

Agenda

**Council Meeting
Wednesday 22 September 2021 at 7pm
Gisborne Administration Centre
40 Robertson Street, Gisborne**

Table of contents

1	Acknowledgement of Country	4
2	Recording of live streaming of this Council meeting	4
3	Present	4
4	Apologies	4
5	Conflicts of interest	4
6	Mayor's report	5
	6.1 Mayor's report - September 2021	5
7	Petitions	8
8	Adoption of minutes	8
9	Record of meetings of Councillors and Council staff	9
	9.1 Record of meetings of Councillors and Council staff - August to September 2021	9
10	Deputations and presentations to Council	15
11	Director Planning and Environment reports	16
	PE.1 Sustainable Buildings Policy	16
	PE.2 Climate Change Pledge Programs for Local Government.....	30
	PE.3 Application for Planning Permit PLN/2020/331 - Use and development of the land for a residential aged care facility - Lot 2 Melbourne Lancefield Road, Romsey.....	35
	PE.4 Small Project Grants - Consideration of Grant Applications	53
	PE.5 Draft Mobile Trading Guidelines	56
	PE.6 Reconciliation Action Plan	60
	PE.7 Regional Telecommunications Review 2021	64
12	Chief Executive Officer reports	70
	CX.1 Hanging Rock Strategic Plan Update	70
	CX.2 Management of Stanley Park.....	75
	CX.3 Contracts to be Awarded as at September 2021	77
	CX.4 Community Satisfaction Survey Findings	80

CX.5	October Submitters Delegated Committee date	93
13	Director Corporate and Community reports	95
CC.1	Municipal Early Years Plan CREATE 2021-2025	95
CC.2	Carry Forwards for year ended 30 June 2021	104
CC.3	Financial Statements for the year ended 30 June 2021.....	109
CC.4	Performance Statements for the year ended 30 June 2021	118
CC.5	Growing Suburbs Fund.....	132
CC.6	Proposal to lease land for an NBN antenna at Riddells Creek Recreation Reserve	136
14	Director Assets and Operations reports	143
	Nil	
15	Notices of motion and rescission	144
	No. 36/2021-22: Notice of Motion - MAV Emergency Management Committee	144
16	Urgent business	145
17	Confidential reports	146
17.1	Social and Affordable Housing.....	146

1 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that Macedon Ranges Shire is on Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Countries. Council acknowledges that we are gathering today on the land of Wurundjeri Woi Wurrung peoples. Council pays its respects to their Elders past, present and emerging and the Elders from other communities who may be here today.

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 MAYOR'S REPORT**6.1 MAYOR'S REPORT - SEPTEMBER 2021****Summary**

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

Recommendation

That Council receives and notes the Mayor's report.

Mayor's report

With another month of restrictions due to COVID, again many planned activities were cancelled, rescheduled, postponed or conducted via a virtual format.

Consultations

Council appreciates everyone who has taken time to provide feedback to the many documents we have had out for consultation during August and September including:

- Draft Rural Land Use Strategy
- Community Vision
- Council Plan
- Financial Plan
- Disability Action Plan
- Municipal Public Health and Wellbeing Plan
- Future management model options for Stanley Park
- Baringo and Hamilton Road intersection upgrade options
- Cool Changes Program, a draft Community Climate Change Action Plan for Romsey and Lancefield
- Updated Environment Strategy
- Updated Hanging Rock Environmental Management Plan

The Council Plan, Community Vision and Financial Plans were based on the sessions the Community Vision Assembly held earlier this year. This is a new requirement of the *Local Government Act 2020* and an exciting first for Macedon Ranges. These documents direct all that we do. Feedback is being taken until 23 September and I encourage everyone to take a look and let us know what you think. Most other consultations are open until 28 or 30 September.

Meetings

In my capacity as Mayor I attended a Regional Mayoral briefing on Thursday 9 September where we heard from Local Government Victoria and the COVID Commander, Jeroen Weimar. At this virtual meeting we learned of the Minister for Local Government's Local Government Culture Project and the concerns the State Government has about the highly-

infectious nature of the Delta virus, resulting in their reluctance to open up Victoria too rapidly before significant vaccination rates are reached, for fear of super-spreading events.

Mayors from throughout rural Victoria, including myself, outlined how difficult it is for many hospitality venues to open up when such small numbers are allowed, as well as the difference between large-scale gyms and smaller indoor group exercise spaces such as pilates and yoga studios. Getting hospitality and the fitness industry up and running again will be important for the economy of the regions but also general health and mental wellbeing. Please get vaccinated as soon as you can. Council, aided by the State Government will be running a campaign to increase awareness of the benefits of vaccination and to debunk some of the myths.

Zoom meetings were also held this month with a variety of individuals and groups. The CEO Bernie O'Sullivan and I met with the Hon Wendy Lovell, MP, Member for Northern Victoria, the new Managing Director of Greater Western Water, Maree Lang, and our regular monthly catch up with Member for Macedon, Mary Anne Thomas. MP.

Cr Guthrie attended an online meeting of the Loddon Mallee Waste and Resource Recovery Group, and the majority of Councillors met with members of the Agribusiness forum on line also.

There have been two meetings of the Audit and Risk Committee and I attended my last Local Government Mayoral Advisory Panel. An online session for Municipal Association of Victoria (MAV) representatives, Mayors and CEOs from the North Central Region occurred where the MAV outlined what they are currently working on and attendees were able to feedback to MAV president and staff the issues the region is facing.

Community events

Despite restrictions at least three of our local scout groups - Riddells Creek, 1st Romsey, 1st Kyneton and 1st Gisborne - held their annual report and presentation (ARUP) evenings. Cr Death and I really appreciated the invitations and the opportunity to join in.

I have commenced individual citizenship ceremonies on line, and congratulate all who have recently completed their citizenship journey. We hope to be able to resume face-to-face joint ceremonies with the Kyneton Municipal Band again soon.

Cr Pearce and I had the pleasure of attending a community round table Zoom meeting hosted by the Romsey Neighbourhood House. This was an opportunity for many community groups and council staff to get together and discuss ways to support the community together.

Congratulations

- Romsey and Lancefield Districts Historical Society for their successful grant of \$37,000 from the State Government's Living Heritage Program for Seymour Cottage
- New Kyneton Men's Shed elected committee
- Romsey Golf Club on being named the Dalhousie District Golf Association 2020 Club of the Year.
- Newham Primary School for their Junior Landcare Team Award
- Andrew Smyth, on receiving a Special Service Award for his contribution to Scouts Victoria.
- Place of Changing Winds winery upon receiving the 'Halliday Award' for the Best New Winery of the Year from 120 entries

- Bindi Wines for being named the Winemaker of the Year at the 2022 Halliday Wine Companion Awards.
- Macedon Ranges Successful grant applications:
 - Council received \$68,000 from Sustainability Victoria to support our Let's Get Sorted education campaign launched in January 2020 alongside the roll-out of our four-bin kerbside waste collection service. It aims to promote good recycling and waste sorting habits and reduce levels of contamination in our bins.
 - We also received \$330,000 over three years by the Australian Government's Seniors Connected Program to fund the implementation of a Village Hub in the Macedon Ranges.

Ongoing support programs:***The Healthy Landscapes***

The Healthy Landscapes: Practical Regenerative Agricultural Communities Program is a partnership between Macedon Ranges Shire Council, Hepburn Shire Council, City of Greater Bendigo, A Healthy Coliban Catchment Project (North Central Catchment Management Authority and Coliban Water), Melbourne Water and the Upper Campaspe Landcare Network.

The program, which is open to landholders in our shire, extends the farm advisory service and other sustainable land management and regenerative agricultural programs previously delivered under Council's Healthy Landscape for Healthy Livestock Program.

Storm Recovery

Council continues to work with Bushfire Recovery Victoria, DELWP, Parks Victoria, CFA, Sunbury Cobaw Community Health, Red Cross and Victorian Council of Churches in the ongoing recovery needs of the community following the significant storm event in June this year.

Conclusion

As you can see despite restrictions Council staff, Councillors and the community continue to be busy putting in grant applications, collaborating with others to support the community, working hard in their businesses and contributing to Council strategies and programs. This report only highlights some of the happenings around the shire. We know so much more goes on behind the scenes and thank everyone for their work and patience in supporting each other through what continues to be difficult times.

7 PETITIONS

8 ADOPTION OF MINUTES

Recommendation

That Council confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on 25 August 2021, as circulated.

9 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF**9.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - AUGUST TO SEPTEMBER 2021****Summary**

Rule 31(a) of Council's Governance Rules requires a written record of matters discussed at specified meetings of Councillors and Council staff to be reported to the next practicable scheduled Council Meeting and recorded in the minutes of that meeting. This report provides a summary of meetings of Councillors and Council staff held since the last Council Meeting.

Recommendation

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

Record of meetings

Type of meeting	Councillor Briefing
Date and time	Tuesday 24 August 2021 at 9.30am
Venue	Online via Zoom
Present - Councillors	Cr Jennifer Anderson (Mayor) Cr Mark Ridgeway (Deputy Mayor) Cr Dominic Bonanno Cr Annette Death Cr Rob Guthrie Cr Anne Moore Cr Geoff Neil Cr Janet Pearce Cr Bill West
Apologies - Councillors	Nil.
Present - officers	Bernie O'Sullivan Gina Lyons Angela Hughes Simon Finlay Chrissy Gordon Allison Watt Scott Gilchrist Dean Frank Althea Jalbert Evert Grobbelaar Christo Crafford Bob Elkington

Apologies officers	Nil
Presenters	Steve Tinker, General Manager Telstra Country Wide Marcus Swinburne, Acting Regional General Manager
Items discussed	<ul style="list-style-type: none"> • Review of Open Space and Recreation Master Plans • Delegations • Planning matters including: <ul style="list-style-type: none"> ○ Update on the Kohop Shop, Kyneton ○ 148 High Street, Kyneton PLN/2020/524 • Telstra Briefing • Delegated Framework, Policies and Procedures • Agenda Review for 25 August Council Meeting
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	Councillor Briefing
Date and time	Tuesday 31 August 2021 at 9.30am
Venue	Online via Zoom
Present - Councillors	Cr Jennifer Anderson (Mayor) Cr Mark Ridgeway (Deputy Mayor) Cr Dominic Bonanno Cr Annette Death Cr Rob Guthrie Cr Anne Moore Cr Geoff Neil Cr Janet Pearce Cr Bill West
Apologies - Councillors	Nil.
Present - officers	Bernie O’Sullivan Gina Lyons Rob Ball Simon Finlay Chrissy Gordon Jessica Baguley

	Michelle Wyatt Gary Randhawa Cam McFarlane Stephen Pykett Fleur Marshall
Apologies officers	Nil
Presenters	Mike Robinson, Community Relations Advisor, Currawong Resources Pty Ltd Adam Place, Community Resources Consultant, Tesbury Consulting Services
Items discussed	<ul style="list-style-type: none"> • Presentation by Currawong Resources Pty Ltd • Sustainable Buildings Policy • Shire Wide Footpath Strategy • Road Maintenance & Construction – unsealed versus sealed roads • RV Facilities follow up • Advocacy Priorities
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	Councillor Briefing
Date and time	Tuesday 7 September 2021 at 8.30am
Venue	Online via Zoom
Present - Councillors	Cr Jennifer Anderson (Mayor) Cr Mark Ridgeway (Deputy Mayor) Cr Dominic Bonanno Cr Annette Death Cr Rob Guthrie Cr Anne Moore Cr Geoff Neil Cr Janet Pearce Cr Bill West
Apologies - Councillors	Nil

Present - officers	Bernie O’Sullivan Gina Lyons Rob Ball Simon Finlay Chrissy Gordon Allison Watt Fiona Alexander Stephen Pykett Bob Elkington Michelle Wyatt Leanne Khan Evert Grobbelaar Christo Crafford
Apologies officers	Nil.
Presenters	Nick Byrne, REMPLAN Mary-Ann Brown, Chair Rural Councils Victoria
Items discussed	<ul style="list-style-type: none"> • Future of Health and Wellbeing Advisory Committee • Interim Affordable Housing Policy/Seniors Housing • Draft Economic Development Strategy 2021-2031 • Climate Change Pledge Programs • Planning Delegated Committee Meeting Agenda Review • Presentation by Rural Councils Victoria • Planning matters including <ul style="list-style-type: none"> • PLN/2020/524 – 148 High Street, Kyneton • PLN/2021/276 – 27 Corinella Road, Woodend • September Scheduled Council Meeting Agenda Outline
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	Councillor Briefing
Date and time	Tuesday 14 September 2021 at 9.45am
Venue	Gisborne Administration Centre

Present - Councillors	Cr Jennifer Anderson (Mayor) Cr Mark Ridgeway (Deputy Mayor) Cr Dominic Bonanno Cr Annette Death Cr Rob Guthrie Cr Geoff Neil Cr Janet Pearce Cr Bill West
Apologies - Councillors	Cr Anne Moore
Present - officers	Bernie O’Sullivan Angela Hughes (via Zoom) Shane Walden Gina Lyons Chrissy Gordon (via Zoom) Allison Watt Bob Elkington (via Zoom) Evert Grobbelaar Kate Young Corinne Farley Travis Harling Emma Orchard Sarah Day Colin Marshall (via Zoom) Leonie Brownbill (via Zoom) Danielle Findlay (via Zoom) Awais Sadiq
Apologies officers	Nil
Presenters	
Items discussed	<ul style="list-style-type: none"> • Procurement Policy – Local Government Act 2020 • Carry Forwards • Growing Suburbs Fund • Early Years Plan – feedback from community consultation • Update on Public Toilet and Barbecue Strategy • Macedon Ranges Agribusiness Forum – Future Direction • Writing and understanding resolutions • Planning matter PLN/2020/496 – 64 Boundary Road Woodend North • 22 September Council Meeting Agenda Review
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

10 DEPUTATIONS AND PRESENTATIONS TO COUNCIL

11 DIRECTOR PLANNING AND ENVIRONMENT REPORTS

PE.1	SUSTAINABLE BUILDINGS POLICY
Officer:	Michelle Wyatt, Coordinator Environment
Council Plan relationship:	2. Protect the natural environment 3. Improve the built environment
Attachments:	Sustainable Buildings Policy ↓

Summary

The proposed Sustainable Buildings Policy (the Policy) seeks to ensure the design, budgeting and delivery of Council building projects incorporate best practice sustainable design principles. It aims to provide a clear framework and set of minimum sustainable design standards to guide decisions about new buildings, building maintenance, upgrades, demolition and renewal.

The Policy helps give effect to Council's declaration of a Climate Emergency and its strategic priorities to protect the natural environment and improve the built environment. Its implementation will also enable Council to realise its goal to achieve zero net emissions for its operations by 2030. Projects built to the proposed standards will also improve the comfort of Council facilities while reducing ongoing operating costs.

Implementation of the Policy will occur in two stages. Compliance with the minimum standards in 2021/22 will occur if and as existing capital works budgets allow. The minimum standards will then be used to inform the scope and budgets of projects proposed for 2022/23.

Recommendation

That Council adopts the Sustainable Buildings Policy, as attached.

Background

Macedon Ranges Shire Council maintains over 282 buildings and 201 minor structures that are utilised by staff, local residents and the wider community. There is a continual need for maintenance, upgrades, and in some cases, replacement, expansion or rationalisation as the organisation's assets age and the community grows. Ensuring these upgrades are conducted to best practice sustainable design standards will reduce the organisation's greenhouse gas emissions and water consumption, improve the comfort of the organisation's building stock and result in financial savings.

Policy scope

The proposed Policy applies to and includes provisions for all new Council building projects, asset renewal, extensions to existing facilities, building maintenance works, and demolition.

The Policy establishes minimum sustainable design requirements for different types of building projects and sets out the process for applying these standards.

The Environmentally Sustainable Design (ESD) Minimum Standards Selection Tool forms part of the policy and provides a list of sustainable design performance standards for building fabric, equipment, materials, and fittings to suit all maintenance and building projects undertaken by Council where a Green Star Rating is not required. This tool sits as a separate

excel document to be used actively by project managers and building maintenance officers to scope works and ensure compliance with the Policy. The ESD Minimum Standards Selection Tool is a technical document designed to be updated as needed to reflect innovations and cost reductions in sustainable design products and technologies.

Rating systems

The following rating and accreditation systems are commonly used across Australia to assess the sustainability of buildings:

- **Green Star** - Developed by the Green Building Council of Australia (GBCA), buildings can be Green Star certified for the environmental sustainability of their construction (Green Star Buildings tool), fit outs (Interiors tool) and their operational performance (Performance tool). Buildings are accredited through an assessment by a third party and can achieve ratings of between 4 and 6 stars. The proposed Policy establishes a target of 5 Stars which demonstrates Australian Excellence.
- **National Australian Built Environment Rating Scheme (NABERS)** - NABERS measures an existing building's environmental performance during operation. NABERS rates a building on the basis of its measured operational impacts in categories such as energy, water, waste and indoor environment quality. Currently NABERS only officially rates offices, hotels, shopping centres and dwellings.
- **STORM**: An assessment of stormwater runoff and on-site treatment against best practice targets, using the free STORM calculator.

The proposed Policy refers to these different rating tools and draws on their requirements and performance standards.

Discussion

The Policy sets out different sustainable design standards and requirements for different types of building and maintenance projects depending on their scale. Categories are based on design and construction cost, scope of work, and the varied ability of different projects to produce cost effective sustainability outcomes.

Green Star and NABERS assessments are proposed for large-scale buildings and major building upgrades. Other building projects are required to utilise the ESD Minimum Standards Selection Tool.

In summary, the Policy requires projects to achieve the following standards:

- **Major new buildings and upgrades (construction value of \$6M+)** – 5 Star Green Star, 5 Star NABERS energy rating, 100% STORM score.
- **Medium new buildings (construction value of \$2 - 6M)** – 5 Star Green Star or compliance with Council's ESD Minimum Standards Selection Tool.
- **All other new buildings and works** – compliance with Council's ESD Minimum Standards Selection Tool.

The Policy outlines that exemptions to the minimum standards can be approved by the Project Control Group (if one exists) or the Director Assets and Operations (if no Project Control Group exists). The Policy specifies that exemptions should be justified based on a life cycle costing analysis that compares compliance with the minimum standards against other options.

Consultation and engagement

The Policy was prepared in consultation with relevant internal departments responsible for overseeing building projects and upgrades.

Community consultation occurred as a part of preparation of Council's *Environment Strategy* and *Climate Change Action Plan 2017*. Actions requiring Council to prepare sustainable design standards and guidelines for Council buildings were included in the draft strategies when they were released for public feedback. The outcomes of the consultation demonstrated the community desire for improvements to the environmental performance of Council buildings and, therefore, the actions relating to sustainable design guidelines and policies were retained. The proposed Policy delivers on these actions.

The specific standards proposed as a part of the Policy and ESD Minimum Standards Selection Tool are not typically subject to consultation due to their technical and operational nature which reflect best practice industry standards.

Collaboration

When designing the Policy, officers utilised existing local government networks to source and review similar sustainable buildings policies utilised successfully by other councils.

Innovation and continuous improvement

The Policy represents an improvement on current approaches to building upgrades and renewal, ensuring future building projects achieve higher sustainability standards and achieve cost savings over the life of buildings and facilities.

The ESD Minimum Standards Selection Tool is designed to be updated as needed to reflect innovations that may occur in sustainable design products and technologies.

Relevant law

The following legislation is relevant to the proposed Policy:

- *Local Government Act 2020* which specifies that 'a Council must in the performance of its role give effect to the overarching governance principles, including that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted' (Part 2, section 9(2)(c))

Other legislation relevant to local government buildings and development include:

- *Victorian Building Act 1993*
- *Victorian Building Regulations 2018*
- *National Construction Code of Australia*
- *Macedon Ranges Planning Scheme*

These statutes include, amongst other things, minimum standards for energy efficiency and water conservation. The proposed Policy establishes stronger standards for Council buildings which exceed the minimum requirements set out in the above-mentioned statutes and legislation.

Relevant regional, state and national plans and policies

There are not regional, state or national plans or policies directly relevant to the proposed Policy.

Relevant Council plans and policies

On 24 March 2021, Council declared a state of Climate Emergency. By doing so, Council acknowledges that urgent action is required to address the causes and impacts of climate

change and avoid irreversible disruption to society, the economy and ecosystems. The proposed Policy helps give effect to this declaration.

In addition, the following Council policies and plans are relevant to the proposed Policy:

- **Council Plan (2017-2027)** which includes the priorities “*to protect the natural environment*” and “*to improve the built environment*”.
- **Environment Strategy** which includes the action to “*Continue to review Council’s approach to asset management for buildings and infrastructure to reduce the environmental impacts of sourcing and using materials, and improve the environmental performance of buildings*” (Acton RE4).
- **Climate Change Action Plan 2017** which includes a commitment to plan to achieve zero net emissions for the organisation by 2030 and which includes the following actions:
 - Develop an ESD Guideline for Council Buildings – major works (Action 1.6)
 - Develop an ESD Guideline for Council Buildings – minor works (Action 1.7)

Financial viability

Implementation of the proposed Policy is expected to result in cost savings over the life of relevant building projects.

While implementation of the sustainable design standards proposed is expected to increase the up-front cost of projects by approximately 5%, reductions in energy and water bills and reduced maintenance costs are expected to return this investment within five to ten years.

Sustainability implications

Implementation of the proposed Policy will result in positive sustainability outcomes. As an example, when compared to buildings constructed to the minimum requirements under the National Construction Code, Green Star rated buildings are designed to:

- Produce 55% fewer greenhouse gas emissions
- Use 66% less electricity
- Use 51% less water
- Recycle 96% of waste

While Council is contracted to procure all of its electricity from renewable sources from 1 July 2021, the proposed Policy will help reduce Council’s consumption of gas and water as well, while also reducing waste to landfill. Improving the energy efficiency of Council buildings will also reduce pressure on the renewable energy infrastructure required to source Council’s electricity – e.g. the solar panels, wind turbines and the network infrastructure. This equipment, like all infrastructure, is limited in availability and requires upgrades and renewal with time. Reducing pressure on this infrastructure ensures renewable energy can be provided to other end users which are not able to further reduce their demand.

Officer declaration of conflicts of interest

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



POLICY POLICY POLICY POLICY POLICY POLICY POLICY POLICY POLICY POLICY

Policy Title:	Sustainable Buildings Policy		
Date of Adoption:			
Adoption Method:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Executive <input type="checkbox"/> Other (please specify)		
CEO Signature:		Date:	
Responsible Officer and Unit:	Environment Coordinator		
Nominated Review Period:	<input type="checkbox"/> Annually <input checked="" type="checkbox"/> Other (Every 2 years)		
Last Review Date:	N/A - new policy		
Next Review Date:	2023		
Purpose / Objective:	<p>To ensure the design, budgeting and delivery of Council building projects incorporates best practice sustainable design principles and resource efficient features.</p> <p>To provide a clear framework and set of minimum sustainable building standards to guide officer decisions about new buildings, building maintenance, upgrades, demolition and renewal.</p>		
Background / Reasons for Policy:	<p>As of May 2021 Macedon Ranges Shire Council maintains over 282 buildings and 201 minor structures that are utilised by staff, local residents and the wider community. There is a continual need for upgrades and new buildings. This Policy ensures that Council is acting on its declaration of a climate emergency and is able to meet its strategic priorities to protect the natural environment and improve the built environment.</p>		
Definitions:	See appendix		
References:			
Related Policies/Guidelines:	<ul style="list-style-type: none"> - Council Plan - Environment Strategy – refreshed 2021 - Climate Change Action Plan 2017 - Asset Management Plan Buildings 2019 - Waste Management and Resource Recovery Strategy 2021-2026 - Procurement Policy - Asset Management Strategy 		
Related Legislation:	Local Government Act 2020; National Construction Code (NCC); Building Code of Australia Class 2 to Class 9 Buildings.		

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	1	14/09/2020	Grady Peterson
Second Draft	2	22/10/2020	Grady Peterson
Third Draft	3	22/04/2021	Grady Peterson
Final Draft	3	08/06/2021	Grady Peterson
Approval			



Sustainable Buildings Policy

1. Purpose

The purpose of the Sustainable Buildings Policy (the Policy) is to:

- Ensure the design, budgeting and delivery of Council building projects incorporates best practice sustainable design principles and resource efficient features.
- Provide a clear framework and set of minimum sustainable building standards to guide officer decisions about new buildings, building maintenance, upgrades, demolition and renewal.

2. Goals

The Policy and associated minimum standards aim to:

- Improve the energy and water efficiency of Council's buildings and facilities.
- Reduce the environmental impacts of constructing, refurbishing and operating Council buildings.
- Reduce the ongoing operational and maintenance costs associated with Council's buildings.
- Provide a healthy indoor environment and improved comfort levels.
- Improve resilience of buildings to climate change, extreme weather events and the rising costs of utilities.
- Demonstrate corporate responsibility and leadership to the community by acting on Council's climate emergency declaration.
- Assist Council to achieve its zero net emissions target by reducing total operating greenhouse emissions.

3. Scope

This Policy applies to and includes provisions for all new Council building projects, asset renewal, extensions to existing facilities, building maintenance works, and demolition.

This policy establishes minimum sustainable design requirements for different types of building projects as well as the process for applying these standards.

This policy includes the Environmentally Sustainable Design (ESD) Minimum Standards Selection Tool - A list of ESD performance standards for building fabric, equipment, materials, and fittings; designed to suit all maintenance and building project works undertaken by Council where a Green Star Rating is not required. This tool sits as a separate excel document to be used actively by project managers and building maintenance officers to scope works and ensure compliance with minimum Policy standards throughout a project.





4. Policy Statement

It is policy that:

- All new Council building projects, asset renewal, extensions, building maintenance works, and demolition comply with the minimum requirements set out in **Table 1**.
- Sufficient budget (usually 5-10%) is allocated to achieve the minimum standards set out in this policy and the associated ESD Minimum Standards Selection Tool.

Table 1 – Minimum ESD Requirements

Building Project Type	Minimum ESD Requirements
Major New <i>All new building works with a total design and construction value of \$6M or more</i>	Sustainability Management Plan with: Green Star Buildings – Certified 5 Star (as a minimum with consideration to 6 star rating on an individual project basis)*; <i>and</i> STORM score of 100% or equivalent in MUSIC tool; <i>and</i> NABERS rating tool where applicable: Energy & Water: 5 Stars
Major Upgrade <i>Major upgrade or extension of existing building with a design and construction value of \$2M or more.</i>	Sustainability Management Plan with: Green Star Buildings – Targeted 5 Star rating; <i>or</i> Council ESD Minimum Standard Selection Tool <i>and</i> STORM score of 100% or equivalent in MUSIC tool; <i>and</i> NABERS rating tool where applicable: Energy & Water: 5 Stars
Medium New <i>All new building works with a total design and construction value of \$2M to \$6M</i>	Green Star Buildings – Certified 5 Star rating for buildings with regular occupancy and higher energy profiles (e.g. Kindergarten, Library); <i>or</i> Council ESD Minimum Standards Selections Tool # for buildings with low energy requirements and irregular usage (e.g. sports pavilion, community hall); <i>and</i> : NABERS rating tool where applicable: Energy & Water: 5 Stars
Minor New Significant Upgrade¹ Renewal¹ Minor Works¹ Maintenance & Other	Council ESD Minimum Standards Selection Tool <i>Reports on upgrades to fittings and fixtures that occur through projects or routine maintenance to be provided to Council’s Environment Unit on a quarterly basis. These reports will be used to track building performance against works.</i>
Furniture and Equipment Fit-out (Tenant Fit-out)	Council ESD Minimum Standards Selection Tool Lease conditions to include ESD minimum requirements for equipment (e.g. fridges) and fit-out.



Building Project Type	Minimum ESD Requirements
Demolition	Minimum 70% to be recycled or reused. Review options to re-use on site or elsewhere within Council.

* Project Managers to provide a cost benefit analysis comparing a 5 Star with a 6 Star Green Star standard, including an estimated environmental benefit for consideration by Council during the most appropriate design phase of a building.

As a general rule Green Star is to be used for buildings with regular occupancy and specific conditioning requirements as well as for buildings with higher baseline energy consumption.

†ESD minimum standard only applies to area of building/works incorporated in project scope. Scope should reflect potential ESD upgrades enabled by works i.e. replacement of roof sheeting should incorporate upgraded insulation and rainwater collection.

5. Policy Implementation

Project Managers are responsible for implementing this policy through the planning, design, construction and maintenance of Council facilities. This guide is to assist the Project Manager in assigning a project category (Table 2), selecting the relevant minimum ESD requirements (Table 1), and ensuring compliance throughout the project lifecycle.

Consultants and contractors are to be provided with a current version of this Policy and a project-relevant version of the ESD Minimum Standards Selection Tool document to detail relevant ESD scope of works and ensure compliance throughout the project.

5.1 Assessing the Project Category

In order to determine the minimum ESD requirement for a project (Table 1), Project Managers are first required to establish the project category for any new building or maintenance project. Categories are based on design and construction cost, scope of work, and the varied ability of different projects to produce cost effective sustainability outcomes.

Table 2 – Project Category

Building Project Type	Building Project Inclusions	Project Examples
Major New	All new building works with a total design and construction value of \$6M or more	Libraries, Aquatic and Recreation centres, Sports Stadiums, Offices /Town Halls, Larger Community Centres, Arts, Tourism & Entertainment Centres
Medium New	All new building works with a total design and construction value of \$2M to \$6M	Larger Sporting Facilities, Kindergartens, Maternal and Child Health Centres, Smaller Community Centres, Neighbourhood Houses
Minor New	All new building works with a total design and construction value of up to \$2M	Sporting Pavilions, Toilet Blocks, Community Halls, Sheds, Outbuildings
Major Upgrade	Major upgrade or extension of existing building with a design and construction value of \$2M or more	Upgrades or Expansion Aquatic and Recreation centres, Sports Stadiums, Offices/Town Halls





Building Project Type	Building Project Inclusions	Project Examples
Significant Upgrade	All upgrade or extension work from \$200,000 to \$2M	Upgrade or Expansion of Kindergartens, Maternal and Child Health Centres, Tourism Centres
Renewal	Works to refurbish or replace existing facilities with facilities of equivalent capacity up to \$200,000	Renewal of Sports Pavilion or Public Amenity Building, Retrofit + Upgrade Projects, Replacement of a Roof
Minor Works	Partial retrofit or replacement of existing plant or building construction	Replacement of HVAC system, pool plant works, window/door replacement.
Maintenance	All routine and reactive maintenance	Replacing a hot water unit, light fittings, toilet etc. (not applicable to replacement of parts within a system, eg. broken window, HVAC component replacement etc.)
Furniture and Equipment Fit-out	Bulk procurement of furnishings or fittings for new facility or as part of upgrade.	New furniture for staff offices or library. Equipment installed in kitchens of council owned buildings. IT or AV infrastructure.
Tenant Fit-out	Internal fit-out of facilities leased to MRSC. Fit-out requirements included as lease conditions for facilities owned by MRSC and leased to other parties.	Lancefield Kindergarten (leased to MRSC) Woodend Depot Office (leased to MRSC) Woodend Cobaw Health (leased to other)
Demolition	All demolition works above 10m ³	The complete or partial demolition of an asset
Other Structures	Ancillary structures not part of larger project, Structures in Parks or Reserves	Sail and Shade structures, Shelters, BBQs, Band Stands, Boardwalks, Playgrounds

5.2 Implementation

To ensure successful implementation of this Policy it is important that project managers confirm that the ESD minimum standards are being met throughout the life of a project.

Table 3 – Policy Implementation

Project Phase	Implementation Requirements
Project Initiation/Inception <i>(Project ESD budget to be set as part of business case)</i>	Project Manager to assess project type (Table 2) and assign relevant ESD minimum requirement (Table 1) Where use of the Council ESD Minimum Standards Selection Tool is a requirement, Project Manager to determine the project specific requirements and include in scope.





Project Phase	Implementation Requirements
	Project sponsor/project manager to ensure appropriate budget is set aside at business case stage to ensure compliance with this Policy.
Concept Design <i>(hold point for review)</i>	Ensure concept complies with ESD minimum standards requirements; specifically, building envelope elements such as compactness, orientation, shading, daylight, ventilation and windows.
Schematic Design <i>(hold point for review)</i>	Ensure schematic design complies with ESD minimum standards and clearly denotes conditioned spaces, ventilation strategies, and location of onsite renewables.
Detailed design Contract Documentation	ESD minimum standards section tool to be completed as part of detailed design and incorporated into project documentation and construction tenders as relevant.
Construction	Construction Environmental Management Plan
Practical Completion	<p>Final sign off of ESD minimum requirements</p> <p>Ensure all tuning and commissioning of building systems has been completed, including blower door testing as required for heavily conditioned spaces.</p> <p>Ensure relevant maintenance programs have been developed as per manufacturer/warranty specifications</p> <p>Ensure completed ESD Minimum Requirements Selection Tool is archived with relevant project records.</p>

5.3 Roles and Responsibilities

This Policy is to be embedded into the project management process and should be considered throughout all stages of a project. The roles and responsibilities for implementing this Policy are outlined below.

Table 4 – Roles and Responsibilities

Role	Responsibility
Project Sponsor / Client	<p>General oversight and meet with project manager to determine scope, ESD minimum requirements and associated costs.</p> <p>Determine additional project specific sustainability requirements.</p> <p>Allow for the requirements and relative costs in business cases for budget consideration.</p>
Project Manager	Ensure relevant ESD minimum requirements are included in scope and project tender documentation and contracts as required.





Role	Responsibility
	Ensure ESD minimum requirements selection tool is completed, review non-conformances, ensure document is saved along with other project documentation.
Consultants and Contractors	Consultants must provide completed SMP and ESD Minimum Standards Selection Tool document at end of design development and construction phases. The design is to meet these minimum requirements with approval required for any non-complying elements.
Environment Unit (subject to resources)	Review non-conformances, project ESD minimum requirements selection tool and provide general ESD advice.
Independent Commissioning Agent/ESD Advisor	Provide independent project review and advice relating to ESD implications. Provide certification as applicable to Green Star projects.

6. ESD Minimum Standards Selection Tool

The ESD Minimum Standards Selection Tool is an MS Excel document that sets out the minimum ESD requirement relevant to building, renewal and maintenance projects. The tool is designed to be integrated with Council’s existing project management framework and enables project managers to:

- Clearly scope project ESD requirements at project inception
- Track compliance with ESD requirements by project architects, consultants, and construction contractors

The Tool must be used by project managers to determine the project specific ESD scope of works section of design briefs or tenders issued by Council.

ESD Minimum Standards Selection Tool does not apply to projects targeting a Green Star Rating. The Green Star Design and As Built submission guidelines will form the main ESD guiding document in these cases.

The requirements set out in the ESD Minimum Standards Selection Tool do not replace the minimum energy efficiency or other general requirements in the National Construction Code (NCC).

7. Policy Non-compliance

In the event that a project is not able to comply with the Sustainable Design Policy or ESD Minimum Standards Selection Tool, the exemption must be approved by:

- The Project Control Group (if one exists for the project); or
- The Director Assets and Operations (if no Project Control Group exists)



The exemption should be justified by a Life Cycle Cost assessment.

8. Phased Introduction

Implementation of the Sustainable Buildings Policy will occur in two stages:

1. 2021/22 – Use of the minimum sustainable design standards where existing project budgets allow.
2. 2022/23 onwards - Capital works business cases and budget bids must be scoped and costed to comply with the Sustainable Building Policy.



9. Abbreviations and Definitions

Asset: Within Macedon Ranges Shire Council assets are managed by Council on behalf of the community to provide a broad range of services. Assets are a physical component of a facility, which has value, enables services to be provided, and has an economic life of greater than 12 months. These assets include roads, drains, buildings and facilities, open space, plant & equipment, library materials, art works and land.

Built Environment Sustainability Scorecard (BESS) – Developed by the Council Alliance for a Sustainable Built Environment (CASBE), BESS assesses energy and water efficiency, thermal comfort, and overall environmental sustainability performance of new buildings or alterations. It was created to assist builders and developers to demonstrate that they meet sustainability information requirements as part of planning permit applications.

Environmentally Sustainable Development (ESD): Building design that seeks to improve performance, reduce environmental impacts, resource use and waste and create healthy environments for occupants. Council promotes environmental sustainable developments in order to meet its high level environmental targets. ESD commonly includes achieving or exceeding 'best practice' standard for buildings, infrastructure, transport, landscaping and streetscapes.

Green Building Council of Australia (GBCA): The Green Building Council of Australia

Green Star: Developed by the Green Building Council of Australia (GBCA), buildings can be Green Star certified for the environmental sustainability of their construction (Design and As-Built tool); fit outs (Interiors tool) and their operational performance (Performance tool). Buildings are accredited through an assessment by a third party and can achieve between a 4-6 star accreditation.

Independent Commissioning Agent (ICA): A role that can be filled by one or more people who are appointed by, and report directly to, Council. They are independent of any contractor, sub-contractor or consultant who has been involved in the design or installation of the nominated building systems. They are a registered professional engineer or qualified technician with demonstrated knowledge on mechanical, electrical, hydraulic and ESD systems commissioning.

Integrated Water Management (IWM) and Water Sensitive Urban Design (WSUD): A holistic approach to water management that integrates urban design and planning with social and physical sciences in order to deliver water services and protect aquatic environments in an urban setting. A WSUD approach could include the integration of rain gardens, infiltration, water harvesting and wetlands in an urban area to manage stormwater.

Lifecycle cost (LCC): The total cost of an asset throughout its useful life taking account of the planning, design, construction, acquisition, operational, maintenance, rehabilitation, and disposal costs.



Lifecycle Analysis (LCA): A total assessment of the environmental impact across the entire lifecycle from manufacture construction, operation, and disposal.

MUSIC: A model that predicts the performance of stormwater quality management systems using the licensed MUSIC software available for download at <http://www.ewater.com.au/products/music/>

NABERS (National Australian Built Environment Rating System): NABERS measures an existing building's environmental performance during operation. NABERS rates a building on the basis of its measured operational impacts in categories such as energy, water, waste, and indoor environment quality. Currently NABERS only officially rates offices, hotels, shopping centres and homes. Further tools are under development for schools, retail buildings, hospitals and data centres.

PPA: Power Purchase Agreement – MRSC

Sustainable Design Assessment (SDA): A simple sustainability assessment for small projects that documents how a project will address sustainability objectives, targets and standards.

Sustainability Management Plan (SMP): Sets out the sustainable design features of large developments and it provides more information about how the performance outcomes will be achieved (including implementation schedules).

STORM: An assessment of stormwater runoff and on-site treatment against best practice targets, using the free STORM calculator, available online at <http://storm.melbournewater.com.au/>

PE.2	CLIMATE CHANGE PLEDGE PROGRAMS FOR LOCAL GOVERNMENT
Officer:	Michelle Wyatt, Coordinator Environment
Council Plan relationship:	2. Protect the natural environment
Attachments:	Nil

Summary

Recommendation

That Council joins the Cities Power Partnership program, in demonstration of its commitment to climate action.

Background

The next UN Climate Change Conference of the Parties (COP26) is occurring in Glasgow on 31 October 2021. A range of environmental organisations such as the Climate Council and the International Council for Local Environmental Initiatives (ICLEI) are advocating for organisations across all sectors of society to make public climate change commitments in the lead up to this event. Collectively, these pledges demonstrate that communities and private entities across the globe are committed to taking the rapid action needed and call on national governments to raise their ambition and accelerate their response to the climate crisis.

Council's current commitments

Council's current commitments to act on climate change comprise:

- Declaration of a Climate Emergency on 23 March 2021.
- Commitment in the *Climate Change Action Plan 2017* to reduce emissions from Council operations by 25% by 2020/21 from the 2014/15 baseline year, and to plan to achieve zero net emissions by 2030.
- Membership of the Victorian Government's "Take 2" pledge program which ceased in early 2021.

In terms of community climate change action, the *Climate Change Action Plan 2017* states Council's support for the Victorian Government's target to achieve zero net emissions across the state by 2050.

With the conclusion of the Victorian Government's "Take 2" program in early 2021, Council is currently not a signatory to any international, national or state government pledge programs.

Discussion

The role of pledge programs

Climate change pledges are a public statement of an organisation's commitment to take climate action which provide a framework for reporting and accountability. For local

government, signing up to a pledge program can demonstrate the organisation's integrity, engendering trust from residents and stakeholders. Pledges are also a useful advocacy tool. In "leading by example", organisations can send a message to their community, stakeholders and other levels of government, that they too should take similar action.

Most pledge programs also enable member organisations to connect with each other and share knowledge and resources.

An overview of current pledge programs available to local government is provided below.

Internal pledge programs

Global Covenant of Mayors for Climate and Energy

The Global Covenant of Mayors for Climate and Energy is administered by ICLEI and is the main global alliance for city climate leadership. Councils signing the covenant are required to prepare a community-wide emissions inventory within one year of signing up. They are then required to establish emission reduction targets and a monitoring program and submit emission reduction and community resilience plans. Councils are required to report on their greenhouse gas emissions and implementation progress every two years in accordance with the Global Covenant of Mayors' "common reporting framework".

As of 10 August 2021, 31 councils across Australia were members as well as the Australian Capital Territory.

Fees: None

Recommendation: Council is currently not resourced to prepare the necessary community-wide emissions inventory or associated emission reduction and community resilience plans within the next year. With current resources this work is not likely to commence before 2022/23. The ongoing resources required for regular reporting are also a barrier to participation. As such, participation in the Global Covenant of Mayors for Climate and Energy is not recommended at this stage.

Cities Race to Zero

This pledge program is a joint initiative of a number of global environment organisations including the Global Covenant of Mayors, ICLEI and the World Wide Fund for Nature (WWF). The Cities Race to Zero pledge program forms part of the broader "COP26 Race to Zero" which is a global alliance of public and private entities committed to achieving zero emissions by 2050. The campaign aims to build momentum for climate action ahead of COP26.

The Cities Race to Zero pledge requires participating councils to publicly endorse a set of principles, pledge to reach zero net emissions by the 2040s or sooner for community emissions, explain what steps Council will take to achieve this target and commit to implementing one action from the Cities Race to Zero list. Signatory councils also need to submit annual reports commencing no later than 2022 utilising their usual reporting platform.

A list of participating local governments is currently not publically available.

Fees: None.

Recommendation: Council has not prepared a community emissions reduction plan and, therefore, is not in a position to set targets for community emissions or identify an implementation pathway to achieve these targets. With current resources this work is not likely to commence before 2022/23. As such, signing the Cities Race to Zero pledge is not recommended at this stage.

Cities Race to Resilience

Similar to Cities Race to Zero, this pledge program is a joint initiative of the same global environment organisations which forms part of the broader “COP26 Race to Resilience” campaign aimed at galvanising climate adaptation action ahead of COP26.

The Cities Race to Resilience pledge requires councils to pledge to integrate climate adaptation and resilience into all aspects of urban planning, complete a community-wide climate vulnerability assessment, identify interim targets and milestones, commit to implementing one action from the Cities Race to Resilience list and undertake annual reporting in accordance with a choice of prescribed frameworks.

Most of the listed actions are relevant to larger state or city governments and do not relate to the more restricted roles and responsibilities of local government in Victoria.

A list of participating local governments is currently not publically available.

Fees: None.

Recommendation: Council has not completed sufficient climate adaptation planning for the organisation or the shire to enable identification of targets or milestones. With current resources, this work is not likely to commence before 2022/23. In addition, most of the Cities Race to Resilience actions are not relevant to Council’s powers or areas of responsibility. As such, signing the Cities Race to Resilience pledge is not recommended at this stage.

National pledge programs

Cities Power Partnership

The Climate Council’s Cities Power Partnership program is a platform for local councils to highlight their organisational climate change commitments at a national level. On joining, members have six months to select five key actions to implement from the list of partnership pledges accessible on the Cities Power Partnership website - citiespowerpartnership.org.au/about. Members report on progress through an annual survey. Member councils also gain access to a basic version of an energy bill monitoring service, Azility. Council currently subscribes to a more comprehensive Azility package than the one offered through the Cities Power Partnership and is likely to retain this subscription due to the added reporting functions it provides.

As of 15 August 2021, 145 councils from across Australia were members of the Cities Power Partnership.

Cost: None.

Recommendation: With the employment of a Sustainability Officer as per the 2021/22 Council budget, Council will have sufficient resources to complete the annual survey and progress 5 pledge actions. As such, it is recommended that Council becomes a member of the Cities Power Partnership program and, in the next six months, identify five pledge actions aligned to Council’s updated Environment Strategy once adopted, or subsequent adopted environmental plans and strategies.

State pledge programs

The *Victorian Climate Change Act 2017* legislates the state-wide target of zero net emissions by 2050. The Act also provides the opportunity for different sectors to make voluntary pledges to acknowledge their efforts to address climate change. For local government, pledges must include a statement of Council’s commitment, a list of actions Council will undertake between 2021 and 2025 and the expected reduction in greenhouse gas emissions resulting from Council’s actions.

At 10 August 2021, 16 councils from across Victoria had made a voluntary pledge.

Fees: None.

Recommendation: Council's *Climate Change Action Plan 2017* established a set of actions to reduce emissions by 25% by 2021/22. It also articulated Council's desire to achieve zero net emissions by 2030. The plan's actions have now been implemented and the 25% target achieved. From here, a Zero Net Emissions Plan is required to establish a work program to achieve zero net emissions by 2030. With the employment of a Sustainability Officer, officers anticipate that this plan will be prepared over the next 12 months. Following completion of this Zero Net Emissions Plan, Council will be in a position to make a voluntary pledge and identify a suit of actions to be achieved before 2025.

Consultation and engagement

Consultation and engagement was not required to inform this report.

Collaboration

Collaboration was not required to inform this report.

Innovation and continuous improvement

Becoming a member of the Cities Power Partnership will enable Council to access a "knowledge hub" of information. Council will also be able to connect with other member councils to enable the organisation to learn from others and identify opportunities for innovation and improvement.

Relevant law

Council is not obliged to make a pledge or commitment under any current statutes or legislation. Even so, making a pledge will be one way Council can demonstrate compliance with the *Local Government Act 2020* requirement to integrate climate change into Council planning and decision making.

Relevant regional, state and national plans and policies

No regional, state or national plans or policies are relevant to Council's decision to become a signatory to a climate change pledge or program.

Relevant Council plans and policies

Becoming a member of the Cities Power Partnership would help enact Council's declaration of a climate emergency. It would also be consistent with Council's ambition to achieve zero net emissions from Council operations by 2030, as set out in Council's *Climate Change Action Plan 2017*.

Financial viability

The allocation of resources in the 2021/22 Council budget for a Sustainability Officer enables Council to meet the reporting requirements of the Cities Power Partnership program. Should this position cease, Council will need to re-evaluate whether it is able to continue its membership.

Sustainability implications

Becoming a member of the Cities Power Partnership program will enable Council to join a coalition of local governments across Australia committed to climate action, providing a public reporting framework that will demonstrate Council's commitment to progressing priority climate change actions.

Officer declaration of conflicts of interest

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

PE.3	APPLICATION FOR PLANNING PERMIT PLN/2020/331 - USE AND DEVELOPMENT OF THE LAND FOR A RESIDENTIAL AGED CARE FACILITY - LOT 2 MELBOURNE LANCEFIELD ROAD, ROMSEY
Officer:	Christo Crafford, Coordinator Statutory Planning
Council Plan relationship:	3. Improve the built environment
Attachments:	<ol style="list-style-type: none"> 1. Locality Aerial Plan (under separate cover) 2. Applicants Planning Report (under separate cover) 3. Application Plans (under separate cover) 4. Landscape Concept Plans (under separate cover) 5. Statement of Planning Policy ↓
Applicant:	Taylor's Development Strategists Pty Ltd
Date of receipt of application:	28 August 2020
Trigger for report to Council	Councillor call-in

Summary

The application proposes the use and development of an aged care facility.

The application was advertised and eight (8) objections were received.

Key issues to be considered relate to the suitability of the land for the proposed use given its location outside the Romsey town boundary and potential neighbourhood amenity and traffic impacts.

The matter is subject to an appeal to the Victorian Civil and Administrative Tribunal (VCAT) against Council's failure to determine the matter within statutory timeframes. Council needs to determine its position ahead of the VCAT hearing and compulsory conference.

It is recommended that Council determine that, had it decided the application, it would have refused the application on grounds related to its remoteness from services, its alienation of rural residential land, its impact on the rural character of the land, its location outside the Romsey township boundary, and its amenity and traffic impacts.

Recommendation

That Council determines that, had it decided the application, it would have refused the application on the following grounds:

1. **The proposal is inappropriately located given its remoteness from services, transport and complementary land uses, contrary to clause 16.05-1S – Residential Aged Care Facilities and clause 21.04 – Settlement.**
2. **The proposal inappropriately reduces the supply of land for rural living purposes, contrary to the purpose of the Rural Living Zone, clause 21.03 – Vision – Strategic Framework Plan, clause 21.04 – Settlement, and clause 21.07 – Natural Resource Management.**

3. The proposal does not appropriately respect and respond to the rural character of the land, contrary to the purpose of the Rural Living Zone, clause 21.03 – Vision – Strategic Framework Plan, clause 21.04 – Settlement, clause 21.05 – Environmental and Landscape Values, clause 21.08 – Built Environment and Heritage, and clause 21.09 - Housing.
 4. The proposal is contrary to the guidance regarding settlement patterns and township structure in clause 21.03 – Vision – Strategic Framework Plan, clause 21.04 – Settlement, clause 21.09 – Housing, and 21.13-4 (Local Areas and Small Settlements – Romsey).
 5. The proposed scale and form would be incongruous and inappropriate in a rural living setting.
 6. The proposed traffic and amenity impacts would be inappropriate given the site's location and the policy guidance of the scheme.
 7. The proposal is inconsistent with Part 3AAB of the Planning and Environment Act 1987, the Macedon Ranges Statement of Planning Policy (MRSP), and Clause 51.07 of the Planning Scheme, as the proposal does not accord with established township boundaries.
-

Existing conditions and relevant history

Subject land

The subject land is a parcel of 8.4 hectares located on the corner of Melbourne-Lancefield Road and Hutchinsons Lane West, immediately north of the township boundary of Romsey and 1.2km north of the intersection of Main Street and Barry Street at the centre of the Romsey township.

The land is rectangular in shape, being 430m in length from east to west and 195m in width from north to south. The property presently comprises open pasture having previously been used as grazing land, with a row of cypresses aligning its southern boundary to Hutchinsons Lane West with avenue tree planting aligning the Melbourne Lancefield Road on the eastern frontage of the land.

The land slopes gradually downhill at a shallow angle of around 3% at a relatively even gradient from north-west to south-east with the total fall being 15m across the land. A dilapidated shed is located within the eastern half of the site.

Surrounds

Surrounding properties to the north side of Hutchinsons Lane West are similarly subject to Rural Living Zone and generally comprises rural residential properties, with the exception of a few larger properties remaining in agricultural production.

The properties abutting to the west and north sides are rural residential with the nearest dwelling being sited within 12m of the northern boundary of the subject land, whilst other dwellings are at least 120m or further from the subject land.

The southern boundaries of the properties to the north are aligned with high hedging, with no boundary planting on or adjacent to the western side of the site.

To the eastern side of Melbourne Lancefield Road from the subject land is a larger farming property used predominantly for cropping and grazing, with the dwelling on that land located 360m east of the application site.

To the south side of the subject land is the northern boundary of the Romsey township, with residential properties within the urban area of the township extending southwards. Dwellings along the southern side of Hutchinsons Lane West, opposite the subject land, are sited within 30m. Those properties incorporate rural post and wire fencing along the northern boundaries to that road. A row of mature native trees is along the road reserve.

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

Current copies of title have been provided. No Covenants, Section 173 Agreements or restrictions are registered on the titles to this property.

Previous planning permit history

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

Permit No.	Description
PLN/2020/463	Development of a shed.

Proposal

The proposal comprises the development and use of a residential aged care facility comprising 120 beds for which allocation has been provided by the Federal Government. The facility would provide accommodation and services for aged care residents of higher and lower care needs, and would include private rooms for residents along with communal recreation and dining rooms, nursing stations and medical rooms throughout the building.

Additional facilities for residents would include a library, doctor's consulting room, hair salon, a café, and a "Men's Shed" workshop, with office/reception, kitchen, laundry and staff change rooms also providing for the broader operation of the facility. Other areas and rooms would provide for plant, maintenance, storage and the like.

The proposed building would be sited centrally within the eastern half of the subject land, set back from its eastern boundary to Melbourne Lancefield Road by 49.5m, from its southern boundary to Hutchinsons Lane West by 44.1m and by 49.1m from its rear northern boundary. The building footprint would extend approximately 130m x 120m, being relatively square and occupying an area of roughly 1.2 hectares other than a number of internal courtyards for resident use. The building would include some sections projecting forward and back to provide a level of articulation but with a connected single storey footprint the roofing above would be continuous other than some areas reducing in height. External cladding proposed is a combination of brown brick and light grey weatherboards for side walls and dark grey coloured metal roofing.

The highest part of the roof would extend 9.5m above ground level with the majority of roofing being around 6.5m above ground level. A significant level of earthworks is likely, given the change in level across the proposed development area of between 3-5m, meaning that extensive fill and cut sections would be required including the portions of the building fronting the roads, which is likely to sit atop benched areas filled to 2m or more above the existing ground level. The small men's shed building would be located on the north side of the main building.

A main car park including 44 parking spaces would gain access from Hutchinsons Lane West to the south of the building in front of its main porte cochere entry which would double as an ambulance access to the facility. A separate driveway along the western side of the building would provide access to a loading area as well as staff parking comprising 12 spaces.

Stormwater infrastructure in the form of a retention basin would be provided within the front setback of the site whilst an open channel would circumnavigate the western and northern

sides of the building for drainage purposes. Other infrastructure in the form of water tanks with pump equipment for firefighting purposes and an electricity transformer would be located near the frontages of the site. The majority of the exotic trees aligning the frontages of the site would be retained, other than a small number to be removed (these are exempt from permit requirement) for driveway accesses, infrastructure provision and to provide visibility of the building frontage. Landscaping within the eastern half of the site is proposed surrounding the development area.

The application notes a proposal for the western half of the subject land to comprise alpaca keeping as an interactive agricultural use for the aged care residents and to provide a rural aspect to the development. However the alpaca keeping does not form part of this application and a shed proposed for that operation is subject to separate planning permit application PLN/2020/463 rather than being consolidated with this proposal. Limited information has been provided in respect to the alpaca keeping use and its relationship to the aged care facility.

Relevant Macedon Ranges Planning Scheme controls

Section 46AZK of the Planning and Environment Act 1987

Section 46AZK of the Planning and Environment Act 1987 requires Council as a Responsible Public Entity to not act inconsistently with any provision of the Statement of Planning Policy (SOPP) in exercising decision making powers. The proposal in general does not comply with the Statement of Planning Policy and the application will not meet all the objectives and strategies specified in the policy. See assessment against the SOPP in Attachment 5 to this report.

Planning Policy Framework

Clause no.	Clause name
11	Settlement
12	Environment and Landscape Values
16.05-1	Residential Aged Care Facilities

Local Planning Policy Framework

Clause no.	Clause name
21	Municipal Strategic Statement
21.03	Vision - Strategic Framework Plan
21.04	Settlement
21.05	Environment and Landscape Values
21.07	Natural Resource Management
21.08	Built Environment
21.09-2	Rural residential
21.13-4	Romsey

Zoning

Clause no.	Clause name
35.03	Rural Living Zone Schedule 1

Overlay

No overlays apply.

Particular provisions

Clause no.	Clause name
51.07	Macedon Ranges Statement of Planning Policy
52.29	Land Adjacent to a Road Zone, Category 1

It is noted that Clause 53.17 includes guidance related to Residential Aged Care Facilities but does not apply in the Rural Living Zone (pursuant to clause 53.17-1).

General provisions

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

Cultural Heritage Management Plan assessment

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

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

Permit Triggers

Clause No	Details
35.03-1	Accommodation (other than community care unit, dependent person's unit and dwelling) is a Section 2 use and needs a permit.
35.03-2	A permit is required to construct a building and carry out works associated with a Section 2 use.

The process to date

The application was referred to the following authorities:

Referral

Authority (Section 52)	Response
CFA	No objection and no conditions.
MRSC Engineering	No objection subject to conditions.
MRSC Environment	No objection and no conditions.
Department of Transport (VicRoads)	No objection subject to conditions.
Western Water	No objection subject to conditions.

Advertising

Pursuant to Section 52 of the Planning and Environment Act 1987, the application was advertised by sending notices to the owners and occupiers of surrounding/adjointing land and by requiring notices to be erected on the land for a period of 14 days.

Eight (8) objections have been received in response to notification.

Concerns raised relate to:

- Detrimental impacts from increased traffic along Hutchinsons Lane and other nearby roads including road safety.
- Amenity impacts from dust and noise resulting from traffic as well as noise, lighting and disturbance from operation of aged care facility.
- Fire hazard from increased vehicle traffic to unmaintained roadside vegetation (long grass).
- Detrimental impacts to landscape and rural character of area north of Romsey.
- Visual amenity impacts of development including significant extent of fill on which the building would sit. Lack of screening within site, preference for new screen landscaping for proposal. Design needs to account for appropriate presentation to Melbourne Lancefield Road as a township entry to Romsey.
- Concerns about alpaca keeping proposed in conjunction with aged care facility conflicting with adjacent equine land use.
- Loss of views.
- Property devaluation.
- Facility would be better located on the south side of Romsey.
- Loss of privacy.

Comments on the objections received will be provided further below.

Officer assessment

The proposal is required to be assessed against the provisions of the PPF, LPPF, Rural Living Zone Schedule 1, and the decision guidelines of Clause 65. An application of this type raises strategic concerns with regards to its suitability within a rural living zone.

Planning Policy Framework (PPF)

Clause 16.01-5S – Residential Aged Care Facilities has the following objective:

To facilitate the development of well-designed and appropriately located residential aged care facilities.

Relevant strategies are as follows:

Ensure that residential aged care facilities are located in residential areas, activity centres and urban renewal precincts, close to services and public transport.'

Encourage planning for housing that:

- Delivers an adequate supply of land or redevelopment opportunities for residential aged care facilities.
- Enables older people to live in appropriate housing in their local community.

This proposal would neither be located within a residential or urban area close to services and transport, nor would it be sited for the residents to be considered to be located within the local community.

This proposal is outside the township boundary for Romsey in a rural zone and would require the facilitation of transport for residents to reasonably participate within the local community. Siting residential aged care in this manner is contradictory to this policy and would set an unwanted precedent for future proposals not just for aged care but for other forms of urban development to be sited within rural zones and localities.

Local Planning Policy Framework (LPPF)

The land use vision outlined within Clause 21.03-2 of the Local Planning Policy Framework states that development and land use planning will be guided by the following vision (as relevant):

- The Shire remains predominantly rural, with a hierarchy of settlements set in an attractive and productive rural environment.
- Development occurs in an orderly and sustainable manner, maintaining clause distinctions and separations between settlements. A diverse range of residential and commercial opportunities are provided in appropriate locations, including appropriately zoned and serviced land to meet the needs of the Shire's changing demographic. Growth is generally directed to the transport corridors, in-line with infrastructure provision and cognisant of constraints.
- Economic growth and development is encouraged to deliver jobs and reduce escape expenditure. This occurs in appropriate locations within the settlement boundaries, apart from agriculture based business.
- Rural living areas will be planned for well in advance and areas will be identified to achieve a fixed supply up to 2045 in well serviced areas with good internal connectivity and integration with external road and path networks.

The vision and strategic direction for the land as identified in the Rural Framework plan at Clause 21.03-3 is as follows:

Encourage and support rural living development in Rural Living Zone areas. The vision for these areas is a rural area with a range of property sizes offering different lifestyle opportunities and landscapes from low density residential to part time farming. Any new development including housing, subdivision or re-subdivision is to preserve the existing rural character.

Council's land use vision therefore prioritises consolidation of development within settlement boundaries to appropriately utilise infrastructure (including community services and social infrastructure) while at the same time preserving existing rural character. The range of property sizes nominated for within this zone – from “low density residential to part time farming” – is suggestive of this range. The development is not consistent with this range.

This is further clarified by Clause 21.04 – Settlement. The overview notes that:

Levels of development will be consistent with the role of towns in the settlement hierarchy and will depend on infrastructure provision and environmental constraints. The vast majority of growth will be within the larger towns and will occur on zoned land within existing town boundaries, with the exception being land identified through structure planning processes.

A strategy (1.2) is to:

Encourage the development of Romsey as a large district town. The anticipated population of Romsey is anticipated to be at the cusp of a district town and a large district town.

Strategy 1.6 is to accommodate “moderate growth” in Romsey (again noting that this application is outside the township boundary).

Objective 2 of the clause is

To provide for development which maximises the benefits of established and proposed urban infrastructure.

The relevant strategies (2.1 and 2.2) are:

Provide for township development in line with the settlement hierarchy vision.

Ensure urban development is located:

- *Within the township boundaries identified on plans in Clause 21.13.*
- *Where adequate services are available.*

The proposal is located outside the Settlement boundary and therefore contrary to this objective and strategy.

Clause 21.05 – Environment and Landscape Values notes the importance of the Shire's landscape character, including its rural landscape. Objective 1 of this clause is:

To maintain and enhance the existing rural landscapes.

Clause 21.07-1 – Agriculture as its first objective:

To protect agricultural land.

The Rural Living Zone, while less critical for agricultural purposes than zones such as the Farming Zone, remains part of the suite of rural zones. It has a place not just in supporting some ongoing small-scale farming, but also in meeting the demand for rural residential development, thus reducing the pressure for ad hoc residential uses in the Farming Zone. It is important, and in line with state as well as local policy, that the Rural Living Zone areas be maintained for such purposes rather than seen as cheaper land for general urban or township residential development.

Clause 21.08-3 Built Environment notes in its Overview:

The high landscape qualities of the Shire and the built form of its towns must be appropriately controlled to ensure development is sustainable and respects character.

Objective 1 under this clause is:

To promote development that respects the rural character and high landscape values of the municipality.

Strategy 1.1 is to:

Direct population and development to settlements where scenic landscapes will not be jeopardised.

This objective and strategies support the direction of facilities such as this into the established settlement boundary, rather than in rural areas, in line with the discussion above.

Clause 21.09 – Housing has the following objective (Objective 2 at clause 21.09-2) related to Rural Residential land:

To ensure rural residential development is sustainable and gives priority to the environment and landscape.

The following strategies are relevant:

1.2 - Ensure any rural residential development promotes and reflects the rural character and activities of the area, responds to landscape values and environmental constraints including potential impacts on water quality, adds to the attractiveness of the area and minimises the visual prominence of buildings in the landscape.

1.3 - Ensure rural residential development does not adversely impact current and future agricultural and economic activities and demonstrates site specific sustainability, including waste water treatment.

Objective 3 of the clause is:

To support rural living development in the Rural Living Zone that is sustainable and protects the landscape and environmental features of the area.

Relevant strategies are:

3.1 - Require the subdivision and development of rural living zoned land to minimise impacts on the natural environment, including biodiversity, habitat, water catchments and water quality.

3.2 - Support appropriately located rural residential development that responds to landscape values and environmental constraints, including Special Water Supply Catchments.

The proposal is not appropriately located rural residential development, and does not reflect the locational principles already outlined.

Clause 21.13-4 – Romsey provides specific guidance for Romsey. A relevant objective is Objective 2:

To commit urban development within defined township boundaries to protect agricultural land and facilitate efficient, sustainable development.

This provides important spatial context alongside the other objectives, which recognise the role of Romsey as an urban centre (Objective 1) and call for provision of services (Objective 3) and housing growth (Objective 4) within the town.

Relevant Strategies are:

1.1- *Manage urban growth and development in Romsey so that it is generally consistent with the Romsey Residential Character Study, 2012 and the Romsey Structure Plan included in this sub-clause.*

1.2 - *Facilitate the establishment of a new residential growth area on the southern edge of Romsey. This will provide for the ongoing growth of the town in a manner that reflects the valued characteristics of existing residential areas; provides good internal amenity; and provides a positive interface to existing neighbouring residents and key gateway locations.*

The Structure Plan referenced in strategy 1.1 then specifies as an annotation:

“Maintain open rural landscapes to the north and south of Romsey.”

The Heritage, landscape and township objectives include the following relevant objectives (objectives 3 and 4):

To maintain and improve the key urban and landscape elements, and cultural heritage assets that contribute to the established semi-rural township and village character of Romsey.

To protect and improve the appearance of the semi-rural landscape along the Melbourne-Lancefield Road and key township entrances.

A relevant strategy is to:

Maintain the ‘rural break’ between Romsey and Lancefield.

The policy at clause 21.13 adds considerable specificity to the more general guidance regarding rural living land. The preferred direction for growth for Romsey is to the south, and there is clear direction to protect and improve the semi-rural landscapes beyond those boundaries and to maintain the rural break between Romsey and Lancefield. The policies also include specific reference to the key township entrances, with this site located at one of these.

There is a strong weight of policy in the Planning Policy Framework and Local Planning Policy Framework that directs against the approval of development of the intensity proposed on this site.

Rural Living Zone

The proposal is not compliant with the purposes and decision guidelines of the Rural Living Zone (RLZ1) which aims to provide for residential use in a rural environment, appropriately amenable agricultural uses, protection and enhancement of natural resources and landscape values as well as sustainable land management.

The proposed residential aged care facility would be unduly large and urban in its use and development and would be an inappropriate outcome within land zoned for rural residential purposes as well as within an area of rural landscape that is particularly identified for protection by relevant local policy.

The residential intensity of land use proposed would be significantly out of scale with that of the existing and reasonable future rural residential occupancy of the surrounding areas within the extent of the Rural Living Zone, whilst the development would be highly incongruous within the rural character of the same locality where built form character is generally and reasonably limited to dwellings and outbuildings located on spacious comprising rural residential or farming properties.

The alpaca keeping indicated by the proponent is not clearly incorporated or defined into this application and so has limited nexus and justification within the context of this application.

Macedon Ranges Statement of Planning Policy

The proposal is inconsistent with Part 3AAB of the Planning and Environment Act 1987, the Macedon Ranges Statement of Planning Policy (SoPP), and Clause 51.07 of the Planning Scheme.

Decisions made under the Planning Scheme must be consistent with binding parts of the MRSP and must have regard to recommendations within the SoPP. The proposal is inconsistent with the binding objectives relating to landscape and settlement; in particular which respectively seek to protect the rural and natural landscape of the Shire, and provide for urban development and growth to be contained within defined township boundaries.

Romsey does not include a Protected Settlement Boundary (PSB) at present as is provided for other townships within the SoPP, however it is anticipated that a PSB will be determined for Romsey as part of the review of the Romsey Outline Development Plan – in this context it should be noted that existing policy for Romsey anticipates southward urban expansion of the township and the protection of the rural landscape north of the township as discussed above.

Objections

Objectors raised issues with regards to character impacts that are well aligned with the concerns addressed in the preceding policy consideration. These concerns have strong basis in the scheme.

The objectors also raised concerns regarding traffic and a variety of amenity concerns (including dust, noise, privacy and visual amenity impacts). It is considered that the zoning and policy context of the application provide important context to this consideration. The traffic and amenity impacts of aged care accommodation would not be considered severe in an urban context, and if this proposal were to be located within the established boundaries of Romsey the balance of considerations with regards to these factors would likely be quite different. However in this case there is strong basis to consider that Hutchinsons Lane West should not carry the volume of traffic proposed, and that residents on its south side should not expect a large aged care facility across the road.

Similarly, with regards to visual amenity and character concerns, residents' expectations of a continued rural outlook across this land are well-founded in policy.

Loss of property values is not in itself regarded as matter that can be given significant weight in planning considerations, but this concern may arise from other issues discussed above.

Officer declaration of conflicts of interest

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

Conclusion

The proposal is contrary to objectives in the scheme with regard to the location of aged care in well-serviced locations, the maintenance of rural residential land, the maintenance of settlement boundaries, and the preferred settlement pattern for Romsey. It represents an inappropriate urban intrusion into rural residential land.

In light of the above, it is recommended that Council determine that the application is not supported and would have been refused if an appeal against failure to determine the proposal had not been lodged with VCAT in the meantime.

Consistency of the proposal with the Statement of Planning Policy: Lot 2 Melbourne Lancefield Road, Romsey

Objective number	Objective in the SOPP (Direct quote)	Strategies to deliver the objective (Direct quote)	Meets	Does not meet	N/A	Planner's Comment
1	To ensure the declared area's natural and cultural landscapes are conserved and enhanced.			X		
		Manage land use, development and infrastructure to ensure that significant landscapes, views and vantage points are conserved and enhanced.		X		The scale of the development is large and it will fail to ensure the protection and enhancement of natural landscape. It will result in an unreasonable impact upon landscape values and natural features of this area and will be unable to add to the attractiveness of the area and increase the visual prominence of the development in the landscape.
		Encourage retention of native vegetation and revegetation that contributes to significant landscapes, particularly on escarpments and ridgelines and along riparian areas.			X	No native vegetation will be removed to facilitate the proposal.
		Manage development around significant landscapes of visual, scientific or education value, including along ridgelines and at vantage points.		X		The residential intensity of land use proposed would be significantly out of scale with that of the existing and reasonable future rural residential occupancy of the surrounding areas within the extent of the Rural Living Zone, whilst the development would be highly incongruous within the rural character of the same locality where built form character is generally and reasonably limited to dwellings and outbuildings located on spacious comprising rural residential or farming properties.
		Manage development and infrastructure provision to ensure sequences of views from key road and rail corridors are maintained for current and future users.		X		This proposal would neither be located within a residential or urban area close to services and transport, nor would it be sited for the residents to be considered to be located within the local community.
2	To ensure the significant biodiversity, ecological and environmental values of the				N/A	

Objective number	Objective in the SOPP (Direct quote)	Strategies to deliver the objective (Direct quote)	Meets	Does not meet	N/A	Planner's Comment
	declared area are conserved and enhanced					
		Conserve and enhance high-value native vegetation and biodiversity and their ecological integrity by undertaking responsible environmental management, planning, procedures and practices.				
		Utilise appropriate historical ecological knowledge and practices from Traditional custodians of the land in the management of biodiversity and ecological and environmental values.				
		Encourage ecological restoration works in areas of identified state, regional and locally significant biodiversity value				
		Establish and improve bio links to connect high-value ecological areas, including areas along waterways and areas within and between towns.				
		Minimise the effects of weeds and pest animals on biodiversity values by establishing and implementing best practice land management plans.				
3.	To prioritise the conservation and use of the declared area's water catchments to ensure a sustainable local, regional and state water supply, and healthy environment.				N/A	The site is not located within any special water supply catchment area.
		Protect water quality and natural systems by discouraging development that contributes to the degradation of water quality and quantity.				
		Manage land use and development, including dams, in Declared Water Supply Catchments to retain and improve water quality and improve yield to support regional water needs and to increase system-wide capacity to Respond to demand.				
		Reinforce the role of waterways as biodiversity Linkages and as corridors for native plants and animals.				
		Ensure water supply and land use planning policies are integrated, to realise efficiencies in regional catchment management and best practice, water-sensitive urban design.				

Objective number	Objective in the SOPP (Direct quote)	Strategies to deliver the objective (Direct quote)	Meets	Does not meet	N/A	Planner's Comment
		Address the expected impacts of climate change, including changes in the duration and frequency of rainfall events and changes in the intensity and frequency of bushfire events.				
		Review and improve regulation and monitoring of groundwater licences and surface water diversions.				
4.	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.				N/A	The site is not located within Cultural Heritage Sensitivity area.
		With Traditional Owners, identify, protect, conserve and enhance sites, landscapes and views of Aboriginal cultural significance, consistent with the Aboriginal Heritage Act 2006 and Cultural Heritage Management Plans.				
		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.				
5.	To recognise, conserve and enhance the declared area's significant post-contact cultural heritage values.				N/A	
		Conserve and enhance the character of state and/or nationally significant post-contact cultural heritage values (including aesthetic, historic, scientific, social and spiritual values) in the declared area's heritage places, precincts and landscapes, including sequences of views along main road and rail routes.				
		Acknowledge, promote and interpret significant post-contact cultural heritage values in the planning, design, development and management of land uses, including infrastructure.				
6.	To support and encourage agricultural land uses that			X		The Rural Living Zone, while less critical for agricultural purposes than zones such as the

Objective number	Objective in the SOPP (Direct quote)	Strategies to deliver the objective (Direct quote)	Meets	Does not meet	N/A	Planner's Comment
	strengthen the declared area's economy and contribute to the rural landscape.					Farming Zone, remains part of the suite of rural zones. It has a place not just in supporting some ongoing small-scale farming, but also in meeting the demand for rural residential development, thus reducing the pressure for ad hoc residential uses in the Farming Zone. It is important, and in line with state as well as local policy, that the Rural Living Zone areas be maintained for such purposes rather than seen as cheaper land for general urban or township residential development.
		Encourage the use of rural-zoned land for agricultural purposes and encourage the use of high-quality soils for soil-based agriculture.		X		As above.
		Encourage and support innovations in agricultural practices (such as sustainable farming, water reuse, technologies to enable farming to adapt and respond to emerging and niche markets).		X		As above.
		Support agricultural practices that improve soil health and respond to and encourage adaptation to climate change.		X		As above.
		Encourage measures to ensure agricultural practices protect and enhance soil quality, water quality, biodiversity and native plants and animals.		X		As above.
		Manage the effects of rural land use and development on important environmental and cultural values.		X		As above.
		Restrict the supply of rural-living-zoned land to conserve and protect agricultural practices.		X		As above.
		Protect strategic extractive resource areas and existing quarry operations from encroachment from inappropriate development.		X		As above.
		Proposals to establish an extractive industry must adhere to best practice measures to avoid and minimise impacts on significant environments and landscapes.		X		As above.
7.	To provide for a diverse and sustainable visitor economy compatible with the natural and cultural values of the area.				N/A	

Objective number	Objective in the SOPP (Direct quote)	Strategies to deliver the objective (Direct quote)	Meets	Does not meet	N/A	Planner's Comment
		Support and facilitate sustainable and responsible tourism and recreation-related land uses and developments (such as agritourism) in keeping with the declared area's significant landscapes, environmental and cultural values.				
		Facilitate tourism-related land use and development that encourages people to recognise and understand Aboriginal and post-contact cultural heritage.				
		Ensure the conservation and enhancement of Declared Water Supply Catchment Areas of regional or state significance in the planning of tourism and recreational land uses.				
		Protect the unique rural character of towns in the declared area.				
8.	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.			X		It is noted that Romsey does not include a Protected Settlement Boundary (PSB) at present as is provided for other townships within the MRSP, however it is anticipated that a PSB will be determined for Romsey as part of the review of the Romsey Outline Development Plan – in this context it should be noted that existing policy for Romsey anticipates southward urban expansion of the township and the protection of the rural landscape north of the township as discussed above.
		Direct urban development to a hierarchy of settlements identified for growth, through clearly defining long-term settlement boundaries.		X		As above.
		Direct rural residential development to rural-living-zoned land as provided for in the Macedon Ranges Council's rural living strategy, In the Rural Living Zone – Strategic Direction (2015).		X		An aged care facility is not considered rural living development.
		Encourage infill development that respects the townships' character.			N/A	This application is outside the township boundary scale of the development is large and it will fail to ensure the protection and enhancement of natural landscape.
		Limit the expansion of settlements in high risk locations, actively reducing the risks associated with natural hazards.				

Objective number	Objective in the SOPP (Direct quote)	Strategies to deliver the objective (Direct quote)	Meets	Does not meet	N/A	Planner's Comment
		Encourage a range of housing types within settlement boundaries to support a diverse range of housing needs.			N/A	
		Encourage provision of an adequate supply of well-serviced employment land within settlement boundaries to support local and regional jobs and services.		X		Employment will be provided but it will be located outside the township boundary.
		Encourage the use of voluntary Cultural Heritage Management Plans.			N/A	
9.	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.					
		Provide timely infrastructure and services to meet community needs in sequence with development.	X			The site can be connected to reticulated services.
		Maintain and enhance transport connections that provide links between and within regional communities and to major cities.	X			The site is located on a main road that provides transport connections.
		Reduce use of fossil fuels and reduce greenhouse gas emissions by prioritising active transport and public transport modes.			N/A	
		Maintain view lines of state-significant landscape features from the main road and rail transport corridors.		X		Development does not respect the area's rural character given the scale of the development.
		Ensure the future operation and development of major transport linkages and rail corridors and upgrading and improved management of freight routes are considered when managing the growth of settlements.			N/A	
		Ensure equitable access to community infrastructure.	X			The facility and site would be accessible to the community and would provide valuable community support infrastructure.
		Encourage the use of active and public transport by planning infrastructure and facilities in accessible locations, and improve walking and cycling routes.	X			The site is located approximately 650m from the nearest bus stop and 1km from Romsey town centre. While neither of these distances are particularly prohibitive to walking and may

Objective number	Objective in the SOPP (Direct quote)	Strategies to deliver the objective (Direct quote)	Meets	Does not meet	N/A	Planner's Comment
						be too far for the aged, it would sufficiently close for employees.
10.	Respond to the challenges and threats of climate change and natural hazards with careful planning and mitigation strategies.				N/A	
		Support community and government planning for disaster preparedness and climate resilience.			N/A	
		Manage bushfire risks while also retaining valued biodiversity and landscape character.		X		The site is located within Bushfire Prone area which increases the fire risk.
		Plan for more renewable energy generation and distribution.			N/A	
		Ensure proposals to establish renewable energy facilities adhere to best practice measures to avoid and minimise impacts on significant environments and landscapes.			N/A	
		Ensure planning for future use and development of land prone to flooding minimises the consequences of inundation.			N/A	

PE.4	SMALL PROJECT GRANTS - CONSIDERATION OF GRANT APPLICATIONS
Officer:	Leanne Carlon, Coordinator Community Development
Council Plan relationship:	4. Enhance the social and economic environment
Attachments:	Nil

Summary

The Small Project Grants program supports projects and initiatives that:

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

Council's Small Project Grants budget for 2021/22 is \$30,000 and not-for-profit groups can apply for a maximum of \$1,500 per application.

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

This report details the process of evaluation and lists recent applications received.

Two applications have been received seeking a total of \$2,410 in funding. The applications have been evaluated against the eligibility criteria and both are deemed to be eligible.

Recommendation

That Council approves the awarding of the:

- 1. Woodend Men's Shed's Small Project Grants application of \$910 for the purchase of fire safety equipment.**
- 2. Kyneton and Districts Poultry Club's Small Project Grants application of \$1,500 for the purchase of foldable tables.**

Background

The Small Projects Grants program (previously known as the Community Grants program) has been operating since 2018. The Small Project Grants program, unlike other funding schemes, is open for applications year round, except during the caretaker period leading up to a Council election.

Eligibility criteria

The Small Project Grants program enables incorporated, community-based not-for-profit groups operating or being established within the shire the opportunity to submit one application per year for funding. The program is also available to non-government and government schools for projects that are outside of the accepted responsibilities of the school and the Victorian Government.

The Small Project Grants guidelines available on Council's website, outline the eligibility requirements of applicants and the assessment methodology. The document also provides guidance on the projects or activities that will/will not be funded through the program.

Assessment Process

Applications are initially reviewed to determine eligibility. Eligible applications are assessed and scored against the program criteria based on the responses provided in the online application form, however eligibility does not guarantee funding.

Where applications are deemed ineligible, they are not assessed and scored.

The assessment criteria and scoring matrix are outlined in the guidelines to assist applicants with the preparation of their applications. Eligible applications are assessed according to six criteria, as detailed below.

Score	Criteria	Details
Pass/Fail	Demonstrating eligibility	Compliance with section 6 of the guidelines
20%	Describing your project	A brief description of the project aim
10%	Unlikely to be funded by other funding programs	The project timing/scale/amount of funding sought is not compatible with other funding programs
30%	Demonstrating community need and benefit	Why the group needs to do the project How the community will benefit from the project/activity
20%	Supporting Council Plan priorities	Promotes or contributes to the achievement of one or more Council Plan priorities
20%	Demonstrating good project planning	The project group practices good governance, considers risks, complies with regulations or similar and has an appropriate budget.

Application summaries and funding recommendations are presented to Council at a Scheduled Meeting.

Discussion

Two applications have been received seeking a total of \$2,410 in funding. The applications have been evaluated against eligibility criteria and both are deemed to be eligible.

Applicant	Project description	Amount requested	Recommendation
Woodend Men's Shed	The purchase and installation of fire safety equipment as advised by a CFA authorised officer.	\$910	Yes
Kyneton and Districts Poultry Club Inc.	Replacement of foldable tables for use in the poultry pavilion club rooms at the Kyneton Showgrounds.	\$1,500	Yes

Consultation and engagement

Information regarding the Small Project Grants program is publicly accessible on Council's website. Officers consult with applicants regarding their applications and seek internal advice as necessary.

Collaboration

Council has not undertaken collaboration with other councils, governments and/or statutory bodies in relation to this application.

Innovation and continuous improvement

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

Relevant law

Nil

Relevant regional, state and national plans and policies

Nil

Relevant Council plans and policies

The Small Project Grants program supports Council's priorities of enhancing the social and economic environment, promoting health and wellbeing and strong and reliable government.

Financial viability

Council's Small Project Grants budget for 2021/22 is \$30,000. Grants of up to \$1,500 are available for eligible projects. As at the preparation of this report, no grants have been committed to the Small Project Grants in 2021/22. This leaves \$30,000 unspent in 2021/22 financial year, prior to the review of applications contained within this report.

Sustainability implications

Nil

Officer declaration of conflicts of interest

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

PE.5	DRAFT MOBILE TRADING GUIDELINES
Officer:	Althea Jalbert, Acting Manager Safer Communities
Council Plan relationship:	1. Promote health and wellbeing 4. Enhance the social and economic environment
Attachments:	Nil

Summary

Following the adoption of a new Roadside and Footpath Trading Policy at the Ordinary Council Meeting on 28 August 2019, new Mobile Trading Guidelines were due to be implemented by 1 July 2020. This was to support the introduction of permits for mobile trading activities on Council land and roads, where the trading is unrelated to approved events or markets.

Community consultation on these draft Guidelines commenced in March 2020. Unfortunately this coincided with the advancement of the COVID-19 pandemic within the state, causing the engagement on this consultation to be low. Council did not receive any feedback following this consultation.

In June 2020, Council resolved to note the lack of feedback and required officers to bring the matter back to Council by June 2021, proposing a timeline to recommence the public consultation process for the draft Guidelines.

This report is intended to discharge the requirement to report back to Council. It proposes that officers report back to Council by May 2022 with a suggested timeframe for commencing consultation on the draft Guidelines.

Recommendation

That Council notes that due to the ongoing economic uncertainty for many local businesses, brought about by the COVID-19 pandemic and the associated restrictions on free movement, a further report will be presented to Council by no later than May 2022 to propose recommencement of public consultation on the draft Mobile Trading Guidelines.

Background

Following amendments made to the General Purposes and Amenity Local Law No 10 of 2013 at the Ordinary Council Meeting on 24 July 2019, and adoption of a new Roadside and Footpath Trading Policy at the Ordinary Council Meeting on 28 August 2019, new Mobile Trading Guidelines were due to be implemented by 1 July 2020. This was to support the introduction of permits for mobile trading activities on Council land and roads, where the trading is unrelated to approved events or markets.

Community consultation on draft Mobile Trading Guidelines occurred in March 2020, but engagement was low and no feedback was received. This appeared to be a result of COVID-19 impacts on the community and local businesses. The level of feedback received was not deemed sufficient to meet the requirements of Council's Community Consultation Framework. Further consultation on the draft Mobile Trading Guidelines is required prior to it being implemented, to ensure no unintended consequences and consideration of the community's feedback. Approval was sought to defer the introduction of mobile trading on Council land and roads (including those managed by Council) until the Mobile Trading

Guidelines can be finalised and provided for consideration by Council for inclusion in the Roadside and Footpath Trading Policy 2019.

At the 24 June 2020 Ordinary Council Meeting, Council resolved to:

- 1. Note that the Mobile Trading Guidelines were drafted and community consultation undertaken in March 2020, however the ability to consult with the community and businesses was hindered by COVID-19, resulting in low engagement.*
- 2. Defer further consultation on the draft Mobile Trading Guidelines for up to 12 months, pending the lifting of COVID-19 restrictions.*
- 3. Defer the introduction of mobile trading permits and associated fees from 1 July 2020, until such time as further community consultation is undertaken and the Mobile Trading Guidelines are adopted by Council.*
- 4. Direct that the Roadside and Footpath Trading Policy 2019 be amended to remove the sentence on page 26 that states, "It is proposed that mobile trading will be permitted from 1 July 2020."*
- 5. Direct that these changes are communicated to the community.*
- 6. Direct that a further report be presented to Council by no later than the end of June 2021, proposing a timeline to recommence the public consultation process for the draft Mobile Trading Guidelines.*

Discussion

Further consideration has been given to a timeline to recommence the public consultation process for the draft Mobile Trading Guidelines in the context of COVID-19. In consultation with the Economic Development Unit, the following factors were considered in determining a new timeline:

- There is ongoing economic uncertainty for many local businesses brought about by the COVID-19 Pandemic and the associated restrictions on free movement, travel and work. This is especially significant for hospitality businesses who are most likely to be impacted by mobile traders (e.g. food trucks).
- Local businesses may see the proposed introduction of mobile trading too soon as a lack of support by Council at a time when businesses need assistance to respond and recover from the effects of the pandemic.
- It is anticipated that business confidence and economic recovery will improve as the COVID-19 vaccination rollout continues.
- The draft Economic Development Strategy should be finalised, adopted and implemented before opening a further consultation with local businesses.

It is recommended that community consultation for the draft Mobile Trading Guidelines be recommenced from May 2022. It is anticipated this timeline provides sufficient time to realise the effects of vaccination rollout and moving to COVID-19 normal settings. The timing is also after summer and Easter school holidays so businesses should be in a better economic position, and have greater confidence and ability to engage with the consultation.

Consultation and engagement

Community consultation was undertaken prior to adopting the new Roadside and Footpath Trading Policy in 2019. As part of that consultation, Council received feedback supporting the introduction mobile trading with appropriate regulations. Mobile Trading Guidelines to ensure adequate regulation of mobile trading were due to be implemented by 1 July 2020,

but community consultation undertaken on the draft guidelines in March 2020 was hindered by the COVID-19 pandemic. The introduction of mobile trading permits has been deferred until such time as further community consultation is undertaken and Mobile Trading Guidelines are adopted by Council.

Collaboration

Collaboration was not required in relation to this report.

Innovation and continuous improvement

By deferring community consultation on the draft Mobile Trading Guidelines to May 2022, the community, and specifically local businesses, will have an opportunity at a more suitable time to provide meaningful input for development of the guidelines.

Relevant law

The Macedon Ranges Shire Council General Purposes and Amenity Local Law No 10 of 2013 (Local Law No 10) sets out requirements to obtain a permit to use Council land and roads for certain activities.

As defined in Local Law No 10, 'Council land' means land, buildings and facilities which are owned, occupied or vested in the Council or in respect of which the Council has the care and management and to which the public has access whether an entry fee is paid or not and includes a public place.

As defined in Local Law No 10, 'road' has the same meaning as in the Local Government Act 1989 and applies to roads for which the Council has responsibility under the Road Management Act 2004 but does not include a State road under the Road Management Act unless a provision in the Local Law is expressly applied to a State road.

The Macedon Ranges Shire Council General Purposes and Amenity (Amendment) Local Law No 13 of 2019 (Local Law No 13) enacted amendments to Local Law No 10 in relation to roadside and footpath trading, including specific amendments to define and regulate mobile trading.

As defined in Local Law No 13, 'mobile trading' means any vehicle, caravan, trailer, table, stall or other similar structure used for the purpose of selling food or offering goods or services for sale, including any food or drink (excluding alcohol).

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

Draft Mobile Trading Guidelines support the priorities of the 2017 – 2027 Council Plan to:

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

It is intended that Mobile Trading Guidelines will form part of Council's Roadside and Footpath Trading Policy once adopted, and will then be enforceable as part of permit conditions for mobile trading activities on Council land and roads.

Financial viability

There are not any financial or resource implications that will result from the decision sought.

Sustainability implications

There are not any sustainability implications that will result from the decision sought.

Officer declaration of conflicts of interest

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

PE.6	RECONCILIATION ACTION PLAN
Officer:	Leanne Carlon, Coordinator Community Development
Council Plan relationship:	1. Promote health and wellbeing 2. Protect the natural environment
Attachments:	Reconciliation Action Plan - final draft (under separate cover)

Summary

The purpose of this report is for Council to note the final Reconciliation Action Plan (RAP). This is an important and significant project for Council and the community. It represents the first RAP to have been developed by Council. Adopted by Council on 16 September 2020, the final RAP has now achieved conditional endorsement from Reconciliation Australia and is ready to be designed, published and launched after being noted by Council.

Recommendation

That Council:

- 1. Notes the final MRSC Reconciliation Action Plan (RAP).**
- 2. Requests the Chief Executive Officer to arrange a launch of the RAP.**

Background

In early 2019, Council commenced work to develop its first Reconciliation Action Plan (RAP). The aims of the RAP are to:

- support improved outcomes for Aboriginal and Torres Strait Islander people in Macedon Ranges Shire.
- strengthen relationships and create meaningful opportunities with Aboriginal and Torres Strait Islander peoples
- enable all residents, and Council staff, to celebrate and respect Aboriginal and Torres Strait Islander peoples and culture, and to contribute to reconciliation.

Reconciliation Australia provided a template for the 'Innovate RAP', which sets out the minimum requirements to include to reach the 'innovate' standard. Additional actions that align with the Council Plan were also included.

Between 3 and 31 July 2020 the RAP went out for community consultation.

At the 16 September 2020 Scheduled Council Meeting, the Draft RAP was adopted.

On 4 November 2020, conditional endorsement of the RAP was sought from Reconciliation Australia.

On 3 February 2021, Council Officers were made aware that the draft RAP was required to go to a Wurundjeri Woi Wurrung Aboriginal Corporation Committee for endorsement.

Staffing changes in early 2021 and circumstances outside Council's control led to a delay in obtaining final endorsement from each of the Registered Aboriginal Parties and Reconciliation Australia. Support for the RAP has now been received from each of the Registered Aboriginal Parties and Reconciliation Australia. Final endorsement comes from

Reconciliation Australia upon changes noted below and upon the receipt of a published RAP with correct use of Reconciliation Australia's brand guide.

Slight changes have been made to the RAP that was adopted at the 16 September 2020 Scheduled Council Meeting. These include:

- Inclusion of a Letter from Reconciliation Australia CEO
- Adjustments to dates to reflect the new timeframe
- Adjustments to the RAP working group members to reflect current Council staff
- Slight adjustments to wording upon advice from Reconciliation Australia
- Further detail to clarify the intent of two actions
- Slight wording changes to the Taungurung description upon recommendation from the Taungurung Land and Waters Council.

Once endorsed, the RAP must be reviewed and updated within two years.

Discussion

A RAP is a strategic document that supports an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates.

The RAP Program contributes to advancing reconciliation by supporting organisations to develop respectful relationships and create meaningful opportunities with our First Nations peoples.

Workplaces can develop one of four types of RAPs. Upon receipt of advice from Reconciliation Australia, Council developed an "Innovate" RAP. This kind of plan focuses on implementing reconciliation actions and has a duration of two years.

The development of the RAP has taken considerable time and has evolved in content since work on the draft began. It is hoped that Council's first RAP will be a strong foundation for continuing to work closely with the three Registered Aboriginal Parties and Macedon Ranges communities to advance reconciliation across the shire.

Once formally noted by Council, officers will be in a position to design, publish and launch the RAP, and to continue implementing the identified actions.

Consultation and engagement

The Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Aboriginal Corporations have all been involved in the development of the RAP.

The RAP Working Group included representatives from across all Council Directorates, local residents who identify as Aboriginal and/or Torres Strait Islander, representatives from the Dja Dja Wurrung Clans Aboriginal Corporation and Wurundjeri Woi wurrung Cultural Heritage Aboriginal Corporation, and two non-Aboriginal community members.

The Draft RAP was put out to community consultation in July 2020. Twenty responses were received, of which the majority were positive. These were presented at the 16 September 2020 Scheduled Council Meeting.

Collaboration

The development of the RAP has been a significant undertaking and has included the engagement of key stakeholders, particularly the RAP working group, the three Registered

Aboriginal Parties comprising the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung peoples and Reconciliation Australia.

Innovation and continuous improvement

This RAP has been developed using guidance from Reconciliation Australia. The RAP provides a range of actions that Council will implement with respect to reconciliation. A RAP Implementation Group will be formed to ensure actions are implemented as adopted. It is envisaged that as relationships with each of the Registered Aboriginal Parties are strengthened, additional opportunities for collaboration will be identified, beyond the actions highlighted in the RAP.

Relevant law

There are a range of legislative requirements that have been taken into consideration in developing the Reconciliation Action Plan. These include:

- United Nations Declaration on the Rights of Indigenous People
- Native Title Act 1993 (Clth)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Traditional Owner Settlement Act 2010 (Vic)
- Victorian Aboriginal Heritage Act 2006 (Vic).

Relevant regional, state and national plans and policies

The RAP is aligned with Traditional Owners' priorities, including the:

- Dhelkunya Dja Dja Dja Wurrung Country Plan 2014-2034
- Taungurung's Country Plan, Taungurung Buk Dadbagi

The Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation are in the process of developing their Country Plan and have stated they have strong historic and modern connections with Country within the Macedon Ranges and want to move forward as partners in the local landscape, resource management and planning. The RAP is aligned with the Wurundjeri Woi Wurrung strategic priorities as are understood at this time.

The Department of Environment, Land, Water and Planning 2018 Hanging Rock Strategic Plan has also been considered as part of the development of the RAP.

Relevant Council plans and policies

The RAP aligns with the Council Plan priorities of Promote health and wellbeing and Protect the natural environment.

Aspects of the RAP specifically align with the actions in Council's:

- Environment Strategy 2018
- Biodiversity Strategy 2018
- Visitor Economy Strategy 2019-2029
- Arts and Culture Strategy 2018-2028
- Youth Strategy 2018-2028

Financial viability

The actions proposed via adoption of the RAP have financial and resource implications that will be required over the two year life of the plan. It is envisaged that implementation of outcomes will be achieved through allocation of existing resources, engaging with other agencies in a partnership delivery model and through grant funding.

If required, additional resourcing (financial or otherwise) will be requested through Council's budget processes.

Sustainability implications

It is anticipated that only positive environmental and social outcomes are likely from the implementation of the RAP.

Officer declaration of conflicts of interest

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

PE.7	REGIONAL TELECOMMUNICATIONS REVIEW 2021
Officer:	Stephen Pykett, Manager Community and Economic Development, Arts and Events
Council Plan relationship:	4. Enhance the social and economic environment
Attachments:	Draft Submission Regional Telecommunications Review 2021 ↓

Summary

At the Scheduled Council Meeting on 25 August 2021, Council resolved to:

1. *Note the content of the Regional Telecommunications Review 2021 - Issues paper 2.*
2. *Request the CEO to prepare a submission to the Regional Telecommunications Review 2021 and;*
 - (a) *Present the draft submission to the September Scheduled Council Meeting for endorsement and;*
 - (b) *Submit Council's endorsed response to the Regional Telecommunications Review 2021 by the deadline of 30 September 2021.*

This report presents a draft submission for endorsement.

Recommendation

That Council endorse the Draft Submission to the Regional Telecommunications Review 2021.

Background

The Regional Telecommunications Review is an opportunity for people living and working in regional, rural and remote areas of Australia to share their views and experiences using telecommunications services in their area.

Every three years the Regional Telecommunications Independent Review Committee is appointed to conduct the review. Committee reports are important in setting the regional communications policy agenda in the following years.

The 2021 committee was announced by the Hon Mark Coulton MP on 2 June 2021. The review will be held from June to December. The five members appointed to the committee are the Hon Luke Hartsuyker (Chair), Ms Sue Middleton, Ms Kristy Sparrow, Professor Hugh Bradlow and Mr Michael Cosgrave.

The review will examine the adequacy of telecommunications services in regional, rural and remote Australia. It will also consider particular issues identified in the Terms of Reference, including the impact of government policies and programs, insights from COVID-19, emerging technologies, service reliability, regional development, and improving coordination between tiers of government.

Submissions are invited up to 30 September 2021.

Discussion

A survey conducted in Macedon Ranges Shire in May 2021 identified that over 70% of respondents are not satisfied with their current reliability. Service reliability impacts on the ability of regional communities to actively plan and participate in business, social, learning and health activities online. The Macedon Ranges survey specifically asked respondents what services or activities they had been unable to undertake due to a lack of connectivity. Just under 60% of responses referred to being unable to access education; over 90% identified they were unable to work effectively from home.

Consultation and engagement

Council has received briefings from mobile telecommunications providers, NBN and from local businesses identifying areas of poor telecommunications service provision across the municipality.

Collaboration

Through the Loddon Mallee Regional Partnership, Council is actively involved in research and cooperation with neighbouring Local Governments, service providers and the Victorian Government. Specifically the 100Gig City Regional project seeks to form a cooperative partnership to improve service provision and opportunities across the region.

Innovation and continuous improvement

Through this submission Council is providing support for community and businesses for improved service provision and for the adoption of improved technologies that enhance the ability to live, work and learn.

Relevant law

Council has no legislative position for telecommunications provision, although does have a role under the *Planning and Environment Act 1987* as the planning authority for installations.

Relevant regional, state and national plans and policies

- Victorian Government Connecting Victoria program

Relevant Council plans and policies

- Council Plan priority 4; Enhance the social and economic environment.

Financial viability

Providing this submission does not commit Council to any financial contributions or actions.

Sustainability implications

This submission strongly articulates Council's commitments to the environment and in particular the consideration of colocation of infrastructure to minimise disturbance.

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.



8 September 2021

Macedon Ranges Shire Council – Submission to the Regional Telecommunications Review 2021

Regional communities need access to fixed and mobile telecommunications to access work, education and health services; to communicate during emergencies and to maintain social interactions. Increasingly there is little distinction drawn between mobile and fixed services by business and communities. Provision of telecommunications services needs to be viewed on a holistic level irrespective of delivery methods.

Regional businesses are finding that poor access to telecommunications is severely impacting upon their ability to trade effectively when customers are unable to utilise mobile connections to check in on entry using QR codes for COVID tracing. Further, when attempting to pay using EFTPOS, customers are unable to complete a transaction in areas where mobile connection is unavailable or unstable.

Impacts on regional businesses were highlighted to Macedon Ranges Shire Council at a briefing presented by the Woodend Traders Association 13 July 2021. The traders recounted numerous examples of customers leaving without purchasing as transactions were unable to be completed. Other examples, where customers were looking for additional information through websites or images in their own files and were unable to access, again left without purchasing.

Regional Australia is experiencing increased demand for telecommunications as more services are moved to online delivery, a larger proportion of the workforce work online, more students study remotely and the overall regional population increases. The volume of activities being undertaken is increasing as are the data, stability and bandwidth requirements. Video calling, real time collaboration and use of virtual networks are all increasing. These applications are hampered by network availability, stability and latency issues.

With more dispersed and smaller population centres than metropolitan Australia, regions experience barriers to equitable service availability. This is the situation with both fixed and mobile telecommunications.

ABN 42 686 389 537
PO Box 151 Kyneton Victoria 3444
T 03 5422 0333 F 03 5422 3623 E mrsc@mrsc.vic.gov.au
www.mrsc.vic.gov.au



Coverage maps for both the Optus and Telstra mobile networks, available online, show areas of Macedon Ranges Shire with poor mobile coverage. Increasing mobile coverage in Macedon Ranges has particular challenges. Lower return on investment for infrastructure providers due to small population clusters and geographic features of hills, valleys and wooded areas. Additionally Macedon Ranges Shire has significant landscapes designated. The need to protect these areas restricts some locations from being considered for telecommunications infrastructure.

A survey conducted in Macedon Ranges Shire May 2021 identified that over 70% of respondents are not satisfied with their current reliability. Service reliability impacts on the ability of regional communities to actively plan and participate in business, social, learning and health activities online. The Macedon Ranges Survey specifically asked respondents what services or activities they had been unable to undertake due to a lack of connectivity. Just under 60% of responses referred to being unable to access education and over 90% identified they were unable to work effectively from home. This is always a significant issue but during the current COVID response environment this lack of ability to continue to participate is impacting students' ability to continue their studies and workers' ability to earn an income.

During natural disasters communication is critical. Patchy mobile connectivity severely impacts communities' ability to act, react and stay safe. During recent storm events Macedon Ranges community members were left without effective communication where interruptions to power supplies lasted longer than the battery back up at infrastructure points. The inability of service providers to access their infrastructure safely to install generators extended this outage for days. This left communities isolated and unable to make contact.

Currently there are duplicate mobile network installations across regional areas. Often black spots are not duplicated due to infrastructure placement. Use of network roaming options could provide a more resilient provision of connection where one provider can provide additional capacity to subscribers of another network. Particularly during emergency situations this has a significant ability to provide a more resilient overall network without imposing unrealistic redundancy requirements on network providers.

Co-location of network infrastructure; NBN fixed wireless and mobile, has the ability to reduce the need to find multiple suitable sites, place duplicate infrastructure in the same location and to increase the speed of network rollouts to address black spots.

ABN 42 686 389 537
PO Box 151 Kyneton Victoria 3444
T 03 5422 0333 F 03 5422 3623 E mrsc@mrsc.vic.gov.au
www.mrsc.vic.gov.au



COVID restrictions have changed the nature of society and the adoption of technology in many circumstances. Stay at home instructions meant home schooling was undertaken by many families. Equally many workers followed the requirements to 'work from home if you can'. With restrictions on reasons to leave home many consumers moved to a greater level of online shopping, necessitating retailers to increase their own use of telecommunication services. Each of these changes increased the demand on household telecommunications services. Individually this increased the need for bandwidth and data allowances, collectively this has put pressure on those connections that struggle. Households found that the need to have multiple users, using higher bandwidth applications simultaneously, overwhelmed the capability of their connection, or exceeded their plans data allowance. NBN plans focusing on typical evening speeds, as peak demand time, no longer has relevance to many households.

Investment in regional telecommunications infrastructure is impacted by the distances between users, the landscape and density of user clusters. Technology advancements have the potential to provide innovations that overcome some of these barriers and change the value proposition for investors. Support for development of solutions is a potential that could be explored. Incentives for network providers to consider or adopt co-location of infrastructure can encourage investment and alternative models.

New technologies offer the promise of more efficient, wide reaching and cost effective solutions, all fundamentals that will ultimately have an impact on services in regional Australia. The reality is often quite different, with new technologies ultimately being rolled out in higher density user environments before filtering out to regional areas over time. The same barriers affecting rollout of current technologies impact on the deployment of new technologies into regional areas, low number of users, low density of users and ultimately cost.

Regional telecommunications infrastructure services a typically smaller and more dispersed community than in metropolitan areas. The distance covered is often larger and crosses landscapes that can be significantly impacted by the addition of the equipment.

This hampers rollout and investment due to higher proportional costs and lower return on investment rates. The National Broadband initiative consolidated infrastructure under a single provider and facilitated multiple service providers to access customers without duplication of costs and infrastructure.

Facilitating collaboration for service providers to access suitable infrastructure, through cooperative agreements to access fast track funding, has the potential to increase the rapid deployment of telecommunications in regional areas, particularly of mobile technology.

ABN 42 686 389 537
PO Box 151 Kyneton Victoria 3444
T 03 5422 0333 F 03 5422 3623 E mrsc@mrsc.vic.gov.au
www.mrsc.vic.gov.au



Increasing incentives to service providers, through initiatives like the various rounds of Black Spot funding, has increased the reach of networks. Continuing this funding and incentivising collaborative investment by multiple providers could improve outcomes for regions.

ABN 42 686 389 537
PO Box 151 Kyneton Victoria 3444
T 03 5422 0333 F 03 5422 3623 E mrsc@mrsc.vic.gov.au
www.mrsc.vic.gov.au



12 CHIEF EXECUTIVE OFFICER REPORTS

CX.1	HANGING ROCK STRATEGIC PLAN UPDATE
Officer:	Bernie O'Sullivan, Chief Executive Officer
Council Plan relationship:	5. Deliver strong and reliable government
Attachments:	Hanging Rock Strategic Plan Update, August 2021 ↓

Summary

This report provides an update to Council on the Hanging Rock Ministerial Advisory Group, consistent with Council's resolution to receive reports provided by the group at the next available Council Meeting.

Recommendation

That Council receives and notes this report as an update from the Hanging Rock Ministerial Advisory Group.

Background

At the Ordinary Council Meeting of 24 July 2019 it was resolved:

That Council:

- 1. Resolve to formally wind up the Hanging Rock Strategic Advisory Committee following the adoption of the Hanging Rock Strategic Plan 2018;*
- 2. Note that the Hanging Rock Interim Control Board (HRIPCB) led by the Department of Environment, Land, Water and Planning (DELWP) is progressing with the development of a 'Joint Management with Traditional Owners' governance model;*
- 3. Note that the Hanging Rock Interim Control Board has commenced development of a Communications Plan that will provide regular updates to the community on the progress of the implementation of the Hanging Rock Strategic Plan 2018;*
- 4. Write to the Department of Environment, Land, Water and Planning to request that opportunities for former HRSAC members are considered when planning for the development of a new governance model and implementation of the Hanging Rock Strategic Plan 2018 more broadly; and*
- 5. Request the Hanging Rock Interim Project Control Board provide Council with a quarterly report on their deliberations and progress, including who has been present at the meetings, how many meetings have been held, and what topics were discussed, that will be tabled and noted at the next available council meeting.*

Discussion

Following the establishment of the Hanging Rock Project Control Group, a new Ministerial Advisory Group was appointed by the Minister for Energy, Environment and Climate Change. Since September 2020 the group has provided advice and recommendations to the Minister for appropriate long-term governance and management arrangements for the Hanging Rock precinct.

The Hanging Rock Ministerial Advisory Group includes three community representatives (who were appointed following a public expression of interest process), one representative from Taungurung, Wurundjeri Woi Wurrung and Dja Dja Wurrung peoples, along with the Chief Executive Officer of Macedon Ranges Shire Council and the Regional Director of Department of Environment, Land, Water and Planning (DELWP). An independent Chair was also appointed to oversee the establishment of governance and management arrangements and guide the group in providing recommendations to the Minister.

Both Council and DELWP have dedicated webpages indicating that both state and local governments are working together to safeguard the Hanging Rock precinct as a popular local and tourist destination. The previous Hanging rock Update, May 2021 was presented to the Council Meeting held on 23 June 2021.

The community updates are presented to Council upon receipt. The latest community Hanging Rock Strategic Plan Update, August 2021 (attached) was released on 16 August 2021 and provides an overview of the following:

- The Master Plan Document
- Ministerial Advisory Group
- East Paddock
- Planning Scheme Amendment
- Environmental Management Plan Update
- Aboriginal Conservation Management Plan
- Storm Recovery Works

Consultation and engagement

No consultation or engagement was required in the preparation of this report.

Collaboration

The subject matter of this report involves Council collaboration with DELWP, as well as representatives from the community and Taungurung, Wurundjeri Woi Wurrung and Dja Dja Wurrung peoples, who form the Hanging Rock Ministerial Advisory Group.

Innovation and continuous improvement

Council's involvement with the Hanging Rock Ministerial Advisory Group is reflective of its commitment to innovation and continuous improvement in relation to the strategic management of Hanging Rock.

Relevant law

There are no legislative implications or risk associated with Council noting this report.

Relevant regional, state and national plans and policies

The subject matter of this report and attachment relate to the implementation of the Hanging Rock Strategic Plan 2018.

Relevant Council plans and policies

The subject matter of this report is aligned with the Council Plan Priority 5: Deliver strong and reliable government.

Financial viability

There are no resource, IT or asset management implications associated with this report.

Sustainability implications

This report is provided for Council's information only. As such, there are no social or environmental issues that may be impacted by the outcome of this report.

Officer declaration of conflicts of interest

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

Hanging Rock Strategic Plan Update August 2021



Photograph taken by Wayne Quilliam Photography

The Department of Environment, Land, Water and Planning (DELWP) continues to implement the Hanging Rock Strategic Plan (HRSP) with key partner Macedon Ranges Shire Council. While the Hanging Rock Strategic Plan Implementation project is happening, Macedon Ranges Shire Council continues to manage the day-to-day operations at Hanging Rock.

The Master Plan Document

The Hanging Rock Master Plan is on track as master planning consultants, Tract, have been appointed to deliver the Hanging Rock Master Plan. Tract have extensive experience in planning for natural iconic sites and will develop the Master Plan in consultation with Traditional Owners, the community, user groups and stakeholders.

The Master Plan will use the information from the Environmental Management Plan and Aboriginal Cultural Heritage Conservation Management Plan to inform directions for the precinct ensuring sustainable long-term development and management of the site, management of visitation impacts, and will detail opportunities for improvements to the physical environment.



Tract consultants meet on site at Hanging Rock with staff from DELWP and Macedon Ranges Shire Council
(Image supplied by Carley Wright of Tract)

delwp.vic.gov.au/hanging-rock

OFFICIAL



Ministerial Advisory Group

The Ministerial Advisory Group (MAG) met on the 24th June 2021 to be given a presentation by the masterplan consultants Tract. It was also an opportunity for the members to ask questions and discuss the master planning process as well as provide feedback about what's needed in carrying out this work for Hanging Rock.

East Paddock

DELWP and Macedon Ranges Shire Council continue to work together to progress the transfer of East Paddock.

Planning Scheme Amendment

Amendment VC185 was gazetted on 30 April 2021

Further information can be found on the Planning Victoria website via the following link:

<https://www.planning.vic.gov.au/schemes-and-amendments/browse-amendments>

Environmental Management Plan Update

Macedon Ranges Shire Council (MRSC) is currently inviting feedback on the updated Environmental Management Plan for Hanging Rock. The Plan, updated by Practical Ecology, will continue the environmental works at Hanging Rock,

Hanging Rock Strategic Plan Update August 2021

focusing on enhancing the site's native vegetation and habitat.

The information and data gathered in the process of updating the plan will also be used to inform the Hanging Rock Master Plan. You can access the updated Environment Management Plan and have your say by following this link to MRSCs webpage: [Have your say: updated Hanging Rock Environmental Management Plan - Macedon Ranges Shire Council \(mrsc.vic.gov.au\)](https://www.mrsc.vic.gov.au)

Practical Ecology have met with Tract to discuss how data from the EMP will be utilised to support the Hanging Rock Master Plan

Aboriginal Conservation Management Plan

The final draft of the Hanging Rock Aboriginal Cultural Heritage Conservation Management Plan (CMP) has now been provided to the three Traditional Owner Groups, Taungurung, Wurundjeri, and Djaara (Dja Dja Wurrung) for review.

This plan provides an understanding of the cultural heritage values of the Hanging Rock Precinct, it identifies the pressures and impacts to those values, and provides information on how to protect and manage them. The CMP consultants are also working with Tract to ensure this information feeds into the Master Plan about how to protect and manage these cultural heritage values.

Storm Recovery Works

In early June, Hanging Rock experienced a devastating storm that caused wide-spread destruction across the reserve and an extensive amount of work has been undertaken by Macedon Ranges Shire Council to enable the reserve to re-open.

Contact Us

For questions about this project or to sign up to receive future updates, contact:

Jodi Cant – 136 186 or hanging.rock@delwp.vic.gov.au

Or visit DELWPs website www.forestsandreserves.vic.gov.au/initiatives/hanging-rock-project for up-to-date information.

For general enquiries about Hanging Rock:

For information about the day-to-day operations of Hanging Rock, contact Macedon Ranges Shire Council Customer

Service - (03) 5422 0333 or mrsc@mrsc.vic.gov.au

or www.visitmacedonranges.com/see-do/the-great-outdoors/hanging-rock/

Tree works have been carried out in accordance with the post-storm independent assessments. Repair work throughout the reserve will be ongoing for months to come. The stairs beneath the Rock will be re-opened once essential works have been finalised.

Ongoing clean-up, and revegetation works will be carried out each Wednesday which requires the closure of the Summit Walking Trail.

Work to repair building damage sustained during the storm has commenced and works to repair internal and perimeter fencing are scheduled to commence soon.



Hanging Rock lost many trees as a result of the storm
Image supplied by Macedon Ranges Shire Council

CX.2	MANAGEMENT OF STANLEY PARK
Officer:	Kate Young, Manager Legal and Corporate Governance
Council Plan relationship:	2. Protect the natural environment 5. Deliver strong and reliable government
Attachments:	Nil

Summary

Macedon Ranges Shire Council will be making a decision about proposed options for the future management of Stanley Park, Mount Macedon. Council is considering five options and will make a decision taking into account community feedback and a number of other factors.

Until 1 September 2020, there was a committee of management for Stanley Park which was comprised of members of the community.

The Stanley Park Committee of Management was previously a 'Special Committee' under section 86 of the *Local Government Act 1989*. However, the introduction of the *Local Government Act 2020* resulted in such committees no longer existing from 1 September 2020. Since 1 October 2020, Stanley Park has been managed under a Memorandum of Understanding between Council and the members of the former Committee of Management. This was put in place as an interim arrangement. Council is now undertaking community consultation to obtain community feedback on five proposed options.

Council is being provided with an update on consultation process.

Recommendation

That Council:

- 1. Notes the update on the progress of community consultation as outlined in the report.**
- 2. Requests that the Chief Executive Officer report back to the October Scheduled Council Meeting on the outcomes of community consultation and a recommended option for the future management of Stanley Park, including a draft of any formal documents required to give effect to that option.**

Background

Stanley Park is a native bushland reserve of approximately 6.5 hectares located at 15 Salisbury Road, Mount Macedon. Council received a report at its Scheduled Council Meeting on 28 July 2021 which set out in detail the history of Stanley Park and its management.

Discussion

At its meeting on 28 July 2021, Council endorsed community consultation on five options for the management of Stanley Park and resolved that the matter would return to Council at its September meeting to report on the outcomes of community consultation and provide a recommended option for ongoing management with draft documents required to give effect to the recommended option.

However, Council's Community Engagement Policy and the timelines for preparing and reviewing reports for Council meetings preclude the consultation process and the preparation of a Council report being completed in time for the September Scheduled Council Meeting.

Consultation and engagement

- Newspaper advertisements
- Social media posts
- Letters to the former Committee of Management for Stanley Park
- Letters to households located in the immediately surrounding area
- Signs at the park
- Council's website

Collaboration

Collaboration was not required in relation to this report.

Innovation and continuous improvement

Council continually works to engage in strong community consultation processes in accordance with its Community Engagement Policy.

Relevant law

The legal framework for each of the five options will be summarised in the next report coming to Council.

Relevant regional, state and national plans and policies

There are no regional, state or national plans or policies applicable to the subject matter of the report.

Relevant Council plans and policies

Community consultation is being undertaken in accordance with Council's Community Engagement Policy.

Financial viability**Financial costs associated with community consultation are provided for in operational budgets.Sustainability implications**

No sustainability implications have been identified.

Officer declaration of conflicts of interest

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

CX.3	CONTRACTS TO BE AWARDED AS AT SEPTEMBER 2021
Officer:	Corinne Farley, Coordinator Contracts
Council Plan relationship:	5. Deliver strong and reliable government
Attachments:	Nil

Summary

This report provides details of contracts proposed to be awarded under a delegation from Council, from the date of the last report to 22 September 2021. Although this report recommends noting the power delegated to Council officers, Council has the power to:

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

Recommendation

That Council:

1. **Notes that the following contracts will be awarded by Council officers under delegated authority:**
 - (a) **C22.1119 Sankey Reserve Pavilion Upgrade**
 - (b) **C22.1125 Kyneton Closed Landfill Civil Works**
 - (c) **C22.1132 Design and Construction Footbridge Five Mile Creek**
2. **Grants delegated authority to the Chief Executive Officer to award the following contracts:**
 - (a) **C22.1126 Leachate Extraction and Disposal**

Background information

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

Opportunity to review delegated authority

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

C22.1119 Sankey Reserve Pavilion Upgrade

This is a construction works contract for refurbishment works to meet female friendly and DDA standards at the Sankey Reserve pavilion in Gisborne.

The CEO has delegated authority to award this contract.

C22.1125 Kyneton Closed Landfill Civil Works

This is a design and construction contract for the supply and installation of three (3) additional leachate storage tanks with a capacity of 22,500l each, containment bunding for the tanks and fencing around the bunded area. These works are to take place at the closed Kyneton Landfill as a part of an EPA regulatory measure and recommendation.

The CEO has delegated authority to award this contract.

C22.1126 Leachate Extraction and Disposal

This contract is for the extraction and disposal of leachate from the closed Kyneton and Lancefield landfills. Both sites are under a Post Closure Abatement Notice issued by EPA. This notice requires the site to comply with leachate management and leachate extraction for the site to avoid adverse harm to the environment in this region. The current contract for leachate extraction expired 21 April 2021.

The contract exceeds the \$1million financial delegation of the CEO.

C22.1132 Design and Construction Footbridge Five Mile Creek

Council has received Local Road and Community Infrastructure (LRCI) grant to replace existing Footbridge over Five Mile Creek, Davy Street, Woodend. This is a design and construction contract for works to replace the footbridge.

The Director Assets and Operations has delegated authority to award this contract.

Consultation and engagement

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

Collaboration

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

Innovation and continuous improvement

Council reviews its Procurement Policy regularly, in accordance with the *Local Government Act 1989*. 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.

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 2021/2022 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.

CX.4	COMMUNITY SATISFACTION SURVEY FINDINGS
Officer:	Fleur Marshall, Manager Customers, Communication and Engagement
Council Plan relationship:	5. Deliver strong and reliable government
Attachments:	Community Satisfaction Survey 2021 - Opportunities for Improvement ↓

Summary

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

A review of the survey in 2011 resulted in a significantly different methodology and the results from 2012 onwards provide a new benchmark that cannot be compared to previous results. The 2021 survey represents the ninth year of this new methodology and provides Macedon Ranges Shire Council (MRSC) with the opportunity to make a comparative assessment against results from 2014 to 2020.

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

This year's results are generally negative, with a decline recorded in most categories. The overall performance index for Council shifted four points negatively compared to last year.

Recommendation

That Council notes the findings of the 2021 Community Satisfaction Survey.

Background

The Local Government Community Satisfaction Survey measures residents' perceptions about the performance of their Local Government Authority during a specific period. This year's survey was undertaken between February and March 2021.

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

The other participating councils classified as Large Rural are Bass Coast, Baw Baw, Campaspe, Colac Otway, Corangamite, Glenelg, Golden Plains, Mitchell, Moira, Moorabool, Mount Alexander, Moyne, Southern Grampians, Surf Coast, Swan Hill and Wellington.

Wherever appropriate, MRSC has been compared against other the councils in the Large Rural group and on a state-wide basis.

Note that council groupings changed in 2015, which means that comparisons to council group results before that time cannot be made within the reported charts.

Discussion

Results for 2021

Detailed below are our core performance measures for 2021 in comparison with the Large Rural group and state-wide average results. The green arrow represents an improvement on 2020, whereas an orange arrow indicates a decrease. It is noted that there was a decrease across all core performance measures.

Performance Measures	2014	2015	2016	2017	2018	2019	2020	2021	Large Rural 2021	State Wide 2021
Overall performance	59	59	55	56	56	56	58	54 ↓	58	61
Consultation and engagement	47	52	51	52	54	52	51	49 ↓	54	56
Advocacy/ lobbying	50	53	49	52	50	53	52	48 ↓	54	55
Community decisions	N/A	52	49	52	51	51	52	47 ↓	54	56
Sealed local roads	N/A	51	51	48	48	49	54	49 ↓	50	57
Customer service	69	65	65	67	70	65	70	66 ↓	68	70
Overall Council direction	48	54	48	52	51	48	52	44 ↓	51	53

Comment on Core Performance Measures Results

The **Overall Performance** index score of 54 is a four point decrease on our 2020 result.

Our **Overall Council Direction** index score of 44 represents an eight point decrease on the 2020 result, which places MRSC well below the Large Rural and state-wide averages for 2021.

Individual Service Area Results

Detailed below are our **individual service area performance** results. The green arrow represents an improvement on 2020, whereas an orange arrow indicates a decrease. Black text (no arrow) indicates that the result is unchanged.

Individual Service Areas	2014	2015	2016	2017	2018	2019	2020	2021	Large Rural 2021
Arts centres and libraries	70	69	67	68	67	70	71	63 ↓	72
COVID-19 response	NA	NA	NA	NA	NA	NA	NA	68	74
Appearance of public areas	71	69	71	72	68	70	73	68 ↓	70
Emergency and disaster management	72	73	70	73	71	72	68	68 ↓	71
Waste management	76	72	71	72	68	68	68	67 ↓	66
Recreational facilities	71	70	69	69	67	68	68	67 ↓	68
Family support services	64	64	64	65	63	64	62	63 ↑	66
Elderly support services	67	64	64	66	63	64	63	63	68
Disadvantaged support services	61	59	60	58	58	58	58	63 ↑	64
Enforcement of local laws	64	62	61	61	63	64	62	61 ↓	64
Community and cultural	66	68	63	65	65	63	66	61	65
Tourism and development	NA	NA	NA	NA	NA	61	63	58 ↓	64
Business and community development and tourism	63	63	59	61	60	60	60	57 ↓	59
Parking facilities	62	61	60	58	57	58	59	56 ↓	56
Business and Community Development	NA	NA	NA	NA	NA	NA	NA	56 ↓	60
Informing the community	55	57	56	56	55	56	56	53 ↓	59

Individual Service Areas	2014	2015	2016	2017	2018	2019	2020	2021	Large Rural 2021
Local streets and footpaths	52	53	54	52	52	52	56	52 ↓	55
Sealed local roads	NA	51	51	48	48	49	54	49 ↓	50
Consultation and engagement	47	52	51	52	54	52	51	49 ↓	54
Lobbying	50	53	49	52	50	53	52	48 ↓	54
Community decisions	NA	52	49	52	51	51	52	47 ↓	54
Town planning policy	49	50	48	47	47	48	48	46 ↓	51
Slashing and weed control	42	46	51	44	45	47	49	45 ↓	44
Population growth	50	51	49	47	47	46	45	43 ↓	51
Planning and building permits	47	48	43	43	44	45	44	43 ↓	48

Summary of Individual Service Area Performance Results

MRSC performance in 2021 is rated in most service areas behind the Large Rural group average. The areas of 'Family support services' and 'Disadvantaged support services' saw an increase of one and five points respectively. There are two new categories this year 'COVID-19 response' and 'Business and community development'; in both we rated behind the Large Rural group average.

Council Reflections on Service Area Results

In the period since the survey results were released, MRSC has focussed its attention on a number of areas in response to evident community dissatisfaction.

The Community Engagement Policy is now actively promoted to all staff, with support and encouragement to embed these into planning and daily activities. The Community Vision Assembly is considered pivotal in shaping our Council Plan.

Focused consideration will be given to the Town Planning result, where application process times have increased.

The support provided via our Community Care Team (Family, Elderly and Disadvantaged Support Services) has been recognised as delivering MRSC's favourable Individual Service Area results.

It is of note that, during the period in which the survey was conducted, Victoria entered into a snap lockdown as a result of a COVID-19 outbreak in a neighbouring council area.

Consultation and engagement

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

Collaboration

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

Innovation and continuous improvement

This survey provides community-led insight into our performance and highlights areas of concern. This information is invaluable as it guides our understanding of where focus, and potential change, is required. It also highlights what we are doing well and where we need to maintain our quality of performance, as well as innovate to further improve.

Relevant law

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

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

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

Financial viability

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

Sustainability implications

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

Officer declaration of conflicts of interest

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

Community Satisfaction Survey Results 2021: Organisational Opportunities for Improvement

The Community Satisfaction Survey 2021 results detail the core performance measures for Macedon Ranges Shire Council in comparison with the Large Rural Group and State-wide average results.

The results display a green arrow indicating an improvement on the 2020 results, whereas an orange arrow indicated a decrease.

It is noted that there was a decrease across all core performance measures.

Performance Measures and Organisational Opportunities for Improvement	
Overall performance	
Consultation and Engagement	<ul style="list-style-type: none"> • Council’s Community Engagement Policy outlines our ongoing commitment to how Council seeks feedback and input from the community to support two-way decision making, including deliberative engagement processes. • Opportunity for improvement: A new Mobile Engagement Hub (trailer) has been acquired, enabling (COVID-pending) convenient and interactive face-to-face engagement and consultations out and about within the community.
Advocacy/Lobbying	To be advised
Community decisions	To be advised
Sealed local roads	See Individual Service Areas
Customer service	<ul style="list-style-type: none"> • Council currently provides various options for residents to engage with/hear from us; including over the phone, in person, via email, digitally (website, social media, email marketing), newspaper articles and advertising, print and mail. <p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • Council is continuing to explore new service channels, including piloting customer service web chat on our website in Q2, 2021-22. It is also looking to undertake a First Call Resolution review and explore new support tools for Council’s customer service team. • Council has initiated a Customer Service Response Project. The aim of the project is to analyse and improve customer response processes, enhancing service in line with the Customer Service Charter and Complaints and Service Requests Policy.

<p>Overall Council direction</p>	<ul style="list-style-type: none"> • Opportunity for improvement: A Councillor Workshop is planned for 2021 (date to be confirmed) at which a number of items will be discussed in detail, including: <ul style="list-style-type: none"> ○ Community Satisfaction Survey results ○ Customer Service Charter ○ Complaints and Service Requests Policy ○ Customer Service Response Project
---	--

<p>Individual Service Areas and Opportunities for Improvement</p>	
--	--

<p>Arts Centres and libraries</p>	<p>To be advised</p>
--	----------------------

<p>COVID-19 Response</p>	<p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • An additional \$80,000 was allocated in the Council budget to the annual grants program 2021-22 for COVID-19 funding to support to local community groups and events and festivals organisers. This funding assists non-profit groups to deliver recovery-related activities and initiatives in the Macedon Ranges Shire. Grants of up to \$5,000 were made available to eligible local not-for-profit groups and organisations. Successful applicants will receive these funds in September 2021 • Six Neighbourhood Houses across the shire were allocated a total of \$55,000 in June 2020 as part of the State Government’s Community Activation and Social Isolation (CASI) Initiative funding provided to Council in response to COVID-19. • Provision of education, awareness raising and hands on guidance to small businesses to enable them to reach and maintain compliance to Covid Safe Practices. This measure will help to keep customers and employees safe and healthy, while keeping businesses open and free from negative scrutiny (including potential fines/closure) from State Government regulators. • Support to the artistic community (via employment opportunities at community activations, markets etc) and micro and home based businesses (via networking and training events) to keep these often isolated business people engaged and connected. • Further funding (via Extension 2) to small businesses through the highly successful Business Continuity and Resilience Program will
---------------------------------	--

	enable them to target professional assistance from other local businesses to help re-shape or pivot their business, expand/alter their product range, mode of selling and/or their marketing methods.
Appearance of public areas	<p>Opportunities for improvement:</p> <p>A review of current service levels is underway. Operational Levels of Service are currently being documented and socialised with staff.</p> <ul style="list-style-type: none"> • Review of the Open Space team structure and functions to ensure there is the most appropriate operational alignment.
Emergency and disaster management	<p>Opportunity for improvement:</p> <ul style="list-style-type: none"> • Engagement of a consultant to update Council's fire preparation collateral in order to increase community understanding of fire risk in the shire, including the importance of having a personal emergency plan for the family, pets and any farm animals, preparing your property for summer season (including absentee land owners) and how the roadside slashing and township hazard protection program contributes to mitigating fire risk in the shire.
Waste management	<p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • Year 2 of the shire-wide food organics and garden organics (FOGO) roll out and further waste education campaigns should yield better understanding of Council's waste service and commitment to sustainable waste initiatives. • Introduction of soft plastics recycling program at Council's Transfer Stations.
Recreational facilities	<p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • Continue to implement capital projects identified in the SARS and site masterplans. • Implementation of an annual meeting cycle with tenant clubs.
Family support services	<ul style="list-style-type: none"> • An increase in performance result
Elderly support services	<ul style="list-style-type: none"> • Maintained performance result
Disadvantaged support services	<ul style="list-style-type: none"> • An increase in performance result
Enforcement of local laws	To be advised

<p>Community and cultural</p>	<p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • Council invited individuals, groups and organisations to submit ideas for artistic projects which would increase engagement with local arts and culture. The COVID Creative & Cultural Support Program selected eleven exciting and diverse art projects, which were collectively named ‘Creative Encounters’. These projects were successfully delivered in the community from March to June 2021, with more to be delivered when restrictions allow. <p>This engaging program included pop-up performances, community choirs, creative workshops, mystery arts trails, ghost tours and environmental experiences such as the Sanatorium Lake walk. With the support of Council, artists were able to realise their ideas, explore new models of engagement, build connection and capacity, and inspire community participation in our local arts scene.</p> <ul style="list-style-type: none"> • Restoration works are underway to the Kyneton Town Hall facade, include targeted restoration works to the chimneys, window eaves, gutters and storm water, and the installation of feature lighting. Improvements to the building’s facade will contribute to the continued use of Kyneton Town Hall as a vibrant cultural hub. The new exterior lighting will highlight the Hall as a prominent heritage building in Kyneton, whilst ensuring the longevity of Kyneton Town Hall. <p>The Australian Government Department of Infrastructure, Transport, Regional Development and Communications are funding the works through the Local Roads and Community Infrastructure Program Works, as well as a contribution from Council.</p> <ul style="list-style-type: none"> • Additional resources allocated to Front of House and box office operations, including: <ul style="list-style-type: none"> ○ The introduction of an SMS text messaging service for customer notifications. To assists with notifying ticket holders of cancelled and rescheduled events. ○ Increased box office hours to support event rescheduling, refunding, and reallocation of tickets, changing of venue capacities and seating allocations, and customer queries. ○ Purchase of 6 new iPads to assist with contactless scanning and checking of tickets ○ Purchase of COVID check-in kiosks and crowd barriers/bollards, to assist with social distancing and crowd management ○ Investing in training staff in running COVID safe events and COVID marshalling. • Investment in a new ticketing system, TicketSearch, with upgraded features, including a more functional customer
--------------------------------------	---

	<p>interface, enhanced graphics and customizable seating maps to assist with social distancing and capacity limits.</p> <ul style="list-style-type: none"> As COVID continues to interrupt our regular services, we have had to adjust by offering ‘hybrid’ events. To achieve this, new video equipment, including a camera, has been acquired to facilitate live streaming and recording of events. This allows venue users more options to deliver programs and events, and artists to reach audiences. <p>In addition to enabling and broadening access to events during times of restricted venue capacity, this new capacity will also help:</p> <ul style="list-style-type: none"> Improve accessibility to MRSC presentations, ceremonies and large meetings Record events for on demand access, promotional material or record keeping. <ul style="list-style-type: none"> In our efforts to improve our technical capabilities we have invested in equipment upgrades, including acquiring a new lighting console, moving head lighting fixtures and providing ongoing training for our staff. This allows better attraction and accommodation of the requirements of touring shows and industry trends. In addition, Council can better assist local artists and internal events, presenting a premier production.
<p>Tourism and development</p>	<p>Opportunity for improvement:</p> <ul style="list-style-type: none"> Proposed Shared Trail Project, at a forecast cost of \$9.75m
<p>Business and community development, and tourism</p>	<p>Opportunity for improvement:</p> <ul style="list-style-type: none"> In-kind and budgetary support to the 2022 Autumn Festival will create opportunities for local small businesses and sole traders to take advantage of the high level of visitation experienced in the Macedon Ranges at that time of year. The aim is increased dispersal, spend and length of stay that would improve financial outcomes for many local businesses and employment prospects for individuals.
<p>Parking facilities</p>	<p>Opportunity for improvement:</p> <ul style="list-style-type: none"> Recent car parking surveys for Gisborne and Kyneton show that both townships currently have adequate car parking supply. Council is working on Urban Design Frameworks (UDFs) for these towns that will suggest ways to improve car parking facilities such as lighting, landscaping and sealing of existing car parks. The UDFs will include recommendations such as reviewing timing restrictions to encourage staff to park in unrestricted parking areas further away from areas where short-stay parking

	is in high demand and to regularly monitor car parking supply and demand to ensure that supply remains sufficient.
Business and Community Development	<p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • A total of \$267,419 was allocated to the scheme in 2021/22, including COVID-19 funding for recovery-related activities. • Council agreed to use additional dollars unspent from the 2020/21 Small Projects Grants program enabling the support of additional Community Funding Scheme project requests. Thirty different community groups were funded, with successful applications due to receive funds in September 2021. • Six Neighbourhood Houses were funded a further \$3,000 this financial year boosting their annual contribution to \$6,600 each to enable them to deliver additional, vital community development activities.
Informing the community	<p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • Council is currently developing its inaugural Reconciliation Action Plan (RAP). • Council is planning: <ul style="list-style-type: none"> ○ An ongoing reinvigoration of its quarterly publication, ShireLife, including reader research. ○ A review of its imagery, to ensure it is representative of the community and supportive of the shire's diversity. ○ An audit of accessible versions of its key publications and pieces of communication.
Local streets and footpaths	<p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • The FY2021/22 Budget has allocated: <ul style="list-style-type: none"> ○ \$9.2m for roads ○ \$7.7m for footpaths and cycleways ○ \$581k for drainage • Council has budgeted for (FY2021/22) a dedicated position to inspect and repair footpath issues in a timelier manner. • Through the local Roads and Community Infrastructure grants, Council has secured extra fund to expedite a number of footpath and local road projects and continue to seek other funding opportunities.

Sealed local roads	<p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • The Road Safety & Mobility Strategy and the Woodend Integrated Transport Study are initiatives with the Department of Transport to identify issues with local roads and infrastructure. The Riddells Creek Movement Network Study has been initiated. Both studies will identify gaps and required improvements. • Council is working with developers to ensure timely maintenance and reinstatement of local sealed roads impacted by development in the shire.
Consultation and engagement	<p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • Council’s Community Engagement Policy outlines our ongoing commitment to how Council seeks feedback and input from the community to support two-way decision making, including deliberative engagement processes. • Council has acquired a new Mobile Engagement Hub (trailer), enabling (COVID-pending) convenient and interactive face-to-face engagement and consultations out and about within the community.
Lobbying	To be advised
Community decisions	To be advised
Town planning policy	<p>Opportunity for improvement:</p> <ul style="list-style-type: none"> • Council will continue to prioritise the completion of key projects such as Gisborne Futures, Romsey Structure Plan and Rural Land Use Strategy.
Slashing and weed control	<p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • The roadside slashing program will be embedded into the upcoming suite of community communications that are currently under development. • Approximately \$288,000 was spent on roadside weed control in 2020/21 across 997 linear kilometres. The ongoing, sustained investment in woody weed treatment over many years has reduced the volume of weeds across the shire, however weeds

	<p>continue to be a challenge due to the longevity of seed viability which can survive for up to 30 years in the soil. Council will continue to tackle noxious weeds in 2021/22 in a strategic manner with an increased focus on grassy weed species (Serrated Tussock and Chilean Needle-grass) and implementing vehicle hygiene protocols to reduce the spread of weed seed.</p> <ul style="list-style-type: none"> • Weed control works were also conducted across Council's suite of bushland and conservation reserves. These works will increase in 2021/22 with the additional funding allocated to conservation works along waterways.
Population growth	<p>Opportunity for improvement:</p> <ul style="list-style-type: none"> • Council will continue to plan for population growth in accordance with key policies adopted by Council having undergone extensive community consultation.
Planning and building permits	<p>Opportunity for improvement:</p> <ul style="list-style-type: none"> • With the allocation of additional statutory planning resources, Council is in a position to increase the percentage of planning applications determined within the required 60 day timeframe.

CX.5	OCTOBER SUBMITTERS DELEGATED COMMITTEE DATE
Officer:	Kate Young, Manager Legal and Corporate Governance
Council Plan relationship:	5. Deliver strong and reliable government
Attachments:	Nil

Summary

It is proposed that Council reschedule the October meeting of Submitters Delegated Committee from Wednesday 13 October 2021 to Thursday 14 October 2021.

Recommendation

That Council reschedule the October meeting of the Submitters Delegated Committee from Wednesday 13 October 2021 to Thursday 14 October 2021.

Background

There are existing Council resolutions scheduling both the October Submitters Delegated Committee meeting and the October Planning Delegated Committee meeting for Wednesday 13 October 2021. Rescheduling the Submitters Delegated Committee meeting would ensure that there is ample time for each meeting.

Discussion

At the Council meeting held on 25 November 2020, Council passed a resolution which, among other things, scheduled a meeting of the Submitters Delegated Committee for 13 October 2021 at 7pm (if required). At a Council meeting on 28 April 2021, Council passed a resolution which, among other things, scheduled meetings of the Planning Delegated Committee for the second Wednesday of each month. In October, the second Wednesday of the month falls on 13 October 2021. Since these meetings were scheduled by Council resolution, a Council resolution is required to reschedule them.

Submitters Delegated Committees are not always required each month, but one is required in October to hear from members of the community in relation to the:

- draft Community Vision 2021-2031;
- draft Council Plan 2021-2031;
- draft Financial Plan 2022-2031
- draft Municipal Health and Wellbeing Plan 2021-2025;
- the draft Disability Action Plan 2021-2025; and
- future management of Stanley Park, Mount Macedon.

Rescheduling the Submitters Delegated Committee meeting will ensure that there is ample time to hear from the community on these items.

Consultation and engagement

No consultation or engagement was required due to the nature of this matter.

Collaboration

No collaboration was required due to the nature of this matter.

Innovation and continuous improvement

This matter is not the subject of any measures for innovation and continuous improvement.

Relevant law

Since these meetings were scheduled by a Council resolution, a Council resolution is required to reschedule them.

Relevant regional, state and national plans and policies

Not applicable.

Relevant Council plans and policies

Not applicable.

Financial viability

There are no impacts on financial viability.

Sustainability implications

No sustainability impacts have been identified.

Officer declaration of conflicts of interest

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

13 DIRECTOR CORPORATE AND COMMUNITY REPORTS

CC.1	MUNICIPAL EARLY YEARS PLAN CREATE 2021-2025
Officer:	Emma Orchard, Manager Children Youth and Family Services
Council Plan relationship:	1. Promote health and wellbeing
Attachments:	Municipal Early Years Plan CREATE 2021-2025 (under separate cover)

Summary

Council has undertaken the development of a new Municipal Early Years Plan (MEYP). Officers seek approval of the plan, CREATE 2021-2025.

Recommendation**That Council:**

- 1. Adopts the Municipal Early Years Plan CREATE 2021-2025.**
- 2. Writes to community members to thank them for their participation in the consultation process and advising them of the adoption of the Municipal Early Years Plan CREATE 2021-2025.**

Background

The Council Plan 2017-2027 includes an action under the priority area of Promote Health and Wellbeing to 'develop a Municipal Early Years Plan to prioritise need, attract funding and guide allocation of resources to services and programs'. CREATE 2021-2025 (CREATE) delivers this action.

CREATE will guide Council activities to cultivate a child-friendly community where children feel valued, safe and connected. The name CREATE has been chosen because of the inherently creative way in which children engage with the world, which encourages us to be creative and aspirational in the creation of this plan.

The draft plan has been structured to align with Council's ELEVATE Youth Strategy 2020-2028, and the Positive Ageing Plan PARTICIPATE 2020-2025. This approach will present a suite of plans across the life course.

Pending adoption, CREATE will supersede Council's Early Years Plan 2016-2020.

DiscussionCommunity consultation to develop the draft plan

Council engaged consultants to design and implement a comprehensive process of community engagement at the end of 2019. This was done in tandem with consultation for Council's Positive Ageing Plan PARTICIPATE 2020-2025, and aligned with Council's Community Consultation Framework (superseded in early 2021 by the Community Engagement Policy and Guidelines).

The following questions were asked of the community:

1. What three things are the most important to improve in Macedon Ranges to ensure children can live a safe, healthy, connected and happy life?
2. What challenges do you think children have living in the Macedon Ranges?
3. What are your ideas for making the Macedon Ranges a child-friendly shire?
4. What do you like about being a child in the Macedon Ranges?

Consultation methods included:

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

A total of 955 community members participated in the consultation process.

Themes

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

- Children are safe.
- Children can move around easily.
- Children can access an abundance of services, opportunities and spaces to live active, healthy and connected lives.
- Children are raised within a supportive and strong community.

Consultation with Health and Wellbeing Advisory Committee

An early draft of the Municipal Early Years Plan (MEYP) was presented at the Health and Well Being Advisory Committee (HWBAC) meeting on 17 February 2021. As a result of feedback provided at this meeting, a list of significant initiatives achieved from the Early Years Plan 2016-2020 have been added, and measures of success for several actions were made more quantifiable, e.g. a greater number of footpaths as opposed to increased use of footpaths. In addition, the action related to childcare provision in the shire more clearly articulates our position around reviewing gaps and investigating opportunities to increase access.

Consultation with Children, Youth and Family Services staff

Staff from across the Children, Youth and Family Services teams provided feedback on the draft MEYP through planning days, team meetings and individual feedback, and a number of amendments to the action plan have been made as a result. Examples are the addition of actions related to vulnerable members of our community, including young parents and those with barriers to social connection and engagement, and an action to overtly outline our work towards Reconciliation. Broader changes include making the language across all actions more succinct, combining related actions under shared objectives, changing the formatting of the action table and headings, and ensuring listed actions are purposeful, achievable and in line with current curriculum where relevant.

Consultation with Senior Leadership Team

Members of the Senior Leadership Team reviewed and provided feedback on the draft MEYP at a series of meetings and via email in late June, and some amendments have been made as a result. Examples include changing the wording of the action related to Council run pools, allocating relevant departments and business units within Council as having responsibility for various actions in the action table, and adding or removing relevant Council strategies and plans from the action table. Managers and Directors have indicated their support for the responsibilities they have been allocated within the draft MEYP.

Consultation with Councillors

Councillors provided feedback on the draft MEYP following a Councillor briefing on 6 July, with some amendments made as a result. Examples include wording changes to objectives and success indicators for a number of actions, abbreviations removed throughout the report unless previously defined, and adding of additional resources through the introductory section of the draft MEYP.

Action plan

Four priority areas and a set of actions were developed to respond to the themes raised in the community and stakeholder consultations. These actions acknowledge and build on priorities, strategies and actions in the Council Plan, Council's Early Years Plan 2016-2020 and other relevant plans and strategies. Some actions are the sole responsibility of the Children, Youth and Family Services department, while others involve working across various areas of Council, with other levels of government, other agencies and members of the community.

Public display of draft plan

At the July Council meeting, Council approved a request to place the draft plan on public display from 2-30 August, with the plan ultimately being on display from 2 August to 5 September. Consultation was promoted by:

1. Displaying the draft CREATE document on Council's website from 2 August to 5 September 2021, with a number of ways to provide feedback.
2. Seeking feedback from children, families and community via a number of methods including social media, print media, website, e-newsletters, email and an online meeting.
3. Seeking feedback from relevant partner organisations via a number of methods including email and an online meeting.

In addition to the 955 contributors throughout the 2019 community consultation, during the public display of the draft plan in August/September 2021 Council received 24 survey responses, five emails with feedback and comment, and two people participated in an online forum, resulting in a total of 37 community recommendations around the draft plan, across ten broad themes.

Feedback themes, community recommendations, and Council officer recommendations are listed below.

Community feedback themes and recommendations

Theme: Libraries

Community recommendations:

- That the plan include a statement about Council's philosophy around partnerships in relation to the Early Years Plan

- That Council explore a variety of ways to partner with Goldfields Library Corporation to achieve the actions in the action table where relevant

Council officer recommendation:

- Include a statement about Council's philosophy around partnerships in the Early Years Plan, modelled from the statement in the draft Municipal Health and Well Being Plan
- Representatives from Goldfields Library Corporation be included in initial planning around the delivery of actions in the action table, to ensure all relevant partnership opportunities are realised

Theme: Co-located services and hub models

Community recommendations:

- That Council Officers cross reference with the Woodend Development Masterplan community consultation to see if anything major has been missed
- That Council acknowledge the importance of advocating for the needs of children and families in new housing developments across the shire
- That Council encourage private enterprise that is family friendly and located near other services

Council officer recommendation:

- Change action 4.1 from '*Involve children and families in consultation to inform services and program planning*' to '*Involve children and families in consultation to inform services and program planning, and infrastructure and development projects in the shire*'
- Change action 3.3.2 from '*Work with stakeholders on a process that considers early years expertise in the provision of public play spaces and early years infrastructure in the shire including new planning applications*' to '*Work with stakeholders on a process that considers early years expertise in the provision of public play spaces and early years infrastructure in the shire, and broader infrastructure and development projects including new planning applications*'

Theme: Kindergarten infrastructure

Community recommendation:

- That the plan is more specific about how Council will meet the infrastructure needs associated with the growing demand for kindergarten

Council Officer recommendation:

- That Council make the Kindergarten Infrastructure and Services Plan (KISP) available on the website
- Change the measure of success for action 2.2.1 from 'All eligible children requesting a place have access to five hours of funded three year old kindergarten in one of Council managed services by 2022' to: 'Council provides five hours of funded three year old kindergarten in all Council managed services from 2022, and 15 hours of funded three year old kindergarten by 2029 in line with State Government reform' and add another measure of success of: 'Council sets a strategic direction for the delivery of three and four year old kindergarten in the shire'
- Remove action 2.2.2

Theme: Parent supports

Community recommendations:

- That the plan include an action around enabling ways for new parents to connect with each other as possible and practical within COVID-19 restrictions, as well as online groups for new parents facilitated by Maternal and Child Health
- That Council provide strategic and financial support to playgroups
- That Council increase opportunities for new dads to connect with one another

Council Officer recommendation:

- Change action 2.6.1 from: *'Develop a municipal breastfeeding education strategy to improve breastfeeding awareness, rates and duration in the shire'* to: *'Develop an educational campaign to improve breastfeeding awareness, rates and duration in the shire'*. The measures of success remain unchanged.
- Change action 2.6.6 from *'Support, enable and deliver innovative programs and activities targeting vulnerable parents of young children, eg young parents and parents who are socially isolated'* to *'Support, enable and deliver innovative programs and activities targeting parents of young children, eg young parents, parents who are socially isolated, new dads with the measure changing from There is an increase in programs and activities in the shire that support vulnerable families to There is an increase in innovative programs and activities in the shire, which support a broad range of parents and families'*
- Add new action 2.6.7 *'Implement learnings from COVID-19, to explore innovative ways to enable new parents to connect with one another'* with the measure of success being *'New parents report that they feel connected, resourced and supported'* and *'New parents develop relationships with peers that can be explored outside of the traditional new parent groups'*
- Change action 2.6.1 from: *'Develop a municipal breastfeeding education strategy to improve breastfeeding awareness, rates and duration in the shire'* to: *'Develop an educational campaign to improve breastfeeding awareness, rates and duration in the shire'*. The measures of success remain unchanged.

Theme: Lack of specialist Health Services

Community recommendation:

No recommendation, comment only on critical shortage

Council Officer recommendation:

- That Council pursue advocacy work around access to specialist health services in the shire as a matter of urgency
- Add 'allied' to action 2.5.4 and associated measure of success so that they read: *'Advocate for funding and service opportunities with the State and Federal Government to increase holistic access to local family support and educational services such as new parent groups, **allied** health care providers, paediatricians and child psychologists'*. The measure of success becomes *'Children and families are able to access local **allied** health care providers, paediatricians and child psychologists'*.

Theme: Meaningful consultation with children

Community recommendations:

- That changes to service delivery impacting children need to be thought about from a child's perspective and communicated appropriately
- That Council acknowledge the importance of including children's voices in planning across Council
- That consultation with children needs to be integrated into planning and action moving forward

Council Officer recommendation:

- Add new action 4.1.2 '*Communicate with children and families in child-friendly ways about changes to programs and service that impact them*' with the measure of success being '*Ensure relevant information is communicated to children in ways that they can understand*'

Theme: COVID-19 implications

Community recommendation:

- That Council consider if something needs to be included in the plan around online engagement with young children and their families

Council Officer recommendation:

- Add new action 4.2.3 '*Kindergarten and MCH staff build a collection of resources and activities that can be utilised to support with the intention of strengthening children and families engagement with services during periods of restrictions due to COVID-19*' with the measure of success being '*Children and their families remain connected to Council's early years services when face to face service provision isn't possible*'
- That Council review learnings regarding service delivery during COVID-19 and embed them within services such as MCH to ensure minimal disruptions to children and families in times of a pandemic or other significant event

Theme: Active children

Community recommendations:

- That more walking and bike paths should be built, in consultation with key stakeholders and in areas of high need
- That Council should explore a partnership with local schools around children's use of school grounds outside of school hours
- That Council provide free access to outdoor pools over summer
- That Council facilitate opportunities for children to connect with nature, eg bush kinder

Council officer recommendation:

- Add new action 1.10 '*Explore partnership with local schools around children's use of school grounds outside of school hours and during school holidays*' with the measure of success being '*An agreement is reached between schools and Council to support children's access to school grounds outside of school hours*'
- Add new action 2.1.4 '*Explore feasibility of bush kinder programs being run across the shire*' with the measure of success being that '*Bush kinder programs are offered across the shire where appropriate*'

- That Council forward suggestions to the Youth Services team that are more relevant to their cohort

Theme: Inclusion

Community recommendation:

- That Council provide skilled staff to support children with additional needs attending Out of School Hours (OOSH) programs across the shire
- That Council facilitate OOSH programs for children with additional needs through the National Disability Insurance Scheme (NDIS)
- That Council improve accessibility to playgrounds and play spaces for children with disability
- That Council explore ways to celebrate different cultures in public spaces

Council Officer recommendation:

- That Council advise Sunbury and Cobaw Community Health, as the NDIS provider for the shire, of feedback around children with additional needs accessing OOSH programs
- Add new action 2.8.4 '*Explore ways to celebrate Indigenous cultures in public spaces in planning, design and activation of the space*' with the measure of success that '*Indigenous cultures are celebrated in public spaces*'
- That Council, along with key stakeholders, explore promotion or creation of a contemporary services directory to assist families and children in identifying suitable services for different support needs. While this recommendation relates to services for the early years cohort (children aged 0-8 and their families) it could also benefit other population cohorts such as youth, adults and ageing adults. This work will be commenced by the Children, Youth and Family Services department as a part of the MEYP work plan

Theme: Child safety

Community recommendation:

- That Council facilitate free classes and seminars for young children and/or their families around body safety, cyber safety etc
- That Council address issues of safety at school drop off and pick up areas, particularly at Kyneton Primary School
- That Council not promote the use of video technologies for young children
- That Council explore fencing of playgrounds where appropriate to increase safety of children, e.g. Mt Macedon

Council Officer recommendation:

- That Council formally advise Kyneton Primary School of feedback around safety concerns and discuss Council's role in improving safety, particularly in relation to school crossings
- Note that Council have funded additional car parking at the Kyneton Kindergarten on School Site to mitigate risk

- That Council continue to implement existing Child Safe Standards to be ready for the introduction of the new standards in July 2022, which are a legislative requirement that create visibility and leadership and ensure there are systems in place to promote child safety and protect children from harm
- That Council raise the theme of respectful relationships and cyber safety for young children at the Macedon Ranges Continuity of Early Learning Leadership meeting
- Add an additional dot point to action 3.1.1 '*fencing of playgrounds as appropriate to increase safety of children*' with the existing measure of success
- Expand action 1.4 and 1.4.1 to include school crossings so that they read: 'Improve pedestrian crossings **and school crossings**' and 'In conjunction with community consultation, Early Years and Maternal and Child Health are engaged as knowledge experts for projects in the community impacting children and families, to gain a better understanding of children's and families' needs, including a review of pedestrian crossings **and school crossings** in each township to identify possible improvements that ensure child and family safety'. The measures of success change to: 'Safety issues related to young children's and their families' use of pedestrian crossings **and school crossings** are identified' and: 'There are additional pedestrian crossings, or improvements to existing pedestrian crossings **and school crossings**, in locations with identified need'.

Other community recommendations:

- That Council make more detailed work plans connected to the MEYP available to the community once they have been created
- That Council promote an evening food van initiative where pre-cooked home meals could be sold at the train stations
- That Council support small business connecting with children
- That Council support more business, more schools, more activities for children and better road systems

Council Officer recommendation:

- That Council adheres to the reporting mechanisms as outlined in the MEYP, noting that annual and quarterly reports that track progress against the plan are publicly available That Council forward suggestions to the Youth Services team that are more relevant to their cohort
- That Council forward suggestions to the Youth Services team that are more relevant to their cohort.

Consultation and engagement

Consultation and engagement has been detailed throughout this report.

Collaboration

Collaboration was not required in relation to this report.

Innovation and continuous improvement

Once endorsed, the Municipal Early Years Plan will be reviewed on an annual basis to ensure that Council is maintaining accountability and transparency to the community and other external stakeholders in working towards the agreed upon actions.

Relevant law

The Victorian Charter of Human Rights and Responsibilities contains rights that promote and protect the values of freedom, respect, equality and dignity. Community consultation to inform this draft Municipal Early Years Plan indicated that children in the Macedon Ranges want to be able to move around easily and safely and be raised within a strong and supportive community.

Relevant regional, state and national plans and policies

Supporting Children and Families in the Early Years: A Compact between DET, DHHS and Local Government (represented by MAV) 2017-2027

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

Relevant Council plans and policies

This report is aligned with the Council Plan 2017-2027 under the priority to Promote Health and Wellbeing. In addition, there are a number of relevant Council strategies and policies listed throughout the action table.

Financial viability

An annual work plan will be developed that incorporates CREATE 2021-2025 actions. This work plan will inform reporting to key stakeholders and review of strategies as appropriate in the light of changing priorities at all levels of government, resources, emerging issues and opportunities such as new funding streams.

Sustainability implications

There are no sustainability risks identified.

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.

CC.2	CARRY FORWARDS FOR YEAR ENDED 30 JUNE 2021
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	5. Deliver strong and reliable government
Attachments:	Carry Forwards 2020-21 ↓

Summary

This report seeks approval from Council to approve the carry forward balances from the 2020/21 budget to be made available in 2021/22 for the completion of a number of projects. Council, in considering this information, will also be required to note the net budget result from 2020/21.

Recommendation

That Council:

- 1. Notes the budget carry forwards as attached.**
- 2. Notes the net budget result for 2020/21 after carry forwards is a surplus budget.**
- 3. Notes the \$285,311 surplus balance be included in the 2021/22 mid-year budget review.**

Background

As part of the process of completing the 2020/21 Financial Reports, a review of expenditure programs at year end is undertaken. The purpose of this review is to identify items / programs / projects that are still underway at that date, committed / contracted to commence in the new financial year, or budgets that are identified to be allocated to projects in the new financial year. These are generally referred to as carry forwards.

Discussion

Each financial year Council adopts a budget. At a minimum, the aim is to adopt a balanced budget, meaning revenue raised equals both the operating and capital expenditure planned for the coming 12 months.

A review of operations and capital works has been undertaken to identify budgets that need to be carried forward to complete works in the 2021/22 financial year.

Many of Council's operations during the 2020/21 year were impacted by COVID-19. Some programs that form part of these services were delayed and many of the programs have been identified as requiring to be delivered in 2021/22.

Council's Capital works program each year delivers projects throughout the shire renewing and upgrading Council's assets and constructing new assets. To align the completion of all projects by 30 June each year is not always achievable. The current COVID 19 pandemic impacted the delivery of the capital works program during 2020/21. Contractors and materials proved difficult to source to undertake works, resulting in a higher level of unfinished projects as at 30 June 2021. Listed below are budget variances relating to Capital works projects at 30 June 2021.

The timing of income also contributes to the carry forward process. The receipt of State and Federal grants fluctuates as milestones vary throughout the financial year. Many grant receipts are staged in line with the delivery of the service and works.

The total budget for 2020/21 included operating expenditure of \$71.10million and \$23.56million of capital works adding to total annual budgeted expenditure of \$94.67million for the 2020/21 financial year. Of this amount a total of \$25.07 million has been identified as requiring a carry forward.

The identified budgeted carry forward from 2020/21 totals a net amount of \$18,016,338. This amount is represented by:

Income	\$7,056,783
Expenditure	(\$25,073,122)
Net Carry Forwards	(\$18,016,338)

The attachment provides a list of projects and programs that represents the above amounts. Projects and programs requiring a net carry forward of greater than \$100,000 are identified individually.

Included in the carry forward expenditure are two programs seeking additional funds to complete works. These projects are the Building renewal program \$177,112 and the Beauchamp Street road works \$100,000.

To fund the identified carry forward projects and programs the following variances have been identified in the June 2020/21 finance reports.

Net Operating budget variance	\$3,370,951
Net Capital works budget variance	\$14,913,008
Net on costs variance	\$108,008
Net budget variances	\$18,391,967

While undertaking the review of carry forwards a number of requests were received for an allocation of additional funds to assist the completion of projects. Projects include:

- Gardiner Reserve – Lighting upgrade – final lux testing \$8,300
- Howey/Aitken Street, Gisborne footpath works – additional funds required \$47,657
- Bin replacement program – finalise FOGO rollout bins \$34,361.

With such a large carry forward schedule combined with the recently adopted 2021/22 budget, the remaining 2020/21 surplus should be referred to the 2021/22 mid-year budget for consideration.

The finance reports indicates that the list of carry forwards are affordable in relation to the 2020/21 budget. After funding the identified carry forward projects and programs a surplus balance of \$285,311 remains.

Consultation and engagement

Managers and Directors have been consulted during the year end financial review.

Collaboration

Nil

Innovation and continuous improvement

Nil

Relevant law

Nil

Relevant regional, state and national plans and policies

Council, when preparing financial information, meets the requirements of the *Local Government Act 1989* and the *Local Government Act 2020* and the *Local Government (Finance and Reporting) Regulations 2020* (the regulations).

Relevant Council plans and policies

The preparation of this information ensures Council meets a key component of the Council Plan priority – Deliver strong and reliable government.

Financial viability

The financial statements as reported at 30 June 2021 indicates that Council remains financially viable and is able to continue operations at current levels into the future.

Sustainability implications

Nil

Officer declaration of conflicts of interest

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

Budget carry forwards from 2020/21 to 2021/22

No.	Projects In progress at the end of the year :	Remaining Budget		Net Carry
		Income	Expense	Forward
1	Macedon Ranges Regional Sports Precinct	\$654,815	\$1,777,793	\$2,432,608
2	Macedon Ranges Shared Trails Project	\$208	\$4,487,399	\$4,487,607
3	Storm June 21 - to be reimbursed	(\$1,719,803)	\$0	(\$1,719,803)
4	Sankey Reserve - Pavilion	\$0	\$173,593	\$173,593
5	Gisborne Aquatic Centre	\$0	\$207,524	\$207,524
6	Woodend Golf Club	\$0	\$199,450	\$199,450
7	East Street Woodend road	\$0	\$450,000	\$450,000
8	Kyneton Museum	(\$200,000)	\$409,935	\$209,935
9	Roads to recovery	(\$412,921)	\$0	(\$412,921)
10	Kyneton Saleyards Gantry	\$0	\$450,000	\$450,000
11	Kyneton Saleyards & Truck Wash	(\$1,363,500)	\$1,117,117	(\$246,383)
12	Kyneton Town Hall Exterior	(\$316,495)	\$665,024	\$348,529
13	Romsey Ecotherapy Park	\$658,096	\$261,050	\$919,146
14	Kyneton Metcalf Road	(\$414,738)	\$0	(\$414,738)
15	Sidonia Road	(\$120,020)	\$333,944	\$213,924
16	Project management software	\$0	\$188,395	\$188,395
17	Move It	\$0	\$257,357	\$257,357
18	Sutherlands Road Riddells Creek road	\$0	\$375,722	\$375,722
19	Blackspot - Mt Eliza Road	(\$851,958)	\$660,860	(\$191,098)
20	Healthy Heart of Victoria	\$0	\$286,905	\$286,905
21	Barkly Square	(\$500,000)	\$750,000	\$250,000
22	Chintin Road	(\$297,000)	\$594,000	\$297,000
23	Footbridges	(\$243,000)	\$486,000	\$243,000
24	Gardiner Reserve Netball/Umpires changerooms	(\$255,000)	\$0	(\$255,000)
25	Street Lights	(\$356,400)	\$688,954	\$332,554
26	Covid Rates waivers	(\$24,569)	\$50,000	\$25,431
27	Darraweit Guim Public Toilets	\$0	\$143,850	\$143,850
28	Footpath - Chauncey Street, Lancefield	\$0	\$133,913	\$133,913
29	Gisborne Botanic Gardens	\$0	\$118,130	\$118,130
30	Building and Design	\$0	\$114,619	\$114,619
31	Kyneton Saleyards	\$0	\$106,008	\$106,008
32	Kyneton Bowls Club	\$0	\$108,470	\$108,470
33	Kyneton Landfill Rehabilitation	\$0	\$125,094	\$125,094
34	Footpath & Bridge - Five Mile Creek, Woodend	\$0	\$100,000	\$100,000
35	Footpath renewal Works program	\$0	\$101,712	\$101,712
36	Drainage - Farrell Street, New Gisborne	\$0	\$148,500	\$148,500
37	Woodend Intersection Investigations	\$0	\$100,000	\$100,000
38	Drainage - Fersfield Road, Gisborne	\$0	\$110,000	\$110,000
39	Culvert - Youngs Road, Malmsbury	\$0	\$127,527	\$127,527
40	Bridge - Centenary Park, Macedon	\$0	\$103,428	\$103,428
41	Gisborne Mechanics Institute Hall	\$0	\$114,660	\$114,660
42	Drainage - Dunsford Road, Lancefield	\$0	\$125,000	\$125,000
43	Baynton Street Kyneton active transport link	(\$148,500)	\$297,000	\$148,500
44	Net of other minor projects under \$150k	(\$5,491,661)	\$8,024,189	\$2,532,527
Grants received in advance				
45	Grants Commission - Operational	\$2,956,369	\$0	\$2,956,369
46	Grants Commission - Roads	\$1,200,726	\$0	\$1,200,726
47	Lancefield Park oval lighting	\$188,568	\$0	\$188,568

- Negative Income, means grants to be received in 21/22

+ Positive income means grant received in prior year and budgeted in 21/22

Net budget carry forwards

-\$7,056,783	\$25,073,122	\$18,016,338
---------------------	---------------------	---------------------

Budget carry forwards represent unspent expenditure or unbudgeted income that needs to be made available to fund the completion of in-progress projects during the following financial year. Often, these in progress projects are intended to be undertaken over two or more years and are identified as in progress projects which require budget carry forwards in the Budget Reports adopted by Council in June each year. Budget Carry forwards are used to manage internal budgeting and project management, they do not form part of the Financial Statements.

CC.3	FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	5. Deliver strong and reliable government
Attachments:	Annual financial statements for year ended 30 June 2021 (under separate cover)

Summary

The annual financial statements (the Statements) for the year ended 30 June 2021 are attached for Council's consideration and 'in principle' approval.

The Statements comply with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Statements are audited by the Victorian Auditor-General's Office agents, RSD Audit and then reviewed and approved by the Victorian Auditor-General's Office.

Council's Audit and Risk Committee considered the financial statements at its meeting on 10 September 2021.

Prior to RSD Audit submitting the statements to the Victorian Auditor-General's Office for final approval, the *Local Government Act 1989* requires Council to pass a resolution giving its approval in principle.

Recommendation

That Council

- 1. On the recommendation of the Audit and Risk Committee approves 'in principle' the Financial Statements for the year ended 30 June 2021.**
- 2. Authorise the Principal Accounting Officer to make any non-material changes to the Financial Statements that may arise as a result of the final review;**
- 3. Notify the Chair of the Audit and Risk Committee of any changes proposed to be made to any of the Financial Statements so that it may be decided whether the Audit and Risk Committee needs to meet further to consider such proposed changes**
- 4. Delegates to its Audit and Risk Committee representatives, Cr Ridgeway and Cr Neil, authorisation to certify the Financial Statements in their final form, after they have been reviewed and signed off by the Victorian Auditor-General's Office.**
- 5. Forward a copy of the Financial Statements in their final form to the members of the Audit and Risk Committee.**
- 6. Upon certification, the Financial Statements be submitted to the Minister and included in the Annual Report.**

Background

The Statements were prepared in accordance with the Local Government regulations and they have been reviewed by the Victorian Auditor-General's Office agents, RSD Audit. Prior to RSD Audit submitting the Statements to the Victorian Auditor-General's Office for final approval, the *Local Government Act 1989* s. 132 (2) requires Council to pass a resolution giving its approval in principle.

Discussion

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

- Whilst own-source revenue has been impacted by the COVID-19 pandemic, increases in other categories of revenue such as grants and rates and charges have offset this impact and resulted in an overall increase in revenue from last year. Key changes in operating expenses, besides those caused by indexation to employee costs, relate to an increased cost of materials and services associated with the disposal of waste at transfer stations and kerbside collection, dealing with the impact of COVID 19 and emergencies.
- Capital works expenditure for the year was \$18.39m which is lower than the capital works expenditure recorded by Council in 2019/20 of \$23.98m. The program of works was impacted by COVID-19 largely due to the lack of contractor availability to undertake the works. There are also several large multi-year projects originally planned to commence in 2020/21, works will be undertaken in 2021/22 with the balance of the 2020/21 budget requested to be carried forward into 2021/22.
- Council has retained a strong liquidity position.
- No new borrowings were drawn down during 2020/21. Council borrowings levels have decreased in 2020/21 in line with repayment terms of the current borrowings. Borrowing levels continue to remain at an affordable level.

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

Financial Statements

The Financial Statements include a comparison between the 2020/21 financial year and the 2019/20 financial year.

The Financial Statements comprise the:

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

Comprehensive Income Statement

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

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

Below is a summary of the Comprehensive Income Statement:

	2020/21	2019/20
Revenue (1)	\$92,517,000	\$92,368,000
Less		
Expenses (2)	\$84,562,000	\$78,629,000
Net Operating Surplus	\$7,955,000	\$13,739,000
Other Comprehensive Income (3)	\$7,021,000	\$18,107,000
Comprehensive Result	\$14,976,000	\$31,846,000

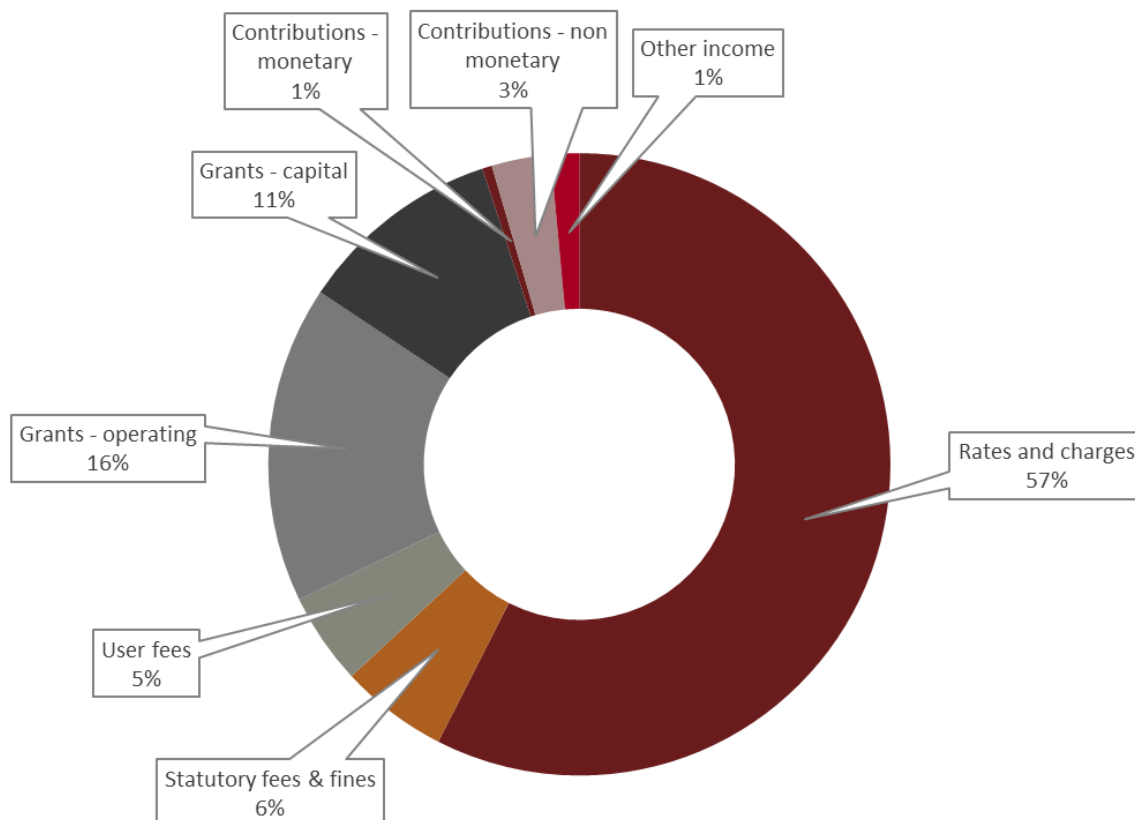
Explanations of some of the key changes between 2020/21 and 2019/20 in the components of the Comprehensive Income Statements are as follows:

(1) Total income increased by \$149,000.

Some of the key movements between the income categories were:

- Rates and charges increased by \$2,440,000.
- The higher income was due to a 2% increase in rates per property (in line with the rate cap), higher waste charges due to increased recycling costs and an increase in the number of rateable properties over the year.
- Operating grants increased by \$276,000.
- Operating grants increased due mainly to the timing of one-off grants in each of the years. In 2020/21 grants were received for Working for Victoria (\$1.9m) and Family and Children Services (\$1.4m). During 2019/20 grants were received for recreational, leisure and community facilities (\$1.8m) and other, predominantly relating to COVID19, (\$1.0m).
- Capital grants increased by \$1,868,000.
- Capital grants fluctuate year on year in line with the completion of capital projects. During 2020/21, Roads to Recovery was (\$1.09m) less than 2019/20 and capital grants relating to recreational, leisure and community facilities projects were (\$2.61m) higher than 2019/20, 2020/21 grants relate to the Macedon Shared Trails Project and Macedon Sports Precinct.
- Contributions of non-monetary assets decreased by \$3.08m.
- Non-monetary asset income generally relates to the transfer of infrastructure (such as roads and footpaths) by developers to Council following completion of subdivisions. These assets become the property of Council and hence increase Council's asset levels. The value of the assets is recorded as income when the transfer of ownership takes place. The total value of assets transferred varies considerably from year to year depending on the level of development in the Shire and subsequent transfer of infrastructure to Council.

The following graph provides a breakdown of income sources for 2020/21:

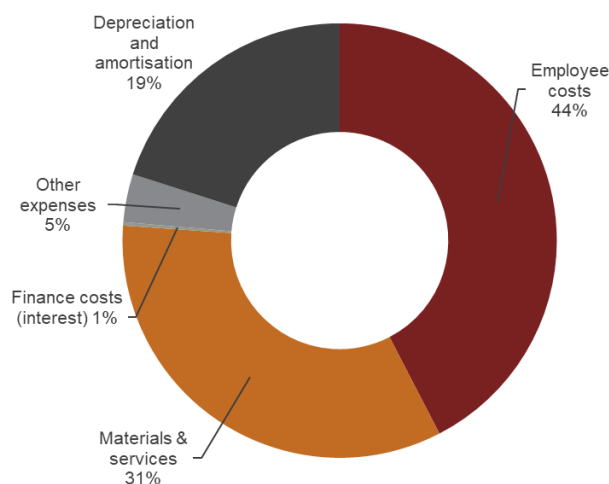


(2) Total expenses increased by \$5.93m

Some of the key movements between the expense categories were:

- Employee costs increased by \$1.48m.
- The increase is mainly due to the annual increase factored into the Enterprise Bargaining Agreement and overall increase in staff approved in the 2020/21 budget.
- Materials and Services expenditure increased by \$2.43m.
- The increase is due to an increase in contractor costs relating to Resource Recovery (\$2.55m) due to an increase in waste disposal costs and additional kerbside services charges.
- Depreciation increased by \$2.41m.
- Depreciation charges increased in 2020/21 due largely to the increase in the value of Council's assets as a result of the revaluation process undertaken at 30 June 2020.

The following graph provides a breakdown of operating expenses for 2020/21:



(3) Other comprehensive income is \$11.09m lower

Other comprehensive income is made up of movements in the asset revaluation reserve as a result of asset revaluations. Council does not revalue all of its assets each year. The assets are grouped into categories and in accordance with accounting standards, the asset categories are revalued on a cyclical basis over a number of years. As most infrastructure revaluations are based on current replacement cost they generally result in an increase in asset values. Land values have also been increasing. The 2020/21 revaluation income was predominantly associated with asset revaluations in bridges and recreational, leisure and community facilities.

Balance Sheet

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

Current Assets increased by \$11.93m.

The increase in current assets is a result of a higher level of cash and cash equivalents held at 30 June 2021. The higher levels are a direct result of capital works projects being under budget. The higher levels will decrease in 2021/22 as the carry forward projects are delivered and paid for.

Non-Current Assets increased by \$10.84m.

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

Current Liabilities increased by \$9.11m.

The higher balance is mainly due to unearned income increasing by \$6.58m in 2020/21 due to the early payment of grants. These grants relate to the 2021/22 financial year. Trust funds and deposits also increased by \$2.42m in 2020/21, this is due to Council holding higher levels of bonds for subdivision works, asset protection and civil engineering services.

Non-Current Liabilities decreased by \$1.32m.

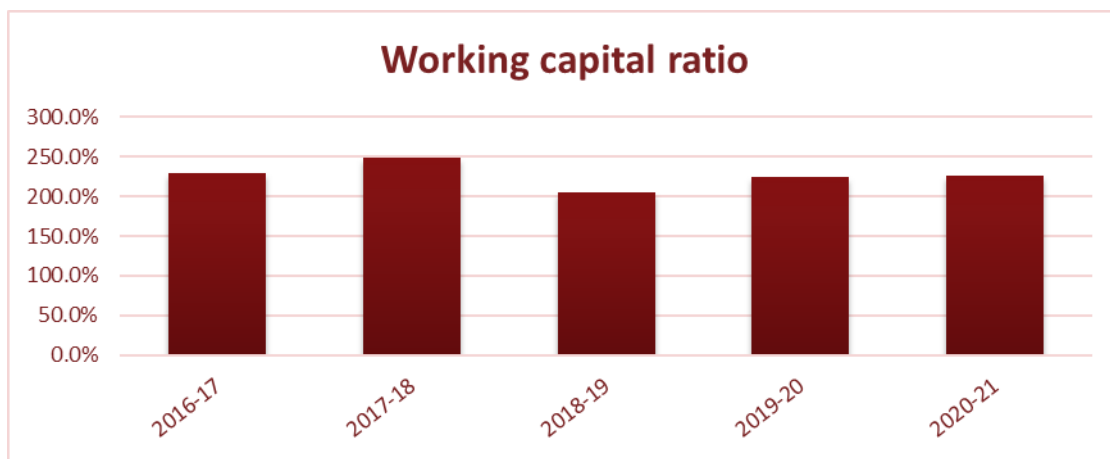
Non-Current Liabilities relate to borrowings and provisions that are not payable within the next year. The decrease is linked directly to the payment of liabilities when they have fallen due and provisions decreasing.

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

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

Council’s total equity was \$1,164.34m at the end of 2020/21, an increase of \$14.98m from 2019/20, which is due to the operating surplus (comprehensive result) recorded during the year and movements to opening balances associated with changes in accounting policy as outlined in the Statements of Changes in Equity.

The working capital ratio is a liquidity measure and provides an assessment of the number of times Council is able to meet its current commitments. Council’s working capital ratio has remained at 200% or above for the last five years, which indicates that Council can confidently meet its financial obligations.



Statement of Cash Flows

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

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

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

The Statement of Cash Flows shows that cash on hand was \$40.66m at the end of the year. The level of cash should be considered in conjunction with the other financial assets category in the balance sheet as investments swing between these two asset categories

when they come closer to maturity. Overall, cash and other financial assets are higher than 2019/20 due to lower levels of payments for capital works.

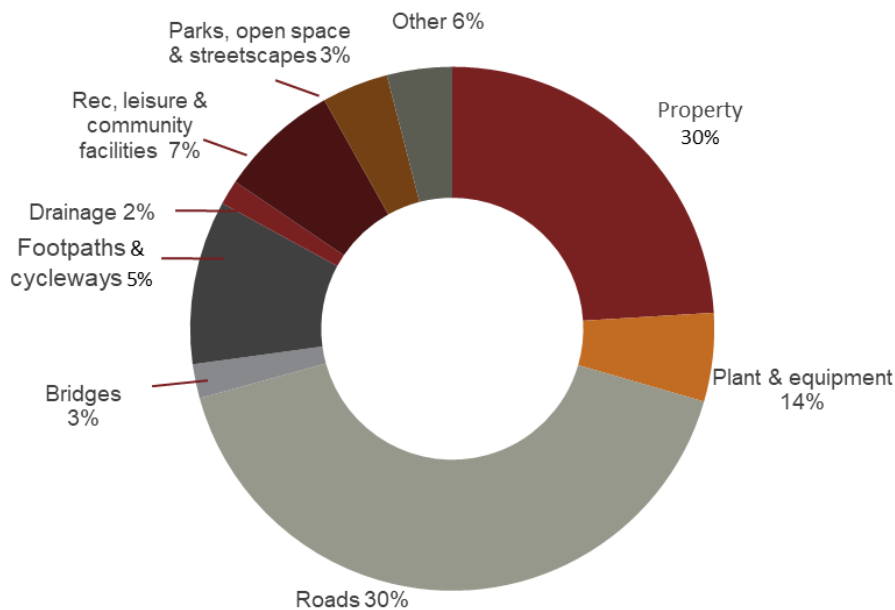
Statement of Capital Works

Capital expenditure for the year totalled \$18.39m, a decrease of \$5.59m compared to 2019/20. The capital expenditure for 2020/21 was impacted by the COVID19 pandemic, with contractors and materials proving difficult to engage or source. Some of the key areas of capital works were buildings (\$4.418m), roads (\$7.584m), plant and equipment (\$1.0m), footpaths and cycle ways (\$1.861m) and recreational, leisure and community facilities (\$1.36m).

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

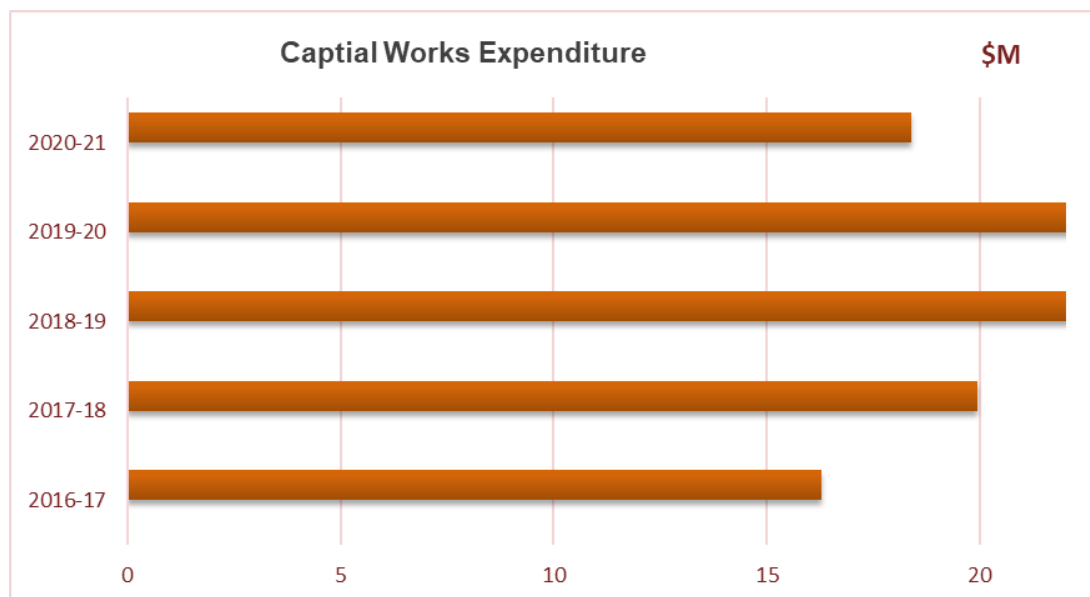
- Dixon Field Pavilion Gisborne (\$250k)
- Gardiner Reserve Gisborne Football Change rooms (\$977k)
- Swinburne Avenue Gisborne Kindergarten extension (\$581k)
- Woodend and Macedon cricket nets (\$327k)

The following graph provides a breakdown of Council’s capital works expenditure for 2020/21:



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

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



Approval 'in principle' and Certification of the Financial Statements

This report recommends that the financial statements for the year ended 30 June 2021 be approved 'in principle'.

The *Local Government Act 1989* requires Council to authorise two Councillors to certify the Statements in their final form after they have been reviewed and approved by the Victorian Auditor-General's Office.

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

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

Consultation and engagement

The Financial Statements were reviewed by RSD Audit, agents of the Victorian Auditor-General's Office (VAGO) and considered by the Audit and Risk Committee at its meeting on 10 September 2021.

Collaboration

This information is reviewed by RSD Audit, agents of the Victorian Auditor-Generals Office.

Innovation and continuous improvement

The Financial Statements have been prepared in accordance with the Local Government Act 1989 (the Act) and the Local Government (Finance and Reporting) Regulations 2020 (the regulations). From 31 October 2021 these statements will be prepared in accordance with the *Local Government Act 2020*.

Relevant law

Nil

Relevant regional, state and national plans and policies

The Financial Statements have been prepared in accordance with the *Local Government Act 1989* (the Act) and the Local Government (Finance and Reporting) Regulations 2020 (the regulations).

Relevant Council plans and policies

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

Financial viability

The financial statements as reported at 30 June 2021 indicates that Council remains financially viable and is able to continue operations at current levels into the future.

Sustainability implications

Nil

Officer declaration of conflicts of interest

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

CC.4	PERFORMANCE STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	5. Deliver strong and reliable government
Attachments:	Annual performance statement for year ended 30 June 2021 ↓

Summary

The Performance Statement has been prepared in accordance with the *Local Government Act 1989* (the Act) and the Local Government (Finance and Reporting) Regulations 2020 (the regulations).

The Performance Statement was reviewed by RSD Audit, agents of the Victorian Auditor-General's Office (VAGO) and considered by the Audit and Risk Committee at its meeting on 10 September 2021. Prior to submitting the Performance Statement to VAGO for review, the Performance Statement must be given in principle support by Council.

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

Recommendation

That Council:

- 1. On the recommendation of the Audit and Risk Committee approves 'in principle' the Performance Statement for the year ended 30 June 2021.**
- 2. Authorise the Principal Accounting Officer to make any non-material changes to the Performance Statement that may arise as a result of the final review;**
- 3. Notify the Chair of the Audit and Risk Committee of any changes proposed to be made to any of the Performance Statement so that it may be decided whether the Audit and Risk Committee needs to meet further to consider such proposed changes**
- 4. Delegates to its Audit and Risk Committee representatives, Cr Ridgeway and Cr Neil, authorisation to certify the Performance Statement in their final form, after they have been reviewed and signed off by the Victorian Auditor-General's Office.**
- 5. Forward a copy of the Performance Statement in their final form to the members of the Audit and Risk Committee.**
- 6. Upon certification, the Performance Statement be submitted to the Minister and included in the Annual Report.**

Background

The Victorian Government introduced a mandatory system of performance reporting, the Local Government Performance Reporting Framework (LGPRF) in 2014-15.

The LGPRF is designed to:

- ensure that councils are measuring and reporting on their performance in a consistent way;
- promote transparency and accountability in the local government sector; and
- facilitate comparisons of performance between similar sized councils over a standard set of measures.

The Performance Statement was prepared in accordance with the Local Government regulations and it has been reviewed by the Victorian Auditor General Office agents, RSD Audit. Prior to RSD Audit submitting the Statement to the Victorian Auditor-General's Office for final approval, the Local Government Act 1989 s. 132 (2) requires Council to pass a resolution giving its approval in principle.

Discussion

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

For the Performance Statement for the year ended 30 June 2021 a number of changes were advised by Local Government Victoria, including new calculations and the retirement and / or replacement of some indicators. These changes have been reflected in the information to be submitted in the attached Performance Statement.

For the year ended 30 June 2021 some utilisation indicators have been affected by the COVID-19 pandemic, especially utilisation of aquatic facilities and libraries. A number of other indicators have also experienced movement and where material (greater than / less than 10%) an explanatory comment is provided.

Approval 'in principle' and Certification of the Performance

This report recommends that the Performance Statement for the year ended 30 June 2021 be approved 'in principle'.

The Local Government Act requires Council to authorise two Councillors to certify the Statement in its final form after it has been reviewed by the Victorian Auditor-General's Office.

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

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

Consultation and engagement

The Performance Statement was reviewed by RSD Audit, agents of the Victorian Auditor-General's Office (VAGO) and considered by the Audit & Risk Committee at its meeting on 10 September 2021.

Collaboration

The Performance Statement was reviewed by RSD Audit, agents of the Victorian Auditor-General's Office (VAGO).

Innovation and continuous improvement

The Performance Statements have been prepared in accordance with the Local Government Act 1989 (the Act) and the Local Government (Finance and Reporting) Regulations 2020 (the regulations).

Relevant law

Nil

Relevant regional, state and national plans and policies

The Performance Statement has been prepared in accordance with the Local Government Act 1989 (the Act) and the Local Government (Finance and Reporting) Regulations 2020 (the regulations). There are no changes as a result of the *Local Government Act 2020*.

The Victorian Government introduced a mandatory system of performance reporting, the Local Government Performance Reporting Framework (LGPRF) in 2014-15.

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

Relevant Council plans and policies

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

Financial viability

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

Sustainability implications

Nil

Officer declaration of conflicts of interest

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

Macedon Ranges Shire Council
PERFORMANCE STATEMENT

For the Year Ended 30 June 2021

Our municipality

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

The Macedon Ranges region is renowned for its pristine landscapes, native forests and unique natural features including Hanging Rock and Mount Macedon. Other natural features include forested gullies, waterfalls, native grasslands, productive soils and mineral springs.

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

The Macedon Ranges population is spread across nine towns and a number of smaller settlements. The largest towns are Gisborne, Kyneton, Romsey and Woodend. About 35% of people in Macedon Ranges live outside a town boundary in a rural setting.

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

- Public Services comprising Health Care & Social Assistance and Training & Education (24% of jobs)
- Industry comprising Manufacturing and Construction (19.7% of jobs)
- Retail Trade and Accommodation & Food Services (19.3% of jobs)

The council covers an area of 1747 km² and has a population of 50,971 (2020) which is expected to grow to 60,362 by 2031.

Additional demographic information is contained earlier in the annual report.

Impacts of COVID-19

The Covid-19 pandemic has once again had a significant impact on the operations of the Council. In line with government restrictions, the Council closed a number of facilities and reduced service delivery throughout the year. The financial impact of these closures has been reflected in the results for 2020-21 and appropriate commentary appears throughout the annual financial and performance statements.

Council will continue to monitor the non-financial and financial impacts of Covid-19 on its operations.

Sustainable Capacity Indicators

For the year ended 30 June 2021

<i>Indicator/measure</i>	Results 2018	Results 2019	Results 2020	Results 2021	Material Variations
Population					
<i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$1,455	\$1,493	\$1,565	\$1,659	
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$12,915	\$13,133	\$13,177	\$13,195	
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	28.54	28.14	28.35	28.75	
Own-source revenue					
<i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,213	\$1,281	\$1,248	\$1,258	
Recurrent grants					
<i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$303	\$288	\$309	\$272	The decrease in 2021 is linked directly to the decrease in Roads to Recovery grants from the Commonwealth Government.
Disadvantage					
<i>Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-Economic Disadvantage]	9	9	9	9	
Workforce turnover					
<i>Percentage of staff turnover</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year x100]	12.0%	21.2%	15.2%	11.8%	Variation in staff turnover rate impacted by departmental and organisational restructures during 2020, this led to the staff turn rate in 2020 being reported as 15%. This rate has decreased in 2021, which is a rate more expected of management.

Definitions

"adjusted underlying revenue" means total income other than:

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

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

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

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

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

Service Performance Indicators

For the year ended 30 June 2021

Service/indicator/measure	Results 2018	Results 2019	Results 2020	Results 2021	Material Variations
Aquatic Facilities Utilisation <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	7.11	7.23	5.50	2.53	The significant reduction in aquatic visits is attributable to restrictions in place due to COVID19 – this includes multiple full centre closures and operating under density limits/caps. Data comparison of previous year data to the reported data (19/20 v 20/21) shows the underlying utilisation of facilities outside of the COVID19 restricted periods was in line with previous years.
Animal Management Health and safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions / Number of animal management]	New in 2020	New in 2020	100%	0%	Council did not finalise any prosecutions in the financial year. Lower prosecution rates reflect an enforcement approach focussed on prosecuting the most serious breaches and using alternative enforcement approaches to achieve compliance.
Food Safety Health and safety <i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	98.26%	100.00%	95.52%	95.12%	
Governance Satisfaction <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	51	51	52	47	Satisfaction with Council decisions has decreased from 52% in 2020 to 47% in 2021, a decrease of 5%.
Libraries Participation <i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	16.92%	16.40%	16.28%	14.17%	The decrease was due to COVID 19 and libraries being closed for periods of time throughout 2021.

Service Performance Indicators (cont.)

For the year ended 30 June 2021

Service/indicator/measure	Results 2018	Results 2019	Results 2020	Results 2021	Material Variations
Maternal and Child Health (MCH) Participation <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100 Participation <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	82.01%	80.92%	82.38%	80.85%	Aboriginal children participating in MCH services reported increased numbers in enrolments at year end. However, the number of aboriginal children who attended the service at least once during the year did not increase at the same rate as enrolments.
85.71%	80.65%	91.23%	78.67%		
Roads Satisfaction <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	48	49	54	49	Decrease in satisfaction with sealed local roads could be attributed to a deterioration in some of our local roads as a result of damage caused by large trucks and carts, road construction works and higher rainfall which than previous years accelerating some defects.
Statutory Planning Decision making <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	52.38%	58.33%	100.00%	50.00%	Sixteen VCAT appeals were decided this year compared to ten last financial year. The key difference is in the 'set aside' determinations with eight set aside this year, compared to zero last year.
Waste Collection Waste diversion <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	44.81%	44.78%	53.46%	64.67%	Council has extended the Food Organics Garden Organics (FOGO) and glass recycling to more areas of the Shire which has returned benefits with less amount of kerbside waste being diverted to landfill.

Definitions

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

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

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

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

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

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

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

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

"population" means the resident population estimated by council

Financial Performance Indicators

For the year ended 30 June 2021

Dimension/indicator/measure	Results 2018	Results 2019	Results 2020	Results 2021	Forecasts				Material Variations
					2022	2023	2024	2025	
Efficiency Expenditure level <i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$3,193	\$3,220	\$3,402	\$3,603	\$3,475	\$3,577	\$3,578	\$3,598	
Revenue level <i>Average rate per property assessment</i> [General rates and municipal charges / Number of property assessments]	New in 2020	New in 2020	\$1,843	\$1,881	\$1,903	\$2,362	\$2,383	\$2,404	
Liquidity Working capital <i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	248.31%	205.23%	225.99%	194.07%	202.41%	207.34%	160.63%	129.64%	At the end of 2020/2021 cash and investments were \$12M greater than the previous year due to additional government grants combined with delays in programs due to lockdown restrictions. However, while cash holdings were higher, the increased grants and lockdowns delaying the Council's ability to deliver programs resulted in significant funds being classified as current liabilities (Unearned Income, \$7m). The forward Financial Plan maintains adequate cash holdings for commitments
Unrestricted cash <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	120.89%	105.94%	16.50%	19.01%	36.59%	33.43%	10.89%	5.53%	
Obligations Loans and borrowings <i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	21.26%	18.88%	8.88%	7.56%	13.55%	29.62%	27.74%	25.19%	The decrease in this ratio in 2021 is due to a large loan being repaid in full during the 2019/20 financial year. The increase in future years is due to Council budgeting to draw down loans to fund the the Macedon Ranges sports precinct project.
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	2.18%	2.06%	9.91%	1.24%	1.60%	1.34%	3.13%	3.53%	The result in 2019/20 was abnormally high due to the large loan repaid during the year.
Indebtedness <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	24.17%	15.04%	15.75%	13.34%	17.44%	29.20%	23.40%	19.55%	Decrease due to the impact of COVID-19 and Council services that generate user fees etc. were closed for periods of time throughout the 2021.

Financial Performance Indicators (cont.)

For the year ended 30 June 2021

Dimension/indicator/measure	Results 2018	Results 2019	Results 2020	Results 2021	Forecasts				Material Variations
					2021	2022	2023	2024	
Asset renewal and upgrade Asset renewal and upgrade compared to depreciation [Asset renewal and asset upgrade expense / Asset depreciation] x100	New in 2020	New in 2020	154.75%	87.06%	156.44%	144.91%	141.08%	151.98%	Capital expenditure in 2021 was lower overall than previous years - in part due to some renewal and upgrade projects being delayed and needing to be a carry forward to be delivered in 2021/2022.
Operating position Adjusted underlying result Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	5.76%	7.58%	4.00%	-2.74%	3.17%	14.03%	18.09%	25.91%	Lower user fees due to COVID-19 closures (over \$1.3m) have impacted on the underlying surplus. The 10 year Financial Plan forecasts a gradual improvement in the underlying result, however funding the full value of depreciation on the Council's \$1.1 billion asset base remains a challenge.
Stability Rates concentration Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	61.55%	61.06%	61.96%	64.62%	65.23%	56.77%	54.55%	49.50%	
Rates effort Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.39%	0.35%	0.33%	0.32%	0.32%	0.32%	0.32%	0.32%	

Financial Performance Indicators (cont.)

For the year ended 30 June 2021

Retired indicators Service / indicator / measure	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Animal Management Health and safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	1	0	Retired in 2020	Retired in 2020	This measure was replaced by AM7 from 1 July 2019.
Efficiency Revenue level <i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments]	\$2,036.59	\$2,081.76	Retired in 2020	Retired in 2020	This measure was replaced by E4 from 1 July 2019.
Obligations Asset renewal <i>Asset renewal compared to depreciation</i> [Asset renewal expense / Asset depreciation] x100	94.42%	89.80%	Retired in 2020	Retired in 2020	This measure was replaced by O5 in 1 July 2019.

Definitions

"adjusted underlying revenue" means total income other than:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Other Information

1. Basis of Preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and Local Government (Planning and Reporting) Regulations 2014 (as per the transitional provisions of the Local Government Act 2020).

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

The performance statement presents the actual results for the current year. For the prescribed financial performance indicators and measures, the results are as forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its four year budget on 24 June 2021. The four year budget includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The four year budget can be obtained by contacting council or located on the Macedon Ranges Shire Council website.

Certification of the Performance Statements

In my opinion, the accompanying performance statements have been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

Travis Harling, CPA
Principal Accounting Officer
Date :
Kyneton

In our opinion the accompanying performance statement of Macedon Ranges Shire Council for the year ended 30 June 2021 presents fairly in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

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

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

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.

TBC
Councillor
Date :
Kyneton

TBC
Councillor
Date :
Kyneton

Bernie O'Sullivan
Chief Executive Officer
Date :
Kyneton

Audit opinion Performance Statement

Macedon Ranges Shire Council

CC.5	GROWING SUBURBS FUND
Officer:	Gina Lyons, Director Corporate and Community
Council Plan relationship:	3. Improve the built environment 4. Enhance the social and economic environment
Attachments:	Nil

Summary

The purpose of this report is to seek endorsement from Council for the Chief Executive Officer to submit an application to Round 3 of the Growing Suburbs Fund (GSF). The recommendation is to apply to the GSF for funding in priority order for Riddells Creek Leisure Centre Multi-Purpose Room (expansion) and Manna Gum playground upgrades as per the design plans.

Recommendation

That Council:

1. **Endorses the Chief Executive Officer to submit an application to Round 3 of the Growing Suburbs Fund in priority order as follows:**
 - (a) **Riddells Creek Leisure Centre Multi-Purpose Room (expansion)**
 - (b) **Manna Gum playground upgrades as per the design plans**
2. **Requests that community stakeholders are contacted and notified of Council's intention to apply for funding through this program and seek letters of support.**

Background

In July 2021, the Minister for Local Government, announced round 3 of the Growing Suburbs Fund (GSF). The 2021-22 Growing Suburbs Fund is a contribution by the Victorian Government towards meeting critical local community infrastructure needs for our fast-growing outer and peri-urban suburbs.

It is positioned to quickly respond to the pressures being experienced by interface and peri-urban communities by fast-tracking high priority local infrastructure projects that contribute to more resilient and liveable communities and improved capacity for councils to respond to changing community needs and demands. Grants will be targeted towards high priority community infrastructure that contribute to:

- the social and economic recovery of communities and groups impacted by coronavirus (COVID-19)
- the needs of rapidly growing communities
- local employment creation in both the construction phase and the ongoing operation
- improved local economic conditions in interface and peri-urban communities
- improved capacity for councils to respond to changing community needs and demands
- the delivery of innovative models of integrated/shared community infrastructure
- creating a safe and engaging environment for vulnerable and isolated community members.

Macedon Ranges Shire Council as one of six peri-urban Councils is eligible for funding, and the program will support projects that have direct benefits to communities across the following broad infrastructure categories:

- community health and well-being
- early education, libraries, learning and training
- sport, recreation, and leisure facilities that have dedicated community space and support multiuse purposes
- environmental and climate change resilience
- place making, civic amenity, and community connecting

Projects are expected to:

- be delivered by qualified professionals
- incorporate Universal Design principles
- incorporate Environmentally Sustainable Design principles

Projects identified are required to commence construction within 18 months of the grant being announced and completed within 24 months of the commencement of construction.

A Council resolution providing support for each application and in priority order if seeking multiple projects is a mandatory part of this application.

Discussion

Council officers recommend that the following two projects be nominated in priority order for Round 3 of the GSF. Officers have determined that the projects adequately meet the eligibility criteria and have the potential to score highly against the assessment criteria.

Riddells Creek Leisure Centre Multi-Purpose Room (expansion)

The expansion of existing multipurpose room at the Riddells Creek Leisure Centre (RCLC) is identified as a priority in the Macedon Ranges Regional Sports Hub Feasibility Study (2013) to service the growing need for indoor activation space in this region. The existing space is not functional for recreation programming and undertaking the expansion will support the implementation of dance, martial arts, mature adult classes, training sessions and meetings. The project will deliver the following benefits for the community:

- new meeting room to approximately double the area
- new storage space
- a scullery to expand the use of the space
- access control mechanism to the entry door
- timber flooring finish to support programming activation
- improved health, wellbeing and social opportunities for residents

Riddells Creek Leisure Centre Multi-Purpose Room (expansion)	
Funding Sought:	\$180,000
Current Council Budget	Nil
Officers assessment against criteria:	Strong project in line with purpose of funds. Architectural drawing, estimates have been prepared. This project can be completed within the timing of the grant.

Manna Gum playground upgrade as per design plans

Increase the outdoor licenced capacity of the kindergarten for the 66 children a day that attend the service. It would increase the range of play activities for children. It would also increase the hire of the facility to community groups and prepare it if the meeting spaces should need to be converted to kindergarten rooms in the future to meet the needs of growing population in Gisborne.

Manna Gum playground upgrade as per design plans	
Funding Sought:	\$500,000
Current Council Budget	\$195,100 in 2021/22 Budget funded by offsetting grant; if successful total budget is \$695,100
Officers assessment against criteria:	Strong project in line with purpose of funds. All plans and information have been prepared as part of the request for funding in 2021/22 Budget. This project can be completed within the timing of the grant.

Information to support application

A Project Plan and designs are required to be submitted with the application, including timelines for the project, which demonstrate that the project can commence construction within 18 months of the grant being announced. Funded projects must be completed within 24 months of the commencement of construction.

Concept designs have been prepared for these components of the project and high level cost estimates received, which will be further tested in advance of an application.

Commencement and completion timelines can be achieved if the project proceeds in line with the current project schedule. With regards to the Council's contribution, the specific funding provided is part of the budget of Council's Annual Budget 2021/22. Officers will continue to focus on ensuring that the approval criteria are met and project designs and costings are finalised prior to the grant lodgement date.

The assessment criteria used by the GSF include:

- Why (25%), including the extent to which the project addresses an identified need in the community
- Who (25%), including the extent to which the project will deliver benefits to the locality
- What (20%), including the extent of consistency with climate change, environmentally sustainable design and universal design principles and how the infrastructure will be managed and its benefits sustained once delivered
- How (20%), including the delivery approach and financial viability of the project
- The extent of council and community support for the project (10%), and

- Program wide criteria to be assessed by the assessment panel.

Officers will provide strong responses in the grant application to these criteria if Council resolves that the grant application proceeds. The following are the grant timelines from the opening date for applications through to completion of construction.

Applications Open	1 September 2021
Applications Close	13 October 2021
Assessment Undertaken	October – November 2021
Announcements from	December 2021
Funding Agreements Executed	By February 2022
Construction commencement	Within 18 Months of December 2021
Construction completion	Within 24 months of construction

Consultation and engagement

Internal stakeholders were consulted in discussions regarding GSF Round 3 guidelines, eligibility criteria and assessment criteria. The Funding Program Manager from Department Jobs, Precincts and Regions (DJPR) was consulted in confirming the projects’ eligibility for this funding program and has offered continued support in tailoring the application to the guidelines.

Collaboration

These projects if successful will be delivered in consultation with users of facilities.

Innovation and continuous improvement

If successful these projects will provide improvement to Council facilities.

Relevant law

Not applicable for this report

Relevant regional, state and national plans and policies

Not applicable for this report

Relevant Council plans and policies

Not applicable for this report

Financial viability

Not applicable for this report

Sustainability implications

Not applicable for this report

Officer declaration of conflicts of interest

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

CC.6	PROPOSAL TO LEASE LAND FOR AN NBN ANTENNA AT RIDDELLS CREEK RECREATION RESERVE
Officer:	Hayley Drummond, Coordinator Property and Valuations
Council Plan relationship:	3. Improve the built environment 4. Enhance the social and economic environment 5. Deliver strong and reliable government
Attachments:	1. NBN Tower - Riddells Creek Recreation Reserve - Site Elevation ↓ 2. NBN Tower - Riddells Creek Recreation Reserve - Site Map ↓

Summary

Council has received an application from Ventia acting on behalf of NBN Co. Ltd to install an NBN antenna at Riddells Creek Recreation Reserve. The proposal is for the antenna to be installed on top of the existing Telstra telecommunications tower. This would extend the tower height by a further 3.2 metres. The existing tower is located adjoining the sporting oval at Riddells Creek Recreation Reserve. The proposal also includes a small equipment shed that is 4 metres x 6 metres (24 sqm) to be located at the base of the tower.

This reports seeks to inform Council about the proposal and recommends that Council enters into a lease with NBN Co. under the terms and conditions outlined below.

Recommendation

That Council:

1. **Authorises the Chief Executive Officer to enter into a lease with NBN Co. for the site at Riddells Creek Recreation Reserve on the following terms:**
 - (a) **The lease term is proposed to be for nine years;**
 - (b) **The rental is proposed to be \$10,000 per annum plus GST;**
 - (c) **Rental reviews are proposed at 2.5% per annum.**
2. **Notes that the lease is subject to final approval from:**
 - (a) **The Department of Environment, Land, Water and Planning (DELWP) as the Riddells Creek Recreation Reserve is on Crown land and therefore will require a 17 D Crown Land Lease.**
 - (b) **Telstra as the NBN antenna is proposed to be located on an existing Telstra telecommunications tower.**
3. **Notes that NBN Co. shall be issuing a LAAN (Land Activity Access Notice) to enable construction to commence as soon as possible on the site.**
4. **Authorises the Chief Executive Officer to sign any associated documentation in relation to the proposed lease.**

Background

Council was approached by Ventia, acting on behalf of NBN Co., to co-locate on an existing Telstra tower at Riddells Creek Recreation Reserve to provide NBN services to the area. NBN (National Broadband Network) is a government funded rollout that is intended to improve connectivity and internet access to the local community. It is anticipated that once installed, the facility would provide broadband access to over 400 properties in Riddells Creek and the surrounding area.

Council has an existing lease with Telstra on this site for a telecommunications tower. NBN Co. have approval in principle from Telstra to locate their antenna on the mast. The existing tower is approximately 35 metres high.

Discussion

The proposal is for an additional 3.2 metre extension to the existing Telstra tower that would increase the height of the tower to a total of 38 metres. There are sports ground floodlights located on the tower, however they are below the extension and are not affected by the proposal.

The applicant also requires an area on the ground to lease for their equipment, which is proposed to be housed in an outdoor cabinet and securely fenced. The lease area for the equipment shelter is approximately 4 metres x 6 metres (24 sqm).

Key Lease Terms

The initial offer by Ventia was a rental of \$2,000 per annum. However, following further negotiations this was increased to a commencing rental of \$10,000 per annum plus GST. This is a gross rent and is exclusive of all rates, taxes and building outgoings.

The lease is proposed for a term of nine years.

The rental is proposed to be reviewed annually with 2.5% rental increases.

Council officers consider that the rental proposed is reasonable and representative of similar commercial arrangements for telecommunications facilities – taking into consideration that the proposal is for an extension to an existing tower rather than the construction of an entire new tower that would generate a higher rental.

A further consideration for the lease would be the process to access the site to maintain equipment, as it is located on a sporting reserve. This process would be added to the special conditions of the lease and would require liaison with Council officers and user groups for appropriate times and access arrangements to avoid disruptions to any recreational activities at the reserve.

Existing Telstra lease

The lease with Telstra for the existing telecommunications tower commenced in September 2018 for a period of nine years. The tower was designed to enable sports ground floodlights to be attached to provide lighting over the adjoining sports oval. There is also a Telstra equipment shelter that is located below the coaching box.

As noted earlier, Telstra has provided preliminary consent to the proposal, however the lease with NBN Co. is subject to final approval from Telstra once the structural assessment of the modifications to the tower have been finalised.

Additionally, NBN Co. has advised Council officers that they have been liaising with Telstra to determine the best way to install the antenna to the existing mast that will not affect the transmission of the Telstra signal.

In order to allow the Telstra signal to continue during the installation, a temporary mast will be installed for a period of one week next to the existing mast. This will enable the existing mast to be shut down whilst the new antenna are installed with the Telstra service to continue unaffected from the temporary mast. This process will ensure that there is no outage for the Telstra mobile signal during the construction phase.

Zoning and planning considerations

The land is zoned Public Park and Recreation Zone, in accordance with the Macedon Ranges Planning Scheme. Section 52.19 of the Planning Scheme refers specifically to telecommunications facilities. It states that a permit is required **except** if it complies with the requirements of Section 5 of "*A Code of Practice for Telecommunications Facilities in Victoria, July 2004.*"

Section 5 states (in part):

- The facility must not be located in a residential zone.
- The new structure must not be more than 5m higher than the existing tower.
- The tower must not have been previously extended under this provision.

Having reviewed the proposal, Council's planning officers have confirmed that a planning permit is not required, as it complies with the above criteria and therefore is exempt from local and state government planning approval.

Legal Description

A site plan is shown in Attachment 1.

The property is identified as Crown Land, comprising part of Crown allotment 9, Section 2, Parish of Kerrie. The Riddells Creek Recreation Reserve is known as 32A Sutherlands Road, Riddells Creek and is Crown Land temporarily reserved as a site for a Public Park by Order of 11 January 1887, as published in the Government Gazette 14 January 1887.

Should the lease proceed, it shall be a Crown Land lease under Section 17D of the *Crown Land (Reserves) Act 1978*. This will require approval by DELWP and includes a section that the appropriate DELWP delegate will sign to consent to the granting of the lease.

As Council has been appointed Committee of Management for the Reserve, it has the authority to enter into the lease as the Lessor, with the tenant being NBN Co. Ltd.

Early Access Agreement

NBN Co. are seeking to commence construction at the site as soon as possible.

Under the Telecommunications Act, NBN Co. are able to issue Council, DELWP and all applicable users of the recreation reserve with a Land Activity Access Notice (LAAN). This Notice enables them to proceed with the installation of their equipment, including outdoor cabinets on Council land, prior to the lease being finalised. This LAAN will be the mechanism that is used for early access to the site until the lease is finalised – at which point the lease terms will prevail.

At this stage, NBN Co. are seeking to issue the LAAN in mid-November 2021, with construction to commence late November. The LAAN will include a work plan and the timeframe for construction i.e. the start date and finish date of the works, which is likely to be two to three months.

As the lease negotiations and approval by DELWP could take up to six months, early access to the site is supported by officers to prevent any further delays in the project.

It is worth noting that NBN Co. have advised that they are willing to pay the rental from the day construction starts at the site rather than from the date that the lease commences.

Consultation and engagement

Consultation shall occur with the Riddells Creek Recreation Reserve Advisory Committee, which is made up of members of the user groups at the reserve. As key stakeholders, they have had preliminary consultation and have been provided with plans about the proposal. However, as the plans have been modified slightly, they shall be contacted again to review the proposal and invite them to provide further feedback.

NBN Co., as part of their community engagement process, shall also undertake community consultation to advise the Riddells Creek community about the project. This involves a mail out to Riddells Creek residents informing them of the NBN rollout and a public notice in the local paper. The consultation provides the public with 14 days to contact NBN Co's representatives if they have any questions or concerns. It is anticipated that this notification process shall occur in early October 2021.

Collaboration

Council has been working with representatives from NBN Co. and Ventia for this proposal. NBN Co. are responsible for establishing the infrastructure required to facilitate the fixed radio (wireless) component of the National Broadband network. Ventia has been engaged by NBN Co. to undertake preliminary environmental, design and site acquisition investigations for the required radio base station infrastructure for the network.

Council officers have been working collaboratively with these representatives, and also liaising with representatives from DELWP, Telstra and the Riddells Creek Reserve Advisory Committee about the proposal.

Innovation and continuous improvement

Not applicable in relation to this report.

Relevant law

This report is consistent with the principles outlined in the *Local Government Act 2020* (the Act). In particular, Clause 115 of the Act refers to Council's power to lease land. As the lease is for a period of less than ten years and is less than \$100,000 annual rental, it does not need to be included in Council's financial budget, nor is any community engagement process required.

The Crown Land (Reserves) Act 1978 is also relevant, as the property is located on Crown land and therefore the lease will be a Crown Land lease in accordance with Section 17D of this act.

The *Telecommunications Act 1997* is also relevant legislation that seeks to regulate telecommunications and aims to provide an accessible, efficient and responsive telecommunications service. This act also enables NBN Co. to issue the LAAN (Land Activity Access Notice).

Relevant regional, state and national plans and policies

Infrastructure Victoria has produced a Loddon Campaspe Summary document that identifies the regional priorities for Infrastructure for the next 30 years. This region comprises six

shires, including the Macedon Ranges. The document highlights that inadequate mobile coverage is a significant issue in the region.

NBN Co. is the business group established by the federal government to be responsible for rolling out the NBN network across Australia. It aims to reliably and affordably meet the current and future broadband needs of households and businesses, including in regional and remote Australia, foster productivity and innovation, and support the federal government's goal for Australia to be a leading digital economy and society by 2030.

Relevant Council plans and policies

The Council Plan for 2017 – 2027 (Year Four 2020-2021) identifies five priorities, including enhancing the social and economic environment by advocating for improved communications infrastructure.

Financial viability

Should this proposal proceed with a lease signed by Council and NBN Co., then Council shall obtain rental income commencing at \$10,000 per annum plus GST. All outgoings are payable by the tenant and therefore there are no costs to Council for the ongoing lease arrangements.

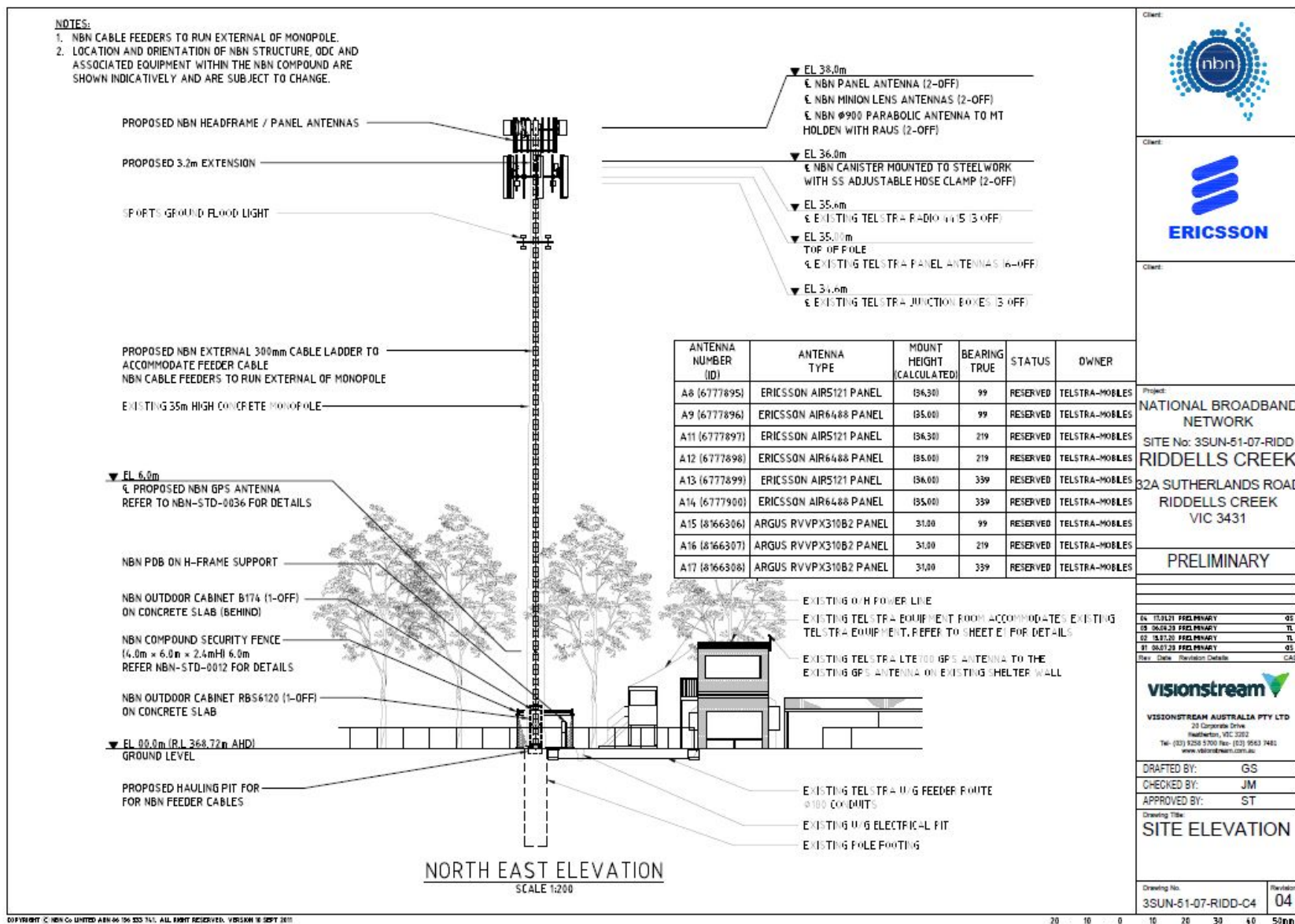
Currently the lease income provided for the existing Telstra lease is distributed to the user groups at the Reserve via the Riddells Creek Recreation Reserve Advisory Committee.

Sustainability implications

Not applicable in relation to this report.

Officer declaration of conflicts of interest

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





14 DIRECTOR ASSETS AND OPERATIONS REPORTS

Nil

15 NOTICES OF MOTION AND RESCISSION

No. 36/2021-22: NOTICE OF MOTION - MAV EMERGENCY MANAGEMENT COMMITTEE
--

I, Councillor Anne Moore, give notice that at the next Meeting of Council to be held on 22 September 2021, I intend to move the following motion:

That Council:

- 1. Submits an expression of interest nominating Councillor Anne Moore to the Municipal Association of Victoria (MAV) Emergency Management Board Advisory Committee.**
 - 2. Nominates Councillor Geoff Neil as the substitute Councillor member should Councillor Moore's nomination be successful.**
 - 3. Notes that the Chief Executive Officer will submit an expression of interest for a staff member (including a nominated substitute) from Macedon Ranges Shire Council to become a member of the MAV Victoria Emergency Management Board Advisory Committee.**
-

16 URGENT BUSINESS

17 CONFIDENTIAL REPORTS**Recommendation**

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020*, Council closes the meeting to the public to consider the confidential report(s) listed below, which are confidential on grounds provided in Section 3(1) of the *Local Government Act 2020*:

17.1 Social and Affordable Housing

Confidential reasons**17.1 Social and Affordable Housing**

This matter is considered to be confidential under Section 89(2) - d., e. and h. of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters, proposed developments and any other matter which the Council or special committee considers would prejudice the Council or any person.