

# Council Meeting Agenda

**Ordinary Council Meeting**  
**Wednesday 22 July 2020 at 6.00pm**  
**Held online and livestreamed at [mrsc.vic.gov.au](http://mrsc.vic.gov.au)**

**Public Question Time:**

Written questions submitted by the public will be considered during Deputations and Presentations to Council. Question forms are available on Council's website.

As this meeting will be held online, questions must be submitted via the website **by 3.00pm** on the day of the meeting.

Questions submitted after this time will be referred to the next Ordinary Council Meeting or referred to relevant Council officers for a direct response.

**Attachments:**

All attachments are available for viewing or downloading from Council's website, [mrsc.vic.gov.au](http://mrsc.vic.gov.au)

**Recording of Council Meetings:**

The recording of Council Meetings, either visually or by sound, or the taking of photographs in Council Meetings is not permitted without first obtaining the consent of Council or the Chairperson.

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## **ACKNOWLEDGEMENT OF COUNTRY**

To start the official proceedings I would like to acknowledge that Macedon Ranges Shire Council is on Dja Dja Wurrung, Taungurung and Wurundjeri Country whose ancestors and their descendants are the traditional owners of this Country. We acknowledge that they have been custodians for many centuries and continue to perform age old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and their unique role in the life of this region.

### **1. RECORDING AND LIVE STREAMING OF THIS COUNCIL MEETING**

Ladies and gentlemen

Please note that this meeting is being recorded and streamed live on the internet in accordance with Council's *'Live Streaming and Publishing Recording of Meetings'* Protocol, which can be viewed on Council's website.

The recording will be bookmarked, archived and made available on Council's website 48 hours after the meeting.

This meeting is being held online and Councillors are attending via electronic means.

The meeting will be conducted in accordance with Council's existing Meeting Procedure Local Law 11, noting that as indicated in some parts of the agenda, procedures have been slightly modified to ensure the meeting remains compliant but can run effectively in the online environment.

As this meeting is being held online there will be no one present in the public gallery.

I also remind everyone that Local Government decision making, unlike State and Federal Government, does not afford the benefit of parliamentary privilege and hence no protection is afforded to Councillors and Council officers for comments made during meetings which are subsequently challenged in a court of law and determined to be slanderous.

Thank you

### **2. PRESENT**

### **3. APOLOGIES**

#### 4. DECLARATION OF CONFLICT OF INTERESTS

Councillors' attention is drawn to Division 1A Sections 76-81 of the Local Government Act 1989 regarding interests.

Councillors are reminded that:

1. Disclosures of Conflicts of Interest must be declared immediately before the consideration of the item Section 79 (2) (a) (i); and
2. They should classify the type of interest that has given rise to the conflict of interest, and describe the nature of the interest Section 79 (2) (b) (c).

***Online meeting:*** *The Mayor will call on each Councillor by name to declare whether or not they hold a conflict of interest in relation to any agenda items.*

#### 5. MAYOR'S REPORT

This item in each Council Notice Paper offers an opportunity for the Mayor to provide a brief report on recent Council activities and initiatives of a shire wide nature.

Councillor reports on any meetings they have attended as a Councillor delegate are provided at Councillor Briefings or via email communications. Any matters requiring Council deliberation/decision are considered by Council via a report to a Council Meeting.

***Online meeting:*** *The Mayor will provide the Mayor's Report prior to the meeting to enable the report to be published as part of the agenda papers. The report will not be presented verbally, however the Mayor may highlight key points from the report or any significant matters since the release of the agenda.*

**Recommendation:**

**That the Mayor's report be received.**

#### 6. PETITIONS

Pursuant to Council's Meeting Procedure Local Law No. 11, a Councillor may present a petition or joint letter to the Council. A petition or joint letter tabled at a Council Meeting may be dealt with as follows:

- (i) a motion may be proposed to accept the petition or joint letter and that it lay on the table until the next Ordinary Council Meeting or a future meeting specified by the Council (at which a report on the matter will be presented);
- (ii) a motion may be proposed to accept and note the petition or joint letter and resolve to deal with it earlier or refer it to another process.

A Councillor presenting a petition or joint letter will be responsible for ensuring that they are familiar with the contents and purpose of the petition or joint letter and that it is not derogatory or defamatory.

**Online meeting:** A Councillor seeking to table a petition for an online meeting will do so by providing an electronic copy of the petition to the Coordinator Governance by 12.00pm on the day of the meeting. The first page of the petition must be signed by the Councillor as required by Meeting Procedure Local Law 11. During the meeting, the Mayor will call on a Council officer to confirm receipt of any petitions tabled by Councillors via this process. Following confirmation, the Mayor will call on the relevant Councillor to present the petition.

## 7. ADOPTION OF MINUTES

Any Councillor whether in attendance or not at the subject meeting can move and second the adoption of the minutes, however accepted practice is that Councillors who were in attendance moved and second these motions.

Ordinary Council Meeting: Wednesday 24 June 2020

### **Recommendation:**

**That the minutes of the Ordinary Meeting of the Macedon Ranges Shire Council held on Wednesday 24 June 2020 as circulated be confirmed, subject to the following alterations:**

- 1. That a spelling error contained in Councillor Anderson's Notice of Motion concerning the title of the Federal Member for McEwen, and replicated in the minutes of the meeting, be corrected; and**
- 2. That the minutes reflect Councillor Anderson left the meeting at 7.35pm and returned to the meeting at 7.37pm.**

## 8. RECORD OF ASSEMBLIES OF COUNCILLORS – JULY 2020

### **1. Summary / Purpose**

The purpose of this report is to provide the record of any assembly of Councillors, which has been held since the last Council Meeting, so that it can be recorded in the minutes of the formal Council Meeting.

### **2. Policy Context**

Section 80A of the *Local Government Act 1989* (the Act) requires the record of any assembly of Councillors to be reported to the next practicable Council Meeting and recorded in the minutes of that meeting.

### **3. Background Information**

The Act provides a definition of an assembly of Councillors where conflicts of interest must be disclosed.

A meeting will be an assembly of Councillors if it considers matters that are likely to be the subject of a Council decision, or the exercise of a Council delegation and the meeting is:

1. A planned or scheduled meeting that includes at least half the Councillors (5) and a member of Council staff; or
2. Is an Advisory Committee of the Council where one or more Councillors are present.

Note: Advisory Committee means any committee established by the Council, other than a special committee, that provides advice to (a) the Council, or (b) a special committee, or (c) a member of Council staff who has been delegated a power, duty or function of the Council under Section 98 of the Act.

Note: Only matters that are the subject of discussion and consideration at an assembly will be listed. Incidental updates and information on matters will not be recorded.

This requirement for reporting provides increased transparency and the opportunity for Councillors to check the record, particularly the declarations of conflict of interest.

#### 4. Report

Outlined below are the details of assemblies of Councillors held since the last meeting.

1.	Date / Time	Type of Assembly
	24 June 2020 9.00am – 11.45am	Councillor Briefing
	Venue	<i>Briefing conducted via teleconference</i>
	Present – Councillors	Crs Anderson, Gayfer, Jukes, Pearce, Radnedge, Twaits, West
	Present – Officers	Margot Stork, John Hausler, Angela Hughes, Sarah Noel, Shane Walden, Lauren Reader, Rob Ball, Jodie Turner, Emilie Byrne, Fiona Alexander, Stephen Pykett
	Presenters	Nil

Items discussed	<ul style="list-style-type: none"> <li>• Update on Statement of Planning Policy – Significant Landscapes Amendment and Scheme Translation</li> <li>• Update on Kyneton South Bridge</li> <li>• Public Transparency Policy Draft</li> <li>• Agenda Review:             <ul style="list-style-type: none"> <li>- PLN/2019/580 – Re-subdivision of two lots into fifteen lots – 142 and 144 Barry Street, Romsey</li> <li>- Melbourne Kilmore Road Significant Tree Heritage report</li> <li>- Draft Gisborne Futures Structure Plan, Urban Design Framework and Neighbourhood Character Study</li> <li>- Draft Reconciliation Action Plan</li> <li>- Notice of Motion 14/2019-20 Cr Jennifer Anderson</li> </ul> </li> </ul>
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	<p>Nil</p> <p>Did they leave the assembly? N/A</p>
Conflicts of interest declared by officers	<p>Nil</p> <p>Did they leave the assembly? N/A</p>

<b>2.</b>	<b>Date / Time</b>	<b>Type of Assembly</b>
	1 July 2020 9.00am – 12.00pm	Councillor Briefing
	Venue	<i>Briefing conducted via teleconference</i>
	Present – Councillors	Crs Anderson, Gayfer, Pearce, Radnedge, Twaits, West
	Present – Officers	Margot Stork, John Hausler, Angela Hughes, Sarah Noel, Shane Walden, Lauren Reader, Leanne Manton, Leanne Khan, Jodie Turner, Emilie Byrne, Rebecca Millard, Fiona Alexander
	Presenters	John Keaney, Keaney Planning; Meredith Gammie and Robert Rorke, Department of Environment, Land, Water and Planning (DELWP)_
	Items discussed	<ul style="list-style-type: none"> <li>• Planning Policy Framework Translation Process</li> <li>• Community Funding Scheme Grants Program 2020</li> <li>• Draft Positive Ageing Plan 2020-2025</li> <li>• Public Transparency Policy</li> <li>• Strategies, Plans and Policies Framework</li> </ul>



Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Nil  Did they leave the assembly? N/A
Conflicts of interest declared by officers	Nil  Did they leave the assembly? N/A

<b>3.</b>	<b>Date / Time</b>	<b>Type of Assembly</b>
	8 July 2020 9.00am – 11.15am	Councillor Briefing
	Venue	<i>Briefing conducted via teleconference</i>
	Present – Councillors	Crs Anderson, Gayfer, Pearce, Radnedge, Twaits, West
	Present – Officers	Margot Stork, John Hausler, Angela Hughes, Sarah Noel, Shane Walden, Lauren Reader, Leanne Manton, Rob Ball, Stephen Pykett, Christo Crafford, Will Rayner, Nicole Pietruschka
	Presenters	Nil
	Items discussed	<ul style="list-style-type: none"> <li>• Romsey Road Guard Rails</li> <li>• Draft Governance Rules</li> <li>• Flag Policy</li> <li>• Council Meeting Agenda Items                             <ul style="list-style-type: none"> <li>- PLN/2019/274 – 30 Brooke Street, Woodend</li> <li>- Submission to the parliamentary inquiry into ecosystem decline</li> <li>- 2020/21 Macedon Ranges Events and Festivals Grant Program</li> <li>- Macedon Ranges Event Strategy Draft Report 2020-2025</li> <li>- Response to tendering process for 47 Victoria Street, Macedon</li> <li>- Flag Policy</li> <li>- Place naming proposal – Turners Lane, Kyneton</li> <li>- Kyneton Airfield</li> </ul> </li> <li>• Planning Matters                             <ul style="list-style-type: none"> <li>- 1849 Mt Macedon Road, 23-29 Sullivans Road, Woodend</li> </ul> </li> </ul>
	Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they	Cr Pearce declared a conflict of interest in writing to the CEO prior to the briefing regarding the item PLN/2019/274 – 30 Brooke Street, Woodend.  Did they leave the assembly?

declared the conflict of interest was discussed	Yes
Conflicts of interest declared by officers	Nil Did they leave the assembly? N/A

4.	Date / Time	Type of Assembly
	15 July 2020 9.00am – 11.10am	Councillor Briefing
	Venue	<i>Briefing conducted via teleconference</i>
	Present – Councillors	Crs Anderson, Bleeck, Gayfer, Jukes, Pearce, Radnedge, Twaits, West
	Present – Officers	Margot Stork, John Hausler, Angela Hughes, Sarah Noel, Shane Walden, Lauren Reader, Leanne Manton, Hayley Drummond, Rob Ball, Christo Crafford, Damien Hodgkins, Awais Sadiq
	Presenters	Nil
	Items discussed	<ul style="list-style-type: none"> <li>• Budget Submissions</li> <li>• Delegated Committees - Review of Special Committees</li> <li>• Heritage Update on Melbourne Road / Kilmore Road Intersection</li> <li>• Development of 1 and 83 Edgecombe Road, Kyneton</li> </ul>
	Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Nil Did they leave the assembly? N/A
	Conflicts of interest declared by officers	Nil Did they leave the assembly? N/A

**Officer Recommendation:**

**That Council endorse the record of assemblies of Councillors as outlined in this report.**

**9. DEPUTATIONS AND PRESENTATIONS TO COUNCIL**

Generally there is no opportunity for members of the public to address an Ordinary Council Meeting. In specific circumstances where a prior request to the Mayor has been made and approved, a member of the public may be provided the opportunity to address the Council. In such circumstances the presentation will be limited to three minutes unless otherwise approved.

**CS.1**

**COMMUNITY SATISFACTION SURVEY  
RESULTS FOR 2020**

**Officer**

**Brad Tellis, Coordinator Customer Services**

**Council Plan Relationship**

**Deliver strong and reliable government**

**Attachments**

**2020 Local Government Satisfaction Survey**

**Purpose and Overview**

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.

A review of the survey in 2011 resulted in a significantly different methodology and the results from 2012 onwards provide a new benchmark that cannot be compared to previous results. This year's survey represents the ninth year of this new methodology and provides Council with the opportunity to make a comparative assessment against results from 2012 to 2019.

Council recognises these findings as one of many forms of community feedback it receives, with results indicating the perceptions of the community during a specific period.

The 2020 Macedon Ranges results are generally positive, with favourable results in a majority of individual service areas. The overall performance index improved two points after being unchanged for the last three years.

**Recommendation**

**That Council note the 2020 Community Satisfaction Survey results.**

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**Background**

The Local Government Community Satisfaction Survey measures residents' perceptions about the performance of their Local Government Authority during a specific period. This year's survey was undertaken between February and March 2020.

**Context**

Macedon Ranges Shire Council is classified as a Large Rural council according to the following classification list: Metropolitan, Interface, Regional Centres, Large Rural, and Small Rural.

Councils participating in the large rural group along with the Macedon Ranges are Bass Coast, Baw Baw, Campaspe, Colac Otway, Corangamite, Glenelg, Golden Plains, Mitchell, Moira, Moorabool, Mount Alexander, Moyne, Southern Grampians, Surf Coast, Swan Hill and Wellington.

Wherever appropriate, Macedon Ranges Shire Council has been compared against other participating councils in the Large Rural group and on a state-wide basis. Please note that as Council groupings changed in 2015 comparisons to council group results before that time cannot be made within the reported charts.

### Results for 2020

Detailed below are our core performance measures for 2020 in comparison with the Large Rural group and State-wide average results. The green arrow represents an improvement on 2019, whereas an orange arrow indicates a decrease. A green number indicates a result above the Large Rural score, whereas a red number indicates a result below Large Rural.

Performance Measures	2013	2014	2015	2016	2017	2018	2019	2020	Large Rural 2020	State Wide 2020
<b>Overall performance</b>	60	59	59	55	56	56	56	58 ↑	55	58
<b>Community consultation</b>	55	47	52	51	52	54	52	51 ↓	54	55
<b>Advocacy</b>	53	50	53	49	52	50	53	52 ↓	53	53
<b>Making community decisions</b>	N/A	N/A	52	49	52	51	51	52 ↑	52	53
<b>Sealed local roads</b>	N/A	N/A	51	51	48	48	49	54 ↑	47	54
<b>Customer service</b>	70	69	65	65	67	70	65	70 ↑	68	70
<b>Overall Council direction</b>	52	48	54	48	52	51	48	52 ↑	50	51

### Comment on Core Performance Measures Results

The **Overall Performance** index score of 58 is a two point increase on the 2019 result and the first change in three years.

Our **Overall Council Direction** index score of 52 represents a four point increase on the 2019 result which places Council two points above the 'large rural' grouping result for 2020.

Other notable results include the improvement in the 'Appearance of public areas', 'Community and cultural', 'Local streets and footpaths' and 'Customer Service' categories which all improved by at least three points, and a decline in the 'Emergency and disaster management' category which decreased by four points.

### Individual Service Area Results

Detailed below are our individual service area performance results. The green arrow represents an improvement on 2019, whereas an orange arrow indicates a decrease. A green number indicates a result above the Large Rural score, whereas a red number indicates a result below Large Rural.

Individual Service Areas	2013	2014	2015	2016	2017	2018	2019	2020	Large Rural 2020
Emergency and disaster management	68	72	73	70	73	71	72	68 ↓	69
Arts Centres and libraries	69	70	69	67	68	67	70	71 ↑	72
Appearance of public areas	69	71	69	71	72	68	70	73 ↑	71
Waste management	72	76	72	71	72	68	68	68	62
Recreational facilities	68	71	70	69	69	67	68	68	67
Family support services	64	64	64	64	65	63	64	62 ↓	64
Enforcement of local laws	64	64	62	61	61	63	64	62 ↓	64
Elderly support services	66	67	64	64	66	63	64	63 ↓	67
Community and cultural	65	66	68	63	65	65	63	66 ↑	67
Tourism and development	NA	NA	NA	NA	NA	NA	61	63 ↑	62
Business and community development and tourism	61	63	63	59	61	60	60	60	61
Disadvantaged support services	61	61	59	60	58	58	58	58	61
Parking facilities	62	62	61	60	58	57	58	59 ↑	57
Informing the community	58	55	57	56	56	55	56	56	59
Lobbying	53	50	53	49	52	50	53	52 ↓	53
Consultation and engagement	55	47	52	51	52	54	52	51 ↓	54
Local streets and footpaths	51	52	53	54	52	52	52	56 ↑	54
Community decisions	NA	NA	52	49	52	51	51	52 ↑	52
Sealed local roads	NA	NA	51	51	48	48	49	54 ↑	47
Town planning policy	53	49	50	48	47	47	48	48	54
Slashing and weed control	44	42	46	51	44	45	47	49 ↑	48
Population growth	52	50	51	49	47	47	46	45 ↓	47
Planning and building permits	46	47	48	43	43	44	45	44 ↓	49

### Summary of Individual Service Area Results

Council performance in 2020 is largely rated in line with the Large Rural group average, with a score within 2 points of the Large Rural group average in 15 individual service areas. Council performance is significantly better than the Large Rural average in two areas with a score more than three points or more higher, however is rated lower than the group average in six areas with scores three points or more lower.

### **Consultation and Engagement**

As outlined above this report has been developed based on consultation with a sample of our community.

### **Strategic Alignment**

The attached survey provides measures for a range of services that Council provides to deliver on its strategic priorities. More specifically the completion of the survey assist Council deliver on its priority of strong and reliable government by gathering information to measure and understand how it is performing.

### **Implications**

#### **Financial, Resource, Information Technology and Asset Management**

#### **Implications and Risks**

Nil

#### **Policy and Legislative Implications and Risks**

Nil

#### **Sustainability Implications and Risks (Social and Environmental)**

Nil

### **Charter of Human Rights Implications and Risks**

The Customer Service Satisfaction survey does not limit rights set out in the Charter of Human Rights.

### **Officer Declaration of Conflict of Interest**

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

### **Conclusion**

Overall, the 2020 customer satisfaction survey results indicate that Council's overall performance has improved against prior years and is in line with the State wide average for 2020. There are improvements in the results in a number of service areas and some potential opportunities for future improvement in other areas. Outcomes of the survey will be one factor which will guide future decision making.

<b>CS.2</b>	<b>ADOPTION OF COUNCIL PLAN 2017 – 2027 (YEAR FOUR)</b>
<b>Officer</b>	<b>Lauren Reader, Coordinator Governance</b>
<b>Council Plan Relationship</b>	<b>Deliver strong and reliable government</b>
<b>Attachments</b>	<b>Nil</b>

### **Purpose and Overview**

The Council Plan 2017– 2027 is the predominant planning and vision setting tool for this Council during its current term. The Council Plan forms part of Council’s overall strategic planning framework. In particular it is complemented by the Strategic Resource Plan and Budget.

The Council Plan 2017 – 2027 was originally adopted in June 2017 and it contains priorities and objectives for the term of this Council. At the Council Meeting on 27 May 2020 Council resolved to approve the Draft Council Plan 2017-2027 (Year Four) for public display.

Public notice was given in all local newspapers and any person who wished to make a submission was invited to do so. Council received two submissions in respect to the Council Plan, the details of which can be found in the attachments to the Submitters Committee Meeting held on 8 July 2020, which is available on Council’s website. The purpose of this report is to respond to the submissions and make a recommendation for Council’s consideration.

### **Recommendation**

- 1. That, having prepared the draft Council Plan 2017 – 2027 (Year Four) having placed it on public display and having received and considered all submissions, Council adopt the Council Plan 2017-2027 (Year Four) with the officer recommendations outlined in Appendix 1 of this report;**
- 2. That Council give public notice of its decision to adopt the Council Plan 2017 – 2027 (Year Four) and that the Plan be provided to the Minister for Local Government;**
- 3. That the Plan be made available to the public at Council Offices and Service Centres and on Council's website;**
- 4. That Council endorse the officer responses as contained in Appendix 1 of this report; and**
- 5. That Council write to the submitters and:**
  - a. thank them for providing their concerns, objections, support and requests;**

- b. provide them with the responses consistent with this report; and**
  - c. advise them that the Council Plan was adopted with the amendments as shown in (1) above.**
- 

### **Background**

The development of the Council Plan 2017-2027 (the Plan) was a process that commenced in late 2016, following the election of the new Council. The Plan, adopted in June 2017, outlines Council strategies and actions to be implemented across five priority areas:

1. Promote Health and Wellbeing
2. Protect the Natural Environment
3. Improve the Built Environment
4. Enhance the Social and Economic Environment
5. Deliver Strong and Reliable Government

The Plan incorporates the Municipal Public Health and Wellbeing Plan, which strengthens Council's overall planning and response to the health and wellbeing of the community. The Plan also incorporates Council's Disability Action Plan, reflecting Council's commitment to working with the community to create a place where people of all ages and abilities can achieve optimal health and wellbeing and will help ensure disability remains a priority across all areas of Council business.

At the Council Meeting on 27 May 2020 Council resolved to:

- Endorse the draft Council Plan 2017 -2027 (Year Four) for public display, give public notice that it is available, and invite written submissions; and
- Give any person who has made a submission the right to be heard in support of their submission at the Submitters Committee to be held on 8 July 2020.

### **Context**

The Council Plan 2017-2027 Year Four (2020/2021) covers the financial year commencing 1 July 2020 through to 30 June 2021.

Officers have developed the draft Year Four Plan on the basis that the original vision, themes and priorities continue to be relevant and appropriate. Officers have reviewed the actions for the 2020/2021 year to ensure they represent and demonstrate a substantive action that supports a priority area.

Consistent with the approach adopted in Year 3 of the Council Plan, Officers have identified new draft actions across the five priority areas for implementation over the 2020/2021 financial year, for which progress will be reported to Council on a quarterly basis.

### **Submissions**

Council received two submissions on the draft Council Plan. These submissions were included as attachments to the Submitters Committee Meeting held on 8 July 2020 and are not included in this agenda. A summary of these submissions are outlined in Appendix 1.



Additionally, as a result of the announcement in May by the State Government of \$8.75M in funding for the Macedon Ranges Shared Trail project, officers recommend updating the plan to include the following additional action in Priority Area 1 (Promote Health and Wellbeing):

*Commence delivery of the Macedon Ranges Shared Trail Experience that will see the development of three shared trails linking rural landscapes, towns and heritage places from Woodend to Riddells Creek.*

### **Consultation and Engagement**

Public notice was given in all local newspapers and any person who wished to make a submission was invited to do so in accordance with s223 of the *Local Government Act 1989*.

### **Strategic Alignment**

The Council Plan articulates Council's five priority areas under which particular strategies and actions are developed:

1. Promote Health and Wellbeing
2. Protect the Natural Environment
3. Improve the Built Environment
4. Enhance the Social and Economic Environment
5. Deliver Strong and Reliable Government

### **Implications**

#### **Financial, Resource, Information Technology and Asset Management Implications and Risks**

Actions outlined in the Council Plan are undertaken within existing operational budget or through new initiative or capital works allocations in the 2020/2021 Budget.

#### **Policy and Legislative Implications and Risks**

Consistent with section 125 of the *Local Government Act 1989* a Council must at least once each financial year consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

A Council may make any adjustment it considers necessary to the Council Plan. A person has a right to make a submission under section 223 on a proposed adjustment to a Council Plan, which relates to the strategic objectives, strategies for achieving the objectives or strategic indicators.

In light of the pandemic, it should be noted that the State Government extended the due dates by which councils are to finalise their Budgets and Strategic Resource Plans in 2020. However, the due date for adoption of an adjusted Council Plan was not extended (ordinarily due by June 30 each year).

As such, the adoption of an adjusted Council Plan in July 2020 is overdue by a period of approximately four weeks. However, as the content of the Council Plan – particularly the annual actions updated each financial year – are directly aligned with the content of the Budget and the Strategic Resource Plan, officers considered it appropriate to wait to finalise the content of the draft Council Plan until such time as the draft Budget and draft Strategic Resource Plan could also be finalised.

This allowed for three cohesive documents to be presented to the community for feedback and now for all documents to be presented to Council for consideration at the same time.

Note – the Council Plan related section of the *Local Government Act 2020* will not come into effect until October 2020 and hence the *Local Government Act 1989* is referenced in this report.

### **Sustainability Implications and Risks (Social and Environmental)**

The Council Plan outlines strategies and actions that support social and environmental sustainability (particularly priority areas 2 and 4).

### **Charter of Human Rights Implications and Risks**

The proposal does not raise risks in relation to human rights outlined in the Charter of Human Rights.

### **Officer Declaration of Conflict of Interest**

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

### **Conclusion**

Having prepared the actions to be pursued in 2020/21 (Year Four) in support of Council's Priorities and Objectives and placed them on public display; invited submissions and heard those persons who wished to speak in support of their submission and considered all submissions, it is recommended that Council adopt its Council Plan 2017 -2017 (Year Four) with the amendments outlined in Appendix 1.

## Appendix 1 – Officer response and recommendation and other proposed adjustments

No.	Summary of submission	Officer response and recommendation
21	<p>Support for Council's previous role in the investment in the Health and Wellbeing of our Community.</p> <p>Disappointed that Council Plan provides no indication of recent restructure. Request to outline how the restructure aligns with the 2017-2027 Council Plan.</p> <p>Request for information to outline how community groups and partners agencies will be consulted and advise with in order for those bodies to pivot and realign accordingly. Clarify if there is an opportunity to pause and engage stakeholders and partners on Council's work to ensure there is an eyes wide open to the full impact of this course of action.</p>	<p>The Council Plan sets out the priorities of Council and planned key actions for the upcoming year. The CEO is accountable to Council for delivering these key actions and provides quarterly updates on progress to Council.</p> <p>Responsibility for the establishment and maintenance of the organisation structure for the Council is the responsibility of the CEO consistent with Section 46(3)(9) of the <i>Local Government Act 2020</i>.</p> <p>Council would encourage community stakeholders, especially those with formal relationships with Council, to seek out through appropriate channels, clarification regarding responsibility for ongoing officer representation.</p> <p><b>Officer Recommendation:</b> No change</p>
29	<p>Support for inclusion of finding for the Woodend Community Centre. Request for allocation of funding in the 2021 Financial Year Budget to further assist.</p>	<p>Regional Development Victoria and Council have provided \$100,000 to fund the business case and draft master plan development process.</p> <p>Consultation on the future of the site, which was initially disrupted by pandemic restrictions, has been reopened so the community can have its say on how it would like to use and access the Woodend Community Centre both now and into the future.</p> <p>As is the case with projects of this type, finalisation of this work will inform the next steps and future budget allocations will be considered in that context.</p> <p><b>Officer Recommendation:</b> No change</p>

**Note** – Each submitter has provided feedback in regard to the Council Plan and the Budget. The numbering is aligned to the Budget submission number for consistency. Responses in regard to the Budget feedback are included in the Adoption of the Budget report within this agenda.

Other proposed adjustment		
1	<p>Add New Action to Page 14 – Promote Health and Wellbeing Actions to reflect the recent State Government Funding Announcement for the Macedon Ranges Shared Trail project.</p>	<p><b>Officer Recommendation:</b> Add the following new action - "Commence delivery of the Macedon Ranges Shared Trail Experience that will see the development of three shared trails linking rural landscapes, towns and heritage places from Woodend to Riddells Creek."</p>

<b>CS.3</b>	<b>ADOPTION OF FINAL BUDGET 2020/21</b>
<b>Officer</b>	<b>John Hausler, Director Corporate and Community</b>
<b>Council Plan Relationship</b>	<b>Deliver strong and reliable government</b>
<b>Attachment</b>	<b>Nil</b>

### **Purpose and Overview**

Section 127 of the Local Government Act requires councils in Victoria to prepare a budget for each financial year.

In 2017, the Victorian Government published the Local Government Better Practice Guide Planning and Reporting. The Guide states that:

*“The budget is a short-term plan which specifies the resources required to fund a council’s services and initiatives over the next 12 months”. “At the strategic level, the budget details how the services and initiatives to be funded will contribute to the achievement of the strategic objectives in the council plan”. “At the operational level it should express the funding of services and initiatives through financial statements”.*

At the Submitters Committee Meeting on 8 July 2020, Council received 48 budget submissions (including late submissions, noting one additional submission received was specifically related to the Council plan and a response has been provided elsewhere in the agenda) and heard 15 Submitters who made a verbal presentation in support of their budget submission.

At this Submitters Committee meeting Council made the following resolutions:

- 1. That Council notes the submissions received on the draft Council Plan 2017-2027 (Year Four), the draft Strategic Resource Plan 2020/21 and the draft Budget Report 2020/21 and the verbal presentations in support of those submissions;**
- 2. That the submissions be referred for consideration and determination at the Council Meeting to be held at 6.00pm on 22 July 2020; and**
- 3. That responses and recommendations on the draft Council Plan 2017-2027 (Year Four), the draft Strategic Resource Plan 2020/21 and the draft Budget Report 2020/21 be prepared for Council’s consideration at that meeting.**

Therefore, the purpose of this report is to (1) make a determination on the submissions and (2) adopt the Budget, with or without amendment.

## Recommendation

1. That, having prepared the draft Budget Report 2020/21, having placed it on public display and having received and considered all submissions, Council adopts the Budget with the following amendments –
  - a) That the budget be amended to increase Grant income for the following areas:
    - Macedon Ranges Shard rail trail - \$4,939,792
    - Commonwealth government local roads and community infrastructure program - \$1,441,216
    - Rural Councils ICT Infrastructure Support Program grant - \$100,000
    - Growing Victoria's Botanic Gardens Grant - \$180,000
    - Working for Victoria Fund - \$3,469,616
  - b) That the expenditure budgets increase in the following areas:
    - Increase to capital works - Macedon Ranges Shard rail trail project - \$4,939,792
    - Increase to capital works - Commonwealth government local roads and community infrastructure program \$1,441,216
    - Increase to capital works - IT expenditure \$100,000
    - Working for Victoria Fund Expenditure - \$3,469,616
    - Strategic Planning Traffic Modelling and Economic Analysis - \$60,000
  - c) That the expenditure budget decreases in the following area:
    - Decrease to capital works – Desktop and notebook computer replacement - \$60,000
  - d) That annual Kindergarten fees in the draft budget be amended to:
    - Line 316 - Pre Kindergarten per term 2.5 hours (billed in four instalments) \$984
  - e) That the financial statements be edited to reflect the disclosure of additional statement lines that ensure the final Budget 2020/21 correlates to the Local Government Model Financial Report and that these changes then are then also reflected in the final Strategic Resource Plan 2020/21.
2. That Council give public notice of its decision to adopt the 2020/21 Budget and that the 2020/21 Budget be provided to the Minister for Local Government.
3. That the 2020/21 Budget be available to the public at Council Offices and Service Centres and on Council's website.
4. That Council endorse the officer responses to submissions as contained in Appendix 1 of this report.

5. **That Council write to all the Submitters and –**
    - a) **thank them for providing their concerns, objections, support and requests;**
    - b) **provide them with the responses consistent with this report; and**
    - c) **advise them that the Budget was adopted with the amendments as shown in (1) above.**
  
  6. **That, the rates and the charges declared at the Council meeting on 27 May 2020 be levied by sending a “rate and charges notice” to the persons who are liable to pay, in accordance with section 158 of the *Local Government Act 1989*.**
- 

### **Background**

At the Council Meeting on 27 May 2020, Council resolved to:

- Declare the Rates and Charges 2020/21 and give public notice of the declaration.
- Approve the draft Budget Report 2020/21 for public display; give public notice that it is available; and invite written submissions.
- Give any person who has made a submission the right to be heard in support of their submission at the Submitters Committee be held on 8 July 2020.

### **Context**

The draft Budget which Council approved for public display, balanced the environmental, infrastructure and social needs within the rate income available under the State Government rate cap. When resources are limited it is essential that those resources are carefully allocated so Council is able to achieve its objectives and deliver its services. The draft Budget did this and therefore any subsequent adjustments to the budget also need to be balanced with a corresponding adjustment.

### Rates and Charges

Officers have checked the rates and charges declared in the 27 May 2020 report to Council and have conferred that the rates and charges remain within the Local Government Victoria rate cap of 2%. Council has also received confirmation from the Valuer-General Victoria that the 2020 General Valuation has been declared generally “true and correct”.

### Submissions

The submissions made to the draft 2020/21 Budget are available as attachments to the Agenda for the Submitters Committee held on 8 July 2020. Therefore, they are not attached to this Agenda.

A total of 48 submissions were received (including late submissions, noting one additional submission received was specifically related to the Council plan and a response has been provided elsewhere in the agenda). Please see Appendix 1 for the list of submissions and officer responses to the submissions.

### Grants

Since the draft Budget was endorsed for consultation further grant opportunities have been identified from the State and Federal Governments in relation to 2020/21 grant funding. Whilst the final level of Financial Assistance grants and Roads to Recovery grants for 2020/21 is not known at this time, a number of other grants have become available since the release of the draft budget and officers would seek to have them included in the final 2020/21 Budget. Officers would seek to include the following grants into the 2020/21 Budget:

- Macedon Ranges Shared rail trail (State Government) - \$4,939,792
- Commonwealth government local roads and community infrastructure program - \$1,441,216
- Rural Councils ICT Infrastructure Support Program - \$100,000
- Growing Victoria's Botanic Gardens Grant - \$180,000
- Working for Victoria Fund Grant - \$3,469,616

### Summary of Proposed budget changes

Officers have considered the community feedback received and provided officer responses, along with identifying other material financial changes since the draft budget was adopted. The following table provides a brief summary of the changes officers have recommended for inclusion in the final budget.

<b>Budget Area:</b>	<b>Amount</b>
<b>Income:</b>	
Macedon Ranges Shared Trails Project <sup>(1)</sup>	+\$4,939,762
Local Roads and Community Infrastructure Grant <sup>(2)</sup>	+\$1,441,216
Rural Councils ICT Infrastructure Support Program <sup>(3)</sup>	+\$100,000
Growing Victoria's Botanic Gardens Grant <sup>(4)</sup>	+\$180,000
Working For Victoria Fund <sup>(5)</sup>	+\$3,469,616
<b>Expenditure:</b>	
Capital Works - Macedon Ranges Shared Trails Project	+\$4,939,762
Capital Works - Local Roads and Community Infrastructure Grant	+\$1,441,216
Capital Works - Rural Councils ICT Infrastructure Support Program	+\$100,000
Capital Works - Growing Victoria's Botanic Gardens Grant	+\$180,000
Working For Victoria Fund	+\$3,469,616
Capital Works - Desktop and notebook computer replacement <sup>(6)</sup>	-\$60,000
Strategic Projects – Traffic Modelling and Economic Analysis <sup>(7)</sup>	+\$60,000
<b>NET IMPACT</b>	<b>(\$0)</b>

#### Notes

- (1) The Macedon Ranges Shared Trails Project grant is for \$9,754,253 with 2020-21 income and expenditure scheduled to be \$4,939,762 with the balance being provided in 2021-22.
- (2) Local Roads and Community Infrastructure Grant will provide the stimulus for local roads, community infrastructure projects and open space structures with works to be undertaken during 2020-21. Projects will be allocated consistent with the requirements and conditions of the

grant. Notably the extra \$90,000 required for 47 Victoria Street has been included as an item to be funded from this grant.

- (3) Council is able to apply for up to \$100,000 for expenditure on equipment and items that support community engagement. Officers have prepared a submission to the grant program for the full amount of \$100,000.
- (4) The Botanic Gardens Grant is expected to be successful and will be recommend for inclusion in the 2020/21 Budget.
- (5) Reflects additional revenue and expenditure relating to Councils agreement with the State Government from the Working for Victoria Fund.
- (6) During the 2019/20 financial year, expenditure on the desktop and notebook computer replacement program was significantly higher than expected due to the need to provide laptop computers to enable remote working of staff during the COVID-19 pandemic. This extra expenditure in 2019/20 reduces the amount required for the 2020/21 budget by \$60,000.
- (7) At the 24 June 2020 Council meeting, Council resolved to defer the cost of additional work required to update technical documents to support the inclusion of the Glen Junor site in the proposed settlement boundary for Gisborne, as part of the Gisborne Futures project, to budget deliberations for 2020/21. Officers consider that an additional \$60,000 is required to update/amend existing background documents including traffic modelling and economic analysis.

### Fees and Charges

A full list of proposed Council fees and charges were included in the draft Budget 2020/21. It has been identified that one fee for the Kindergartens in the draft budget was incorrect. The frequency of the charges has now moved to four instalments per annum and this was not reflected in the draft document.

The final fee for Pre Kindergarten 2.5 hours billed in four instalments (rather than three) should have been \$984.00 and not \$1635.00.

<b>Fee:</b>		<b>Fee – draft 2019/20 budget</b>	<b>Corrected Fee for inclusion in final 2020/21 Budget</b>
316	Pre Kindergarten per term - 2.5 hours per week (billed in four instalments)	\$1635.00	\$984.00

There is no material impact on budgeted income from this change.

### Revision to Financial Statements

Since the release of the draft Budget 2020/21 it has been identified that the financial statements within the document do not provide the same level of financial detail as those within the latest Local Government Model Financial Report. A number of disclosure lines relating to matters such as amortisation and bad debts have not been disclosed to the same level as required by the model.

Whilst these presentation changes relate to the disclosure of additional amounts they do not change bottom line totals within the document nor the overall projections of the draft Budget 2020/21. Officers have recommended that the final published financial statements within the document (and those within the Strategic Resource Plan 2020/21) include the presentation of this additional information in their final form.



### **Consultation and Engagement**

Pursuant to Sections 129 and 223 of the *Local Government Act 1989* the draft Budget 2020/21 was placed on public display and submissions were invited from the public.

### **Strategic Alignment**

The preparation of the budget supports Council's priority of strong and reliable government. The 2020/21 budget includes funding for a number of projects and initiatives outlined in the Council Plan.

### **Implications**

#### **Financial, Resource, Information Technology and Asset Management**

##### **Implications and Risks**

The budget includes all financial and resourcing requirements for Council in 2020/21.

The projections within the 2020/21 budget are subject to the uncertainty surrounding the financial impact on Council in 2020/21 due to the COVID-19 pandemic. If required, the 2020/21 budget can be updated when there is more certainty either through a revised budget or via the 2020/21 mid-year budget review.

### **Policy and Legislative Implications and Risks**

Section 127 of the *Local Government Act* requires councils in Victoria to prepare a budget for each financial year. *The Local Government (Performance Reporting and Accountability) Act 2014* and the *Local Government (Planning and Reporting) Regulations 2014* specify the requirement for a budget to include major initiatives and the Regulations prescribe the relevant information disclosure requirements.

Note - the Budget related sections of the Local Government Act 2020 do not come into effect until October 2020 and hence the 1989 Act is referenced in this report.

### **Sustainability Implications and Risks (Social and Environmental)**

As outlined above, the coronavirus COVID-19 pandemic is effecting the financial wellbeing of many members of our community which will affect their ability to pay Council's rates and charges. The level of impact cannot be accurately predicted at this time, and as a result Council recognises that it will need to monitor and review the actual impact and consider any budget revisions that may be necessary in future budget review processes.

Council funding for the environment continues at similar levels to previous years and several initiatives and projects have been included in the budget.

### **Charter of Human Rights Implications and Risks**

The 2020/21 Budget does not limit rights set out in the Charter of Human Rights.

### **Officer Declaration of Conflict of Interest**

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

## **Conclusion**

Having prepared the draft Budget Report 2020/21 in accordance with the *Local Government Act 1989*, and having made it available for public inspection, and having received and considered all submissions, Council should now adopt its 2020/21 Budget Report with the amendments as outlined in the recommendations.

Following the adoption of the budget by Council, officers will be able to finalise the current draft budget document, ready for distribution to the Minister and for public display.

The finalisation of the budget document will include:

- Updating all financial amounts (and the associated commentary) as endorsed within the final resolution of Council;
- Updating the financial statements as outlined in the officer recommendation to reflect all information required in the Local Government Model Financial Report;
- Updating the fees and charges as endorsed within the final resolution of Council;
- Correcting any typographical and minor errors; and
- Ensuring that the wording of the document is consistent with moving from a draft to final status.

Officers will, in accordance with section 223 of the *Local Government Act 1989*, prepare a written response to the comments raised by each Submitter consistent with the content outlined within this report. The written response will be based on Appendix 1 of this report and all Submitters will be thanked for their submissions and in particular for taking the time to provide Council with their observations, opinions, recommendations and requests for funding.

Officers will also undertake the other legislative requirements associated with the adoption of the 2020/21 Budget Report.

## Appendix 1 – List of Budget Submissions and Officer Responses

No	Summary of submission	Officer response and recommendation
1	Support for New Initiative - Strategic Planner Position	That Council notes the support for this project.  <b>Officer Recommendation:</b> No change
2	Support for Lancefield Oval Lighting Upgrade	That Council notes the support for this project.  <b>Officer Recommendation:</b> No change
3	Support for Lancefield Oval Lighting Upgrade	That Council notes the support for this project.  <b>Officer Recommendation:</b> No change
4	Support for Lancefield Oval Lighting Upgrade	That Council notes the support for this project.  <b>Officer Recommendation:</b> No change
5	Support for Lancefield Oval Lighting Upgrade	That Council notes the support for this project.  <b>Officer Recommendation:</b> No change
6	Clarification required in regards to inclusion of Martins Road, Baynton Bridge given funding has been provided in 2017/2018 Budget.	Council officers do not recommend any action on Martins Road, Baynton Bridge in the 2020/21 Budget. The original works budgeted in for 2017/18 included repairs to the existing road and bringing forward works for an expanded pavement. The tender came in double the expected amount and the project was no longer considered feasible. The original rectification was completed under maintenance.  <b>Officer Recommendation:</b> No change
7	Support for New Initiative - Strategic Planner Position	That Council notes the support for this project.  <b>Officer Recommendation:</b> No change
8	<p>Further information in regards to cycle infrastructure Council is intending on doing in 2020/21. Specifically, very important for Council to encourage active transport and include cycleways on its roads connecting places of interest.</p> <p>Further information on why cycleways spending is not part of Roads.</p> <p>What opportunities are there to diversity Macedon Ranges' income which could assist ease Rates off the community.</p>	<p>Council is not proposing any specific spending on dedicated Cycleways in 20-21. The \$1.3M in the budget is to be spent on footpaths as per page 56 of the draft budget document. Five of the proposed footpath projects are to be 2.5m wide "shared" paths which will improve the active transport options.</p> <p>The announcement of the Victorian Government's \$8.75M grant for the Macedon Ranges Shared Trail project is a significant investment in active transport / cycleway spending for MRSC.</p> <p>Council actively works to identify funding opportunities from the State and Commonwealth Government, that are sources of additional revenue, which help ease the requirement to use rates as a source of funds. Council also charges for a range of services, which provide revenue which offsets the requirement to use rates as a source of funds. Further increasing these service charges would most likely be an additional burden on</p>

		<p>our community.</p> <p>Council looks to use borrowing as another measure to help reduce the pressure on rates as a source of funds. Whilst borrowings still need to be repaid, they provide for a more even impact over multiple years on ratepayers, rather than incurring all costs of our major purchases in one year. More generally, diversification of income is correlated to a higher level of risk. Council could look to go into ventures that generate other revenue sources, however, these would need to be investigated and analysed fully before being committed to. At this point in time there are no major plans to investigate any such ventures.</p> <p>The presentation of information in financial statements should be consistent with the Local Government Model Financial Report which groups footpaths and cycleways together.</p> <p><b>Officer Recommendation:</b> No change</p>
9	<p>What is the councils plan to diversify the economy to be less reliant on tourism? Has there been consideration to encouraging specialist manufacturing businesses to consider operating in the Macedon Ranges? Is there a plan to create job opportunities for 18-25 year olds in region, outside retail and hospitality?</p>	<p>Tourism is clearly an important driver of the local economy, however it isn't the only area of focus. For example officers work closely with the members that make up the Macedon Ranges Agribusiness Forum to ascertain how best to support that sector to prosper.</p> <p>Similarly, Council seeks to facilitate growth in businesses looking to operate from the industrial and commercial areas, especially in the larger towns. Opportunity exists and some interest has been expressed that will hopefully lead to employment growth in that sphere.</p> <p>Council is also aware that aged care, early learning and child minding as well as the health and wellness sectors are also being scoped by potential investors as possible future growth areas. Council will provide support and guidance to such interested investors, regarding the different policy requirements of the shire.</p> <p>Council takes its role in facilitating investment concepts very seriously and is hopeful that employment opportunities for those in the 18-25 bracket will be part of the mix as the investors move towards putting their plans and ideas in place.</p> <p><b>Officer Recommendation:</b> No change</p>
10	<p>Support for Lancefield Oval Lighting Upgrade</p>	<p>That Council notes the support for this project.</p> <p><b>Officer Recommendation:</b> No change</p>
11	<p>Support for Lancefield Oval Lighting Upgrade</p>	<p>That Council notes the support for this project.</p> <p><b>Officer Recommendation:</b> No change</p>
12	<p>Main Roads like Melbourne-Lancefield Road should be invested</p>	<p>Council's Walking and Cycling Strategy identifies the Melbourne – Lancefield Road as part of the preferred</p>

	<p>more with 4 Lanes and 2 Bike Lines to create Jobs and advertise 50mins to the CBD. Romsey and Like Suburbs are growing and need to be ahead because now people don't need to live so close to the city because they are working from home and want larger homes for a cheap price.</p> <p>I think you should be a percentage for the Rate increase and should be a set fee increase like \$1.10 per week year on year so it doesn't compound !</p>	<p>cycling network, and there is already an off road shared trail between Romsey and Lancefield. Council will continue to advocate to Regional Roads Victoria (road manager of Melbourne-Lancefield Road) in order to support the implementation of the Walking and Cycling Strategy along these important corridors. This specific project however has not been identified as a high priority in the short to medium term.</p> <p>Council charges rates consistent with the Fair Go Rates Systems. The State Government sets an average rate cap each year, which varies depending predominantly upon economic conditions. Council is compliant with this cap and sets a percentage increase that is consistent with the cap, noting rates are also influenced by relative individual property values.</p> <p><b>Officer Recommendation:</b> No change</p>
<p>13</p>	<p>Urgent safety request for continuous footpath at Fersfield Road, Gisborne. Provided advice that developers may be responsible for the footpath and that understanding is there are a number of opportunities from Federal Government for Local Councils for this type of expenditure.</p>	<p>Councils draft 2020-2021 budget includes an allocation of funds to construct one of the missing sections of path, between 51 and 61 Fersfield Road. The remaining sections of path will be considered in future budgets.</p> <p>Completing a footpath link along Fersfield Road is a priority for Council in the Shire-wide Footpath Plan, the plan is located on Council's website here: <a href="https://www.mrsc.vic.gov.au/About-Council/Our-Council/Strategies-Plans/Shire-wide-Footpath-Plan">https://www.mrsc.vic.gov.au/About-Council/Our-Council/Strategies-Plans/Shire-wide-Footpath-Plan</a>. Please note that Willowbank Road is similar to Fersfield Road with regard to missing links of pathways. Council has identified the missing links along both of these roads and has included them in the Shirewide Footpath Plan for delivery.</p> <p>Your comments regarding potential future grant funding are noted. When grant funding opportunities become available both the conditions of the grant and relative across shire priorities will need to be taken into account</p> <p><b>Officer Recommendation:</b> No change</p>
<p>14</p>	<p>Objection of Jean Haynes playground becoming site for Waste Dump Point</p>	<p>The site at the rear of the Kyneton Visitor Information Centre toilet block is one of many sites that are being assessed throughout the township.</p> <p>The sites which have been determined as operationally feasible are being assessed in greater detail to consider traffic management, engineering details, risks and impacts to user groups and residents.</p> <p>It is important to note that no decision has been made to relocate the existing dump point to a new site. If or when this decision is ready to be made, it will be reported to a Council Meeting. At this stage, officers cannot give an indication as to which future Council</p>

		<p>Meeting the matter will be reported to.</p> <p><b>Officer Recommendation:</b> No change</p>
15	<p>Request for inclusion of funding for investigation into alternative pruning methods for street trees.</p> <p>Request for plan to preserve and protect street trees in Kyneton from damaging cut backs to allow for injured trees to recover.</p>	<p>Council are presently working with Powercor (the responsible authority for managing the vegetation under power lines) on a Tree Management Plan that will address the matters raised. The purpose of the Tree Management Plan is to maintain and protect the integrity of significant trees and native vegetation, whilst also protecting the amenity value. We anticipate that the Tree Management Plan will be finalised prior to the next round of tree pruning to be undertaken by Powercor.</p> <p><b>Officer Recommendation:</b> No change</p>
16	<p>Request for addition of a study of vehicle and pedestrian movement in the town centre of Riddells Creek and development of options for traffic management.</p>	<p>The current Riddells Creek Structure Plan identifies the preparation of a development contributions plan (DCP) that would look at what infrastructure and community facility upgrades are required to support Riddells Creek. A traffic report would be one of the inputs into developing a DCP.</p> <p>The Amess Road PSP will be supported by a traffic report and this may highlight improvements required across the whole road network but its scope is focussed on the upgrades that the new development will generate. Would not expect this report to provide the level of detail in regards to traffic movements and issues within the existing town centre highlighted in budget submissions. Could expand its scope to do this but the Amess Road development would only fund those improvements directly required and generated by it.</p> <p>A standalone traffic report is estimated at \$100k based on the cost of the Kyneton study.</p> <p><b>Officer Recommendation:</b> No change</p>
17	<p>Request that Council funds or jointly funds with VicRoads for a comprehensive traffic survey which looks at all options for getting around in Riddells Creek. This should include road configuration and traffic accessing the supermarket site, pedestrian and walk path links.</p> <p>Also request to fund a Council/Community consultation workshop for Riddells Creek.</p>	<p>The current Riddells Creek Structure Plan identifies the preparation of a development contributions plan (DCP) that would look at what infrastructure and community facility upgrades are required to support Riddells Creek. A traffic report would be one of the inputs into developing a DCP.</p> <p>The Amess Road PSP will be supported by a traffic report and this may highlight improvements required across the whole road network but its scope is focussed on the upgrades that the new development will generate. Would not expect this report to provide the level of detail in regards to traffic movements and issues within the existing town centre highlighted in budget submissions. Could expand its scope to do this but the Amess Road development would only fund those improvements directly required and generated by it.</p>

		<p>A standalone traffic report is estimated at \$100k based on the cost of the Kyneton study.</p> <p><b>Officer Recommendation:</b> No change</p>
18	<p>Support for New Initiative - Barrm Birm</p> <p>Request for clarification in regards to what land consists for Barrm Birm.</p> <p>Include additional areas for review and develop a 2 phase plan in conjunction with Traditional Owners.</p>	<p>The proposed budget includes funding that has been allocated to work with landowners in Barrm Birm Riddell Ranges (primarily the Shone &amp; Shultz subdivision) to transfer land ownership to Council. It is hoped that the transfer of ownership of land will assist in facilitating the potential creation of a nature conservation reserve to improve the biodiversity health in the area.</p> <p>The draft budget includes \$30,000 to assist with the project with some of these funds allocated to regulatory signage as suggested by the submitter to raise awareness about non-permitted activities.</p> <p>The expanded scope of Barrm Birm as outlined by the Submitter is noted, however Council's new initiative is specifically for only the Shone and Shultz subdivision. Any further expansion of this initiative beyond the stated Shone and Shultz subdivision would require further evaluation and additional resources. The suggested process by the Submitter is noted, with officers in 2020/21 only currently intending to facilitate a land transfer program for the Shone and Shultz subdivision. Further works, would be guided by the outcomes of the success of the land transfer program in 2020/21.</p> <p><b>Officer Recommendation:</b> No change</p>
19	<p>Request for funding for Romsey Park and Romsey Golf Course. Specifically for levelling and drainage works; an upgrade to the existing irrigation systems; and an improved surface for much of the park.</p>	<p>Council has a proactive program scarifying program through which council maintains turf areas. The Romsey Golf Club has previously been pro-active in engaging with Council to source recycled sprigs from our reserves to use on their fairways. The sprigs were not available this year. As the golf club is responsible for maintenance of the course any improvements should be organised/ overseen by them. Given this the appropriate action is for the golf club to apply for grant funding to undertake this activity.</p> <p><b>Officer Recommendation:</b> No change</p>
20	<p>Request for 100% fee relief for rates for 2019/20 and 2020/21 for commercial ratepayers.</p> <p>Request for sidewalk A Frame permit fee to be refunded in full.</p>	<p>Council has not yet charged 2020/21 fees for roadside and footpath trading (aka street furniture) permits as the current fee will expire on 31 August 2020. As part of the proposed Macedon Ranges Shire Council Community and Business Support Package, we have recommended 100% fee waiver for 2020/21 renewals of roadside and footpath trading permits for existing businesses with valid 2019/20 permits. We have also recommended a 50% waiver on health permit renewals, which occur in December.</p> <p>In regards to rate relief, Council has in the first</p>

		<p>instance deferred the application of late fees on rates and charges until 30 September. Council also has a financial hardship process which allows consideration to be given (on a case by case basis) to the waiver of rates and charges. Officers have made provision within the 2020/21 Budget for a higher than normal amount of waivers but would still recommend that an assessment process is followed prior to providing any waivers.</p> <p><b>Officer Recommendation:</b> No change</p>
22	Request to not improve the North East end of Sidonia Road as has been done in the first 5 kilometres.	<p>Council's plans for Sidonia Road include the widening of "Hartigans Bridge" and improvements to the road segment immediately north of the bridge, as this will improve the safety of the bridge approach for larger vehicles, noting that there are some substantial producers relying on the bridge and the south western end of Sidonia Road. Council currently has no plans to continue upgrading Sidonia Road beyond this point.</p> <p><b>Officer Recommendation:</b> No change</p>
23	Request for inclusion of fees and charges for Kyneton Airfield.	<p>Kyneton Airfield is an unregistered airfield and Council is the owner of this asset. Council has a service agreement with Kyneton Aero Club for the operational management of the Airfield. Rates and charges are therefore not set as Council does not oversee the operational management of the facility, including the associated operating costs. Staff overheads are very minimal and attribute mainly towards the strategic planning of the Airfield as an asset and not for its operational management. The fees pertaining to the lease of the hangars is Council's responsibility and are currently under review.</p> <p><b>Officer Recommendation:</b> No change</p>
24	Request for inclusion of funds to complete a traffic survey of Riddells Creek township.	<p>The current Riddells Creek Structure Plan identifies the preparation of a development contributions plan (DCP) that would look at what infrastructure and community facility upgrades are required to support Riddells Creek. A traffic report would be one of the inputs into developing a DCP.</p> <p>The Amess Road PSP will be supported by a traffic report and this may highlight improvements required across the whole road network but its scope is focussed on the upgrades that the new development will generate. Would not expect this report to provide the level of detail in regards to traffic movements and issues within the existing town centre highlighted in budget submissions. Could expand its scope to do this but the Amess Road development would only fund those improvements directly required and generated by it.</p> <p>A standalone traffic report is estimated at \$100k based on the cost of the Kyneton study.</p> <p><b>Officer Recommendation:</b></p>



		No change
25	Question on works required for amount of \$350,000 to be spend on upgrade of showers at Riddell Football Club.	<p>The capital works project includes both home and away change room showers at the Riddells Creek Football/Cricket pavilion. These assets are severely dilapidated and creating potential OHS issues for users. The project work will include replacing all existing plumbing in these areas and improvements to the existing drainage in the showers. This is all being done to commercial standards in accordance with the Building Code.</p> <p>Council will take this opportunity to modify the existing toilet and shower facilities to become female friendly with a gender neutral design.</p> <p><b>Officer Recommendation:</b> No change</p>
26	Request for inclusion of funds to complete a traffic survey of Riddells Creek township.	<p>The current Riddells Creek Structure Plan identifies the preparation of a development contributions plan (DCP) that would look at what infrastructure and community facility upgrades are required to support Riddells Creek. A traffic report would be one of the inputs into developing a DCP.</p> <p>The Amess Road PSP will be supported by a traffic report and this may highlight improvements required across the whole road network but its scope is focussed on the upgrades that the new development will generate. Would not expect this report to provide the level of detail in regards to traffic movements and issues within the existing town centre highlighted in budget submissions. Could expand its scope to do this but the Amess Road development would only fund those improvements directly required and generated by it.</p> <p>A standalone traffic report is estimated at \$100k based on the cost of the Kyneton study.</p> <p><b>Officer Recommendation:</b> No change</p>
27	<p>Redundant and erroneous budget following organisation restructure and removal of Community Wellbeing directorate. Why has organisation put out, out of date and incorrect budget.</p> <p>If restructure is to create efficiencies why are operating cost and FTE numbers increasing.</p> <p>Why does the Community Wellbeing Directorate appear throughout the Budget when this directorate was removed in February/March 2020. Where are all the community related projects to be rehoused in the organisation.</p>	<p>At the time of drafting the 2020/21 Budget for community consultation, the new structure of the organisation had not been finalised. Consistent with sound processes which look to make structural change, an internal consultation process regarding the new structure has occurred prior to the new structure being determined during June and then becoming effective on 1 July 2020.</p> <p>In regards to who is responsible for the organisation structure, this is a legislated requirement specifically of the CEO under Section 46(3)(a) of the Local Government Act 2020 and now that the structure has been finalised, further work will occur on aligning Directorates and functions to the new structure. Notably, this change process was clearly outlined on Page 1 of the draft Budget.</p> <p>The CEO will have responsibility during 2020/21 for</p>

	<p>Request for costing of restructure, including transition arrangements, redundancy payments and legal/Fair work costs.</p> <p>Can you advise if restructure has been value for money.</p> <p>Can you quantify the costs of the skills and experiences lost in the restructure, and the lost of productivity during what has been inevitably disruptive process during a global pandemic.</p> <p>Request to re-do budget and submit the amended version for public scrutiny.</p>	<p>delivering the outcomes included in the Budget and Council Plan within the total budget allocation outlined in the document and is accountable to Councillors for this.</p> <p>Restructure costs will not be provided. The budget is about future costs, not actuals. Council is required in its annual financial statements to disclose a legislated level of information regarding its expenses in 2019/20 and will do this in conjunction with the Auditor-General.</p> <p>Individuals move on from an organisation on a regular basis. What makes an organisation successful is the structures and processes that underpin it, as it cannot be reliant upon individuals alone.</p> <p><b>Officer Recommendation:</b> No change</p>
<p>28</p>	<p>Unable to locate information on the cost to Council of managing the "cost neutral" airfield. This costs \$28,000 in 2019/20 will it be more in 2020/21</p>	<p>Kyneton Airfield is an unregistered airfield and Council is the owner of this asset. Council has a service agreement with Kyneton Aero Club for the operational management of the Airfield. Rates and charges are therefore not set, as Council does not oversee the operational management of the facility, including the associated operating costs. Staff overheads are minimal and attribute mainly towards the strategic planning of the Airfield as an asset and not for its operational management.</p> <p>It is not a requirement of the budget to disclose in detail the operational costs of managing each of its individual services.</p> <p><b>Officer Recommendation:</b> No change</p>
<p>29</p>	<p>Support for inclusion of finding for the Woodend Community Centre. Request for allocation of funding in the 2021 Financial Year Budget to further assist.</p>	<p>Regional Development Victoria and Council have provided \$100,000 to fund the business case and draft master plan development process.</p> <p>Consultation on the future of the site, which was initially disrupted by pandemic restrictions, has been reopened so the community can have its say on how it would like to use and access the Woodend Community Centre both now and into the future.</p> <p>As is the case with projects of this type, finalisation of this work will inform the next steps and future budget allocations will be considered in that context.</p> <p><b>Officer Recommendation:</b> No change</p>
<p>30</p>	<p>Request for inclusion of funds to complete a traffic survey of Riddells Creek township.</p>	<p>The current Riddells Creek Structure Plan identifies the preparation of a development contributions plan (DCP) that would look at what infrastructure and community facility upgrades are required to support Riddells Creek. A traffic report would be one of the inputs into developing a DCP.</p>

		<p>The Amess Road PSP will be supported by a traffic report and this may highlight improvements required across the whole road network but its scope is focussed on the upgrades that the new development will generate. Would not expect this report to provide the level of detail in regards to traffic movements and issues within the existing town centre highlighted in budget submissions. Could expand its scope to do this but the Amess Road development would only fund those improvements directly required and generated by it.</p> <p>A standalone traffic report is estimated at \$100k based on the cost of the Kyneton study.</p> <p><b>Officer Recommendation:</b> No change</p>
31	Request for inclusion of funds to complete a traffic survey of Riddells Creek township.	<p>The current Riddells Creek Structure Plan identifies the preparation of a development contributions plan (DCP) that would look at what infrastructure and community facility upgrades are required to support Riddells Creek. A traffic report would be one of the inputs into developing a DCP.</p> <p>The Amess Road PSP will be supported by a traffic report and this may highlight improvements required across the whole road network but its scope is focussed on the upgrades that the new development will generate. Would not expect this report to provide the level of detail in regards to traffic movements and issues within the existing town centre highlighted in budget submissions. Could expand its scope to do this but the Amess Road development would only fund those improvements directly required and generated by it.</p> <p>A standalone traffic report is estimated at \$100k based on the cost of the Kyneton study.</p> <p>Following the recommendation of the 2009 Victorian Bushfires Royal Commission, the CFA produced Township Protection Plans (TPPs) for Riddells Creek, Woodend, Bullengarook and Macedon/Mt Macedon, in consultation with the local community and other stakeholders including Council. In subsequent years, the name of TPPs was changed to Community Information Guide (CIG) to better reflect their intended purpose. The development and upkeep of these plans is the responsibility of the CFA.</p> <p><b>Officer Recommendation:</b> No change</p>
32	Wyralla Reserve - Request to fund Stages 2 and 3 in 2020/21	<p>Officers support the principle of the budget submission for implementation of Stage 2, as the works are identified in the Master Plan. Approximate cost \$40,000. However support is dependant upon a funding allocation being provided. As suggested this project could be funded from the Open Space Reserve. If not chosen to be funded from the Reserve account then the works identified in the Master Plan</p>

		<p>will need to be considered in future budget capital works business cases, or alternatively funded through the reprioritisation of the 2020/21 Budget items.</p> <p><b>Officer Recommendation:</b> No change</p>
33	<p>Request for footpath on Western Side of Station Road, New Gisborne. The subdivider/developer of PS 603654P apparently paid 33% of the total cost over 10 years ago. The current budget has no provision for this work and it appears that there is no realistic provision for the work in any of the "Statement of Capital Works" to y/e 30.6.2024</p>	<p>The draft budget includes a pathway from Octagonal Court to 191 Station Road, New Gisborne. The remainder of the path to Ferrier Road will be considered in future budgets, noting that it is identified as a high priority in the Shire-wide Footpath Plan. The budget for the path will appear as a part of the Footpath Construction Program and will not be itemised separately.</p> <p><b>Officer Recommendation:</b> No change</p>
34	<p>Request for alternative site to be consider for RV Dump point and funds allocated to upgrade these alternative sites as necessary to meet the environmental and traffic requirements associated with the installation.</p> <p>Request for consideration of Kyneton Showgrounds as a possible side and funds allocated to upgrade or amend existing facilities and roadway so as the new RV dump point can be accommodated.</p>	<p>The site at the rear of the Kyneton Visitor Information Centre toilet block is one of many sites that are being assessed throughout the township.</p> <p>The sites that have been determined as operationally feasible are being assessed in greater detail to consider traffic management, engineering details, risks and impacts to user groups and residents.</p> <p>It is important to note that no decision has been made to relocate the existing dump point to a new site. If or when this decision is ready to be made, it will be reported to a Council Meeting. At this stage, officers cannot give an indication as to which future Council Meeting the matter will be reported to.</p> <p><b>Officer Recommendation:</b> No change</p>
35	<p>Request for Budget document to reflect new organisational structure and clarification of intention for the 2020-21 period.</p>	<p>Council would encourage community stakeholders, especially those with formal relationships with Council, to seek out through appropriate channels, clarification regarding responsibility for ongoing officer representation.</p> <p>Responsibility for the establishment and maintenance of our organisation structure for the Council is the responsibility of the CEO consistent with Section 46(3)(9) of the Local Government Act 2020.</p> <p>At the time of drafting the 2020/21 Budget for community consultation, the new structure of the organisation had not been finalised. Consistent with sound processes which look to make structural change, an internal consultation process regarding the new structure has occurred prior to the new structure being determined during June and then becoming effective on 1 July 2020.</p> <p>The CEO will have responsibility during 2020/21 for delivering the outcomes included in the Budget and Council Plan within the total budget allocation outlined in the document and is accountable to Councillors for this. Now that the structure has been finalised, further</p>

		<p>work will occur on aligning Directorates and functions to the new structure. Notably, this change process was clearly outlined on Page 1 of the draft Budget.</p> <p><b>Officer Recommendation:</b> No change</p>
36	<p>Request for works to be completed or maintained to improve mental wellbeing in Gisborne at botanic gardens and other reserve prior to new initiative's being completed.</p> <p>Capital works projects to be rationalised including Gisborne Business Park Upgrade, Netball Courts and Showers for Football and Cricket.</p> <p>Riddells Creek Football Shower at \$350,000 cannot be correct and needs to be rationalised.</p> <p>Opposed to introduce rates increase, additional support to be provided to larger residential population.</p>	<p>The recovery package outlined on pages 27 and 28 of the draft documents highlights support for a variety of areas of the community – not just local business. Councillors will be able to determine what initiatives they do or do not included when they adopt the budget.</p> <p>Each capital project is assessed based on the business case submitted and alignment with the relevant plan with which it facilitates. Specifically, in relation to the Gisborne Business Park upgrade funds have been allocated to this project from existing resources previously established especially for this type of development. The use of this existing commercial development reserve in 2020/21 does not require other funds to be allocated to this project.</p> <p>The capital works project includes both home and away change room showers at the Riddells Creek Football/Cricket pavilion. These assets are severely dilapidated and creating potential OHS issues for users. The project work will include replacing all existing plumbing in these areas and improvements to the existing drainage in the showers. This is all being done to commercial standards in accordance with the Building Code.</p> <p>Council will take this opportunity to modify the existing toilet and shower facilities to become female friendly with a gender neutral design.</p> <p>Council has responsibility to maintain its assets in servicing the community both in the short and longer term. Councillors have considered a prioritisation process in the development of the budget and produced a balance budget based on a 2% average increase in rates (consistent with the State Government cap). Notably, the increase in rates is not 2.5%, this growth amount is reflective of the total increase of rates and charges including waste charges. If Council chose to not increase rates it would need to consider not only its priorities in the 2020/21 Budget, but also its priorities over future years given the cumulative impact on the revenue of Council.</p> <p><b>Officer Recommendation:</b> No change</p>
37	<p>Request for additional funding of \$90,000 be provided to complete project.</p>	<p>This submission refers to the renovation works required at 47 Victoria Street Macedon that is a former Maternal and Child Health building that is owned by Council. The proposal is for the building to be converted to a community facility for use by the Macedon Community House group. Council tendered for the renovation works in February 2020 however the</p>

		<p>successful tenderer was over the budget allocated for the 2019/20 budget by approximately \$90,000. Consequently, the works have not proceeded and the group is now seeking the additional funds in the 2020/21 budget process. The group has raised cash and in-kind contributions of approximately \$40,000 from the community to assist with the project. The amount they are seeking is in addition to these funds. The funding shortfall is subject to a separate report to Council, in this agenda.</p> <p><b>Officer Recommendation:</b> No change</p>
38	<p>Request for detailed inclusion of individual expenditure on budget items. Full disclosure only provided after the fact and should be provided prior to be spent. No savings identified from method.</p> <p>Request for further information in regards to the remaining \$811,000 of the \$1.911 million total expenditure in footnote of Appendix A1.</p> <p>Concerns for increased staffing of 5.1 EFT and \$1.7M staff cost, which translates to 27.9 addition FTE and additional \$3M in this years and last years budget. Both of which have failed to provide information about expenditures of each individual new positions.</p>	<p>The draft budget includes lists of new operating budget initiatives. This information is not required in the Local Government Victoria Model Budget, it is an extra disclosure that Council has historically provided for the community for additional information. There is no requirement to disclose the costs of these initiatives, nor the specific costs for individual employees.</p> <p>Council has included additional final information on the cost of new capital works in table 4.5.2 of the budget document. Council chooses not to disclose information on renewal and construction programs. It is not a requirement to present this information, nor the cost of those specific items. Notably, preliminary analysis over the last 12 months of project actual costs versus their budget indicates that Council is saving money on a number of projects we have sought quotes or tender, that we have not published the budget for.</p> <p>A new initiative of \$1.1 million dedicated to the community and businesses of the shire as pandemic support. Key areas of that the package will support are identified.</p> <p>Employee costs includes all employee related expenditure paid by MRSC including wages, allowances, leave, superannuation and fringe benefits tax.</p> <p>The increase in employee costs of \$1.767m from previous budget year is attributable to a combination both the new employees and the changes in the enterprise wage agreement with employees.</p> <p><b>Officer Recommendation:</b> No change</p>
39	<p>Request for information in regards to the budget for legal fees and the basis it is calculated.</p> <p>Request for information in regards to the income and expenditure of the Kyneton Airfield.</p> <p>Income and Expenditure for Tourism to be identified.</p>	<p>There is no requirement within the Local Government (Planning and Reporting) Regulations to present current year actual information in the budget. Quarterly results are presented to Ordinary Council Meetings regularly and officers would refer the submitter to Council's website where agendas are available and this is where all recent quarterly reports can be found, as attachments to relevant agendas. The quarterly report shows actual expenditure to end March 2020, which reflects that Council was in a stable financial position and had incurred less expenditure than</p>

	<p>Where is the income show for purchase of East Paddock, Hanging Rock and how will it be spend.</p> <p>Where is the expenditure for the purchase of the Kyneton Primary School.</p> <p>Saleyards expenditure exceeded 100% of budget. Where is that treated and exactly how much more than that overspend is needing to be spent?</p>	<p>planned (year to date) of \$2.059 million.</p> <p>Council is not required to disclose detail to a level that displays legal fees in its budget presentation. The budget is also about the future and not what is spent in the past which is present in annual financial statements. Notably, Council's success at VCAT is required to be presented in the Annual Report each year.</p> <p>Kyneton Airfield is an unregistered airfield and Council is the owner of this asset. Council has a service agreement with Kyneton Aero Club for the operational management of the Airfield. Rates and charges are therefore not set as Council does not oversee the operational management of the facility, including the associated operating costs. Staff overheads are very minimal and attribute mainly towards the strategic planning of the Airfield as an asset and not for its operational management. The fees pertaining to the lease of the hangars is Council's responsibility and is currently under review.</p> <p>Council is not required to present budgeted income and expenditure for Tourism.</p> <p>Council has had discussions with the State Government regarding the potential sale of the East Paddock. Council has not voted to sell the East Paddock. On the basis of there being no certainty regarding this outcome, no revenue nor associated expenditure this is not required to be included.</p> <p>Council has recently submitted an EOI for the management of crown land adjoining the former Kyneton Primary School. This is not to purchase the site. Therefore no expenditure has been allocated, as yet noting the report to Council clearly referenced that if successful in the EOI consideration regarding site maintenance costs would be given in future budget reviews. Council is yet to be advised from DELWP the outcome of the EOI process.</p> <p>We are unsure of what the submitter is referring to in the comment "<i>the Saleyard is reported to have exceeded the current year's budget by 100%</i>". The Saleyard's operational expenditure is not required to be disclosed in the budget document.</p> <p><b>Officer Recommendation:</b> No change</p>
<p>40</p>	<p>Request for funding to be provided for installation of appropriate signage to deter the illegal collection of firewood in the area West of Royal Parade starting at Melville's Road and continuing to Gap Road.</p>	<p>The draft budget includes \$30,000 to accelerate the existing "gift back" program for land within the subdivision known as Barrm Birrm or the Shone and Schultz Estate which is the area referred to by the submitter. Some of these funds will be allocated to regulatory signage as suggested by the submitter to raise awareness about non-permitted activities.</p> <p><b>Officer Recommendation:</b></p>

<p><b>41</b></p>	<p>Support for allocation of \$225,000 for open space purchase in Gisborne.</p> <p>Support for initiatives coming from the Public Open Space reserve to fund Gisborne Fields and Hobbs Road security.</p> <p>Request for additional \$1,235,000 to spent on acquiring more open space in Gisborne and land acquisition program.</p> <p>Request to use funds to acquire Gisborne Pine Plantation.</p> <p>Request to review current preferred tree species list as the current list promotes environmental irresponsible practices which are polluting our waterways.</p>	<p>No change</p> <p>That Council note support for these projects.</p> <p>Council is very pleased to be working with Gisborne Landcare on preparation of an environmental management plan for Bunjil Creek. While part of the creek runs through private land, the cost of purchasing this land is significant. Instead, officers would suggest Council will aim to achieve the transfer of the waterway to public management as a part of future subdivisions if and when they occur.</p> <p>The Gisborne Pine Plantation is located at 120 Aitken Street Gisborne, between the Gisborne Cemetery and the Gisborne Secondary College. The land is currently under the ownership of the Department of Education. In 2017 Council was advised that the land was declared surplus to the Department of Education and would be prepared for future sale. At that time, Council advised the Department that it was not interested in purchasing the land. Given the constraints of the site, Council officers do not support its potential purchase at this time.</p> <p>Council manages approximately 35,000 trees located within reserves, streets and Council managed facilities many of which are mixture of native and exotic species. When Council plants a new street tree it's important that Council considers the space available to grow a tree and any impact on infrastructure such as footpaths, roads, overhead wires and property. As well as planting appropriate trees for the location, it is equally as important that an appropriate range of species diversity is established and maintained across the Shire to ensure increased resilience and to lower the risks from pests, diseases and climate change.</p> <p>The Tree Species List was last reviewed in 2019 as part of the development of the Tree Management Policy and will continue to be reviewed on an ongoing basis.</p> <p><b>Officer Recommendation:</b> No change</p>
<p><b>42</b></p>	<p>Support for projects from Public Open Space South reserve fund.</p> <p>Request for clarification why so little is being spent in Open Space South Ward Fund given projects identified for many decades, including Gisborne Botanic Garde, Melbourne Water Co-Works Plan, Public Acquisition of land including Gisborne Pine plantation etc.</p> <p>Request for inclusion of Gisborne and New Gisborne Honour Avenues being formally recognised.</p>	<p>As Part of the 2020/21 budget process, Council has allocated \$30,000 towards garden bed establishment in its operating budget for the Gisborne Botanic Gardens. Council anticipates to spend more funds towards new trees and more gardens bed establishments in line with the master plan including:</p> <ul style="list-style-type: none"> <li>• Incorporate plants that are representative of the broader Gondwana supercontinent based on the Recommended Plant Zones Plan;</li> <li>• Add plants that are representative of the Ecological Vegetation Classes (EVCs) of the Macedon Ranges including riparian, forest and woodland species (indigenous species) based on the Recommended Plant Zones Plan; and</li> </ul>



	<p>Request for funding to update Preferred Tree Species list.</p> <p>Support for Barrm Birrm acquisition program.</p> <p>Request for review of Bushland Reserve Signage Strategy to include regulatory and conservation values.</p> <p>Request for new initiative of Significant Native Tree Register.</p> <p>Support for a review of the Open Space Strategy 2013 document.</p> <p>Request for funding to be provided from Public Open Space South Reserve to begin process to update green infrastructure.</p>	<ul style="list-style-type: none"> <li>• Incorporate additional Australian native plants based on the Recommended Plant Zones Plan. This can be as specimen trees and as massed / group planting.</li> </ul> <p>Council's Preferred Street Tree Species list has been developed to current best practice standards for Urban Ecology to guide new street tree planting within the Shire's townships. The list has been researched, and continues to be evaluated, to ensure the most appropriate trees are selected for our urban streetscapes. Council's Biodiversity Strategy, 2018 promotes the use of locally native species as street trees in new developments where appropriate. It is imperative a new street tree is evaluated for the many criteria* it must meet to be suitable for the location – 'right tree, right place'. Its ultimate size at maturity must suit the often limited space allowed in the road reserve and coexist with minimal impact to adjacent infrastructure. Ultimately it must thrive under the highly modified site conditions to contribute environmental and social benefits to the community and remain healthy, safe, and viable into the future. Equally, a range of species diversity is vital to increase the resilience of the collective urban canopy to pests, diseases and the effects of climate change. A mix of native, and exotic, and those locally indigenous species that meet the above criteria are currently included in the Preferred Street Tree Species list.</p> <p><b>Officer Recommendation:</b> No change</p>
<p>43</p>	<p>Request for clarification following restructure that draft Budget is accurate and that priorities will remain.</p> <p>Request for explanation of cost efficiencies made through restructure.</p> <p>How will priorities on Page 12 and 13 be implemented and if so how, given the removal of positions for this work.</p> <p>Can confirmation be provided that projects originally listed within Community Wellbeing projects will be delivered.</p> <p>Given the that employee costs are not accurate as the draft documents shows a four directorate structure an update should be provided to the community.</p> <p>Can a draft budget which is not correct and contains a number of inaccuracies and inconsistency be</p>	<p>The draft Budget and draft Council Plan outline the priorities and major deliverables of Council in 2020/21.</p> <p>Restructures are completed for a variety of reasons and cost efficiencies may or not be a basis to deliver a change to the organisation structure.</p> <p>The delivery of priorities in a budget are the responsibility of the CEO to Councillors. The CEO is responsible for using all the resources allocated in the budget to achieve those priorities.</p> <p>At the time of drafting the 2020/21 Budget for community consultation, the new structure of the organisation had not been finalised. Consistent with sound processes which look to make structural change, an internal consultation process regarding the new structure has occurred prior to the new structure being determined during June and then becoming effective on 1 July 2020.</p> <p>In regards to who is responsible for the structure, this is a legislated requirement specifically of the CEO under Section 46(3)(a) of the Local Government Act 2020 and now that the structure has been finalised, further work will occur on aligning Directorates and functions to the new structure. Notably, this change process was clearly outlined on Page 1 of the draft</p>

	<p>adopted without it being provided to the community for comment.</p> <p>Request to defer budget adoption and ensure revised budget provided to the community.</p>	<p>Budget.</p> <p><b>Officer Recommendation:</b> No change</p>
<p>44</p>	<p>Supports projects included from Public Open Space South Reserve fund.</p> <p>Support for Barrm Birrm acquisition.</p> <p>Request for additional funds to be spent from Public Open Space South reserve fund.</p> <p>Request inclusion of items the following items: Restoration and Maintenance of the original ANZAC Avenue, Defining of the natural amphitheatre in Gisborne, Wedding Services in Gisborne Botanic Garden, Practices of sporting and recreational activities encroaching should be realised and stopped. Additional request for review od damage in Bird Watch, Alignment and update of Preferred Tree Specifies, Review of Bushland Reserve Signage Strategy, new Significant Native Tree Register, request for updating of green infrastructure.</p> <p>Request for information if Council has direction to incentivise our community towards a healthier lifestyle utilising car tech i.e. recharging parking stations, solar parking meters.</p>	<p>That Council note support for these projects.</p> <p>Council would note that the Barrm Birrm initiative is a transfer program, not an acquisition program.</p> <p>As Part of the 2020/21 budget process, Council has allocated \$30,000 towards garden bed establishment in its operating budget for the Gisborne Botanic Gardens. Council anticipates to spend more funds towards new trees and more gardens bed establishments in line with the master plan including:</p> <ul style="list-style-type: none"> <li>• Incorporate plants that are representative of the broader Gondwana supercontinent based on the Recommended Plant Zones Plan;</li> <li>• Add plants that are representative of the EVCs of the Macedon Ranges including riparian, forest and woodland species (indigenous species) based on the Recommended Plant Zones Plan; and</li> <li>• Incorporate additional Australian native plants based on the Recommended Plant Zones Plan. This can be as specimen trees and as massed / group planting.</li> </ul> <p>The natural amphitheatre in the Gisborne Botanic Garden serves as grassed area within the gardens suitable for small boutique performances. Council staff will continue to work closely with Friends of Gisborne Botanic Gardens to determine the key priorities identified in the adopted Master Plan to prioritise the next stage of planting(s) and where that will occur.</p> <p>Wedding services in botanic gardens – Weddings and other events can occur in the Botanic Gardens. Applications to host events in the Gisborne Botanic Gardens need to go through the Council event notification process and are considered on a case-by-case basis.</p> <p>The Group is encouraged to provide detailed examples of where they believe this is occurring to offer representatives as it difficult to respond without reference to particular areas. However it should be noted that most of reserves have sports ground fencing which prevents any overflow into conservation areas.</p> <p>Council's Preferred Street Tree Species list has been developed to current best practice standards for Urban Ecology to guide new street tree planting within the Shire's townships. The list has been researched, and</p>

		<p>continues to be evaluated, to ensure the most appropriate trees are selected for our urban streetscapes. Council's Biodiversity Strategy, 2018 promotes the use of locally native species as street trees in new developments where appropriate. It is imperative a new street tree is evaluated for the many criteria* it must meet to be suitable for the location – 'right tree, right place'. Its ultimate size at maturity must suit the often limited space allowed in the road reserve and coexist with minimal impact to adjacent infrastructure. Ultimately, it must thrive under the highly modified site conditions to contribute environmental and social benefits to the community and remain healthy, safe, and viable into the future. Equally, a range of species diversity is vital to increase the resilience of the collective urban canopy to pests, diseases and the effects of climate change. A mix of native, and exotic, and those locally indigenous species that meet the above criteria are currently included in the Preferred Street Tree Species list.</p> <p><b>Officer Recommendation:</b></p> <p>No change</p>
<p><b>45</b></p>	<p>Support for purchase of open space in Gisborne and security upgrade to protect Hobbs Road Reserve.</p> <p>Request for additional funding to be used from South Ward Open Space Reserve for more land purchase.</p> <p>Request for improvements to the Gisborne Botanic Gardens, including repair of ANZAC avenue.</p> <p>Request for update of Preferred Tree Species list.</p> <p>Request for extension of Council's nature strip policy expanded to improve wildlife corridors and production of locally native seed banks.</p> <p>Support for Barrm Birrm acquisition and Open Space Strategy Review.</p> <p>Gisborne Pine Plantation Request for additional funds to be allocated from Open Space South reserve fund.</p>	<p>That Council note support for these projects.</p> <p>Proactively purchasing land along Bunjil and Howey Creeks would be ideal in order to create a contiguous waterway reserve, however this is likely to be very costly and financially beyond Council's capacity. Instead Council seeks to facilitate the transfer of the waterway to public management as a part of subdivisions if and when they occur.</p> <p>As Part of the 2020/21 budget process, Council has allocated \$30,000 towards garden bed establishment in its operating budget for the Gisborne Botanic Gardens. Council anticipates to spend more funds towards new trees and more gardens bed establishments in line with the master plan including:</p> <ul style="list-style-type: none"> <li>• Incorporate plants that are representative of the broader Gondwana supercontinent based on the Recommended Plant Zones Plan;</li> <li>• Add plants that are representative of the EVCs of the Macedon Ranges including riparian, forest and woodland species (indigenous species) based on the Recommended Plant Zones Plan; and</li> <li>• Incorporate additional Australian native plants based on the Recommended Plant Zones Plan. This can be as specimen trees and as massed / group planting.</li> </ul> <p>A "significant native tree register" would be resource intensive to establish and maintain. Instead Council utilises planning overlays such as the Vegetation Protection Overlay and the Heritage Overlay to</p>

		<p>recognise and protect areas of remnant native vegetation and trees of cultural heritage significance.</p> <p>Council's Preferred Street Tree Species list has been developed to current best practice standards for Urban Ecology to guide new street tree planting within the Shire's townships. The list has been researched, and continues to be evaluated, to ensure the most appropriate trees are selected for our urban streetscapes. The list is not intended for areas along waterways or natural environments of which Council identifies is a priority to ensure habitat for wildlife. It is imperative a new street tree is evaluated for the many criteria* it must meet to be suitable for the location – 'right tree, right place'. Its ultimate size at maturity must suit the often limited space allowed in the road reserve and coexist with minimal impact to adjacent infrastructure. Ultimately, it must thrive under the highly modified site conditions to contribute environmental and social benefits to the community and remain healthy, safe, and viable into the future. Equally, a range of species diversity is vital to increase the resilience of the collective urban canopy to pests, diseases and the effects of climate change. A mix of native, and exotic, and those locally indigenous species that meet the above criteria are currently included in the Preferred Street Tree Species list.</p> <p>The Gisborne Pine Plantation is located at 120 Aitken Street Gisborne, between the Gisborne Cemetery and the Gisborne Secondary College. The land is currently under the ownership of the Department of Education. Given the constraints of the site, Council officers do not support its potential purchase at this time.</p> <p>Council would note that the Barrm Birrm initiative is a transfer program, not an acquisition.</p> <p><b>Officer Recommendation:</b> No change</p>
46	<p>Request for funding allocated in 2019/20 Budget for Ash Wednesday Park to be carried forward.</p> <p>Request an additional \$150,000 funding from the South Ward Public Open Space Fund Reserve be allocated for works identified as "Short Term" priorities in the Implementation Plan contained within the Ash Wednesday Park Master Plan.</p>	<p>Officers support the principle of the budget submission as it is work outlined in the Master Plan. However support is dependant upon funding allocation being provided. As suggested this project could be funded from the Open Space Reserve. If not funded from the Reserve account then the works identified in the Master Plan will need to be considered in future budget capital works business cases, or alternatively funded through the reprioritisation of the 2020/21 Budget items.</p> <p><b>Officer Recommendation:</b> No change</p>
47	<p>Request for funding of BBQ facilities to be installed at Tony Clark Reserve from South Ward Open Space Budget.</p>	<p>Council has committed funding to implementing stage one of the Ash Wednesday Park masterplan which will include infrastructure to support the spread of visitors and offer a unique open space experience in Mt Macedon.</p> <p>Tony Clarke Reserve has experienced a number of</p>

		<p>key capital works projects in recent years to support the community and local clubs to benefit from the area. Consideration for further improvements to the passive recreation facilities can be determined and prioritised through engagement with key stakeholders on the reserve moving forward.</p> <p><b>Officer Recommendation:</b> No change</p>
48	<p>Request for funding to review, replace and update the regulatory, advisory and interpretive signage within Stanley Park by utilising funds from South Ward Open Space Budget.</p>	<p>Reserve Identification signs were installed at Stanley Park in 2016/17 along with a series of bollards that contain regulatory information. Interpretive signs consistent with Council's bushland reserves signage template cost approximately \$1,800 each. Therefore, a budget allocation of \$9,000 would deliver 5 new interpretive signs for the reserve which could be strategically located to raise awareness about the site's natural values.</p> <p><b>Officer Recommendation:</b> No change</p>
49	<p>Concern for lack of transparency in the planned budget and consultation process. Shire's presentation does not provide enough details to allow for informed analysis and the figures expressed in such a manner that it is impossible to comment on one expenditure.</p> <p>Request for review and inclusion of Visitor Economy Action Plan in budget.</p> <p>Assurance that DMT will be continued to be funded in 20/21.</p> <p>No identification of funds for the Visitor Economy Action Plan in the 2020/21 Budget only reference is the Action 7.6 and reference to external funding sought.</p>	<p>The Visitor Economy Strategy Action Plan is delivered by all of Council through a number of operational and project specific budgets making it difficult to report as a single budget allocation. A specific Visitor Economy Action Plan budget was included in 2019/20 to deliver a number of specific projects including:</p> <ul style="list-style-type: none"> <li>• Events Strategy</li> <li>• Visitor Accommodation Opportunity Study</li> <li>• Ride Guide</li> <li>• Short walks guide</li> <li>• Promotional videos</li> <li>• Tourism signage audit</li> </ul> <p>A review of the Visitor Economy Strategy Action Plan year 1 actions is underway but does not form part of the budget documentation.</p> <p>Daylesford Macedon Tourism (DMT) is funded through a number of sources, including through a partnership agreement with Macedon Ranges Shire Council. The actions listed in the 2019/20 agreement are under review and discussions regarding future agreements are taking place.</p> <p>The Visitor Economy Strategy Action Plan will continue to be implemented by ongoing operational budgets and resources, and will be further supported by a range of new staff employed under the Working for Victoria initiative.</p> <p><b>Officer Recommendation:</b> No change</p>

<b>CS.4</b>	<b>ADOPTION OF STRATEGIC RESOURCE PLAN 2020/21</b>
<b>Officer</b>	<b>John Hausler, Director Corporate and Community</b>
<b>Council Plan Relationship</b>	<b>Deliver strong and reliable government</b>
<b>Attachments</b>	<b>Nil</b>

### **Purpose and Overview**

The purpose of the Strategic Resource Plan is to outline the financial resources and non-financial resources that are required to maintain the financial sustainability of the Council. Section 126 of the *Local Government Act 1989* requires councils in Victoria to adopt a strategic resource plan each year.

In 2017, the Victorian Government released the Local Government Better Practice Guide Planning and Reporting. The Guide states that:

*“The strategic resource plan is the key medium-term financial plan produced by council, on a rolling basis, that summarises the resourcing forecasts for at least four years....”* it *“...summarises the financial and non-financial resources required to achieve the strategic objectives and strategies in the council plan...”* and *“...expresses these through financial statements..”* and *“...it also describes the key assumptions underlying the forecasts....”*

The draft Strategic Resource Plan (SRP) complements the Council Plan and has been written in a manner that ensures Council meets its legal obligations.

At the Council Meeting on 27 May 2020, Council resolved to approve the draft Strategic Resource Plan 2020/21 for public display. Public Notice was given in local newspapers and any person who wished to make a submission was invited to do so.

There were no submissions received directly related to the Strategic Resource Plan.

### **Recommendation**

- 1. That, having prepared the draft Strategic Resource Plan 2020/21, having placed it on public display and having considered any submissions, Council adopts the Strategic Resource Plan 2020/21 with:**
  - a. The proposed adjustments for changes to the 2020/21 Budget outlined in the recommendation of the Adoption of the Budget 2020/21 report in this agenda; and**
  - b. The recommendations outlined in Appendix 1 of this report.**

2. **That Council give public notice of its decision to adopt the Strategic Resource Plan 2020/21 and that the Plan be provided to the Minister for Local Government.**
  3. **That the Plan be available to the public at Council Offices and Service Centres and on Council's website.**
  4. **That Council endorse the recommendations as contained in Appendix 1 of this report.**
- 

### **Background**

Consistent with the requirements of Section 126 of the *Local Government Act 1989* the draft Strategic Resource Plan (SRP) complements the Council Plan and has been written to ensure that Council meets its legislative obligations.

### **Context**

The Strategic Resource Plan covers a period of four financial years with the first year aligning to the draft budget. In the next four years Council proposes to undertake several major capital works projects including:

- Macedon Ranges Regional Sports Precinct
- Kyneton Early Learning Centre
- Major walking and cycling trails
- Romsey Ecotherapy Park Stage 2
- Implementation of the Hanging Rock Strategic Plan

While much of the funding for these projects will come from grants, a significant level of Council funding will also be required if the projects proceed. As a result, Council intends to increase its borrowings in years 2 and 3 of the plan to assist in meeting funding requirements. These requirements and other emerging priorities have resulted in a proposed increase in Council's borrowing cap to \$16m (up from \$14m in the 2019/20 Strategic Resource Plan). Despite the increase, borrowings will remain at affordable levels.

### Submissions

There were no submissions received directly related to the draft Strategic Resource Plan.

### Amendments to the 2020/21 Budget

A number of amendments to the 2020/21 Budget are recommended in the Adoption of the Budget report in this agenda. As the draft Strategic Resource Plan includes 2020/21 budgeted financial statements, amendments endorsed for the Budget must be reflected in the final Strategic Resource Plan.

### Announcement of funding for Macedon Ranges Shared Trail project

Since the release of the draft Strategic Resource Plan, the State Government has announced \$8.75 million in funding over the next two years for the Macedon Ranges Shared Trail project. Whilst the first year of funding in 2020/21 will be incorporated into the 2020/21 Budget amendments noted above, other financial assumptions in the draft Strategic Resource Plan will need to be updated to reflect this announcement given it covers four years.

Part of the grant agreement is that Council will need to provide a \$1.004 million contribution to this project. The current draft Strategic Resource Plan 2020/21 already included funding for major walking and cycling trails - \$600,000 commitment from reserves and Council funding over the years 2020/21-2023/24. It was nominally assumed in internal long-term financial planning that another \$400,000 would be contributed in 2024/25.

In order to ensure this previously assumed \$1,000,000 commitment to major walking and cycling trails is aligned to the State Government commitment, officers would recommend that the timing of this commitment be changed to be included in the 2021/22 financial year and an extra \$4,000 be allocated to the project. Council's contribution would then match the grant requirement of \$1,004,000.

Officers have also reassessed assumed borrowing levels, on the basis that this change is supported and would note that the allocation of funds (reserves and Council funding) can be done within the proposed borrowing cap of \$16 million and would have a minimal effect on the long-term financial position.

Notably the inclusion of this project into the Strategic Resource Plan will limit Council's ability to fund other major walking and cycling trails without giving consideration to source of funds and additional potential borrowings (if required). Given this, in line with the proposed financial changes, officers would also suggest that the project named as "Major walking and cycling trails" on page 10 of the Strategic Resource Plan are updated as outlined in the appendix to this report.

#### Revision to Financial Statements

Since the release of the draft Strategic Resource Plan 2020/21 it has been identified that the financial statements within the document do not provide the same level of financial detail as required by the latest Local Government Financial Model Report. A number of disclosure lines relating to matters such as amortisation and bad debts have not been disclosed to the same level as required by the model. Whilst these presentation changes relate to the disclosure of additional amounts they do not change bottom line totals within the document nor the overall projections of the Strategic Resource Plan 2020/21. Officers have recommended that the final published financial statements within the document include the presentation of this additional information in their final form.

#### **Consultation and Engagement**

Pursuant to Section 223 of the *Local Government Act 1989* the draft Strategic Resource Plan was placed on public display and submissions were invited from the public.

#### **Strategic Alignment**

The Strategic Resource Plan supports Council's priority of strong and reliable government. The Strategic Resource Plan is Council's medium term financial plan that outlines strategies to ensure that Council remains financially sustainable. The Strategic Resource Plan is interlinked with the Council Plan.



## **Implications**

### **Financial, Resource, Information Technology and Asset Management Implications and Risks**

The Strategic Resource Plan sets out Council's medium term financial resourcing requirements.

### **Policy and Legislative Implications and Risks**

Section 126 of the *Local Government Act 1989* requires councils in Victoria to adopt a strategic resource plan each year. *The Local Government (Performance Reporting and Accountability) Act 2014* and the *Local Government (Planning and Reporting) Regulations 2014* specify the requirement for a strategic resource plan to be aligned with the Council plan and the Regulations prescribe the relevant information disclosure requirements.

Note - the Budget and Strategic Resource Plan related sections of the *Local Government Act 2020* do not come into effect until October 2020 hence the 1989 Act is referenced in this report.

### **Sustainability Implications and Risks (Social and Environmental)**

As outlined in the report on the 2020/21 Budget, the Coronavirus COVID-19 pandemic will affect the financial wellbeing of many members of our community, which will impact their ability to pay Council's rates and charges. The level of impact and potential flow on effects to the following three years cannot be accurately determined at this stage. Funding for support measures has been included in the 2020/21 budget. For the purpose of the Strategic Resource Plan it has been assumed that operations will return to business as usual in 2021/22.

### **Charter of Human Rights Implications and Risks**

The Strategic Resource Plan does not limit rights set out in the Charter of Human Rights.

### **Officer Declaration of Conflict of Interest**

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

### **Conclusion**

Having prepared the draft Strategic Resource Plan 2020/21 in accordance with the *Local Government Act 1989*, and having made it available for public inspection, and having received and considered all submissions, it is recommended Council now adopt its 2020/21 Strategic Resource Plan with the amendments as outlined in the recommendations.

## Appendix 1 – Other proposed adjustments

<b>Other proposed adjustments</b>		
1	<p>Financial Assumption Change: Woodend to Macedon to New Gisborne to Riddells Creek Shared Trail timing of funds allocation.</p>	<p>The recent announcement by the State Government to fund Macedon Ranges Shared trail project has an effect on Council's Strategic Resource Plan. Whilst it is outlined in Section 5.1 that major walking and cycling trails are financially provided for in our four-year planning, the assumed timing of receipt of funds and Council allocation does not align with the specific details of the announcement.</p> <p><b>Officer Recommendation:</b></p> <ol style="list-style-type: none"> <li>1. Update the financial assumptions in the Strategic Resource Plan to reflect the completion of the Woodend to Macedon to New Gisborne to Riddells Creek Shared Trail, based on the now confirmed timing of State Government funding.</li> <li>2. Change the title of "major walking and cycling" trails to be "Macedon Ranges Shared Trail Project".</li> </ol>
2	<p>Presentation Change: Disclosure of additional financial statement lines to align with the latest version of the Local Government Model Financial Report.</p>	<p>Since the release of the draft Strategic Resource Plan 2020/21 it has been identified that not all financial lines required by the Local Government Model Financial Report have been included.</p> <p><b>Officer Recommendation</b></p> <p>Update the financial statements within the draft Strategic Resource Plan 2020/21 to include those additional lines required the Local Government Model Financial Report.</p>

<b>CS.5</b>	<b>RESPONSE TO TENDERING PROCESS FOR 47 VICTORIA STREET, MACEDON</b>
<b>Officer</b>	<b>Hayley Drummond, Coordinator Property and Valuations</b>
<b>Council Plan Relationship</b>	<b>Improve the built environment</b>
<b>Attachments</b>	<b>Nil</b>

### **Purpose and Overview**

The 2019/20 Capital Works Program allocated funding for the renovation of 47 Victoria Street, Macedon. On 27 March 2019 Council resolved:

#### ***That Council:***

- 1. Do not proceed with the statutory process to sell 47 Victoria Street, Macedon;***
- 2. Seek the estimated \$186,000 via the 2019/20 budget process to fund works to renovate the building suitably for community use;***
- 3. If this is not successful, seek the required funding through subsequent budget review and development processes; and***
- 4. Thank the Victoria Street Neighbourhood House Working Group for their efforts in preparing an Expression of Interest and advise the proponents that further discussions regarding their expression of interest will be held if budget funding to renovate the building is identified.***

An amount of \$142,500 was allocated by Council in the 2019/20 council budget for works. A separate community contribution totalling \$43,500 was to be provided by the Victoria Street Neighbourhood House Working Group (“the Group”) through a cash contribution and in-kind works.

Throughout 2019 and early 2020 Council officers worked with the Group to develop plans to renovate the building. This included the preparation of a Memorandum of Understanding outlining the roles and responsibilities of Council and the Group.

In February 2020 Council’s Project Management Team prepared the necessary tender documents and called for tenders to renovate 47 Victoria Street, Macedon. Five tenders were evaluated. The tender prices received indicate a significant budget shortfall exists to complete the project to the original proposed standard. After expenses incurred to date have been taken into account the budget shortfall is \$92,127. Officers now seek direction from Council.

The Officer’s recommendation is that Council allocate a further \$92,127 to the project, in the 2020/21 budget to allow the renovation works of 47 Victoria Street to proceed. It is proposed that the shortfall be funded through the Commonwealth Government Local Roads and Community Infrastructure Program.

## Recommendation

### That Council:

- 1. Allocate additional funding in the 2020/21 budget of \$92,127 (ex GST) to enable the completion of the renovation works at 47 Victoria Street, Macedon from the Commonwealth Government Local Roads and Community Infrastructure Program.**
- 2. Note the change in name of the 'Victoria Street Neighbourhood House Working Group' to the 'Macedon Community House Inc.' (MCH).**
- 3. Note that a draft Memorandum of Understanding has been prepared between Macedon Ranges Shire Council and Macedon Community House Inc. (MCH) for delivery of works for 47 Victoria Street, Macedon including the contribution by MCH for cash and in-kind works.**

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## Background

In February 2018 a report was presented to Council recommending to commence the statutory process to sell the property at 47 Victoria Street, Macedon. The property comprises a weatherboard building constructed in the late 1940's as a maternal and child health facility. In 2016 the building was closed due to declining numbers and it has been vacant since that time.

Following a review of potential council uses of the building, it was determined that it was no longer required as a community facility and was therefore surplus to Council requirements.

The statutory process included publication of a public notice advising of Councils intention to sell the property. Four objections were received to the sale including a group seeking to use the building as a neighbourhood house/community facility. Consequently, at the 23 May 2018 Council meeting, when the future of the site was considered, Councillors directed officers to conduct an 'Expression of Interest' (EOI) process for the property so that community groups could provide options for the use of the property, rather than proceed with the sale.

There was one submission received under the EOI process from the Victoria Street Neighbourhood House Working Group. Consequently, it was recommended not to proceed with the sale of the property and instead funding was allocated in Councils budget to part fund the proposed works. Discussions proceeded with the Neighbourhood House Working Group regarding future use and management of the facility.

## Context

### Memorandum of Understanding

For the past twelve months Council officers have been meeting with the Group to exchange information and ideas on the development of 47 Victoria Street, Macedon. This has been a collaborative process with discussion including updates on the tendering process, budget considerations, the level and type of contributions that MCH could provide, building plans and grants/funding applications.

In addition to these items and to assist with the project a draft Memorandum of Understanding (MOU) has been developed. It was noted following initial discussions with the group that it would be necessary to become an incorporated group to be able to enter into the proposed Memorandum of Understanding and to sign lease documentation. Consequently, on the 13 January 2020 the group became incorporated and renamed the “Macedon Community House Incorporated.”

The purpose of the draft MOU is to provide a proposed framework to achieve a community facility for residents of Macedon and Mount Macedon and the broader community at 47 Victoria Street, Macedon. Specifically, the MOU relates to the partnership formed between Council and the Group to deliver the works agreed to by the community group to assist Council in the renovations of 47 Victoria Street, Macedon.

The MOU provides guidance on the process, roles, responsibilities and management of the renovation works. In their submission to Council to utilise the facility, the Group advised that they would actively assist in the renovations proposed through the provision of labour for painting, landscaping etc. This will also assist in reducing the costs of the renovation works. The draft MOU therefore provides a framework to utilise the skills that the Group can provide under Council supervision.

The draft MOU also provides details of the financial contributions to be provided by Council and the Group. The initial cost estimate of \$186,000 to budget for the project was split between Council (\$142,500) and the Group (\$43,500). The agreement provides scope for both Council and the Group to increase their contributions, if required, following the tendering process.

### Building Works

The renovation works and extension to 47 Victoria Street, Macedon were required to re-purpose the existing building for use as a Neighbourhood House, bring the building up to building code requirements and to address the current poor condition of the building. Council appointed an architect to prepare an existing conditions drawing of the building and proposed plans and drawings.

The scope of the proposed works are as follows:

- Provision of DDA access to all areas of the building in accordance with the Building Code of Australia
- Provision of DDA toilet facilities
- Restumping of the building
- DDA access to the rear of the building incorporating a ramp
- Refurbishment works including roof repairs.

An extension to the rear of the building was needed to accommodate the additional space required for DDA compliant toilet facilities.

Following consultation with the Group, the design of the toilet facilities area was altered to provide an additional door separating this area from the rest of the building. This will enable the toilets to be accessed by the outside users separately, without having to enter the main building.

Prior to the design works commencing, Councils Building Projects Department completed an independent building condition audit report which identified a number of building issues which were required to be addressed. This report identified the extent of disrepair the building was in and assisted in informing the final tendered scope of building rectification works.

A comprehensive asbestos and hazardous materials investigation and report was also completed. This report identified the existence of concealed asbestos and lead paint in the building which was not previously identified. Asbestos removal works were completed which included: -

- removal of asbestos wall lining at the fireplaces
- removal of asbestos vinyl floor sheeting throughout the entire building (including carpets installed over)
- painting of floors to encase asbestos fibres remnant in glue residue.

The lead paint removal will be required to be completed as part of the building project.

#### Tender Process

Once the building plans were finalised, Councils Building Projects Department prepared the tender documentation. It was decided to separate the DDA access to the rear of the building (the rear DDA ramp and access pathways) as a Tender Option so that these works could be completed at a later stage should budget be an issue.

The tenders were advertised on the 22 February 2020 and closed on the 24 March 2020. Six tenders were received and were assessed by a tender evaluation panel.

Five submissions were of a high calibre and the tender evaluation panel agreed that these tenderers appeared well qualified and experienced to be able to deliver the works. All tenders received were over budget based on the main project works (which excluded Tender Option works - the rear DDA ramp and access pathways).

The recommendation of the evaluation panel is to award the tender however, as the price is over the budget amount, the awarding of the contract has been put on hold, pending confirmation of availability of funding.

It is also important to note that the additional amount of \$92,127 does not include the cost of the Tender Option works – the rear DDA ramp and pathways. The cost of this is estimated at an additional \$55,000.

### Budget Shortfall

<i>Remaining Council contribution (Less project costs to date)</i>	\$122,537	
<i>The Group cash contribution</i>	\$31,297	
<b>Total Funding Available</b>		<b>\$153 834</b>
<b>Estimated Total Project Cost to complete project (excluding in kind support)</b>		<b>\$245,961</b>
<b>Current Budget Shortfall</b>		<b>(\$92,127)</b>

During May of 2020 the Commonwealth Government announced a new Local Roads and Community Infrastructure Program to help communities bounce back from the COVID-19 pandemic. Officers believe the project to complete works at 47 Victoria Street, Macedon is eligible for this program and has been identified as a possible funding source to meeting the current project shortfall. If successful, there would be no impact on the budget currently allocated by Council.

If funds are not allocated from the Commonwealth Government Local Roads and Community Infrastructure Program, Council would need to consider other funding opportunities to complete the project to the standard originally intended.

Other options would include the 2020/21 Budget, which is also considered in this agenda, and the year-end process where surplus funds from 2019/20 may be available for allocation.

If Council wanted to pursue funding from the 2020/21 Budget then consideration would need to be given to trade-offs necessary to enable the extra funds to be allocated, given Council's draft Budget is a balanced budget. If Council wanted to see if surplus funds are available during the year-end process it would need to wait until the August 2020 meeting where a report is scheduled to be presented, regarding the 2019/20 outcome.

### MCH Group contribution

The 2019/20 budget included capital works funding for refurbishment works at 47 Victoria Street, Macedon. The works were initially budgeted at \$186,000 with funding of \$43,500 to come from the MCH. The group has been raising funds from the community since early 2020 with an online funding website. The group has committed to provide a cash contribution and in-kind works totalling \$43,500.

To date the group has raised the following in cash donations:

As at 23 June 2020                      \$31,297

This amount is in the community groups bank and is committed to the project.

### MCH Group In Kind Works

The group have been able to identify a number of suitably qualified and registered tradespeople and consultants that have or are able to offer their services for the renovation of the building. These comprise a structural engineer who has provided consultant services and detailed drawings that were then used for the tender documentation.

Additionally, electrical, plumbing and painting works have been offered and are valued as follows:

<b>MCH In Kind Works</b>		
Structural Engineering	\$3,500	Received consultant services
Electrical	\$3,500	to be provided as part of contract
Plumbing	\$2,880	to be provided as part of contract
Painting	\$1,000	to be provided as part of contract
<b>Total</b>	<b>\$8,980</b>	<b>total in kind contribution to date</b>

Consequently, the total cash and in-kind commitment to date is \$40,277.

The total initial contribution was to be \$43,500. This results in a current budget shortfall of \$3,223. The group continues to fundraise and is confident that it will be able to raise this final amount either through cash or in-kind works.

### **Consultation and Engagement**

The initial consultation with the community was an Expression of Interest (EOI) process. The MCH Group made a submission to the EOI process and was successful in their application. Council officers have been working with the Group for the last twelve months to develop renovation plans and the draft MOU for the project.

The Group have been actively working with the Macedon and Mt Macedon community to fundraise for the project and communicate with the public about the proposed development of the building as a community facility. The Group have also set up a website and funding page and have had several media articles in the local papers.

### **Strategic Alignment**

The proposal to renovate 47 Victoria Street, Macedon aligns with the achievement of priorities set out in the Council Plan 2017 – 2027: Our Priorities: Improve the built environment.

### **Financial, Resource, Information Technology and Asset Management Implications and Risks**

Completing this project has financial implications. As outlined in the paper, it is suggested that an application be made to the Commonwealth Government Local Roads and Community Infrastructure Program to fund the shortfall to complete the project.

Council will need to continue to budget for annual maintenance costs of the building.

### **Policy and Legislative Implications and Risks**

It is proposed that following completion of the renovation works the MCH group will enter into a lease agreement with Council.

Under the Local Government Act 1989 there are legislative requirements concerning leases if:



- a) The term of the lease is for one year or more and the rent for any period of the lease is \$50,000 or more per year, or the current market rental value of the land is \$50,000 or more per year; or
- b) The term of the lease is for 10 years or more; or
- c) The lease is a to be a building or improving lease –

then, Council shall publish a public notice of the proposed lease, in the local newspapers and on its website, and invite any person to make a submission to Council.

The process of hearing submitters and considering submissions shall be in accordance with section 223 of the Local Government Act.

Dependant upon the length and terms of the lease, consideration will need to be given to these legislative requirements.

### **Sustainability Implications and Risks (Social and Environmental)**

The proposal does not raise any sustainability risks for Council.

### **Charter of Human Rights Implications and Risks**

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

### **Officer Declaration of Conflict of Interest**

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

### **Conclusion**

Council officers have been working with the Group to develop a Macedon and Mt Macedon Community House following an Expression of Interest process that was conducted in 2018.

The Group have contributed significant time and effort to fundraise for the project and provide in-kind contributions to assist with renovating the building. As the cost to renovate is significantly more than the allocated budget funding, this report seeks to obtain more funding from Council by using revenue from the Commonwealth Local Roads and Community Infrastructure Program to fund the project. The result of the renovation works will be a community managed facility that has been developed in partnership with Council that will benefit the residents of Macedon and Mount Macedon.

**CS.6**

**FLAG POLICY**

**Officer**

**Lauren Reader, Coordinator Governance**

**Council Plan Relationship**

**Deliver strong and reliable government**

**Attachments**

**Draft Flag Policy**

**Purpose and Overview**

To consider a draft Flag Policy for adoption, which has been developed in accordance with Council's resolution of 24 April 2019.

**Recommendation**

**That Council:**

- 1. Adopt the Flag Policy and publish the policy on Council's website.**
- 2. Refer to a future budget process consideration of a budget allocation to:**
  - a. erect additional (fourth) flagpoles at Kyneton and Gisborne offices to enable a flagpole to be kept free for flying flags on request;**
  - b. erect four flagpoles at Romsey and Woodend Service Centres to fly the Australian national flag, the Aboriginal flag and the Torres Strait Islander flag; and to enable a flagpole to be kept free for flying flags on request;**
  - c. enable the illumination of all flagpoles at night to ensure Council's compliance with Australian flag protocols.**

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**Background**

At the Ordinary Council Meeting of 24 April 2019, Council resolved to:

- 1. Provide support to Cobaw Community Health Service by raising the rainbow flag at Council offices in Gisborne and Kyneton and at the clock tower in Woodend from Monday 13 May 2019 to Monday 20 May 2019; and**
- 2. Prepare a draft flag raising policy which is referred to the Health and Wellbeing Committee for their feedback prior to being brought to Council for their consideration by December 2020.**

In response to the first resolution, the rainbow flag was flown from the third flagpole at Council's Gisborne and Kyneton offices from Monday 13 May 2019 to Monday 20 May 2019 inclusive, and was also flown from a temporary flagpole erected on the Woodend Memorial Clock Tower for the same period.

In response to Council's second resolution, a draft Flag Policy (Attachment 1) was developed in consultation with key staff, and the Health and Wellbeing Advisory Committee. The draft policy was prepared following a review of a number of other Councils' flag policies.

The draft Flag Policy was considered at the Special Council Meeting of 1 May 2020. At that time, Council resolved to:

**1. Defer consideration of the Flag Policy to a future Council Meeting, no later than September 2020.**

**2. In the interim, support a request from Cobaw Community Health Services to raise the rainbow flag at the Council office in Gisborne, the Kyneton Town Hall, and from the balcony of the Woodend Clocktower, from 17 May to 23 May 2020 in support of IDAHOBIT.**

Following Council's resolution, the rainbow flag was flown from the third flagpoles at the Council office in Gisborne and the Kyneton Town Hall, as well as from a temporary flagpole on the balcony of the Woodend Memorial Clocktower, from 17 May to 23 May 2020 inclusive in support of the International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT).

The draft policy now includes minor amendments regarding the process for seeking to fly a flag from the single flagpole at the Kyneton Mechanics Institute, and is presented for consideration.

Officers also considered the application of the policy only to defined sites. As the organisation currently has limited involvement (if any) in sites not specified in the draft policy and do not consider requests to fly flags at these other sites, officers consider that the policy provides the direction required for our current scope of responsibility.

### **Consultation and Engagement**

An initial draft of the policy was considered by the Health and Wellbeing Advisory Committee on 19 February 2020, in accordance with Council's resolution. The feedback from committee members was unanimous in regards to the inclusion of the Rainbow Flag in Council's proposed Annual Schedule for flying flags to acknowledge the International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT), which has been incorporated.

The draft policy was subsequently circulated internally to managers and coordinators for a two-week feedback period. Based on feedback received, a number of amendments were made to the draft policy.

Feedback and observations made regarding the flying of flags that could not be addressed by the draft Flag Policy at this time include:

- The requirement, as outlined in the *Australian Flag Protocols*, that flagpoles flying the Australian Flag be illuminated at night, or that the flag be taken down every night and raised every morning. Council may not currently be compliant with this section of the protocols.
- That it would be desirable for requested "community" flags to be flown from a fourth flagpole at Gisborne and Kyneton, rather than having to temporarily lower the Torres Strait Islander flag in order to fly a requested flag.
- That it would be desirable for Council's other customer service sites at Romsey and Woodend to have flagpoles erected in order to fly flags in a manner consistent with Kyneton and Gisborne.

As these matters would involve work for which there is no current budget allocation, it is recommended these matters be referred to a future budget process for consideration.

### **Strategic Alignment**

The proposal is consistent with Council's key priorities to deliver strong and reliable government, and promote health and wellbeing.

### **Implications**

#### **Financial, Resource, Information Technology and Asset Management Implications and Risks**

Costs associated with the flying of flags (or the half-masting of flags) at Council's Gisborne and Kyneton offices include occasional overtime for staff lowering and raising flags outside of business hours, including weekends. These costs are minor and will be provided for within Council's operating budget.

Costs associated with the flying of flags from a temporary flagpole, and the half-masting of the Australian flag, at the Woodend Memorial Clock Tower include a planning permit (temporary flagpole only) as well as the costs associated with engaging a person suitably qualified to work at height to raise and lower the flag. These costs are minor and will be provided for within Council's operating budget. An assessment will be made of any significant increase in requests to fly flags from this site as a result of the adoption of the policy and consideration given to whether an additional budget allocation will need to be sought in the future.

Costs associated with proposed new flag poles and any illumination requirements cannot be funded from operational budgets and as such will be referred to a future budget process.

#### **Policy and Legislative Implications and Risks**

The flying of flags, including the Australian national flag, is subject to requirements the *Flags Act 1953* and the *Australian National Flag Protocols*, Department of Prime Minister and Cabinet.

#### **Sustainability Implications and Risks (Social and Environmental)**

The draft flag policy aims to provide a framework for considering requests to fly flags from a number of Council's identified flagpoles consistent with Council's commitment to strengthening community resilience, inclusion and safety.

#### **Charter of Human Rights Implications and Risks**

The proposal does not infringe any human rights contained in the Charter of Human Rights.

#### **Officer Declaration of Conflict of Interest**

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

**Conclusion**

In accordance with Council's resolutions of 24 April 2019 and 1 May 2020, the draft Flag Policy is presented to Council for consideration and adoption.

<b>CX.1</b>	<b>DRAFT POSITIVE AGEING PLAN PARTICIPATE 2020-2025</b>
<b>Officer</b>	<b>Fiona Alexander Manager Community Care</b>
<b>Council Plan Relationship</b>	<b>Promote Health and Wellbeing</b>
<b>Attachments</b>	<b>Draft Positive Ageing Plan PARTICIPATE 2020-2025</b>

### **Purpose and Overview**

Council is undertaking the development of a new positive ageing plan. Officers seek approval for the draft plan, PARTICIPATE 2020-2025, to be placed on public exhibition.

### **Recommendation**

#### **That Council:**

- 1. Resolve to place the draft Positive Ageing Plan PARTICIPATE 2020-2025 on public exhibition for a period of four weeks.**
- 2. Note that following community consultation, Officers will report back to a Council Meeting with a summary of community feedback and draft plan for consideration.**

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### **Background**

The Council Plan 2017-2027 includes an action under the priority area of Promote Health and Wellbeing to 'develop a positive ageing plan to prioritise need, attract funding and guide allocation of resources to services and programs'. PARTICIPATE 2020-2025 (PARTICIPATE) delivers this action.

PARTICIPATE will guide Council activities to cultivate an age-friendly community where older people feel valued, safe and connected. The name PARTICIPATE has been chosen in response to the emphasis placed on participation in the community engagement process and expressed desire for older people to participate in their community.

The draft plan has been structured to align with Council's ELEVATE Youth Strategy 2020-2028, and the draft Early Years Plan CREATE 2020-2025 that is currently being developed. This approach will present a suite of plans across the life course.

Pending adoption, PARTICIPATE will supersede Council's Positive Ageing Plan 2016-2020.

## **Context**

### Community consultation to develop the draft plan

Council engaged consultants to design and implement a comprehensive process of community engagement at the end of 2019.

This was done in tandem with consultation for Council's draft Early Years Plan CREATE 2020-2025, and aligned with Council's Community Consultation Framework Guidelines.

The following questions were asked of the community:

- What three things are the most important to improve in Macedon Ranges to ensure older people can live a safe, healthy, connected and a happy life?
- What challenges do you think older people have living in Macedon Ranges?
- What are your ideas for making Macedon Ranges an age-friendly Shire?
- What do you like about being an older person in the Macedon Ranges?

Consultation methods included:

- Surveys – online and hard copy
- Place-based pop-up events
- Interactive workshops with older people
- Meetings with service groups and organisations
- Social media posts

A total of 977 people participated in the consultation process.

### Themes

Collated feedback from the community consultation process identified four main themes:

1. Staying socially connected and active
2. Living well in my community
3. My needs are recognised in infrastructure, housing and the built environment
4. I am respected and valued by my community.

### Action plan

Four priority action areas and a set of actions were developed to respond to the themes raised in the community consultation. These actions acknowledge and build on priorities, strategies and actions in the Council Plan, Council's Positive Ageing Plan 2016-2020 and other relevant plans and strategies. Actions have been proposed by, and are the responsibility of, various areas across Council. Some involve working with other levels of government, other agencies and members of the community.

### Public display of draft plan

The current COVID-19 pandemic may limit Council's ability to consult the community through normal approaches. There are still numerous consultation methods that will be used to address this including several online forums with the community and community based groups and organisations.

It is envisioned consultation will entail:

1. Display of the draft PARTICIPATE document on Council's website for four weeks.
2. Seeking feedback via a number of methods including:
  - Standard communication channels such as social media, print media, website, e-newsletters and hard copy mail outs and email.
  - Hosting an online meeting with representatives of local community groups such as Senior Citizens Clubs and U3A. Additional support will be provided to those who do not have access or the knowledge on how to use this platform.
  - Hosting an online meeting with local partner organisations including neighbourhood houses and health services.
3. Officers will incorporate the feedback in the final draft to be presented to Council.

### **Strategic Alignment**

This report is aligned with the Council Plan 2017-2027 under the priority to Promote Health and Wellbeing.

### **Implications – Financial**

An annual work plan will be developed that incorporates PARTICIPATE 2020-2025 actions. This work plan will inform reporting to key stakeholders and review of strategies as appropriate in the light of changing priorities at all levels of government, resources, emerging issues and opportunities such as new funding streams. For actions for which it has been identified that resources will be sought, approval will be sought through relevant budget processes.

### **Policy and Legislative Implications and Risks**

This report does not change internal or external policy positions or report on legislative change.

### **Sustainability Implications and Risks (Social and Environmental)**

There are no sustainability risks identified. Council has been a member of the World Health Organisations Global Network of Ageing Friendly Communities since 2017 and has also signed the Victorian Governments Age-friendly Communities Declaration in 2016.

### **Charter of Human Rights Implications and Risks**

The Victorian Charter of Human Rights and Responsibilities contains rights that promote and protect the values of freedom, respect, equality and dignity. Community consultation to inform this draft positive ageing plan indicated that older people in the Macedon Ranges want to be treated with dignity and respect and to also participate equally in the community.

Human rights issues such as elder abuse and ageism are addressed in the draft plan and there are actions listed that aim to address and reduce the impacts of these issues on older people.

### **Officer Declaration of Conflict of Interest**

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



### **Conclusion**

The draft Positive Ageing Plan PARTICIPATE 2020-2025 is informed by community consultation undertaken in late 2019. It includes background information and context along with priority areas for action based on the aspirations, concerns and needs of older people, as identified by the community. Actions have been planned for each of these priority areas and responsibility for these actions is shared across Council departments and in some instances with the community.

This report recommends that Council resolves to place the draft plan on public display for a period of four weeks.

<b>CX.2</b>	<b>COMMUNITY FUNDING SCHEME 2020</b>
<b>Officer</b>	<b>Jodie Turner, Coordinator Community Partnerships</b>
<b>Council Plan Relationship</b>	<b>Promote health and wellbeing</b>
<b>Attachments</b>	<b>Nil</b>

### **Purpose and Overview**

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

The total funds available for the Community Funding Scheme for 2020-21 is \$160,000. Included in this total is a \$15,000 contribution from Castello's Tavern in Gisborne which is allocated to projects that benefit the Gisborne district.

The funding streams are listed below:

- Community and cultural development projects,
- Enhancing the effectiveness of local community groups,
- Supporting local environmental priorities, and
- Enhancing community places and infrastructure.

This report details the application evaluation process in accordance with the scheme guidelines and lists the projects recommended for funding from the 2020/21 program.

### **Recommendation**

**That Council:**

- 1. Approve the 2020/21 Community Funding Scheme allocations as detailed in Table 2 of this report including specific conditions placed on the recipients;**
- 2. Redirect \$16,054 of the 2020/21 CFS budget to the proposed community COVID response grant round;**
- 3. Notify all applicants in writing the outcome of their application and provide applicants the opportunity to receive feedback on their application.**

---

### **Background**

The annual CFS grants provide money to not-for-profit community groups for programs and initiatives that benefit residents of the Macedon Ranges and help achieve Council Plan goals.

The four funding streams and maximum funding limits of each application are as follows:

- **Community and cultural development projects, up to \$10,000**  
*Contributing to the enhancement or development of local community strength, health, wellbeing and culture, or address critical social challenges or encourage all people to participate in community life or expressions of culture.*
- **Enhancing the effectiveness of local community groups, up to \$6000**  
*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.*
- **Supporting local environmental priorities, up to \$10,000**  
*Responding to environmental issues that have been identified as priorities for action.*
- **Enhancing community places and infrastructure, 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.*

The program criteria used to assess applications is as follows:

**Table 1. 2020/21 Eligibility Criteria**

<b>Criteria</b>	<b>Weighting</b>
Demonstrating eligibility	Pass/fail
Detailing your project	40%
Demonstrating good project planning	25%
Considering potential project risks	10%
Demonstrating a realistic project budget	25%
	<b>100%</b>

### **Context**

The 2020/21 CFS Guidelines were presented to Councillors at the 5 February 2020 Councillor Briefing. The guidelines outline eligibility criteria and provide information to applicants to assist them in preparing compliant and high quality applications. It also outlines the assessment process that ultimately determines which projects are recommended for funding.

The CFS was declared open on Monday 2 March 2020 with applications originally set to close on Monday 6 April 2020. The original closing date for applications was extended till Monday 27 April due to the impacts of COVID-19, recognising that local groups needed more time to turn their attention to grants when they were dealing with closures and cessation of their programs, as well as the personal impact of the pandemic on many of our groups and organisation's members.

The applications have since been assessed by officers and their recommendations for funding have been presented to the Executive Leadership Team for consideration.

Councillors were briefed on the assessment panel recommendations at the 1 July 2020 Councillor Briefing. Officers provided additional information and clarification where required.

## **Consultation and Engagement**

Engagement with the community on the 2020 CFS starts immediately after the conclusion of the previous year's scheme. Each year we invite applicants to complete a survey that examines their experience of applying for a grant. This feedback helps us refine the next year's scheme and guidelines.

The major change to the 2020 program was the move to align the opening date of the scheme with that of the Events and Festivals Grants Program. This meant the program was open one month earlier than in previous years. This change ultimately didn't result in an earlier conclusion to the assessment process but did afford officers the chance to extend the application period in response to the complications that COVID brought to applicants.

Feedback from 2019 also prompted the incorporation of a more detailed explanation in the guidelines of how projects can incorporate the principles of community wellbeing, accessibility, diversity and fairness. This strengthened the alignment of potential applications with the Council Plan priorities related to community health and wellbeing such as promoting mental health, supporting people living with disabilities, encouraging gender equity, promoting healthy eating and active living, and increasing social connectedness and inclusion.

A free grant writing workshop was conducted on Friday 28 February 2020 at the Woodend Community Centre with over 50 people attending. This night provided an opportunity for prospective applicants to speak with Council Officers about their project ideas and gain valuable insights into what Council was looking for in an application.

Throughout the eight weeks that the scheme was open, nominated Council officers were available to discuss projects with groups. This step is compulsory for all applicants.

In the week prior to the original closing date, Council notified the community of the extended timeframe offered to applicants before the closing date.

This year we received 29 applications, which is 19 applications less than last year. This is likely due to the disruptions of COVID-19 which hit in mid-March and coincided with the month applications were open.

We had similar levels of attendees at the grants training session in late February as the previous year, yet those numbers didn't translate into a similar number of applications once COVID-19 restrictions were in place.

The spread of applications across the shire is as follows: Shire wide (5), Gisborne/New Gisborne (4), Kyneton (5), Lauriston (1), Macedon/Mt Macedon (4), Malmsbury (1), Riddells Creek (2), Romsey (4), Baynton (1), Woodend (2).

The evaluation of applications was undertaken by an assessment panel of Council officers. Applications were individually assessed by each assessment officer against the weighted criteria following the scoring matrix.

Applications were also divided by area of responsibility and relevant applications sent to nominated Council contact officers to be reviewed and ranked in order of highest to lowest priority for funding. This information along with the aggregate scores was discussed and reviewed collectively by the assessment panel members and a consensus score determined.

The assessment process promotes cross organisation understanding and awareness of community groups, activities and needs whilst ensuring that each application is assessed to a standard in a consistent way using documented criteria.

### **Strategic Alignment**

The CFS relates to the Council Plan priority of community health and wellbeing.

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.

The CFS is designed to assist not-for-profit groups and the invaluable work of the volunteers that run these organisations.

Grants offered to not-for-profit groups operating in the Macedon Ranges contribute to increased participation of local residents in social and civic activities that benefit a broad range of people.

The true impact and value of the funded projects to the community is hard to quantify but consistently extends beyond the investment made by Council through the grants.

### **Implications**

#### **Financial, Resource, Information Technology and Asset Management**

#### **Implications and Risks**

In total, \$231,466 in funds were requested in the 2020/21 scheme.

Of the twenty-nine applications, eighteen have been recommended for full funding, and six for partial funding with a total value of \$143,946. Five have not been recommended for funding. This leaves \$16,054 unspent from the 20/21 budget.

Officers propose that the unspent funds are diverted into an additional grants round proposed in the draft COVID-19 community and business support package. The additional \$16,054 would be pooled with a proposed 20/21 special allocation (\$80,000) and allow community groups to submit applications aligned with COVID-19 community recovery initiatives.

The breakdown of 2019-2020 applications recommended for funding are listed below in Table 2.

**Table 2. 2020/21 Community Funding Scheme grants recommended for funding**

<b>Community Group</b>	<b>Project Title</b>	<b>Recommended funding</b>
Sunbury Macedon Ranges Veterans Cricket Club	Sunbury Macedon Ranges Veterans Cricket Club - Additional Team	\$ 1,494
Macedon Rangers Soccer Club	Soccer Goals - 2021 Season	\$ 4,900
Baynton Community Hall	Baynton Hall Kitchen Upgrade	\$ 12,000
Friends of the Bluestone Theatre Inc	Projection Screen for the Bluestone Theatre	\$ 7,500
Windarring Ltd	Windarring Community Garden Project	\$ 10,000
Romsey Mechanics' Institute	Audio/Visual Upgrade for the Hall	\$ 7,500
Woodend Men's Shed Inc	Men's Shed Introductory DIY and Woodworking Course.	\$ 3,265
Macedon Ranges Halls Incorporated T/a Lauriston Hall	Lauriston Community Hall - Renew and Reuse works	\$ 6,562
Macedon Football Netball Club	New stove for Macedon Football Netball Club Social Rooms	\$ 4,300
Macedon Ranges Bowling Club	MRBC Bowling Green Access Modification & Ditch Carpet Upgrade	\$ 9,941
Anglican Parish of Gisborne	Gisborne Anglican Op Shop improved sorting workspace	\$ 6,000
Macedon Ranges Autism Network Inc	MRAN Social Dinners	\$ 2,500
Woodend Hanging Rock Petanque Club	Come and try event	\$ 2,600
Story Ground	The Covid Crossing Podcast - Season Two	\$ 4,850
Romsey Five Mile Creek Working Group	Lions Park Waterway and Revegetation Project	\$ 10,000
Christmas in Riddells Creek	Solar lighting for Christmas displays	\$ 2,000
Central Highlands Orienteering Club	Xplore O - An inclusive series of organised local orienteering events	\$ 4,256

Goldfields Library Corporation	Diversity themed story times	\$ 7,580
Central Victorian Biolinks Alliance Inc, trading as Biolinks Alliance	Building Capacity for Biolinks: Greenhill to Black Hill Reserve	\$ 5,000
Macedon Ranges Running Club inc.	Macedon Ranges Running Club Storage Shed Project	\$ 1,914
Riddells Creek Neighbourhood House Inc.	Reconnecting Riddell community needs assessment and planning project	\$ 5,000
South Gisborne Tennis Club	Facility seating Gilligan Reserve	\$ 9,284
Macedon Ranges Sustainability Group (MRSG)	Macedon Ranges Household Sustainability Education and Information Project	\$ 5,500
Malmsbury Town Hall Management Committee	Power Connection to Malmsbury Village Farmers' Market site	\$ 10,000

The assessment panel have considered the impacts of COVID-19 in terms of committees being unable to come together to plan their projects to the same extent as in previous years and being unable to compile all the necessary information prior to applications being submitted.

In response to this, some of the projects we are recommending for funding in 2020/21 will be offered staged funding. Staged funding will be a feature of the funding agreements issued to recipient groups. The funding agreements are Council's contractual arrangement outlining any conditions attached to the funding to ensure groups meet broader known requirements for the successful completion of their project.

Staged funding will allow groups the start-up funds and time necessary to demonstrate they can complete the first stage of their project by completing the necessary planning/approvals work related to their project. Once completed, Council can then issue further funds for the second stage or implementation phase of their projects. In the event groups are not able to satisfy the planning/approvals requirements, no further funds will be issued.

### ***Scheme Implementation***

Pending Council approval of the applications recommended for funding, officers will identify the Gisborne district projects to be funded through the Castello Tavern contribution and confirm the funding source with the applicants.

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 contact a Council officer for feedback and to discuss the outcome of their application.

All successful applicants will be provided the relevant Funding Agreement documentation.

Given the current COVID-19 social distancing restrictions that do not permit large gatherings, plans for the celebration and awarding of grants are still being determined.

At the conclusion of projects, funded groups are required to complete a project acquittal. The acquittal report provides Council with confirmation that all funds have been expended as per the project plan and also documents the outcomes and outputs achieved through the project.

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 the grant project.

#### **Policy and Legislative Implications and Risks**

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

#### **Sustainability Implications and Risks (Social and Environmental)**

The proposal does not raise any sustainability risks for Council.

#### **Charter of Human Rights Implications and Risks**

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

#### **Officer Declaration of Conflict of Interest**

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

#### **Conclusion**

A robust assessment process is implemented each year to determine the applications recommended for funding. Care is taken to ensure each recipient group is provided with the means to succeed in delivering their grant project and for the community to benefit from its completion.

Council's CFS is supported by clear program aims and objectives. It enables the delivery of a broad range of projects that bring additional benefits to the community and supports local not-for-profit organisations in the good work they perform.

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



<b>PE.1</b>	<b>APPLICATION TO PLANNING PERMIT PLN/2019/274 – USE OF THE LAND FOR A RETAIL PREMISES (MARKET, RESTAURANT AND BAR), FUNCTION CENTRE AND AN OFFICE, LIQUOR LICENCE (ON PREMISE), REMOVAL OF VEGETATION AND WAIVER OF CAR PARKING REQUIREMENT – 30 BROOKE STREET, WOODEND</b>
<b>Officer</b>	<b>Alexia Paterson, Senior Statutory Planning Officer</b>
<b>Council Plan Relationship</b>	<b>Improve the built environment</b>
<b>Attachments</b>	<b>1. Development Plans 2. Statement of Planning Policy</b>
<b>Applicant</b>	<b>30 Brooke Street Unit Trust Pty Ltd</b>
<b>Date of Receipt of Application</b>	<b>21 June 2019</b>
<b>Trigger for Report to Council</b>	<b>Councillor call in</b>

### **Purpose and Overview**

It is proposed to redevelop the existing building on the subject site so that it may be used as a Market, Restaurant, Function Centre, Bar and Office. A liquor licence is also proposed in association with the Restaurant, Function Centre and Bar uses, as well as a full waiver of car parking requirements and removal of five Blue Gum street trees located along the Brooke Street frontage. The building footprint is not extended.

The application has been advertised. Six support submissions were received as well as twenty-one objections. The objections express a range of concerns largely oriented to amenity and car parking impacts.

Key issues to be considered relate to the impact of the proposal on the amenity of the adjoining area, impact of car parking waiver and appropriateness of a multi-use development in an Industrial area.

The application has been assessed against the Macedon Ranges Planning Scheme and is considered appropriate. It is recommended that a Notice of Decision to Grant a Permit be issued.

## Recommendation

### That Council:

Resolve to issue a Notice of Decision to Grant a Permit for Use of the land for a Retail Premises (Market, Restaurant and Bar), Function Centre and an Office, Liquor licence (on premise licence), Removal of Vegetation and Waiver of Car Parking requirement at Crown Allotment 7 Section 26 Township of Woodend, 30 Brooke Street, Woodend, subject to the following conditions:

1. Before the commencement of any works, amended plans must be submitted to and approved to the satisfaction of the Responsible Authority. The amended plans must be drawn to scale and an electronic copy must be provided. The plans must be generally in accordance with the plans submitted and assessed with the application but modified to show:
  - a) Revised Function Centre patron numbers on Ground Floor Plan in accordance with Condition 5;
  - b) Relocate bicycle racks adjacent to the loading bay to along the building's Brooke Street frontage;
  - c) A Parton Management Plan in accordance with Condition 23;
  - d) A Roadworks Site Plan in accordance with Condition 24; and
  - e) A Landscape Plan in accordance with Condition 34.

When approved, these plans will be endorsed and will form part of this permit.

2. The use as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
3. The existing Blue Gums street trees directly along the subject site Brooke Street frontage nominated to be removed are to be removed by a suitably qualified arborist at the cost of the permit holder.

### Land Use

4. The use is only permitted between the following hours:
  - a) Restaurant Use:
    - Sunday to Thursday (Inclusive) 8am – 10pm;
    - Friday and Saturday (Inclusive) 8pm – 11pm;
  - b) Bar Use:
    - Sunday to Thursday (Inclusive) 3pm – 10pm;
    - Friday and Saturday (Inclusive) 3pm – 1am;
  - c) Office Use:
    - Monday to Friday (inclusive) 6am – 7pm;
  - d) Function Centre Use:
    - Sunday to Thursday (Inclusive) 7am – 11pm;
    - Friday and Saturday (Inclusive) 7am – 12am midnight;
  - e) Market Use open to the public:
    - Saturday and Sunday (inclusive) 8am – 4pm;

- **With the exception, Saturday or Sunday for no more than four (4) times per calendar year, 8am – 9pm;**
5. **No more than the maximum number of patrons to each of the following uses may be present on the land at any one time:**
- a) **Restaurant Use:**
    - **No more than 100 patrons**
  - b) **Bar Use:**
    - **No more than 200 patrons**
  - c) **Function Centre Use:**
    - **No more than 200 patrons**
  - d) **Market Use:**
    - **No more than 40 stalls**

#### **Liquor Licence**

6. **The sale and consumption of liquor may only occur between the hours specified for each respective Restaurant, Bar and Function Centre use.**
7. **The sale and consumption of all liquor may only occur within the endorsed red line area.**

#### **Noise and Amenity Management**

8. **The provisions, recommendations and requirements of the Acoustic Report prepared by Clarity Acoustics, Report number R01 Reve1 19037 dated 18 June 2019, must be implemented and complied with to the satisfaction of the Responsible Authority.**
9. **Within three (3) months of the commencement of all uses allowed by this permit an acoustic report prepared by a suitably qualified acoustic consultant must be prepared and submitted to the Responsible Authority which assesses compliance with SEPP N-2 to its satisfaction. If, there is non-compliance, further works must be implemented immediately to ensure compliance with SEPP N-2. The Acoustic Report to be available for public viewing.**
10. **Noise emitted from the premises must not exceed the permissible noise levels determined in accordance with the State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1 (as amended).**
11. **Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Control of Music Noise from Public Premises), No. N-2 (as amended).**
12. **No live music or live entertainment pre-recorded or amplified music may be played outside the building at any time. No speakers may be sited outside the premises to the satisfaction of the Responsible Authority.**

13. **Air-conditioning and other plant and equipment installed on the subject building shall be positioned and baffled so that noise disturbance is minimised and appropriately screened from public view, to the satisfaction of the Responsible Authority.**
14. **All security alarms or similar devices installed on the land must be of a silent type to the satisfaction of the Responsible Authority.**
15. **Main frontage entrance doors must be closed before 9pm any day of the week to limit noise.**

#### **Security and Management**

16. **Video cameras must be installed in positions where they are capable of recording activity at all entrances and in all entry foyers and must be operated at all times when the venue is open to the public to the satisfaction of the Responsible Authority. Video records must be kept for at least one month and made available for viewing or removal at all times by a Police Officer, an officer of the Liquor Licensing Commission authorised under Section 154 of the Liquor Control Act 1987 or an authorised officer of the Responsible Authority, all to the satisfaction of the Responsible Authority.**
17. **There must at the times applicable to the permit, be present on the land a person above the age of 18 years, who has been authorised by the occupier of the land and that person will be responsible for the good conduct of patrons arriving, using or leaving the land, (For the purposes of this permit, this person is known as "the Manager").**
18. **The Manager must be authorised to make any statement on behalf of the occupiers to any "authorised officer" of the Responsible Authority, any "authorised officer" of Liquor Licensing Victoria or to any member of the Victoria Police Force regarding compliance with this permit.**
19. **The Manager must ensure that no disturbance emanates from the land or occurs within the immediate environs of the land, which would be likely to cause a nuisance to the adjoining occupiers or be a detriment to the amenity of the neighbourhood.**
20. **The Manager must take all reasonable action to ensure that no alcohol is consumed outside the permitted red-line areas.**
21. **The operator and/or security staff must request patrons to not congregate on the footpath, in front of the premises when required.**
22. **Security or staff are to patrol the front of the premises for 30 minutes after the close of the venue to ensure that patrons do not congregate on the footpath.**

## **Patron Management**

- 23. Prior to the commencement of the use a Patron Management Plan must be provided and must include (but not limited to) the following:**
- **Details of the liquor licence sought including type of licence;**
  - **Details of the hours of operation of the premises;**
  - **Details of any proposed special events and specific management strategies for dealing with such special events;**
  - **Security arrangements (if any);**
  - **Strategies for dealing with intoxicated, drunk and disorderly patrons;**
  - **Details of the maximum number of patrons to be permitted on the premises;**
  - **General rubbish storage and removal arrangements including hours of pick up;**
  - **Bottle storage and removal arrangements including hours of pick up;**
  - **Noise reduction measures (if applicable);**
  - **Processes in place for limiting noise such as music, emptying bins, generators and from patrons in and around the licenced venue;**
  - **Processes for managing litter in and around the venue;**
  - **Details of patron and resident management regarding outdoor areas to minimise impacts on the amenity of nearby properties;**
  - **Evacuation procedures.**

**This Patron Management Plan will be an endorsed and be an enforceable document.**

## **MRSC Engineering Conditions**

- 24. Prior to the commencement of works, a Roadworks Site Plan must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of this permit. The plans must show:**
- a) **Four (4) accessible car parking spaces in accordance with Australian Standard AS/NZS 2890.6: 2009 at the site frontage.**
  - b) **New concrete footpath including kerb ramps at the southern side of Brooke Street, between Wood Street and Bowen Street.**
  - c) **New angled car parking spaces with sealed surface and line marking at the following locations:**
    - i. **Southern side of Brooke Street;**
    - ii. **Northern side of Brooke Street between property No. 25 and 33 Brooke Street, inclusive.**
  - d) **New angled car parking spaces with crushed rock surface and parking bay at the following locations:**
    - i. **Western side of Bowen Street, between Brooke Street and Ligar Street;**
    - ii. **Eastern side of Wood Street, between No. 12 Wood Street property and Brooke Street.**
  - e) **Modification and/or upgrade of the existing road/stormwater drainage system to make way for the new car parking spaces.**

- f) **New public street lighting to Australian Standards at the following locations:**
    - i. **South-eastern corner of Brooke Street and Wood Street intersection;**
    - ii. **South-western corner of Brooke Street and Bowen Street intersection.**
  - g) **Location of Western Water stand pipe and FlexiRide bus stop.**
25. **Prior to the commencement of use, all works identified in the roadworks plan must be undertaken or completed to the satisfaction of the Responsible Authority.**

**Detailed construction plans for the above works must be submitted to and approved by the Responsible Authority. The plans must show all new assets as specified above including existing assets such as utility, pits, pipelines, table drain, trees, property access, poles etc. Existing and proposed surface levels must be shown.**

26. **Prior to the commencement of works, an “Asset Protection Permit” must be obtained from Council for any of the following circumstances:**
- a) **Entering a building site by means of a motor vehicle having a gross weight exceeding two tonnes.**
  - b) **Occupying a road for works.**
  - c) **Connecting any land to a stormwater drain.**
  - d) **Opening, altering or repairing a road.**
  - e) **Opening, altering or repairing a drain.**
  - f) **Accessing a building site from a point other than a crossover.**
  - g) **Construct/repair/widen/remove any crossover.**
27. **Prior to the commencement of works, a Construction Management Plan must be submitted to and approved by the Responsible Authority. The management plan must show:**
- a) **Measures to control erosion and sediment and sediment laden water runoff including the design details of structures.**
  - b) **Dust control.**
  - c) **Where any construction wastes, equipment, machinery and/or earth is to be stored/stockpiled during construction.**
  - d) **Where access to the site for construction vehicle traffic including parking will occur.**
  - e) **The location of any temporary buildings or yards.**

**Development works on the land must be undertaken in accordance with the endorsed Construction Management Plan to the satisfaction of the Responsible Authority.**

28. **At least 14 days prior to commencement of works, a Site Management Plan must be submitted to and approved by the Responsible Authority. The Site Management Plan must contain the following:**
- a) **Name and contact details of appointed Civil Contractor and Superintendent.**

- b) Existing conditions survey of all existing assets including private properties.**
- c) Construction Management Plan.**
- d) Traffic Management Plan.**
- e) Environmental Management Plan.**
- f) Occupational Health & Safety and Job Safety Analysis Plans.**
- g) Council issued Asset Protection Permit.**
- h) Council approved Engineering Plans.**

**All works must be carried out generally in accordance with measures set out in the above documents approved by the Responsible Authority.**

- 29. Prior to the commencement of use, a non-refundable deposit of \$10,000 must be paid to Council to upgrade the unsealed section of Wood Street, between Brooke Street and Urquhart Street.**
- 30. Prior to the commencement of use, the development is to be provided with a drainage system to a design approved by the Responsible Authority and such that:**
  - a) Stormwater runoff from all buildings, tanks and paved areas are drained to a legal point of discharge.**
  - b) All drainage courses or outfall drainage lines required to the legal point of discharge and which pass through lands other than those within the boundaries of the site must be constructed at no cost to the Responsible Authority.**
  - c) Provision for stormwater runoff from external upstream catchment through the subject land such that the development is not flooded by 1 in 100 year ARI flow.**
  - d) Details of any pollution control device to intercept litter, grease etc. to be generated from the site.**
  - e) Stormwater quality treatment system that meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater - Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999). Alternatively, payment of the stormwater quality offset contribution to the Responsible Authority.**
- 31. Detailed construction plans for the above works must be submitted to and approved by the Responsible Authority.**
- 32. The development is to be constructed in accordance with Macedon Ranges Shire Council's Policy Engineering Requirements for Infrastructure Construction (June 2010).**
- 33. No polluted and/or sediment laden runoff is to be discharged directly or indirectly into drains or watercourses. Soil erosion control measures must be employed throughout the development works in accordance with Construction Techniques for Sediment Pollution Control (EPA 1991) and Environmental Guidelines for Major Construction Sites (EPA 1995) to the satisfaction of the Responsible Authority.**

## **MRSC Parks and Gardens Conditions**

- 34. Before the use starts, or any trees or vegetation removed, a landscape plan (an electronic copy) prepared by a suitably qualified person or firm shall be submitted to and approved to the satisfaction of the Responsible Authority. The plans must be drawn to scale, with dimensions, and be generally in accordance with the plans submitted with the application but modified to show:**
- a) Street Planting along Brooke Street frontage of five (5) advanced trees;**
  - b) Street Planting to be no closer than 1.2 metres from back of kerb;**
  - c) A plant schedule nominating tree species, that are planted at minimum height 1.6metres and 45 Litre pots;**
  - d) Use of native vegetation species; and**
  - e) Include the following notations:**
    - It is the responsibility of the contractor to confirm the location of all underground services prior to commencement of any excavation.**
    - Tree planting is to occur between April & September to maximise establishment and survival.**
    - An advanced Tree Planting Detail with a minimum 52L Greenwell water saver and three (3) hardwood stakes.**

**Once approved these plans become the endorsed plans of this permit. Landscaping in accordance with this approved plan and schedule shall be completed before any of the uses commence.**

### **Permit Expiry**

- 35. This permit will expire if one of the following circumstances applies:**
- a) The use is not commenced within two (2) years of the date of this permit;**
  - b) The use is discontinued for a period of two (2) years.**

**Before the permit expires or within six (6) months afterwards the owner or occupier of the land may in writing request the responsible authority to extend the expiry date.**

### **Permit Notes:**

- Future owners of the land must be made aware of the existence of this permit.**
- A liquor licence must be obtained from the Victorian Commission for Gambling and Liquor Regulation in accordance with the provisions of the Liquor Control Reform Act 1998.**
- No assessment has been made of the proposal's compliance with The Tobacco (Amendment) Act 2005 and it is recommended that the applicant obtain independent advice in this regard.**
- Any smoking area must comply with the requirements of the Tobacco Act 1987.**



- **The premises must comply with the Public Health and Wellbeing Act 2008 and the Food Act 1984 (where applicable) and associated Council Local Laws. Council's Environmental Health Department should be contacted on (03) 5422 0333 regarding these requirements.**
  - **A Build Over Easement permit must be sought for any building or structure to be built over an easement in favour of Macedon Ranges Shire Council.**
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## **Existing conditions and relevant history**

### Subject land

The subject site is located on the south-side of Brooke Street, between Wood Street and Bowen Street. It is centrally located within the industrial zoned (INZ3) precinct. The subject site is 857m<sup>2</sup> in size with an existing dilapidated large warehouse building occupying 80% of the site area.

The subject site was previously used for the Macedon Ranges waste transfer station with no car parking provisions on the site. The site is currently vacant in use, however contains the large warehouse building. The subject site does not adjoin a sensitive use or zone and is buffered from all sides by existing industrial used buildings. Along the subject site frontage there are five, Council-owned mature blue gum trees reaching the height of warehouse building.

### Surroundings

To the west side of the subject site along Brooke Street is a public water pump managed by Western Water and a public Bus Stop (no shelter). The roads within the Industrial Zone precinct are either sealed or unsealed with informal road reserve parking spaces, within the exception of the north side of Brooke Street north side - opposite the subject site - which has a small section of formalised 90-degree angle parking. Informal car parking is located directly in front of the subject site.

Brooke Street becomes Mount Macedon Road east-bound and is an active west-east bound thoroughfare attracting frequent use from both commercial and residential vehicles.

An eclectic mix of existing uses are located within the Industrial precinct, with majority of the allotments averaging 1,000 sqm in size. The uses identified are low impact industry and commercial uses comprising the following:

- A Vet
- A childcare centre
- Warehouses
- Restoration furniture and retailer
- Auction venue
- Motor Repairs
- Stock feed/ pet store (shop)
- A number of lots with buildings which appear un-used or used for storage
- A few residential dwellings

Beyond the Industrial precinct, the most prominent land use is residential. There are examples of other uses that sit amongst these residential areas. For example, Macedon Ranges St Ambrose Parish School which is located approximately 362 metres north and an Aged Care Facility approximately 475 metres south of subject site.

**Registered restrictive covenants and/or Section 173 Agreements affecting the site**

The subject site is not affected by a restrictive covenant or Section 173 Agreements.

**Previous planning permit history**

A search of Council's records has found the following permit history:

<b>Permit No.</b>	<b>Description</b>
PLN/2013/150A	Use of existing building for a Transfer Station and Depot for refuse vehicles
PLN/2013/150	Use of existing building for a Transfer Station and Depot for refuse vehicles
PLN/2013/403	Boundary Re-alignment
PLN/2012/440	Loading and Unloading of Recycled Products

**Proposal**

It is proposed to re-purpose the existing building on the site subject to operate as a Market, Restaurant, Function Centre, Bar and Office. Each use is afforded with different operation hours and patron capacity which are listed below.

In addition, the proposal:

- seeks a liquor licence for the Restaurant, Function Centre and Bar uses,
- a full reduction of car parking requirement and
- removal of 5 Blue Gum council owned street trees located along the Brooke Street frontage.

The existing building façade alterations include a new front door opening and re-purposing the existing signage. Internal works will comprise creating a mezzanine level which is to be occupied by the Bar and Office uses. The building footprint is not extended and therefore there is no building and works permit trigger as part of this application.

The Market would have an artisan identity to showcase and sell locally made products.

Proposed hours of operation and patron numbers are as follows:

Use	Level	Patron numbers	Hours of operation - weekdays (days)	Hours of operation - weekdays (nights)	Hours of operation - weekend (days)	Hours of operation - weekends (nights)	Hours of operation - weekend (days)	Hours of operation - weekends (nights)
Market	ground level	40 stalls	-	-	8am - 4pm	4pm - 9pm	8am - 4pm	4pm - 9pm
Restaurant	ground level	100 patrons	8am - 5pm	5pm - 10pm	8am - 4pm	4pm - 11pm	8am - 4pm	4pm - 10pm
Function Centre	ground level	365 patrons	on request	on request - midnight	on request	on request - 1am	on request	on request - midnight
Bar	mezzanine level	200 patrons	3pm-5pm	5pm- 10pm	12pm - 4pm	4pm - 1am	N/A	4pm - 1am
Office	mezzanine level	2x (80sqm and 145sqm)	8.30 am - 5.30pm	N/A	N/A	N/A	N/A	N/A

### Relevant Macedon Ranges Planning Scheme controls

#### Section 46AZK of the Planning and Environment Act 1987

Section 46AZK of the Planning and Environment Act 1987 requires Council as a Responsible Public Entity to not act inconsistently with any provision of the Statement of Planning Policy (SOPP) in exercising decision making powers. Attachment 2 contains the officer assessment against the SOPP.

#### Planning Policy Framework (PPF)

Clause No.	Clause name
11-03-3S	Peri-Urban Areas
12	Environmental and Landscape Values
15	Built Environment and Heritage
17	Economic Development

#### Local Planning Policy Framework (LPPF)

Clause No.	Clause name
21	Municipal Strategic Statement
21.02	Key Issues and Influences
21.03	Vision – Strategic Framework Plan
21.04	Settlement
21.05	Environment and Landscape Value
21.07-3	Water
21.08-3	Built Environment
21.13-3	Woodend

#### Zoning

Clause No.	Clause name
35.03	Industrial Zone – Schedule 3 (INZ3)

#### Overlay

Clause No.	Clause name
42.01	Environmental Significance Overlay - Schedule 4 (ESO4)

#### Particular Provisions

Clause No.	Clause name
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52.05	Signs
52.06	Car Parking requirements
52.34	Bicycle Facilities
52.27	Licensed Premises
71.02-3	Integrated decision making

#### General Provisions

Clause No.	Clause name
65	Decision Guidelines
66	Referral and Notice Provisions

#### Cultural Heritage Management Plan assessment

	Assessment criteria	Assessment response
1	Is the subject property within an area of cultural heritage sensitivity as defined within the cultural heritage sensitivity mapping or as defined in Part 2 Division 3 or 4 of the Aboriginal Heritage Regulations 2018?	No
2	Does the application proposal include significant ground disturbance as defined in Regulation 4 Aboriginal Heritage Regulations 2018?	N/A
3	Is the application proposal an exempt activity as defined in Part 2 Division 2 Aboriginal Heritage Regulations 2018?	N/A
4	Is the application proposal a high impact activity as defined in Part 2 Division 5 Aboriginal Heritage Regulations 2018?	N/A

Based on the above assessment, a cultural heritage management plan is not required in accordance with Part 2 Division 1 Regulation 7 Aboriginal Heritage Regulations 2018.

#### Referral

Authority (Section 55)	Response
Western Water	No response
Goulburn Murray Water	No objection. No conditions

Authority (Section 52)	Response
MRSC Engineering	No objection, subject to conditions.
MRSC Waste Management	No objection. No conditions.
MRSC Parks & Gardens	No objection, subject to conditions.
MRSC Economic Development	No objection.

#### Advertising

The application was advertised by displaying a sign on site and by letter as registered post to surrounding land owners and occupiers. Six (6) support submissions were received, and twenty-one (21) objections expressing a range of concerns largely oriented to amenity and car parking impacts. The objections are addressed at a later section of this report.

### **Officer assessment**

The following assessment has been made against relevant Planning Provisions.

#### **Planning Policy Framework**

Planning policy promotes growth and development of settlements within peri-urban areas, while maintaining their attractiveness and amenity on land which has been identified and zoned as appropriate for residential development.

*Clause 15 Built Environment and Heritage* relates to urban environments and requires the provision of good quality environments with supporting and protecting neighbourhood character, cultural identity, and sense of place. Some strategies of note are:

- Urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.
- Ensure the interface between the private and public realm protects and enhances personal safety.

The proposal contributes to the sense of place and cultural identity by its unique mix of complementary uses within existing warehouse building. Proposed exterior works to the existing building offers a new pedestrian friendly scale. The proposed works to the streetscape including footpaths, formalised car parking spaces, replacement of street trees in poor condition with new street trees to Council's choosing, installation of street lighting, are all design elements that would improve the interface between the subject site and public realm and protect and enhance public safety to a streetscape that is otherwise unmaintained.

*Clause 17 Economic Development* relates to strengthening and diversifying the economy with encouraging tourism, development that meets the community's needs for retail, entertainment, office and other commercial services, provide net community benefit in relation to their viability, accessibility and efficient use of infrastructure. Some relevant strategies are:

- *Promote tourism facilities that preserve, are compatible with and build on the assets and qualities of surrounding activities and attractions.*
- *Protect and strengthen existing and planned employment areas and plan for new employment areas.*
- *Facilitate growth in a range of employment sectors, including health, education, retail, tourism, knowledge industries and professional and technical services based on the emerging and existing strengths of each region.*
- *Improve access to jobs closer to where people live.*
- *Create innovative tourism experiences.*
- *Encourage investment that meets demand and supports growth in tourism.*

The proposal offers an opportunity to strengthen the existing and planned employment area of the Woodend industrial precinct with new employment opportunities for local residents. This would facilitate the growth in retail and tourism, two key industries that are prominent to the Shire, and particularly Woodend township.

#### **Local Planning Policy Framework**

The assessment has regard to the following Local Policies:

*Clause 21.10 Economic Development and Tourism.*

This policy identifies the Shire's important economies as retail, commerce, industry and tourism. The policy objectives are:

- *To increase local commercial and industrial employment opportunities within the Shire.*
- *To maintain the amenity of the areas interfacing with industrial and commercial uses and the quality of the rural environment.*
- *To enhance the tourism potential of towns within the municipality.*
- *To encourage sustainable tourism growth compatible with the cultural and natural values of the Shire.*

The proposal improve the precinct's economic activities by injecting local employment opportunities that will appeal to the diverse demographic population of the Woodend Township. The mix-use style proposal would be attractive to both the local population and tourists looking for unique environment to enjoy activities and experience localised talents from the market. This proposal enhances Woodend Township characteristic giving the township another key reason to visit and work.

The proposal supports the sustainability and viability of existing commercial businesses who also cater for and/or take benefit from the same or similar clientele as this proposal would generate. This is evidenced by the submissions of support from surrounding businesses who indicated cross-business benefits.

*Clause 22.06 (Design of Industrial and Commercial Development*

The objectives of this policy are:

- *To facilitate the development of functional, well serviced, amenable and attractive industrial and commercial areas that have regard to their local context.*
- *To ensure industrial and commercial development reinforces the preferred visual character of the Macedon Ranges Shire townships and complements the desired rural character adjoining townships and key road gateways and corridors.*

Some relevant strategies are:

- *Accommodate the functional needs of industry and commerce, including providing appropriate site layout, car parking provision and access.*
- *Be attractive and provide amenity (including a safe public realm) for workers and visitors to the areas with attention to matters such as pedestrian circulation, transport access, landscaping and open space.*
- *Minimise negative amenity impacts on nearby residential and rural areas through measures such as setbacks, landscaping and fencing;*
- *Contribute to a sustainable environment, with attention to matters such as energy efficiency, sustainable transport modes, and vegetation protection and enhancement.*
- *Contribute to attractive township edges and gateways.*

Through series of the recommending conditions, the public realm directly in front of the subject site will be transformed to provide attractive and a safe space capable of supporting vehicle and pedestrian movements. Suitable transport modes options are available with direct street frontage access to a FlexiBus bus stop and the proposed installation of on-site 15 bicycle spaces for employees and visitors.

The proposal is a good example of re-purposing an existing large building, by making improvements to the external façade to deliver an attractive main entrance frontage, while contributing to the upstaging the industrial precinct's overall appearance. Improvement to the external building façade is evident with use of wood and metal to give the building a contemporary yet rural character. The façade's rural character appearance is cohesive and reinforcing of Woodend's rural character identity. This is particularly important given the subject site is located at a key gateway into Woodend township. The design is considered to respond to the site context and is not invasive whilst protecting residential amenity.

*Clause 21.13-3 Local Areas and Small Settlements: Woodend*

This policy identifies the following relevant key characteristics and objectives to Woodend.

Objective 7 Economic development is of particular relevance. The Objective is:

*To reinforce the retail and commercial role of the town centre while retaining and enhancing its character and functionality.*

Relevant Strategies are:

- *7.1 Support new commercial and business development that retains the existing compact form of the 'bridge to bridge' town centre and avoids expansion along major entry roads.*
- *7.2 Maintain the Commercial 1 Zone as the focus of retail and commercial activity in the town centre, and avoid retail within the Industrial 3 Zone that will undermine the viability of the town's commercial core.*
- *7.3 Within the Industrial 3 Zone: Support retail uses that cannot easily be accommodated within Woodend's retail core due to their large floor area requirements for the handling, display or storage of goods. Require design outcomes that respect and improve the interface with surrounding non-industrial uses by providing a transition in height to the surrounding non-industrial properties.*

Woodend's town centre has a village component/character to it. Commercial properties are also small and streetscape facing. This limits the potential commercial activity available within the commercial core. The proposal is not considered to undermine viability of the town's commercial core, as Woodend core commercial centre focus is on café and shops, whereby the proposal offers varied uses that would not be competitively viable within existing commercial core. The Function centre and Market Use are more compatible in areas away from established fined grained retail streetscapes and located within areas where there are larger allotments and less amenity impact potential, such as in the Industrial 3 Zone.

Reorienting the proposed mix use establishment along the High Street would likely impose urban character concerns and severe car parking frictions with the existing retail development.

The proposed external façade improvements would improve the interface with the surrounding non-industrial uses. In addition, a series of the conditions on permit would add improvements to public realm complementing proposed external façade improvements.

Strategy 7.3 specifically allows for retail uses such as proposed that cannot easily be accommodated within Woodend's retail core due to their large floor area requirements.

### **Industrial Zone – Schedule 3**

The proposal is considered to be compatible with the purpose of the Industrial Zone Schedule 3. This zone, as well as relevant policies and strategies, encourage 'buffer' land uses that differentiate between heavier industrial uses and land uses which are deemed more compatible with residential areas. While the proposal is not strictly 'light industry', it is not uncommon in Industrial Zoned Schedule 3 land to find a range of commercial uses, such as dance schools, gyms, education centres, indoor play centres, child care centres, shops, offices, supermarkets, and ancillary food and drinks premises. These uses are attracted to Industrial Zoned Schedule 3 precincts by the way that it offers larger lot sizes and ability to omit noise with reduced impacts to surrounding residential neighbours.

The subject site is located centrally within the industrial zoned precinct. There is existing industrial built form surrounding the subject site which acts both as visual and noise buffer to the residential zoned area that lie further away adjacent to the precinct.

In assessing and managing amenity the following considerations were made:

- The proposal includes internally renovating the existing building with acoustic measures as recommended by a qualified Acoustic Engineer.
- All proposed uses are contained within the building, except for the restaurant which includes outdoor seating facing Brooke Street.
- Operating hours within industrial areas cannot be expected to be confined to only day time hours. The Industrial Zone seeks to be have commercial activities, and those activities are expected to have longer operating hours. There is however, scope to reduce the operating hours of the Function Centre and frequency of night time market trade through conditions via permit conditions. This would be particularly important to ensure uses are closed as suitable allowing staggered operating times to assist with dispersion of patrons leaving the premises in the evening times.
- Patron behavior entering and exiting the site can be managed by a patron management plan and security management conditions to any permit granted.

### **Environmental Significance Overlay – Schedule 4**

The Environmental Significance Overlay seeks to ensure the protection and maintenance of water quality and water yield within the Eppalock Water Supply Catchment Area. The impact of any removal of vegetation (native or non-native) must be considered within this overlay.

The proposal seeks to remove 5 Blue Gum trees directly along the Brooke Street frontage of the site subject.



MRSC Parks and Gardens and the relevant water authorities had no objection to the removal of the street trees. MRSC Parks and Gardens is supportive to the removal of these planted trees subject to a minimum of 5 replacement trees to be planted along the Brooke Street frontage.

There are no residential street trees removed as part of this proposal, contrary to an objector concern raised.

The proposal is considered to be acceptable under the provisions of Environmental Significance Overlay.

### **Signs**

The proposal seeks to reuse the existing “Old Factory” sign. The sign is a long standing character feature of the town’s landscape. By re-purposing the sign it is another conscious design decision to ensure the proposal sensitively transitions from previous uses and celebrates the history and culture of Woodend’s urban character.

There is no permit trigger for signage due to reuse of existing signage.

### **Car Parking**

The proposal relies on the nearby roads for car parking and requests a full reduction in a car parking requirement (451 spaces). This figure is based on all uses operating at once and at full capacity. However, this would not occur as the proposed hours of operations differ for each use. This allows the demand for parking to be managed through the course of the day and during the week. It is noted that the Market use is only open on the weekends which, by prescribed calculations, generates the largest percentage of car parking demand and the Office use only operates on weekdays. Further, it is noted that the operating hours, and in particular the closing times, are staggered across the uses to allow for optimum patron/traffic management entering/exiting the area.

The proposal is accompanied by a Traffic and Transport Assessment Report prepared by Impact. The report evaluated that there are 241-265 car parking spaces available within the Industrial zone blocks at any even time. The under-utilised car parking spaces is a clear opportunity for new uses, such as the proposal to benefit from.

The various proposed uses’ car parking demands are spread across the day and week, with an increase in demand over the weeknights and weekends. Other existing uses in the precinct are not trading on weeknights and/or weekends as they have more traditional business day/hours. Further, it is noted that the majority of the existing uses within the precinct have on-site car parking.

The proposed staggered hours of operation and varied peak car parking demand is a positive element to the proposal’s compatibility to industrial precinct. The proposed uses would also encourage consumer multi-purpose trips that would ease the overall demand.

However, while there is a good level of public spaces able to absorb the demand, it is recognised that their high car parking demand in the evenings may result in the side residential streets having to absorb the residual demand.

This is considered unfavourable for residential amenity outcome and as such, it is recommended that the Function Centre patron numbers be reduced from 365 to 200; almost a 50% reduction. Further it is recommended that the Function Centre's hours of operation are reduced on the weekends from 1 am to 12midnight. These additional measures would assist with the dispersion of car parking demand and amenity impacts.

The proposal also provides on-site bicycle parking spaces and FlexiRide bus service is sited directly in the front site, making excellent sustainable alternative transport modes to private vehicles.

Council's Engineering Department have reviewed the application and raised concerns with the number of suitable car parking spaces available proximate to the site that are designed to Council's standards, incomplete pedestrian walking connections and pedestrian safety. These concerns can be addressed by the following recommended permit conditions:

- Install sealed car parking areas along both sides of the Brooke Street
- Install unsealed crushed rock car parking areas along Wood Street and Bowen Street.
- Install footpaths connection along Brookes Street and Wood Street
- Install street lighting along Brooke Street intersection with Wood Street and Bowen Street
- Modification to drainage pipe
- Cash payment of \$10,000 as contribution to resealing of the north side of Wood Street.

All infrastructure works are to be completed at the cost of the permit applicant. The cash payment contribution is required given the assessment that the current unsealed condition of Wood Street would not be able to sustain the expected traffic generated by this proposal. Potential amenity impacts would be mitigated by the Engineering department's requirement for a partial monetary contribution towards the reseal of this road.

The formalised car parking areas would satisfy over and above the Restaurant and Office uses' car parking prescribed requirements. These uses are considered to have a lower demand during weekdays with lower occupancy when existing uses in the precinct are trading which have a high car parking demand.

Brooke Street road infrastructure has notably deteriorated. This is also highlighted by some of the objectors raising concerns. The engineering conditions will resolve this concern.

Above all, the Engineering Department's conditions not only support the proposal, but will also have dramatic improvements to existing business and potentially present new business prospects for the precinct.

### **Bicycle Facilities**

Pursuant to Clause 52.34-5, the proposal requires five (5) employees and seven (7) visitor bicycle spaces. A total of fifteen (15) bicycle spaces are provided including five (5) secure employee spaces. A shower room is provided adjacent to the employee spaces.

Ten (10) visitor bicycle spaces are proposed adjacent to the loading area. These spaces should be relocated away from the loading area to the west, between the two entries. Amended plans will be required by condition to ensure the relocation of the bicycle spaces.

### **Licensed Premises**

The proposal includes a liquor licence (on premise licence) for the Function Centre, Restaurant and Bar. The proposal has been assessed against the requirements of Clause 52.27 and it is considered generally satisfactory. The site is located in an Industrial Zone 3 with non-sensitive interfaces which is well suited for licenced premises. Liquor consumption is contained within the existing building, with the exception of to the Restaurant outdoor eating area which fronts Brooke Street. There are no other liquor licences within 100 metres of the subject site. There is no cumulative impact formed by this request for the liquor licence at this location.

With respect to the potential social impacts associated with a licenced premise of this nature being located in proximity to residential uses it is considered that the proposal is acceptable, subject to amenity and security permit conditions. This would assist in avoiding any unfavourable behaviour externally within the public realm.

It is envisaged that the proposed liquor consumption would mainly orientate in the evening and weekends when existing uses, when the existing childcare centre on Wood Street would not be operating. Therefore any impacts are considered to be minimal.

It should be noted that all staff employed by restaurant, bar and function centre who are involved in the sale of liquor are required to attend mandatory Responsible Service of Alcohol training which educates staff and licensees about issues such as problems associated with excessive consumption of alcohol, legal requirements for alcohol consumption, their responsibilities as licensees and handling difficult customers (source – *Victorian Commission for Gambling and Liquor Regulation website*).

### **Response to Objector concerns**

<b>Objection</b>	<b>Officer Response</b>
Non-compatible to Zone	See Industrial Zone heading of this report for more comment.
Non-compatible with Woodend Character Study	See Local Policy Framework heading of this report for more comment.

<ul style="list-style-type: none"> <li>• Traffic impacts</li> <li>• Increase in car parking space demand.</li> <li>• Limited availability</li> <li>• Accumulative traffic impacts to existing school traffic</li> </ul>	<p>The application has been reviewed by Council's Engineering department who have no objection to it. Permit conditions are recommended to manage the expected increase in traffic and car parking demand, and ensure pedestrian safety.</p> <p>Car parking demand for this proposal is not high during the day time hours, in contrast to surrounding existing uses, including the school would generate higher car parking demand during day times.</p> <p>It is noted the school is located outside the industrial precinct. It is not envisaged for the proposal to impact car parking availability to uses outside the precinct.</p> <p>The precinct has abundant capacity to absorb surplus on street car parking.</p>
<p>Noise amenity</p>	<p>The proposal is located within the industrial precinct where noise is to be expected to be higher compared to residential areas.</p> <p>The proposal has sought to mitigate any unreasonable level of noise impact by retrofitting the existing building area within Function Centre with noise attenuation methods.</p> <p>The subject site is buffered by adjoining existing buildings on all sides mitigating the transfer of noise.</p> <p>It is recommended that EPA noise conditions are included to any permit granted. Officers have taken into consideration the site context, subject site proximity to the neighbouring residential zoned area and existing built form, and acknowledges that the residents in dwellings who interface or reside within Industrial Zoned areas could expect to have different level of amenity than what one would otherwise expect if located entirely within a residential zone. This same reasoning would also apply to residents interfacing or located within a commercial zone.</p>
<p>Quality of life</p>	<p>The proposal is located within an industrial precinct whereby commercial uses are expected.</p> <p>It is noted that dwelling residents within the precinct or directly adjacent do not afford the same amenity value of those living entirely within a residential zoned area.</p>

Influx of people	The subject site is located within the Industrial Zone. In these zones it is expected to have people activity. This a dedicated employment area.
Non compatible use with existing dwellings (particularly late operating hours)	The proposal is located within an industrial precinct whereby commercial uses are expected.  It is noted that dwelling residents within the precinct or directly adjacent do not afford the same amenity value of those living entirely within a residential zoned area.  Further, recommendation of hours of operation have been imposed to achieve a balance between the zone purposes, which includes commercial activities and providing suitable level of amenity to dwelling residents in an out of the industrial precinct.
Security to residential areas	By way of conditions, a patron and security management plan is recommended to form part of the any granted permit.
Liquor within proximity to a childcare centre Inappropriate use adjacency to childcare centre	By way of conditions, a patron and security management plan is recommended to form part of any granted permit that will assist in this regard. The nominated licenced areas are to the front of the subject site facing Brooke Street, and internal to the building with the exception of the restaurant outdoor dining area. The subject site is buffered by several buildings, making any direct visual connection between patrons on premises with childcare centre not possible.
Pedestrian safety during evenings	Council's Engineering department have recommended street lighting to be installed to improve pedestrian safety.
Pedestrian safety with parking next to bus stop	Council's Engineering department requires a detail Brooke Street car parking and pedestrian plan to ensure car parking location to existing infrastructure is avoided.
Further impacts to an already deteriorated road and car parking infrastructure	Council's Engineering department have recommended a series of the road and car parking upgrades delivering profound improvement to the existing deteriorated road and car parking infrastructure.
Brooke Street tree removal. Native birds nest lost.	Street trees to be removed are located on Council land. Council's Parks and Gardens had no objection to the removal of these trees subject to 5 replacement trees as condition to any permit granted.
Tree removal to make for street parking within the residential streets	No street trees other than the 5 blue gum streets are proposed to be removed. No residential street trees will be removed as part of this application.

It is also acknowledged that the application receive support from residents both within the industrial zone estate and residential zoned area beyond, who included comments relating to improvement of the overall amenity of the area and cross-business benefits.

**Officer declaration of conflict of interest**

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

**Conclusion**

The key consideration for this proposal is its compatibility with the zone and policy objectives, and physical environment regarding the surrounding existing uses within industrial precinct and surrounding residential area beyond the industrial precinct. There is firm nexus between the proposal and objectives of the relevant planning policy, local policy, zone and overlay provisions under Macedon Ranges Planning Scheme. The positive contribution this proposal offers to the Woodend Industrial precinct’s vibrancy and economic sustainability are factors acknowledged.

There are notable two key elements: car parking demand and noise management, which have been highlighted as matter of importance to address. A series of the road infrastructure works to improve car parking provisions are recommended to satisfy an acceptable outcome given the anticipated car parking demand.

The proposal provides for acceptable use to the subject site and industrial precinct as a whole and is highly supported by Planning and Local Policy and is therefore recommended for support.

<b>PE.2</b>	<b>2020/21 MACEDON RANGES EVENTS AND FESTIVALS GRANT PROGRAM</b>
<b>Officer</b>	<b>Nicole Pietruschka, Events and Festival Officer</b>
<b>Council Plan Relationship</b>	<b>Enhance the social and economic environment, Promote health and wellbeing</b>
<b>Attachments</b>	<b>Events and Festivals Grant Program 2020/21 Guidelines</b>

### **Purpose and Overview**

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

The 2020/21 program has an approved \$75,000 budget and offers a range of in-kind support.

This report details the process of evaluation in accordance with the program guidelines and lists the events recommended to receive funding and in-kind support from the 2020/21 program.

The final assessment and recommendation is presented to Council for endorsement.

### **Recommendation**

#### **That Council:**

- 1. Receive the 2020/21 Events and Festivals Grant Program Assessment and note the funding options of \$75,000 and \$90,000.**
- 2. Confirm total funding availability as either:**
  - a. \$75,000 from the 2020/21 Events and Festivals Grant Program budget;**  
**or**
  - b. \$90,000, being \$75,000 from the 2020/21 Events and Festivals Grant Program budget plus additional \$15,000 from the Business and Community Recovery Plan budget if adopted.**
- 3. Endorse the Assessment Panel recommendations to allocate In-kind and financial support according to either the \$75,000 or \$90,000 schedule in this report, subject to confirmed total funding availability.**
- 4. Write to all applicants thanking them for submitting an application and advising them of the outcomes.**

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### **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 2020/21 Events and Festival Grant Program was adopted at the Ordinary Council Meeting 24 February 2020.

**That Council:**

1. **Endorse the 2020-2021 Events and Festivals Grant Program Guidelines with the following changes to the program:**
  - a. **Updated program objectives**
  - b. **Revised criteria for the classification of events**
  - c. **Addition of triennial agreements with increased financial support available to Tier 1 and 2 events**
2. **Consider increasing program funding from \$75,000 to \$90,000 as part of the 2021-2022 budget process.**
3. **Explore and/or consider establishing an EOI process to enable unique event opportunities of state or national significance to seek Council support on an ad-hoc basis.**

The program was open for applications from 2 March 2020 to 27 April 2020. This period was extended by three weeks in recognition of the challenges community groups and organisations faced as they focussed on their COVID-19 responses. Twenty-four applications were received and assessed by the panel.

**Program overview**

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 2020 and 31 December 2021.

The 2020/21 program includes both one-year or triennial agreements for Tier 1 and 2 events. Only one triennial agreement is available to each of these tiers.

**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.

<b>One-year</b>	Up-to \$10,000
<b>Triennial</b>	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.

<b>One-year</b>	Up-to \$6,000
<b>Triennial</b>	Year 1 up-to \$10,000
	Year 2 up-to \$8,000
	Year 3 up-to \$6,000



### **TIER 1 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

### **Summary of applications**

Twenty-four applications were received requesting a total of \$175,984 in funding plus in-kind support.

The applications were assessed by an interdepartmental panel of Council officers and representation from the Daylesford Macedon Ranges Tourism Board. The panel reviewed and scored each application against the following criteria:

- Economic benefits
- Community and stakeholder engagement
- Delivery
- Increasing destination awareness

The Kyneton Daffodil and Arts Festival and The Woodend Memorial Clocktower Project did not meet Tier 1 criteria as signature events, and were moved to Tier 2 by the panel.

The number of applications in each tier were finalised as:

- Tier 1:            four applications
- Tier 2:            sixteen applications
- Tier 3:            four application

## Recommendation

Nineteen events have been recommended for funding, seventeen for in-kind support and five for in-kind venue hire.

Four applications have not been recommended for financial or in-kind support.

## Summary of triennial agreements

### TIER 1

Two applications were received for Tier 1 triennial funding.

The panel recommends supporting the Garden Lovers' Fair:

Year 1: \$8,000 (or \$7,500)

Year 2: \$7,500

Year 3: \$6,000

### TIER 2

Seven applications were received for Tier 2 triennial funding, this includes the Kyneton Daffodil Arts Festival which was moved from Tier 1 to Tier 2.

The panel recommends supporting the Kyneton Daffodil Arts Festival:

Year 1: \$6,000 and in-kind venue hire up-to \$5,000

Year 2: \$6,000 and in-kind venue hire up-to \$5,000

Year 3: \$6,000 and in-kind venue hire up-to \$5,000

## COVID-19

Due to the impact of COVID-19 on event ticket sales and ability to attract sponsorship, the panel recommends an increase in budget from \$75,000 to \$90,000 by allocating \$15,000 from the COVID-19 Recovery Events Support Fund. The panel has provided a recommendation for these two amounts.

EVENT NAME	\$75,000 GRANTED	\$90,000 GRANTED
<b>TIER 1</b>		
Garden Lovers' Fair (triennial agreement)	\$7,500	\$8,000
Festival 23, Green with Ivy	\$6,000	\$6,000
Kyneton Contemporary Art Triennial	\$7,000	\$8,000
<b>TOTAL TIER 1</b>	<b>\$20,500</b>	<b>\$22,000</b>
<b>TIER 2</b>		
Kyneton Daffodil and Arts Festival (triennial agreement)	\$6,000	\$6,000
Art in the Vines - The Renaissance	\$5,000	\$6,000
The Gathering of the Goddesses	\$4,000	\$6,000
Macedon Ranges Sustainable Living Festival 2021	\$5,000	\$6,000
Kyneton Show	\$5,000	\$6,000
Lancefield Agricultural Show	\$4,500	\$5,000
Macedon Ranges Music Festival 2021	\$3,000	\$4,950
Christmas in Romsey	\$4,000	\$6,000
Lions Gisborne Festival	\$5,000	\$6,000
Kyneton Twilight Festival	\$3,000	\$4,000

Hanging Rock Handicap 2021	\$0	\$800
Riddells Creek Community Festival	\$3,000	\$4,000
<b>TOTAL TIER 2</b>	<b>\$47,500</b>	<b>\$60,750</b>
<b>TIER 3</b>		
Kyneton Long Lunch	\$2,000	\$2,000
Carlsruhe Fire Brigade Wine and Food Festival	\$2,000	\$2,000
International Women's Day Dinner 2021	\$2,000	\$2,000
Gisborne Community Carols by Candlelight	\$1,000	\$1,500
<b>TOTAL TIER 3</b>	<b>\$7,000</b>	<b>\$7,500</b>
<b>GRAND TOTAL</b>	<b>\$75,000</b>	<b>\$90,250</b>

**In-kind**

<b>EVENT NAME</b>	<b>Total value of in-kind support</b>
<b>EVENT BIN HIRE</b>	
Garden Lovers' Fair	\$125
Festival 23 (Green with Ivy)	\$125
Kyneton Contemporary Art Triennial	\$75
Kyneton Daffodil and Arts Festival (48th, 49th, 50th)	\$125
Macedon Ranges Sustainable Living Festival 2021	\$125
Kyneton Show	\$125
Lancefield Agricultural Show	\$125
Macedon Ranges Music Festival 2021	\$125
Christmas in Romsey	\$125
Lions Gisborne Festival	\$125
Kyneton Twilight Festival	\$50
Riddells Creek Community Festival	\$75
Carlsruhe Fire Brigade Wine and Food Festival	\$125
Gisborne Community Carols by Candlelight	\$50
Woodend Memorial Clocktower Projection	\$25
	<b>\$1,525</b>
<b>WAIVER OF ACTIVITY ON A ROAD PERMIT FEES</b>	
Kyneton Contemporary Art Triennial	\$172
Kyneton Daffodil and Arts Festival (48th, 49th, 50th)	\$172
Macedon Ranges Sustainable Living Festival 2021	\$172
Christmas in Romsey	\$172
Lions Gisborne Festival	\$172
Hanging Rock Handicap 2021	\$172
Riddells Creek Community Festival	\$172
Woodend Memorial Clocktower Projection	\$172
	<b>\$1,376</b>

<b>ADDITIONAL CLEANING OF TOILET FACILITIES</b>	
Kyneton Contemporary Art Triennial	\$120
Kyneton Daffodil and Arts Festival (48th, 49th, 50th)	\$120
Macedon Ranges Sustainable Living Festival 2021	\$120
Lancefield Agricultural Show	\$120
Christmas in Romsey	\$120
Lions Gisborne Festival	\$120
Kyneton Twilight Festival	\$120
Riddells Creek Community Festival	\$120
Kyneton Long Lunch	\$120
Carlsruhe Fire Brigade Wine and Food Festival	\$120
Gisborne Community Carols by Candlelight	\$120
Woodend Memorial Clocktower Projection	\$120
	<b>\$1,440</b>
<b>EVENT PLAN ASSISTANCE</b>	
The Gathering of the Goddesses	\$450
Lancefield Agricultural Show	\$450
Riddells Creek Community Festival	\$450
	<b>\$1,350</b>
<b>IN-KIND VENUE HIRE</b>	
Kyneton Contemporary Art Triennial	\$2,000
Kyneton Daffodil Festival	\$5,000
Lions Gisborne Festival	\$500
Kyneton Twilight Festival	\$500
Woodend Memorial Clocktower Projection	\$500
	<b>\$8,500</b>
<b>TOTAL VALUE IN-KIND SUPPORT</b>	<b>\$14,191</b>

### **Context**

Council supports the Events and Festivals Grant Program in recognition of the significant social and economic benefits to the shire.

The program has three distinct tiers to enable all events to apply depending on their size, focus and complexity.

### **Consultation and Engagement**

Not applicable to this report.

### **Strategic Alignment**

The Events and Festivals Grant Program supports the priorities of the 2017-2027 Council Plan to:

- Enhance the social and economic environment.
- Promote health and wellbeing.

## **Implications**

### **Financial, Resource, Information Technology and Asset Management Implications and Risks**

The Events and Festival Grant Program has an allocated budget of \$75,000.

The recommendation to increase the program budget from \$75,000 to \$90,000 will take \$15,000 from the Covid-19 Recovery Event Support budget.

The triennial agreements will reduce the total funding available in future years of the program.

### **Policy and Legislative Implications and Risks**

Not applicable to this report.

### **Sustainability Implications and Risks (Social and Environmental)**

Not relevant to this report.

### **Charter of Human Rights Implications and Risks**

No issues identified that would affect Council's compliance with the Human Rights Charter.

### **Officer Declaration of Conflict of Interest**

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

## **Conclusion**

Council's Events and Festivals Grant Program supports events that provide social and economic benefit to the shire. The applications received were of high quality, from a broad range of events across the shire that attract attendances from both locals and visitors.

By providing funding and in-kind assistance to the events listed in this report Council will enable event operators to deliver enriching experiences within the shire, which positively benefit the Macedon Ranges community.

An additional \$15,000, provided by Council's Covid-19 recovery plan, will assist event organisers deliver their events during the recovery phase when ticket sales and sponsorship remain uncertain.

<b>PE.3</b>	<b>DRAFT MACEDON RANGES EVENT STRATEGY 2020-2025</b>
<b>Officer</b>	<b>Nicole Pietruschka, Events and Festivals Officer</b>
<b>Council Plan Relationship</b>	<b>Enhance the social and economic environment Promote health and wellbeing</b>
<b>Attachments</b>	<b>Draft Macedon Ranges Event Strategy 2020-2025</b>

### **Purpose and Overview**

To seek Council approval for the Draft Macedon Ranges Event Strategy 2020-2025 to go out for community consultation.

The five-year strategy will provide Council with a framework to guide its support for the establishment and growth of events for the social and economic benefit of the shire.

The draft strategy has been prepared by consultancy, Urban Enterprise, with input from Council officers and key stakeholders from the events sector.

The second stage of consultation is community consultation on the draft strategy. All feedback received during the public consultation stage will be considered in finalising the strategy, which will then be brought back to Council for adoption at a future Ordinary Council Meeting.

### **Recommendation**

#### **That Council:**

- 1. Approve the Draft Macedon Ranges Event Strategy 2020-2025 for community consultation;**
- 2. Publish the Draft Macedon Ranges Event Strategy 2020-2025 on its 'Have Your Say' website page and make it available at the Council offices in Gisborne, Kyneton, Romsey, and Woodend between Monday 27 July and Monday 24 August 2020;**
- 3. Consider all submissions received by 5:00pm on Monday 24 August 2020 in finalising the Macedon Ranges Events Strategy 2020-2025; and**
- 4. Consider the final version of the Macedon Ranges Events Strategy 2020-2025 at a future Ordinary Meeting of Council for adoption.**

## **Background**

Council currently supports events in the shire through a grants program and dedicated Events and Festivals Officer. The diversity of events in the shire is recognised in the Macedon Ranges Visitor Economy Strategy 2019-2020 as a key strength of the region. Events provide significant community and economic benefits while showcasing the regions strengths as a tourism destination.

Delivery of a new events strategy is an action in the Visitor Economy Strategy Action Plan, Years 1-2:

**Strategy 6** – Develop and grow the positive impacts of the events and festivals.

**Action 6.1** – Develop an events strategy to guide the future direction for events and festivals in the shire, including options for development and support of events of regional significance.

Following a competitive procurement process, consultancy Urban Enterprise was engaged in November 2019 to develop a five-year Events Strategy 2020-2025. If endorsed the new strategy will supersede the Macedon Ranges Event Strategy 2010-2013.

An early deliverable from the strategy development was to review and provide recommendations for the 2020-2021 Events and Festival Grant Program. At the Ordinary Council Meeting, on 26 February 2020 Council resolved:

***That Council:***

- 1. Endorse the 2020-2021 Events and Festivals Grant Program Guidelines with the following changes to the program:***
  - a. Updated program objectives***
  - b. Revised criteria for the classification of events***
  - c. Addition of triennial agreements with increased financial support available to Tier 1 and 2 events***
- 2. Consider increasing program funding from \$75,000 to \$90,000 as part of the 2021-2022 budget process.***
- 3. Explore and/or consider establishing an EOI process to enable unique event opportunities of state or national significance to seek Council support on an ad-hoc basis.***

These recommendations have now been included in the draft strategy.

## **Context**

There is overarching policy and strategic support from all levels of government for the development of regional events to enhance regional economies and build visitor destinations. Council similarly recognises the value of events in its various plans and strategies, and supports the growing events that celebrate the shire's values and key brand attributes.

The development of this strategy is an output of the Macedon Ranges Visitor Economy Strategy, which recognises events as a key strength of the region, contributing to the economic and social wellbeing of the community. The strategy aims to provide Council with a clear framework to guide its support for the development and growth of the events sector over the next five years.

Where Council has previously used the terminology ‘events and festivals’ it will now use ‘events’, and make this change to other documents as they are updated.

The key aims and objectives of the strategy are:

- **Community benefit.** Support events that foster community development and contribute to health and wellbeing.
- **Drive off-peak visitation.** Encourage a spread of events across the calendar year including development of events in locations and/or times of lower visitation.
- **Drive visitation.** Provide support for events that attract visitation and provide economic benefit to Macedon Ranges Shire.
- **Event development aligned to Macedon Ranges brand.** Encourage the development of new and existing events, in particular those which align with Macedon Ranges’ identified tourism strengths.
- **Event sustainability and building operator skill.** Encourage events to become self-sustaining and to become less reliant on financial support from Council.
- **Community and environmentally minded events.** Encourage events to consider the impact they have on the environment and surrounding community.
- **Event compliance.** Encourage the delivery of successful, safe and compliant events.

The vision for the strategy is that:

***The Macedon Ranges will have a diverse and stimulating calendar of annual events that showcase the region’s brand strengths and make the Macedon Ranges a great place to live and visit.***

To implement the strategy, a range of specific actions have been developed against the following three key directions. This will form the Implementation Plan to be delivered by Council over the next five years.

- **Direction 1:** Enhance the events calendar.
- **Direction 2:** Deliver improved facilities and supporting infrastructure.
- **Direction 3:** Continue to support events growth and development.

The research and analysis in the draft strategy reflects the situation prior to the impacts of the COVID-19 pandemic. While the full impact of COVID-19 remains unknown, it is envisaged that this strategy will assist Council in the recovery phase by enhancing support for existing events, and attracting new events to help revitalise the economy.

### **Consultation and Engagement**

Consultation for this strategy is being undertaken in two stages.

Stage 1 consultation was undertaken to help inform the draft strategy. This included:

- Two facilitated workshop: one with stakeholders from the events sector (nine attendees), and another with council staff (11 attendees from seven departments).
- Event operator survey (31 responses).

Stage 2 consultation will seek feedback on the draft strategy from the broader community. Feedback gained through this process will be considered to inform the final strategy.



### **Strategic Alignment**

This strategy is supported by the priorities of the 2017-2027 Council Plan to:

- Enhance the social and economic environment.
- Promote health and wellbeing.

The Macedon Ranges Visitor Economy Strategy 2019-2029 includes the strategy;

- Strategy 6 – Develop and grow the positive impacts of the events and festivals.

The Macedon Ranges Arts and Culture Strategy 2018-2028 supports the development and support of arts and cultural experiences.

### **Implications**

#### **Financial, Resource, Information Technology and Asset Management**

##### **Implications and Risks**

The draft strategy includes a number of actions in its implementation that have associated costs. Should the strategy be adopted any funding requirement outside normal operational budget will be considered as part of the normal budget process.

#### **Policy and Legislative Implications and Risks**

Not applicable to this report.

#### **Sustainability Implications and Risks (Social and Environmental)**

Not applicable to this report.

#### **Charter of Human Rights Implications and Risks**

No issues identified that would affect Council's compliance with the Human Rights Charter.

#### **Officer Declaration of Conflict of Interest**

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

### **Conclusion**

Delivery of this events strategy is an action from the Macedon Ranges Visitor Economy Strategy 2019-2020. This is an important document that will provide the community, Council and the events sector with strategic guidance to support the sustainability and growth of events in the shire.

<b>AO.1</b>	<b>KYNETON AIRFIELD</b>
<b>Officer</b>	<b>Shane Walden, Director Assets and Operations</b>
<b>Council Plan Relationship</b>	<b>Improve the built environment</b>
<b>Attachments</b>	<b>Kyneton Airfield Master Plan 2019</b>

### **Purpose and Overview**

At the Ordinary Council Meeting 27 May 2020, Council resolved:

#### ***“That Council:***

- 1. Note the completion of the Due Diligence report – ‘Kyneton Airfield Document Review of Strategic Intent’.***
- 2. Note that as the Due Diligence report itself contains confidential Council business information as defined by section 3(1)(a) of the Local Government Act 2020, that is, information that would prejudice the Council’s position in commercial negotiations if prematurely released, then pursuant to Section 66(2)(a) of the Local Government Act 2020, it be considered by Council together with any other confidential matters at the conclusion of that part of this meeting open to the public and agree that the meeting minutes reflect consideration of the report in the closed part of the meeting.***
- 3. Agree that following consideration of the Due Diligence report by Councillors, Officers review the report with a view to making a copy of the report publicly available, subject to the redaction of any confidential information, by no later than 19 June 2020.***
- 4. Note that the Kyneton Airfield Advisory Committee were advised that the consideration of the Kyneton Airfield Master Plan 2019 was deferred pending Council’s commercial-in-confidence review.***
- 5. Note this report, AO.1 – Kyneton Airfield, is the requested report on ‘the matters pertaining to the Kyneton Airfield’.***
- 6. Direct that the Kyneton Airfield Master Plan 2019 be presented for consideration by Council no later than the end of July 2020.”***

This report considers the submissions and feedback received during the public consultation period, provides an overview of the process to date and presents the draft Kyneton Airfield Master Plan 2019 for consideration by Council.

### **Recommendation**

#### **That Council:**

- 1. Endorse the Kyneton Airfield Master Plan 2019.**
- 2. Note that delivery of any actions identified within the Kyneton Airfield Master Plan 2019 are subject to Council’s budget processes.**
- 3. Note officers will provide a response to all persons who made a submission on the draft Kyneton Airfield Master Plan 2019; and**

**4. Direct that the members of the Kyneton Airfield Advisory Committee be thanked for their time and effort and advised of Council's decision on the Kyneton Airfield Master Plan 2019.**

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**Background**

The development of the draft Kyneton Airfield Master Plan 2019 (draft Plan) is in response to feedback provided by community and Council's commitment to better planning for the future operation of the site and its surrounds.

In October 2019 the draft Plan was completed. At this time there was information received which resulted in a more detailed review of airfield operations and planning from 1994 until present day. It should be noted that the Airfield has been in operation since the 1960's.

Investigations identified there were anomalies in previous planning decisions which needed to be resolved and suggested three additional actions. There are five actions identified as follows:

- Resolution of planning permit anomalies pertaining to the installation of the aircraft hangars
- Resolution of proposed planning scheme amendments, and implementation of any agreed outcomes
- Risk review of operations and operating model, noting a requirement to look beyond the airfield land footprint
- Confirmation of any technical matters arising from the three points above
- Review of the economic development impacts relating to the airfield, including the proposed Tourism and Business Hub.

These items have been added to the draft Plan as 'Conditions Precedent'. This means that these items need to be completed prior to implementation of other Masterplan actions.

Council sought legal briefing on the previous planning decisions regarding the hangars and as a result wrote to the:

- Kyneton Airfield Advisory Committee
- Kyneton Aero Club
- Kyneton Hangar Owners

The completion of these investigations and identification of actions to resolve outstanding issues, provides Councillors with the opportunity to consider the endorsement of the Plan.

**Context**

The Kyneton Airfield Operations Manual was completed and implemented on 8 February 2019. The document sets out the local procedures and guidelines to be followed when operating at Kyneton Airfield as an aircraft operator and all landside based visitors/contractors.

In May 2019 Council officers prepared the draft Plan and presented this to the Kyneton Airfield Advisory Committee for feedback. The draft Plan is drafted to guide land use, airfield activity, constraints and opportunities and existing infrastructure at the airfield. The preparation of the draft Plan was guided by the *Regional Airport Master Planning Guidelines*.

The draft Plan:

- reviews the existing on-ground facilities of the airfield site.
- reviews the current level of aircraft activity occurring on the site.
- provides an assessment of potential future demand for the use of the site by various aircraft.
- examines the potential opportunities and constraints to further airfield related development on the site.
- considers surrounding land uses and addresses potential impacts that may result from development of the site.
- outlines a vision for future airfield related development and land use on the site.
- provides implementation actions to be undertaken through amendments to the Macedon Ranges Planning Scheme and via other measures to facilitate the draft Plan vision for the site.

Previous activities relating to Kyneton Airfield undertaken prior to the work on the draft Plan include the:

- Preparation of the draft Kyneton Airfield Master Plan 2016.
- Completion of an Australian Noise Exposure Forecast assessment by To70 Aviation consultants in June 2017.
- Completion and implementation of the Kyneton Airfield Operations Manual on 8 February 2019.
- Implementation of the Kyneton Airfield Local Law No 12, 2018 at the 27 March 2019 Ordinary Council Meeting.

At the 23 October 2019 Ordinary Council Meeting, Council resolved:

***“That Council:***

- ***Defer consideration of the Kyneton Airfield Master Plan 2019, including submissions and feedback received, to an Ordinary Meeting of Council in or before February of 2020.***
- ***Note that the Chief Executive Officer will facilitate a workshop of Councillors, and appropriate Council Officers to discuss the master plan and any other relevant matters requiring consideration, including commercial in confidence information in December 2019.”***

Since this meeting, a number of other actions have been undertaken, including a:

- Councillor workshop held on 18 December 2019 to discuss and consider the draft Plan and other relevant matters; including commercial-in-confidence items.
- Due diligence document review (February 2020) reviewed Kyneton Airfield technical reports, Council meeting reports and draft master plans completed between 2011 and 2019. A key finding was that, over time, there was a significant shift in focus from operations and compliance to economic

development. It identified that the draft Plan is still valid, but requires some work to be undertaken, prior to future delivery of action items. These prior works have been incorporated into the draft Plan as ‘conditions precedent’.

These conditions precedent items included:

- Resolving planning anomalies pertaining the installation of the aircraft hangars
  - Investigation into proposed planning scheme amendments, and implementation of any agreed outcomes
  - Risk review of operations and operating model
  - Confirmation of any technical matters arising from the three points above
  - Review of the economic development impacts relating to the airfield including the proposed Tourism and Business Hub through the Shire’s Economic Development Strategy process.
- High level planning review of current planning permit and planning scheme requirements.

At the 28 February 2020 Ordinary Council Meeting, Council resolved:

**“That Council:**

- **Note the Chief Executive Officer (CEO) facilitated a workshop on 18 December 2019.**
- **Defer consideration of the Kyneton Airfield Master Plan 2019, including submissions and feedback received, pending a due diligence review of information outside of the terms of reference for the Kyneton Airfield Advisory Committee.**
- **Direct that the Kyneton Airfield Advisory Committee be advised that the consideration of the Kyneton Airfield Master Plan 2019 is still deferred pending Council’s commercial-in-confidence review.**
- **Direct the Chief Executive Officer to provide a report to Council on the matters pertaining to the Kyneton Airfield no later than the May 2020 Ordinary Council Meeting.”**

The detailed planning review was undertaken and identified issues that require resolution prior to implementation of the draft Plan. The review also provided guidance on how to approach resolving some of the issues. As a result of identifying issues with the hangar permits there was a requirement to inform the Kyneton Aero Club, Kyneton Airfield Hangar Owners and Kyneton Airfield Advisory Committee. This occurred as presented below.

- Written advice was provided to individual Hangar Owners on 9 April 2020, outlining the planning permit requirements identified regarding Hangars at Kyneton Airfield and advising that individual Hangar owners should seek legal advice.
- Written advice was provided to the Kyneton Airfield Advisory Committee on 9 April 2020, outlining the planning permit requirements identified regarding hangars at Kyneton Airfield
- Written advice was provided to the President and Secretary of the Kyneton Aero Club on 9 April 2020 outlining the planning permit requirements identified regarding Hangars at Kyneton Airfield and advising that the Aero Club should seek legal advice;

In light of the due diligence review (which is available on Council's website in accordance with the Council resolution of 27 May 2020) and detailed planning review, the following actions have been added as 'conditions precedent' within the draft Plan:

- Resolution of planning permit anomalies pertaining to the installation of the aircraft hangars
- Resolution of proposed planning scheme amendments, and implementation of any agreed outcomes
- Risk review of operations and operating model, noting a requirement to look beyond the airfield land footprint
- Confirmation of any technical matters arising from the three points above
- Review of the economic development impacts relating to the airfield, including the proposed Tourism and Business Hub.

The draft Plan is a holistic, long term plan for the Kyneton Airfield with the intent to keep the Airfield as an asset for recreational flying and use by emergency services when and if needed.

In endorsing the Kyneton Airfield Master Plan 2019 Council is not committing to funding any actions; funding is subject to Council's budget review processes.

The draft Plan presents the outcomes of a combination of community consultation and feedback, with technical input by Council staff, the advisory committee and consultants. As such the draft Plan provides a guide on the intent and endorsed actions should funding be available.

### **Consultation and Engagement**

The Kyneton Advisory Committee was formed in June 2015 with a combination of Macedon Ranges Shire Councillors, community members and members of the Kyneton Aero Club.

Council displayed the draft Plan on Council's website and in accordance with Council's Community Consultation Framework called for submissions on the draft Plan. Public consultation was undertaken from 12 August 2019 to 22 September 2019.

A total of 126 submissions were received during the six-week consultation period.

The feedback included a high degree of support and positive, constructive feedback. Key themes raised included:

- Upgrading the public facilities around the airfield such as carparks and toilets
- Assisting Emergency Services.
- The running of charity events.
- Areas with helicopter landing capabilities are needed within the Macedon Ranges.

One particular piece of feedback stated:

*"Community connectedness is enhanced through the charity and other aviation activities conducted at the airfield as are local commercial, retail and tourism outcomes."*

Negative feedback (12%) included:

- Inappropriate use of rate payer funding.
- Air pollution.
- The airfield’s proximity to built-up areas
- Noise pollution
- Lack of benefit to the wider community.

One particular piece of feedback stated:

*“The draft Master Plan provides little evidence of need or demand for extensive upgrades. It does not demonstrate any substantial public benefit to justify the cost involved and any additional use of Council staff, time and resources.”*


A summary of the submissions received is included in the table below:

Submission Number	Summary of comments received
1A	Questions regarding the land usage at lots 1 to 5 Kyneton Metcalf Rd not being part of the 2019 Draft Master Plan and proposals mentioned in the 2016 Draft Master Plan.
1, 2, 3, 6, 7, 8, 9, 10, 11, 12, 12, 14, 15, 16, 21, 22, 25, 27, 28, 30, 31, 33, 35, 37, 38,40, 41, 42, 44, 46, 49, 54, 59, 62, 66, 69, 71, 76, 77, 79, 81, 85, 86, 87, 88, 89, 91, 92, 93, 94, 95, 96, 97, 98, 99, 101, 108, 109, 122, 125 & 126	Supports master plan
4	Supports master plan - as a pilot, believes a runway extension will increase safety.
5	Supports master plan - believes more public parking should be a priority.
9, 10, 20, 26, 29, 32, 34 & 103	No comment was provided in the submission
17, 19, 23, 24	Supports master plan - Believes it will create employment opportunities
18	Supports master plan - Lives in Rawson Place
36	Objects to master plan - Believes it is a waste rate payer funds
39	Supports master plan - Hopes that upgraded toilets and parking should be made a priority
43	Supports master plan - Feels a power upgrade will be necessary to facilitate new hangers etc.
45	Supports master plan - Represents the Taradale Fire brigade and is happy with the inclusion of toilet and shower facilities.
47 & 48	Supports master plan - Pleased with the proposed sealing of the runway and the rezoning of 8 Rawson Place.
50	Supports master plan - Believes issues with noise are caused by visiting pilots

Submission Number	Summary of comments received
51	Supports master plan - "up, up and away"
52	Supports master plan - Suggests that runway width as well as length should be considered
53	Supports master plan - Believes it will create employment opportunities and is pleased with the suggested sealing of the runway
55	Supports master plan - Hopes that upgraded toilets and disabled amenities are made a priority.
56	Supports master plan - Believes pilots will benefit from the upgrade.
57	Supports master plan - Hopes that upgraded toilets and parking should be made a priority
58 & 60	Supports master plan - Happy with the runway extension and that safety concerns seem to be addressed
61	Supports master plan unchanged
63	Supports master plan - Hopes it will encourage small aviation based businesses to set up on site.
64	Supports master plan - Believes it will encourage employment and attract business opportunities as well as using land that would otherwise be underutilised
65	Supports master plan - Believes the upgrades will assist firefighters.
67	Supports master plan - Hopes that upgraded toilets and parking should be made a priority
68	Supports master plan - helicopter operator, believes the Master plan will assist in operations.
70	Objects to master plan - Believes the airfield causes noise and air pollution and that Council has misled its rate payers in relation to the master plan contents.
72	Objects to master plan - Believes it doesn't address noise pollution or future problems.
73	Objects to master plan - Has brought up issues not related to the airfield.
74	Supports master plan - Believes it will improve community safety.
75	Supports master plan - Has supplied a great deal of suggestions and statements of support for the Master plan.
78	Supports master plan - Believes it will allow businesses to begin operations and benefit the community.
80	Supports master plan - Would love to see maintenance facilities for aircraft.
82	Supports master plan - Has suggested a few wording changes.
83	Supports master plan - Wants an upgrade to amenities that will assist community groups.
84	Supports master plan - Believes drainage should be a focus.
90	Supports master plan - Believes in the continuous



Submission Number	Summary of comments received
	improvement of the site.
100	Supports master plan - Had a number of wording suggestions for the document.
102	Supports master plan - Please just get on with it and develop the Kyneton Airfield.
104	Supports master plan - helicopter operator believes it will assist firefighting units.
105	Objects to the master plan - Believes it will increase noise pollution and doesn't like the implications on adjacent trees or the Kyneton Waste Water Treatment Plant.
106	Supports master plan - Is happy with runway improvements and tie down points and parking for aircraft.
107	Supports master plan - Has commended a number of points outlined in the draft.
110 & 111	Has not stated support or objection
112	Objects to the master plan - Believes Council should instead allow for expansion of the Kyneton Waste Water Treatment Plant and that the CFA doesn't need airfield to assist in firefighting.
113 & 114	Supports master plan - believes it will have a positive social and economic contribution.
115	Objects to the master plan - Believes it is misleading when referring to firefighting assistance and general use of the airfield.
116	Objects to the master plan - Believes that Council are listening to the supporters of the airfield rather than the ratepayers being affected.
117	Objects to the master plan - Believes that the airfield serves no purpose to the community and that expansion will cost ratepayers.
118	Objects to the master plan - Due to the following 1. Costs 2. Lack of public benefit 3. Safety concerns 4. Adverse effects on residential amenity 5. Conclusions
119	Objects to the master plan - Believes that the airfield is affecting the health of the community and serves no benefit to residents of the Macedon Ranges.
120	Objects to the master plan – Objects to the Draft Master plan.
121	Objects to the master plan -believes it is unnecessary and has no economic benefit.
123	Objects to the master plan - Will agree to it with some major variations.
124	Objects to the master plan

\*  Shading indicates an objection to the Master Plan

Based on the submissions received, no further amendments to the Draft Plan are proposed; noting the addition of the five conditions precedent identified in the background and context section above.

In light of the condition precedent information regarding the hangar planning permit issue, further communication has occurred with Kyneton Aero Club, Kyneton Advisory Committee and with Hangar Owners.

### **Strategic Alignment**

Any proposed upgrade or actions are required to provide fiscal sustainability and to align with the Council Plan 2017 – 2027 with respect to “*Improve the built environment*”.

### **Implications**

#### **Financial, Resource, Information Technology and Asset Management**

##### **Implications and Risks**

This draft Plan does not commit Council to future expenditure of funds, but provides guidance on actions to be taken if funding is available. Future funding may be via Council’s budget process or through government grants.

Any future investments should include a business case which identifies the capital cost, operating costs, maintenance costs and community benefits/disbenefits as part of any benefits realisation.

### **Policy and Legislative Implications and Risks**

This report identified there are some identified issues that require resolution before any of the draft Plan actions can be delivered. These related to Hangar Planning Permits and Planning Scheme amendments.

### **Sustainability Implications and Risks (Social and Environmental)**

Any future investments should include a business case which identifies the capital cost, operating costs, maintenance costs and community benefits/disbenefits as part of any benefits realisation. This review should include commentary on social and environmental sustainability.

### **Charter of Human Rights Implications and Risks**

There are no Charter of Human Rights implications or risks.

### **Officer Declaration of Conflict of Interest**

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

### **Conclusion**

There has been a rigorous process undertaken to ensure that there is transparency and an understanding of previous decisions to ensure that this draft Plan is complete. This has led to some delays as due diligence activities were undertaken. These are now complete and officers recommend that Council endorse the Kyneton Airfield Master Plan 2019, with the identified actions, subject to future Council budget processes.

The members of the Kyneton Airfield Committee should be thanked for their participation and advised of the decision made by Council on the Kyneton Airfield Master Plan 2019.

**14. NOTICES OF MOTION**

**Notice of Motion No. 1/2020-21 – Councillor Jennifer Anderson**

**That Council direct the Chief Executive Officer to:**

- 1. Write to the Executive Officer of the Peri Urban Group of Rural Councils advising that Macedon Ranges Shire Council does not intend renewing its membership of the organisation following the expiration of the 2019/20 membership period; and**
- 2. Thank the Peri Urban Group of Rural Councils for its ongoing work in furthering the interests of Peri Urban Councils and wish the organisation well for the future.**

**Notice of Motion No. 2/2020-21 – Councillor Jennifer Anderson**

**That Council direct the Chief Executive Officer to:**

- 1. Consult with the Stanley Park Committee of Management to establish interim arrangements for the management of Stanley Park from 1 September 2020;**
- 2. Develop an appropriate community consultation process to gauge community preferences for the management of Stanley Park; and**
- 3. Following consultation prepare a report for Council recommending options for the ongoing management of Stanley Park.**

**15. URGENT AND OTHER BUSINESS**

In accordance with Council's Local Law No. 11 Meeting Procedure, business which has not been listed on the Agenda may only be raised as urgent or other business by resolution agreed by Council.

**16. CONFIDENTIAL REPORTS**

Nil