

# Agenda

**Council Meeting**  
**Wednesday 26 March 2025 at 7:00 PM**  
**Gisborne Administration Centre**  
**40 Robertson Street, Gisborne**

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Nil

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

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

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

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

**6 PETITIONS**

<b>6.1</b>	<b>PETITION IN RELATION TO THE SPEED LIMIT ON SPENCER ROAD, WOODEND</b>
<b>Officer:</b>	<b>Lucy Olson, Senior Governance Officer - Council Business</b>
<b>Council Plan relationship:</b>	<b>4. Delivering strong and reliable government</b>

**Summary**

A petition has been received from Nicholas Martin in Woodend on behalf of 30 residents stating:

“Mayor and Councillors of the Macedon Ranges Shire Council, we the undersigned, petition Macedon Ranges Shire Council as of 1 March 2025 to maintain the speed limit for Spencer Road as a maximum of 50km/h, and move to re-install signage by the end of the month.”

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

- 1. Notes the petition from Nicholas Martin on the matter of the speed limit on Spencer Road Woodend with 30 signatories;**
- 2. Notes that the petition has been circulated to all Councillors confidentially as it contains personal information; and**
- 3. Requests that the Chief Executive prepare a report in response to this petition to be presented at the April meeting of Council.**

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

**That Council confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on 26 February 2025, as circulated with the notice of motion item number updated from 1/2024-25 to 70/2024-25.**

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**9 MAYOR'S REPORT****9.1 MAYOR'S REPORT - FEBRUARY-MARCH 2025****Summary**

This report provides an update from the Mayor on recent Council activities and initiatives of a Shire wide nature.

**Recommendation**

**That Council receives and notes the Mayor's report.**

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**Mayor's report**

Autumn is upon us in the Macedon Ranges and our beautiful natural environment is starting to turn on the autumn colour. This season will once again bring many tourists to experience the variety of attractions on offer in our local area and brings a welcome boost to our local businesses. Thank you in advance for our community's patience during this very busy time.

**"Meet Your Ward Councillor" sessions**

Councillors were pleased to kick-off our first of many listening posts at various locations across the Shire. These community catch-up sessions provide an informal opportunity to chat about the issues that matter most to you. Whether you have questions, concerns, or ideas for improvements, it is your chance to share them in a relaxed and welcoming environment. Everyone is invited to drop by and have a chat. Be sure to visit our website for the next opportunity to meet your local Councillors.

**Clean Up Australia Day**

Thank you to all our volunteers who arranged and/or attended the many events across the Shire for Clean Up Australia Day. Such an important activity in keeping the places we love clean and reducing litter from polluting our environment and waterways. Personally, I joined the team at the Macedon Ranges Field Naturalists at the Jacksons Creek Reserve, Gisborne, for a short time and thank them once again for their efforts.

**International Women's Day**

International Women's Day was celebrated at an event in the Kyneton Town Hall on 6 March. Our theme this year was "March Forward: Women in Action in the Macedon Ranges". Council was proud to have Stephanie Woollard OAM, founder of Seven Women, host an incredible panel discussion, featuring:

- Di Dale (PPC & E Officer, Gisborne State Emergency Service (SES), Region Leader Peer Support - Western Region 2);
- Lynne Margret (Operations Manager for Gisborne Community Care Foodbank); and
- Hannah Buck (FutureSense Foundation in Cambodia).

The panel explored the achievements and vital contribution of these women in our local community recognising that when women are uplifted and empowered to take up community leadership and decision-making roles in their volunteer work, the benefits are far-reaching and impactful. Thank you to all those involved.

### MAV Elections

On 11 March, we congratulated our very own Cr Jennifer Anderson on being elected as President of the Municipal Association of Victoria (MAV). The MAV is a membership association and the legislated peak body for local government in Victoria. Congratulations again Cr Anderson on the recognition of all your hard work and a well-deserved appointment.

### Special Visit – Japanese Consul-General

On 14 March, we welcomed Japanese Consul-General Furuya to a property in Mt Macedon where we shared the story of a Japanese Maple tree planted sometime in the 1950s. The tree was gifted by the first Japanese Consul in Melbourne, who was interned on the property during WWII, to thank the landowner after the war. We continued onto a visit to Forest Glade Gardens where we went for a short tour of the beautiful gardens and then back to our Gisborne office for refreshments. Thank you to Consul-General Furuya for visiting us and we hope to restart our relationship (post-COVID) with our sister city of Tokai, Aichi Prefecture, Japan with the aim of promoting a mutual understanding and an enduring fellowship and friendship.

I would like to take this opportunity to highlight some of the most recent happenings around the Shire.

### Events

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

- Fishing for Mental Health event on 26 February at Lauriston Reservoir
- VLGA meeting 28 February
- “Meet Your Ward Councillor” sessions
  - West Ward 28 February
  - South Ward 1 March
  - East Ward 1 March
- Clean Up Australia Day in Gisborne 2 March
- International Women’s Day event held in the Kyneton Town Hall 3 & 6 March
- Macedon Ranges Further Education Centre MRFEC meeting 6 March
- Business Kyneton International Women’s Day Lunch 7 March
- Woodend Lions Club Art Show 50th anniversary 7 March
- Tour of Seymour Cottage 11 March
- Woodend Speed Reduction Workshop 11 March
- Opening of the Community Assembly 12 March
- MAV Board Induction 13 March
- Mayor, Deputy Mayor, and officers met with Victorian Local Government Grants Commission on 13 March
- St Ambrose Primary School visit 13 March



- Visit by Consul General Furuya to Gisborne 14 March
- Opening the Riddells Creek Enviro Energy Expo 15 March
- Malmsbury Progress Association meeting 16 March
- ALGWA Australian Local Government Women's Association meeting 17 March
- CVGA Central Victorian Greenhouse Alliance meetings 27 February and 17 March
- Kyneton Aero Club meeting 17 March
- Macedon Ranges Heritage Council Meeting 18 March
- Woodend Warblers rehearsal 19 March
- Alliance for Gambling Reform 20 March
- Cultural Diversity Week community lunch 20 March
- The Victorian Convention of Councillors on 21 March
- Macedon Ranges Regional Sports Centre 21 March meet/greet with Rob Mitchell MP Federal Member for McEwen & Mary-Anne Thomas MP State Member for Macedon

#### Planning Delegated Committee Meeting

An online Planning Delegated Committee meeting was held on 12 March 2025. This forum provided an opportunity for Councillors to hear from applicants/landowners and objectors/submitters on strategic planning items.

#### Current Community Consultation

- [Reshaping the Ranges](#) – Revisiting and reshaping key Council documents that drive our service to the community, in collaboration with key stakeholders and the community. February – March consultation.
- [Telstra Macedon Ranges Community Choice Awards](#) – These awards recognise businesses that have displayed excellence in customer service across five categories: Agribusiness and Primary Production, Health and Wellbeing, Hospitality and Accommodation, Professional, Retail and Service, and Trades and Manufacturing – Nominations close on 24 March 2025
- [Flood Planning in the Macedon Ranges](#) – Flooding has the potential to cause significant damage to property and risk to life. Accurately identifying and mapping flood risk is critical in aiding emergency management authorities and the community in planning for the impact of possible large flood events. It also helps Council and other planning authorities to make land use and development decisions that appropriately consider flood risks. This landing page will be updated over time with various projects endeavouring to improve flood planning across different towns in the Macedon Ranges, in collaboration with relevant water authorities – Feedback open until 31 March 2025.

I encourage residents to visit the Your Say section on Council's website for further details.

Thank you.

**Mayor Bonanno**  
**Macedon Ranges Shire Council**

**10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF****10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - FEBRUARY-MARCH 2025****Summary**

Rule 66 of Council's Governance Rules requires a written record of matters discussed at specified meetings of Councilors and Council staff to be reported to the next practicable scheduled Council Meeting and recorded in the minutes of that meeting. This report provides a summary of meetings of Councillors and Council staff held since the last Council Meeting.

**Recommendation**

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

**Record of meetings**

Type of meeting	Council Briefing
Date and time	25 February 2025 9:30am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Dominic Bonanno (Mayor)</li> <li>• Cr Kate Kendall (Deputy Mayor)</li> <li>• Cr Jennifer Anderson</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</li> <li>• Cr Janet Pearce</li> <li>• Cr Andrew Scanlon</li> <li>• Cr Christine Walker</li> </ul>
Apologies - Councillors	<ul style="list-style-type: none"> <li>• Cr Daniel Young</li> </ul>
Present - officers	<ul style="list-style-type: none"> <li>• Bernie O'Sullivan (Chief Executive Officer)</li> <li>• Rebecca Stockfeld (Director Planning and Environment)</li> <li>• Maria Weiss (Director Community)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Dominic Testoni (Director Assets and Operations)</li> <li>• Rob Ball (Manager Strategic Planning and Environment)</li> </ul>

	<ul style="list-style-type: none"> <li>• Travis Fitzgibbon (Manager Communications and Advocacy)</li> <li>• Jessica Clarke-Hong (Manager Governance and Performance)</li> <li>• Wendy Le Brocq (Coordinator Customer Service)</li> <li>• Margaux McKenzie (Coordinator Performance and Assurance)</li> <li>• Jayde McBurnie (Coordinator Community and Social Planning)</li> <li>• Verity Games (Coordinator Statutory Planning and Subdivisions)</li> <li>• Louise Dewberry (Acting Coordinator Strategic Planning)</li> <li>• Benup Neupane (Coordinator Engineering Services)</li> <li>• Bob Elkington (Coordinator Economic Development)</li> <li>• Rebecca Pedretti (Coordinator Visitor Economy)</li> <li>• Lucy Olson (Senior Governance Officer)</li> <li>• Alana Stevens (Customer Service Project Officer)</li> <li>• Daniel Hall (Strategic Planner)</li> <li>• Dannielle Orr (Heritage Planner)</li> </ul>
Apologies officers	NIL
Presenters	<ul style="list-style-type: none"> <li>• Leanne Rosewall (RDV Loddon Mallee)</li> <li>• Allison B McKenzie (DJSIR)</li> <li>• Trevor Budge (City of Greater Bendigo)</li> <li>• Susan Fayad (City of Ballarat)</li> <li>• Anthony Judd (Department of Transport &amp; Planning)</li> <li>• Dale Ashby (Department of Transport &amp; Planning)</li> <li>• Nathan Sartori (Department of Transport &amp; Planning)</li> <li>• Rebecca O'Brien (Department of Transport &amp; Planning)</li> <li>• Nathan Treloar-North (North Central Catchment Management Authority)</li> <li>• Amy Bell (North Central Catchment Management Authority)</li> </ul>
Items discussed	<ul style="list-style-type: none"> <li>• Customer Service Update</li> <li>• Integrated Strategic Planning Update: Engagement Findings to Date</li> </ul>

	<ul style="list-style-type: none"> <li>• Loddon Mallee Regional Development Australia Briefing</li> <li>• World Heritage Bid Victorian Goldfields Tentative Listing</li> <li>• Revised Flood Risk Mapping for Malmsbury, Tylden, Lauriston and Kyneton</li> <li>• Planning Matters</li> <li>• February Council Meeting Agenda Review</li> <li>• Other Business</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 meeting? N/A
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

Type of meeting	Council Briefing
Date and time	4 March 2025 9:30am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Dominic Bonanno (Mayor)</li> <li>• Cr Kate Kendall (Deputy Mayor)</li> <li>• Cr Jennifer Anderson</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</li> <li>• Cr Janet Pearce</li> <li>• Cr Andrew Scanlon</li> <li>• Cr Christine Walker</li> <li>• Cr Daniel Young</li> </ul>
Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> <li>• Bernie O'Sullivan (Chief Executive Officer)</li> <li>• Rebecca Stockfeld (Director Planning and Environment)</li> <li>• Maria Weiss (Director Community)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> </ul>

	<ul style="list-style-type: none"> <li>• Dominic Testoni (Director Assets and Operations)</li> <li>• Jessica Clarke-Hong (Manager Governance and Performance)</li> <li>• Adele Hayes (Manager Statutory Planning)</li> <li>• Rob Ball (Manager Strategic Planning and Environment)</li> <li>• Lydia Sorensen (Manager Economic Development)</li> <li>• Travis Harling (Manager Finance and Reporting)</li> <li>• Karen Curson (Manager Community Services)</li> <li>• Sean Morley (Coordinator Accounting)</li> <li>• Jayde McBurnie (Coordinator Community and Social Planning)</li> <li>• Samantha Waymouth (Coordinator Early Years Services)</li> <li>• Caitlin Royce (Coordinator Creative and Connected Communities)</li> <li>• Setina Rockliff (Coordinator Risk and OHS)</li> <li>• Lucy Olson (Senior Governance Officer)</li> <li>• Kaitlin Evans (Executive Assistant)</li> </ul>
Apologies officers	NIL
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> <li>• Budget 2025/26 Workshop 3</li> <li>• Signing of Councillor Induction Attestations</li> <li>• Procurement, Delegations &amp; Contracts to be Awarded</li> <li>• Other Business</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 meeting? N/A
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

Type of meeting	Council Briefing
Date and time	11 March 2025 9:30am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne

Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Dominic Bonanno (Mayor)</li> <li>• Cr Kate Kendall (Deputy Mayor)</li> <li>• Cr Jennifer Anderson</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</li> <li>• Cr Janet Pearce</li> <li>• Cr Christine Walker</li> <li>• Cr Daniel Young</li> </ul>
Apologies - Councillors	<ul style="list-style-type: none"> <li>• Cr Andrew Scanlon</li> </ul>
Present - officers	<ul style="list-style-type: none"> <li>• Bernie O'Sullivan (Chief Executive Officer)</li> <li>• Rebecca Stockfeld (Director Planning and Environment)</li> <li>• Maria Weiss (Director Community)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Dominic Testoni (Director Assets and Operations)</li> <li>• Jessica Clarke-Hong (Manager Governance and Performance)</li> <li>• Travis Harling (Manager Finance and Reporting)</li> <li>• Daniel Grigson (Manager Engineering and Asset Services)</li> <li>• Margaux McKenzie (Coordinator Performance and Assurance)</li> <li>• Sean Morley (Coordinator Accounting)</li> <li>• Benup Neupane (Coordinator Engineering Services)</li> <li>• Lucy Olson (Senior Governance Officer)</li> <li>• Louise Dewberry (Senior Strategic Planner)</li> </ul>
Apologies officers	NIL
Presenters	<ul style="list-style-type: none"> <li>• Mark Davies (Mac2 Consulting)</li> </ul>
Items discussed	<ul style="list-style-type: none"> <li>• Update on Grant Funded Projects</li> <li>• Annual Asset Status Report</li> <li>• Integrated Strategic Planning - Revenue and Rating Plan Workshop 1</li> <li>• Planning Delegated Committee Agenda Review</li> <li>• March Council Meeting Agenda Review</li> <li>• Other Business</li> </ul>
Conflicts of interest declared by Councillors and	NIL

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

Type of meeting	Council Briefing
Date and time	18 March 2025 9:00am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> <li>• Cr Dominic Bonanno (Mayor)</li> <li>• Cr Kate Kendall (Deputy Mayor)</li> <li>• Cr Jennifer Anderson</li> <li>• Cr Cassy Borthwick</li> <li>• Cr Alison Joseph</li> <li>• Cr Janet Pearce</li> <li>• Cr Christine Walker</li> <li>• Cr Daniel Young</li> </ul>
Apologies - Councillors	<ul style="list-style-type: none"> <li>• Cr Andrew Scanlon</li> </ul>
Present - officers	<ul style="list-style-type: none"> <li>• Bernie O'Sullivan (Chief Executive Officer)</li> <li>• Rebecca Stockfeld (Director Planning and Environment)</li> <li>• Maria Weiss (Director Community)</li> <li>• Adele Drago-Stevens (Director Corporate)</li> <li>• Dominic Testoni (Director Assets and Operations)</li> <li>• Jessica Clarke-Hong (Manager Governance and Performance)</li> <li>• Travis Fitzgibbon (Manager Communications and Advocacy)</li> <li>• Travis Harling (Manager Finance and Reporting)</li> <li>• Daniel Grigson (Manager Engineering and Asset Services)</li> <li>• Simon Finaly (Manager Parks, Recreation and Depot Operations)</li> <li>• Jarrod Westwood (Manager Facilities and Aquatics)</li> <li>• Bill Pemberton (Coordinator Resource Recovery)</li> </ul>

	<ul style="list-style-type: none"> <li>• Kaitlin Evans (Executive Assistant)</li> <li>• Lucy Olson (Senior Governance Officer)</li> <li>• Jonella Welsh (Accountant)</li> <li>• Emily Hardy (Principal Planning Officer)</li> </ul>
Apologies officers	NIL
Presenters	<ul style="list-style-type: none"> <li>• Claire Flanagan-Smith (RMCG)</li> </ul>
Items discussed	<ul style="list-style-type: none"> <li>• Councillor Priorities &amp; Advocacy Workshop</li> <li>• Budget 2025/26 Workshop 4</li> <li>• Other Business</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 meeting? N/A
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A



**11 PLANNING AND ENVIRONMENT REPORTS**

<b>PE.1</b>	<b>ANZAC DAY COMMEMORATIVE SERVICES SUPPORT FUND</b>
<b>Officer:</b>	<b>Nicole Pietruschka, Events and Filming Officer</b>
<b>Council Plan relationship:</b>	<b>1. Connecting communities</b>
<b>Attachments:</b>	<b>DRAFT - Guidelines-ANZAC-Day -Commemorative Services-Support-Fund-2026</b> <a href="#">↓</a>

**Summary**

To present the guidelines for the 2026 ANZAC Day Commemorative Services Support Fund for Council endorsement, which aims to support traffic management efforts for established ANZAC Day Commemorative Services in the Macedon Ranges Shire.

**Recommendation**

**That Council adopts the guidelines for the 2026 ANZAC Day Commemorative Services Support Fund.**

**Background**

ANZAC Day Commemorative Services are significant for local communities as they honour and remember the sacrifices made by Australian and New Zealand service members during times of war.

Prior to 2022, organisations that coordinate ANZAC Day services and marches could use volunteers or local Emergency Services to assist with traffic management. This practice is no longer permitted, as the Department of Transport and Planning (DTP) requires all traffic management to be designed and conducted by qualified personnel.

Additionally, DTP requires any event adjacent to an arterial road to implement traffic management measures to slow traffic and alert drivers of an event ahead.

Commemorative services are typically held at local cenotaphs, which are often situated next to or on arterial and DTP-managed roads, making professionally prepared and delivered traffic management a requirement.

Unfortunately, not all organisations delivering ANZAC Day Services are currently able to cover the cost of traffic management themselves, and they look to Council for support.

At the Ordinary Council Meeting on 16 September 2024 the recommendation was carried that Council:

**1. Requests the Chief Executive Officer proceed with integrating an ANZAC Day Traffic Management Support Fund into the community grants program to help fund traffic management costs associated with RSL sub-branch and Mt Macedon ANZAC Day Dawn Service Inc ANZAC Day Memorial Services from 2026.**

**2. Requests the Chief Executive Officer bring the guidelines for an integrated funding program back to Council to a future scheduled Council Meeting for endorsement.**

**3. Continues to advocate to the Federal and State government to provide funding support to RSL- sub branches and Mt Macedon ANZAC Day Dawn Service Inc****Discussion**

Council has supported ANZAC Commemorative Services on an as-needed basis to ensure safe event delivery, with some groups receiving assistance for several years. Introducing a dedicated fund with a transparent application process will enable Council to assess the need for support fairly, ensuring a transparent and equitable process.

Commemorative services held in 2025 will receive the same level of support as in 2024. For 2026 services, applications to the ANZAC Day Commemorative Service Support Fund are proposed to follow the same timeline as the 2025 Community Funding Scheme. This will give groups enough time to plan their services, address any funding shortfalls in 2025 for their 2026 events, and explore other funding options if their applications are unsuccessful.

**Consultation and engagement**

Council officers work closely with groups delivering ANZAC Day Commemorative Services each year to ensure they have the support needed to deliver a safe and compliant event for the community.

All groups who deliver an annual ANZAC Day Commemorative Service will be informed of the introduction of this new fund by Council officers and will be supported to understand the new process to access funding support for their ANZAC Day Service.

**Collaboration**

Five neighbouring LGA's were contacted to understand the types of support provided to groups delivering ANZAC Day Commemorative Services. Of the councils contacted:

- Three provide assistance with traffic management.
- One offers no support, with police taking responsibility for traffic management instead.
- One has taken the service in-house and now delivers the entire commemorative service.

**Innovation and continuous improvement**

Implementing a formal funding program with an application process fosters continuous improvement by ensuring transparency and equity in how support is allocated. It provides a structured framework that allows all groups to understand and meet clear eligibility and compliance requirements. Regular evaluations of the process can identify areas for refinement, enhancing the program's efficiency and effectiveness over time. Relevant law

The Road Safety Act 1986 requires that a Traffic Management Plan prepared and implemented by a VicRoads pre-qualified traffic management services contractor.

**Relevant regional, state and national plans and policies**

The Department of Transport and Planning (DTP) requires events impacting state-managed roads to comply with formal traffic management requirements. Event organisers must submit

a Traffic Management Plan prepared by a DTP-authorised traffic control company as part of their application to secure a Memorandum of Authorisation permit from DTP.

**Relevant Council plans and policies****Community Grants Policy**

The Community Grants Policy provides a framework for Council to grant public funds consistently and transparently through its externally facing grant programs.

In accordance with the Council Plan 2021-2031, this policy supports Council in demonstrating the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

All new external facing Council grant programs are subject to this policy.

**Climate Impact Assessment**

How will the recommendation impact on Council's energy usage and greenhouse emissions profile?

A grant process enables Council to consider climate impacts when evaluating event delivery.

How will the recommendations mitigate risks posed by climate change to Council operations and services?

Council will gain better insight into the measures organising groups are taking to reduce climate-related risks. This visibility creates opportunities to provide feedback for ongoing improvements.

How will the recommendation help to prepare the community for future climate scenarios?

When Council provides funding, it can incorporate climate considerations and community preparedness into agreements, contracts and shared information.

**Financial viability**

A submission has been made to Councils budget submission process for this grant program for ongoing funding to be included in the 2025/26 budget.

**Sustainability implications**

ANZAC Day Commemorative Services are highly valued by the community, and without support to meet traffic management requirements, these important events are at risk of being cancelled.

**Officer declaration of conflicts of interest**

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



# ANZAC Day Commemorative Services Support Fund 2026

## Guidelines



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## Overview

Macedon Ranges Shire Council is proud to support ANZAC Day Commemorative Services through the ANZAC Day Commemorative Services Support Fund.

ANZAC Day Commemorative Services are significant for local communities as they honour and remember the sacrifices made by Australian and New Zealand service members during times of war.

The support fund is available to community groups that have historically organised ANZAC Day Commemorative Services and require assistance with traffic management costs to ensure safe event delivery.

### 1.1 Program objectives

The objectives of the ANZAC Day Commemorative Services Support Fund align with the priorities of the 2021-2031 Council Plan specifically:

- Connecting communities; and
- Healthy environment, healthy people.

Preference will be given to applicants delivering an ANZAC Day Commemorative Service who:

- Can demonstrate the services established legacy in the community.
- Provide quotes for professional accredited traffic management controls.
- Foster community development and contribute to health and wellbeing.
- Demonstrate a plan to deliver a service that is accessible and inclusive for participants.
- Demonstrate plans to minimise impact on the environment and surrounding community.
- Lack alternative income streams that could be directed toward supporting the service's delivery.

## 1.2 Timeline

Applications open	April 2025
Applications close	May2025
Applications assessed by panel	June 2025
Recommendations to Council	August 2025
Grant recipients announced	August 2025
Event takes place	25 April 2026
Grants acquitted	Within 8 weeks of the ceremony

## Eligibility

### 2.1 Eligible applicants

ANZAC Day Commemorative Services within the Macedon Ranges Shire that are required to implement traffic management controls to ensure a safe and compliant event are eligible for funding.

Applications will generally be considered from:

- Community organisations that deliver an established ANZAC Day Commemorative Service.
- Not for profit organisations that:
  - Are an incorporated body, cooperative or association.
  - Have an Australian Business Number (ABN) or can provide written advice from the Australian Taxation Office that no withholding tax is required from the grant payment.

Please note: If your group is not incorporated, you can still apply if you have an auspicing body.

### 2.2 What will be funded

- Accredited traffic management services required to deliver a safe and compliant ANZAC Day Commemorative Service; or
- Traffic management controls that help ensure the safety of participants, such as shuttles, buses, and way-finding signage.
- ANZAC Day Commemorative Services that are held on 25 April 2026.

### 2.3 What won't be funded

The following list provides advice on what will not be funded through the program.

- ANZAC Day Commemorative Services that have no established history of being held.
- ANZAC Day Commemorative Services staged outside of Macedon Ranges Shire.
- ANZAC Day Commemorative Services that are not broadly accessible to the local community.
- ANZAC Day Commemorative Services on private land that have not determined potential restrictions and permit requirements with Council's Planning Department.
- Applications that do not include a formal quote for traffic management controls.
- Applications that are not received by the application closure date.
- Applicants that have failed to acquit previous funding agreements.
- Applications that are incomplete or fail to meet criteria.
- Capital expenditure (the purchase of land, buildings, vehicles or building on privately owned land).
- Rental or lease of office space (event venue costs may be considered at the discretion of Macedon Ranges Shire Council).
- ANZAC Day Commemorative Services that are not held on 25 April 2026.
- Applications which are contrary to any other endorsed Council policies, strategies, plans, guidelines.

Macedon Ranges Shire Council reserves the right to exercise judgment on the appropriateness of funding eligibility criteria concerning contentious, topical, or contemporary issues or where the event may be perceived to conflict with Council objectives, plans, or the wider well-being of its residents.



## Council support

### 3.1 Funding support

Applicants can apply for up to \$5,000 to cover accredited traffic management services or traffic management controls, such as shuttle buses and way-finding signage, that help ensure the safety of participants.

### 3.3 In-kind support

In-kind support is available to all eligible applicants. In-kind support allows for community groups to gain 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 (this could include assistance with the development of a risk management plan or event management plan).
- Bin hire (maximum three recycling stations which include):
  - general waste,
  - recycling,
  - glass, and
  - FOGO.
- Additional cleaning of public toilets.

Where in-kind support is sought, an ANZAC Day Commemorative Services Support Fund application must be submitted. Requests for retrospective in-kind support will not be considered.

## Application

### 4.1 Application process

The application process consists of two parts:

1. Contact the <Insert details> Officer to determine eligibility to the program.

<Insert details>

<Insert email address>

T: (03) 5422 0333

2. Submission of an application.

### 4.2 Submission requirements

To be considered for funding, applicants must submit information on the service and address all assessment criteria.

- Details of the service, including description, date and location.
- Provide a description of how the funding will be used.
- Quotes for accredited traffic management services or traffic management controls.
- Annual Information Statement (AIS) detailing total income and expenditure.
- Attendance details.
- Plans to minimise the impact on the environment and surrounding community.
- Planning documentation demonstrating the organisation's ability to provide a successful and safe service for the community.

### 4.3 Assessment criteria

**Historical Significance:** Demonstrate an established history of conducting an ANZAC Day Commemorative Service within the community (new services without prior history of being held at the proposed location will not be eligible for funding).

**Management:** Demonstrated ability to deliver a successful and safe service within the timeframe.

*To assess the applicant's level of event planning and consideration to deliver a successful event. (Please see section 14. Supporting Documentation.)*

**Accessible and inclusive:** Demonstration of measures taken to provide an accessible and inclusive event.

**Environmental sustainability:** Demonstration of measures put in place to minimise environmental impact.

**Financial sustainability:** Demonstrate a need for financial support to deliver the event.

### 4.4 Assessment process

Eligible applications will be assessed against the criteria and supporting documentation provided. Applications that do not adequately address the criteria will not be considered.

The following process will be undertaken once the panel has completed the assessment.

1. The panel will provide assessment recommendations to Council.
2. Recommendations will be considered for adoption by Councillors at the Ordinary Council Meeting August 2025.
3. Adopted recommendations will be made publicly available on the Council website.

Successful applicants will receive a letter of offer advising that a grant has been offered; upon acceptance of the offer, a funding agreement will be provided.

### 4.5 Assessment matrix

The Assessment matrix provides advice on how applications are scored against the criteria:

1. Evaluate the project against the criteria and score.
2. Add all values for total score.

#### Scoring guide

- |                              |                                   |
|------------------------------|-----------------------------------|
| • <b>Score between 30-45</b> | Recommended for funding.          |
| • <b>Score between 15-30</b> | Possibly recommended for funding. |
| • <b>Score below 15</b>      | Not recommended for funding.      |

## Scoring Matrix

Criteria	Scoring Values	EXAMPLE SERVICE
Delivery		Score
Historical Significance	<u>0</u> Limited evidence of historical significance (service is new and has not been held more than five times) <u>3</u> Minimal evidence of historical significance (service has been held 5-10 times before) <u>6</u> Reasonable evidence of historical significance (service been held consecutively for more than 15 years) <u>9</u> Strong evidence of historical significance (service been held consecutively for more than 25 years)	9
Management	<u>0</u> No considered planning undertaken. <u>3</u> Limited planning undertaken. <u>6</u> Draft event plans provided. <u>9</u> Final event plans provided and demonstrated capacity to deliver event.	8
Accessible & Inclusive	<u>0</u> No measures demonstrated to deliver accessible and inclusive event. <u>3</u> Limited measures demonstrated to deliver accessible and inclusive event. <u>6</u> High level planning demonstrating accessible and inclusive event delivery. <u>9</u> Proactive / goes above ordinary expectations to deliver an accessible and inclusive event.	6
Environment sustainability	<u>0</u> No demonstration of plans to reduce environmental impact and educate participants. <u>3</u> Minimal demonstration of plans to reduce environmental impact and educate participants. <u>6</u> Plans provided to reduce environmental impact and educate participants, which demonstrates how the event will achieve goals. <u>9</u> Environmentally focused event with innovative plans around reducing impact and environmental education.	6
Financial sustainability	<u>0-1</u> Strong financial position demonstrated; funding from Council is not essential to deliver the event. <u>2-7</u> Financial position demonstrated; partial funding required from Council to deliver the event. <u>8-9</u> No additional or minimal income streams; the event could not proceed without Council support.	8
TOTAL SCORE		37

## 4.6 Agreements

Successful applicants will be required to enter into a funding agreement with Macedon Ranges Shire Council to receive their grant. The funding agreement will include:

- Funding obligations and conditions
- Acknowledgement conditions to recognise funding partners.
- Purpose for which the funding must be used.
- Reporting requirements that must be met by the funding recipient.
- Undertaking to ensure all relevant permits and approvals are received prior to the event

## 5. Conflict of Interest

All applicants will be required to declare any interests of which they are aware, which could reasonably raise an expectation of a conflict of interest or material interference with an application. These include financial or other interests that:

- Have been held
- Are currently held, or
- Will accrue.

Examples of financial or other interests include being a principal or key employee of a material professional adviser supplying services and/or having interests in contracts, trusts, or other business arrangements.

Conflicts of interest can be actual, potential, or perceived, and should be declared to ensure any risks are managed. Detailed guidance can be found on the Victorian Public Sector Commission website in its Conflict of Interest Policy Framework – [www.vpsc.vic.gov.au](http://www.vpsc.vic.gov.au) and in its eLearning guide on Conflicts of Interest.

## 6. Acquittal

Successful applicants will be required to complete a funding acquittal. Council will provide this template with the funding agreement.

## 7. Funding

Advance payments will be made in stages as long as:

- The funding agreement has been signed by both parties.
- Grant recipients provide reports as required or otherwise demonstrate that the event is progressing as expected.
- Other terms and conditions of funding continue to be met.
- A valid tax invoice is received by Macedon Ranges Shire Council.

## 8. Privacy

Any personal information about applicants or a third party in an application will be collected by Macedon Ranges Shire Council. This information may be provided to Victorian Government bodies for the purpose of assessing your application. If you intend to include personal information about third parties in your application, please ensure they are aware of the contents of the privacy statement. Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

Macedon Ranges Shire Council is committed to protecting the privacy of personal information. You can find Macedon Ranges Shire Council Privacy Policy online at [www.mrsc.vic.gov.au](http://www.mrsc.vic.gov.au). Enquiries about access to information about you held by Macedon Ranges Shire Council should be directed to the Customer Service department of Macedon Ranges Shire Council.

## 9. Code of Conduct for Child Safe Standards

If your event provides services or facilities specifically for children, you will be required to meet Child Safe Standards.

The standards require organisations to have a code of conduct that establishes clear expectations for appropriate behaviour with children.

For information about the Child Safe Standards contact the [Department of Families, Fairness and Housing](#).

## 10. Important Information

Applicants must not assume they will be successful or enter commitments based on that assumption before receiving formal notification of the outcome of their funding application.

Applicants should not assume that initial success guarantees future success. All applicants are encouraged to plan for contingencies and consider other funding sources and options should their application be unsuccessful.

## 11. Links

### **Grant skills and resources webinars**

<https://www.mrsc.vic.gov.au/About-Council/Find-A-Grant/Grants-Skills>

### **Event planning resources and webinars**

<https://www.mrsc.vic.gov.au/See-Do/Events/Running-An-Event/Event-planning-resources-and-webinars>

### **Victorian Government guidelines for making your documents, events and communications with disability groups as accessible as possible**

<https://www.vic.gov.au/accessibility-guidelines-government-communications>

### **Planning Safe and inclusive events**

<https://www.melbourne.vic.gov.au/sitecollectiondocuments/planning-safe-and-inclusive-events.pdf>

### **Zero Waste Event Guide**

[https://resources.reduce-recycle.com.au/bswwrrg/wp-content/uploads/2021/05/06001919/20633\\_BSWWRRG\\_ZeroWaste\\_Guide9-FINAL.pdf](https://resources.reduce-recycle.com.au/bswwrrg/wp-content/uploads/2021/05/06001919/20633_BSWWRRG_ZeroWaste_Guide9-FINAL.pdf)

## 12. Contact Information

<Insert details>

<Insert email address>

T: (03) 5422 0333

### 13. Council contacts for Events & Festivals

Macedon Ranges Shire Council officers can assist event and festival organisers with a range of services all year round. Fees may apply to some aspects of support.

All officers can be contacted by calling 5422 0333.

COUNCIL DEPARTMENT AND CONTACT	ASSISTANCE AVAILABLE
<b>Community &amp; Economic Development Arts &amp; Events</b>  Events and Filming Officer	<ul style="list-style-type: none"> <li>Event Notification Process</li> <li>Events &amp; Festivals Grant Program</li> <li>Liaising with Daylesford Macedon Ranges Tourism regarding promotional opportunities</li> <li>Event Planning</li> <li>Filming</li> </ul>
Tourism and Marketing Officer	<ul style="list-style-type: none"> <li>Promoting tourism focussed events or festivals on the official tourism website and facebook page for the Macedon Ranges <a href="http://www.visitmacedonranges.com">www.visitmacedonranges.com</a></li> <li>Promote event or festival at the Macedon Ranges Visitor Information Centres ie: in the monthly events calendar and on the events board</li> </ul>
Cultural Development Officer	<ul style="list-style-type: none"> <li>Audio visual and technical equipment hire or advice (small not for profit events and festivals only)</li> <li>Potential for inclusion in a monthly poster run to promote community events and festivals</li> </ul>
Arts and culture venue hire Technical Supervisor	<ul style="list-style-type: none"> <li>Book a Council hall (not parks, reserves and gardens)</li> </ul>
<b>Hanging Rock</b>  Hanging Rock Senior Ranger	<ul style="list-style-type: none"> <li>Hanging Rock event enquiries and liaison</li> </ul>
<b>Open space and recreation</b>  Recreation and Liaison Officer	<ul style="list-style-type: none"> <li>Book a Council managed park, reserve, garden and/or sports ovals.</li> </ul>
<b>Building</b> Municipal Building Surveyor	<ul style="list-style-type: none"> <li>Permits or advice for Temporary structures such as seating stands, marquees and stages.</li> <li>An Occupancy Permit for a Place of Public Entertainment (also known as a POPE)</li> </ul>
<b>Planning</b>  Planning & Building Liaison Officer	<ul style="list-style-type: none"> <li>Place of Assembly Permits (may apply to events and festivals on private land)</li> <li>Information on Liquor Licence applications</li> </ul>
<b>Engineering and Resource Recovery</b>  Traffic and Road Safety Officer	<ul style="list-style-type: none"> <li>Activity on a Road Permit</li> <li>Assess Traffic Management Plans to ensure they comply with legislation</li> </ul>



COUNCIL DEPARTMENT AND CONTACT	ASSISTANCE AVAILABLE
<b>Operations</b> Administration Officer  Facilities Services Officer	<ul style="list-style-type: none"> <li>For information on bins and rubbish requirements.</li> <li>Hire of signage for the implementation of traffic management plans</li> <li>Council maintained parks and gardens (mowing schedules, maintenance schedules)</li> <li>Tree inspections for public parks and reserves</li> <li>Requesting additional cleaning of public toilets</li> </ul>
<b>Legal and Corporate Governance</b> Risk and Insurance Officer	<ul style="list-style-type: none"> <li>Advice on risk management</li> <li>Public liability insurance</li> </ul>
<b>Communications</b> Online Communications Officer	<ul style="list-style-type: none"> <li>Local promotion of community events and festivals</li> </ul>
<b>Regulatory Compliance</b> Coordinator Health	<ul style="list-style-type: none"> <li>Food Traders permit, temporary or mobile food stall registration</li> <li>Council's smoke free policy</li> </ul>
Emergency Management Coordinator	<ul style="list-style-type: none"> <li>Advice on Emergency Management Plans</li> <li>Advice on potential emergency related risks of events and festivals</li> </ul>
Local Laws Coordinator	<ul style="list-style-type: none"> <li>Community signage (community events and festivals only)</li> <li>Advice on ways to reduce impact of noise generated by the event and festival</li> <li>Parking arrangements</li> <li>Raffle Tickets</li> <li>Firework</li> </ul>

## 14. Supporting Documentation

To assess the applicant's ability to deliver a successful and safe event the panel will examine event documentation. Please see section **4.3 Criteria for Assessment** under 'Delivery'.

Below are some examples of documentation that can be provided to demonstrate ability to deliver the event.

### Management

- Public Liability Insurance.
- Evidence of the status of approvals, permissions, notifications, permits etc
- Event Management Plan. (if you do not have one, you can use this [Event Management Plan template\(PDF, 800KB\)](#))
  - Event details.
  - Aims & outcomes.
  - Contacts.
  - Key tasks.
  - Production schedule/timelines/run sheets.
  - Consultation & notification plans.
  - Budget.
  - Venue & site plans.
  - Traffic, transport & parking plans.
  - Event program.
  - Permits, permissions, licence.

- Emergency Management Plan.(if you do not have one, you can use this [Emergency Management Plan template\(PDF, 225KB\)](#))
  - Emergency management structure & communication plan.
  - Evacuation procedure.
  - First aid medical plan.
  - Crowd control & security.
  - Weather monitoring & response.
  - Gas Safety Plan.
  - Event contingency or postponement plan.
  - Emergency contact lists.
- Risk Management Plan. (if you do not have one, you can use this [Risk Management Plan template\(PDF, 451KB\)](#))
  - Faulty electrical equipment (stalls, hall, food, vendors).
  - Slips, trips and falls.
  - Manual Handling.
  - Separation of pedestrians and vehicles
  - Unattended bags.
  - Lost children.
  - Loud music/noise.
  - Inclement weather.

### Accessible and inclusive

- Accessible event checklist.  
[Example - Disability Access Consultants Accessibility in Public Events and Concerts Checklist](#)
- Site plan demonstrating:
  - Ease of access and movement;
  - Sufficient bathroom facilities including access and gender neutral bathrooms; and signage.
- Code of conduct demonstrating that event will provide a safe harassment-free experience for everyone, regardless of gender and gender identity, age, sexual orientation, disability, physical appearance, body size, race, or religion.

### Environment

- Waste Management – Recycle, Reduce and Re-use Strategy.
  - Minimise single use plastic (plastic bags, bottles, cups, plastic straws etc.)
  - Set up recycle and compost stations.
  - Set up wash stations
  - Promote your commitment to environmental sustainability.
  - Provide re-useable cutlery and crockery.
  - Choose biodegradable tableware and decorations.
  - Use digital media such as social media to promote event or festival.
- Green travel options
  - Encourage public transport, car-pooling and shuttle buses.

<b>PE.2</b>	<b>DRAFT 2025 EVENTS AND FESTIVALS GRANT PROGRAM GUIDELINES</b>
<b>Officer:</b>	<b>Nicole Pietruschka, Events and Filming Officer</b>
<b>Council Plan relationship:</b>	<b>1. Connecting communities 3. Business and tourism</b>
<b>Attachments:</b>	<b>DRAFT Guidelines - Events and Festival Grant Program 2025</b> <a href="#">↓</a>

### Summary

The 2025 Events and Festival Grant Program Guidelines have been prepared to provide a framework for the applicant and assessment of grants for events and festivals. The Guidelines are presented to Council for endorsement.

### Recommendation

**That Council adopts the Draft 2025/2026 Events and Festival Grant Program Guidelines.**

### Background

The Macedon Ranges Events and Festivals Grant Program is an annual program designed to support events and festivals within the shire through funding (\$75,000), in-kind services and venue hire of Council run facilities. In 2019, consultants Urban Enterprise were engaged by Council to conduct a review of the 2019/2020 Events and Festival Grant Program. The final review and recommendations were adopted at the Ordinary Council Meeting 24 February 2020.

### Discussion

There have been no changes to the Events and Festivals Grant Program Guidelines between the last approved version for 2024 and the current draft for 2025. The current guidelines continue to support the strategic goals of Council and are consistent with Council's Community Grant Policy.

### Consultation and engagement

In 2019, consultants Urban Enterprise conducted a comprehensive review of the Events and Festivals Grant Program, which included significant consultation and engagement with stakeholders. A workshop was held as part of this process to gather input from local event operators, ensuring their perspectives and insights were incorporated into the review.

### Collaboration

Officers benchmark against other Councils and seek feedback from applicants each year to ensure that the fund remains relevant to the community needs and is a best practice approach.

### Innovation and continuous improvement

Feedback on the Events and Festival Grant Program is invited annually from grant applicants and is considered as part of the program's annual review.

A more comprehensive review of the Events and Festival Grant Program Guidelines is in planning for 2025/26. This review will be open to feedback from the broader community and will incorporate community input to evaluate the program's effectiveness in supporting events and festivals that enhance the shire's social and economic landscape.

**Relevant law**

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report, in particular the overarching Grants Policy, which was adopted by Council April 2023.

The Events and Festival Grant guidelines have a specific Access and Inclusion section which applications are scored against and a link for further information is provided to assist applicants to plan safe and inclusive events

**Relevant regional, state and national plans and policies**

Not applicable.

**Relevant Council plans and policies**Council Plan 2021-2031

## Strategic Objective 3 - Business and Tourism

Encourage economic vitality (including tourism, agribusiness, buy local and local employment options).

Support local industry sectors that align with our vision and strategies.

Support small business and the local economy.

Macedon Ranges Event Strategy 2021-2025 Strategic

Objective 7 – Support the event industry through improved information, event processes, and capacity building. Strategic

Objective 8 - Improve access to support for community events. Macedon Ranges

Visitor Economy Strategy 2019-2029

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

Macedon Ranges Arts and Culture Strategy 2018-2028

Strategic Goal 2 – Opportunities for all local people and visitors to participate in artistic and cultural appreciation and expression.

Strategic Goal 2 - Connect our community by interpreting and celebrating our region's stories

Community Grants Policy

The Community Grants Policy provides a framework for Council to grant public funds consistently and transparently through its externally facing grant programs.

In accordance with the Council Plan 2021-2031, this policy supports Council in demonstrating the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

All external facing Council grant programs are subject to this policy and will be presented annually to Council for endorsement.

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile?

The grant process enables Council to consider climate impacts when evaluating event delivery.

How will the recommendations mitigate risks posed by climate change to Council operations and services?

Council will gain better insight into the measures organising groups are taking to reduce climate-related risks. This visibility creates opportunities to provide feedback for ongoing improvements.

How will the recommendation help to prepare the community for future climate scenarios?

As the funding provider, Council can incorporate climate considerations and community preparedness into funding agreements, contracts and shared information.

**Financial viability**

The 2025/2026 Events and Festivals Grant program is budgeted for in this year's budget, with \$75,000 available.

**Sustainability implications**

Events are highly valued by the community and, without financial support, are at risk of being cancelled.

**Officer declaration of conflicts of interest**

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



**Macedon  
Ranges**  
Shire Council

## **Events & Festivals Grant Program 2025/2026**

### **Guidelines**



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## Overview

Macedon Ranges Shire Council is proud to support the Events and Festivals Grant Program in recognition of the significant social and economic benefits to the shire.

The program is for groups and organisations seeking funding and/or in-kind support for events and festivals staged within the shire. The program has three different tiers to enable all events and festivals to apply depending on size, focus and complexity.

### 1.1 Program objectives

The objectives of the program support events and festivals that align with the priorities of the 2021-2031 Council Plan specifically:

- Healthy environment, healthy people, and
- Business and tourism.

Preference will be given to applicants that:

- Foster community development and contribute to health and wellbeing.
- Align with the vision and strategic directions of the Macedon Ranges Visitor Economy Strategy 2019-2029.
- Showcase the key branding pillars of the region.
  - Arts, culture and makers.
  - Nature and the outdoors.
  - Historic villages and rural landscapes
  - Food, wine and ferments
- Provide economic benefit to Macedon Ranges Shire through:
  - Visitation.
  - Overnight stays.
  - Increased visitor yield.
- Occur in locations and/or times of lower visitation.
- Demonstrate plans to become self-sustaining and less reliant on financial support from Council.
- Demonstrate plan to deliver events that are accessible and inclusive for participants.
- Demonstrate plans to minimise impact to environment and surrounding community.
- Can deliver a successful, safe and compliant event or festival.



## 1.2 Timeline

Applications open	28 April 2025 at 9am
Applications close	25 May 2025 at 11pm
Applications assessed by panel	June 2025
Recommendations to Council	August 2025
Grant recipients announced	August 2025
Event takes place	1 September 2025- 31 December 2026
Grants acquitted	Within 8 weeks of event completion

## Eligibility

### 2.1 Eligible applicants

Events and festivals within the Macedon Ranges Shire and open to the public are eligible for funding.

Applications will generally be considered from:

- Creative, cultural, and sporting organisations.
- Private sector organisations.
- Not for profit organisations, including sporting, cultural and community that:
  - Are an incorporated body, cooperative or association.
  - Have an Australian Business Number (ABN) or can provide written advice from the Australian Taxation Office that no withholding tax is required from the grant payment.

Please note: If your group is not incorporated, you can still apply for a grant if you have an auspicing body.

### 2.2 What will be funded

- Assistance with the costs associated with securing, hosting, staging and marketing events and festivals.
- Innovative strategies to increase visitation to existing events, including event development and tourism marketing.

### 2.3 What won't be funded

The following list provides advice on what will not be funded through the program.

- Events staged outside of Macedon Ranges Shire.
- Private events that are not broadly accessible to the local community.
- Events and festivals on private land that have not determined potential restrictions and permit requirements with Council's Planning Department.
- Events that are not submitted by the application closure date.
- Applicants that have failed to acquit previous funding agreements. Applications that are incomplete or fail to meet criteria.
- Capital expenditure (the purchase of land, buildings, vehicles or building on privately owned land).
- Rental or lease of office space (event venue costs may be considered at the discretion of Macedon Ranges Shire Council).
- Events that are not held between 1 August 2025 and 31 December 2026 (except for multi-year agreements where subsequent event dates fall outside this date range).
- Projects or activities which:
  - Are religious or political.
  - Are discriminatory, sexist or disrespectful.
  - Ask for donations (fundraising).
  - Are the responsibility of other agencies (e.g. charities, government bodies).
  - Do not support responsible serving of alcohol.
- Recreational excursions, e.g. camps, holidays, tours.

- Catering.
- Debts.
- Permit fees.
- Competitions, gifts and prizes.
- Ongoing operational costs (core business) such as
  - Salaries (except for contract work)
  - Rent
  - Annual general meetings
  - Insurance
  - Utility costs

Macedon Ranges Shire Council reserves the right to exercise judgement on the appropriateness of funding eligibility criteria in respect to contentious, topical or contemporary issues or where the event may be perceived to be in conflict with Council objectives, plans, or the wider wellbeing of its residents.

## Council support

### 3.1 Event classification

The level of support available from Council is determined by the scale, focus and economic impact of the event. Events are classified into one of three tiers using the classification criteria below.

Tier	Classification
<b>Tier 1</b> Signature Event	<b>New, emerging or established events and festivals of significant scale that:</b> <ul style="list-style-type: none"> <li>• Are exclusive to Macedon Ranges Shire Council.</li> <li>• Have the capacity to attract intrastate and interstate visitation.</li> <li>• Are of state or regional significance.</li> <li>• Align with existing Macedon Ranges tourism branding and strengths.</li> <li>• Have the capacity to drive overnight stays and/or increase visitor yield in the region.</li> <li>• Are or have the capacity to become a signature event for the Shire.</li> <li>• Appeal to identified target markets for the region.</li> </ul>
<b>Tier 2</b> Regionally Significant Event	<b>New, emerging or established events and festivals of medium to large scale events that:</b> <ul style="list-style-type: none"> <li>• Have the capacity to attract intrastate visitation.</li> <li>• Are of regional significance.</li> <li>• Have a broader reach and attract high community attendance.</li> <li>• Attract visitors outside the township where it is being held.</li> </ul>
<b>Tier 3</b> Community Event	<b>Events and festivals of a small scale that:</b> <ul style="list-style-type: none"> <li>• Reinforce civic pride and community connectedness.</li> <li>• Are of significance to the local community.</li> </ul>

### 3.2 Funding

Funding is available as one-year or triennial agreements. Grant amounts are determined by the scope and capacity of the event.

Funding Agreement	Grant amounts
One-year	<ul style="list-style-type: none"> <li>Tier 1 – Up-to \$10,000</li> <li>Tier 2 – up-to \$6,000</li> <li>Tier 3 – Up-to \$2,000</li> </ul>
Triennial	<p>Available to Tier 1 and 2 events that demonstrate strategies to increase visitation through event development and tourism marketing.</p> <p>Only one triennial agreement will be awarded to each of the tiers.</p> <p>Funding is available on a sliding scale reduced in increments over a three-year period.</p> <ul style="list-style-type: none"> <li>Tier 1 – Year 1 up-to \$15,000   Year 2 up-to \$12,000   Year 3 up-to \$10,000</li> <li>Tier 2 – Year 1 up-to \$10,000   Year 2 up-to \$ 8,000   Year 3 up-to \$ 6,000</li> <li>Tier 3 – Triennial funding not available</li> </ul>

### 3.3 In-kind support

In-kind support is available to all tiers of the grant program. In-kind support allows for events and festivals to gain access to the following services that would normally come at a cost.

- Waiver of Activity on a Road Permit fees (applies to local roads managed by Council only).
- Assistance with the development of an event plan (this could include assistance with the development of a risk management plan or marketing plan).
- For events on Council-managed land – In-kind recycling stations (maximum three recycling stations which include):
  - general waste,
  - recycling,
  - glass, and
  - FOGO.
- One additional clean of public toilets on Council-managed land.

Where in-kind support is sought, an Events and Festivals Grant Program application must be submitted. Requests for retrospective in-kind support will not be considered.

### 3.4 In-kind venue hire

In-kind venue hire is available to all tiers of the grant program. It allows events and festivals to gain access to council managed facilities 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; these costs can however be applied for through the funding support tiers.

Where in-kind venue hire is sought, an Events and Festivals Grant Program application must be submitted. Requests for retrospective in-kind support for venue hire will not be considered.

Applicants applying for in-kind venue hire must include supporting documentation from the appropriate council department managing the facility proving venue availability and hire fees. Applications that have not attached confirmation of venue availability and hire fee will not be considered for in-kind venue hire.

Where in-kind venue hire is sought, an Events and Festivals Grant Program application must be submitted. Requests for retrospective in-kind support for venue hire will not be considered.

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

- Hanging Rock Reserve.
- Kyneton Town Hall.

## Application

### 4.1 Application process

The application process consists of two parts:

1. Contact the Event and Filming Officer to determine eligibility to the program.

Event and Filming Officer  
T: (03) 5422 0333  
[eventsandfilming@mrsc.vic.gov.au](mailto:eventsandfilming@mrsc.vic.gov.au)

2. Submission of an application.

### 4.2 Submission requirements

To be considered for funding applicants are required to submit detailed information on the event, and address all assessment criteria.

- Details of the event, including description, purpose, date and location.
- Description of how the funding will be used.
- Attendance data:
  - For existing events, previous attendances, up to 3 years, including local, intrastate, interstate attendance.
  - For new events, projected attendance, including local, intrastate, interstate attendance.
- Economic impact details from independent studies (where available).
- Marketing Plans that include:
  - Specific details relating to tourism marketing that will be undertaken.
  - Description of target markets.
  - All proposed marketing activity and timelines.
- Details regarding how the event aligns with and supports the:
  - Macedon Ranges tourism brand pillars.
  - Strategic Plans of Macedon Ranges Shire Council 2019-2029.
  - 2021-2031 Council Plan.
- Details of financial management including:
  - Detailed revenue and expenditure budget demonstrating financial support beyond the Macedon Ranges Shire Council including, but not limited to State Government, regional and local tourism organisations and sporting, cultural, industry and community organisations.
  - Plans demonstrating future financial sustainability, independent of Council funding.
  - Quotes for goods and services the funding will be used for.
- Plans to minimise impact to environment and surrounding community.
- Demonstrated management capacity and plans to achieve a successful and safe event.

### 4.3 Assessment Criteria

#### Community and Stakeholder Engagement

To assess how the event engages with, and is supported by community, local business, traditional owner groups and other relevant stakeholders.

- **Engagement:** Identification of how event is supported by community and relevant stakeholders.
- **Involvement:** Demonstration of opportunities for community and relevant stakeholders to participate.
- **Community outcomes:** Demonstration of how the event delivers positive community outcomes in the shire.

#### Delivery

To assess the applicant's level of event planning and consideration to deliver a successful event. (Please see section 14. Supporting Documentation.)

- **Management:** Demonstrated ability to deliver a successful and safe event within timeframe.
- **Financial management:** Demonstration of sound financial management.
- **Marketing and communications:** Demonstrated plan for promoting event.
- **Accessible and inclusive:** Demonstration of measures taken to provide an accessible and inclusive environment.
- **Environmental sustainability:** Demonstration of measures put in place to minimise environmental impact.

#### Economic Benefits (Tier 1 and 2 events only)

To assess the events capacity to support the local economy, and fill gaps in the events calendar.

- **Attendance:** Anticipated number of attendees, including local and visitors from outside the shire.
- **Length of stay:** Demonstration of how the event will encourage overnight stays in the shire.
- **Events calendar:** Justification of how the event will add value to the events calendar.

#### Destination Awareness (Tier 1 and 2 events only)

To assess the event's effectiveness in growing brand awareness of the Macedon Ranges.

- **Brand alignment:** Demonstration of how the event aligns with the tourism brand pillars of the Macedon Ranges.
- **Target market:** Demonstration of how event will attract the target market (lifestyle leaders) and visitors from outside the shire.
- **Destination awareness:** Demonstrate how event will promote the Macedon Ranges as a tourism destination and encourage repeat visitation.



#### 4.4 Assessment process

Eligible applications will be assessed against the criteria as well as supporting documentation submitted in their application. Applications that do not address criteria adequately will not be considered.

Once the panel has completed assessment the following process will be undertaken.

1. The panel will provide assessment recommendations to Council.
2. Recommendations will be considered for adoption by Councillors at Ordinary Council Meeting.
3. Adopted recommendations will be made publically available on the Council website.

Successful applicants will receive a letter of offer advising a grant is offered; on acceptance of the offer, a funding agreement will be provided.

#### 4.5 Assessment Matrix

The Assessment matrix provides advice on how applications are scored against the criteria:

1. Evaluate the project against the criteria and score.
2. Add all values for total score.

##### Tier 1 and 2 Events

- **Score between 89-126** Recommended for funding.  
Please note: Tier 1 events must score within this range to be recommended for funding at this level.
- **Score between 50-89** Possibly recommended for funding.
- **Score below 50** Not recommended for funding.

##### Tier 3 Events

Tier 3 events are not scored on 'economic benefit' or 'destination awareness' and thresholds for funding have been adjusted accordingly.

- **Score between 55-72** Recommended for funding.
- **Score between 30-55** Possibly recommended for funding.
- **Score below 30** Not recommended for funding.

## Scoring Matrix

Criteria	Scoring Values	EXAMPLE EVENT
Community and Stakeholder Engagement	0, 3, 6, 9	Score
Support	0 No demonstrated support by community or stakeholders. 3 Minimal support demonstrated. 6 Support demonstrated with evidence provided. 9 Extensive support demonstrated with evidence provided.	6
Involvement	0 No opportunities for community/stakeholder participation. 3 Minimal opportunities for community/stakeholder participation. 6 Various levels of involvement for community/stakeholder identified. 9 Various levels of involvement identified and working relationships already established with community/stakeholders.	6
Community Outcomes	0 No positive outcomes for community identified. 3 Incidental positive outcomes identified. 6 Targeted outcomes demonstrated. 9 Targeted outcomes demonstrated across a broad spectrum of the community.	7
Delivery	0, 3, 6, 9	Score
Management	0 No considered planning undertaken. 3 Limited planning undertaken. 6 Draft event plans provided. 9 Final event plans provided and demonstrated capacity to deliver event.	9
Financial Management	0 Council financial support only (this application), and limited costing provided. 3 Additional financial support identified, and outline budget provided. 6 Additional financial support secured and full budget provided. 9 Financially viable with multiple sources of income secured and full budget provided.	6
Accessible & Inclusive	0 No measures demonstrated to deliver accessible and inclusive event. 3 Limited measures demonstrated to deliver accessible and inclusive event. 6 High level planning demonstrating accessible and inclusive event delivery. 9 Proactive / goes above ordinary expectations to deliver an accessible and inclusive event.	6
Marketing and Communications	0 No marketing plan provided. 3 Marketing plan provided, but with limited detail. 6 Detailed marketing plan but limited messaging and content. 9 Detailed marketing plan provided, including well developed messaging and content.	9
Environment sustainability	0 No demonstration of plans to reduce environmental impact and educate participants. 3 Minimal demonstration of plans to reduce environmental impact and educate participants. 6 Plans provided to reduce environmental impact and educate participants, which demonstrates how the event will achieve goals. 9 Environmentally focused event with innovative plans around reducing impact and environmental education.	6

Applicable to tier 1 and 2 events only		
Economic Benefits		Score
0, 3, 6, 9		
Attendance	<b>0</b> Less than 50 participants. <b>3</b> 500 participants. <b>6</b> 2000 participants. <b>9</b> 5000 participants or more.	7
Length of stay	<b>0</b> Single day event. <b>3</b> Multi-day event. <b>6</b> Single or Multi-day event with activities that encourage overnight visitation. <b>9</b> Multi-day event that demonstrates innovative strategies to achieve overnight visitation.	3
Events Calendar	<b>0</b> Event occurs in peak season and is not unique. <b>3</b> Event occurs in peak season but is unique in its offering. <b>6</b> Event occurs in quiet season, but is not unique. <b>9</b> Event occurs in quiet season, and is unique in its offering.	6
Applicable to tier 1 and 2 events only		
Destination awareness		Score
0, 3, 6, 9		
Brand alignment	<b>0</b> Does not align with tourism brand pillars. <b>3</b> Weak alignment with tourism brand pillars. <b>6</b> Strong alignment with tourism brand pillars. <b>9</b> Strong alignment with tourism brand pillars and demonstrates how this is a strength of the region.	7
Target Market	<b>0</b> Appeals predominantly to local catchment (50km radius) only. <b>3</b> Potential to attract visitation from outside the shire but not a focus of the event. <b>6</b> Focus of the event is to attract tourists to the area, but does not necessarily appeal to the target market. <b>9</b> Focus of the event is to attract tourists to the area. This is strongly demonstrated through marketing and event activities that appeal to target market.	6
Destination Awareness	<b>0</b> No demonstration of how event will promote region. <b>3</b> Minimal promotion of region outside the immediate event. <b>6</b> Showcases the Macedon Ranges as a great place to visit. <b>9</b> Strongly demonstrates how event showcases the Macedon Ranges as a place to visit and explore, actively promoting other experiences.	5
<b>TOTAL SCORE</b>		<b>89</b>

## 4.6 Agreements

Successful applicants will be required to enter into a funding agreement with Macedon Ranges Shire Council to receive their grant. The funding agreement will include:

- Funding obligations and conditions.
- Acknowledgement conditions to recognise funding partners.
- Purpose for which the funding must be used.
- Reporting requirements that must be met by the funding recipient.

## 5. Conflict of Interest

All applicants will be required to declare any interests of which they are aware, which could reasonably raise an expectation of a conflict of interest or material interference with an application. These include financial or other interests that:

- Have been held
- Are currently held, or
- Will accrue.

Examples of financial or other interest include being a principal or key employee of a material professional adviser supplying services; and/or interests in contracts, trusts or other business arrangements.

Conflicts of interest can be actual, potential or perceived, and should be declared to ensure that any risks are managed. Detailed guidance can be found on the Victorian Public Sector Commission website in its Conflict of Interest Policy Framework – [www.vpsc.vic.gov.au](http://www.vpsc.vic.gov.au) and in its eLearning guide on Conflicts of Interest.

## 6. Evaluation and Reporting

Successful applicants will be required to undertake a post-event evaluation; Council will provide this template with the funding agreement. Tier 1 and 2 events will also be required to conduct a visitor satisfaction survey provided by Council.

Post event evaluations and completed survey results will be required within eight weeks of the conclusion of the event.

Depending on the level of funding, events may be required to provide progress reports including financial summaries.

Triennial applications are subject to annual evaluation and review, successful grant recipients are expected to be financially self-sufficient by the end of year three.

## 7. Funding

Advance payments will be made in stages as long as:

- The funding agreement has been signed by both parties.
- Grant recipients provide reports as required, or otherwise demonstrate that the event is progressing as expected.
- Other terms and conditions of funding continue to be met.
- A valid tax invoice is received by Macedon Ranges Shire Council.

## 8. Privacy

Any personal information about applicants or a third party in an application will be collected by Macedon Ranges Shire Council. This information may be provided to Victorian Government bodies for the purpose of assessing your application. If you intend to include personal information about third parties in your application, please ensure they are aware of the contents of the privacy statement. Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

Macedon Ranges Shire Council is committed to protecting the privacy of personal information. You can find Macedon Ranges Shire Council Privacy Policy online at [www.mrsc.vic.gov.au](http://www.mrsc.vic.gov.au). Enquiries about access to information about you held by Macedon Ranges Shire Council should be directed to the Customer Service department of Macedon Ranges Shire Council.

## 9. Code of Conduct for Child Safe Standards

If your event provides services or facilities specifically for children you will be required to meet Child Safe Standards.

The standards require organisations to have a code of conduct that establishes clear expectations for appropriate behaviour with children.

For information about the Child Safe Standards contact the [Department of Families, Fairness and Housing](#).

## 10. Important Information

Applicants must not assume they will be successful or enter into commitments based on that assumption before receiving formal notification of the outcome of their funding application.

Applicants should not assume that initial success guarantees future success. All applicants are encouraged to plan for contingencies and consider other funding sources and options should their application be unsuccessful.

## 11. Links

**Victoria Visitor Economy Strategy**

[https://djpr.vic.gov.au/\\_data/assets/pdf\\_file/0006/1340979/Visitor\\_Economy\\_Strategy.pdf](https://djpr.vic.gov.au/_data/assets/pdf_file/0006/1340979/Visitor_Economy_Strategy.pdf)

**Macedon Ranges Visitor Economy Strategy**

<https://www.mrsc.vic.gov.au/files/assets/public/live-amp-work/business-amp-economy/strategies-amp-plans-business/macedon-ranges-visitor-economy-strategy-2019-2029.pdf>

**Victorian Guidelines for Planning Safe Public Events**

[Victorian Guidelines for Planning Safe Public Events – 2018](#)

**Macedon Ranges Events Strategy**

<https://www.mrsc.vic.gov.au/files/assets/public/live-amp-work/business-amp-economy/strategies-amp-plans-business/strategy-final-macedon-ranges-events-strategy-2021-25-2021-04-29.pdf>

**Grant skills and resources webinars**

<https://www.mrsc.vic.gov.au/About-Council/Find-A-Grant/Grants-Skills>

**Event planning resources and webinars**

<https://www.mrsc.vic.gov.au/See-Do/Events/Running-An-Event/Event-planning-resources-and-webinars>

**Victorian Government guidelines for making your documents, events and communications with disability groups as accessible as possible**

<https://www.vic.gov.au/accessibility-guidelines-government-communications>

**Planning Safe and inclusive events**

<https://www.melbourne.vic.gov.au/sitecollectiondocuments/planning-safe-and-inclusive-events.pdf>

**Zero Waste Event Guide**

[https://resources.reduce-recycle.com.au/bswwrrg/wp-content/uploads/2021/05/06001919/20633\\_BSWWRRG\\_ZeroWaste\\_Guide9-FINAL.pdf](https://resources.reduce-recycle.com.au/bswwrrg/wp-content/uploads/2021/05/06001919/20633_BSWWRRG_ZeroWaste_Guide9-FINAL.pdf)

## 12. Contact Information

Events & Festivals Officer

[eventsandfilming@mrsc.vic.gov.au](mailto:eventsandfilming@mrsc.vic.gov.au)

T: (03) 5422 0333

### 13. Council contacts for Events & Festivals

Macedon Ranges Shire Council officers can assist event and festival organisers with a range of services all year round. Fees may apply to some aspects of support.

All officers can be contacted by calling 5422 0333.

COUNCIL DEPARTMENT AND CONTACT	ASSISTANCE AVAILABLE
<b>Community &amp; Economic Development Arts &amp; Events</b>  Events and Filming Officer	<ul style="list-style-type: none"> <li>Event Notification Process</li> <li>Events &amp; Festivals Grant Program</li> <li>Liaising with Daylesford Macedon Ranges Tourism regarding promotional opportunities</li> <li>Event Planning</li> <li>Filming</li> </ul>
Tourism and Marketing Officer	<ul style="list-style-type: none"> <li>Promoting tourism focussed events or festivals on the official tourism website and Facebook page for the Macedon Ranges <a href="http://www.visitmacedonranges.com">www.visitmacedonranges.com</a></li> <li>Promote event or festival at the Macedon Ranges Visitor Information Centres ie: in the monthly events calendar and on the events board</li> </ul>
Cultural Development Officer	<ul style="list-style-type: none"> <li>Audio visual and technical equipment hire or advice (small not for profit events and festivals only)</li> <li>Potential for inclusion in a monthly poster run to promote community events and festivals</li> </ul>
Arts and culture venue hire Technical Supervisor	<ul style="list-style-type: none"> <li>Book a Council hall (not parks, reserves and gardens)</li> </ul>
<b>Hanging Rock</b>  Hanging Rock Senior Ranger	<ul style="list-style-type: none"> <li>Hanging Rock event enquiries and liaison</li> </ul>
<b>Open space and recreation</b>  Recreation and Liaison Officer	<ul style="list-style-type: none"> <li>Book a Council managed park, reserve, garden and/or sports ovals.</li> </ul>
<b>Building</b> Municipal Building Surveyor	<ul style="list-style-type: none"> <li>Permits or advice for Temporary structures such as seating stands, marquees and stages.</li> <li>An Occupancy Permit for a Place of Public Entertainment (also known as a POPE)</li> </ul>
<b>Planning</b>  Planning & Building Liaison Officer	<ul style="list-style-type: none"> <li>Place of Assembly Permits (may apply to events and festivals on private land)</li> <li>Information on Liquor Licence applications</li> </ul>
<b>Engineering and Resource Recovery</b>  Traffic and Road Safety Officer	<ul style="list-style-type: none"> <li>Activity on a Road Permit</li> <li>Assess Traffic Management Plans to ensure they comply with legislation</li> </ul>

COUNCIL DEPARTMENT AND CONTACT	ASSISTANCE AVAILABLE
<b>Operations</b>  Administration Officer   Facilities Services Officer	<ul style="list-style-type: none"> <li>For information on bins and rubbish requirements.</li> <li>Hire of signage for the implementation of traffic management plans</li> <li>Council maintained parks and gardens (mowing schedules, maintenance schedules)</li> <li>Tree inspections for public parks and reserves</li> <li>Requesting additional cleaning of public toilets</li> </ul>
<b>Legal and Corporate Governance</b>  Risk and Insurance Officer	<ul style="list-style-type: none"> <li>Advice on risk management</li> <li>Public liability insurance</li> </ul>
<b>Communications</b>  Online Communications Officer	<ul style="list-style-type: none"> <li>Local promotion of community events and festivals</li> </ul>
<b>Regulatory Compliance</b>  Coordinator Health	<ul style="list-style-type: none"> <li>Food Traders permit, temporary or mobile food stall registration</li> <li>Council's smoke free policy</li> </ul>
Emergency Management Coordinator	<ul style="list-style-type: none"> <li>Advice on Emergency Management Plans</li> <li>Advice on potential emergency related risks of events and festivals</li> </ul>
Local Laws Coordinator	<ul style="list-style-type: none"> <li>Community signage (community events and festivals only)</li> <li>Advice on ways to reduce impact of noise generated by the event and festival</li> <li>Parking arrangements</li> <li>Raffle Tickets</li> <li>Firework</li> </ul>



## 14. Supporting Documentation

To assess the applicant's ability to deliver a successful and safe event the panel will examine event documentation. Please see section **4.3 Criteria for Assessment** under 'Delivery'.

Below are some example of documentation that can be provided to demonstrate ability to deliver the event.

### Management

- Council 'Proposed Event Notification Form'.
- Public Liability Insurance.
- Evidence of the status of approvals, permissions, notifications, permits etc
- Event Management Plan. (if you do not have one, you can use this [Event Management Plan template\(PDF, 800KB\)](#))
  - Event details.
  - Aims & outcomes.
  - Contacts.
  - Key tasks.
  - Production schedule/timelines/run sheets.
  - Consultation & notification plans.
  - Budget.
  - Venue & site plans.
  - Traffic, transport & parking plans.
  - Event program.
  - Permits, permissions, licence.
- Emergency Management Plan. (if you do not have one, you can use this [Emergency Management Plan template\(PDF, 225KB\)](#))
  - Emergency management structure & communication plan.
  - Evacuation procedure.
  - First aid medical plan.
  - Crowd control & security.
  - Weather monitoring & response.
  - Gas Safety Plan.
  - Event contingency or postponement plan.
  - Emergency contact lists.
- Risk Management Plan. (if you do not have one, you can use this [Risk Management Plan template\(PDF, 451KB\)](#))
  - Faulty electrical equipment (stalls, hall, food, vendors).
  - Slips, trips and falls.
  - Manual Handling.
  - Separation of pedestrians and vehicles
  - Unattended bags.
  - Lost children.
  - Loud music/noise.
  - Inclement weather.

### Financial Management

- Detailed revenue and expenditure budget.
- Financial sustainability independent from Council Support.
  - Provide a long-term strategic plan.
  - Increase revenue by charging an entry fee, raising ticket prices or introducing a participation fee for stallholder/suppliers.
  - Seek further sponsorship/grants.

### Marketing & Communications

- Marketing & Communications Plan:
  - Council's Tourism Unit manages the official tourism website for the Macedon Ranges [www.visitmacedonranges.com](http://www.visitmacedonranges.com).
  - Online events calendar on Council's website [www.mrsc.vic.gov.au](http://www.mrsc.vic.gov.au).
  - Community newsletters to find out about advertising and editorial opportunities.
  - School newsletters will accept public notices.
  - Promote in Council's regular e-newsletters (Business, Youth, Arts & Culture, Environment, and Recreation).
  - Local newspapers offer a community guide or calendar feature where local events and festivals can be listed each week.
  - Social media and online campaigns.
  - Community signage boards.
  - Display information at the Macedon Ranges Visitor Information Centres and list your event or festival in the monthly events and festivals calendar.
  - Daylesford and Macedon Ranges Explore <http://dmrexplore.com.au> is an online e-travel guide where events and festival can be promoted.
  - List your event and festival at Australia Tourism Data Warehouse [www.atdw-online.com.au](http://www.atdw-online.com.au) (this was previously Events Victoria).
  - Daylesford Macedon Tourism (DMT) <http://dmrtourism.com.au/>.

### Accessible and inclusive

- Accessible event checklist.  
Example - Disability Access Consultants [Accessibility in Public Events and Concerts Checklist](#)
- Site plan demonstrating:
  - Ease of access and movement;
  - Sufficient bathroom facilities including access and gender neutral bathrooms; and
  - Signage.
- Various ticket pricing including discounted tickets for children, seniors and concession holders free tickets for registered carers.
- Code of conduct demonstrating that event will provide a safe harassment-free experience for everyone, regardless of gender and gender identity, age, sexual orientation, disability, physical appearance, body size, race, or religion.

### Environment

- Waste Management – Recycle, Reduce and Re-use Strategy.
  - Minimise single use plastic (plastic bags, bottles, cups, plastic straws etc.)
  - Set up recycle and compost stations.
  - Set up wash stations
  - Promote your commitment to environmental sustainability.
  - Provide re-useable cutlery and crockery.
  - Choose biodegradable tableware and decorations.
  - Use digital media such as social media to promote event or festival.
- Green travel options
  - Encourage public transport, car-pooling and shuttle buses.

<b>PE.3</b>	<b>DRAFT KYNETON URBAN DESIGN FRAMEWORK FOR ADOPTION</b>
<b>Officer:</b>	<b>Louise Dewberry, Senior Strategic Planner</b>
<b>Council Plan relationship:</b>	<b>1. Connecting communities</b>
<b>Attachments:</b>	<b>Draft Kyneton Urban Design Framework (2025) (under separate cover)</b>

### Summary

The draft Kyneton Urban Design Framework (UDF) is a strategic plan for streetscape and public realm improvements in and around Kyneton's main commercial streets. Following consultation on the draft UDF carried out over three phases, the UDF has been amended in response to community and stakeholder feedback. A final draft of the UDF is now presented.

### Recommendation

#### That Council:

- 1. Adopts the draft Kyneton Urban Design Framework (2025).**
- 2. Notifies all submitters of this decision and thanks them for their feedback.**

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### Background

The draft UDF is a strategic plan for public realm improvements in Kyneton's commercial area, based around Piper Street, High Street and Mollison Street. The study area is generally defined by the extent of the Commercial 1 Zone (C1Z) and includes the land bounded by Hutton, Mollison, Simpson and Ebden streets. The draft UDF has been prepared with the assistance of consultants Urban Fold, and provides the following:

- Establishes a future vision for Kyneton's main commercial area;
- Identifies opportunities for tangible streetscape and public realm improvements, as well as built form guidelines for new development;
- Indicative streetscape and precinct plans identifying the location for proposed projects;
- A guide to implementation actions.

The proposals contained in the draft UDF have been developed in response to several key issues affecting the centre, raised by the community through consultation and supported by analysis by officers and the consultant team. Though not an exhaustive list, key proposals include the following:

- Improve pedestrian safety and accessibility:
  - New pedestrian crossings on side streets and across main roads to make people easier to see and provide a continuous path of travel with fewer level changes.
  - Reduced speed limits for vehicles.
  - Improved pedestrian access through major car parks.
- Improve the appearance and amenity of streets:

- Landscaping to introduce greenery to streetscapes.
- New street trees to provide shade, cooling and aesthetic value.
- Expanded footpath areas (kerb outstands) to provide places for people to sit, rest and interact.
- Consistent seating, fixtures, and paving.
- Make it easier to get around:
  - Maintain parking availability and improve parking areas.
  - Introduce wayfinding signage to important destinations.
  - Improved cycling infrastructure.
  - More easily access businesses on both sides of main streets
- Improve the design of new buildings:
  - Guidelines for the design of new buildings including heights, setbacks, appearance and activation.
  - Provide guidance on appropriate signage placement.
  - Support affordable housing at upper level/s of buildings in the study area.

The draft UDF has been developed and refined across three rounds of community consultation as set out in the following sections. This has resulted in the final draft dated February 2025 which is now presented for adoption (see Attachment One).

## **Discussion**

As reported to the 26 February 2025 Scheduled Council Meeting, community submissions relating to the draft UDF dated September 2024 have been reviewed, and officers have provided a response including recommended changes to the document where appropriate (these responses were provided as an attachment to that report). Responses and recommendations have been carefully considered in relation to the scope, principles and objectives of the UDF project, as well as the clarity and accuracy of the document itself.

A total of seven changes are therefore recommended and are reflected in the attached draft UDF. The following are recommended in response to community and internal feedback as outlined in the report to the Scheduled Council Meeting in February:

- (1) Text in section 1.7 (p. 9) clarified by replacing the term “slow vehicles” with “mobility scooters and wheelchairs”.
- (2) Introduction at section 5.1 (p. 49) amended to note the need for level footpaths in all precincts.
- (3) Amendment to the implementation plan (section 8.3) to include consultation with the general community for actions S2, D4, D5, and D8.
- (4) Removal of the reference in Figure 23 to the new public toilet at the corner of Ebden and Yaldwyn streets as the proposal does not align with the Public Toilet and Barbecue Strategy guidelines.
- (5) Replacement of a stock image used in section 4.4 (p. 33) which shows a school crossing supervisor, as the person pictured is not wearing the correct uniform for Macedon Ranges.

Two further changes are recommended in addition to the above.

Speed limits

Mixed views were expressed by the community regarding the proposal to reduce speed limits through the town centre. Reduced speed limits complement the range of pedestrian safety measures proposed in the draft UDF, but it is not necessary for this document to specify what the new limit should be. This will be guided by the Kyneton Movement Network Plan, subject to the approval of the Department of Transport and Planning and in line with the department's speed zoning guidelines. The draft UDF has been changed as follows:

- (6) In section 4.4 (p.33), retain recommendation to reduce speed limits, but delete reference to "30 or 40 kilometres per hour".

Jennings Street/Mollison Street intersection

Consultation is currently underway regarding proposed works to install a pedestrian crossing at this intersection. So as not to pre-empt the outcomes of this process, officers recommend that the draft UDF be amended to avoid specifying a preferred design outcome at this location, while retaining the recommendation that this intersection is upgraded to support safer pedestrian and vehicle movements. The draft UDF has been changed as follows:

- (7) Three maps have been amended:
- (a) Figure 10 – Public Realm Nodes (p. 40) has been changed to remove reference to kerb outstands and public realm nodes (seating, landscaping, bins etc.) at this location.
  - (b) Figure 16 – Mollison Street Precinct Streetscape Plan (p. 51) has been changed to delete annotation #2 'Jennings Street', and renumber annotations; and soften/reduce extent of kerb outstands shown in grey.
  - (c) Figure 5 – Illustrative Plan (p. 25) has also been amended to reflect change to outstands as per Figure 16.

The changes listed above are in addition to the more extensive revisions made in response to feedback provided during Phase 2 of consultation in July–August. All submitters are thanked for their feedback which has informed and improved each iteration of the draft.

**Consultation and engagement**

Community consultation for the draft UDF has occurred over three phases, totalling 18 weeks. Details of each phase are as follows.

Phase	Date and duration	Purpose	Findings & response reported to Scheduled Council Meeting
<b>One</b>	18 Jan – 26 Feb 2021 (6 weeks)	Open ended – input on valued features of the town centre, issues/concerns and opportunities for improvement.	26 June 2024
<b>Two</b>	5 Jul – 4 Aug 2024 (4 weeks)	Feedback on draft UDF (dated June 2024)	16 September 2024
<b>Three</b>	28 Oct – 20 Dec 2024 (8 weeks)	Feedback on revised draft UDF (dated September 2024)	26 February 2025

Full summaries of consultation activities, outcomes, and subsequent changes to the draft UDF have been reported to previous Council meetings as noted in the table. An overview is provided below.

#### Phase One consultation findings

During Phase One, just over 130 people participated, including:

- 108 completed surveys
- 13 attendees at the drop-in session with officers
- Two one-on-one meetings
- Three 'pins' on the Pozi map page
- 18 written submissions

Respondents' feedback on the key issues affecting the town centre are summarised below. These aligned closely with the issues identified by officers during background analysis for the project.

- **Pedestrian and cyclist safety:** including safety concerns with crossing the road on side streets and from one side of main roads to the other; the quality of footpaths; accessibility concerns for those with mobility issues in relation to steep pram crossings and gutters; lack of safe bicycle lanes and cycling infrastructure.
- **Trees and landscaping:** respondents were highly supportive of street trees (for shade and amenity) and other streetscape improvements even if this resulted in a small loss of on-street parking; suggested that these could be offset by better availability and signposting of off-street spaces, and improved provision of disabled spaces.
- **Public spaces:** a lack of quality public space was a concern, with support for more seating as well as new and improved open spaces, and better wayfinding signage with less clutter.
- **Appearance and upkeep:** concern that Kyneton appears neglected, noting its potential as a tourism destination has been let down by a lack of investment, especially compared to other similar towns in regional Victoria.
- **Buildings:** strong support for maintaining Kyneton's heritage character and features, including bluestone gutters and buildings; reinstatement of verandas was suggested for shade and restoration of heritage character; very strong support for guidelines for the design of new buildings to ensure that they are respectful of the existing character and building heights.

Accordingly, the projects proposed within the draft UDF were selected in order to provide practical solutions to the problems identified through consultation.

#### Phase Two consultation findings

During Phase Two, respondents participated in a range of ways:

- 79 written submissions were received via YourSay and email.
- Two walking tours were held, attended by 12 community members, plus several Councillors and staff.
- Eight people attended drop-in sessions for general information and to ask questions about the project.
- Six face-to-face meetings were held with individuals and small groups.

- Three telephone enquiries were received.
- In terms of general awareness of the project:
  - The draft UDF document was downloaded 426 times.
  - The YourSay page was viewed 1,488 times.
  - Posts on Facebook, Instagram and X (formerly Twitter) reached approximately 15,000 users.

Of the submissions received, 33 were supportive or supported with changes; 10 requested changes regarding a specific proposal (but did not express overall support/objection); and 36 were not supportive, most of which related to a suggested speed limit reduction to 30 km/h, and bicycle lanes (specifically an option that was put forward for consultation but not included in the draft UDF).

No other projects/proposals attracted strong opposition; rather the majority of submissions provided suggestions for changes, clarification or improvements to the projects included in the draft UDF. Issues raised included:

- **Disability access:** the lack of disabled parking spaces on each of the three main streets; accessibility of footpaths and buildings.
- **Street trees and landscaping:** support for greenery and the opportunity to present a more 'cared for' appearance that demonstrates investment; the need for shade, canopy and beautification; various suggestions regarding species or type (indigenous, deciduous etc.); possible locations; and impacts on visibility/parking.
- **Kerb outstands and crossings:** discussion around the design of these in relation to road space, tree species, pedestrian safety benefits, and impact on traffic.
- **Building guidelines:** the residential/commercial interface, support for proposed building heights, and potential for housing diversity/affordability.
- **Bluestone gutters:** sentiment varied between those who would like to see them left intact for heritage/character reasons (with 'bridges' or similar provided for pedestrians), and those who requested flattening of the profile to improve accessibility and safety for people with limited mobility.
- **Public art:** support for opportunities to incorporate public art in new designs; engage local artists.
- **Kyneton Mechanics Reserve / 'town square':** various issues including footprint/extent and possible expansion of the reserve; extent of Baynton Street road closure (whether to keep as-is or extend further west); open space opportunities; design issues including options for events, landscaping and accessibility; treatment of the Lions Kiosk (both supportive and not supportive of proposal to relocate this facility); opportunities for future consultation.
- **Town Hall Plaza:** impact of proposal on parking; community significance of 'Minogue's rest' seat.
- **Public toilets:** location, suitability and availability of these facilities.

In response, numerous changes were made to the draft UDF, including to wording, illustrations and maps.

#### Phase Three consultation findings



20 submissions were received – 8 from people who had submitted previously and 12 from new submitters. Of the 20:

- Seven supported the UDF or supported with changes.
- Nine were negative or mixed – these varied with some commenting on a range of aspects of the plan, while others objected to a single issue or proposal such as reduced speed limits.
- Four were wholly or mostly in relation to requests for additional projects out of scope or outside the UDF study area.

Issues raised included:

- **Crossings and intersections:** requests for particular intersections to be signalised (particularly Jennings/Mollison and Piper/Mollison), queries about crossing locations and/or requests for additional crossings.
- **Speed limits:** both support for 40 km/h (but not 30 km/h) or preferring no change.
- **Pedestrian network:** both support for pedestrian safety improvements, and concern regarding the impact on drivers.
- **Movement network:** including comments regarding circulation in Baynton Street to either retain as-is or extend the road closure further to the west; queries about the design and location of proposed cycling network.
- **Public toilets:** querying proposal for new toilet at corner of Ebden/Yaldwyn streets; general requests for improvement to provision and maintenance.
- **Implementation:** requests for certain projects to be given higher priority; concern that the UDF might be adopted but not implemented and that upgrades will not eventuate.
- **Detailed design matters:** including layout and facilities for the Kyneton Mechanics Reserve; preservation of bluestone; requests regarding tree species and location; signage.
- **Indigenous acknowledgement:** submissions both in favour of and against consideration of Traditional Owner values as set out in the draft UDF.
- **Old Kyneton Primary School (OKPS) site:** a request to include a detailed plan submitted for improvements on and around the OKPS site.
- **Other matters:** requests for projects that are
  - Out of scope or outside the study area, e.g. open space upgrades and transport infrastructure such as footpaths, roundabouts and the Edgecombe Street bridge.
  - Already included in the draft UDF.

Changes made in response are set out earlier in this report.

#### Internal consultation

Internal consultation with Council departments has occurred over the life of the project.

Both internal and community feedback has resulted in changes to the draft UDF which is now presented for adoption.

**Collaboration**

Officers have consulted with DTP's Transport Strategy team who have provided strong support for the active transport initiatives contained in the UDF and have indicated their willingness to undertake further collaboration on these projects as soon as practicable.

The Country Fire Authority also indicated their support for the draft UDF, contingent on consideration of fire risk in the design of any new landscaping, including plant selection.

**Innovation and continuous improvement**

The UDF provides an important opportunity to deliver a more sustainable, more people-friendly town centre for Kyneton by updating the area for the current and future needs of the community. The proposals within the draft UDF have been developed based on expert urban design advice and are intended to ensure the town centre continues to deliver for Kyneton's residents, businesses and visitors through future challenges and opportunities including township growth and climate change.

**Relevant law**

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report. Characteristics including gender, mobility, age and socio-economic status all affect how people use public spaces. The principles underpinning contemporary urban design practice, and hence the draft UDF, are about making public spaces inviting, inclusive, and safe for all users. This means that they can be used by a wider range of people at different times of the day.

In relation to the proposals in the draft UDF, examples of likely benefits include:

- Upgraded pedestrian crossings create a safer environment for people on foot, including parents with prams and young children, people with reduced mobility (e.g. those using wheelchairs, walking frames, crutches etc.), and those without access to a car.
- Building design guidelines include the need for passive surveillance of public spaces and lines of sight between building interiors and the outside, increasing perceived safety in the public realm.
- Better lighting and pedestrian access through car parks make these spaces feel safer at all times of the day.
- Increased seating benefits the elderly, carers of young children and those with disabilities who may need more regular opportunities to stop and rest.

Earlier consultation revealed that many of the users identified above faced difficulties in accessing and moving around the town centre safely. The improvements identified in the draft UDF are therefore recommended as the preferred option compared to a 'do nothing' approach.

**Relevant regional, state and national plans and policies**

The UDF aligns to key state plans, briefly:

**Plan for Victoria** (Victorian State Government, 2025): Plan for Victoria replaces the Victorian State Government's 'Loddon Mallee South Regional Growth Plan' (2014) and Plan Melbourne 2017-2050' (2017) (note this has not yet been reflected in the planning scheme). It is best described as a set of principles (five 'pillars') and an action plan. It identifies Kyneton as a 'regional service centre', defined as "A pivotal town in Victoria's regional development, fostering economic activity and providing a key network of service hubs" (p. 63). The

document sets out each pillar together with what is intended to be achieved under each – the pillars and intended outcomes related to the draft UDF are listed below, with Pillar 3 being the most relevant:

<b>Pillar 1: Housing for all Victorians</b>	<b>More housing and choice across regional Victoria:</b> There will be more homes in regional cities in locations well-serviced with jobs, shops, public transport and community facilities and services.
<b>Pillar 2: Accessible jobs and services</b>	<b>Transport infrastructure:</b> We'll reduce commute times and congestion while improving your wellbeing and quality of life by expanding and modernising public transport networks, including trains, trams and buses and supporting active transport with walking and cycling paths.
<b>Pillar 3: Great places, suburbs and towns</b>	<p><b>Community-centred design:</b> You'll have good access to local public facilities and services (such as parks, libraries, community centres and cultural facilities) where you can meet your daily needs close to home. We'll prioritise designs that encourage social interaction and active lifestyles and put you at the centre.</p> <p><b>Safety and wellbeing:</b> We'll enhance public safety by designing streets and public places that encourage you to stroll, gather, be social and spend time with family, friends and neighbours.</p> <p><b>Inclusive places:</b> We'll make sure our places are safe, inclusive and accessible for people of all ages, races, cultures, genders and abilities.</p> <p><b>Green spaces are great spaces:</b> Our parks, streets, homes and public places will be greener and cooler with more canopy trees and street trees.</p> <p><b>Great open space:</b> To make sure you can enjoy great parks, reserves and other green public areas, we'll make sure they are suitable for all Victorians and close to homes.</p> <p><b>Active transport:</b> We'll prioritise active transport, including cycling and pedestrian pathways, so you have more environmentally friendly and healthy commuting options and safer, better connections to public transport.</p>
<b>Pillar 4: Sustainable environments</b>	<b>Climate-resilient urban planning:</b> You'll live more sustainably and with a reduced carbon footprint as more homes are built closer to public transport, there are more pedestrian and cycling options, more trees are planted, urban sprawl is limited and natural habitats are protected. Homes and buildings are designed and built to be more energy-efficient and environmentally sustainable, making them more comfortable to live and work in and cheaper to run.

**Macedon Ranges Statement of Planning Policy** (Victorian State Government, 2019): Supports the declaration of Macedon Ranges as a distinctive area and landscape by providing a framework for the protection of the shire's amenity, heritage and natural environment. The draft UDF supports a number of the Statement's objectives and strategies, specifically:

<b>Objective 4:</b> To recognise, protect, conserve and enhance the declared area's Aboriginal cultural and spiritual heritage values and work in partnership with Traditional Owners in caring for Country.	With Traditional Owners, acknowledge, protect, promote and interpret tangible and intangible Aboriginal cultural values, heritage and knowledge when planning and managing land use and development, water and other environmental resources.
<b>Objective 5:</b> To recognise, conserve and enhance the declared area's significant post-contact cultural heritage values.	Acknowledge, promote and interpret significant post-contact cultural heritage values in the planning, design, development and management of land uses, including infrastructure.
<b>Objective 7:</b> To provide for a diverse and sustainable visitor economy compatible with the natural and cultural values of the area.	Protect the unique rural character of towns in the declared area.
<b>Objective 8:</b> To plan and manage growth of settlements in the declared area consistent with protection of the area's significant landscapes, protection of catchments, biodiversity, ecological and environmental values, and consistent with the unique character, role and function of each settlement.	Encourage infill development that respects the townships' character.  Encourage a range of housing types within settlement boundaries to support a diverse range of housing needs.
<b>Objective 9:</b> To manage the provision of infrastructure consistent with protection of the area's significant landscapes and protection of environmental values to support the social and economic needs of communities and increase resilience to climate change effects.	Maintain and enhance transport connections that provide links between and within regional communities and to major cities.  Reduce use of fossil fuels and reduce greenhouse gas emissions by prioritising active transport and public transport modes.
<b>Objective 10:</b> Respond to the challenges and threats of climate change and natural hazards with careful planning and mitigation strategies.	Support community and government planning for disaster preparedness and climate resilience.

### Relevant Council plans and policies

The Kyneton UDF was identified as a Council Plan action in 2019-20. This action was proposed as part of the implementation of Priority Area 3 – Improve the built environment, and specifically the following strategies:

- Foster township character and care for resources of historical significance.
- Advocate for better access to public transport.

- Increase walking and cycling connectivity.
- Improve access to our spaces and streetscapes.

In the Council Plan 2021-2031 (Year 4 Actions 2024/25), the UDF is included as an action to implement Strategic Objective 1. Connecting communities, and the strategic priority “Integrate land-use planning and revitalise and protect the identity and character of the shire”.

With respect to other Council strategies, the proposals contained within the draft UDF are intended (in part) to:

- Improve walking and cycling opportunities to support physical activity, reduce transport emissions and promote a more connected community
- Increase tree canopy within the township to shade and cool the township environment, improve pedestrian amenity and support biodiversity and sustainability (see also ‘Sustainability implications’ below)
- Support the development of diverse housing opportunities
- Support universal access through safer footpaths, better parking infrastructure and increased seating.

In this way the draft UDF directly supports and helps to implement the following Council plans and policies:

- **Disability Action Plan 2023/24:**
  - Area 4: Access to buildings and places
- **Municipal Public Health and Wellbeing Plan 2021-2025 – Strategic objectives:**
  - Create supportive environments for physical activity
  - Enable affordable, secure, safe and appropriate housing
  - Work with the community to reduce greenhouse gas emissions and adapt to the changing climate
  - Establish a local environment which is resilient to the changing climate
- **‘Participate’ Positive Ageing Plan 2020-2025 – Strategies:**
  - 3.2: Deliver improvements that support older people to move around safely and easily
  - 3.4: Actively seek and respond to the needs of people of all ages and abilities in planning processes
- **‘Create’ Municipal Early Years Plan 2021-25 – Priority areas:**
  - Children are socially connected and active
  - Children’s needs are recognised in infrastructure and the built environment
  - Children are respected and valued in their community
- **2023-2032 Mobility and Road Safety Strategy – Strategic themes:**
  - 2: Improving safety and mobility in and around towns
  - 3: Implementing movement and place
  - 4: Improving road user preference

- **Kyneton Movement Network Plan 2024**

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? The draft UDF is anticipated to have a negligible impact on Council's energy usage and greenhouse emissions profile. A small number of projects may call for improved lighting for public spaces – energy efficiency should be included as a consideration in the selection of any lighting fixtures to be installed.

How will the recommendations mitigate risks posed by climate change to Council operations and services? The draft UDF does not have any foreseeable impact on the climate change risk profile of Council operations.

How will the recommendation help to prepare the community for future climate scenarios? The draft UDF is expected to support community resilience to climate change and has been written in part with this goal. Initiatives contained in the draft UDF include support for sustainable transport modes, increased tree cover for the town centre (with associated benefits for urban cooling and pedestrian amenity), and support for installation/reinstatement of awnings and verandahs to provide shade and shelter for people using the main streets of the township.

**Financial viability**

The draft UDF, if adopted, will have implications for Council's future infrastructure planning and delivery processes, capital works budgets, and asset management. The draft UDF proposes a range of much-needed streetscape upgrades across the entirety of the study area to support both existing and future populations.

It is anticipated that the projects included in the draft UDF would require a mix of both Council and grant funding from state and/or federal budgets, as well as staff time and a coordinated approach to implementation (including planning and delivery) across Council departments.

**Sustainability implications**

By supporting sustainable transport and increased tree cover in Kyneton's main streets, the draft UDF directly supports and helps to implement Council's Climate Emergency Plan 2023-2030, specifically the following actions:

- CRC13 – Urban cooling
- PFF8 – Uptake and engagement in active transport
- NN3 – Future-proof plantings

**Officer declaration of conflicts of interest**

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

**12 CORPORATE REPORTS**

<b>COR.1</b>	<b>CONTRACTS TO BE AWARDED AS AT MARCH 2025</b>
<b>Officer:</b>	<b>Ilsa Melchiori, Coordinator Contracts</b>
<b>Council Plan relationship:</b>	<b>4. Delivering strong and reliable government</b>
<b>Attachments:</b>	<b>Nil</b>

**Summary**

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

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

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

1. **Notes that the following contracts will be awarded by Council officers under delegated authority:**
  - (a) **C2025-82 Woodend Tennis Courts Resurfacing and Drainage Works**
  - (b) **C2025-84 Mount Macedon Memorial Cross Reserve Urgent Works**
2. **Grants delegated authority to the Chief Executive Officer to execute the following contracts:**
  - (a) **C2025-81 Supply Panel Commercial Builders**
3. **Grants delegated authority to the Chief Executive Officer to award the following contracts:**
  - (a) **C2025-83 Provision of Tree Management Services Supply Panel**

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**Background information**

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

**Opportunity to review delegated authority**

This report provides Council with a summary of proposed contracts, which are being advertised and indicates whether delegated authority to award the contract exists.

<b>C2025-82 Woodend Tennis Courts Resurfacing and Drainage Works</b>	
Council is seeking the services of a qualified contractor to complete the works of resurfacing the Woodend Tennis Courts and undertaking drainage works.	
<b>Compliance Requirements</b>	<b>Budget Impacts</b>
Council's Director has delegated authority to award this contract.	Budgeted Value (excl. GST) \$208,000

<b>C2025-84 Mount Macedon Memorial Cross Reserve Urgent Works</b>	
Council as an Auspice Agency on behalf of the Mount Macedon Memorial Cross Committee of Management is seeking the services of a qualified contractor to deliver improvements to the memorial cross reserve including lighting and pathway upgrade, balustrading and other safety improvements.	
<b>Compliance Requirements</b>	<b>Budget Impacts</b>
Council's CEO has delegated authority to award this contract.	Budgeted Value (excl. GST) \$991,000 Mt Macedon Memorial Cross Reserve Rejuvenation Project Grant OPP 204203 Awarded 18/3/2024, Expires on 30/6/2025 Funds held in Auspice.

<b>C2025-81 Supply Panel Commercial Builders</b>	
This contract replaces the existing contract which recently expired. Council is seeking suitably qualified contractors with commercial building licenses, for inclusion on an Approved Supplier list for the provision of construction services. This contract is to operate as an open panel arrangement.	
<b>Compliance Requirements</b>	<b>Budget Impacts</b>
The contract will exceed the \$1 million financial delegation of the Chief Executive Officer.	Budgeted Value (excl. GST) \$15 million over a 10+10-year term. Equates to an average of \$1,500,000 works per annum that could be awarded via the panel process.

<b>C2025-83 Provision of Tree Management Services Supply Panel</b>	
This contract replaces the existing contract which recently expired. This is a supply panel contract for the provision of tree services. Services include tree pruning, removal and risk inspections across the shire.	
<b>Compliance Requirements</b>	<b>Budget Impacts</b>
The contract will exceed the \$1 million financial delegation of the Chief Executive Officer.	Budgeted Value (excl. GST) \$10,080,000 over a 3+2+2 year term. Equates to an average of \$1,440,000 works per annum that could be awarded via the panel process.



**Risk controls**

As part of Council's procurement processes, a number of controls are implemented to ensure the risks are identified and managed. For the contracts to be awarded in this report, that includes the following measures:

- Conflict of Interest Declarations – Officers must disclose conflicts before participating in procurement decisions or panels.
- Competitive Bidding – Transparent public tendering with multiple suppliers was undertaken for all contracts and are required for contracts above the \$1m financial delegation limit of the CEO to ensure competition and transparency.
- Legal & Probity Review – Contract Coordinator reviews of each contract before execution.
- Performance Monitoring – KPIs and regular reviews, milestone tracking and monitoring for compliance with grant requirements where applicable for each approved contract.
- Public Disclosure Requirements – Contract awards are published in Council's Annual Report.
- Delegation Limits – All approvals are per the Procurement Policy and clearly defined specific financial thresholds the CEO can approve.
- Regular Reporting – the CEO submits periodic reporting on contracts for monitoring.
- Procurement Compliance – Training, audits, and adherence to policies is undertaken for all officers and steps in the process.

**Consultation and engagement**

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

**Collaboration**

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

**Innovation and continuous improvement**

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

**Relevant Law**

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

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

**Relevant regional, state and national plans and policies**

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

**Relevant Council plans and policies**

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

**Financial viability**

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

**Sustainability implications**

Council's Procurement Policy requires staff to procure goods, services and works from suppliers who actively employ sustainable practices in their operations.

**Officer declaration of conflicts of interest**

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

**13 ASSETS AND OPERATIONS REPORTS**

<b>AO.1</b>	<b>LANCEFIELD PARK RECREATION RESERVE MASTER PLAN</b>
<b>Officer:</b>	<b>Katelyn Caruana, Open Space &amp; Recreation Planner</b>
<b>Council Plan relationship:</b>	<b>1. Connecting communities 2. Healthy environment, healthy people</b>
<b>Attachments:</b>	<b>Lancefield Park Master Plan 2025 (under separate cover)</b>

**Summary**

This report presents the Lancefield Park Recreation Reserve Master Plan (Attachment 1) to Council for consideration and noting.

**Recommendation**

**That Council notes the Lancefield Park Recreation Reserve Master Plan.**

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**Background**

Lancefield Park Recreation Reserve (LPRR), located at 69 Chauncey Street, Lancefield, is zoned as Public Park and Recreation and features a Heritage Overlay (HO52), highlighting its historic significance and notable trees.

Situated on Crown Land, the LPRR is managed by a volunteer Committee of Management (CoM) reporting to the Department of Energy, Environment and Climate Action (DEECA). LPRR is the only major park with active sporting facilities in the Shire that Council is not the responsible landowner or manager of. This reserve is acknowledged as a vital community asset in Lancefield, offering Council supported sport and recreational opportunities for Lancefield and MRSC residents and visitors.

The LPRR is highly valued by the local community and is the townships sole recreation reserve, servicing a range of sport, recreation and community groups. LPRR includes amenities such as sports ovals, netball and tennis courts, cricket nets, lawn bowls, rifle range, equestrian facilities, BMX and skate park, playground, sports pavilion and associated infrastructure such as walking paths. Much of the built form onsite is aged, inaccessible and non-compliant to current state sporting association facility guidelines and requires renewal.

Twelve years have passed since creation of the 2012 Lancefield Park Recreation Reserve Master Plan, with timing ideal for a renewed vision for the site. In October 2023, Council funded Sport and Recreation Consultant 'Simon Leisure' to lead the development of a new Master Plan (the Plan), providing clear direction for the future planning, development and activation of LPRR with the aim of:

- Provision of fit for purpose community infrastructure and social amenities;
- Provision of infrastructure to support active, passive and informal recreational pursuits;
- Improve site attractiveness, safety, accessibility and connectivity to attract increased visitation to the reserve;
- Provision of fit for purpose sporting infrastructure to meet the training and competition requirements for local level sport including women and girls;

- Review of current governance and management arrangements; and
- Determination of costs, timeframes and implementation responsibilities.

This report presents the Lancefield Park Recreation Reserve Master Plan (Attachment One) outlining short, medium and long-term actions for the CoM to implement, ensuring the Reserve continues to meet the needs of users and the wider community.

## **Discussion**

### Methodology

The following methodology was applied to develop the Master Plan:

- (1) Funding Advocacy: Council allocated funding in its 2023/24 budget for the Plan;
- (2) Project Brief: The project purpose and objectives were defined, and 'Simon Leisure' was engaged to develop the Plan in October 2023 on behalf of the CoM;
- (3) Initial engagement with CoM, local clubs /groups, Council officers, relevant peak bodies, and the broader community;
- (4) Site Analysis: An audit of the existing reserve was completed;
- (5) Background Research: This included a review of existing strategies, demographic analysis, and participation trends;
- (6) Strategic Development: Key issues and opportunities were identified, leading to the development of the strategic directions of the Plan;
- (7) Development of the draft Master Plan;
- (8) Community consultation with local clubs/groups, relevant peak bodies, Council officers and the wider community on the draft Master Plan; and
- (9) Development of the final Plan for noting by Council and CoM responsibility for implementation.

### Key Issues

The key issues and opportunities identified by the consultant team and raised during the stakeholder and community engagement are grouped into the following themes:

#### *Access and Movement*

The main entry at LPRR is a single lane and the road layout is confusing, with a noted blind spot near the rifle range. The Master Plan recommends improving roads, paths and access points to enhance circulation and safety throughout the reserve.

#### *Sport and Recreation*

The Plan identifies several onsite assets such as netball courts, cricket nets, change rooms, sporting surfaces and passive recreation elements (i.e. play space) that require renewal, maintenance or replacement. The recommendations aim to update many of these assets, ensuring the sites long-term viability for inclusive local sport and community events.

#### *Protecting the Megafauna Site*

The southeast corner of the LPRR is a significant archaeological megafauna fossil site. To ensure that future research can continue, the Master Plan ensures the sites long term protection from any actions and uses that could be detrimental to the fossil bed.

*Environment and Open Space*

The Master Plan recognises the reserves historic trees as key features. It emphasises the need to protect root zones from vehicles and other activities to ensure tree health and community safety. Redundant and deteriorating infrastructure is recommended to be removed or replaced to improve appearance.

*Future Facility Management of LPRR*

The CoM recognises that maintaining and caring for the Reserve, including the playing surfaces, significant trees and play spaces, is becoming increasingly challenging due to the capabilities, skills and availability of volunteers. The Master Plan recommends that it might be timely for the Committee of Management, DEECA and Council to review the overall management of Lancefield Park, with an option being that Macedon Ranges Shire Council is approached to consider being appointed by DEECA to become the Committee of Management of the reserve and assume all management and maintenance responsibilities.

The directions contained in the master plan do not commit the Committee of Management, DEECA, user groups, Macedon Ranges Shire Council or other organisations to a responsibility for funding.

The Council-owned land south of Lancefield Park (out of scope for this project), leased to the Lancefield Harness and Trotting Club, is maintained by the club onsite and is used by horse trainers for exercising trotters. The Master Plan recommends that the CoM advocate for access to this site at the conclusion of the current lease agreement, to help address growing sports facility demands at Lancefield Park driven by the area's increasing population.

**Consultation and engagement**

The development of the Master Plan has been guided by consultation with LPRR users to better understand their expectations, challenges and opportunities for growth.

Community consultation for the Master Plan incorporated a two-stage process:

- Stage One conducted in November and December 2023 and included interviews with stakeholders such as clubs, groups, Council officers, peak bodies and a community drop-in session to evaluate the LPRR issues and opportunities. The feedback received helped guide the draft Master Plan's direction. Promoted through stakeholders, media releases, the Lancefield Town Crier, flyers and social media channels, the consultant received 13 responses from community members independent of reserve user groups.
- Stage Two conducted in July and August 2024, presenting the draft Master Plan to stakeholders and community to review and provide input. The draft Master Plan and feedback form were available on Councils 'Your Say' Page from 25 July to 22 August 2024, and was promoted through stakeholders, media releases, social media channels and flyers on site.

A total of 19 submissions were received during the public exhibition period and are summarised in Appendix 5 of Attachment 1. Consultation feedback informed the following changes that have been made to publicly exhibited draft Plan and approved by the CoM:

<i>Draft Plan reference</i>	<i>Summary of change</i>
Items 1 - 5 (Vehicle Movement and Car Parking) - Include speed humps on all access roads to control speeding traffic.	A Reserve-Wide Improvement project is recommended to install traffic calming measures in locations where pedestrian safety is an issue, and where such measures will be effective.

Item 11 (Sport and Recreation) - The draft Plan allocates the area to the west of the bowls club for expansion of the bowling green, however it is not viable as it is too small an area to install a suitable secondary bowling green.	Action 11 revised to remove the proposed expansion of the bowling green to the west, and a new four rink synthetic green with floodlights be shown to the east of the bowling facility.
Item 13 (Sport and Recreation) - Tennis court surface renewal should be included in a ten-year plan and replacement of all four sides of tennis fencing should be considered.	Action 13 revised to “Renew the surface of all courts and replace the perimeter fence”.
Item 25 (Sport and Recreation) - The clubs re-state the importance of retaining the round yard in its current location.	Action 25 revised to include a new direction to re-align the fenced equestrian area and park pedestrian path that will have the round yard and the horse yards with northern gates located within the enclosed equestrian area and will increase the available in-park car/ float parking capacity
Item 29 (Informal Recreation Facilities) - The grounds need to be able to have a wider usage for youth in the area. Outdoor half court basketball should be considered.	Action 29 revised to include a new direction to install a half-court basketball pad.
Items 32 - 36 (Environment and Open Space) - A plan for replanting exotic heritage trees in the rest of park is required; current plantings are ad hoc and not always in keeping with the original species planted.	A Reserve-Wide Improvement project is recommended on page 33 (Attachment One) to develop a planting strategy for Lancefield Park prepared from a botanical approach.

### Collaboration

This document has been prepared in full collaboration with the Lancefield Park Committee of Management (Lancefield Park Recreations Reserve Incorporated), and support and endorsement from DEECA as the landowner.

### Innovation and continuous improvement

Council commends the Lancefield Park Committee of Management for its dedication and collaboration in developing the Lancefield Park Recreation Reserve Master Plan. This comprehensive plan reflects a strategic and staged approach to the future of the reserve, ensuring that the needs and aspirations of the community are considered. By working together, the Master Plan establishes a clear and shared vision that will guide the ongoing enhancement, sustainability, and use of this valued community asset.

### Relevant law

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report, it recommends that Council support the CoM in ensuring that any future facility development (and subsequent programming opportunities) is planned in a way to provide equity of access for all current and future users.

The Master Plan has been informed through community consultation and engagement that was promoted and available to the entire community of Macedon Ranges, regardless of age, gender, experience or background.

The Master Plan is guided by the Victorian Government's Fair Access Policy Roadmap and the Council's Fair Access Policy, both of which aim to address known barriers faced by women, girls, and gender-diverse people in accessing and utilising community sports infrastructure.

Implementation of the Master Plan will enhance gender-equitable access to sports and recreation in Lancefield and the wider community, by improving the quality and functionality of infrastructure onsite. The Master Plan recommends fair and accessible infrastructure, creating safe and welcoming spaces that support diverse participation opportunities and promote respect, community cohesion, and healthy lifestyles.

### **Relevant regional, state and national plans and policies**

The following state policies, strategies and plans were considered during the preparation of this report:

- Sport and Recreation Victoria, Active Victoria 2022 – 2026;
- Sport and Recreation Victoria, Fair Access Policy Roadmap 2022; and
- Relevant state sporting association facility guideline documents.

### **Relevant Council plans and policies**

The following Council Policies, Strategies and Plans were considered during the preparation of this report:

- Macedon Ranges Council Plan 2021 – 2031;
- Municipal Public Health and Wellbeing Plan 2021 – 2025;
- Macedon Ranges Council Fair Access Policy 2024;
- Sport and Active Recreation Strategy 2018 – 2028;
- Walking and Cycling Strategy 2014 – 2024;
- Macedon Ranges Shire Skate and BMX Strategy 2023;
- Macedon Ranges Community Equestrian Facilities Plan (draft 2024); and
- Domestic Animal Management Plan 2021 – 2025.

### **Climate Impact Assessment**

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? The Master Plan will not have any impact on Council's energy use and greenhouse emissions profile as the land is not owned or managed by Council.

How will the recommendations mitigate risks posed by climate change to Council operations and services? Council is not responsible for provision of operations or services at the Reserve.

How will the recommendation help to prepare the community for future climate scenarios? Recommended actions within the Master Plan are framed around incorporating appropriate sustainability practices and principles into upgrades and operations. Additional tree planting at the reserve will deliver environmental benefits and improve any localised heat island impact.

**Financial viability**

The Lancefield Park Recreation Reserve Master Plan includes a 10-year Action Plan with more than 40 separate projects with short, medium and long-term priorities for implementation by the Committee of Management. The total estimated cost (today's dollars) for full implementation of the Plan is approximately \$7,465,000.

Implementing the Master Plan and the priority of each project depends on the provision of funding to undertake the works. Funding opportunities may include but are not limited to Victorian and Federal Government Sport and Recreation Grants and other relevant funding programs.

A review of the facility management arrangement is required to evaluate the cost implications of a full transfer of the maintenance responsibilities to Council (out of scope of this project).

**Sustainability implications**

The recommendations in the Lancefield Park Recreation Reserve Master Plan will strengthen the protection of the Reserves significant trees and the megafauna area.

**Officer declaration of conflicts of interest**

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



<b>AO.2</b>	<b>RESPONSE TO PETITION - IMPROVED WILDLIFE SIGNAGE AND SPEED LIMIT REVIEW IN WILDLIFE CORRIDORS</b>
<b>Officer:</b>	<b>Benup Neupane, Coordinator Engineering Services</b>
<b>Council Plan relationship:</b>	<b>1. Connecting communities 2. Healthy environment, healthy people</b>
<b>Attachments:</b>	<b>Nil</b>

### Summary

A petition has been received from Janine McDougall, a resident of Riddells Creek, on behalf of 62 people stating:

*“Mayor and Councillors of the Macedon Ranges Shire Council, we the undersigned, petition Macedon Ranges Shire Council, as of Friday September 22<sup>nd</sup>, 2024, to allocate more funding in the 2024-2025 Council managed roads audit to improved wildlife warning signage, speed limit review with a view to speed reduction in Wildlife prone area, and wildlife corridor feasibility studies.”*

This report provides an update to councillors on the Council's ongoing and upcoming efforts to improve wildlife safety. It includes consideration of regulatory requirements, technical standards for speed reduction in Victoria, data integration, and the identification of hotspots. The report also outlines the development of a mitigation strategy and emphasises the importance of collaborating with the community and external stakeholders.

### Recommendation

#### That Council:

- 1. Continues collecting data and collaborating with Wildlife Victoria to identify areas with a high frequency of wildlife-vehicle collisions.**
- 2. Continues to seek to reduce the potential for injury when planning and designing roads.**
- 3. Continues to advocate for additional funding to support the ongoing implementation of Wildlife Victoria's Wildlife Road Toll Reduction project.**
- 4. Continues to educate the community about wildlife and road safety.**
- 5. Continues to review road operating speeds and signage at identified hotspots.**
- 6. Submits a budget bid based on resolution 1 to 5 when a mitigation opportunity exists.**

### Background

The Macedon Ranges region is characterised by its unique landscapes, rich biodiversity, and significant ecological value, providing habitat for a wide range of native plant and animal species. Unfortunately, this ecological richness contributes to a high incidence of wildlife collisions, with the Macedon Ranges Shire area reporting some of the highest rates of such incidents in Victoria.

These collisions not only pose a serious threat to wildlife populations but also present significant safety risks for motorists.

Council has approximately 1,700 kilometres of roadside areas, which serve as vital wildlife habitats and facilitate connectivity between ecosystems. However, these roads and railways also act as barriers to wildlife movement, harming species migration and survival.

Over recent years, Council has received numerous requests from the community, emphasising the need for improved wildlife safety measures along these critical road corridors.

## **Discussion**

Recognising the prevalence of biodiversity, the vast road network, and the conflict between wildlife and traffic in the Shire, Council has undertaken several initiatives from both engineering and environmental perspectives over recent years to improve road safety and wildlife outcomes.

### Education on Speeding and Wildlife Toolkit

Council participated in Wildlife Victoria's Wildlife Road Toll Reduction Project in 2023 to better understand the issue and identify barriers to change. The toolkit is designed for local governments to help them better comprehend the issue and document available mitigation strategies.

Macedon Ranges will continue to support Wildlife Victoria and collect data to inform appropriate interventions and review the effectiveness of implemented strategies. In addition to costly engineering solutions for ensuring safe wildlife passage across roads, key recommendations from this initiative include significantly increasing community education about the issue and encouraging the public to report wildlife collisions to Wildlife Victoria, which Council officers have actively supported.

### Signage Along the Roads

The council currently has wildlife signs installed at known hotspots, which align with the Australian Standard commentary and recommended warning signs. Additionally, the placement of these signs is carefully considered to ensure they remain effective without contributing to visual clutter, helping to maintain driver attentiveness while promoting wildlife safety. These signs aim to raise general awareness of wildlife in the area, with the plan to display up to two signs at any location.

### Speed Reduction

Speed reductions from the existing operating or default speed are assessed and approved by the Department of Transport and Planning (DTP) based on the Traffic Engineering Manual Volume 3: Part 2.11 Speed Zoning Technical Guidelines. Speed zoning principles are categorised under the following key themes:

- Road Safety (Safe System approach)
- Transport Network Efficiency
- Road User Expectation
- Community Engagement
- Community Wellbeing

Any proposed speed reduction will consider the road environment, as reducing speed excessively may lead to unintended consequences. Council has previously requested speed reductions, and where the environment supports such requests, these principles will be considered. Council officers recently completed a speed reduction along Romsey Road, Hesketh which is a known wildlife corridor.

### Advocacy and Funding

The National General Assembly (NGA) of the Australian Local Government Association (ALGA) recently passed a motion put forward by Macedon Ranges Shire Council. The motion advocates for the inclusion of wildlife trauma and fatalities in Federal road safety funding models. The motion was approved unanimously and aims to influence future Federal road safety grants, such as the Blackspot program, to consider wildlife impacts as part of their funding criteria.

### Data Integration using Customer Service Requests

Council officers have commenced the integration of community request data, reporting wildlife fatalities and injuries through Customer Service or email, and data from Wildlife Victoria into the Council's in-house mapping system helps identify collision hotspots.

### Strategic Documents

Council has led the integration of wildlife safety into the Road Mobility and Road Safety Strategy by adding a fifth theme: Improving Wildlife Safety and Outcomes. This theme is based on the internationally recognised Safe System approach to road safety, which focuses on safer roads, safer speeds, safer vehicles, and safer road users. The document's 10-Year Action Plan also includes action items for wildlife safety.

The summary of the Council's work in this area, both past and ongoing, is provided in the table below.

No	Description
1	Participated in Wildlife Victoria's Wildlife Road Toll Reduction Pilot Project in June 2023 culminating in the Wildlife Road Toll Reduction Toolkit.
2	Addressed wildlife safety as a priority theme in Council's Mobility and Road Safety Strategy 2023-2032.
3	Hosted a Wildlife Road Toll Reduction Community Forum in February 2024.
4	Submitted a motion calling for the Federal Government to include wildlife trauma and fatalities metrics in Federal road safety funding models.
5	Actively promoting greater awareness and safe driving behaviour, especially at dawn and dusk, to reduce collisions with wildlife.
6	Commenced installing signage along high conservation value roadsides.

Council officers will continue to collaborate with internal departments, external stakeholders, and the community to identify hotspots, develop strategies, and implement solutions through a combination of physical works and community engagement.

### **Consultation and engagement**

In February 2024, Council hosted the Wildlife Road Toll Reduction Community Forum and engaged with the community to develop Theme 5: Improving Wildlife Safety and Outcomes, as part of the Road Mobility and Safety Strategy. Officers also maintained regular engagement with the community through ongoing operations focused on road safety and the reduction of wildlife trauma.

### **Collaboration**

Council officers have been involved in Wildlife Victoria's Wildlife Road Toll Reduction Pilot Project and have actively engaged with dedicated residents in this area.

**Innovation and continuous improvement**

Council officers are working closely with the Council's internal GIS team to develop a heat map of wildlife incident areas. They have also participated in Wildlife Victoria's Wildlife Road Toll Reduction Pilot Project. The primary goal of this engagement is to create a wildlife-related incident database and develop a data-driven strategy to reduce such incidents. This data will also help identify the appropriate technologies to install where wildlife incidents are most prevalent, based on the types of wildlife involved.

**Relevant law**

*Road Management Act 2004*

*Flora and Fauna Guarantee Act 1988*

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

**Relevant regional, state and national plans and policies**

Not applicable to this report.

**Relevant Council plans and policies**

Road Mobility and Safety Strategy 2023-2032

Road Management Plan

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? Not applicable.

How will the recommendations mitigate risks posed by climate change to Council operations and services? Not applicable.

How will the recommendation help to prepare the community for future climate scenarios? Not applicable.

**Financial viability**

Ongoing efforts will be incorporated into the Council's operations and strategy implementation, including the installation of speed reduction and warning signage, as well as hosting community engagement sessions. A budget bid submission will be required to implement any identified opportunities aimed at minimising wildlife-related incidents.

**Sustainability implications**

This work will have a positive social and environmental impact by reducing wildlife-related accidents and the toll on both human lives and wildlife.

**Officer declaration of conflicts of interest**

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

**14 NOTICES OF MOTION AND RESCISSION****No. 71/2024-25: NOTICE OF MOTION - OLD KYNETON PRIMARY SCHOOL**

I, Councillor Janet Pearce, give notice that at the next Meeting of Council to be held on 26 March 2025, I intend to move the following motion:

**That Council:**

- 1. Write to the Chief Executive Officer (CEO) of Creative Victoria requesting a comprehensive update on the status and future plans for the Old Kyneton Primary School site, including the following detail at a minimum:**
  - **Confirmation of completed works and certification status;**
  - **Timeline for opening completed areas for public use;**
  - **Schedule and plans for any outstanding works;**
  - **Enabling access to outdoor spaces for public use;**
  - **Identification of the managing organisation, and their commencement timeline;**
  - **Timely communication with all parties who submitted an Expression of Interest (EOI), incorporating the above details; and a**
  - **Commitment to providing monthly progress updates via their website and to subscribed stakeholders.**
- 2. Provide a copy of the letter to the Minister for Creative Industries, the Hon. Colin Brooks MP.**

**15 URGENT BUSINESS**

**16 CONFIDENTIAL REPORTS**

Nil