

Agenda

Council Meeting
Wednesday 26 July 2023 at 7pm
Gisborne Administration Centre
40 Robertson Street, Gisborne

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1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 RECORDING OF LIVE STREAMING OF THIS COUNCIL MEETING

This meeting 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 28 June 2023, as circulated.

9 MAYOR'S REPORT**9.1 MAYOR'S REPORT - JUNE-JULY 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

Over halfway through winter and we have been fortunate to enjoy some lovely sunny days in the Macedon Ranges. There have been many businesses and community organisations that work hard to deliver local events that encourage us to get out and about in these cooler months. We are fortunate to be able to enjoy our natural environment and the variety of social options available to us, while supporting all things local.

Community Consultations

We have an active and engaged community in the Macedon Ranges which is evident by the high volume of submissions Council receives through community consultations. Council is committed to building a diverse framework on how we engage with our community. This has been demonstrated through our Councillor listening posts, Council partnering with community organisations to deliver information sessions and formally seeking community feedback across a range of Council projects, plans and policies. Thank you to all those who have taken the time to provide feedback. It is a pivotal part of the process to assist Council officers and Councillors during the decision-making process. There are currently three consultations currently open that we would value your thoughts on, these are:

- Draft Sponsorship Policy: closing 31 July at 5:00pm
- Disability Action Plan: closing 31 July at 5:00pm
- Stanley Park Environmental Management Plan

We look forward to reviewing submissions received on these important matters.

Commonwealth Games

The announcement that Victoria will no longer be hosting the 2026 Commonwealth Games was an unexpected shock and is disappointing. Locally we were expecting a significant flow-on benefit to regional and rural communities and businesses, particularly in the Macedon Ranges. Many of our businesses were looking forward to it, attending briefings and the forward planning process. But I would say that, considering the decision has been made, we are relieved to see the proposed investment in regional and rural Victoria in the form of infrastructure, housing, tourism, and community sport, and eagerly await seeing the fine print of this announcement.

Citizenship Ceremony

Over 30 residents were invited to formally pledge to become Australian citizens on 25 July. My fellow Councillors and I were privileged to welcome the new citizens and to acknowledge and celebrate all cultural contributions to the Macedon Ranges Shire. Through our

Community Vision and Council Plan, we are committed to providing equality and inclusion for all, regardless of background, race, gender, or beliefs. Thanks to all those who attended and congratulations to the new citizens.

Annual Tree Planting Program

If you have seen new tree plantings taking place across the Shire, this is because the annual street tree planting program commenced this month. Approximately 250 new trees will be planted across the Shire between July and September. This program supports the environment and town amenities.

Creative Kids – Arts and Cultures Program

During the school holidays, the Arts and Cultures team delivered three successful performances and two workshops that were very well attended:

- Real Pigeons on Saturday, June 24 sold 209 tickets
- Whalebone and its associated workshop, The Wacky Lolly Shooting Machine, sold 79 tickets in total
- The Alphabet of Awesome Science performance and workshop sold 327 tickets in total

What a success. Congratulations to the team and thanks to those who attended and supported these local events.

Update – Kyneton Sports and Aquatic Centre

The installation of the new boiler system at Kyneton Sports and Aquatic Centre is now complete. Visitors can now benefit from more reliable and consistent pool temperatures. Thanks to all users for your patience during this process.

Over the last month, Councillors were pleased to be invited to the following events/meetings:

- Kyneton Rotary changeover dinner held on 30 June
- Riddells Creek Lions Club changeover dinner held on 1 July
- Meeting with the Barkly Square user groups in Kyneton on 4 July
- Opening of Edgar's Mission Memorial Garden in Lancefield on 11 July
- Malmsbury Youth Justice Centre Community Stakeholder meeting 5 July
- NAIDOC Week event featuring cooking demonstrations and tastings by Indigenous celebrity chef, Mark Olive at the Kyneton Town Hall on 13 July
- Rural Councils Victoria Annual Conference held in Echuca on 14 July
- Local Government Working Group on Gambling Reform on 19 July
- Macedon Ranges Local Safety Committee meeting held in Gisborne on 24 July

Listening Post

South Ward Councillors attended the Gisborne Market on 2 July and were available to chat with residents and visitors. Keep an eye on Council's website for all future listening post dates and locations.

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 - JUNE-JULY 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	27 June 2023 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) • Cr Jennifer Anderson (Deputy Mayor) - Zoom • Cr Rob Guthrie • Cr Geoff Neil • Cr Janet Pearce - Zoom • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Dominic Bonanno • Cr Anne Moore
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 • Amy Holmes, Acting Director Community • Shane Walden, Director Assets and Operations • Wendy Le Brocq, Acting Manager Community Strengthening • Leanne Khan, Acting Manager Strategic Planning and Environment • Evert Grobbelaar, Manager Statutory Planning

	<ul style="list-style-type: none"> • Stephen Pykett, Manager Economic Development and Visitor Economy • Awais Sadiq, Coordinator Statutory Planning • Julius Peiker, Coordinator Community Development • Krista Patterson-Majoor, Coordinator Environment • Lucy Olson, Senior Governance Officer (Council Business) • Daniel Hall, Graduate Strategic Planner
Apologies officers	<ul style="list-style-type: none"> • NIL
Presenters	<ul style="list-style-type: none"> • Steve Wroe (Daylesford Macedon Tourism)
Items discussed	<ul style="list-style-type: none"> • Councillor & CEO Only Session • Community Grants Acquittals • Stanley Park Community Consultation on updated EMP • Planning Matters • Presentation by Steve Wroe, Daylesford Macedon Tourism • Kangaroo Harvesting • Planning Delegated Committee Agenda Review for 12 July 2022 • Agenda Review for June 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	4 July 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 • 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"> • Shane Walden, Acting Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Eng Lim, Acting Director Assets and Operations • Stephen Pykett, Manager Economic Development and Visitor Economy • Awais Sadiq, Acting Manager Statutory Planning • Lauren Wall, Manager Communications and Engagemen • Amy Holmes, Manager Community Strengthening - Zoom • Simon Clarke, Coordinator Arts and Culture • Bob Elkington, Coordinator Economic Development • Lucy Olson, Senior Governance Officer (Council Business)
Apologies officers	<ul style="list-style-type: none"> • NIL
Presenters	<ul style="list-style-type: none"> • Acting Senior Sargent Mark Street (Victoria Police) • Steve Wroe (CEO, Daylesford Macedon Tourism (DMT)) • Paul Mathews (Project Manager, (contracted by DMT)) • Mike Ruzzene (Director, Urban Enterprise) • Danielle Phyland (Associate Tourism, Urban Enterprise)
Items discussed	<ul style="list-style-type: none"> • Monthly Councillor Only Session • Councillor & Acting CEO Only Session • Liquor Accord • Old Kerrie School • Update Noonan Grove – Special Charge Scheme • Presentation by Daylesford Macedon Ranges Tourism to discuss 'Draft Destination Management Plan'

	<ul style="list-style-type: none"> • 2023 Community Satisfaction Survey Debrief • 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	NIL Did they leave the meeting? N/A
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

Type of meeting	Council Briefing
Date and time	11 July 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 Mark Ridgeway • Cr Bill West
Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> • Shane Walden, Acting Chief Executive Officer • Rob Ball, Acting Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Eng Lim, Director Assets and Operations • Leanne Khan, Acting Manager Strategic Planning and Environment • Amy Holmes, Manager Community Strengthening – Zoom • Sarah Annells, Manager Safer Communities • Patricia Clive, Coordinator Governance • Rebecca Pedretti, Coordinator Visitor Economy • Julius Peiker, Coordinator Community Development

	<ul style="list-style-type: none"> • Allie Jalbert, Coordinator Local Laws • Isobel Maginn, Senior Strategic Planner • Lucy Olson, Senior Governance Officer (Council Business) • Nicole Pietruschka, Events and Filming Officer • Susan Hyatt, Communications Officer
Apologies officers	<ul style="list-style-type: none"> • NIL
Presenters	<ul style="list-style-type: none"> • Georgie Ward (Macquarie Lawyers)
Items discussed	<ul style="list-style-type: none"> • Councillor & Acting CEO Only Session • Local Law Final Draft Workshop • Festivals & Events Funding Scheme – Grant Recommendations • Community Funding Scheme Grant Recommendations • Planning Matters • Agenda Review for July Council Meeting (2 weeks prior) • Planning Delegated Committee Agenda Review • Gisborne Futures • Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	<p>Cr West declared a material conflict with item PE.1 on the Council Meeting Agenda Review. Did they leave the meeting? Yes 1:52pm to 2:01pm</p>
Conflicts of interest declared by officers	<p>NIL Did they leave the meeting? N/A</p>

Type of meeting	Council Briefing
Date and time	18 July 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

	<ul style="list-style-type: none"> • Cr Janet Pearce • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> • Bernie O’Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Awais Sadiq, Acting Manager Statutory Planning • Vish Tandon, Acting Manager Children, Youth and Family Services • Jeet Dahal, Acting Manager Assets and Project Management • Patricia Clive, Coordinator Governance • JD Evans, Coordinator Maternal Child Health Services • Leanne Khan, Coordinator Strategic Planning • Lucy Olson, Senior Governance Officer (Council Business) • Jack Wiltshire, Strategic Planner
Apologies officers	<ul style="list-style-type: none"> • NIL
Presenters	<ul style="list-style-type: none"> • NIL
Items discussed	<ul style="list-style-type: none"> • Councillor & CEO Only Session • Maternal & Child Health Costings • Monthly CAPEX Monitoring Report • Review of the Delegation Framework Policy • Planning Matters • Governance Rules – PDC meetings • 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 Guthrie declared a material conflict with 89 Ross Watt Road in planning matters as he lives opposite the site. Did they leave the meeting? Yes 11:53am – 12:07pm

Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A
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11 DIRECTOR PLANNING AND ENVIRONMENT REPORTS

PE.1	DRAFT ROMSEY STRUCTURE PLAN - FOR CONSULTATION
Officer:	Jack Wiltshire, Strategic Planner
Council Plan relationship:	1. Connecting communities
Attachments:	1. Draft Romsey Structure Plan (under separate cover) 2. Response to the Romsey Emerging Options Paper Consultation Summary Report. ↓

Summary

This report seeks Council endorsement of the draft Romsey Structure Plan for the purposes of community consultation.

The draft Structure Plan identifies that Romsey will grow into a large district town, as per the direction provided in the Macedon Ranges Planning Scheme.

Recommendation

That Council endorses the release of the draft Romsey Structure Plan for six weeks of community consultation.

Background

The draft Romsey Structure Plan has been developed to manage growth and development in Romsey to 2050. The draft Romsey Structure Plan is provided at Attachment One (Under Separate Cover).

The Romsey Structure Plan will replace the current Romsey Outline Development Plan which sets directions for the town to 2021. The structure plan will determine the settlement boundary for the town as required under the Macedon Ranges Statement Planning Policy.

Council reconfirmed its commitment to finalising the Romsey Structure Plan at the Scheduled Council Meeting of 26 May 2021 where Council resolved to:

- 1. Note that the Romsey Structure Plan project will continue to be identified in the 2021/22 Council Plan as a priority action.**
- 2. Note that officers will finalise the tender process to engage a consultant to progress the Romsey Structure Plan project.**
- 3. Note that the Councillor reference group will be made up of all nine Macedon Ranges Shire Councillors.**

Council adopted the Romsey Issues and Opportunities Paper in December 2018 as the first step in the process of preparing a new structure plan. Consultation on this document occurred between July and August 2018. The Romsey Issues and Opportunities Paper was used to inform the Romsey Emerging Options Paper (EOP).

The EOP and supporting documents were prepared by Plan2Place Consulting (P2P) and the project team of sub-consultants in late 2021 and early 2022. Consultation began on the EOP on 21 February 2022 and ran for six weeks.

Officers and P2P reviewed the feedback from the consultation process and an Emerging Options Paper Consultation Summary Report was prepared.

Officers are now seeking to release the draft Romsey Structure Plan for community consultation.

Discussion

The draft Romsey Structure Plan has been prepared with the following vision, with input from the community and Councillors:

“Romsey in 2050 will be a connected community in a township surrounded by rural landscapes. Building on its long and celebrated history as an attractive place, it provides a range of housing types and excellent facilities and services to support the community. The town's heritage and rural appeal is maintained through large open spaces, linear creek corridors, trees, landscapes, views to the surrounding countryside, good recreational facilities and enhanced heritage places. A vibrant town centre, new commercial and industrial areas, improved public Spaces and better connectivity has created a more cohesive community with greater employment opportunities. Transport infrastructure ensures that residents can continue to enjoy the benefits of the township's rural location. The town is resilient and responding to the challenges of climate change.”

The main features of the draft Romsey Structure Plan include:

- A Protected Settlement Boundary which encompasses enough land to support the orderly provision of residential, industrial, community and commercial land uses until 2050.
- Adding vibrancy to the Romsey town centre including consolidation of the retail core, and allowing for a higher density of dwellings within the walkable catchment of the town centre.
- Seeking to protect and enhance the neighbourhood character of the town.
- Ensuring services including water, electricity, sewerage, open space, cultural and community facilities can accommodate any additional growth.
- A focus on improving local employment options and repositioning the Romsey business park adjacent to the Romsey Waste Water Treatment Plant.
- Permitting urban consolidation to improve the town structure and reduce the reliance on private vehicles and support safer cycling and pedestrian linkages.
- Enhancing the landscape and open space areas of the town.

The draft Structure Plan provides direction for Romsey to 2050, with key directions under each chapter as follows:

Housing

- Increasing housing diversity by supporting infill development within the town centre.
- Provide for greenfield housing supply to the south and east of Romsey.
- Provide guidance on neighbourhood character areas and growth in Romsey.

Activities and Employment

- Refocusing on the Romsey town centre by moving Commercial 2 Zone land into central Romsey south of Barry Street.

- Moving the industrial business park to Portingales Lane to be located within the existing wastewater treatment plant buffer and move it from the southern entrance of the town.
- Outlines the strategies and actions for jobs, employment and retail in Romsey.

Landscape and Natural Environment

- Improve open space linkages and connections within town.
- Protect and maintain a clear settlement boundary to the north of Romsey.
- Protect and enhance Five Mile Creek and other waterways.

Movement, Transport and Access

- Ensuring safe, convenient and accessible pedestrian and cycling infrastructure and linkages.
- Support more journeys for day to day needs without relying on a car.
- Improve linkages and inter-town linkages for Romsey.

Community Infrastructure and Culture

- Protect existing facilities within Romsey and plan for potential future facilities.
- Ensure existing facilities are adequate for a growing town.
- Seeks to acknowledge and celebrates the Aboriginal cultural and post-contact heritage of Romsey.

Sustainability and resilience

- Ensure the town responds to the risks and impacts of climate change.
- Reduce potable water usage and minimise urban run-off and pollution to local creeks and waterways.
- Focus on energy efficiency and renewable energy options for the town.
- Increase the town's sustainability with urban cooling, improved biodiversity, protection of waterways and water sensitive urban design.

Response to Feedback

Key themes of feedback to the EOP included:

- Designation of Romsey as a Large District Town,
- Land supply
- Neighbourhood character

The draft Structure Plan responds by identifying that the initial greenfield supply for Romsey will provide for approximately 1,083 greenfield lots from the rezoning up until 2041. This will equal a population of approximately 6,881 people by 2036 and 7,501 by 2041. The land supply would need to be monitored to ensure rezoning of additional land occurs once the land supply drops under 400 lots, or around 2031. These figures align with Romsey's role as a Large District Town (population 6,000-10,000) as informed by various local, regional and state polices.

In greenfield development, the design guidelines suggest an average lot size of 880sqm, implemented by providing sites at a range of sizes across the subdivision area as follows:

- 40% at 600 sqm

- 40% at 850 sqm
- 20% at 1,500 sqm

Smaller lots will be encouraged around the town centre to provide more diverse housing options to support ageing in place, first home buyers and single income households who might seek more affordable housing choices.

Precinct guidelines have been developed to update the existing neighbourhood character guidelines accordingly.

It has been suggested that a curved open spaced link be developed on the periphery of the proposed future residential land, utilising the buffer of the waste water treatment plant. This open space would be 200m wide and allow for the future proofing of future town community infrastructure requirements, such as a municipal pool, and alternative location for a school etc. as well as additional walking and cycling facilities. Officers estimate that the suggested open space link would be approximately 77 hectares. This equates to an overall public open space contribution of approximately 24% as a proportion of new greenfield areas. The Macedon Ranges Planning Scheme currently mandates a 5% open space contribution, with any additional open space contribution negotiated as part of development or purchased at market value.

The Draft Romsey Structure Plan does provide a north-south and east-west open space connection for the proposed new growth area, as identified through Strategy 13 on page 32. The proposed size of this open space link is 19.2 hectares. This equates to an overall public open space contribution of approximately 6%. Further open space areas are also envisioned including a soccer field and central 'town square' to supplement the proposed linkages. The default open space contribution of 5% will be reviewed as part of the revised Open Space Strategy to determine whether this is adequate or should be increased.

Public consultation is now proposed to test the ideas within the draft Structure Plan and allow the community and stakeholders to provide feedback on the proposed directions and outcomes. This will also give external stakeholders the opportunity to provide formal feedback to the proposal.

Consultation and engagement

Significant consultation has occurred to date in the preparation of the Romsey Issues and Opportunities Paper (2018) in July – August 2018 and the EOP (2022) in February – April 2022.

At the Scheduled Council Meeting of 28 September 2022 it was resolved that Council:

- 1. Endorses the Romsey Emerging Options Paper Consultation Summary Report and contained actions to continue work on the draft Romsey Structure Plan;**
- 2. Notifies submitters and project subscribers of Council's decision; and**
- 3. Continues quarterly project updates to submitters and project subscribers.**

Attachment Two provides a summary of how Council and P2P have responded to each of the 64 actions contained in the Romsey Emerging Options Paper Consultation Summary Report.

The draft Romsey Structure Plan is proposed to have a consultation period of six (6) weeks, in accordance with Council's Community Engagement Policy. This will be undertaken face to face, online and via meetings between Council and stakeholders.

The planning scheme amendment for the implementation of any future Romsey Structure Plan will allow for additional formal consultation on the amendment and permit the matter to be heard before an independent planning panel if required.

Collaboration

Council undertook stakeholder mapping and sought feedback on the EOP from a range of government departments, service providers, community groups and statutory bodies. This built on consultation and feedback from the Romsey Issues and Opportunities Paper. Initial discussion with stakeholders has occurred in the preparation of the draft and Council will continue to work together with the relevant stakeholders during the consultation on the draft Romsey Structure Plan.

Innovation and continuous improvement

Council has undertaken a significant amount of work in response to community and previous agency feedback. Council will continue to liaise with the community, industry professionals and government agencies on the draft Romsey Structure Plan.

Relevant law

This is consistent with the objectives of the *Planning and Environment Act 1987* and the Macedon Ranges Planning Scheme.

This report does not have any direct or indirect human rights implications under the Charter of *Human Rights and Responsibilities Act 2006*.

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

The GIA recommends to improve the liveability of the Romsey Township for all members of the community to ensure gender-equitable access to housing, employment, transport and community infrastructure.

Community consultation and engagement has shaped the current strategy and further engagement is sought to further ensure the draft addresses community concerns from all of the community, including across gender and other demographic groups.

The draft Romsey Structure Plan will seek to provide:

- More diverse housing choices within the town.
- Greater safety and access to services, facilities and open space.
- Greater employment options and economic development.
- Transport options that are not car dependent for day to day needs.

The strategies and actions within the draft Structure Plan seek to ensure Romsey provides greater liveability regardless of age, gender, ability or background. Consultation must have regards to gender equality and intersectionality.

Relevant regional, state and national plans and policies

The report is consistent with regional and state planning policies including:

- Macedon Ranges Settlement Strategy 2011
- Loddon Mallee South Regional Growth Plan 2014
- Plan Melbourne 2017-2050

- Macedon Ranges Statement of Planning Policy 2019

Relevant Council plans and policies

This report seeks to progress a priority in the Council Plan 2021-2031:

Strategic Objective 1 – Connecting Communities.

Integrate land-use planning, and revitalise and protect the identity and character of the shire.

Progress the Romsey Structure Plan to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme

The Romsey Structure Plan project has considered a range of relevant Council plans and policies in the preparation of the draft Romsey Structure Plan.

Financial viability

The Romsey Structure Plan process had an original budget of \$130,000. \$30,000 was allocated in the 2018/19 budget and \$100,000 of this amount was provided by the Victorian Planning Authority to assist this critical work. Additional funding was provided by the Department of Planning and Transport to complete a Community Infrastructure Assessment.

Additional funding may be required through the 2023/24 Council Budget to support the Romsey Structure Plan project and its implementation through a future planning scheme amendment.

Sustainability implications

The draft Romsey Structure Plan will seek to provide guidance on social and environmental impacts that will continue to shape Romsey and its future. This includes the impact of climate change, a growing population and development impacts.

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.

Review of Emerging Options Paper actions into Romsey Structure Plan draft

Action	Time frame	Future work required	Included in Draft SP
1. Consider changing Objective 1 "To maintain the setting of Romsey as a rural township within a rural landscape" in the draft Romsey Emerging Options Paper (EOP).	Part of Structure Plan (SP)		This objective has now been incorporated into Principle 1 and 6 seeking both a landscape and neighbourhood character response for Romsey.
2. Minimise extension of the township boundary into high quality agricultural to the north, east and west of the Romsey township.	Part of SP		The boundary and growth areas have been set with a 2050 timeframe in mind but also to provide sufficient area for other uses such as industrial. Areas with good proximity to central Romsey have been designated substantial change area to permit infill development while other areas within the existing township have been designated incremental to permit some growth. Page 21 outlines this consideration.
3. Investigate an appropriate land use buffer between any new residential development and productive farming land to minimise amenity conflicts between the two uses. This should take into account permit triggers within rural zones and setbacks from residential zoned land and sensitive uses.	Part of SP		This has been reviewed as part of the strategic work behind the Romsey Structure Plan draft. Further refinement will occur during implementation. It is noted to maintain Rural Living Zone for a majority of public interfaces with residential areas.
4. Consider the opportunity to improve urban/rural interfaces and bushfire defence as part of any growth option.	Part of SP		The neighbourhood character guidelines consider design responses to urban/rural interfaces.
5. Investigate southern growth options for Romsey while keeping the principles of minimising external growth of the existing township boundary.	Part of SP		A southern growth option has been assessed and considered a suitable location for growth within Romsey. Page 21 reviews this.
6. Explore options and policy in protecting rural-residential interfaces within the draft Romsey Structure Plan.	Part of SP		Neighbourhood Character Guidelines outline some design response but greenfield areas are identified for providing a range of lot sizes with larger lots fronting industry including farming.

Review of Emerging Options Paper actions into Romsey Structure Plan draft

7. The draft structure plan should include an implementation action to undertake heritage reviews for Romsey and surrounding farms as part of Council's future strategic work plan.	Part of SP	Yes	Strategy 21 - page 42 outlines an action to undertake a future review of Romsey and district heritage as part of Council's ongoing work.
8. Ensure growth options avoid areas of landscape sensitivity	Part of SP		Page 30 and Strategy 10 outline actions addressing protecting the landscape setting of Romsey.
9. Improve the rural/urban interface through use of buffers, landscaping, built form and bushfire breaks.	Part of SP		A number of pages address these matters including page 19, 21 and 45.
10. The draft Romsey Structure Plan should outline broad urban design principles.	Part of SP		Neighbourhood character design guidelines have been included as an appendix to the Romsey Structure Plan.
11. The draft Romsey Structure Plan should outline future work for a Romsey Urban Design Framework.	Part of SP		Built form objectives have been included on page 49-50 addressing urban design.
12. The draft Romsey Structure Plan should outline a neighbourhood character strategy.	Part of SP		Neighbourhood character strategy has been included from page 50 - 56 and the Neighbourhood Character Guidelines and New Residential Area Subdivision Requirements are attached as appendix 2.
13. Review planning controls in Romsey commercial centre to ensure they will achieve desired urban design outcomes, support walkability and the possibility of a community space.	Part of SP		See pages. 25-26 - Strategy 5, 6 and 7 address the Romsey commercial centre.
14. Review activation incentives within Romsey outside of the structure plan process for Romsey Township.	Not part of SP	Yes	This is outside of Romsey structure plan remit – and must be further reviewed by Council.
15. Review neighbourhood character and desired outcomes for the Romsey township as part of the draft structure plan.	Part of SP		Page 50 - 56 and neighbourhood character guidelines support this outcome in Romsey.
16. Ensure the planning controls are fit for purpose to achieve desired character outcomes for infill type development within the centre of town.	Part of SP		Neighbourhood character guidelines will be implemented under the General Residential Zone and Neighbourhood Residential Zone. See Pages 20 - 24.

Review of Emerging Options Paper actions into Romsey Structure Plan draft

17. Draft structure plan to outline future review of the heritage protections within Romsey and district as part of Council's ongoing heritage work, including: <ul style="list-style-type: none"> · assessment of places that are not currently protected · review and correction of the protections currently in place; and · production of supporting work such as Heritage Design Guidelines, to assist sympathetic infill development. 	Part of SP	Yes	Strategy 21 - page 42 outlines an action to undertake a future review of Romsey and district heritage as part of Council's ongoing work.
18. Explore ways to encourage tree planting through planning controls in the draft Romsey Structure Plan.	Part of SP		See pages 30-31 and 50 for suggested actions.
19. Ensure draft Romsey Structure Plan gives direction on the enhancement and continuation of public street tree plantings within Romsey.	Part of SP		See pages 30-31 and 50 for suggested actions.
20. Review existing controls applying to Commercial 1 zoned land as part of draft Romsey Structure Plan.	Part of SP		A review of Development Plan Overlay 15 is nominated under strategy 5 - page 25-26.
21. Note comments regarding using rates to incentivise landholders to activate vacant properties to be considered by Council at next rates review.	Not part of SP	Yes	This is outside of the Romsey Structure Plan remit – consideration and further work by Council is needed.
22. Ensure the draft Romsey Structure Plan provides guidance on town centre and town entrance design to create a greater sense of arrival.	Part of SP		See Strategy 6 but also Neighbourhood Character Guidelines for New Residential Growth Areas.
23. Ensure the draft Romsey Structure Plan provides guidance on tourism uses within the Romsey Township.	Part of SP		See Page 28 which seeks to address tourism in Romsey.
24. Advocate for the review and provision of a secondary school for the Romsey/East Ward district.	Part of SP		Advocacy is outside the remit of the Romsey Structure Plan itself but consultation with the Department of Education is ongoing. A potential site has been identified on the southern side of Barry Street in the new Romsey growth area. It also possibly may become available for a private education provider.
25. Ensure adequate land is provided within Romsey at the existing primary school site and that adjoining uses do not compromise the long term viability of Romsey's education facilities.	Part of SP		Strategy 18 on page 40 seeks to ensure land uses adjoining Romsey Primary School do not compromise the long-term viability of a possible P-9 school.
26. Ensure the Romsey Structure Plan aligns with any direction of the upcoming Open Space Strategy (OSS) for open space provision.	Part of SP	Yes	Work is still underway on the Open Space Strategy. The Open Space Strategy will be cognisant of outcomes in the Romsey Structure Plan.

Review of Emerging Options Paper actions into Romsey Structure Plan draft

27. Ensure service upgrades are provided for and captured by open space or development contributions.	Part of SP	Yes	Further work will be require in this area. Upgrades of open space and other outcomes will be captured in the implementation stage and Development Contributions Plan review.
28. Ensure the draft Structure Plan provides detail on what infrastructure is currently needed in Romsey, what is required to accommodate development and the timing of delivery.	Part of SP		Work to date has outlined a limited need for new community infrastructure outside of some open space facilities and potential kindergarten spaces. Page 45-46 outline services such as water, sewerage and power. The utility and community infrastructure needs of the town can be readily met.
29. Continue to work with service providers to identify Romsey's infrastructure needs in the draft Structure Plan.	Part of SP		Work has been ongoing in this space and stakeholder engagement will occur during consultation on the draft SP. This will include the Department of Transport and Planning (DTP), Department of Education (DOE) and service providers.
30. Continue to work with service providers to articulate the infrastructure needs of Romsey in the draft Romsey Structure Plan.	Part of SP		Work has been ongoing in this space and further stakeholder engagement will occur during consultation on the draft Structure Plan. This will include the DTP and DOE and other service providers.
31. Outline advocacy items for improvements to services provided by external agencies such as Regional Roads Victoria and Department of Transport.	Part of SP		Page 35 - 38 options for future discussion and advocacy with DTP and others.
32. Continue to work with service providers to identify infrastructure needs in the draft Romsey Structure Plan.	Part of SP		Work has been ongoing in this space and will continue with community consultation.
33. Clearly articulate the requirement that required infrastructure is upgraded to accommodate development when required in the draft Romsey Structure Plan.	Part of SP		Work to date has outlined limited requirements for new community infrastructure outside of some open space and kindergarten space. Page 45-46 outlines strategies for services such as water, sewerage and electricity requirements.
34. Continue discussions and advocacy with Transport for Victoria regarding improved public transport options for Romsey.	Part of SP		This work is ongoing and falls within the structure plan work but also wider advocacy.

Review of Emerging Options Paper actions into Romsey Structure Plan draft

35. Ensure the plan identifies future cycling and walking infrastructure including connections to public transport and services.	Part of SP		See pages.35 - 38 review these facilities and the framework plan outlines on page 17 an indicative network.
36. Provide direction within the draft Romsey Structure Plan on further infrastructure improvements to inform updates to the Romsey Development Contributions Plans.	Part of SP	Yes	See page 35 - Strategy 14 outlines a need to review the Romsey Development Contributions Plan.
37. Continue working with Greater Western Water in finalising the buffer areas around the Romsey Water Treatment Plant to ensure this outcome feeds into the draft Romsey Structure Plan.	Part of SP	Yes	This includes ongoing work by Greater Western Water but the current buffer areas shown within the framework plan have been nominated by Greater Western Water for the purposes of proceeding with the structure plan.
38. Ensure the finalised buffer areas are incorporated into the Macedon Ranges Planning Scheme via appropriate planning overlays.	Part of SP		This is ongoing work by Greater Western Water with the intention of ensuring appropriate controls are provided to ensure the protection of the waste water treatment plant.
39. Ensure growth in Romsey only occurs when the capacity of the Romsey Water Treatment Plant has sufficient capacity through direction in the draft Romsey Structure Plan.	Part of SP		Growth will be dependent on the upgrade of the waste water treatment plant and other facilities within Romsey. Greater Western Water are upgrading the waste water treatment plant.
40. Continue work with Greater Western Water on the long term water supply in Romsey with consideration given to the impact of climate change.	Part of SP	Yes	This work is ongoing. However, Greater Western Water have indicated no supply constraints for water and also an abundance of recycled water for other uses.
41. Provide direction for provision of water sensitive urban design in all new development in the draft Structure Plan.	Part of SP		See Strategy 3 - page 21 and strategy 23 - page 46.
42. Continue advocacy and discussions with Powercor regarding the upgrade of existing power supply to Romsey to ensure sufficient capacity for the existing town and any additional growth.	Part of SP		Ongoing work and stakeholder engagement during consultation.
43. Consider opportunities for increased renewables and flexibility such as rooftop solar, micro-grids or a potential community energy system opportunities with Powercor to inform the draft Romsey Structure Plan.	Part of SP		See pages 44-45 and strategies 20, 21, 22 and 23.
44. Ensure potential responses and settlement principles outlined within the EOP are carried forward.	Part of SP		The settlement principles were brought forward and organised into 8 principles on page 14.

Review of Emerging Options Paper actions into Romsey Structure Plan draft

45. Ensure flood risk is appropriately identified within the draft Romsey Structure Plan.	Part of SP		Strategy 20 outlines continued work on flooding within Romsey. Melbourne Water will be further consulted with during consultation.
46. Ensure potential responses and settlement principles outlined within the EOP regarding environmental protection are carried forward into the draft Romsey Structure Plan.	Part of SP		The environment strategies are outlined throughout pages 30 - 32.
47. Implement the proposed settlement principles into the draft Romsey Structure Plan and ensure the settlement boundary is responsive to these principles.	Part of SP		See the Romsey Township Framework Plan on page 17. Other principles are addressed throughout the structure plan.
48. Ensure the draft Romsey Structure Plan finalises the required land area and modelling to inform the proposed protected settlement boundary while also ensuring settlement principals are implemented.	Part of SP		The work has sought to provide a settlement boundary that is logical, large enough to meet future requirements and meet the settlement principals of the structure plan. Enough land will be rezoned in the initial amendment to provide for housing until about 2031 before land supply will be reviewed.
49. Ensure further infill opportunities form part of the draft Romsey Structure Plan. This can be undertaken by reviewing existing controls and strategic infill opportunities.	Part of SP		This work has been done and outlined between pages 18 - 21.
50. Note that further work is to review the Development Plan Overlay – Schedule 8 and its requirements for an additional Romsey golf course as part of the draft structure plan.	Part of SP	Yes	Future work is required to consider the role of Development Plan Overlay – Schedule 8. Analysis does not support another new golf course in Romsey.
51. Note a majority of submissions wish that a protected settlement boundary does not move north of Hutchinsons Lane to retain the rural interface to the north. Hutchinsons Lane is noted as a suitable northern protected settlement boundary location to inform on the draft Romsey Structure Plan.	Part of SP		Hutchinsons Lane has been reviewed and has nominated as the northern settlement boundary.
52. Note Couzens Lane as a suitable western boundary extent of the protected settlement boundary to inform on the draft Romsey Structure Plan.	Part of SP		Couzens Lane has been reviewed and nominated as the western boundary.
53. Explore south of Romsey as the preferred greenfield expansion option as part of the draft Romsey Structure Plan. This should be carefully considered to ensure sufficient infrastructure availability, minimise impact on farm land (whether in Rural Living Zone or Farming Zone) and ensure suitable buffers with the Romsey Water Treatment Plant and industrial zoned land.	Part of SP		The southern growth option has been reviewed and considered the preferred first stage of greenfield growth direction for Romsey.
54. Any expansion to the south will need to resolve the location of Industrial 1 Zone land on Greens Lane.	Part of SP		The Industrial 1 Zone land has been located within the waste water treatment plant buffer area to provide setbacks from housing, provide

Review of Emerging Options Paper actions into Romsey Structure Plan draft

			sufficient land for new employment areas and landscaping options.
55. The draft structure plan must include design guidelines for a southern township entrance to Romsey. The role and outcomes on the Commercial 2 zoned land should be clearly considered and revised design guidelines created if the Industrial 1 Zone is moved.	Part of SP		Design guidelines have been included as an appendix to the Romsey structure plan. The Commercial 2 Zone has been moved to an area just south of Barry Street to consolidate the retail area in Romsey.
56. Knox Road and Greens Lane could be explored as a suitable southern protected settlement boundary.	Part of SP		The areas of Knox Road and Greens Lane were considered as a suitable southern boundary extent for Romsey.
57. Review minimal easterly growth south of Romsey Road to ensure suitable township interfaces and bushfire buffers are created but avoid impacting on the Romsey Water Treatment Plant buffer areas.	Part of SP		The area east of Romsey and south of Romsey Road has been considered in light of its bushfire risks, buffer areas and land supply - including industrial land supply. The boundary has been nominated along Portingales Road but this whole area could be used for a variety of uses.
58. Ensure urban design guidelines are provided to guide good outcomes within the Romsey Commercial Core including a review of Development Plan Overlays and the need for other planning controls.	Not part of SP	Yes	Guidelines have been provided for the urban core on pages 49-50.
59. Ensure the Draft Romsey Structure Plan provides guidance for the option for a small public open space as a town square for Romsey.	Part of SP		The Structure plan nominates in figure 13 of establishing meeting spaces in central Romsey. Strategy 19 on page 41 nominates a need for community meeting spaces in the Main Street area.
60. Further review traffic and servicing outcomes regarding any rezoning of Portingales Lane or retaining the location of the existing Industrial 1 Zone land in its current location.	Part of SP	Yes	A review has been undertaken by Movement and Place. Further discussions regarding Greens Lane, Romsey Road and Melbourne-Lancefield Road connections are to occur with DTP.
61. Clearly noting any changing of the Industrial 1 Zone land in Romsey will impact on a southern growth option in the draft Romsey Structure Plan.	Part of SP		This has been considered in the moving of the Industrial 1 Zone land.
62. Ensure the draft Romsey structure plan must clearly articulate a clear outcome in industrial and Commercial 2 Zone land supply in Romsey and its final location.	Part of SP		The rezoning of Industrial 1 Zone and Commercial 2 Zone land has occurred and is clearly articulated within the document.

Review of Emerging Options Paper actions into Romsey Structure Plan draft

63. Note feedback on consultation in formulating the future consultation strategy regarding the draft Romsey Structure Plan.	Part of SP		A consultation strategy is being developed for Romsey which notes the feedback from the previous consultation.
64. Note residents concern regarding Windfall Gains Tax and ensure properties within any future rezoning area identified in the draft Romsey Structure Plan are aware of the Windfall Gains Tax.	Part of SP	Yes	The windfall gains tax is to be implemented by the State Government. Information regarding Windfall Gains Tax and what it might mean for landowners will be provided through the consultation period.

PE.2	ENVIRONMENT GROUP SUPPORT GRANTS
Officer:	Tanya Loos, Biodiversity Strategy Projects Officer
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	<ol style="list-style-type: none"> 1. Environment Group Support Grant Guidelines 2023/2024 ↓ 2. Landcare Support Grants - Grants Assessment Panel TOR ↓

Summary

This report seeks Council adoption for two documents connected with Council's Environment Group Support Grants: the Environment Group Support Grant Guidelines (**Attachment 1**); Environment Group Support Grant – Grant Assessment Panel Terms of Reference (**Attachment 2**)

Recommendation

That Council adopts the 2023-24 Environment Group Support Grant Guidelines and the Terms of Reference for the Environment Group Support Grant Assessment Panel.

Background

2023-2024 Environment Group Support Grant GuidelinesAt the 26 April 2023 Scheduled Council Meeting, Council adopted the Community Grants Policy. This Policy provides a framework for Council to grant public funds consistently and transparently through its externally facing grant programs. Subsequently Officers undertook a review of the Environment Group Support Grants to ensure that they are aligned with the Community Grants Policy, and are meeting the needs of the community as well as progressing actions in the Biodiversity Strategy 2018. This review resulted in updated Environment Group Support Grant Guidelines.

Terms of reference for the Environment Support Grant Guidelines

The Community Grants Policy requires Council to adopt a Terms of Reference for all Council Grants Assessment Panels, and as such Terms of Reference for the Environment Group Support Grants has been drafted.

Discussion

2023-2024 Environment Group Support Grant GuidelinesThe review (involving consultation with internal and external stakeholders) recommended streamlining the grant application process through combining all three previously available Environment Support Grants into one application process through SmartyGrants. The review also prompted replacing the Landcare Network Partnership Grant with a new grant called the Biolink Boost Grant. The attached updated guidelines reflect these changes.

A summary of the proposed Environment Group Support Grants is below:

Grant type	Purpose	Eligible Groups	Amount per group	Total funding available
Landcare and Environmental Friends Group Support Funding	To cover the costs of administration such as insurance, venue hire, printing and mail. Small-scale on-ground works and events can also be funded from this grant.	Landcare and Friends Groups	\$800	\$20,000
Strategic Weed Partnership Program	To enable groups to undertake voluntary weed control on Council managed land, for example, roadsides and within bushland and conservation reserves. This work complements Council's annual weed program.	Landcare and Friends Groups	Up to \$1,500	\$10,000
Biolink Boost Grant	To support revegetation activities in strategic areas across the Macedon Ranges, and to provide groups with a means to engage with landholders and increase membership.	All groups – Landcare, Networks and Friends groups	Up to \$5,000	\$20,000

Council officers plan to support potential applicants via a Landcare Forum in August which will present the new guidelines to Landcare groups, friends groups and Landcare networks. Officers will be available during the application period to answer application questions.

Consultation and engagement

Officers consulted with external stakeholders, particularly the three Landcare Networks, to ascertain how the proposed combination of all three grants into one package would be received, and also to gain feedback on the proposed Biolink Boost Grant. The major themes coming from the review were support for the retention of the Support Funding and Strategic Weed Partnership Program, and that the Biolink Boost Grant would be well received by many community environmental groups.

Collaboration

Council has long been committed to providing ongoing support and resources to the 35 Landcare, environment groups and networks active across the Macedon Ranges Shire. These groups play an important role in engaging community and protecting significant native plants and animals on both public and private land.

Council regularly supports these community groups by attending and presenting at meetings, providing information and resources, and collaborating on joint projects and events. Council has financially supported Landcare and Environmental groups via an annual grant program for many years.

Innovation and continuous improvement

The process of conducting the review and preparing the documents to be approved involved benchmarking with other environmental grant providers such as Melbourne Water and the State Government Landcare Grants.

The proposed Biolink Boost Grant aims to support revegetation activities in strategic areas across the Macedon Ranges, and to provide groups with a means to engage with landholders and increase membership. Through this renewed program, all Landcare, Friends Groups and Networks will be eligible to apply for annual grants of up to \$5000.

The Biolink Boost Grant is intended to assist groups with a 'back to basics' approach involving funding for revegetation activities, and will be supported by the provision of marketing materials from Councils Environment Unit for the successful applicants' projects.

This approach will have better alignment with a key objective of the 2018 Biodiversity Strategy – to extend and connect native vegetation and fauna habitat. The landscape connectivity plan detailed in the Strategy identified six priority biolink areas and three waterway links that provide important landscape connectivity. The biolinks occur predominately across private land, contain significant habitat patches, have numerous threatened species records, and have a high level of community interest in their enhancement. Improving biolinks across the shire is also being highlighted as a priority action through the development Council Climate Emergency Response Plan (CoolER Changes).

It is known that the Covid-19 pandemic significantly affected group capacity and declining membership. Conversely, there has also been an increase in the number of people moving to the region, who potentially could be involved in their local Landcare or Friends group. The proposed changes are specifically designed to support groups as they seek to gain momentum and participation in their activities.

Relevant law

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was conducted in relation to the development of the Community Grants Policy. In the interest of delivering more inclusive and accessible funded community projects for the Macedon Ranges, the following measures are required under Council's grants programs:

- all funding applications covered by this policy will request information about which diverse groups in the community would benefit from the project, how these groups would be supported to participate in funded programs, and the estimated reach across men, women and gender diverse groups;
- addressing gender equity and inclusion will strengthen an application and will be reflected in the scoring matrix;
- the composition of all assessment panels will include mixed gender representation; and
- the Landcare Forum promoting the grants programs will be held at a time and in a central location so as not to disadvantage those with caring responsibilities and/or work commitments.

Relevant regional, state and national plans and policies

The Community Environment Group Support Grants supports groups achieve actions identified in the North central Regional catchment Strategy, Melbourne's Water's Healthy Waterways Strategy and Victoria's Biodiversity Strategy.

Relevant Council plans and policies

The Environment Group Support Grants aligns with Council Plan strategic objectives under Connecting communities and Healthy environment, healthy people. Endorsement the guidelines and terms of reference are a clear demonstration of the Council Plan strategic objective of delivering strong and reliable governance.

The proposed updates will bring the Environment Group Support Grants in alignment with Council's Community Grant's Policy, and guiding documents *Environment Strategy 2021* and *Biodiversity Strategy 2018*.

Financial viability

Council's Environment Group Support Grants has an annual budget of \$50,000. The assessment process will consider all applications and make recommendations to Council to fund community environmental projects to a total of that value. The program will be administered within approved budget parameters.

Sustainability implications

Social and environmental outcomes are strongly enhanced with the delivery of the Environment Group Support Grants.

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.

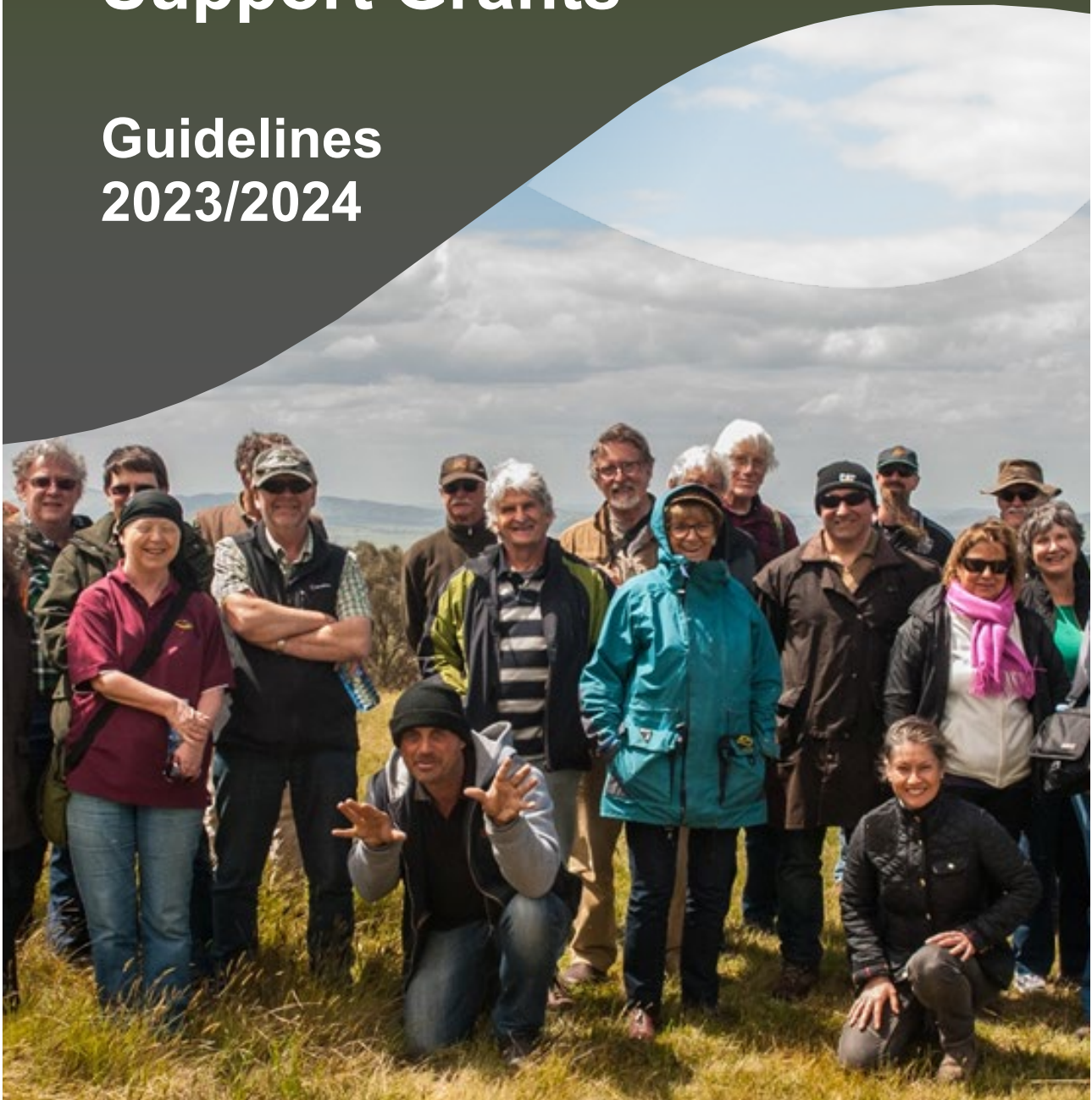


**Macedon
Ranges**
Shire Council

**Strategic Planning
& Environment**

Environment Group Support Grants

Guidelines 2023/2024



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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, 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.

Overview

1. Program aims and objectives

Macedon Ranges Shire Council is proud to support the Environment Group Support Grant program in recognition of the significant contributions our community environment groups make. The program aims to support groups with capacity building, weed control and biolink enhancement to benefit the community and natural environment of the Macedon Ranges Shire.

The **objective** of the program is to support projects and activities that align with the priorities of the 2018 Biodiversity Strategy, specifically:

- Protect existing biodiversity and native vegetation;
- Improve existing biodiversity and nature vegetation across public and private land;
- Extend and connect native vegetation and fauna habitat;
- Improve council and the community's understanding and connection to biodiversity;
- Enhance the capacity of community groups to undertake conservation activities.

2. Timeline

Applications open	31 July 2023 at 9am
Applications close	27 August 2023 at 5pm
Applications assessed by panel	September 2023
Recommendations to Council	25 October 2023
Grant recipients advised	27 October 2023
Category 1 and 2 - Grants acquitted	30 July 2024
Category 3 – Grant acquitted	30 September 2024

3. How much is available?

The Environment Group Support Grant budget for 2023/24 is a total of \$50,000.

There are three categories of funding that eligible groups can apply for. Groups can apply for one, two or all three funding streams annually.

Categories include:

Funding categories	Maximum funding/project	Total funding available
Category 1		
Landcare, Friends Groups and Network Support Funding	Up to \$800	\$20,000
Category 2		
Strategic Weed Partnership Program	Up to \$1,500	\$10,000
Category 3		
Biolink Boost Grant	Up to \$5,000	\$20,000

Eligibility

4. Who can apply?

Environmental groups eligible for funding include Landcare, Friends groups and networks.

Landcare group - A not-for-profit organisation with a membership with Landcare Victoria, open to all members of the public that conducts activities or promotes sustainable management of private and/or public land.

Environment Friends group - A group that works to protect and enhance the conservation values of a specific site or area through on-ground works and community education.

Network – Comprises of three Landcare Networks and the Biolinks Alliance.

Other groups may be entitled to apply for this funding if they can demonstrate that their primary focus is nature conservation at the discretion of Council’s Environment Unit.

5. Eligibility requirements

To be eligible, applicants must meet the below criteria.

- Works must be undertaken within the Shire of Macedon Ranges.
- Landcare Support Grants from previous grant funding must be acquitted.
- Groups must have their own current public liability and accident insurance.
- Groups must be incorporated. Groups that are not incorporated are welcome to apply if they are auspiced by another incorporated entity. Please note: each incorporated group may submit a maximum of two applications.

- Receipts or other documents for other activities may be requested at the discretion of Council to verify submitted acquittals.
- A copy of the group's most recent AGM minutes and treasurer's report must also accompany the grant application.
- The application of herbicides must adhere to the relevant State Government legislation.

The following are ineligible to apply to the Environmental Group Support Grant:

- Individuals.
- Political organisations.
- For profit/commercial organisations.
- Government agencies/organisations.
- Groups that are in debt to Council.
- Groups that have not completed the acquittal and reporting requirements of previous Council grants.
- School/scouting/religious groups.
- Groups auspiced by Council.

Funding categories and assessment criteria

6. Category 1: Landcare, Friends Groups and Network Support Funding

The primary purpose of this funding is to cover the costs of administration such as insurance, venue hire, printing and mail. Small-scale on-ground works and events can also be funded from this grant.

Examples of projects in this category include:

- Administration - e.g. photo copying, project auditing, production of information such as brochures or videos, postage, advertising, promotion etc.
- On-ground works on private or public land - e.g. tree planting, weed control, purchase of chemicals, planting materials, fencing materials etc. Any proposed public land works will require written consent from the land managers before commencement of works.
- Training - e.g. Agricultural Chemical Users Permit course, first aid, conference attendance fees, governance training etc.
- Community education - e.g. environmental workshops and events, brochures, flyers, fact sheets, creation and maintenance of a website etc.

What will not be funded?

- Works outside the Shire of Macedon Ranges
- Weed control on Council managed land undertaken by contractors. See Category 2: Strategic Weed Partnership Program.

Weighting	Criteria	What we are looking for
25%	Evidence of need	<ul style="list-style-type: none"> • Description of proposed project or activity. • Costs and receipts if required. For example, rental of post office box.
25%	Location of proposed project or activity	<ul style="list-style-type: none"> • Works must be undertaken within the Macedon Ranges Shire.
25%	Landcare Victoria or environment Friends of group	<ul style="list-style-type: none"> • Confirmation of Landcare membership, or Friends group status. • Groups have their own current public liability and accident insurance. • Groups must be incorporated. Groups that are not incorporated are welcome to apply if they are auspiced by another incorporated entity.
25%	Ability to deliver project	<ul style="list-style-type: none"> • A copy of the most recent AGM minutes and treasurer's report. • Acquittal received from any previous funding.

Acquittal

Grant acquittal reporting is required on completion of your project and/or activity in SmartyGrant. In order to apply for future Category 1 funding, grant acquittal must be received on or before **30 July 2024**.

7. Category 2: Strategic Weed Partnership Program

The purpose of this funding is to support groups to undertake voluntary weed control on Council managed land - i.e. on roadsides and within bushland and conservation reserves - which complements Council's Annual Weed Program.

Examples of projects in this category include:

- Materials for weed control and working bees – e.g. chemicals, spray packs, catering.
- Weed related training and courses.

What will not be funded?

- Weed control undertaken by contractors. Exceptions will be made at the discretion of Council's Environment Team, including for weed control works on roadsides or within bushland and conservation reserves which Council is not actively managing.
- Weed control on private land or on land managed by state government departments or agencies.

Special Conditions

- Experience in plant identification is required.
- Blackberry must not be sprayed if plants are fruiting.
- The use of herbicide must be overseen by someone with an Agricultural Chemical Users Permit (ACUP).
- Groups must maintain appropriate records of all herbicide spraying conducted, copies of which may be requested by Council.
- All herbicide use must be undertaken in accordance with the relevant manufacturer's label, unless otherwise approved by Council.
- If working on roadsides, groups must take appropriate safety measures such as:
 - ✓ Ensuring volunteers work at least 3m from the road carriageway unless a Traffic Management Plan has been prepared and approved by Council.
 - ✓ Ensuring all volunteers wear florescent or high-vis vests or jackets.
 - ✓ Displaying a "works on roadside" sign or similar.

Request for contractor weed control on Council managed land**Bushland and conservation reserves**

Contractor works for some bushland and conversation reserves are coordinated by Council's Bushland and Conservation Reserves Officers in collaboration with Landcare and Friends groups as a part of Council's annual works planning process. Groups can nominate site locations and target species requiring treatment through the SmartyGrant application process.

For more information, contact:

Martin Roberts, Bushland Reserves Officer
 Email: mroberts@mrsc.vic.gov.au

Simon Purves, Conservation Reserves Officer
 Email: spurves@mrsc.vic.gov.au

Roadsides

Contractor works for some roadsides are coordinated by Council's Roadside Conservation Officer as a part of Council's annual roadside weed program. Groups can nominate site locations and target species requiring treatment through the SmartyGrant application process.

For more information, contact:

Josh Gomez, Roadside Conservation Officer
 Email: jgomez@mrsc.vic.gov.au

Note: Depending on the extent and cost of works requested, Council may not be able to complete all works requested in 2023/24. Council will discuss the scheduling of all works with groups as a part of the works planning process.

Assessment criteria

Weighting	Criteria	What we are looking for
25%	Evidence of need	<ul style="list-style-type: none"> • Description of proposed project or activity. • Costs and receipts if required. For example, materials for weed control.
25%	Location of proposed project or activity	<ul style="list-style-type: none"> • Works must be undertaken within the Macedon Ranges Shire.
25%	Special conditions met	<ul style="list-style-type: none"> • Experience in plant identification is required. • Blackberry must not be sprayed if plants are fruiting. • The use of herbicide must be overseen by someone with an Agricultural Chemical Users Permit (ACUP). • Groups must maintain appropriate records of all herbicide spraying conducted, copies of which may be requested by Council. • All herbicide use must be undertaken in accordance with the relevant manufacturer's label, unless otherwise approved by Council.
25%	Ability to deliver project	<ul style="list-style-type: none"> • A copy of the most recent AGM minutes and treasurer's report. • Acquittal received from any previous funding.

Acquittal

Grant acquittal reporting is required on completion of your project in SmartyGrants. In order to apply for future Category 2 funding, grant acquittal must be received on or before 30 July 2024.

8. Category 3: Biolink Boost Grant

The Biolink Boost Grant aims to support revegetation activities in strategic areas across the Macedon Ranges, and to provide groups with a means to engage with landholders and increase membership.

All Landcare, Friends Groups and Networks will be eligible to apply for annual grants of up to \$5000.

The Biolink Boost Grant is intended to assist groups with a back to basics approach involving funding for revegetation activities, and will be supported by the provision of marketing materials from Council Environment Unit for the successful applicants' projects.

Successful projects will help achieve the landscape connectivity plan detailed in the Biodiversity Strategy 2018.

Special Conditions

- Proposed revegetation projects can occur on public or private land in our six biolinks and/or waterways area and/or strategic habitat links.
- Any proposed public land works will require written consent from the land manager before commencement of works.
- Plants include grasses, shrubs and trees.
- Plant guards, herbicide and weed matting are eligible for inclusion.
- Contractors for weed control and planting will be considered on a case-by-case basis.
- Photo-point monitoring part of the project (GPS reference point).
- Project publicity needs to acknowledge Council's support.

What will not be funded?

- Fencing.
- Pest animal control such as rabbits.
- Nest boxes.

Council Support

Council will supply marketing materials for landholder engagement that support revegetation activities in Council's Landscape Connectivity Plan in the [Biodiversity Strategy 2018](#) – using an iconic animal or plant species as a community engagement “hook”. Council will also support groups with planting guidelines and GIS eg mapping if required.

Examples of projects in this category include:

- Habitat boxes of plants and guards supplied to landholders surrounding council reserves to extend Brush-tailed Phascogale habitat.
- Corridors for Koalas project – plants for landholders to extend koala habitat.
- Waterway revegetation along Campaspe River and headwaters, Deep Creek, and Riddells-Jackson Creeks for Yarra Pygmy Perch.
- Revegetation along Five Mile Creek to support Black Gum.
- Good food for Gang-gangs – feed trees for Gang-gang Cockatoos for landholders.

Assessment criteria

Weighting	Criteria	What we are looking for
20%	Overall project description	<ul style="list-style-type: none"> • Description of proposed project or activity. • Site photographs (2) and/or map of proposed project or activity.
30%	Alignment with Biodiversity Strategy 2018	<ul style="list-style-type: none"> • Projects and activities that extend and connect native vegetation and fauna habitat. • Increase in group participation or awareness. • Engagement with broader community, eg schools, scout groups, residents.
30%	Location of proposed project or activity	<ul style="list-style-type: none"> • On-ground works projects in biolinks, nominated waterways and strategic habitat links within the Macedon Ranges Shire.
20%	Ability to deliver project	<ul style="list-style-type: none"> • Acquittal received from any previous funding. • Submit a budget to include proposed expenditure. • A copy of the most recent AGM minutes and treasurer’s report. • Costs and receipts if required.

Acquittal

Grant acquittal reporting is required on completion of your project in SmartyGrants. In order to apply for future Category 3 funding, grant acquittal must be received by **30 September 2024**. Acquittal documentation includes:

- Description of project or activities undertaken with funding, and how it met the project objectives.
- Before and after photos (x2) of project or activity and provide copies of any communication materials about the project.
- Itemised list of good and services purchased.

- Evaluation of project or activities, including plants in the ground, attendance figures, increase in volunteer participation or membership.
- Details of any unspent funds.

Applications

9. Legal requirements

a. Incorporation status

Applicants must be registered as an incorporated body or arrange for a legally constituted not-for-profit organisation to manage (auspice) the funds.

Council does not auspice applicants unless they are already auspiced.

For more information on auspice arrangements visit the [Not-for-profit Law Information Hub](#).

b. 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, available from [Council's website](#). Within the application form, applicants will be required to identify whether their project 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 a 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 auspiced for the purpose of this grant, the auspicing 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](#).

c. 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 activities in public open space or using Council facilities. Other activities may also require public liability insurance.

It is the responsibility of the applicant or recipient to arrange appropriate insurance, including collecting appropriate insurance from a contractor or tradesperson. Applicants are encouraged to discuss their insurance requirements with their insurance company or a professional advisor.

Groups without public liability insurance can contact [Landcare Victoria](#) or [Local Community Insurance](#) which offers an affordable public liability scheme for not-for-profit community groups.

10. Budget

The budget you submit needs to include proposed expenditure related to the project or activity for which you are requesting funding. The application form on SmartyGrants provides applicants with guidance on the information and level of detail required in your budget.

a. GST

For groups who are registered for GST - all pricing in your budget must exclude GST. (GST will be added to the amount requested).

For groups who are not registered for GST - all pricing in your budget must include GST. (Grants will be made exclusive of GST).

For information about GST and ABNs contact the Australian Taxation Office.

11. Assessment

a. How are applications assessed?

Eligible applications are assessed by an evaluation panel of officers from within Council. The assessment is based on responses provided in the application form within each of the sections of the application using the **scoring matrix** for each category. Responses are scored and the weighting is then applied to create an overall score. Eligibility does not guarantee funding.

Funding recommendations are presented to Council for consideration at a Scheduled Council Meeting. Scheduled Council Meetings are open to the public and streamed live online.

Council decisions are final, applicants who wish to discuss the outcome of their application are encouraged to contact the Environment team for advice as soon as possible on (03) 5422 0333 or via environment@mrsc.vic.gov.au.

b. What will strengthen my application?

- Applications that support the objectives of the 2018 Biodiversity Strategy.
- Applications that have clearly addressed the criteria under each grant category.
- Applications that consider gender equity and accessibility for diverse community groups will score more highly than those that do not. Applications that advance reconciliation and/or celebrate First Nations Peoples will also be highly regarded.

Conditions of funding

12. Project variations/extensions

Funds must be spent on the project or activity described in the application. Any variation, including extensions to a project or activity, must be applied through SmartyGrants and be

approved by Council. If you are encountering unexpected challenges in your project delivery, please contact the Environment team for advice as soon as possible on (03) 5422 0333 or via environment@mrsc.vic.gov.au.

13. Reporting/acquittals

Successful applicants are required to submit an acquittal report.

Category 1 and 2 grant project or activities must be completed and acquitted by 30 July 2024. Category 3 grant project or activity must be completed and acquitted by 30 September 2024. This report relating to funding from Council must include:

- confirmation that objectives for the project were achieved;
- a financial statement, detailing expenditure signed and authorised by the treasurer; and
- two photographs which may be used for promotional purposes.

Groups who do not submit an acquittal will not be eligible to apply for further funding from Council until the project or activity has been acquitted.

14. Incomplete projects and unspent funds

If a project is unable to be completed, the grant recipient must contact the Environment team for advice as soon as possible on (03) 5422 0333 or via environment@mrsc.vic.gov.au. Any unspent funds are to be returned to Council.

15. Permits, insurance and authorisations

The applicant is responsible for any regulatory and statutory requirements associated with the project, such as planning and building permits and public liability insurance.

16. Auditing of funded projects

Council reserves the right to undertake a spot financial and programmatic audit of a funded project. This may include a detailed examination of all financial records pertaining to the project.

17. Privacy

The collection and handling of personal information is in accordance with [Council's Privacy Policy](#), which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centres.

Contact officers

Contact	Title	Phone	Email
Environment Unit			
Krista Patterson-Majoor	Coordinator	0448 156 303	kpmajoor@mrsc.vic.gov.au
Tanya Loos	Biodiversity Officer	0456 390 591	tloos@mrsc.vic.gov.au
Kimberley Cook	Environmental Programs and Engagement Officer	0436 654 301	kcook@mrsc.vic.gov.au

If you are unable to reach one of the above contacts in relation to your application, please call Customer Service on (03) 5422 0333.

Macedon Ranges Shire Council

Environment Group Support Grant

Terms of Reference for Assessment Panels

Macedon Ranges Shire Council is committed to supporting organisations, groups and businesses to achieve their goals, particularly when they align with goals outlined in the Council Plan 2021-2031.

All applications for formal grants undergo an assessment process, with a panel making recommendations to Council. Council will make the final decision.

Purpose of assessment panels

The purpose of an assessment panel is:

- To review, assess and provide objective, independent recommendations to Council in relation to funding for grants.
- To ensure that guidelines and assessment criteria endorsed by Council have been applied consistently and equitably for all applications.

Principles

- Council is committed to ensuring equity and transparency in decision making processes.
- Conflict of interest and pecuniary interests are declared prior to assessing applications, or immediately upon becoming aware of a conflict (whichever occurs sooner).
- Panels will be representative of the diversity within the community in relation to gender, cultural background, abilities and age to ensure diversity of views and perspectives.
- Privacy and confidentiality of Council and applicant information will be maintained at all times.

Responsibilities of panel members

- Demonstrate Council values of working together, honesty, accountability, innovation and respect.
- Adhere to the principles outlined in these Terms of Reference (TOR) and full declaration of any conflict of interest.
- Provide objective advice to Council and undertake assessment using Council's approved assessment criteria.
- Complete assessments within the designated time frames.
- Attend assessment meetings either virtually or in person.
- Conduct programmatic audits of a funded program, when deemed necessary by the responsible Director.

Appointment to assessment panel

Council makes appointments to an assessment panel based on merit, skills and expertise in relevant grants and subject matter.

Assessment panels are made up of a minimum of three Council officers, and panel members are reviewed on an annual basis. Council reserves the right to increase the pool of panel members and invite appropriate specialists to join a panel where required to ensure diverse representation and adequate skill sets are maintained.

More detailed information about the Environment Group Support Grants, including guidelines and assessment criteria are available from the Council website.

Support to assessment panels

All assessment panel members are briefed on the Environment Group Support Grants, including categories, conditions of funding and their role and the process of recommendation to Council.

- Assessments are undertaken using SmartyGrants and advice and support is provided to panel members on how to use the system.
- All assessment meetings are minuted by Council, to ensure rationale for decisions are clearly noted and to ensure accountability.
- All assessment panel recommendations and decisions will be recorded in SmartyGrants.

2023 Assessment Panel

Contact	Title	Email
Martin Roberts	Bushland Reserves Officer, Environment	mroberts@mrsc.vic.gov.au
Tanya Loos	Biodiversity Officer, Environment	tloos@mrsc.vic.gov.au
Kimberley Cook	Environmental Programs and Engagement Officer, Environment	kimcook@mrsc.vic.gov.au

PE.3	ANNUAL GRANTS - PANEL RECOMMENDATIONS 2023-2024 EVENTS AND FESTIVALS GRANT PROGRAM
Officer:	Nicole Pietruschka, Events and Filming Officer
Council Plan relationship:	1. Connecting communities 3. Business and tourism
Attachments:	Council Meeting Report - Events and Festivals Funding recommendations 2023/24 ↓

Summary

The Macedon Ranges Events and Festivals Grant Program provides support to events that deliver social and economic benefit to the community.

This report details the application evaluation process, in accordance with the Events and Festivals Grant Program guidelines, and lists the projects recommended for funding and in-kind support in 2023/24.

Recommendation

That Council:

- 1. Endorses the funding recommendations listed in Attachment 1.**
- 2. Notifies all applicants in writing of their grant application outcome, and provide the opportunity to receive feedback.**

Background

The Macedon Ranges Events and Festivals Grant Program is an annual program designed to support events and festivals within the shire through funding, in-kind services and venue hire of Council run facilities.

The program is designed so events and festivals apply to the tier that matches their classification for size and focus. Each tier offers a different level of funding support commensurate to the size and scale of the event. In-kind support is available to all tiers.

Events must be delivered between 1 July 2023 and 31 December 2024.

TIER 1 Signature event, support for events that have the capacity to attract intrastate and interstate visitation and showcase the Macedon Ranges tourism branding strengths.

This tier includes funding for one-year or triennial:

One-year up-to \$10,000

Triennial Year 1 up-to \$15,000

Year 2 up-to \$12,000

Year 3 up-to \$10,000

TIER 2 Regionally significant event, support for events of regional significance that attract visitation from outside the township it's held. This tier includes funding for one-year or triennial:

One-year Up-to \$6,000

Triennial Year 1 up-to \$10,000

Year 2 up-to \$8,000

Year 3 up-to \$6,000

TIER 3 Community event, support for events that primarily attract local attendance and reinforce community connectedness.

One-year Up-to \$2,000

In-kind support

In-kind support is available to all tiers of the grant program, providing access to the following services that would normally come at a cost.

- Waiver of activity on a road permit fee
- Assistance with the development of an event plan
- Bin hire
- Additional cleaning of public toilets

In-kind venue hire of Council managed facilities

In-kind venue hire is available to all tiers of the grant program, providing access to council managed venues and reserves that would normally come at a cost.

In-kind venue hire does not include associated staffing costs, cleaning or additional equipment hire required for venue operations.

The following venues are excluded from in-kind venue hire due to their unique operational requirements:

(1) Hanging Rock

(2) Kyneton Town Hall

Discussion

Promotion of the Events & Festivals Grant Program

The 2023/24 Events & Festivals Grant Program was promoted utilising a variety of sources including:

- Publication of a media release, resulting in coverage in local newspapers and community newsletters
- Detailed information on Council's website
- Social media posts on Council's channels, to promote both grant workshops and the grant process in general
- Designed collateral (i.e. flyer, social media tiles, web banner) to support the above
- Three grant workshops/community information sessions (two in-person and one online) delivered by the Community Development team, in partnership with the Visitor Economy team.

Applications

Applications for the Events & Festivals Grant Program were open from 29 April 2023 to 5 June 2023.

Council received 15 applications for the fund, with a total of \$103,622 plus in-kind support being requested. This is slightly higher than last year's funding round, which had 12 applications submitted.

Assessment process

An assessment panel was formed, consisting of officers from across the organisation as subject matter experts. Prior to the assessment process panel members were provided with training on assessment, Events & Festivals Funding Guidelines, use of the Smarty Grants platform, and conflicts of interest and privacy.

All submitted applications underwent an eligibility check and, where considered necessary, referred to a subject matter expert for comment. In this funding round, only one application was assessed as not eligible as it did not meet the criteria it applied for.

Applications were forwarded to panel members to read prior to the assessment panel meeting. The panel then met to assess and score applications in accordance with the Events and Festivals Grant Guidelines and scoring matrix for each category.

Following the completion of assessments, all applications were ranked in order of score and their ask was considered against the allocated budget.

Attachment 1 lists all applications recommended for funding.

By providing the organisations listed in **Attachment 1** with the recommended funding, Council will enable them to deliver a broad range of events to benefit the Macedon Ranges community and visitors to the region.

All applicants will be notified in writing of the outcome of their application. Officer feedback is available to all applicants, and unsuccessful applicants will be encouraged to seek this. All successful applicants will be provided the relevant Funding Agreement documentation.

At the conclusion of projects, funded groups are required to complete a project acquittal. The acquittal report provides Council with confirmation that all funds were expended as per the funding application, and captures the outcomes and outputs achieved. In addition to ensuring the appropriate use of public money, this information helps to assess our success in delivering on the aims of the program and benefits derived from each funded event.

Consultation and engagement

Significant internal consultation across the organisation was a key element in the delivery of this grants program, with officers across the organisation participating on grant assessment panels and acting as subject matter experts. This input from across the organisation resulted in applications being assessed thoroughly and efficiently.

The three grant workshops/community information sessions (two in-person and one online) delivered by the Community Development & Visitor Economy teams were examples of community engagement in the delivery of this program. Additionally, the program Guidelines clearly stated that applicants should discuss their projects with subject matter experts at Council, prior to submitting.

Community engagement will continue once Council endorses the recommendations, as all applicants will have the opportunity to receive feedback about their applications. Additionally, in partnership with the Community Development team, a public grants ceremony will be organised to thank and congratulate all grant recipients.

Applicants are invited to provide feedback on the program when the outcome of their submission is provided.

Collaboration

Collaboration with other councils, governments and/or statutory bodies has not been undertaken in relation to the subject matter of this report.

Innovation and continuous improvement

The Events and Festivals Grant program is reviewed annually and considers feedback provided by the previous year's applicants.

Relevant law

Council's Events and Festivals Grant program complies with requirements listed in the *Local Government Act 2020* related to disbursement of public money and managing conflicts of interest.

The proposal does not limit any rights contained in the Charter of Human Rights and Responsibilities.

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

Successful recipients are required to comply with relevant permits related to the delivery of their event.

Relevant Council plans and policies

The Events and Festivals Grant Program directly relates to the 2021-2031 Council Plan, in particular:

1. Connecting communities**3. Business and tourism**

Macedon Ranges Events Strategy 2021-2025. The Macedon Ranges Events Strategy provides a five year plan to support events that deliver social and economic benefits to the community.

Financial viability

The Events and Festivals Grant Program has an allocated budget of \$75,000. Taking into account previously committed funds via approved Triennial agreements a total of \$59,000 remains to distribute to events in this round of funding.

Due to the COVID-19 pandemic and 2022 storm event, several recipients of the 2020-2021, 2021-2022 and 2022-2023 Events and Festivals Grant Program postponed their events. These recipients will be provided a variation agreement with Council to provide funding for their event delivery by 30 June 2024. The total funds carried from the 2020-2021 and 2021-2022 programs to support these events is \$55,000.

Sustainability implications

Economic, social and environmental issues have been considered as part of the assessment of grants, as per the Events and Festivals Grant guidelines.

Officer declaration of conflicts of interest

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

Attachment 1 - Events and Festivals Grant Program

Panel Funding Recommendations

Organisation Name	Event Title	Event Location	Amount Recommended by Panel
Macedon Ranges Vignerons Association	Budburst Macedon Ranges Wine Festival	Various locations throughout Shire	Y1\$12,500 Y2\$12,000 Y3\$10,000
Life in the Peloton Pty Ltd	Dirty Docker	Lancefield	\$10,000 single year funding
Kyneton Community & Learning Centre Incorporated	Kyneton Twilight Festival and Market	Kyneton	Triennial funding Y1\$3,000 Y2\$3,000 Y3\$3,000
Kyneton Daffodil and Arts Festival Incorporated	Kyneton Daffodil and Arts Festival	Kyneton	\$5,500
Kyneton Agricultural Society	Kyneton Agricultural Show	Kyneton	\$5,500
Romsey Region Business Association	Christmas In Romsey 2023	Romsey	\$5,500
Central Victorian Regional Insect Collection	2023 National Entomology Insect Expo	Woodend	\$5,500
Gisborne & District Lions	Lions Gisborne Festival	Gisborne	\$5,500
Macedon Ranges Sustainability Group	Edgy Veg Trail	Various locations around the Shire	\$3,000 single year funding
Kerrie Hall Incorporated	Kerrie Community Hall Trivia night	Kerrie	\$1,000
Macedon Ranges Community Halls Incorporated	September Market - Spring Celebration	Malmsbury	\$1,000
Macedon Ranges Community Enterprises Ltd	Gisborne Community Carols by Candlelight 2023	Gisborne	\$1,000
			\$59,000

In-Kind support

EVENT NAME	Total value of in-kind support
EVENT BIN HIRE	
Woodend Winter Arts Festival (triennial agreement year 2)	\$144
Garden Lovers' Fair (triennial agreement year 2)	\$144
Kyneton Daffodil and Art Festival	\$144
Dirty Docker	\$144
Kyneton Twilight Festival and Market	\$144
Kyneton Daffodil Festival	\$144
Christmas in Romsey	\$144
National Entomology Insect Expo	\$144
Lions Gisborne Festival	\$144
Kerrie Community Hall Trivia Night	\$144
September Market Spring Celebration (Malmsbury)	\$144
Gisborne Community Carols	\$144
Wombat MTB Weekend at Woodend	\$144
	\$1,872
WAIVER OF ACTIVITY ON A ROAD PERMIT FEES	
Dirty Docker	\$176
Kyneton Daffodil and Art Festival	\$176
Lions Gisborne Festival	\$176
September Market Spring Celebration (Malmsbury)	\$176
Sustainable Living Festival	\$176
Wombat MTB Weekend at Woodend	\$176
	\$1,056
ADDITIONAL CLEANING OF TOILET FACILITIES	
Woodend Winter Arts Festival (triennial agreement year 2)	\$150
Dirty Docker	\$150
Kyneton Twilight Festival and Market	\$150
Kyneton Daffodil and Art Festival	\$150
Christmas in Romsey	\$150
Kyneton Agricultural Show	\$150
National Entomology Insect Expo	\$150
Lions Gisborne Festival	\$150
September Market Spring Celebration (Malmsbury)	\$150
Gisborne Community Carols	\$150
	\$1,500
EVENT PLAN ASSISTANCE	
September Market Spring Celebration (Malmsbury)	\$400
	\$400
IN-KIND VENUE HIRE	
Kyneton Daffodil and Art Festival	\$5,000
Woodend Winter Arts Festival	\$1,000
National Entomology Insect Expo	\$4,000
Kyneton Twilight Festival and Market	\$157
	\$10,157
TOTAL VALUE IN-KIND SUPPORT	\$14,985

12 CHIEF EXECUTIVE OFFICER REPORTS

CX.1	COMMUNITY SATISFACTION SURVEY RESULT 2023
Officer:	Lauren Wall, Manager Communications and Engagement
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Community Satisfaction Survey Report (under separate cover)

Summary

This report seeks to update Council on the results of the 2023 Community Satisfaction Survey and to provide a summary of key areas of focus for Council to enhance the perceptions of the community. The full results will be made available on our website for the community to access.

Recommendation

That Council notes the findings of the 2023 Community Satisfaction Survey.

Background

The Local Government Community Satisfaction Survey measures residents' perceptions about the performance of their Local Government Authority. The survey has been undertaken since 1998 with Local Government Victoria coordinating it on behalf of all participating councils.

Council recognises these findings as one of many forms of community feedback it receives, with results indicating the perceptions of community across the year.

This is the first year where respondents were surveyed quarterly which ensures that perception is measured across the year, removing any seasonality of results.

Overall, Council's performance is 49 compared to 52 for large rural councils and 56 for the state average (out of 100).

Waste management remains the area where Council performs best and Council continues to rate substantially higher than the Large Rural group and State-wide averages in this service area.

Unsealed and sealed local roads were council's lowest score. Planning and building permits is Council's next lowest-scoring area and is down three points on 2022.

Discussion

Overall performance declined for most Council's across the State and Macedon Ranges also had a small one point decline. Detailed below are Council's core performance measures for 2023. A green box represents an improvement on 2021, whereas an orange box indicates remaining the same and red indicates a decrease.

<u>Performance Measure</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Overall performance	56	56	58	54	50	49
Consultation and engagement	54	52	51	49	48	45
Community decisions	51	51	52	47	48	45
Sealed local roads	48	49	54	49	43	35
Waste management	68	68	68	67	71	71
Customer Service	70	65	70	66	66	65
Overall Council direction	51	48	52	44	42	43

Top-performing service areas

The community scored waste management as the area where Council performed best in 2023 (index score of 71) and this is substantially higher than the State and Large Rural average. Council held this high score for the second year in a row.

The second best performing areas were art centres and libraries and recreation facilities (index scores of 65) followed by appearance of public areas (index score of 63).

Low-performing service areas

Council scores lowest in the areas of unsealed roads and sealed roads with index scores of 31 and 35 respectively. It should be noted that the area of roads was heavily impacted by the flooding event of October 2022.

Planning and building permits is Council's next lowest-scored area (36 –down three points on 2022).

The next two lowest performing areas are population growth (index score of 39) and town planning policy (index score of 41).

Opportunities for improvement are provided under the Innovation and Continuous Improvement section of this report.

Consultation and engagement

These survey results are important and are reviewed by relevant stakeholders, including the Macedon Ranges Shire Council Chief Executive Officer, Executive Team and Managers, as well as the Mayor and Councillors. We welcome our community's review of the results, which will be published in full on our website.

Collaboration

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

Innovation and continuous improvement

This survey provides community-led insight into our performance and highlights areas of concern. This information is invaluable as it guides our understanding of where focus, and

potential change, is required. It also highlights what we are doing well and where we need to maintain our quality of performance, as well as innovate to further improve.

Below are key areas where there is an opportunity for improvement.

<p>(1) Roads</p>	<p>Some of the planned actions nominated for roads last year were delayed by the October 2022 floods.</p> <p>Officers have committed to providing frequent community updates on the progress of planned road upgrades and maintenance in FY 23/24. This will also include details of advocacy with the Department of Transport and Planning for improvements to the maintenance of their roads.</p> <p>Council is planning the road maintenance program for the next 1- 4 years. Once it is finalised, this will be shared with the community.</p> <p>Council will create fact sheets summarising the Council’s road maintenance processes.</p>
<p>(2) Town planning/permits/red tape</p>	<p>Council is introducing an online portal to lodge applications which will streamline processes for the community and provide staff more time to process applications with increased efficiency. This will be complimented with customer service training for staff.</p> <p>Council will take responsibility of advertising applications to removing the need for a statutory declaration by an applicant and this will also improve the application experience.</p> <p>Romsey Structure Plan – We will consult with the community before the end of the year. Progression of this Structure Plan is important to the future of Romsey.</p> <p>Kyneton South – Council is exploring options to assist in potentially bringing forward work on the Kyneton South Framework Plan. This work will complement the Kyneton Movement and Network Strategy and the Urban Design Framework planning for the commercial area of Kyneton.</p> <p>Gisborne Futures – Council is almost through the 53 actions resulting from the phase three community consultation and plan to share a draft with the community before the end of 2023.</p>
<p>(3) Community Consultation</p>	<p>In 2023, Council has commenced regular Councillor Listening Posts across the shire with Ward Councillors attending. These provide an opportunity for community to share their ideas and thoughts with Councillors directly.</p> <p>Opportunities for consultation are communicated via social media, in newspapers, in Shire Life and on Council’s website. Since 30 June 2022, there have been 51 consultation opportunities – with people assisting in shaping policy, strategy and masterplans.</p>
<p>(4) Infrastructure</p>	<p>Officers are undertaking a review of service levels which will be complete this calendar year 2023. This will provide clarity</p>

	<p>on the current service levels and then promote discussion on any improvements sought.</p> <p>The process to update the Asset Plan and the Long Term Financial Plan will also commence. This will reflect the current infrastructure condition ratings and nominate the likely operations and capital expenditure needs for the next ten years.</p> <p>Given recent rainfall events the Engineering team is working closely with water catchment authorities on flood mapping projects and water sensitive urban design considerations.</p>
<p>(5) Communication</p>	<p>The Communications team is continuing to work closely with teams across all Council departments to create a range of engaging materials to promote achievements, key recognition days, events, initiatives and campaigns. This includes traditional media) and social media.</p> <p>As mentioned above, there has also been a focus in supporting Councillors and their engagement with the community through regular “Listening Posts” at key public events/areas such as markets.</p> <p>Service achievements for 22/23 will feature in a full-page advertisement in the Midland Express. This will show key statistics and achievements. It will also flag key items funded in the 23/24 Budget.</p> <p>Council now employs a staff member whose role includes focusing more on video and photography to increase the methods by which we reach out to engage with the community.</p>

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.

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

- Community Vision
- Council Plan
- Financial Plan
- Municipal Public Health and Wellbeing Plan
- Early Years Plan

Financial viability

The financial and/or resourcing implications of what needs to be addressed in response to deficit areas of performance identified in the survey results will be considered.

Sustainability implications

The social, economic and/or environmental sustainability implications of addressing the deficit areas of performance identified in the survey results will be considered.

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.

CX.2	REPORT FROM THE 2023 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT HELD IN CANBERRA BETWEEN 13-16 JUNE 2023
Officer:	Bernie O'Sullivan, Chief Executive Officer
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

This report is presented to Council following attendance by Mayor Annette Death and Chief Executive Officer Bernie O'Sullivan at the 2023 National General Assembly of Local Government which was held in Canberra 13-16 June 2023.

Recommendation

That Council notes the report following the attendance by Mayor, Councillor Annette Death and Chief Executive Officer, Bernie O'Sullivan at the 2023 National General Assembly, incorporating the Australian Council of Local Government meeting, which was held in Canberra 13-16 June 2023.

Background

Convened annually by the Australian Local Government Association (ALGA), the National General Assembly of Local Government (NGA) is the peak annual event for local government, which attracted in excess of 1,100 attendees this year.

The event provided a unique opportunity for local government to engage directly with the Australian Government to develop national policy and to influence the future direction of councils and communities.

Mayor Annette Death and the Chief Executive Officer (CEO) Bernie O'Sullivan attended the 2023 NGA which was held in Canberra 13-16 June 2023.

Discussion

The conference was held at the National Convention Centre and provided capacity for all delegates to participate and contribute. Both the Mayor and CEO attended the Regional Forum, Welcome Reception and Exhibition Opening, the NGA (including consideration of motions and participation in various discussion sessions hosted as part of the NGA), the General Assembly Dinner and Australian Council of Local Government Forum and associated Dinner. The Mayor also attended the Australian Local Government Women's Association Networking Breakfast.

Having both the Mayor and CEO in attendance allowed for participation in separate discussion groups. These sessions included:

- Increasing Resilience to Natural Disasters
- Skill Shortages in Regional and Rural Australia
- Our Regions, Our Future
- Connecting Our Communities

- Investing in Our Regions
- Leading Communities Through Change
- Cyclones, Fires and Floods
- Australia's Affordable Housing Crisis
- Cyber Security and Local Government

Consultation and engagement

Prior to attendance at the NGA the Mayor and CEO sought assistance from the Federal Members for McEwen and Bendigo to coordinate meetings with the most appropriate Members of Parliament, Chief of Staff and/or Advisers to discuss the key priority projects for Macedon Ranges Shire whilst in Canberra.

Council's current key priority projects and issues include:

- Reforming Natural Disaster Funding Arrangements
- Macedon Ranges Regional Sports Precinct
- Daylesford to Hanging Rock Rail Trail
- Woodend Community Centre
- Kyneton Town Hall Reimagined
- Barrm Birm
- Electric Vehicle Charging Stations
- Digital Connectivity and Communications
- Affordable Housing
- Mental Health Service for Young People
- Aquatic Facility Feasibility Study

A range of Ministers, Shadow Ministers and Ambassadors presented to the NGA and ACLG and answered questions from delegates, including:

- Hon Anthony Albanese MP, Prime Minister of Australia
- Excellency General the Hon David Hurley AC DSC (Retd), Governor-General of the Commonwealth of Australia
- Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government
- Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories
- Hon Bill Shorten MP, Minister for the National Disability Insurance Scheme, and Minister for Government Services
- Senator the Hon Murray Watt, Minister for Emergency Services
- Hon Linda Burney MP, Minister for Indigenous Australians
- Hon Chris Bowen MP, Minister for Climate Change and Energy
- Hon Jason Clare MP, Minister for Education

- Hon Peter Dutton MP, Leader of the Opposition
- Hon Darren Chesters MP, Shadow Minister for Regional Development, Local Government and Territories
- Excellency Vasyl Myroshnychenko, Ambassador of Ukraine

A range of meetings, discussions and introductions were held with a range of officials including:

- Rob Mitchell MP, Federal Member for McEwen
- Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government
- Senator Murray Watt, Minister for Emergency Services
- Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories
- The Hon Richard Marles MP, Deputy Prime Minister of Australia
- Hon Bill Shorten MP, Minister for the National Disability Insurance Scheme, and Minister for Government Services
- Simone McDonnell, Adviser to Senator Murray Watt, Minister for Emergency Services
- Loddon Campaspe Mayors, Councillors and CEOs

Collaboration

The following benefits were achieved as a result of attendance at the NGA:

- Representation of Macedon Ranges Shire Council's key priorities and issues, including:
 - Streamlining natural disaster funding arrangements and advocating for Australian Government support for "build back better" disaster relief infrastructure funding.
 - Confirming Australian Government funding of the Macedon Ranges Regional Sports Precinct (\$15 million for Stage 2) and Local Roads funding in the federal seat of McEwen (\$5.5 million), in light of the federal Infrastructure Pipeline Review.
 - Confirming Council's eligibility for Federal government funding, including what priority projects in our Shire would be relevant for these funding streams.
 - Highlighting the ongoing importance to Macedon Ranges Shire Council of federally funded Financial Assistance Grants, Roads to Recovery, and the Local Roads and Community Infrastructure program.
 - Advocacy on our Council's Priority Projects Prospectus, including the Daylesford to Hanging Rock Rail Trail and sourcing grant funding for planning and design.
- Networking with Councillors and CEOs from other local government areas across Australia, including hearing of innovative and award winning programs and services being delivered by local governments across Australia, which may have applicability to our municipality.
- An opportunity to listen to presentations and keynote speakers addressing relevant issues for local government.

- Discussing the benefits and applicability of innovative new software, equipment and programs with the extensive range of trade exhibitors. For example, this included learning of the new Young Mayors program that is being developed, and being briefed on technology to better support hybrid and online Council meetings.

Innovation and continuous improvement

As a result of the Scheduled Council Meeting held on 22 February 2023, the following motion was submitted by Macedon Ranges Shire Council for consideration at the NGA:

That the Australian Local Government Association (ALGA) calls on the Victorian and Australian Governments to:

- 1. Simplify the methodology and data inputs required in Victorian to prove Council's eligibility for Disaster Recovery Funding, bringing it in line with other states and ahead of any national unification of claims processes.*
- 2. Financially support Local Government to ensure post-disaster funding programs enable betterment to improve assets beyond the 'previous condition' to provide resilience against future damage resulting from disaster events.*
- 3. Financially support Local Government with an ongoing betterment program to upgrade existing public infrastructure in readiness for increased exposure to future disaster events.*

This motion was consolidated with similar motions from Shoalhaven City Council NSW and Brisbane City Council QLD. The following motion was successfully passed at the NGA.

This National General Assembly calls on the Australian Government to include betterment funding in the natural disaster funding arrangements to allow councils to repair or build-back an asset that can better withstand future natural disasters. Alternatively, the betterment fund become a permanent arrangement to allow councils to take proactive measures regarding resilience.

As a result, the National Executive of ALGA will now consider this motion, along with others passed at the NGA in their strategic plan and lobbying of the Australian Government on behalf of all councils across Australia.

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.

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

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

Financial viability

Detailed below is a breakdown of costs incurred with the attendance of the Mayor and CEO at the NGA:

- Conference registration – \$1,790 (early bird registration of \$895 per person)

- Regional Forum – \$450 (delegate discount of \$225 per person)
- ALGWA Annual Networking Breakfast – \$95 (attended by the Mayor)
- CEO's airfares and insurance – \$931.16 (inclusive of flights, travel insurance and carbon offset)
- Mayor's airfares and insurance – \$1,071.99 (inclusive of flights, travel insurance, carbon offset and cancellation fee)
- Accommodation (4 nights) – \$1,672 (\$209 per person/per night)
- Airport parking – \$96 (CEO and Mayor vehicles/five days each)
- Taxi services – \$229.95
- Meals and refreshments – \$227.60

Total cost – \$6,563.70

Sustainability implications

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

Officer declaration of conflicts of interest

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

13 DIRECTOR CORPORATE REPORTS

COR.1	JACKSON STREET MACEDON - POTENTIAL ROAD DISCONTINUANCE AND TRANSFER
Officer:	Hayley Drummond, Coordinator Property and Valuations
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Map - Jackson Street Macedon ↓

Summary

Council has received a request from the owner of 10 Margaret Street Macedon to purchase part of an unmade road that runs along the back of their property. The road is shown as Jackson Street, Macedon on Title. This report outlines the background to this request and provides an overview of the statutory process required for this to occur in accordance with the Victorian *Local Government Acts 1989 and 2020*.

Recommendation

That Council:

1. Notes that the road known as Jackson Street, Macedon has been determined as not reasonably required as a road for public use.
2. Resolves to commence the statutory process to discontinue part of Jackson Street, Macedon as shown highlighted in the plan included in this report.
3. Undertakes a community consultation process by:
 - (a) Advertising a notice of intention to sell part of Jackson Street, Macedon in accordance with section 189 of the Local Government Act 1989 (“the Act”);
 - (b) Notifying all neighbouring properties of the proposal and seeking submissions; and
 - (c) Considering all submissions prior to determining to proceed with the sale.
4. Schedules an online Submitters Delegated Committee meeting at 7pm on Wednesday, 20 September 2023, to provide for persons who wish to make a verbal presentation in support of their submission to the consultation process.
5. Should there be no written submissions received to the community consultation process, under Section 223 of the Act, Council resolves to:
 - (a) Discontinue the road in accordance with section 206, 223 and Schedule 10 of the Act;
 - (b) Give notice in the Victorian Government Gazette pursuant to clause 3 Schedule 10 of the Act;
 - (c) Sell the road to the adjoining owner in accordance with Section 189 of the Act; and
 - (d) Authorises the Chief Executive Officer to:
 - (i) Negotiate the sale of the land;

- (ii) **Sign and seal the transfer of land and any additional documentation in relation to the transfer.**

Background

Council received notification of an adverse possession claim made by the owners of 10 Margaret Street Macedon. The land being claimed is part of Jackson Street that is an unmade road running along the back of the property at 10 Margaret Street, Macedon. The owners of the adjoining property had fenced off this land for over 40 years and were now claiming ownership via adverse possession.

Discussion

The site

The land is in a residential area of Macedon and is shown on title as Jackson Street, Macedon. The land is located behind 10 Margaret Street that comprises a residential dwelling that was constructed in the mid 1980's. The area of land subject to the claim is approximately 690 square metres and is zoned low density residential. The land is generally cleared and slightly elevated. There is a sewer pit and easement in the south-west corner of the land and there are three large native trees along the western boundary. A plan of the land is attached to this report.

Title issues

The land is within a title that is described as Road R1 on PS 14166 in the name of Macedon Ranges Shire Council. The title was originally issued to the developer "Narani Development Company Pty Ltd" in the 1960's when the subdivision originally occurred. At that point in time, the title should have been issued in Council's name, however like many other developments of the period, the titles for the roads remained in the developer's name, despite being described as "Road R1."

In 2019 the title for the road was transferred into Council's name. The title transfer took place as part of a 'bulk update' list that Council provided to the Titles office for several roads and reserves. The list comprised properties that were still in the original developers' names, despite being roads and reserves following the original subdivisions. The Titles Office instigated the scheme as part of an effort to 'tidy up' titles that were also converted to electronic format at the same time. Several Councils took part in this scheme and several Macedon Ranges Shire titles were converted into Council's name as part of this process.

As part of their claim on the Jackson Street land, the owner of 10 Margaret Street Macedon has stated that Council had no right to transfer the title into Council ownership in 2019, as it ignored their historical occupation of the site.

Adverse possession

Adverse possession is a property law principle that allows a person to claim ownership of land without paying for it. Adverse possession occurs when a person has uninterrupted and exclusive possession of land for a period of 15 years. Exclusive possession is usually identified by fencing the land to limit access. An application can then be lodged with the Titles Office providing evidence of the exclusive possession and if the application is successful, the applicant can then claim title to the land from the owner.

However, since 26 November 2004, all land registered in Council's name has been immune from adverse possession claims. Additionally, Council is exempt from adverse possession claims for roads under the Road Management Act 2004 (VIC). The Titles Office have advised that they will not entertain an adverse possession application for land registered in

the name of Council unless the application was lodged prior to Council becoming the registered proprietor.

Despite these exemptions, in this situation, the owner states that they had the benefit of more than 30 years of possession of the land prior to 24 April 2019 when Council took ownership of the title without their knowledge or consent.

Proposal to sell the land

Rather than proceed with the adverse possession claim, officers have been working with the landowner to sell the road and discontinue it under the statutory process required under the *Local Government Act 1989* and 2020.

Consultation and engagement

In accordance with the legislative requirements of the Act, officers will prepare a community consultation in line with Council's Community Engagement plan. This includes public consultation and the opportunity for submitters to speak in support of their submission at a Submitters Committee Meeting, should this be required.

Should there be no written submissions received to the community consultation process, officers have recommended that the CEO be authorised to proceed with the negotiation and sale of the land, in which case a further committee meeting or report are not required.

The following timeline is proposed:

Date	Activity
1 August 2023	Consultation opens in line with Council's Community Engagement Policy
29 August 2023	Submission period closes
20 September 2023	Submitters Committee Meeting (if required)
25 October 2023	Report to Scheduled Council Meeting (if required)

Collaboration

Officers will continue to work with the property owner and legal parties as part of this process.

Innovation and continuous improvement

Not applicable

Relevant law

Council will be required to ensure that this road closure and transfer is completed in accordance with the *Local Government Act 1989* and 2020.

Additionally, in accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment (GIA) has been conducted in relation to the community consultation. The GIA aims to ensure the inclusion of people from all genders and ages in the consultation and engagement activities. There are four key considerations in the consultation process:

- Representation and participation to encourage the active participation of individuals and age groups in the community consultation process. Strategies will aim to be as inclusive and accessible as possible, addressing potential barriers that certain groups may face in participation (e.g. targeting communication of availability and ensuring broad reach over different platforms).

- Access to information – it is important to provide clear and comprehensive information about the potential road discontinuance and transfer. The information will be presented in a manner that is easily understood and accessible to individuals of all genders and ages.
- Consultation Timing and Methods - consideration has been given to the timing and methods of community consultation to ensure that it accommodates the availability and preferences of individuals from diverse gender and age groups as much as possible. This is done through a range of consultation opportunities, such as availability of staff to assist, online platforms, written and verbal submissions to maximise inclusivity and engagement.

By implementing the recommendations outlined in this GIA, the community consultation process for the sale of the unused road aims to be inclusive, and reflective of the diverse needs and perspectives of the community.

Relevant regional, state and national plans and policies

N/A

Relevant Council plans and policies

Community Engagement Policy

Financial viability

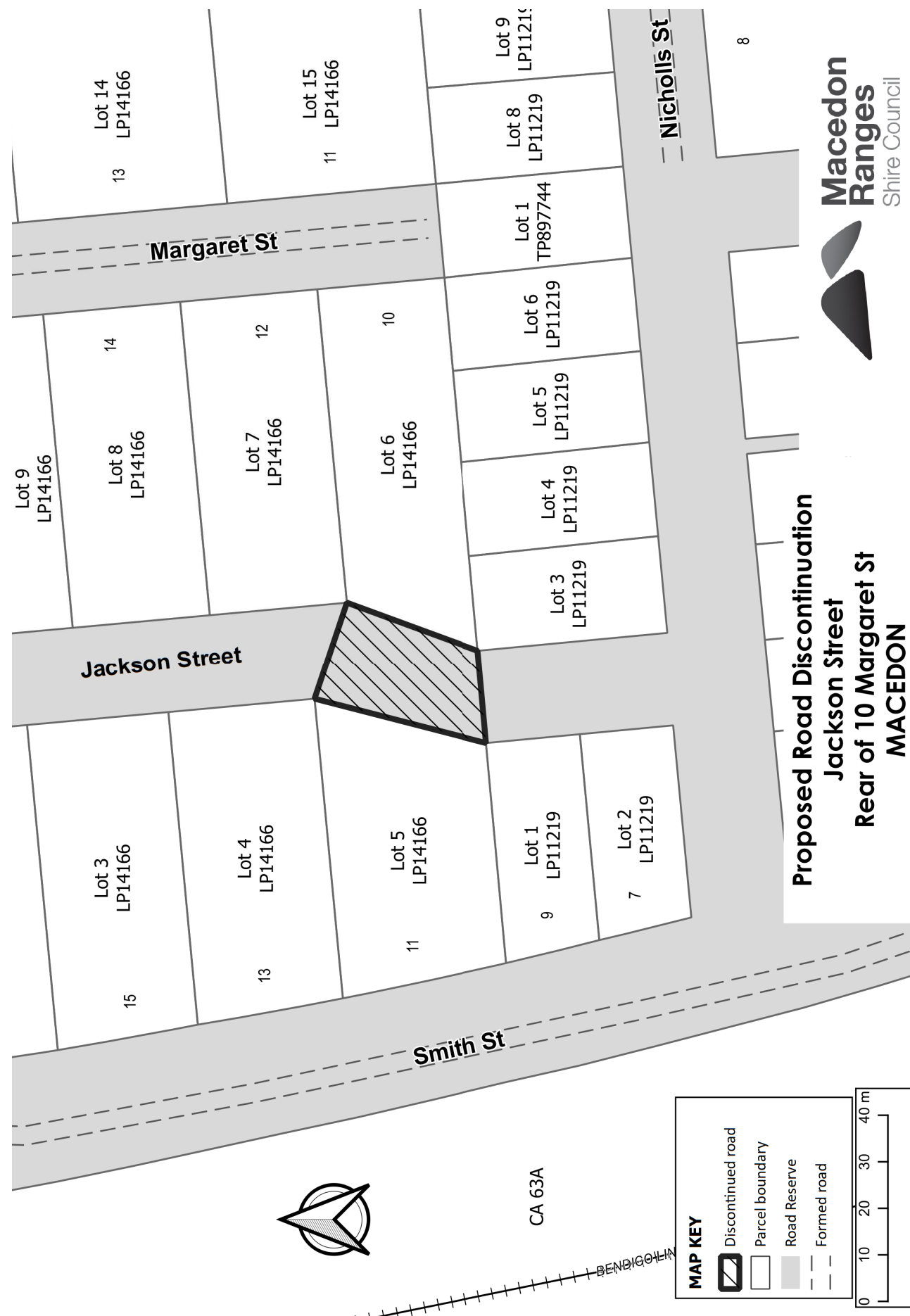
As part of this transaction, Council will be required to pay any conveyancing fees, this is allowed for in Council's operational budget. There will be no additional cost impacts to Council. Revenue from the sale will be placed in Council's Asset Conversion Reserve.

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.2	ACQUISITION OF LAND - 51 COOP DRIVE GISBORNE
Officer:	Hayley Drummond, Coordinator Property and Valuations
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 4. Delivering strong and reliable government
Attachments:	Nil

Summary

Council has an opportunity to purchase open space, known as part of 51 Coop Drive Gisborne (previously part of 75 Willowbank Road, Gisborne) for the expansion of Gisborne Fields Park. This report outlines the background to the request and an overview of the necessary steps required as part of the statutory process for this acquisition to occur in accordance with the *Local Government Act 1989* and *2020*.

Recommendation

That Council:

- 1. Commences the statutory process to acquire the land known as part of 51 Coop Drive, Gisborne, having determined that the land is to be acquired for the purpose of public interest and in accordance with the Development Plan, by undertaking consultation in accordance with Council's Community Engagement Policy under Section 112 of the Local Government Act 2020;**
- 2. Schedules an online Submitters Delegated Committee meeting at 7pm on Wednesday, 20 September 2023, to provide for any person who wishes to present in support of their submission to the consultation process.**
- 3. Authorises the Chief Executive Officer to enter into a Heads of Agreement with the landowner, subject to Council undertaking the necessary statutory processes in accordance with the Local Government Acts 1989 and 2020.**
- 4. Should there be no written submissions received under Section 223 of the Local Government Act 1989, authorises the Chief Executive to:**
 - (a) Proceed to acquire the property by private treaty;**
 - (b) Negotiate the acquisition of the property based on a current market valuation obtained by an independent qualified valuer; and**
 - (c) Sign and seal any associated documentation in relation to the acquisition.**

Background

75 Willowbank Road and 51 Coop Drive are the largest undeveloped sites remaining in the residential growth area between Willowbank and Brooking Roads in Gisborne. Future development of these sites is critical to resolving a connected road network and complete the open space provision for the area.

The Development Plan Overlay Schedule 4 (DPO4) was introduced into the Macedon Ranges Planning Scheme as part of Amendment C67 that implemented the recommendations of the Gisborne/New Gisborne Outline Development Plan (ODP). A

Development Plan for the area between Willowbank and Brooking Roads was approved in 2009. It included an area for expansion of what is now known as ‘Gisborne Fields’ Park on 51 Coop Drive Gisborne (previously part of 75 Willowbank Road, Gisborne).

An independent audit of open space in the south of Gisborne confirmed the need for additional open space in the area and consequently, Council entered into negotiations with the current landholder.

Discussion

Under the Macedon Ranges Planning Scheme, developers must provide a mandatory 5% open space contribution. However, in this situation an additional 4% was required to enable a total reserve area of 5439 square metres. Council is therefore seeking to acquire this additional 4% or 2,464 square metres.

As part of the negotiations, both parties agreed that the price of the land would be determined by an independent valuation. An independent current market valuation has been obtained and verified by Council’s internal valuer, who has confirmed that the valuation appears reasonable. Discussions have continued with the landowner, who confirmed that they would be willing to consider and accept an offer consistent with the market value of the property.

A Heads of Agreement has therefore been prepared to guide the remaining negotiations. This is a binding legal document that signals the intention to enter into more formal negotiations to purchase the land. The agreement confirms that both parties are committed to fair negotiations and agrees on the price of the land based on the independent valuation.

Before Council can enter into the agreement and purchase the land, the *Local Government Act 2020* requires consultation in line with Council’s Community Engagement Policy.

Consultation and engagement

In accordance with the legislative requirements of the Act, officers will prepare community consultation in line with Council’s Community Engagement plan. It is proposed to consult with the community by publishing a notice of the proposal to acquire the additional public open space on Council’s website, and inviting members of the community to provide feedback.

The following timeline is proposed:

Date	Activity
1 August 2023	Consultation begins in line with Council’s Community Engagement Policy
29 August 2023	Submission period closes
20 September 2023	Submitters Committee Meeting (if required)
25 October 2023	Scheduled Council Meeting (if required)

In accordance with the legislation, Council must consider all submissions received prior to determining to proceed with the land acquisition.

Should there be no written submissions received to the community consultation process, officers have recommended that the CEO be authorised to proceed with the purchase of the land, in which case a further committee meeting or report are not required.

Collaboration

Officers will continue to work with the property owner and legal parties as part of this process.

Innovation and continuous improvement

Not applicable

Relevant law

Section 112 of the *Local Government Act 2020* required Council to undertake several steps prior to acquiring land. This includes undertaking a community engagement process in accordance with Council's Community Engagement Policy.

Officers are required to ensure compliance with the other various Acts and legislation when entering/undergoing any transactions for the acquisition of the land should it be endorsed by Council.

Additionally, in accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment (GIA) has been conducted in relation to the community consultation. The GIA aims to ensure the inclusion of people from all genders and ages in the consultation and engagement activities. There are four key considerations in the consultation process:

- Representation and participation to encourage the active participation of individuals and age groups in the community consultation process. Strategies will aim to be as inclusive and accessible as possible, addressing potential barriers that certain groups may face in participation (e.g. targeting communication of availability and ensuring broad reach over different platforms).
- Access to information – it is important to provide clear and comprehensive information about the potential road discontinuance and transfer. The information will be presented in a manner that is easily understood and accessible to individuals of all genders and ages.
- Consultation Timing and Methods - consideration has been given to the timing and methods of community consultation to ensure that it accommodates the availability and preferences of individuals from diverse gender and age groups as much as possible. This is done through a range of consultation opportunities, such as availability of staff to assist, online platforms, written and verbal submissions to maximise inclusivity and engagement.

By implementing the recommendations outlined in the GIA, the community consultation process for the acquisition of the land aims to be inclusive and reflective of the diverse needs and perspectives of the community.

Relevant regional, state and national plans and policies

Not applicable

Relevant Council plans and policies

Council Plan 2021-2031 (Year Three Actions 2023-24) – Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure where the community can connect, engage and participate in a financially responsible way.

Council's Community Engagement Policy – As directed by the *Local Government Act 2020*, Council must undertake statutory consultation as outlined in Appendix 2 of this policy.

Council's Financial Reserve Policy – The proposed funding of the acquisition will need to be consistent with the intent of the statutory reserve.

Financial viability

Council approved the 2023/24 Budget at the Scheduled Council Meeting of 28 June 2023. This included provision of funds to purchase part of 51 Coop Drive Gisborne for the current valuation. Funds have been allocated using the Open Space Reserve (South) Fund. The purchase of this open space meets Council's Financial Reserve Policy.

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.3	CONTRACTS TO BE AWARDED AS AT JULY 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) **C2023-39 Roof Replacement Hanging Rock Cafe**
 - (b) **C2023-42 Buffalo Stadium Change Room Upgrade**
2. **Grants delegated authority to the Chief Executive Officer to award the following contracts:**
 - (a) **C2024-41 Public Toilet and BBQ Cleaning**

Background information

Council's delegated authority to its officers to award a contract is controlled by the financial value of the contract. The various financial limits of the authority are specified in Appendix 1 of the Procurement Policy.

Opportunity to review delegated authority

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

C2023-39 Roof Replacement Hanging Rock Cafe

The existing roof at the Hanging Rock Café is leaking due to unsuitable roof gradients and valley gutters. This contract is for the construction of a new roof directly above the existing roof and framing of the Café.

The CEO has delegated authority to award this contract.

C2023-41 Public Toilet and BBQ Cleaning

This contract will replace the existing contract for the cleaning of public toilets and BBQ's which is due to expire on 30 November 2023. The contract is for a scheduled and reactive cleaning service to maintain Councils 51 public toilets and 39 barbeque facilities in various locations within the shire.

The potential six-year contract will exceed the \$1 million financial delegation of the CEO

C2023-42 Buffalo Stadium Change Room Upgrade

The contract is for the demolition of the existing change room and the construction of a new change room facility at the Buffalo Stadium in Woodend.

The CEO has delegated authority to award this contract.

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.

14 DIRECTOR COMMUNITY REPORTS

COM.1	2023/24 COMMUNITY FUNDING SCHEME ALLOCATIONS
Officer:	Julius Peiker, Coordinator Community Development
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	1. CFS 2023/24 - Summary of Recommended Applications ↓ 2. CFS 2023/24 - Map of Recommended Applications ↓

Summary

The Community Funding Scheme (CFS) is one of Council's annual grants programs that delivers direct benefit to the community each year.

This report details the application evaluation process, in accordance with the scheme guidelines, and lists the projects recommended for funding in 2023/24.

Recommendation**That Council:**

- 1. Endorses the funding recommendations listed in Attachment 1; and**
- 2. Notifies all applicants in writing of their grant application outcome, and provide the opportunity to receive feedback.**

Background

Over the previous 12 months, in accordance with the Victorian Auditor-General's Office recommendations, Council officers have prepared an overarching Community Grants Policy and associated Terms of Reference for Grants Assessment Panels. In addition, officers have undertaken a review of the CFS Guidelines. This resulted in the guidelines being updated to ensure compliance with Councils Community Grants Policy, and provide greater clarity for applicants and assessors with new weighted assessment criteria.

The Community Grants Policy and the new CFS Guidelines were endorsed at the April 2023 Scheduled Council Meeting.

The objective of the CFS program is to support projects and activities that align with the priorities of the 2021-2031 Council Plan, specifically:

- Connecting communities; and
- Healthy environment, healthy people

The aim of the CFS program is to support initiatives which:

- address local needs
- strengthen community relationships/partnerships
- encourage participation in civic life
- demonstrate a commitment to gender equity, accessibility, diversity, fairness and community wellbeing

The three funding categories of the CFS and maximum funding limits are as follows:

- **Community, Cultural and Environmental Projects Grants**, with funding up to \$10,000 - Contributing to the enhancement or development of local community strength, health, wellbeing, culture and environment. This category addresses critical social and environmental challenges that encourage all people to participate in community life or expressions of culture.
- **Organisational Support Grants**, with funding up to \$5,000 - Directly supporting the operations of local not-for-profit organisations and community groups, and enhancing how committees and groups coordinate their local work and activities.
- **Small Community Infrastructure Grants**, with funding up to \$12,000 - Improving the community outcomes we get from community places like public buildings, open space, reserves or streetscapes. Includes improved access, increasing useability, tailoring places to community needs and updating features.

All projects must demonstrate a commitment to accessibility, diversity, fairness and community wellbeing. They should also complement Council strategic directions and plans.

Discussion

Promotion of the CFS

The 2023/24 CFS was promoted utilising a variety of sources including:

- Publication of a media release, resulting in coverage in local newspapers and community newsletters
- Detailed information on Council's website
- Social media posts on Council's channels, to promote both grant workshops and the grant process in general
- Designed collateral (i.e. flyer, social media tiles, web banner) to support the above
- Three grant workshops/community information sessions (two in-person and one online) delivered by the Community Development team.

Applications

Applications for the CFS were open from 9am on Thursday 1 May 2023 to 5pm on Monday 5 June 2023.

Council received 30 applications for the CFS, with a total of \$250,729 being requested. This is higher than last year's funding round, which had only 23 applications submitted.

Assessment process

Three assessment panels (one for each of the three CFS categories) made up of officers from across the organisation were convened. Prior to the assessment process, officers were provided with training on assessment, CFS Guidelines, use of the SmartyGrants platform, conflicts of interest and privacy.

All submitted applications underwent an eligibility check and, where considered necessary, referred to a subject matter expert for comment. In this funding round, all applications were assessed as eligible.

As per the Community Grants Policy and the associated Terms of Reference for Assessment Panels, applications were forwarded to panel members to read prior to the assessment panel meeting. The panels then met to assess and score applications in

accordance with the Community Funding Scheme Guidelines and scoring matrix for each category.

Following the completion of assessments, all applications were ranked in order of score. Once the total dollar amount of ranked scored applications equalled the budget allocation, a minimum score for funding was struck.

Attachment 1 lists all applications recommended for funding. The map in **Attachment 2** demonstrates a good distribution of recommended projects across the Macedon Ranges.

By providing the community groups listed in **Attachment 1** with the recommended funding, Council will enable them to deliver a broad range of projects to benefit the Macedon Ranges community.

All applicants will be notified in writing of the outcome of their application. Officer feedback is available to all applicants, and unsuccessful applicants will be encouraged to seek this. All successful applicants will be provided the relevant Funding Agreement documentation.

At the conclusion of projects, funded groups are required to complete a project acquittal. The acquittal report provides Council with confirmation that all funds were expended as per the project plan, and captures the outcomes and outputs achieved. In addition to ensuring the appropriate use of public money, this information helps to assess our success in delivering on the aims of the program and the community benefit derived from each funded project.

Consultation and engagement

Significant internal consultation across the organisation was a key element in the delivery of this grants program, with officers across the organisation participating on grant assessment panels and acting as subject matter experts. This input from across the organisation resulted in applications being assessed thoroughly and efficiently.

The three grant workshops/community information sessions (two in-person and one online) delivered by the Community Development team were examples of community engagement in the delivery of this program. Additionally, the CFS Guidelines clearly stated that applicants should discuss their projects with subject matter experts at Council, prior to submitting. This resulted in significant community engagement during the application period.

Community engagement will continue once Council endorses the recommendations, as all applicants will have the opportunity to receive feedback about their applications. Additionally, in partnership with the Events and Festivals team, a public grants ceremony will be organised to thank and congratulate all grant recipients.

Collaboration

Collaboration with other councils, governments and/or statutory bodies has not been undertaken in relation to the subject matter of this report.

Innovation and continuous improvement

As stated in Council's Community Grants Policy, *Using a continuous improvement framework, the respective manager, taking into account feedback from Council, community and staff administering the grant program, will review all aspects of each grant program annually.*

This process will be undertaken prior to the new year, and any recommended changes resulting from this review will be brought to Council for consideration.

Relevant law

Council's CFS complies with requirements listed in the *Local Government Act 2020* related to disbursement of public money and managing conflicts of interest.

The proposal does not limit any rights contained in the Charter of Human Rights and Responsibilities.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report. All applicants have been assessed according to the following measure.



It was assessed that the majority of applications recommended for funding were gender neutral, i.e. they favoured no gender above another and were generally gender inclusive. Three applications recommended for funding however have been assessed differently.

- Woodend Men's Shed project "Equipment Essentials for Supporting Macedon Ranges Communities" could be regarded as gender unequal as the funding directly benefits an organisation primarily made up of men. However, the Men's Shed movement was originally devised to address inequities many men experience in dealing with their mental health. In this project, they are seeking funding to purchase equipment that will ultimately benefit a much broader community.
- Romsey Men's Shed Project "Concrete pathways and ramps for wheelchairs and scooters to facilitate the mobility of infirm men". This project could also be regarded as gender unequal as the funding directly benefits an organisation primarily made up of men. However, as already indicated, the Men's Shed movement was originally devised to address inequities many men experience in dealing with their mental health. This project aims to increase access to the shed by men would otherwise not be able to physically enter the premises and therefore miss out on the programs offered for men.
- Regional Victorians of Colour project "Macedon Shire Gather, Connect and Belong Project" This project is assessed as gender responsive as it aims to strengthen the capacities of women from newly arrived communities to organise activities that address mental health, reduce isolation and gender stereotypes.

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

The CFS directly relates to the Council Plan priorities of Connecting communities and Healthy environment, healthy people. Council greatly values the work of local not-for-profit groups providing services that are responsive, relevant and accountable. They connect people, reduce social isolation and contribute to a diverse and vibrant community. It is recognised that the activities of these groups can enhance economic, social, cultural and environmental wellbeing.

As per 2023/24 CFS Grant Guidelines, applications that addressed Council's wellbeing priorities as articulated in the Municipal Public Health and Wellbeing Plan 2021 – 2025 received higher scoring. Numerous other strategic Council documents are cited in the 2023/24 CFS Grant Guidelines as strengthening applications if applicants referred to them.

The CFS was delivered in accordance with Council's Community Grants Policy.

Financial viability

A total of \$160,000 was budgeted for the 2023/24 CFS. An additional \$9,002 has been carried forward from unspent 2022/23 Small Project Grant funds. Additionally, a further amount of \$23,398 funding was returned from previous CFS rounds due to groups being unable to complete delivery of their projects. This has been included in the final budget for this round, making a total of \$192,400 available for allocation in 2023/24.

In this round, Council received 30 applications with a total combined request of \$250,729. Officers recommend 24 applications for funding, with a combined value of \$192,229. A surplus of \$171 remains.

Sustainability implications

Economic, social and environmental issues have been considered as part of the assessment of grants, as per the CFS guidelines.

Officer declaration of conflicts of interest

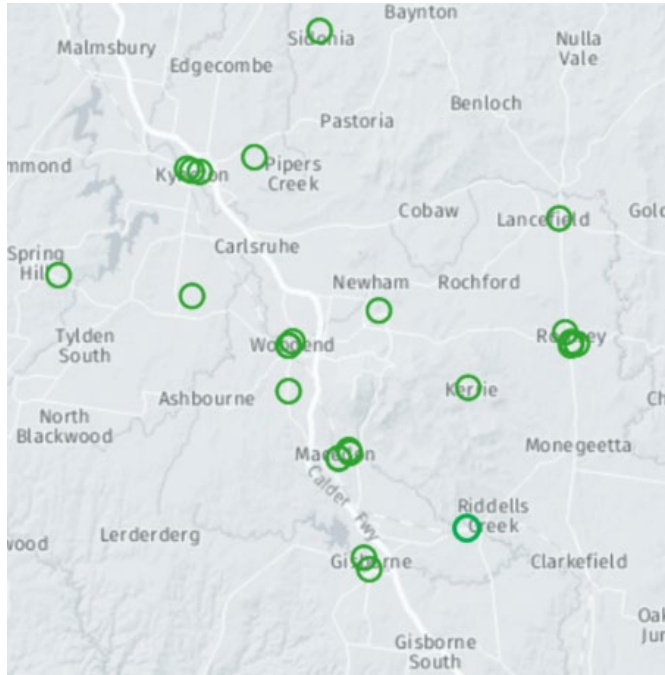
All officers involved in the preparation of this report have declared that they do not have a conflict of interest in relation to the subject matter.

Attachment 1
Community Funding Scheme 2023/24 Recommendations
 Summary of Recommended Applications

Category 1: Community, cultural and environmental projects			
Organisation Name	Project Title	Amount Requested	Amount Recommended by Panel
U3A Kyneton	Aviation and Dance	\$3,476.00	\$3,476.00
Romsey Neighbourhood House	Romsey Community Garden	\$10,000.00	\$4,000.00
Friends of Gisborne Botanic Gardens (FOGBG)	Wattle Day 2023	\$4,028.99	\$4,028.99
Regional Victorians of Colour	Macedon Shire Gather, Connect and Belong Project	\$9,930.00	\$9,930.00
Macedon Community House Inc. trading as Macedon & Mount Macedon Community House	MMMCH Volunteer Community Gardening Program-Start Up Project	\$9,950.00	\$9,950.00
Macedon Ranges Regenerative Farmers (Action Group under Macedon Ranges Sustainability Group auspice)	Macedon Ranges Regenerative Farmers Workshop Series	\$10,000.00	\$10,000.00
Total for category 1 =			\$41,384.99
Category 2: Organisational Support			
Organisation Name	Project Title	Amount Requested	Amount Recommended by Panel
Macedon Ranges Suicide Prevention Action Group	Updated MRSPAG signage and brochures	\$3,000.00	\$3,000.00
Woodend Men's Shed	Equipment Essentials for Supporting the Macedon Ranges Communities	\$3,345.00	\$3,345.00
Woodend Hanging Rock Petanque Inc	Building Club Capacity and Supporting Volunteers through Training	\$4,865.90	\$3,865.90
Riddells Creek Neighbourhood House Inc (auspice)	Swampy Business Community Feasibility Study	\$5,000.00	\$5,000.00
Macedon Ranges Truth and Reconciliation Group	Group establishment and capacity development	\$5,000.00	\$5,000.00
Kerrie Hall Inc	Improve facilities	\$5,000.00	\$5,000.00
Total for category 2 =			\$25,210.90

Category 3: Small Community Infrastructure			
Organisation Name	Project Title	Amount Requested	Amount Recommended by Panel
Lancefield Mechanics Institute Committee of Management Incorporated (LMI CoM)	Main Kitchen - Relocate wall mounted electric Hot Water Boiler	\$1,500.00	\$1,500.00
Romsey Mens Shed	Concrete Pathways and ramps for wheelchair/mobility scooters/older, infirm men	\$4,900.00	\$4,900.00
Woodend Neighbourhood House	Increase physical access to the neighbourhood house	\$11,500.00	\$11,500.00
Woodend Playgroup	Woodend Playgroup - Beautifying and sustaining our backyard	\$11,744.00	\$11,744.00
Macedon Community House Inc. trading as Macedon & Mount Macedon Community House	MMMCH Kitchen Renovation Project- Stage 1	\$11,990.00	\$11,990.00
Kyneton District Tennis Club	Replacement of the deck at the KDTC clubhouse	\$12,000.00	\$12,000.00
Lancefield Park Recreation Reserve Committee of Management.	LGP Kitchen Refurbishment.	\$12,000.00	\$12,000.00
Gisborne Soccer Club	New goals cage to provide additional, organised and safe storage	\$12,000.00	\$12,000.00
Woodend Golf Club Inc	Woodend Golf Club Community Paths Project Stage 2	\$12,000.00	\$12,000.00
Macedon Football Netball Club	Refurbishment of Social Rooms at Tony Clarke Reserve.	\$12,000.00	\$12,000.00
Romsey Primary School	Romsey Primary School Sport Courts Turf Upgrade	\$12,000.00	\$12,000.00
Friends of Bald Hill Reserve (FoBHR)	Design Taungurung Information Board; Fabricate, Install all Signage; Produce Brochure	\$12,000.00	\$12,000.00
	Total for category 3 =		\$125,634.00
	Total CFS Funding for 2023-24		\$192,229.89

Community Funding Scheme 2023/24 Recommendations - Successful applications - projects by location



15 DIRECTOR ASSETS AND OPERATIONS REPORTS

AO.1	MACEDON RANGES SHIRE SKATE AND BMX STRATEGY
Officer:	Dean Frank, Coordinator Recreation
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	Draft Macedon Ranges Shire Skate and BMX Strategy (under separate cover)

Summary

This report seeks Council endorsement to release the draft Macedon Ranges Shire Skate and BMX Strategy (Attachment 1) for four weeks of community consultation. This will inform the direction and development of the final Strategy for Council's consideration.

Recommendation

That Council endorses releasing the draft Macedon Ranges Shire Skate and BMX Strategy for four weeks of community consultation.

Background

Developing a Skate Park Facilities Plan is identified as Action 1.1.8 in Council's *Sport and Active Recreation Strategy (2018-2028)*.

Council funded the *Macedon Ranges Shire Skate and BMX Strategy (Strategy)* over two years (2021/22 and 2022/23) with a total value of \$50,000.

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

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

All ten facilities vary in age, condition and design and provide different levels of challenge, activity and suitability. To address this, officers undertook strategic work to develop a well-considered plan for the future provision of skate and BMX facilities throughout the shire.

The development of the draft Strategy has included:

- Assessment of the current skate and BMX facilities;
- Review of the broad scale demand and participation rates and trends of BMX, scooter and skate use, to assess current and future demand and the likely impact for facilities in the Macedon Ranges;

- Benchmarking with other similar Councils;
- Definition of the best model of skate park provision for the Macedon Ranges;
- Community Engagement; and
- Assessment of the most appropriate model for the provision of facilities.

Discussion

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

Due to the distance between higher-populated townships, the draft strategy recommends providing district facilities in select townships to service various population clusters instead of a single centralised facility.

The draft strategy proposes a facility in each major township as the most equitable approach, with the size of these facilities responding to each township's current and forecast population.

The Strategy recommends the following provision:

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

Based on the recommended provision, site assessments of the existing facility locations were undertaken. In the case of Gisborne, Kyneton, Woodend and Riddells Creek, an alternative location was also assessed to determine if the current facility location was the most appropriate.

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

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

The shape and 'footprint' required for the different skate park types also vary as the size of skate parks is not 'set' like other sporting activities. Therefore, skate park designs can be adjusted to suit budgets and sites. There should also be design differences between the

skate parks, offering different experiences so that each location has a point of difference. Attachment 1 includes guidelines for the facilities' footprint areas; however, they are subject to change as the projects develop.

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

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

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

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

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

In summary, the recommendations are as follows:

Short Term – 2024-29

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

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

Medium Term – 2030-35

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

The implementation budget estimates for medium-term recommendations are \$2,960,000.

Long Term – 2036-40

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

The implementation budget estimates for long term recommendations are \$1,075,000.

Additional Considerations

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

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

Concurrent Projects

Gisborne Skate Park

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

'That Council:

Notes written and video correspondence received from 738 people, including school students, principals, and teachers from numerous schools requesting the Gisborne Skate Park be upgraded and expanded;

Notes the specific requests for the development of more challenging elements at the skate park, a pump track, the installation of water taps and the installation of lighting; and

Refers these requests to the 2021/22 Council budget process for consideration.'

Council allocated \$30,000 in the 2021/22 Council budget to undertake community consultation and concept design for improvements to the Gisborne Skate Park. Concept designs have been developed. Council endorsed releasing the draft Gisborne Skate Park Review and Design for four weeks of community consultation.

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

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

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

Romsey Skate Park

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

Based on the concept plans, the redevelopment cost is estimated at \$716,762, excluding GST. However, this figure does not include contingency, project management fees, cost

escalations or permits estimated to be an additional 30% - 35%, bringing the total project cost to \$932,000 - \$968,000.

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

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

The proposed directions of the Skate and BMX Strategy include a draft recommendation to redevelop the Romsey Skate Park in line with the developed concept plans. It is proposed that Officers work with the LRLC to further develop and finalise the plans and present these to Council for endorsement at the same time as the Skate and BMX Strategy.

Consultation and engagement

The following consultation methods informed the development of the draft Skate and BMX Strategy:

- An online survey received 248 responses; it was promoted via Council's 'Have your Say' website page and social media channels. The survey was also available during the drop-in sessions and school consultations;
- Three drop-in sessions were held at Romsey Skate Park, Kyneton Skate Park, and Woodend Skate Park; and
- Two school consultation sessions at Braemar College and Gisborne Secondary College.

The feedback received was from diverse users, including mountain bike riders, scooter riders, skaters, BMX riders, roller skate/blade riders and spectators. In total, 40% of the survey respondents identified as female, 58% as male, and 2% as non-binary or other. The majority of participants were local to the Macedon Ranges.

Overall, there was strong interest in upgrading the skate and BMX facilities across the shire and providing more social and active play spaces with shade and amenities.

Within the skate and BMX section, the most voted elements were:

- Transition and flow elements;
- Mini ramp;
- Pump track; and
- Provision of intermediate and beginner areas.

Other associated facilities important to the community are:

- Drinking fountains;
- Toilets;
- Shaded areas; and
- Places to rest and socialise in between riding.

Collaboration

Officers did not collaborate with other Councils, governments and/or statutory bodies in creating this report.

Innovation and continuous improvement

The Strategy represents continuous improvement as it identifies a long-term planned approach to the future development and improvement options for skate parks and BMX tracks throughout the Shire.

Relevant law

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted relating to the subject matter of this report.

The gender impact assessment recommends that, as far as is practical, that future facility development (and subsequent programming opportunities) are planned to provide equity of access for all current and future users.

Based on the findings from the gender impact assessment, it is recommended that action is taken to ensure gender-equitable access for future facility development (along with subsequent programming opportunities).

Community consultation and engagement shaped this strategy and provided accessible access for the entire community of Macedon Ranges, irrespective of age, gender, experience or background.

The inclusion of supporting facilities such as 'break-out' spaces, shelters, drinking fountains and seating (refined through the detailed design process) will offer important locations for social interaction. These spaces can foster the development of stronger relationships through shared experiences.

While these facilities, once developed, provide important opportunities for participation in an unstructured manner, future event programming must also consider matters of gender equality and intersectionality.

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.

The Macedon Ranges Shire Skate and BMX Strategy and the completion of the Gender Impact Assessment assist the Council in meeting the *Fair Access Policy Roadmap* requirements regarding providing facilities for all genders.

The Macedon Range Shire Skate and BMX Strategy is aligned with the objectives and outcomes identified in *Active Victoria 2022-2026*

Relevant Council plans and policies

The Strategy relates to the following Council plans and policies:

- Sport and Active Recreation Strategy 2018-28;
- Elevate – Macedon Ranges Shire Council Youth Strategy 2018-28

Financial viability

Overall, the estimated investment for the skate park strategy is \$6,700,000 over 15 years.

It is intended that the construction costs would be offset by grants, noting that frequently grants come with a 1:1 contribution requirement. This means that Council needs to include approximately \$3,350,000 in the Long Term Financial Plan to account for the Strategy outcomes – this would be subject to final budget consideration each year. In addition, approximately 2% of the construction cost is required each year for maintenance and renewal activities through the life of the new or upgraded assets.

The draft strategy recommends that Council conduct a site feasibility assessment of relocating the Gisborne Skate Park and BMX track. If this is the preferred option following the feasibility study, a further \$647,000 would be required.

Sustainability implications

To support Council's commitment to achieving zero net emissions by 2020, any future developments identified in the Strategy will ensure the inclusion of sustainable design features during the detailed design phase of development.

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.

AO.2	MOBILITY AND ROAD SAFETY STRATEGY 2023-2032
Officer:	Eng Lim, Manager Engineering and Resource Recovery
Council Plan relationship:	1. Connecting communities 4. Delivering strong and reliable government
Attachments:	Draft Mobility and Road Safety Strategy 2023-2032 (under separate cover)

Summary

This report provides a brief overview of the *Draft Mobility and Road Safety Strategy 2023-2032* and its action plan to achieve *Vision Zero* of deaths and serious injuries related to crashes on our roads. Officers are seeking endorsement to release the final draft of the Strategy for consultation.

Recommendation

Council endorses the release of the draft Mobility and Road Safety Strategy 2023-2032 for four weeks of community consultation.

Background

In 2019, Council committed to developing a *Mobility and Road Safety Strategy 2021-2031* to define how it will enhance safety on the road network for all road users. A consultant assisted Council in developing its Mobility and Road Safety Strategy and action plans for the next 10 years to identify existing key road safety issues and implement proactive initiatives.

The Strategy is based on the *Safe Systems* principles and supports the Victorian Government's road safety campaign. The *Safe System* is working towards promoting safer roads, people, speeds, and vehicles, as stipulated in the *Victorian Road Safety Strategy 2021 – 2030*.

The initial community consultation identifying issues and opportunities occurred over five weeks, ending on 30 November 2021. The main comments were regarding the following:

- road conditions (e.g. poor quality road and footpath surface conditions)
- lack of footpaths and pedestrian crossings.
- lack of cycling facilities
- safety of walking and cycling and
- concerns for wildlife safety.

There have been some delays in this project for various reasons, and the Strategy is now titled *Mobility and Road Safety Strategy 2023-2032*.

If endorsed, officers plan to release the Strategy for four weeks of public consultation from early August 2023. The document will be made publicly available on Council's webpage and at Council administration centres, and a copy will be provided to Council's road safety partners.

Discussion

The *Mobility and Road Safety Strategy 2023 – 2032* and its Action Plan will support the Macedon Ranges and Victorian Government's vision of working towards reducing road fatalities and crash injuries within the Macedon Ranges Shire Council by 2032. It also describes how we will use the *Safe System* approach, committing to a *Vision Zero* road trauma goal.

There is a focus on four *Safe System* key principles:

- Safer Roads, through engineering and infrastructure, to make roads, paths, tracks, and other transport infrastructure as safe as possible
- Safer Speeds, by encouraging people to travel at safe speeds and creating a safety culture where the community regards speeding as unacceptable as drunk driving
- Safer People, through a shared responsibility for the safety of all road users (pedestrians, cyclists, motorcyclists, and drivers) by encouraging safe travel behaviour to minimise personal risks and risks to others
- Safer Vehicles, by promoting safer vehicles for drivers, passengers, and other people.

At the same time, this Strategy recognises how important it is to:

- Support active transport, such as walking and cycling, which is extremely important for a healthy and sustainable community and requires special consideration of the vulnerability of pedestrians and cyclists
- Work with our road safety partners, such as the police and health services, to achieve more than we would if we worked in isolation
- Listen to and engage with our community so that the community can contribute to the success of road safety initiatives
- Consideration of wildlife safety

Officers extensively analysed five years of road crash data (2015-19). This provided insight into crash types, incident time, location and conditions, and the type of road users involved.

Based on our crash data analysis, community engagement, consultations with experts, and application of best practices in road safety management, we have identified the three strategic themes to guide our road safety and mobility response over the next 10 years.

The Strategy document is based on the three guiding principles and the five strategic themes.

Guiding Principles

- Vision Zero – Supports Victorian's vision of reducing fatalities and serious injuries on the road
- Road Safety - The Safe System
- Mobility - Movement and Place Framework

Strategic Themes

- Improving safety on high-risk rural roads
- Improving safety and mobility in and around towns
- Implement Movement and Place
- Improving road user preference

- Improving wildlife safety and outcomes

Based on the above five strategic themes, 15 actions have been developed to help us achieve *Vision Zero* – aiming for no deaths on Macedon Ranges Shire Council roads. Along with specific council actions, there is also a suite of advocacy items to facilitate positive change and ultimately create a safer environment for our community and road users; the Strategy details these actions.

Consultation and engagement

Initial consultation with the community to assist in developing the draft Strategy occurred over five weeks, ending on 30 November 2021. It included advertising through Council's website, social media, local newspapers, and workshops with external and internal stakeholders to seek input to help develop this Strategy. An online public survey was undertaken to obtain a snapshot of community views and received excellent responses from over 500 people, mainly Macedon Ranges residents.

Officers now seek endorsement to undertake community consultation on the final draft of the Strategy before seeking adoption later in the year. The community consultation may lead to changes in the Strategy.

Collaboration

Officers developed this strategy in collaboration with both external and internal stakeholders. Some of the key external stakeholders were the Department of Transport, schools, and community walking and cycling groups.

Innovation and continuous improvement

The creation of this strategy is a continuous improvement as it unifies Council's strategy for movement networks, streetscapes, safety and accessibility for our road and footpath networks.

Relevant law

The Strategy considers Council's responsibilities under the Victorian Road Management Act (2004).

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

Relevant regional, state and national plans and policies

Officers prepared the Macedon Ranges Shire Council's *Mobility and Road Safety Strategy 2023-2032* to address the ongoing and emerging road safety issues for the Shire over the next 10 years. The Strategy aligns with the *Council Plan 2021-2031* and the State Government's *Victorian Road Safety Strategy 2021-2030* to reduce the road toll to zero.

Relevant Council plans and policies

The Council Plan has identified four main strategic objectives that align perfectly with our vision for municipal road safety and mobility.

Strategic Objectives	
Council Plan 2021-2031	Road Safety and Mobility Strategy 2023-32
Connecting Communities	Mobility - improving mobility so people can easily access and travel to places important to them.
Healthy environment, healthy people	Road Safety - reducing road trauma and creating a safe road environment
Business and Tourism	Road Safety and Mobility - improving safety and mobility can create an attractive environment and economic vitality
Deliver strong and reliable government	Leadership –playing a leadership role in road safety and mobility

Financial viability

The Strategy does not immediately commit the Council to any expenditure other than the officer's time in further reviews and detailed investigations. Officers will seek additional funding through the normal budgeting process to carry out specific actions nominated within the 10-year Action Plan.

At the same time, officers will be exploring opportunities as multiple sources of funding to fund some of these actions through external State and Federal grants such as TAC, the Department of Transport and any other applicable grants based on the grant selection criteria specific to each funding source.

Sustainability implications

Any project to be developed from this study's recommendations will consider any social and/or environmental impact specific to each project and the affected community members will be consulted before its implementation.

Officer declaration of conflicts of interest

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

AO.3	PROPOSED ROAD CLOSURE - RAGLAN STREET LANCEFIELD
Officer:	Eng Lim, Manager Engineering and Resource Recovery
Council Plan relationship:	2. Healthy environment, healthy people 4. Delivering strong and reliable government
Attachments:	Public Notice - Proposed Road Closure - Raglan Street Lancefield ↓

Summary

This report provides the background to a request from St Mary's Primary School, Lancefield for a proposed road closure of Raglan Street Lancefield and the statutory process required in line with the Local Government Act 1989.

Recommendation

That Council:

- 1. Endorses the commencement of a four-week community consultation process on the proposed Road Closure of Raglan Street Lancefield;**
- 2. Schedules an online Submitters Delegated Committee meeting at 7 pm on Wednesday, 20 September 2023, to provide the community with an opportunity for verbal presentation in support of their submission on the proposed road closure of Raglan Street, Lancefield.**

Background

St Mary's Primary School developed their Master Plan in 2019 to address the needs of its growing enrolment. Raglan Street, Lancefield, has had boom gates closing the road to vehicles during school hours for the past 35 years.

The school has reported a pressing need to construct more buildings on their land west of Raglan Street. It seeks to utilise the section of Raglan Street and the road reserve abutting the school to facilitate a permanent safe environment for its students.

The proposed road closure will create a safer and better-connected school environment where students can move freely through this area between buildings.

Officers note that Raglan Street, Lancefield, is Crown Land and not Council owned.

Discussion

Officers have worked with St Mary's School for several years regarding their request. This section of Raglan Street is Crown Land. The ultimate use of the land if it is not a road, is not within Council's discretion; Council is only responsible for determining whether or not to discontinue the road.

The school has undertaken the following actions in preparing to progress their request to discontinue the road. These actions include determining whether:

- the land would be available for their use if it were discontinued
- the opportunity to use the land was financially achievable
- there would be a detrimental impact on any utility assets

- there would be a detrimental impact on traffic movement

Having completed these actions, the school has approached Council to begin the formal road discontinuance process.

Council has the role of the road authority for this road and therefore, the authority to discontinue the road. This authority is provided under the *Local Government Act 1989*, and Section 223 and Schedule 11 apply.

Before discontinuing or closing a road, Council must undertake the public advertising and submissions process outlined in Section 223 of the *Local Government Act 1989*.

Under the *Local Government Act 1989*, Schedule 11 (*Powers of Councils over traffic*), it states that in part 9:

9 Power to place obstructions or barriers on a road permanently

- (1) *A Council may block or restrict the passage or access of vehicles on a road by placing and maintaining any permanent barrier or other obstruction on the road;*
- (2) *A Council must not exercise this power unless it has considered a report from the Head, Transport for Victoria concerning the exercise of the power.*

In line with Schedule 11 of the *Local Government Act 1989* and as part of the Council's *Road Discontinuance Policy 2014*, the school prepared a traffic report and submitted this to the Department of Transport and Planning (DTP). On 10 November 2022, DTP identified the conditions for the school to undertake civil works at the intersection of Raglan Street and Chauncey Street at the school's cost.

During this same period in 2022, officers also reviewed the traffic report and are comfortable that the daily volume of around 100 vehicles on this section of Raglan Street will not negatively impact other surrounding streets, if the community supports the proposed road closure. In making this decision, officers considered not only the current traffic conditions but also potential future traffic conditions.

Due to this section of Raglan Street's Crown Land status, the school has been liaising with the Department of Energy, Environment and Climate Action (DEECA, formerly DELWP) to arrange a licence to use *this road* if it is discontinued. Figure 1 below illustrates the road section. The school received a letter from DEECA on 24 May 2023 indicating their intent to issue this licence if the road was no longer required as a road.

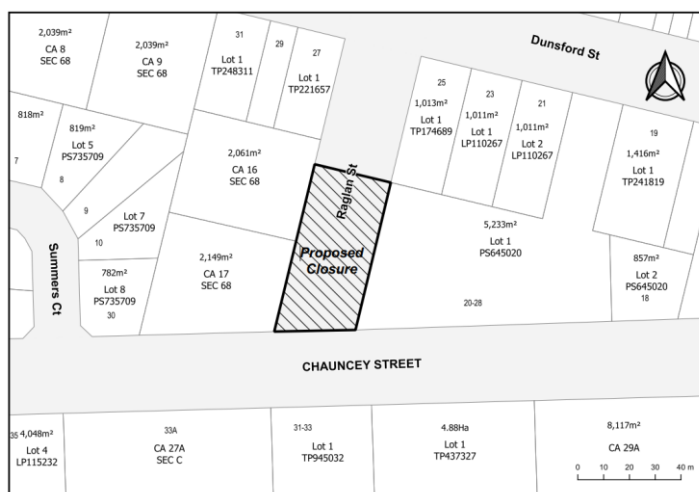


Figure 1 – Plan of the area highlighting the subject road section.

As part of this road closure process, Council must comply with Council's Community Engagement Policy and Section 223 of the Local Government Act 1989.

Consultation and engagement

Officers will prepare a community consultation plan following Council's Community Engagement Policy. It will include that:

- (1) A public notice (refer to the report's attachment) is published in a local newspaper and on Council's website for at least four weeks;
- (2) All adjoining property owners and occupiers, as well as nearby owners and occupiers, receive a letter advising them of the proposal and providing a copy of the public notice;
- (3) Council officers will also consult with emergency and utility services on the impact of the road closure;
- (4) Interested community members may make written submissions to Council providing their views on the road closure. Submitters may request to be heard by Council following Section 223 of the Local Government Act 1989; however, this is not mandatory;
- (5) If needed, a Submitters Meeting will be held online to hear submitters indicating, in writing, that they wish to provide a verbal submission;
- (6) Officers will provide a report to a Scheduled Council Meeting on the outcome of the community consultation;
- (7) Officers will advise submitters of the Scheduled Council Meeting resolution regarding this matter; and
- (8) Officers will advise the school of the Scheduled Council Meeting resolution.

Officers anticipate the process will take approximately six months to complete. An indicative timeline is provided in Table 1 below.

Date	Activity
1 August 2023	Consultation period to begin for 28 days: <ul style="list-style-type: none"> • Public notice published in the local newspaper and Council website • Letters sent to adjoining and nearby properties (owners and occupiers)
29 August 2023	Submission period closes
20 September 2023	Submitters Committee Meeting
To Be Determined	Scheduled Council Meeting

Table 1 – Indicative Process Timelines.

Collaboration

The proposed road closure is a request from St Mary's Primary School (Catholic Archdiocese of Melbourne), where DTP is involved in considering the traffic report, DEECA is engaged in issuing a license for the school to use Crown Land (Raglan Street) and Council is providing support in its role as the road manager with authority to discontinue the road in line with the *Local Government Act 1989*.

Innovation and continuous improvement

Not applicable

Relevant law

In accordance with the *Gender Equality Act 2020*, a *Gender Impact Assessment* was undertaken relating to the subject matter of this report. Based on the analysis at this stage, there is no significant difference in the impact of road closures to a specific gender. However, officers will engage the community in the planned community consultation during August and reassess any specific gender-based needs based on the community feedback after the consultation process.

Before discontinuing or closing a road, Council must undertake the public advertising and submissions process outlined in Section 223 of the *Local Government Act 1989*.

Relevant regional, state and national plans and policies

The *State Road Safety Strategy 2021-2030* aims to create a safer road environment and wants to ensure all Victorians are safe, and feel safe, on our roads. It aims to halve road deaths and serious injuries by 2030, focusing on vulnerable and unprotected road users, which in this case applies to students needing to access both sides of Raglan Street.

Relevant Council plans and policies

The following policies and strategy were referenced in writing this report.

- *Community Engagement Policy 2021*
- *Road Discontinuance Policy 2014*
- *Engineering Requirements for Infrastructure Construction Policy 2010*
- *Pedestrian Access Strategy 2010*

Financial viability

As St Mary's Primary School requested the proposed road closure, Council has not funded this project. Where Council is not the party requesting the road discontinuance, our process states that the requesting party bears the costs. The school will pay Council a capped amount regarding out-of-pocket expenses related to this process.

Also, as part of the November 2022 approval from the Department of Transport and Planning (DTP), the department stipulated conditions for the school to undertake civil works at the intersection of Raglan Street and Chauncey Street, with the costs borne by the school. There are no additional costs impacts to Council.

Sustainability implications

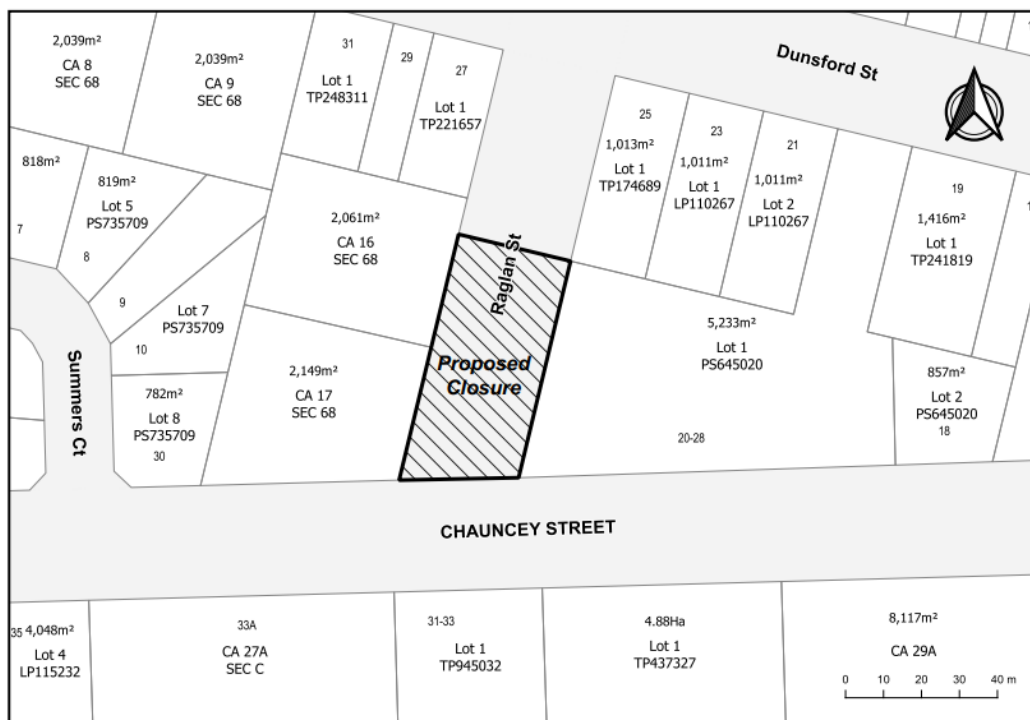
This report impacts social sustainability, and officers believe proceeding with the road discontinuance process supports this social sustainability.

Officer declaration of conflicts of interest

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

Notice of Proposed Road Closure

Pursuant to sections 207A and 223 of the *Local Government Act 1989 (Act)* and acting under clause 9 of Schedule 11 to the Act, Macedon Ranges Shire Council gives notice of its intention to consider closing part of Raglan Street – between Dunsford Street and Chauncey Street – in Lancefield, shown in hatched on the plan below (**Road**):



The proposal, requested by St Mary's Primary School, involves closing the Road to vehicular traffic and transforming the closed road for school use, to be safely used by their students and allowing access only to pedestrians (**Proposal**). This closure would formalise an existing setup at Chauncey Street and Raglan Street, where gates are used to temporarily close the road during school hours.

In accordance with section 223 of the Act, any person wishing to make a submission on the Proposal must do so in writing to the Manager, Engineering and Resource Recovery before the expiration of the submission period below.

How to Make a Written Submission

Persons making submissions may request to be heard in support of their submissions. Any request to be heard must be clearly stated within the written submission. Any person requesting to be heard is entitled to appear in person or by a person acting on their behalf before a committee appointed representing the whole of Council. Hearing of any submissions will occur at a Submitters Delegated Committee Meeting on 20 September 2023 at 7:00pm if required. All submissions will be considered in accordance with section 223 of the Act. Following the consideration of any submissions, Council will decide whether or not to proceed with the Proposal.

Submissions must be addressed to the Manager, Engineering and Resource Recovery, P.O. Box 151, Kyneton VIC 3444, or delivered to either the Romsey Hub, Municipal Administration Centres of Gisborne or Kyneton and Woodend Community Centre, or emailed to engineeringservices@mrsc.vic.gov.au

Submissions received will be included within the official Council Agendas and Minutes, but the personal information about the submitter's identity and location will be redacted. Agendas and Minutes are made available to the public and on Council's website.

Submission Period: 28 days from 1 August 2023 to 29 August 2023.

If further information is required, please contact Council's Engineering Services, via 03-5421 9643 or engineeringservices@mrsc.vic.gov.au.

AO.4	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 a preliminary oversight of the 2022/2023 financial year's capital delivery performance outcomes. It also provides transparency on cost savings on the completed infrastructure projects and cost escalations on projects receiving tender prices exceeding the allocated budget 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 2022/2023 budget relating to the following capital projects:**
 - (a) **Road Repairs – Three Chain Road, Carlsruhe: Return \$82,936.91 to the consolidated capital works program budget as the project is complete leaving with an unspent surplus;**
 - (b) **Drainage – Farrell Street, New Gisborne: Return \$35,000.00 to the consolidated capital works program budget as the project is complete leaving with an unspent surplus;**
 - (c) **Bridge – Mission Hill Road, Baynton: Return \$10,715.00 to the consolidated capital works program budget as the project is complete leaving with an unspent surplus;**
 - (d) **Drainage – Sutherlands Road, Riddells Creek (2): Return \$6,275.00 to the consolidated capital works program budget as the project is complete leaving with an unspent surplus;**
 - (e) **Draining – Sutherlands Road, Riddells Creek (1): Return \$10,543.60 to the consolidated capital works program budget as the project is complete leaving with an unspent surplus;**
 - (f) **Renewal – kerb and Channel: Return \$115,994.84 to the consolidated capital works program budget as the project is complete leaving with an unspent surplus;**
 - (g) **Drainage – Calthorpe Street, Gisborne: Return \$10,726.20 to the consolidated capital works program budget as the project is complete leaving with an unspent surplus;**
 - (h) **Bridge – Main Road Eastside Romsey: Return \$24,511.37 to the consolidated capital works program budget as the design and investigation is complete, with construction costs estimated well above the budget requiring a separate business case;**

- (i) **Gisborne Aquatic Centre – Modular Change Room Upgrade: Provide an additional budget of \$150,000.00 to cater for the revised design with the opportunity for future relocation and reuse;**
 - (j) **Footbridge – Wood Street, Woodend: Return \$13,500.00 to the consolidated capital works program budget as the project is complete leaving with an unspent surplus;**
2. **Notes that recommendation 1 (above) currently provides a surplus of \$377,598.61 to the financial year 2022/2023 Capital Works budget, which will be brought forward into the financial year 2023/2024 Capital Works Budget and reviewed as part of the mid-year budget review process.**
3. **Provides additional funding to complete the following projects:**
- (a) **School Bus Stop Shelter - Romsey: Provide an additional budget of \$76,200, funded through surplus from LRCI Stage 2;**
 - (b) **Sauer Road, New Gisborne: Provide an additional budget of \$155,861.94, funded through the Commercial Development Reserve;**
 - (c) **Kettlewells Road Sealing, Romsey: Provide an additional budget of \$394,745.00, funded through the Gravel Pit Operations Reserve.**
-

Background

Officers provide Council with this report advising savings on the completed projects and seeking additional funding for the projects where the tender price exceeded the budget.

This report also provides a preliminary analysis of the last financial year's capital works delivery performance.

Discussion

At the conclusion of the last financial year (2022/2023), 220 capital works projects were to be delivered, including 72 carried forward from previous years and 41 new projects added during the year.

The Project Management Office has conducted a preliminary analysis of the delivery performance outcomes by volume of projects. Officers will present a comprehensive financial performance analysis by asset class at a future Scheduled Council Meeting following the end of the financial year reconciliation.

155 projects of the total 220 projects are practically complete. This equates to 70.45% of the total projects. This is a 33% improvement on last year's completion rate.

The leading contributors to this improvement have been establishing and implementing the Project Lifecycle Management (PLM) system and instigating the Capital Program Review Board. The board has closely supervised the program, monitoring and controlling individual projects. The new process of monthly reporting to Council and seeking adjustments to the individual project budgets within the overall capital program assisted officers in delivering projects without unnecessary delay.

Over the last financial year, the tender prices for many infrastructure projects exceeded the allocated budget due to the significant price rises across many building materials during the past eighteen months.

The other impact of the construction-led recovery was a shortage of contractors and staff. Council experienced tenders with either one or zero responses and/or non-compliant tender

responses. During the year, project management staff were in high demand too. Within our project delivery teams, there was over a 100% turnover of staff positions.

These impacts and the wet spring and October floods provided a challenging project management year. In light of this, officers have confidence that the coming year's delivery will meet the 80% key performance indicator.

The information above relates to volumetric results; other results, including financial and asset class breakdowns, are still being finalised for presentation at a future Scheduled Council Meeting.

In May, officers reported 47 projects as carried forward; however, 11 were practically complete after the financial year's end. In total 65 projects are being carried forward.

The table below formally realises savings not included to date for projects closed before 30 June.

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	\$217,395.69 balance brought forward from June 2023 Council meeting.	\$217,395.69
100154 Road Repairs Three Chain Road, Carlsruhe	Complete	\$644,000.00	Project complete with unspent contingency.	\$82,936.91
100263 Drainage Farrell Street, New Gisborne	Construction Complete	\$143,140.00	Project is practically complete with unspent contingency and surplus.	\$35,000.00
100274 Bridge – Mission Hill Road, Baynton	Complete	\$60,015.00	Project complete with unspent contingency and surplus.	\$10,715.00
100180 Drainage – Sutherlands Road, Riddells (2)	Complete	\$25,000.00	Project complete with unspent contingency and surplus.	\$6,275.00
100179 Drainage – Sutherlands Road, Riddells (1)	Complete	\$105,110.00	Project complete with unspent contingency.	\$10,543.60
100402 Renewal – Kerb and Channel	Complete	\$178,000.00	Project complete with unspent contingency and surplus.	\$115,994.84

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-progression	Change to the Budget - () is an additional cost to the budget
100884 Drainage – Calthorpe Street, Gisborne	Complete	\$49,700.00	Project complete with unspent contingency and surplus.	\$10,726.20
100150 Bridge – Main Road Eastside Romsey	Design and investigation complete, not progressing to construction.	\$30,000.00	Design and investigation completed; however, costing received well above budget and requires a separate business case for construction.	\$24,511.37
100566 Gisborne Aquatic Centre Modular Change Room Upgrade	Yes	\$339,385.00	Initial quotes for prefabricated modular unit exceeded the budget; the design was adjusted to provide an opportunity for relocation. These quotes are still above budget; however, they provide for future flexibility and reuse.	(\$150,000.00)
100252 Footbridge – Wood Street, Woodend	Project Complete	\$253,500.00	Project complete with unspent contingency and surplus.	\$13,500.00
			Net Total	\$377,598.61

These recommendations result in a budget **surplus of \$377,598.61** from the FY2022/23 Capital Works Program, noting there are 65 projects carried forward into FY2023/24.

The following table refers to two projects funded by reserves and one via the Local Roads and Community Infrastructure Stage 2 surplus. In each case, officers are not seeking consolidated revenue to fund project requirements.

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-progression	Change to the Budget - () is an additional cost to the budget
School Bus Stop Shelter – Main Street, Romsey	Yes	The bus shelter project was completed in 2021/2022 with an initial budget of \$108,000.	The bus stop and shelter were delivered with Local Roads and Community Infrastructure funds; however, additional funds are required to complete the extended works. The LRCI Stage 2 surplus of \$76,200 is identified as appropriate for completing this work (subject to Commonwealth Government approval).	(\$76,200.00)
100265 Sauer Road, New Gisborne	Yes	\$1,176,816.70	The project is under construction. The project has significant variations due to unbudgeted rock excavation. Additional funding is identified to come from the Commercial Development Reserve in Gisborne Industrial Estate.	(\$155,861.94)
100910 Roads – Kettlewells Road, Romsey	Yes	\$1,000,000.00	Project Jointly funded by State Government 1:1 up to \$1,000,000.00; the tendered price is above this budget. Additional funding is identified to come from the Gravel Pit Operations Reserve .	(\$394,745.00)

Consultation and engagement

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

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

Collaboration

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

Innovation and continuous improvement

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

Relevant law

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

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

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 is adapting its infrastructure project delivery within budget.

Financial viability

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

Sustainability implications

There are no direct sustainability impacts resulting from this report.

Officer declaration of conflicts of interest

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

16 NOTICES OF MOTION AND RESCISSION**No. 60/2023-24: NOTICE OF MOTION - THE VOICE TO PARLIAMENT****Attachments: The Voice to Parliament** [↓](#)

I, Councillor Annette Death, give notice that at the next Meeting of Council to be held on 26 July 2023, I intend to move the following motion:

That Council:

- 1. Acknowledges the Australian Government's proposal for constitutional recognition for Aboriginal and Torres Strait Islanders through a Voice to Parliament, and will share information to enable residents to make their own considered and informed choice in the referendum; and**
 - 2. Notes the organisation's Positioning Statement on The Voice to Parliament, which is aligned with Council's Reconciliation Action Plan 2021–23 and enclosed as Attachment 1.**
-



Attachment 1: The Voice to Parliament

Macedon Ranges Shire Council's Positioning Statement on The Voice to Parliament

Council acknowledges the Australian Government's proposal for constitutional recognition for Aboriginal and Torres Strait Islanders through a Voice to Parliament.

Through actions in our Reconciliation Action Plan and Council Plan, Council is committed to delivering improved outcomes for – and recognition of – First Nations People, including strengthening their right to self-determination.

Our shire is in the unique position of being situated across Dja Dja Wurrung, Taungurung and Wurundjeri Woi-Wurrung Country. We fully embrace our role and responsibility as a key organisation to work collaboratively with our Traditional Owner groups, to acknowledge our First Nations history and help shape our shared future.

We respect the diversity of opinion within our community and that Macedon Ranges residents will get the opportunity to express their views when they vote in the referendum.

Council will endeavour to share information on the Voice Referendum to support healthy democracy and allow residents to make a considered and informed decision.

17 URGENT BUSINESS

18 CONFIDENTIAL REPORTS

Nil