, based on responses provided in the application form. Eligibility does not guarantee funding. All applications are scored based on the weighted assessment criteria in Table 1 (below). An application that scores 50 out of 100 and below will not be recommended for funding and will not be forwarded to Council or Council's delegate for approval.

Council reserves the right to exercise judgement on the appropriateness of funding eligibility criteria in respect to contentious, topical or contemporary issues where the event may be perceived to be in conflict with Council's objectives, plans or the wider wellbeing of its residents.

What we are looking for

The table below outlines the scoring for each criteria. Referring to this and the details contained in the scoring matrix at the end of these guidelines will help you to develop a strong application.

Table 1: Assessment criteria

Weighting	Criteria	What we are looking for
30%	Community engagement/benefit	<ul style="list-style-type: none"> Number of people participating Number of people benefiting from the event Impact of the community benefit (anticipated community outcomes) Community/stakeholder participation and/or involvement Supports local sourcing of goods and services where applicable
30%	Alignment to Council priorities	<ul style="list-style-type: none"> Consideration and planning to minimise environmental impact and promote sustainability Demonstrate measures to make event safe, welcoming, accessible and inclusive e.g. consideration of gender equity and accessibility for diverse community groups
40%	Ability to deliver the event	<ul style="list-style-type: none"> Demonstrate sound budget Demonstrate clear event plan Demonstrate risk management plan Includes site plan Appropriate permits, permissions and insurances in place Demonstrate sound marketing/promotion plan

Budget

The budget needs to include all expenditure related to the event/acknowledgment ceremony for which you are requesting funding.

Please note: if expenditure exceeds the grant, the difference will be covered by the applicant.

See a sample budget below:

Expenditure

Venue hire	\$100 (in kind)
Guest Speaker/musician	\$200
Welcome to Country and Smoking Ceremony	\$1,000
Marketing and Promotion	\$100 (in kind)
Printing	\$100
Catering	\$200
Total expenditure (please calculate)	\$1,700

For groups who are registered for GST, GST will be added to the amount requested (as such, your budget should be exclusive of GST). Grants to recipients not registered for GST will be made exclusive of GST. For information about GST and ABNs contact the Australian Taxation Office.

Permits, insurance and authorisations

The applicant is responsible for any regulatory and statutory requirements associated with the event, such as permits, permissions and public liability insurance.

Notification of outcome

All applicants will be notified of the outcome of their application in writing on 21 November 2023.

Funding agreements and payment

Successful applicants will be sent a funding agreement and recipient created tax invoice form to complete. All applicants are required to complete these forms and to sign and abide by the terms and conditions of a funding agreement. The event/acknowledgment ceremony must be completed by the date set in the funding agreement. Funds must be spent on the activities/events described in the application budget and event plan.

Conditions

In some cases, conditions such as additional approvals/permits maybe required to carry out the proposed event. Applicants should discuss their event with the responsible body e.g. Council or a Victorian Government department, prior to submitting their application. Your offer of funding may be made conditional to you obtaining further regulatory approvals.

Event registration

Once notified, successful applicants will need to submit an [event notification form](#). Once approved these events will be listed on Council's website.

Grant acquittal

Successful applicants are required to submit a report (acquittal) on grant monies spent upon completion of their event/acknowledgment ceremony by the date set out in the funding agreement. This process is important as it enables Council to continuously evaluate and improve on this grant program. It also provides applicants an opportunity to reflect on the successes and learnings gained from their event.

Groups who do not submit an acquittal will not be eligible to apply for further funding from Council until the event has been acquitted.

Incomplete activities/events and unspent funds

If an event can no longer be completed, please contact Council. Any unspent funds are to be returned to Council.

Contact information

For further information or to discuss your event ideas please visit Council's [website](#) or contact the Community Development team on:

Ph: (03) 5422 0333 **Email:** grants@mrsc.vic.gov.au

COM.7	MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN – ANNUAL UPDATE
Officer:	Naomi Scrivener, Manager Community Wellbeing
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	1. Municipal Public Health and Wellbeing Plan - Annual Report - Year two (2022/23) ↓ 2. Municipal Public Health and Wellbeing Plan - Year three (2023/24) action plan ↓

Summary

This report provides Council with an update on the progress of Municipal Public Health and Wellbeing Plan 2021-2025 Year two (2022/23) actions, and presents draft Year three (2023/24) actions for approval.

Recommendation

That Council:

- 1. Notes the Municipal Public Health and Wellbeing Plan 2021-2025 - Annual Report - Year two (2022/23), as attached; and**
- 2. Approves the Municipal Public Health and Wellbeing Plan 2021-2025 - Year three (2023/24) action plan.**

Background

In October 2021, Council adopted the Municipal Public Health and Wellbeing Plan 2021-2025 (MPHWB), which outlines the role that Council will play in improving the health and wellbeing of Macedon Ranges Shire residents. It supports delivery of Council's Community Vision and meets the requirements in the *Public Health and Wellbeing Act 2008*.

Discussion

Year two review

Section 26(4) of the Public Health and Wellbeing Act requires Council to conduct an annual review of the MPHWB. To comply with these requirements, the draft MPHWB Annual Report 2022/23 (**Attachment 1**) has been prepared and is presented for Council's information. This report outlines how Council has implemented year two of the MPHWB, including a summary of key achievements, a detailed list of progress on actions, case studies and evaluation of selected programs.

Notable achievements over the 2022/23 financial year include:

- Village Connect Project

Village Connect (VC) aims to support the mental, physical and social health and wellbeing of people over 55 across the shire, by increasing opportunities for social connections, particularly for those who experience isolation and loneliness. This is achieved through linking community members with existing activities and events

throughout the shire, and delivering targeted, low-cost Council and community led activities. Year two of the VC program has focused on ensuring that smaller townships are provided with a platform for connection, with the aim of creating natural connections that can be established and maintained over time.

- Healthy Loddon Campaspe

Healthy Loddon Campaspe (HLC)(previously known as Healthy Heart of Victoria) is an initiative aimed at improving health outcomes in the Loddon Campaspe region – the heart of Victoria - and guides work within supporting councils to achieve outcomes in supporting a healthy environment. The program this year has achieved:

Adventure Bingo: A 1.5km walk along Romsey's Main Street was activated during the Easter school holidays, to encourage families to walk from Romsey Library to the Romsey Ecotherapy Park. The activation involved designing a bingo sheet with local landmarks for families to tick off as they walked.

Healthy Sports Clubs: This project helped five Macedon Ranges clubs offer healthier food and drink choices at their canteens and kiosks, by providing free canteen equipment, menu changes and support from the local Vic Kids Eat Well health promoter.

Food Systems local support: In line with recommendations within the draft Regional Food Systems Framework, HLC provided funding to Woodend Neighbourhood House to install wicking beds at the site, for use by a local social gardening group, to grow produce for the new Woodend Community Pantry.

Support your own, buy locally grown campaign and research project: A multimedia marketing campaign was developed to encourage consumers to choose Loddon Campaspe-grown produce available at retail stores. A price comparison analysis was undertaken by a research team to determine whether local produce was more expensive than imported produce at different time points of the year. The project is ongoing and results will be reported after each data collection cycle.

- Branch Out

In response to a growing need for mental health support to extend to the younger years in the Macedon Ranges, Council is leading a first of its kind primary school mental health program.

After months of community consultation, the co-designed Branch Out program was born to help strengthen the capacity of the community to support children and youth mental health and wellbeing. The evidence-based, preventative whole school model engages teachers, parents and students in grade 5 and 6 with tailor made events and resources.

Learning how to manage and respond effectively to emotions while building resilience, has been taught to parents and teachers by mental health clinicians from Tuning in to Kids. Students have explored their emotions (how to identify, name and understand them) by way of music and theatre, with local theatre group, Sprouts.

Branch Out is currently a pilot, working with Woodend Primary and Kyneton Primary schools, with the aim of supporting all primary schools in the Macedon Ranges.

Year three action plan

A MPHWP Year three action plan (**Attachment 2**) has been prepared, with the input of relevant departments across Council, and is presented for Council's approval. The progress of these actions will be reported on at the end of 2023/24.

Consultation and engagement

Prior to being adopted in October 2021, the draft MPHWP Plan was placed on public exhibition from 26 August 2021 to 28 September 2021. Feedback received from the local community, Council staff, health service providers and key local stakeholders was incorporated in the final MPHWP.

Collaboration

Council works in partnership with the Department of Health and Human Services and other agencies undertaking public health initiatives, projects and programs to accomplish the goals identified in the MPHWP.

Innovation and continuous improvement

The outcomes that Council is working towards under the MPHWP are consistent with those set in the *Victorian Public Health and Wellbeing Outcomes Framework*. The framework reflects the public health and wellbeing priorities identified by the Victorian Government and the intent of the Public Health and Wellbeing Act. It brings together a comprehensive set of indicators drawn from multiple data sources. These indicators can help track whether the efforts of many, including government, non-government organisations, businesses, health professionals, communities, families and individuals, are improving the health and wellbeing of people over time.

Relevant law

This annual review of Council's MBHWP is a requirement under the Public Health and Wellbeing Act.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report. There are complex intersections between inequalities related to gender, disability and the determinants of health. The MPHWP contains action items that address gender disparities, for example: developing a gender equality action plan; preventing violence against women; providing maternal and child health services; supporting carers; and inclusion of trans and gender diverse people. The report lists progress on these action items during year two. In the coming year, work will be undertaken to identify which action items in these plans are linked to the Gender Equality Action Plan 2022-2025.

Relevant regional, state and national plans and policies

The *Victorian Public Health and Wellbeing Plan 2019–2023* is the Victorian Government's vision for the public health and wellbeing of all Victorians. Councils must develop their public health and wellbeing plans with due regard to the focus areas in the Victorian Public Health and Wellbeing Plan.

Relevant Council plans and policies

The actions in Council's MPHWP are aligned with the Council Plan and Community Vision.

Financial viability

The actions reported on and planned within this report are aligned with existing endorsed Council strategies and plans, and are achievable within operational budgets.

Sustainability implications

The actions with the MPHWP align to social, health and wellbeing outcomes for residents across life stages 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.



Municipal Public Health and Wellbeing Plan 2021-2025

Annual Report - Year two (2022/23)



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.



Contents

Background	4
About this report	4
Our evaluation approach	4
About our health and wellbeing plan	5
What the plan does	5
How we developed the plan	5
The goals of the plan	5
Link to other plans	5
Have we done what we said we would do?	6
Key achievements in year two	6
Are we having the influence we expected?	15
1. Village Connect	15
2. Healthy Loddon Campaspe – Healthy and Active Lifestyles	16
3. Social Housing Upgrade for Lancefield	17
4. Branch Out	17
Future actions	17
Year three action plan	17



Background

About this report

This annual report summarises how Council has worked in partnership with key stakeholders to implement year two (2022/23) of the Municipal Public Health and Wellbeing Plan 2021-2025 (MPHWP).

Our evaluation approach

Table 1 outlines our evaluation approach for the MPHWP and annual reporting.

	Process	Impact	Outcomes	Context
Evaluation question	Have we done what we said we would do?	Are we having the influence we expected?	Have we achieved the change we sought?	Have there been any significant changes to the context, including: <ul style="list-style-type: none"> • Demographic changes • Emerging health risks • Changes to government priorities • New Council or partner projects • New funding opportunities
Frequency	Annually	Annually	Every four years	Every four years (or ad hoc when changes occur)
Output	Annual report - list progress on MPHWP actions	Annual report - include case studies and ad hoc project evaluations	Annual report - health and wellbeing outcomes dashboard	Annual report - summary of context analysis
Purpose	Inform next year's action plan	Inform next year's action plan	Inform next MPHWP	Inform next year's action plan and/or next MPHWP

Table 1



About our health and wellbeing plan

What the plan does

The MPHWP outlines the role that Council will play in improving the health and wellbeing of Macedon Ranges Shire residents. This plan supports delivery of Council's Community Vision and is consistent with the requirements in the *Local Government Act 2020* (the LG Act). The MPHWP is available on Council's website at <https://www.mrsc.vic.gov.au/About-Council/Our-Council/Strategies-Plans/Municipal-Public-Health-and-Wellbeing-Plan-2021-2025>

How we developed the plan

To develop our MPHWP, we considered:

- the views of external stakeholders, primarily health agencies, community groups and education providers
- input from Council's Health and Wellbeing Advisory Committee
- population data from many sources
- Commonwealth and Victorian Government priorities
- evidence about what works
- our current actions and resources available in each goal area.

The goals of the plan

Our health and wellbeing goals for 2021–25 are:

Our community is inclusive and celebrates diversity

1. A community where people are understood, respected and supported, and people are confident that they can contribute to community life

Our community is safe and healthy

2. An environment that supports people to eat well and be physically active
3. A community that is safe and free from violence
4. A community that strives to reduce harm resulting from gambling, tobacco, alcohol and other drugs
5. An environment that reduces potential public health risk to our people

Our community is adaptable and resilient

6. A community that is committed to tackling the climate emergency and its impacts on health
7. A community that effectively prepares for, responds to and recovers from emergency events (including COVID-19).

Link to other plans

Health is everyone's business. Many actions in the MPHWP are the responsibilities of multiple areas of Council, and also involve working with partner agencies.



Have we done what we said we would do?

Key achievements in year two

Table 2 summarises our key achievements in year two of the MPHWP.

Our community is inclusive and celebrates diversity	Our community is safe and healthy	Our community is adaptable and resilient
Older Person Mental Health First Aid sessions delivered.	Healthy eating guidelines continue to be promoted in our kinder programs.	Cool changes program has been successfully completed with a total of seven plans covering nine towns across the shire.
Live4Life program delivered in secondary schools.	Through the Healthy Loddon Campaspe program, eating projects 2022/23 included: Food system local project (Woodend Community Garden), healthy sports clubs, locally grown marketing campaign and research.	Partnerships through the MEMPC support the delivery of programs to support people to be ready in emergencies.
A primary school mental health and wellbeing program (Branch Out) has been developed and piloted at Woodend and Kyneton Primary Schools.	In partnership with Wintringham, successfully attracted Homes Victoria Big Build Funding to build additional seniors social housing in Lancefield.	A draft climate emergency response plan is under preparation and will progress in 2023/24
Continued an active role in the Macedon Ranges Suicide Prevention Action group (MRSPAG).	Participated in the Local Government Working Group on Gambling.	
The Village Connect Program connects older people across towns to alleviate loneliness and social isolation.	Internal gender equality group commenced to implement actions the gender equity plan. This will guide work in an external group into the future.	
Council grant funding provided to initiatives that emphasise inclusiveness.	Participated in the United Nations 16 Days of Activism for No Violence Against Women and Children Campaign.	

Table 2

MPHWP - Annual Report - Year Two (2022/23)

Page 6

Macedon Ranges Shire is located on Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Country.



Progress on actions in year two

Table 3 reports our progress during year two of the MPHWP by detailing:

- **Actions** – outlines what we said we would do, including capacity building actions and partner projects
- **Links to other plans** – identifies whether the action overlaps with the Council Plan and/or Disability Action Plan
- **Status** – provides details about achievements and notes any actions that are delayed, including the reasons why
- **Completion level** – colour coding that identifies whether the action has been completed

Green	Completed
Yellow	Commenced and on track
Orange	Commenced but delayed
Red	Not yet commenced



ACTIONS	LINK TO COUNCIL PLAN	LINK TO DISABILITY ACTION PLAN	STATUS	COMPLETION LEVEL
Our community is inclusive and celebrates diversity				
Goal 1: A community where people are understood, respected and supported, and people are confident that they can contribute to community life				
Support and promote mental health by continued training of mental health first aid sessions and the Older Person Mental Health First Aid course	✓	-	Over the year more than 630 people were accessed Mental Health First Aid Training	
Continue to play an active role in the Macedon Ranges Suicide Prevention Action Group, and the Macedon Ranges Suicide and Sudden Death Committee	-	-	Continue to play an active role in this group.	
Continue delivery of Live4Life in secondary schools and the wider community across the Shire	✓	-	Has continued to be implemented in four schools across the shire.	
Develop and deliver a primary school-based mental health and wellbeing model for grade 5 and 6 students across the Shire	✓	-	A primary school mental health and wellbeing program (Branch Out) has been developed and piloted at Woodend and Kyneton Primary Schools. The pilot is due to conclude at the end of the 2023 school year.	
Work with stakeholders to provide community education sessions about how to keep safe during emergencies, noting that emergencies can contribute to mental health and wellbeing vulnerabilities	✓	✓	Recovery and resilience community activities continue as a result of the June 2021 storm event and subsequent floods in 2022. Activities have focused on supporting those impacted in particular focusing on their mental health and wellbeing.	
Work with commonwealth and state governments to advocate for the establishment of a youth mental health service in the Macedon Ranges Shire	✓	-	Through the Macedon Ranges Youth Mental Health Advocacy Group, Council continues to advocate to Commonwealth and State Governments for the establishment of a youth mental health service in the shire. Sunbury and Cobaw Community Health has been awarded \$300,000 by the Gisborne and District Community Bank for the delivery of a youth mental health outreach service in the shire - the funding application was developed in partnership with Council.	
Continue to increase community awareness and resilience in relation to mental health.	✓	✓	Council continues to play a key role in this work, specifically in delivery of mental health first aid for youth and older people, Live4Life program and support of the Macedon Ranges Suicide Prevention Action Group (MRSPAG).	



Implement a three-year Village Hubs model to give older people the opportunity to connect for social activities and mutual support. Village Hubs aim to improve mental health through the benefits of increased social and community connections	✓	-	Over the course of the project there have been over 579 individual engagements across 55 community events across seven towns. These engagements have been through varied activities either Council led or in partnership with already established activities. The project has initiated collaborations with external organisations, for example; Pathways for Carers, Dementia Australia, Local community organisations, Neighbourhood houses; Men's Sheds; Probus; U3A; digital connection education; community health and service providers across the region.	
Provide Commonwealth Home Support Program-funded respite for eligible older residents	-	✓	2,000 respite hours were provided through CHSP to eligible clients.	
Deliver annual requirements of membership to the World Health Organization's Global Network of Age Friendly Communities and the Age Friendly Victoria Declaration	-	-	Village Connect has been selected for submission to World Health Organisation aged friendly data base - this has now been published.	
Continue to monitor the impact of Australian Government aged care reform on Council's role supporting older people, and advocate in the interests of our community	-	-	Council continued to be briefed in relation to reforms in aged care. Council in August 2022 indicated that they would exit direct care services and look to change the way they invest supports for older people. All client receiving direct care services were transitioned to two new service providers.	
Continue to support targeted initiatives for young people of diverse backgrounds that enable them to express their identities, such as raising the Rainbow Flag on International Day Against Homophobia, Biphobia, Intersexism and Transphobia	✓	-	Youth Services has delivered a range of activities to support young people of diverse backgrounds such as the Rainbow Formal, NAIDOC week activity at Gisborne Secondary, Youth Spaces for neurodivergent participants.	
Continue to recognise International Day of Persons with Disability	-	✓	As part of Council's acknowledgement of International Day of People with Disability 2022, we interviewed some local people living with disabilities, to hear about their achievements and about what makes an inclusive community.	
Direct Council community grant funding to initiatives that emphasise inclusiveness	-	✓	Community Funding Scheme and Small Project Grants both articulate that applications are strengthened if they align with the MHWBP. Council provides support for those who need assistance in progressing and completing applications.	
Help sporting groups and clubs to be accessible and inclusive for people with disability	-	✓	Clubs have been surveyed regarding their training needs. Information is being collated, and options are being discussed with a training provider. All renewal and capital works projects have met the Disability Discrimination Act (DDA) requirements.	

MPHWP - Annual Report - Year Two (2022/23)

Page 9

Macedon Ranges Shire is located on Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Country.



Celebrate and participate in National Reconciliation Week by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander Peoples and other Australians	-	-	Three on country circles were held and one town hall event with Yoorrook Justice Commission presenting on Truth Telling initiatives.	
In consultation with Traditional Owner groups, organise at least one internal and external NAIDOC Week event per year	-	-	One major town hall event organised in 2022/23. The Drovers Wife by Leah Purcell screened with over 200 people attending. Council staff participated in this event.	
Continue to strengthen the smalltalk supported playgroup, and Enhanced Maternal and Child Health program to support eligible families and children	✓	✓	Maternal and Child Health Services continues to provide the Enhanced Maternal and Child Health program as well as supported playgroups in the shire.	
Continue to support families with support and referral to early intervention and paediatric specialist services via the Maternal and Child Health Service	✓	✓	Maternal and Child Health Services continues to support and refer children to early intervention and paediatric specialist services where required.	
Embed use of communication support tools in kindergartens, including Auslan or Key Word Sign	-	✓	50% of kindergartens have completed either Auslan or Key Word Sign. Unable to meet 100% due to unable to get an Auslan teacher for kindergarten language program and need to have funding for ongoing PD for new staff.	
Develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy that is integrated into Council's Learning and Development Strategy	✓	-	A number of training opportunities have been rolled out across Council via the Diversity and Inclusion series.	
Commit to reviewing our workplace Equal Opportunity Policy	-	✓	Policy is currently due for review and will be considered alongside a review of Council's appropriate behaviours policy and sexual harassment policy in late 2023.	
Review disability access and inclusion learning needs within our organisation	-	✓	A number of training opportunities have been offered across the organisation to support staff understanding of diversity and inclusion. Further training opportunities will be considered as part of the corporate training calendar as an ongoing theme.	
Develop and implement a disability awareness training strategy that is integrated in Council's Learning and Development Strategy	-	✓	An information session was offered to all staff with a presenter with lived experience of disability facilitating. This will continue to be part of the annual training calendar.	



Promote resources from the Australian Government Employ their Ability campaign to local businesses	-	✓	A business e-news article promoting programs in relation to the employability of people with disability has been drafted and scheduled to be published in late 2023.	
Profile the diverse experience of people with disability in the workforce in Council's Economic development newsletter and other communication channels	-	✓	The Economic Development team identified and engaged with relevant local employers and all abilities support services to enable contact to be made with abilities workers. A number of these workers were provided via Council's website, as part of International Day of People with a Disability.	
Our community is safe and healthy				
Goal 2: An environment that supports people to eat well and be physically active				
Construction on stage 1 of the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery	✓	✓	Due to the sudden voluntary administration of the head contractor, construction works were paused for three months, while sourcing a new contractor to resume works. Stage 1 works, including the Hamilton and Baringo Roads Intersection Upgrades, have been carried forward into the 2023/24 financial year and are planned to be completed within 2023/2024. Stage 2 detailed design and documentation has been planned for the 2023/24 f/y.	
Continue delivery of the Macedon Ranges Shared Trails project that will see the development of a 24-km-long shared trail linking rural landscapes, towns and heritage places from Woodend to Riddells Creek	✓	✓	Final design plans have been finalised for Stage 1B and all preliminary design plans for stage 2 are complete. All specialist reports to support stages 1 and 2 are complete.	
Progress the development of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	✓	✓	Development of the plan continues and will be progressed into 2023/24.	
Promote the Victorian Government's healthy eating guidelines for infants and children through the Maternal and Child Health service (MCH) and Council-managed kindergartens	-	✓	Completed as part of normal kindergarten program and in line with kindergarten policies.	
Develop an educational campaign to improve breastfeeding awareness, rates and duration in the shire	✓	-	Council implemented breast feeding support in the shire, which has been promoted via its Maternal and Child Health Services.	
Improve food literacy, and provide health and hygiene education in Council-managed kindergartens	-	-	Completed as part of normal kindergarten program and in line with kindergarten policies.	



Deliver requirements, and promote opportunities, as regional members of the Bendigo UNESCO Creative City and Region of Gastronomy	-	-	Details of niche/artisan producers in the Macedon Ranges were provided. With 22% of the 395 businesses identified across the nine shires involved, Macedon Ranges has the most, closely followed by Mt Alexander with 21.8%. It is anticipated that the key promotional tool, the online Regional Gastronomy Guide, will be expanded to include the remaining five shires, including Macedon Ranges, in the future.	
Goal 3: A community that is safe and free from violence				
Implement the Child Safe Standards to promote the safety of children, prevent child abuse and ensure processes are in place to respond to and report all allegations of child abuse	-	✓	Project implementation group was established with representatives across Council. An audit has occurred and action register developed to track required changes, this has included the implementation of training across Council teams. Work with community groups has commenced.	
Work with others towards the primary prevention of violence and to support victims of family violence. Actions to be defined pending receipt of grant funding (FFVLG application submitted 2021-22)	✓	-	Funding was not secured. However work progressed in this space through the internal gender equity network, work towards the external gender equity external partnership to drive work in this space. Council has recently entered into the care partnerships in Loddon Mallee. Council will look to further grant opportunities in this space further progress work.	
Continue to demonstrate leadership in advancing gender equality through the implementation of Council's Gender Equality Action Plan	-	✓	Commenced the internal gender equity working group that will drive the implementation of the Gender equity action plan.	
Continue Council's involvement in the United Nations 16 Days of Activism for No Violence against Women and Children Campaign	-	✓	Walk event occurred to mark 16 Days of Activism. Held in partnership with Council, Zonta and Community Health members.	
Work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire	✓	-	Partnerships are being strengthened with community housing offices (CHO) to identify how Council can partner with them to progress grant applications for the Big Housing Build. Wintringham, in partnership with Council, has been successful in securing a \$5M Big Housing Build commitment to redevelop Council owned seniors housing with the outcome being 12 new seniors units.	
Commit to participating in the development and, where relevant, the implementation of the Loddon Mallee Regional Housing Action Plan	✓	-	The Loddon Mallee Regional Housing Action Plan has been completed and Macedon Ranges Shire Council is actively working with the other Loddon Mallee group of councils and the Department Jobs, Skills, Industry and Regions to implement the Action Plan.	



Support targeted initiatives for young people of diverse backgrounds that enable them to express their identities fully, especially Aboriginal and Torres Strait Islander Peoples, lesbian, gay, bisexual, transgender, intersex and queer/questioning young people (LGBTIQ+), culturally and linguistically diverse young people, and young people with a disability	✓	✓	Youth Services has delivered a range of activities to support young people of diverse backgrounds such as the Rainbow Formal, NAIDOC week activity at Gisborne Secondary, Youth Spaces for neurodivergent participants. These programs and activities enable young people to express their identities in safe and inclusive settings.	
Goal 4: A community that strives to reduce harm resulting from gambling, tobacco, alcohol and other drugs				
Commit to participation in the Local Government Working Group on Gambling to be convened by the Victorian Local Governance Association	-	-	Councillor and officer active participation and attendance at working group meetings ongoing.	
Raise awareness of gambling related harms	-	-	A community survey exploring attitudes to gambling harm launched during gambling harm awareness week. 77 responses were received with an overwhelming message of opposition to gambling and gambling products.	
Work with partners to deliver community education on gambling, gaming and screen harm	-	-	Though this did not occur in full in 22/23 the survey took place and the outcomes of this will guide work in 23/24.	
Commit to participation in the Local Government Working Group on Gambling to be convened by the Victorian Local Governance Association.	-	-	Meeting is regularly attended by Council representation.	
Explore opportunities to better regulate the advertising or promotion of gambling on Council land and roads in future reviews of Councils Local Laws.	-	-	A new clause has been added into the Draft Community Local Law 2023 prohibiting gambling advertising on Council land. The Draft local Law is going to Council for adoption at the August 2023 Scheduled Meeting.	
Explore opportunities to better regulate smoking in certain public places on Council land and roads in future reviews of Council Laws	-	-	A new clause has been added into the Draft Community Local Law 2023 which will allow Council to declare areas of Council land a No Smoking area, including the use of e cigarettes or vapes. The Draft Local Law is going to Council for adoption at the August 2023 Scheduled Meeting.	
Goal 5: An environment that reduces potential public health risk to our people				



Implement the Waste Management and Resource Recovery Strategy 2021–2026	✓	-	Of the 30 actions identified in the Strategy, five are completed, 15 are ongoing activities (in action); of the remaining 10: <ul style="list-style-type: none"> The creation of the Circular Economy education and engagement plan has begun. The single-use plastic campaign for community and business is about to begin. The provision of FOGO compost back to the community is about to begin, after a positive result from a survey. With home delivery of 2m3-6m3 the first step. Closed-loop glass recycling is currently being investigated. A transfer station in the south is being investigated with New Gisborne industrial estate the initial focus. Soft plastics trial continues as we work with VRR on a permanent solution 	
Prepare a new Public Toilet Strategy	-	✓	Public Toilet strategy was endorsed.	
Continue to implement the domestic waste water management plan 2019. This plan aims to reduce environmental public health and economic risks	-	-	Continues to be implemented	
Our community is adaptable and resilient				
Goal 6: A community that is committed to tackling the climate emergency and its impacts on health				
Continue to facilitate development of community climate change action plans through Council's Cool Changes program	-	-	Cool changes program has been successfully completed with a total of seven plans covering nine towns across the shire.	
Support identification and implementation of whole of shire climate mitigation and adaption of initiatives through the development of a community climate action plan/	✓	✓	A draft climate emergency response plan is under preparation and is expected to be released for community consultation in late 2023.	
Goal 7: A community that effectively plans for, responds to and recovers from emergency events (including COVID-19)				
Work with stakeholders to provide community education sessions to raise awareness about how to keep safe during emergencies	✓	-	Has commenced in some communities. Resilient Riddell's partnership (led by the Neighbourhood House, funded by Council) with coordination of Council and emergency services representation. Partnerships through the MEMPC including Red Cross is also delivering programs in the Macedon Ranges.	



Are we having the influence we expected?

The following four projects showcase positive outcomes for our community.

1. Village Connect

MPHWP Goal - A community where people are understood, respected and supported, and people are confident that they can contribute to community life.

Our community is inclusive and celebrates diversity. A community where people are understood, respected and supported and people are confident that they can contribute to community life.

The Village Connect Project (VC) at Macedon Ranges Shire Council is one of 12 Village Hub projects funded nationwide, as part of the Village Hubs project, an initiative of the Australian Government's Seniors Connected Program. Macedon Ranges' VC is the only funded project in Victoria.

Project description

The project aims to support the mental, physical and social health and wellbeing of people over 55 across the shire, by increasing opportunities for social connections, particularly for those who experience isolation and loneliness.

This is achieved through linking community members with existing activities and events throughout the shire, and delivering targeted, low-cost Council and community led activities.

VC has focused on ensuring that smaller townships are provided with a platform for connection, with the aim of creating natural connections that can be established and maintained over time. Given that the Macedon Ranges Shire has a wide geographical spread, this can make it difficult for residents, particularly older people, to access larger townships where naturally there are more groups and events that provide the opportunity to connect.

VC provides information about social and wellbeing services, supports and activities in the shire and provides links to these when there are gaps identified.

Project impact

Over the course of the VC project there have been over 579 individual engagements across 55 community events across seven towns. This number continues to grow. These engagements have been through varied activities, either Council led or in partnership with already established activities. The project has initiated collaborations with external organisations, for example; Pathways for Carers; Dementia Australia; Local community organisations; neighbourhood houses; men's sheds; Probus; U3A; digital connection education; community health and service providers across the region. Some activities that have been Council led have now been embedded in community led organisations, such as neighbourhood houses, ensuring their sustainability into the future.

There is a strong co-design element of the program, with members of the project being asked to provide feedback in relation to how this project can continue to engage with those that are vulnerable and lonely. The feedback is utilised for further program design, not only in VC, but other activities across Council.



75 members have reported that they have linked to other services as a result of VC. This has occurred with registrations to U3A, Senior Citizens clubs, neighbourhood houses, libraries, access to specific services and supports. 15 people have reported that they have increased their network of friends as a result of the connections that they have made through VC.

Feedback is received often and the following highlights what VC means to two members in particular: "VC has assisted in our loneliness, which is far and above what impacts our general health and mental health". "VC taps into many exciting opportunities to make connections and learn new skills that without VC we would not do".

2. Healthy Loddon Campaspe – Healthy and Active Lifestyles

MPHWP Goal - Our community is an environment that supports people to eat well and be physically active.

Healthy Loddon Campaspe (previously known as Healthy Heart of Victoria) is an initiative aimed at improving health outcomes in the Loddon Campaspe region – the heart of Victoria - and guides work within supporting councils to achieve outcomes in supporting a healthy environment.

The initiative was developed in response to the region showing higher than Victorian average rates of obesity, chronic disease and high-risk health behaviours.

Healthy Loddon Campaspe (HLC) projects are designed to focus on those parts of the community that are the least supported to help encourage healthy eating and get more people, more active, more often.

There are six local councils involved in the initiative – Campaspe Shire, Central Goldfields Shire, City of Greater Bendigo, Loddon Shire, Macedon Ranges Shire and Mount Alexander Shire.

The below are a snapshot of some programs that have been implemented across the shire.

- **Adventure Bingo:** A 1.5km walk along Romsey's Main Street was activated during the Easter school holidays, to encourage families to walk from Romsey Library to the Romsey Ecotherapy Park. The Activation involved designing a bingo sheet with local landmarks for families to tick off as they walked.
- **Healthy Sports Clubs:** In the Macedon Ranges, the project helped five clubs offer healthier food and drink choices at their canteens and kiosks, by providing free canteen equipment, menu changes and support from the local Vic Kids Eat Well health promoter.
- **Food Systems local support:** In line with recommendations within the draft Regional Food Systems Framework, HLC provided funding to Woodend Neighbourhood House to install wicking beds at the site, for use by a local social gardening group, to grow produce for the new Woodend Community Pantry.
- **Support your own, buy locally grown campaign and research project:** A multimedia marketing campaign was developed to encourage consumers to choose Loddon Campaspe-grown produce available at retail stores. A price comparison analysis was undertaken by a research team to determine whether local produce was more expensive than imported produce at different time points of the year. The project is ongoing and results will be reported after each data collection cycle.



3. Social Housing Upgrade for Lancefield

MPHWP Goal 3: A community that is safe and free from violence.

In November 2020, Homes Victoria announced funding of \$5.3 billion for the "Big Housing Build" – an initiative specifically designed to provide 12,000 new homes across Victoria, with Macedon Ranges among those to receive a significant investment.

Following the Victorian Government's funding announcement, Council reviewed the existing housing stock that it holds across the shire at sites in Gisborne, Romsey and Lancefield. This review identified that the Lancefield site was most suited to redevelopment. Council also owns the adjoining site at 5 Noel Street, and consequently, a proposal was submitted to Homes Victoria to provide social housing across both sites.

As Council is not a registered housing provider, the application was lodged by Wintringham Housing, which currently manages all the housing units on behalf of Council.

In late 2022, Homes Victoria advised Wintringham that it had been successful in obtaining funding to allow the redevelopment of the units in Lancefield.

The project will see five units that are currently located on the property to be demolished and 12 new single storey units to be constructed in Lancefield. The total site is around 3,700 square metres.

The homes, when completed, will be available to older people that have been identified by Wintringham as needing support in accessing safe and secure housing.

4. Branch Out

MPHWP Goal 1: A community where people are understood, respected and supported, and people are confident that they can contribute to community life.

In response to a growing need for mental health support to extend to the younger years in the Macedon Ranges, Council is leading a first of its kind primary school mental health program.

Childhood is an important time for development, providing the foundation for future learning, behaviour and health.

After months of community consultation, the co-designed Branch Out program was born to help strengthen the capacity of the community to support children and youth mental health and wellbeing. The evidence-based, preventative whole school model engages teachers, parents and students in grade 5 and 6 with tailor made events and resources.

Learning how to manage and respond effectively to emotions while building resilience, will be taught to parents and teachers by mental health clinicians from Tuning in to Kids. Students will explore emotions (how to identify, name and understand them) by way of music and theatre, with local theatre group, Sprouts. The goal being a shared mental health literacy that addresses mental health challenges specific to the Macedon Ranges youth.

Branch Out is currently a pilot, working with Woodend Primary and Kyneton Primary schools, with the aim of supporting all primary schools in the Macedon Ranges.

Future actions

Year three action plan

MPHWP - Annual Report - Year Two (2022/23)

Page 17

Macedon Ranges Shire is located on Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Country.



We have developed a year three action plan (2023/24). This plan:

- no longer includes actions that were fully completed
- carries over ongoing actions from year two
- includes new or revised actions for year three.

Municipal Public Health and Wellbeing Plan 2021-2025

Year three action plan - 2023/24

Our community is inclusive and celebrates diversity

Goal 1. A community where people are understood, respected and supported, and people are confident that they can contribute to community life

Strategic objective	2023-2024 Actions	Population outcomes (Victorian public health and wellbeing framework)
Support mental wellbeing in the workplace and in the community	<p>Support and promote mental health by continued delivery of youth and older peoples' Mental Health First Aid training.</p> <p>Continue to play an active role in the Macedon Ranges Suicide Prevention Action Group, and the Macedon Ranges Suicide and Sudden Death Committee.</p> <p>Continue delivery of Live4Life in secondary schools and the wider community across the Shire¹.</p> <p>Continue to deliver a primary school-based mental health and wellbeing model for grade 5 and 6 students across the shire.</p> <p>Work with state and commonwealth governments to advocate for the establishment of a youth mental health service in the Macedon Ranges Shire.</p> <p>Support the implementation of the youth mental health outreach service in partnership with Sunbury and Cobaw Community Health.</p>	<p>Increase mental wellbeing (1.2.1)</p> <p>Decrease suicide (1.2.2)</p>
Support mental wellbeing in the workplace and in the community	<p>Work with stakeholders to provide community education sessions about how to keep safe during emergencies, noting that emergencies can contribute to mental health and wellbeing vulnerabilities.</p>	<p>Increase mental wellbeing (1.2.1)</p> <p>Decrease suicide (1.2.2)</p>

¹ Live4Life is a whole community response to mental health and wellbeing and suicide prevention. It includes school and community partnerships, youth mental health first aid education to the wider community, and youth leadership through The Crew.

Strategic objective	2023-2024 Actions	Population outcomes (Victorian public health and wellbeing framework)
Support mental wellbeing of older people and carers in the community	Continue to implement a three-year Village Hubs model to give older people the opportunity to connect for social activities and mutual support. Village Hubs aim to improve mental health through the benefits of increased social and community connections. Continue to advocate for carers and implement carer friendly training across Council.	Increase mental wellbeing (1.2.1) Increase access to social support (4.1.2)
Coordinate and promote accessible and inclusive services, activities and events	Deliver annual requirements of membership to the World Health Organization's Global Network of Age Friendly Communities and the Age Friendly Victoria Declaration. Continue to monitor the impact of Australian Government aged care reform on Council's role in supporting older people, and advocate in the interests of our community.	Increase connection to identity, culture and communities (4.1.1)
Coordinate and promote accessible and inclusive services, activities and events	Continue to support targeted initiatives for people of diverse backgrounds that enable them to express their identities, such as raising the Rainbow Flag on International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT).	Increase connection to identity, culture and communities (4.1.1)
Coordinate and promote accessible and inclusive services, activities and events	Continue to recognise International Day of Persons with Disability (IDPWD).	Increase connection to identity, culture and communities (4.1.1)
Coordinate and promote accessible and inclusive services, activities and events	Help sporting groups and clubs to be accessible and inclusive for people with disability. Strengthen participation in local playgroups.	Increase connection to identity, culture and communities (4.1.1)
Coordinate and promote accessible and inclusive services, activities and events	Direct some Council community grant funding to initiatives that emphasise inclusiveness. Celebrate and participate in National Reconciliation Week by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander Peoples and other Australians. In consultation with Traditional Owner groups, organise at least one internal and external NAIDOC Week event per year.	Increase connection to identity, culture and communities (4.1.1)

Strategic objective	2023-2024 Actions	Population outcomes (Victorian public health and wellbeing framework)
Coordinate and promote accessible and inclusive services, activities and events	<p>Continue to strengthen the <i>smalltalk</i> supported playgroup, and Enhanced Maternal and Child Health program to support eligible families and children.</p> <p>Continue to support families with support and referral to early intervention and pediatric specialist services via the Maternal and Child Health Service.</p> <p>Embed use of communication support tools in kindergartens, including Auslan or Key Word Sign.</p> <p>Develop a consultation framework to guide consultation with children, youth and people with a disability.</p>	Decrease developmental vulnerability (3.1.2)
Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning	Develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy that is integrated into Council's Learning and Development Strategy.	Increase connection to identity, culture and communities (4.1.1)
Support opportunities for contribution and connection	<p>Commit to reviewing our workplace Equal Opportunity Policy.</p> <p>Review disability access and inclusion learning needs within our organisation.</p> <p>Develop and implement a disability awareness training strategy that is integrated in Council's Learning and Development Strategy.</p>	Increase labour market participation (3.2.1)
Support opportunities for contribution and connection	<p>Promote resources from the Australian Government <i>Employ their Ability</i> campaign to local businesses.</p> <p>Profile the diverse experience of people with disability in the workforce in Council's Economic Development e-news and other communication channels.</p>	Increase labour market participation (3.2.1)

Our community is safe and healthy

Goal 2. An environment that supports people to eat well and be physically active

Strategic objective	2023-2024 Actions	Population outcomes (Victorian public health and wellbeing framework)
Create supportive environments for physical activity	Continue to deliver the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery. Continue delivery of the Macedon Ranges Shared Trails project that will see the development of a 24-km-long shared trail linking rural landscapes, towns and heritage places from Woodend to Riddells Creek.	Increase active living (1.3.1)
Create supportive environments for physical activity	Progress the development of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme. Through the Victorian Local Government Partnership, increase local sport options and improve capacity to create a welcoming environment for woman and girls.	Increase active living (1.3.1)
Create supportive environments for healthy eating	Promote the Victorian Government's healthy eating guidelines for infants and children through the Maternal and Child Health service and Council-managed kindergartens. Develop an educational campaign to improve breastfeeding awareness, rates and duration in the shire. Improve food literacy and provide health and hygiene education in Council-managed kindergartens.	Increase healthy eating (1.3.1)
Create supportive environments for healthy eating	Deliver requirements, and promote opportunities, as regional members of the Bendigo UNESCO Creative City and Region of Gastronomy. Through Healthy Loddon Campaspe, undertake the MRSC Food Coalition project, Healthy Schools project and Verge Gardens projects.	Increase healthy eating (1.3.1)

Goal 3. A community that is safe and free from violence

Strategic objective	2023-2024 Actions	Population outcomes (Victorian public health and wellbeing framework)
Promote the safety of children	Implement the Child Safe Standards to promote the safety of children, prevent child abuse and ensure processes are in place to respond to and report all allegations of child abuse. Through Healthy Loddon Campaspe, implement the early child skills project.	Reduce prevalence and impact of abuse and neglect of children (2.1.1)
Promote equal and respectful relationships	Continue to demonstrate leadership in advancing gender equality through the implementation of Council's Gender Equality Action Plan. Continue Council's involvement in the United Nations 16 Days of Activism for No Violence against Women and Children campaign.	Increase access to social support (4.1.2) Increase tolerance of diversity (4.2.1)
Promote equal and respectful relationships	Support targeted initiatives for young people of diverse backgrounds that enable them to express their identities fully, especially Aboriginal and Torres Strait Islander Peoples, lesbian, gay, bisexual, transgender, intersex and queer/questioning young people (LGBTIQ+), culturally and linguistically diverse young people, and young people with a disability.	Increase access to social support (4.1.2) Increase tolerance of diversity (4.2.1)
Enable affordable, secure, safe and appropriate housing	Work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire. Work in partnership with Community Housing Organisation, Wintringham, to support the delivery of a Big Housing Build project at Lancefield. Work in partnership with service providers to raise awareness of homelessness in the shire and together advocate for change.	Access to affordable housing and decrease homelessness (2.2.1)
Enable affordable, secure, safe and appropriate housing	Actively support the implementation of the Loddon Mallee Regional Housing Action Plan.	Access to affordable housing and decrease homelessness (2.2.1)

Goal 4. A community that strives to reduce harm resulting from gambling, tobacco, alcohol and other drugs

Strategic objective	2023-2024 Actions	Population outcomes (Victorian public health and wellbeing framework)
Reduce harm relating from gambling	<p>Raise awareness of gambling-related harms.</p> <p>Work with partners to deliver community education on gambling, gaming and screen harm.</p> <p>Commit to participation in the Local Government Working Group on Gambling to be convened by the Victorian Local Governance Association.</p> <p>Progress Council's Preventing Harm from Gambling Policy.</p>	Reduce harm resulting from gambling
Reduce harm relating from gambling	Explore opportunities to better regulate the advertising or promotion of gambling on Council land and roads in future reviews of Council's Local Laws.	Reduce harm resulting from gambling

Goal 5. An environment that reduces potential public health risk to our people

Strategic objective	2023-2024 Actions	Population outcomes (Victorian public health and wellbeing framework)
Environment Protection Act 2017	Continue to implement the Domestic Waste Water Management Plan 2019. This plan aims to reduce environmental, public health and economic risks associated with management of all domestic waste water in the shire.	Increase neighbourhood liveability (5.1.1)
Environment Protection Act 2017	Implement the Waste Management and Resource Recovery Strategy 2021–2026.	Increase neighbourhood liveability (5.1.1)

Our community is adaptable and resilient

Goal 6. A community that is committed to tackling the climate emergency and its impacts on health

Strategic objective	2023-2024 Actions	Population outcomes (Victorian public health and wellbeing framework)
Work with the community to reduce greenhouse gas emissions and adapt to the changing climate	Continue to facilitate the development of community climate change action plans through Council's Cool Changes program. Support identification and implementation of whole-of-shire climate mitigation and adaptation initiatives through development of a Community Climate Emergency Action Plan or similar.	Increase environmental sustainability and quality (5.2.1)

Goal 7. A community that effectively plans for, responds to and recovers from emergency events (including COVID-19)

Strategic objective	2022-2023 Actions	Population outcomes (Victorian public health and wellbeing framework)
Lead the way in emergency recovery	Work with stakeholders to provide community education sessions to raise awareness about how to keep safe during emergencies.	Proportion of adults who have someone outside their household they can rely on to care for them or their children, in an emergency (4.1.2.1)

15 DIRECTOR ASSETS AND OPERATIONS REPORTS

AO.1	ROSS WATT RESERVE MASTER PLAN
Officer:	Steven Williams, Coordinator Recreation
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	1. DRAFT Ross Watt Reserve Master Plan (under separate cover) 2. Community Consultation Summary ↓

Summary

This report presents the Ross Watt Reserve Master Plan (Attachment 1) for Council consideration and adoption.

The draft *Ross Watt Reserve Master Plan (2023)* (the Master Plan) has completed the community consultation stage, with feedback considered and incorporated into the final version where appropriate.

Recommendation

That Council adopts the Draft Ross Watt Reserve Master Plan (2023) effective from 27 September 2023.

Background

Ross Watt Reserve is Council owned and managed land and is home to the New Gisborne Tennis Club (NGTC).

The Master Plan identifies short, medium and long-term actions to ensure that this facility continues to meet the needs of users and the broader community.

Discussion

Located on Station Road, New Gisborne, Ross Watt Reserve is an important passive and active recreation reserve for residents. The reserve is home to the New Gisborne Tennis Club (NGTC). In 2015, NGTC commenced the development of a club Master Plan. At the time, the club-developed Master Plan did not progress to Council for endorsement.

Council is the land owner and manager of the reserve. In addition to formal tennis use, it caters for various casual users, including walkers, BMX riders, dog walkers and families using the playground.

Council's *Dog and Cat Order 2019 - Domestic Animals Act 1994* (Schedule One) designates Ross Watt Reserve as a dog off-leash area.

Officers identified the following themes, key issues and opportunities from the initial stakeholder consultation:

Role and quality of the reserve

The reserve has several roles - a visual break along Station Road, school drop off /pick up, informal play, dog off-leash area, family/social area, toilet stop/break and thoroughfare from Thom Street to Station Road and a local community tennis facility. This reserve is an important passive and active open space. The existing facilities are aging, and the need to address the quality of the infrastructure has informed the draft Master Plan.

Town growth

The New Gisborne population is forecast to grow over the next 20 years. Ross Watt Reserve will be centrally located, and its importance will grow. The amount and quality of the infrastructure in this reserve will need enhancement.

Tennis Facility Provision

The tennis facility has been located at Ross Watt Reserve for 35 years. New Gisborne Tennis Club has occupied the facility over this period and contributed significantly to its development and maintenance.

Two of the four courts at the reserve are in poor condition, and the club would like upgraded tennis infrastructure at the site.

Other opportunities

The initial consultation process identified:

- There is a limited path network in the reserve, which requires the extension of the path network and the construction of a circuit path
- Improved drainage and provision of upgraded park furniture and other reserve infrastructure
- The main entry points to the reserve could be more attractive and welcoming through improved signage and landscaping.

The Ross Watt Reserve Master Plan includes several directions for enhancing the active and passive use of the reserve, including:

Overall vision for the reserve

- Enhance the appearance of the reserve and make it more attractive, welcoming and accessible, including improved signage and landscaping; and
- Retain the openness and uncluttered nature of the reserve.

Tennis facilities

- Enhance the reserve's capacity for structured sport by nominating Ross Watt Reserve as the location for tennis facilities in New Gisborne;
- Removal of courts 3 and 4 (due to their structural condition), which will open up access to the eastern side of the reserve;
- Retention of courts 1 and 2;
- Replacement of courts 3 and 4 (to the east of courts 1 and 2) with future provision for an additional four courts (providing up to eight courts in total, subject to demand); and
- Provide a new tennis clubroom facility.

Other

- Improve reserve infrastructure (car park, drainage, public toilets, park furniture, boundary fencing);

- Enhance informal play and passive recreation opportunities;
- Achieve a suitable balance between developed and natural areas of the reserve;
- Raise the reserve profile and encourage greater use of and community pride in the reserve;
- Retain the dog off leash area;
- Undertake tree works to improve the visibility and function of the reserve; and
- Removal of the north-south row of Cypress trees that create a barrier across the middle of the reserve.

Consultation and engagement

While developing the draft Master Plan, consultants undertook several consultation methods to gain information on Ross Watt Reserve's current use and understand the issues and opportunities of the tenant club, the community, councillors and council officers.

Consultation included:

- One-on-one meetings with the tenant club to identify their issues and opportunities, as well as to understand their existing and future needs;
- Discussions with relevant State and Local Sporting Associations;
- A joint meeting of council departments; and
- A drop-in community session.

The key issues identified during the consultation included:

- Significant population growth forecast in New Gisborne
- The existing infrastructure does not meet the needs of NGTC
- Improve the venue for passive community usage
- Existing car park area unlikely to cope with increased use in the future

The review of the Master Plan provides several directions regarding the short, medium and long-term (20+ years) improvement and development of Ross Watt Reserve.

The summary of key directions for the Master Plan is as follows (not in priority order):

- Removal of two existing tennis courts and replacement with two new lit courts
- Provision for up to an additional four tennis courts in the future
- Removal of Cypress trees, which dissect the reserve in a North-South direction
- Extension of the path network throughout the reserve
- Upgraded drainage
- Extension of the current car parking area
- Enhanced signage, landscaping and general infrastructure elements
- Retention of the dog off-leash area
- Refurbishment of the toilet block

The direction of the Master Plan was discussed with the NGTC in June 2023 to provide an opportunity for them to identify any concerns or issues before its potential release for formal community consultation. Overall, the club indicated that they were comfortable with the direction of the Master Plan, and they had further opportunities to make formal submissions during the community consultation stage.

Master Plan – Community Consultation

The Council resolved to release the draft Ross Watt Reserve Master Plan for consultation at the scheduled Council meeting on 24 May 2023, as follows:

That Council endorses the release of the draft Ross Watt Reserve Master Plan for four weeks of community consultation.

The draft Master Plan was publicised for community consultation over four weeks from 2 June to 30 June 2023, which included:

- Feedback sought on Council's 'Have your say' webpage;
- Direct emails with the tenant club;
- Promotion via Council's social media;

Fifteen formal submissions were received during the public exhibition period and a summary is provided in Attachment 2.

Officers made the following changes to the draft Master Plan due to the feedback received from the community and officers:

Contents reference	Summary of change
Section 2.1	Update Wording to include: 'in regards to Ross Watt Reserve to assist with identifying improvements as well as strengthening existing use opportunities and ensuring the master plan aligns with existing strategies and plans.'
Section 2.2	Update Wording to include: 'which aligns with the development of the Ross Watt Reserve Master Plan'
Figure 2	Updated - Element 9 was referenced in the key but not shown on the map
Section 3.7	Included the following point: 'Two courts have lights but are water damaged and unplayable. The tennis club was unable to proceed with the project to install LED light fittings on courts 3 and 4 due to funding constraints. The funding was redirected to the Ross Watt Reserve master plan and the development of a lighting plan for courts 1 and 2, which are currently without lighting.'
Figure 7	Updated - Elements 11 & 12 were shown to be in the wrong area
Table 2	Removal of the following: <ul style="list-style-type: none"> • 2011 from population table • Australian born as a % of total population • Couple family with children as % of all households • One parent families as % of all households
Section 5.1	Included the following point:

Contents reference	Summary of change
	'A New Gisborne community group formed a committee of management and the reserve was named Ross Watt Recreation Reserve in honour of Blanche Muriel Eugénie Ross-Watt. Among many achievements, Mrs Ross-Watt was elected to the Gisborne Shire Council in 1925. Two years later she was one of the initial group of fourteen women to be appointed justices of the peace in Victoria. When she was elected shire president in 1931, newspaper reports referred to her as the first woman to hold this office in the State and she again served as president in 1939. Appointed O.B.E. in 1949, Mrs Ross Watt retired from the council in 1950.'
Section 5.2	Update Wording to include: 'in line with the DOSS (Draft Open Space Strategy)'
Table 5 (Tennis Facility)	Updated Recommendation working for Tennis facility to read: 'Make future provision for eight courts at the site (retain two existing, remove two existing and replace with two new, allow for a further four potential in the future). Updated language in Considerations to: <ul style="list-style-type: none"> • Ross Watt Reserve is the preferred location for tennis in New Gisborne rather than the Sports Precinct due to the following: • New Gisborne currently has the population size to sustain a 4 court tennis facility. If it grows in size, as predicted, the town may be able to sustain a 6-8 court facility'
Table 5 (Trees)	Updated language in Considerations to: <ul style="list-style-type: none"> • 'The removal of the middle row of cypress trees and replacement with other tree species will assist in reducing the current monoculture nature of trees in this reserve. • The cypress could be replaced with indigenous species such as eucalypts, wattles or banksia. These species will offer far more value to the local wildlife from insects to birds to mammals, providing perching and climbing habitat as well as a source of food and shelter • The section of the diagonal path from the carpark to the toilet is lined by Peppermint trees. The trees are attractive and should be retained and extended along the full length of the path to Thom Street.'
Table 5 (Path network)	Update Wording to include: 'in line with the DOSS (Draft Open Space Strategy)'
Table 5 (Dog off leash area)	Included the following point: 'A fenced dog park is currently not identified in this location, and is currently not supported due to the loss of accessible public open space. Council's Domestic Animal Management Plan 2021-25, identifies that further work needs to be done to identify suitable locations for the future development of purpose built dog parks'
Table 5 (Toilet facility)	Updated language in Considerations to: 'Retaining the toilet block aligns with the Public Toilet Strategy, which identifies that the facility needs refurbishment.'
Section 7.1	Update Wording to include:

Contents reference	Summary of change
	'as preferred court surface type is not outlined'
Section 7.1	Update Wording to include: 'Tennis Australia's Tennis Infrastructure Planning Resource 2018, outlines that providing quality tennis courts is a crucial element of all tennis facilities. To ensure sustainability of a facility, tennis courts should be designed, constructed and maintained to meet the needs and demands of users.'
Below Table 6	Update Wording to include: <ul style="list-style-type: none"> • 'finance ongoing maintenance costs. • The NGTC have indicated as part of the Master Plan development that their preference is that synthetic grass courts be installed • Tennis Australia's Tennis Infrastructure Planning Resource 2018, does not outline a preferred surface type when developing new tennis facilities but rather outlines that prior to determining the preferred court surface for a facility, it is necessary to consider the following advantages / disadvantages of the surface • Further consideration of a preferred surface type with reference to the above should be undertaken in consultation with the Club during the detailed design phase of any future funded new court developments'
Section 8.1	Update - Incorrect Figure reference and page number was rectified
Section 8.1	Included the following point: 'A fenced dog park is currently not identified in this location, and is currently not supported due to the loss of accessible public open space. Council's Domestic Animal Management Plan 2021-25, identifies that further work needs to be done to identify suitable locations for the future development of purpose built dog parks.'
Section 8.2	Update Wording to include: 'The costings will need to be firmed up through a detailed design phase and/or costing process'
Table 7	Update Wording to include: "new tennis courts" and "near the playground" Updated cost table to include Pump Track Total estimated cost updated'
Table 7	Update - Add the provision of passive solar lighting along the internal path network.

Collaboration

Officers collaborated with the formal tenants of Ross Watt Reserve during the initial information-gathering phase of the Master Plan development and following the development of the initial concept plans.

Innovation and continuous improvement

The Ross Watt Reserve Master Plan (2023) 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 Master Plan 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 improvement opportunities to Ross Watt Reserve, providing a vital 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 Ross Watt Reserve Master Plan and the Gender Impact Assessment will assist the Council in meeting the Fair Access Policy Roadmap requirements.

Relevant Council plans and policies

The Ross Watt Reserve Master Plan (2023) 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 Ross Watt Reserve Master 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

The Master Plan provides several projects regarding the ongoing improvement and development of Ross Watt Reserve.

The Master Plan includes cost estimates for each specific project, with the total indicative cost for implementing the Ross Watt Reserve Master Plan being \$3,415,000.

Officers will undertake regular costing reviews to ensure accurate estimates when presenting business cases for future funding and implementation.

Implementing this plan and the priority of each project depends on the provision of funding to undertake the works. Funding opportunities may include but are not limited to Council budget processes, Victorian and Federal Government Sport and Recreation Grants and other relevant external funding programs.

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 relating to the subject matter.

Attachment 2

Draft Ross Watt Reserve Master Plan

Community Consultation Period 2 June to 30 June 2023

15 Submissions

Date	Submitter	Submission summary	Response/Actions
05/06/2023	Submission 1	<p>1a) I write to fully support the Council's Plan for this Reserve. We have looked at the Reserve and wondered why more wasn't made of it, so we are very pleased to see that Council is planning to develop it.</p> <p>With the population of Gisborne and New Gisborne growing steadily, it is important that recreational and other facilities expand accordingly. The improvement to the tennis courts as planned is well-targeted, with tennis being a popular, healthy sport. We have watched our grandsons play at the Millett Road courts as part of their local competition, and having the option of courts at New Gisborne would be excellent.</p> <p>Equally our various friends in New Gisborne would utilise an enhanced facility, as most of them have children.</p> <p>We support all aspects of the Master Plan, including all the works needed to achieve the vision. This includes removal of unwanted trees.</p>	1a) Support of all aspects of the draft master plan noted. No change to Master Plan.
08/06/2023	Submission 2	<p>2a) I would like to strongly endorse the proposed draft plan for the Ross Watt Reserve in New Gisborne.</p> <p>I am a resident of New Gisborne and have used the reserve and its facilities over the last 35 years. My, now grown, children used the play and park facilities from infancy plus we were all members of the Tennis Club, using the courts for both recreational and competitive play.</p> <p>We have watched the Reserve upgrade the parking and play facilities over the years, but the Tennis Court Grounds have not aged well. They are not welcoming; they feel run down and hidden away behind the trees.</p> <p>Also, the poor drainage to the north of the site impacts both the club rooms and the northern courts in wet weather.</p> <p>This reserve is well overdue for enhancement and a substantial upgrade would help ensure that residents engage with the many facilities at the Reserve and use the Tennis Club to its full capacity.</p> <p>The New Gisborne of 35 years ago is a very different place to now. There are many more residents and so many more to</p>	2a) Support of all aspects of the draft master plan noted. No change to Master Plan.

Date	Submitter	Submission summary	Response/Actions
		come, with all the new subdivisions. This leads to more demand on local recreational areas. It makes sense to keep the local residents using the facilities that are already in place and take pride in being a New Gisborne resident.	
09/06/2023	Submission 3	<p>3a) As a resident of New Gisborne, I am hoping to provide some feedback on the draft master plan for the Ross Watt Reserve. Firstly, very glad to see the footpath will be updated to a concrete path. So hard to push a pram or toddlers on bikes over the current path.</p> <p>3b) Secondly, I can't tell from the plan, but if there is no plan for lights along the path that tracks from Station Street to Thom Street, can I please make a submission for some lighting to be considered along that path? And potentially the car park? Lighting enhances community safety as it increases visibility. I can see the removal of some trees for this purpose and that lighting would also help for people walking home from the train station or walking their dogs after work during the colder months of the year. It doesn't need to be excessive but it would certainly help people feel safer walking through there at night. Lighting can also be a crime prevention strategy. I know this is not a big issue for the area, but as the area grows and with the continued thefts from people's cars in New Gisborne, lighting would be a step in the right direction.</p> <p>3c) Glad to see the updates to the tennis courts and playground as well.</p>	<p>3a) Support of upgrade of internal footpath in the draft master plan noted. No change to Master Plan.</p> <p>3b) The inclusion of passive solar lighting along internal pathways has been included in the master plan.</p> <p>3c) Support of upgrades to tennis courts and playground in the draft master plan noted. No change to Master Plan.</p>
11/06/2023	Submission 4	<p>4a) The New Gisborne Tennis Club (NGTC) appreciates the opportunity to provide this supporting submission regarding the Ross Watt Master Plan. NGTC is delighted to see this project reach the stage of a formal master plan. The club is appreciative of the efforts by Macedon Ranges Shire Council to commission the study during 2022 and the consultative approach undertaken to engage with NGTC during this process. This project is the essential first step in the future development of Ross Watt for all residents.</p> <p>4b) As we have discussed, the facilities of NGTC urgently need improvement so that the facility and club remain viable. The Ross Watt Reserve Master Plan is an essential first stage to</p>	<p>4a) Club appreciation of Council undertaking the master plan for Ross Watt Reserve is noted. No change to Master Plan.</p> <p>4b) Support of upgrades to tennis facilities and the importance of a master plan as a foundation for</p>

Date	Submitter	Submission summary	Response/Actions
		<p>ensure the club's needs are incorporated into the longer-term planning for the reserve.</p> <p>With a history of 35 years residing at Ross Watt Reserve, NGTC has taken a lead role in pushing for this master plan study. The project reaches back to 2015 when NGTC commissioned its own architect to propose options for future development at Ross Watt Reserve, incorporating improved tennis facilities. With the assistance of the council, community consultation sessions were arranged. Unfortunately, the draft plan did not proceed to a council meeting for endorsement. With the condition of the existing tennis courts further degrading, NGTC focussed efforts towards achieving an endorsed Ross Watt Reserve master plan as the foundation for the further development needed for the facility to remain in service.</p> <p>4c) Additionally, it became apparent that the club, council, residents and other stakeholders, such as Macedon Ranges Tennis Association, needed clarity as to whether it was intended for tennis to remain at Ross Watt Reserve given the new Sports Precinct development and long-term plans to provide tennis courts there. A meeting was arranged with Cr Bonnano and Cr Guthrie on 29 March 2022 to raise the issue and request support for developing the master plan. The club is appreciative of the support provided to date by our ward councillors. It is pleasing that the club's initial master planning work has been taken forward to develop the formal Ross Watt Reserve master plan currently at the community consultation stage.</p> <p>4d) NGTC has actively engaged with the council's planning consultant throughout the study. We fully support the Ross Watt Master Plan and look forward to seeing it fully endorsed by the council shortly.</p> <p>Thank you for your consideration. If we can be of further assistance, please feel free to contact the club using the email addresses below.</p>	<p>future development at the reserve is noted. No change to Master Plan.</p> <p>4c) The master plan has identified Ross Watt Reserve's role in the ongoing provision of tennis facilities in New Gisborne. No change to Master Plan.</p> <p>4d) Club support of the draft master plan is noted. No change to Master Plan.</p>
12/06/2023	Submission 5	<p>5a) I am a member of the New Gisborne Tennis Club and live in a property bordering the south side of the Ross Watt Reserve. I fully lend my support to the Master Plan for the tennis courts, walking paths etc. proposed in the plan.</p> <p>5b) My only misgivings are the removal of the North-South row of Cyprus trees that create a barrier across the middle of the</p>	<p>5a) Support of upgrades to tennis courts and walking paths in the draft master plan noted. No change to Master Plan.</p> <p>5b) Acknowledge removal of row of cypress trees not fully supported. Noted, No change to Master Plan.</p>

Date	Submitter	Submission summary	Response/Actions
		<p>reserve. These trees provide a wind break and also shade on hot days.</p> <p>5c) I would also prefer the dog off leash area to be fenced so those using the paths for walking or cycling could do so without contending with dogs chasing them.</p> <p>5d) Overall, I fully endorse the plan.</p>	<p>5c) A fenced dog park is currently not identified in this location, and is currently not supported due to the loss of accessible public open space. Council's Domestic Animal Management Plan 2021-25, identifies that further work needs to be done to identify suitable locations for the future development of purpose built dog parks.</p> <p>5d) Support of the draft master plan noted.</p>
13/06/2023	Submission 6	<p>6a) I am writing to you regarding the Ross Watt Reserve Master Plan, to show my support for this. My son plays tennis with New Gisborne tennis club and trains there with their coach. It's a very welcoming club and we enjoy being a part of this community. Unfortunately, the facilities are very lacking. The courts are in poor condition and the club room is embarrassing.</p> <p>I did originally look at getting my son into lessons at Gisborne Tennis Club, but they were full and I heard recently they still have a wait list. If we lose New Gisborne tennis club I'm concerned a lot of children will miss out on tennis all together, which would be very disappointing.</p> <p>6b) Also, the off leash dog area is great, however at the moment in winter it is unusable. In summer it can also be unusable due to high snake risk as the grass is allowed to grow way too long in between mowing.</p> <p>We would love to see a fenced off leash dog park there, or somewhere in Gisborne.</p> <p>We have a dog who just loves to run, but our only options now are Sankey and Dixon field when not in use, which after school and weekends (when suitable for us to take her out) they are in use by sporting clubs.</p> <p>We used to be able to take our dog to a paddock behind Jacksons' Creek estate, but that has now been changed to having dogs on leash only, which is ridiculous for a paddock only used by people walking dogs, as its not a very nice place to go for a walk. If the reason the rules here were changed is due to native wildlife, then the council should be doing something about the foxes that live there, as well as the deer. Sorry I have gone off topic, the lack of suitable off leash dog areas gets me very annoyed.</p>	<p>6a) Support of upgrades to tennis facilities in the draft master plan noted. No change to Master Plan.</p> <p>6b) A fenced dog park is currently not identified in this location, and is currently not supported due to the loss of accessible public open space. Council's Domestic Animal Management Plan 2021-25, identifies that further work needs to be done to identify suitable locations for the future development of purpose built dog parks.</p>

Date	Submitter	Submission summary	Response/Actions
		6c) Coming back to the Ross Watt Reserve, please consider my email a vote in favour.	6c) Support of the draft master plan noted.
14/06/2023	Submission 7	<p>7a) I write on behalf of my family whom all live in New Gisborne and regularly utilise Ross Watt Reserve. I fully support further enhancement of this central community resource and encourage ongoing investment to maintain this reserve for the greater Gisborne and New Gisborne residents.</p> <p>7b) As an active member of the New Gisborne School Council, I also pass on behalf of our school community this is an underutilised resource. We believe that the lack of upkeep and neglect of maintaining this reserve has impacted the utilization by the local community.</p> <p>Families often use this area for school pick up and drop off and it can be quite a busy place for the 45 to 60 minutes after school time on fine weather days. Unfortunately, the facilities are not diverse enough for the range of needs by primary aged children and we would like to see investment to improve the overall utilisation of this reserve.</p>	<p>7a) Support of the draft master plan noted. No change to Master Plan.</p> <p>7b) Support Council investing in the reserve to improve the overall utilisation of the reserve, particularly by primary school aged children given its close proximity to the New Gisborne Primary School. No change to Master Plan.</p>
16/06/2023	Submission 8	<p>8a) We think the RWR masterplan addresses the future needs of the New Gisborne community. The paths, seating and playground proposals are needed to cater for the lack of infrastructure in our rapidly increasing community of New Gisborne.</p> <p>8b) The update to lighting of the tennis courts is urgently needed to cater for the current tennis court users and new players into the future.</p> <p>We fully support the plan and look to its endorsement by council and the staged development of the plan in future years.</p>	<p>8a) Support of the draft master plan elements is noted. No change to Master Plan.</p> <p>8b) Support of lighting existing tennis courts is noted. No change to Master Plan.</p>
25/06/2023	Submission 9	9a) We support the Master Plan for the New Gisborne Tennis club. We are looking forward to using the new facilities in the future.	9a) Support of the draft master plan noted. No change to Master Plan.
25/06/2023	Submission 10	<p>10a) I am writing to fully support the masterplan at Ross Watt for new tennis courts.</p> <p>As active family members of the New Gisborne Tennis club we know the importance of this development in keeping our children active in team sport locally.</p> <p>Our children have had midweek coaching at these courts and play in the summer Saturday morning competition.</p>	10a) Support of the upgraded tennis facilities in the draft master plan noted. No change to Master Plan.

Date	Submitter	Submission summary	Response/Actions
		<p>I play ladies competition on a Wednesday evening. Socially we play as much as possible as a family and with other members.</p> <p>The quality of our current courts are substandard, especially the latest replacement sections on two courts. The replaced patches are completely different to the original, making the ball bounce differently - only an advantage for members in the know! Adding courts, improving the current courts, along with a new club room would also see more children take up tennis with more coaching availability at the grass roots level... this has a flow on effect for future active children growing to active teens and adults.</p>	
25/06/2023	Submission 11	11a) As a senior and active member of the New Gisborne Tennis Club I wish to make you aware of my support for the Ross Watt Reserve Master Plan which obviously includes the future growth of the tennis club.	11a) Support of the upgraded tennis facilities in the draft master plan noted. No change to Master Plan.
24/06/2023	Submission 12	<p>12a) I am asking for support for the upgrade of the new Gisborne courts, we have been members there for the past 5 or more years. It is a lovely spot to play and is our closest court. Unfortunately, often the courts are unplayable due to the weather and the condition of the courts which makes it very hard.</p> <p>We are out there well in advance trying to make the court playable frequently in winter. (I have kids playing in the top teams on Saturday, A1/A2).</p> <p>The surrounding tennis clubs have had much more support and money spent on them. while we struggle with only 2 courts playable for night games due to lighting and often only 2 courts playable in wet weather due to much water on the courts.</p> <p>Please consider this proposal put forward to the council.</p>	12a) Support of the upgraded tennis facilities in the draft master plan noted. No change to Master Plan.
24/06/2023	Submission 13	<p>13a) We were delighted to see the proposed new courts in the Ross Watt Reserve master plan.</p> <p>My children currently play for New Gisborne and we have to relocate our games regularly due to the poor condition of the court, particularly when they are wet.</p> <p>The courts are in a wonderful location and with all of the new houses in the area, they will be well utilised.</p> <p>As a New Gisborne Tennis Club committee member I am proud of the efforts we have made to try and maintain and improve our current courts, for our community. I hope we are</p>	13a) Support of the upgraded tennis facilities in the draft master plan noted. No change to Master Plan.

Date	Submitter	Submission summary	Response/Actions
		able to get the proposed new courts as it is a wonderful asset for our area.	
24/06/2023	Submission 14	14a) I'm writing in support of the development of the Ross Watt reserve, particularly the upgrades to the lights & courts. This is essential to ensure the ongoing viability of the NG Tennis Club and its many, many members.	14a) Support of the master plan, particularly the upgraded tennis facilities is noted. No change to Master Plan.
26/06/2023	Submission 15	<p>My wife & I moved into a house in New Gisborne in September 2014, but I did grow up in the area and attended New Gisborne Primary School. We have a dog and I take him walking behind the tennis courts on most days.</p> <p>Feedback on the Ross Watt Reserve masterplan:</p> <p>15a) I really like the path that goes around the courts, it's very much needed as it is too wet to walk across the back of the reserve during Winter & Spring</p> <p>15b) I see the existing 2 courts being retained are the ones without lights. Will there be any lights on any of the new courts?</p> <p>15c) I don't see the need to remove the existing courts? Surely they could be resurfaced instead. Very costly to remove 2 courts that are already there and build two new ones. I just see that as a good use of ratepayer's money.</p> <p>15d) Can the plan include a fence at either side for dog off leash area and gates in and out? It just helps in case a dog runs off to keep them enclosed at either side</p> <p>15e) The rest is good (albeit if existing four courts retained, then carpark couldn't be extended)</p>	<p>15a) Support of the footpath around the courts is noted. No change to Master Plan.</p> <p>15b) The existing two courts are proposed to have lighting installed. No change to Master Plan.</p> <p>15c) These courts are at the end of their life, and location is not ideal due the close proximity to the boundary cypress trees and poor drainage, relocation of courts is seen to be more sustainable long term. No change to Master Plan.</p> <p>15d) A fenced dog park is currently not identified in this location, and is currently not supported due to the loss of accessible public open space. Council's Domestic Animal Management Plan 2021-25, identifies that further work needs to be done to identify suitable locations for the future development of purpose built dog parks.</p> <p>15e) General support of the draft master plan is noted.</p>

AO.2	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) **101114 Lancefield Kindergarten and MCH – Additional Inclusions: Provide additional budget of \$153,022.37;**
 - (b) **100140 Macedon Kindergarten Toilet Upgrade – Provide additional budget of \$32,000.00;**
 - (c) **100322 Romsey Kindergarten Veranda Upgrade – Note reduction in the budget (pending grant) to \$116,720.00;**
 - (d) **100660 Riddells Creek Kindergarten Playground Design & Shade Sail Replacement – Provide approval to increase budget (pending grant) to \$94,209.00;**
 - (e) **100665 Swinburne Avenue Kindergarten Landscape and Multiplay Equipment – Provide approval to increase budget (pending grant) to \$127,520.00;**
 - (f) **100998 Kyneton Sport and Aquatic Centre Gas Boiler Replacement – Return \$11,812.00 to the consolidated capital works program budget as the project has been completed with unspent contingency;**
 - (g) **100327 Romsey MCH Alterations – Cancel project due to quotes exceeding budget, returning \$82,620.00 to the Community Infrastructure Reserve;**
 - (h) **101106 Malmsbury Cricket Club – Note inclusion in capital works program;**
 - (i) **101104 Woodend Bowls Club Flood Repairs – Note inclusion in capital works program;**
 - (j) **101105 Darraweit Guim Tennis Club Flood Repairs – Note inclusion in capital works program;**
 - (k) **101107 Romsey Golf Club Shed (fire replacement) – Provide additional budget of \$15,000.00;**
 - (l) **101103 Gisborne Botanic Gardens footbridge – Note inclusion in capital works program;**

-
- (m) 101102 Kyneton Viewing Platform – Note inclusion in capital works program;
 - (n) 101108 Kyneton Heritage Windmill Bridge – Note inclusion in capital works program; and
 - (o) Romsey Ecotherapy Park (Stage 3) – Provide additional budget of \$204,000.00.
2. Notes that recommendation 1 (above) results in deficit of \$5,918.37 to the financial year 2023-2024 Capital Works 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 officers complete projects, 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 the presentation for the project to review for additional funding, the project sponsor and project manager will have to investigate 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 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 budget changes:

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 \$386,292.00 balance resulting from the resolution of the August 2023 Council meeting	\$386,292.00
101114 Lancefield Kindergarten and MCH – Additional Inclusions	Yes	\$0	<p>Project is funded and managed by the Victorian School Building Authority and has exceeded the allocated budget.</p> <p>The request for an additional budget is to provide inclusions to ensure the building meets the Council's minimum standards for environmental and sustainable design elements (\$122,622.37), fencing (\$5,400.00) and tree protection and prevention of unauthorised car parking (\$25,000)</p>	(\$153,022.37)
100140 Macedon Kindergarten Toilet Upgrade	Yes	\$275,000.00 (subject to grant funding)	<p>Request to increase grant-funded budget to \$519,012 (additional \$244,012) due to the increase in scope in funding guidelines and updated quotes. Note that grant not confirmed.</p> <p>As per the grant funding guidelines, Council is required to co-contribute to the cost of project management fees for the projects with a total value exceeding \$150,000; In this instance, the amount is 32,000.</p>	(\$32,000.00)

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-Progression	Change to the budget – () is an additional cost to the budget
100322 Romsey Kindergarten Veranda Upgrade	Yes	\$266,000.00 (subject to grant funding)	The grant budget of \$266,000.00 will be reduced to \$116,720 based on quotations received. Note that grant is not confirmed.	\$0.00
100660 Riddells Creek Kindergarten Playground design & Shade Sail Replacement	Yes	\$41,500.00	Request to increase the grant-funded budget to \$94,209 (additional \$52,709) due to the increase in scope in funding guidelines and updated quotes – no cost for Council. Note that grant is not confirmed.	\$0.00
100665 Swinburne Avenue Kindergarten – Landscape and Multiplay Equipment	Yes	\$25,000.00	Previously, this project was budgeted for design only. However, the project must be built per the new funding guidelines. Grant funding sought increased to (\$127,520) – no cost to Council. Note that grant is not confirmed.	\$0.00
100998 Kyneton Sport and Aquatic Centre Gas Boiler Replacement	Project complete	\$138,000.00	Project complete – returning unspent contingency.	\$11,812.00
100327 Romsey MCH Alterations	No	\$100,000.00	Quotes obtained exceeded budget by approx. \$54,000. The project is to be cancelled and a budget bid is to be submitted for 24/25FY, returning the remaining budget of \$82,620 into the	\$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
			Community Infrastructure Reserve.	
101106 – Malmsbury Cricket Club	Yes	\$0	The Insurance company bears flood-damaged asset costs. Construction is scheduled for 18 September. The project is included for reporting purposes.	\$0.00
101104 – Woodend Bowls Club Flood Repairs	Yes	\$0	The Insurance company bears flood-damaged asset costs. Construction is 85% complete. The project is included for reporting purposes.	\$0.00
101105 – Darraweit Guim Tennis Club Flood Repairs	Yes	\$0	The Insurance company bears flood-damaged asset costs. Construction is complete. The project is included for reporting purposes.	\$0.00
101107 – Romsey Golf Club Shed (fire replacement)	Yes	\$0	The Insurance company bears fire-damaged asset costs. The project is included for reporting purposes. The Master Plan identified that the shed should be relocated. An additional cost of \$15,000 needs to be borne by Council to facilitate this.	(\$15,000.00)
101103 – Gisborne Botanic Gardens footbridge	Subject to insurance assessment outcomes	Subject to insurance assessment outcomes	The Insurance company bears flood-damaged asset costs. Construction is to be determined. The footbridge is closed to public access.	\$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
			Negotiations continue with the insurance broker and insurance-appointed project manager. Further information will be provided when known.	
101102 – Kyneton Viewing Platform	Subject to insurance assessment outcomes	Subject to insurance assessment outcomes	The Insurance company bears flood-damaged asset costs. The Council is liaising with the insurance broker and insurance-appointed project manager. Further information will be provided when known.	\$0.00
101108 Kyneton Heritage Windmill Bridge	Subject to insurance assessment outcomes	Subject to insurance assessment outcomes	The bridge was a total loss in October 2022 floods. The intent is not to reinstate the bridge. The intent is that, along with community consultation, Council will memorialise the bridge and its heritage. Project provided to recognise the project formally.	\$0.00
Romsey Ecotherapy Park (Stage 3)	Yes	680,855	Stage 3 was 90% funded by Regional Development Victoria (RDV) and delivered for \$476,855. RDV provided the funds to Council as an upfront payment. The funds have not been carried forward and are unable to be returned. Funding of \$204,000 is now required to deliver additional elements	(204,000.00)

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-Progression	Change to the budget – () is an additional cost to the budget
			associated with the scope of Stage 3.	
			Net Total	(\$5,918.37)

The above recommendation currently results in a deficit of \$5,918.37 to the 2023-2024 Capital Works Program budget. However, officers are confident that it can be accommodated within the approved capital works budget as there are projects that will return their unspent contingencies before the end of the financial year.

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 without the need to await a quarterly, six-month or annual report.

Collaboration

Council officers share initiatives across many neighbouring Councils, reporting 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 no 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

Not Applicable

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 adapts its infrastructure project delivery within budget.

Financial viability

The processes described in this report detail how Council adapts 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.

16 NOTICES OF MOTION AND RESCISSION

Nil

17 URGENT BUSINESS

18 CONFIDENTIAL REPORTS

Nil