

Agenda

Council Meeting
Wednesday 22 June 2022 at 7pm
Gisborne Administration Centre
40 Robertson Street, Gisborne

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1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 RECORDING OF LIVE STREAMING OF THIS COUNCIL MEETING

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

3 PRESENT**4 APOLOGIES****5 CONFLICTS OF INTEREST****6 PETITIONS****7 ADOPTION OF MINUTES****Recommendation****That Council**

- 1. Confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on 25 May 2022, as circulated; and**
 - 2. Confirms the minutes of the Unscheduled Council Meeting of Macedon Ranges Shire Council held on 7 June 2022, as circulated.**
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8 MAYOR'S REPORT**8.1 MAYOR'S REPORT - MAY TO JUNE 2022****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

Winter may be here but this hasn't stopped councillors and council staff busily planning for, supporting and attending many community events.

Storm recovery

With the first anniversary of our severe storms on June 9th 2021 occurring this month it has been a difficult one for many. The storms came amid pandemic restrictions and many lost their homes and experienced significant property damage, financial losses and emotional trauma. Council has continued to work with State government, Bushfire Recovery Victoria, and our many fantastic volunteer organisations to assist those effected to rebuild. We have not forgotten you.

Council facilitated a Saturday Storm Recovery Habitat workshop where residents of Hepburn, Moorabool and Macedon Ranges Shires on Saturday 28th May whose properties had been damaged in the storms could here about Council's coordination of recovery efforts. Talks included one from the Woodend Men's Shed about their use of storm recovered timber to build nest boxes that can be attached to remaining trees to encourage our native animals and birds to find new safe places to hide. Multiple presentations were given throughout the day and at the conclusion each participant was presented with a nest box and some native tree seedlings to plant to assist with their own property to recover.

Also to support ongoing storm recovery efforts, a free mental health event was held at the Woodend Community Centre on Wednesday 15th June. The event was facilitated by David Younger, Clinical and Consultant Psychologist, an expert in the area of natural disasters and emergencies.

Sod Turning

Councillors, Executive and officers were pleased to participate in the sod turning for the Macedon Ranges Regional Sports Precinct on Friday 27th May. This ceremony marked the start of construction for stage one of the sports precinct in New Gisborne. The first stage of the project will consist of a three court sports hub; a natural turf and sports pavilion; passive recreation facilities; and landscaping and associated infrastructure. This has been made possible through generous grants by the Victorian Government and Melbourne Water, together with Council funds. Stage one of the precinct is scheduled for completion in late 2023. A huge thank you to all involved, but particularly community members who have been advocating for this project for a long time.

Open Space Community Assembly

The last of 3 sessions was held at Jubilee Hall in Macedon on Saturday 28th May. Councillors appreciated the navigation to attend following the final deliberation to be handed a scroll with the assembly's recommendations. We look forward to discussing these as we appreciate how important our open spaces are to both locals and the visitor economy. This new strategy will help us to ensure we plan well for the future and can provide the appropriate level of funding required to achieve our goals. Thank you to all who applied to be in the assembly, and a big thank you to those lucky enough to be randomly selected. It was terrific to see a range of residents from different ages, backgrounds, genders and locations across the shire and that they took the time to talk to us individually at the end of their final session of deliberation.

Reconciliation Week

I mentioned verbally in the May Mayor's report the events planned for Reconciliation week. With our Reconciliation Action Plan now endorsed and fully operational we are learning more and more about what reconciliation means for traditional owners; local residents of Aboriginal and Torres Strait Islander descent; and all residents of the Macedon Ranges. It is wonderful to see how much the community has embraced wanting to be involved in the reconciliation process.

Council hosted a number of events in recognition of Reconciliation Week, with the theme of *"Be Brave. Make Change"*. It is a time for all Australians to learn about our shared histories, cultures and achievements, and to explore how each of us can contribute to achieving reconciliation in Australia.

Our events included:

- A community talk called *"Truth telling and reconciliation"* held at the Kyneton Town Hall on Tuesday 31st May. Special guest speakers were from Yoorrook Justice Commission and CEO Reconciliation Victoria.
- A community roundtable event called *"Reconciliation action in our community"* was held at the Woodend Community Centre on Tuesday 7th June. This event involved an interactive discussion with community members who expressed interest in being involved in local reconciliation action.
- Aboriginal evening story time at the Gisborne Library on Wednesday 8th June and Woodend Library on Thursday 16th June – These events featured *Kinja*, a duo of Ron Murray and Sarah James. Ron being an indigenous storyteller and musician, together with Sarah playing the violin.

Recognition of World Elder Abuse Awareness Day

The Kyneton Town Hall was illuminated in Purple light from Monday 13th June to Sunday 19th June in recognition of World Elder Abuse Awareness Day.

Consultation on Council's Positive Ageing Plan, PARTICIPATE, made it very clear that being respected and valued by community was a key priority for older people.

Events

Councillors were pleased to be invited to the following events:

- Rural Round at the Kyneton Football Netball Clubrooms on Saturday 4th June which celebrated businesses and producers from the local area.
- Kyneton and District Poultry Club annual show Sunday 12th June.

- Snow Gums in the Macedon Ranges project presentation, Newham Mechanics Institute Friday 17th June .
- Kyneton Football Netball Club Pride Cup on Saturday 18th June.
- Ian Davies Memorial at the Woodend Golf Club on Saturday 18th June.
- Rotary Club of Woodend Changeover lunch Sunday 19th June.

Councillors Delegations to committees

The following committee meetings have been attended by Councillors in the last month:

- Loddon Campaspe Mayors and CEO forum, Friday 10th June
- Municipal Fire Management Planning Committee
- WorkSpace Australia Board meeting

Planning Delegated Committee Meeting

A Planning Delegated Committee meeting was held online on Wednesday 8th June 2022. This forum provided an opportunity for Councillors to hear from applicants/landowners and objectors/submitters on statutory planning applications.

Submitters Committee Meeting

Councillors heard from submitters to the 2022/23 Budget on Thursday 9th June 2022 which Council invited submissions to be made.

Upcoming events

Don't miss the inaugural national Entomology insect Expo in Woodend from Friday 1st to Sunday 3rd July at Buffalo Stadium showcasing the entire science of Entomolgy (insects).

Request for Award nomination and grants

Don't forget that nominations or grant applications are still open for the following:

- Youth Awards, open until Sunday 31st July
- Community Funding Scheme, until Monday 27th June
- Josh's Rainbow Eggs Macedon Ranges Business Excellence Awards, self-nominate by 8th July

Have Your say

Council is currently calling for primary school teachers, parents and interested members of the community to contribute to the development of a holistic mental health education program for children grades 5 and 6. Surveys are available on line until Thursday 7th July.

Keep up to date

Council has many e-newsletters and email subscriptions list you can sign up to, to keep you up to date on many topics. These include: Aquatics and Leisure, Arts and Culture, Environment, over 55s, and Waste. There are also subscription lists for specific planning projects such as those in Riddels Creek.

Mayor Anderson
Macedon Ranges Shire Council

9 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF**9.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL OFFICERS - MAY - JUNE 2022****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	24 May 2022 at 9.00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Jennifer Anderson (Mayor) • Cr Rob Guthrie (Deputy Mayor) • Cr Dominic Bonanno • Cr Annette Death • Cr Anne Moore • Cr Geoff Neil • Cr Janet Pearce • Cr Bill West • Cr Mark Ridgeway
Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Shane Walden, Director Assets and Operations • Maria Weiss, Director Community • Simon Finlay, Manager Open Space & Recreation • Travis Harling, Manager Finance & Reporting (via Zoom)

	<ul style="list-style-type: none"> • Evert Grobbelaar, Manager Statutory Planning • Joe Spiteri, Senior Governance Consultant • Scott Gilchrist, Coordinator Open Space • Hayley Drummond, Coordinator Property & Valuations • Dean Frank, Coordinator Recreation • Leanne Khan, Coordinator Strategic Planning • Awais Sadiq, Coordinator Statutory Planning • Jack Wiltshire, Strategic Planner • Daniel Hall, Graduate Strategic Planner • Evvie Lambrianidis, Senior Governance Officer • Michelle Nolte, Project Officer
Apologies officers	<ul style="list-style-type: none"> • Adele Drago-Stevens, Director Corporate
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> • Tree Management Policy • Dixon Field Master Plan • Sports Field Use Review • Governance Rules • Planning Matters- PLN/2021/600-1460 Romsey Rd, Romsey • Planning Matters- 2076 Three Chains Rd, Lancefield • Planning Matters- c143macr Bunjil Creek Bridge & Channel, Elms & Oaks Heritage Overlay • Romsey Councillor Reference Group • Consideration of Bequest • Agenda Review- 25 May Council meeting • Planning Delegated Committee Agenda Review- 8 June 2022 • Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	<ul style="list-style-type: none"> • Cr Neil disclosed a conflict in relation to the Dog Obedience Club. <ul style="list-style-type: none"> ○ Did they leave the meeting? Yes.
Conflicts of interest declared by officers	<ul style="list-style-type: none"> • Rebecca Stockfeld disclosed a conflict in relation to the consideration of the bequest.

	<ul style="list-style-type: none"> ○ Did they leave the meeting? Yes.
Type of meeting	Councillor Briefing
Date and time	7 June 2022 at 9.00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Jennifer Anderson (Mayor) • Cr Rob Guthrie (Deputy Mayor) • Cr Dominic Bonanno • Cr Annette Death • Cr Anne Moore • Cr Geoff Neil • Cr Janet Pearce • Cr Bill West • Cr Mark Ridgeway
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Shane Walden, Director Assets and Operations • Rebecca Stockfeld, Director Planning and Environment (via Zoom) • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Simon Finlay, Manager Open Space & Recreation • Travis Harling, Manager Finance & Reporting (via Zoom) • Naomi Scrivener, Manager Community Wellbeing • Lauren Wall, Manager Communications & Engagement • Evert Grobbelaar, Manager Statutory Planning • Hayley Drummond, Coordinator Property & Valuations • Awais Sadiq, Coordinator Statutory Planning • Kaitlin Evans, Executive Assistant Director Corporate • Lucy Webb-Wilson, Senior Officer Governance - Council Business
Apologies officers	Nil
Presenters	<ul style="list-style-type: none"> • Anthony Judd (DELWP)

	<ul style="list-style-type: none"> • Jodi Cant (DELWP) • Carley Wright (Tract Consultants) (via Zoom) • Nathan Collins (Tract Consultants)
Items discussed	<ul style="list-style-type: none"> • Annual Budget 2022/23 community consultation feedback • Growing Suburbs Fund 2022/23 • Aged Care reform briefing #1 • Hanging Rock Master Plan • Planning matters • Planning Delegate Committee meeting agenda review • Agenda review for 22 June Council Meeting (2 weeks prior to meeting) • Other business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	<p>Cr Geoff Neil declared a conflict of interest in relation to the Dog Obedience Club (Capital Works carry forwards) Did they leave the meeting? Yes</p> <p>Cr Annette Death declared a conflict of interest in relation to planning permit PLN/2021/524. Did they leave the meeting? No</p>
Conflicts of interest declared by officers	Nil

Type of meeting	Councillor Briefing
Date and time	14 June 2022 at 9.00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Jennifer Anderson (Mayor) • Cr Rob Guthrie (Deputy Mayor) • Cr Dominic Bonanno • Cr Annette Death • Cr Anne Moore (<i>Via Zoom</i>) • Cr Geoff Neil • Cr Janet Pearce • Cr Bill West • Cr Mark Ridgeway
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer

	<ul style="list-style-type: none"> • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Colin Marshall, Manager Facilities and Operations • Simon Finlay, Manager Open Space & Recreation • Travis Harling, Manager Finance & Reporting • Lauren Wall, Manager Communications & Engagement • Rob Ball, Manager Strategic Planning and Environment • Emma Orchard, Manager Children, Youth and Family Services • Sean Morley, Coordinator Accounting • Carina Doolan, Coordinator Facilities Management • Jake Hart, Coordinator Civil Maintenance and Construction • Krista Patterson-Majoor, Coordinator Environment • Leanne Khan, Coordinator Strategic Planning • Stuart Gunnell, Team Leader Facilities Maintenance and Services • Lucy Webb-Wilson, Senior Officer Governance - Council Business • Sarah Day, Early Years' Services Planner • Martin Roberts, Bushland Reserve Officer
Apologies officers	Nil
Presenters	<ul style="list-style-type: none"> • Steve Wroe, (Daylesford Macedon Tourism) (Via Zoom) • Sarah McQuillan, (Echelon Planning) • Max Hardy, (Max Hardy Consulting)
Items discussed	<ul style="list-style-type: none"> • Annual Budget 2022/23 • Draft Governance Rules • Presentation by DMT Board • Committee of Management Status for Council Bushland Reserves • Lancefield Kindergarten and Maternal and Child Health Centre Priority Project • Future use of the former Lady Brooks Kindergarten

	<ul style="list-style-type: none"> • Amess Road Precinct Structure Plan – Key ideas • Public Toilet & BBQ Strategy • Gisborne Bowls Club Car Park • Planning Matters • Other Business
<p>Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed</p>	<p>Cr Geoff Neil declared a conflict of interest in relation to the Kyneton Dog Obedience Club (Annual Budget 2022/23 Did they leave the meeting? Yes</p>
<p>Conflicts of interest declared by officers</p>	<p>Nil</p>

10 DEPUTATIONS AND PRESENTATIONS TO COUNCIL**RECOGNITION OF QUEEN'S BIRTHDAY HONOUR RECIPIENTS**

Mrs Margaret Dearthcott of Kyneton was recognised in the 2022 Queen's Birthday Honour List for service to the community of Kyneton.

Mr Malcolm Grant of Gisborne was recognised in the 2022 Queen's Birthday Honour List for service to the community of Gisborne.

RECOMMENDATION

That council sends letters to Margaret Dearthcott OAM and Malcolm Grant OAM in recognition of their 2022 Queen's Birthday Honour award.

11 DIRECTOR PLANNING AND ENVIRONMENT REPORTS

PE.1	INSTRUMENT OF DELEGATION FOR STANLEY PARK COMMUNITY ASSET COMMITTEE
Officer:	Krista Patterson-Majoor, Coordinator Environment
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 4. Delivering strong and reliable government
Attachments:	Instrument of Delegation Stanley Park Community Asset Committee ↓

Summary

On the 15 December 2021, Council resolved to establish a Community Asset Committee to oversee the management of Stanley Park, Mount Macedon. Council Officers have since worked closely with the Interim Committee to develop an Instrument of Delegation which will guide the operation and responsibilities of the future Committee. Upon endorsement, Council officers will commence advertisement for expressions of interest to fill the committee positions.

Recommendation**That Council**

- 1. Endorses the Instrument of Delegation for the Stanley Park Community Asset Committee under section 65 of Local Government Act 2020; and**
- 2. Requests the Chief Executive Officer to commence advertising for expressions of interest to fill the committee positions and appoint the committee.**

Background

Stanley Park is a public bushland reserve of approximately 6.5 hectares located at 15 Salisbury Road, Mount Macedon. The site contains a unique and ecologically significant grassland and good quality riparian and woodland native vegetation. Visitors are attracted to the reserve to view the site's waterfall, bushwalk through the site's natural landscape, picnic at the existing barbeque facilities or utilise the playground.

Council is the public land manager for the park. Council's *Open Space Strategy* and the *Stanley Park Environmental Management Plan* guide the role, function and use of Stanley Park as a public open space reserve servicing the needs of the community.

Council owns approximately \$500K worth of assets at Stanley Park. This includes: buildings, minor structures, roads, carparks, footpaths, footbridges, and sportsgrounds. It is estimated that approximately \$70K of those assets will require renewal within the next 10 years.

Council also maintains the barbeque, toilets, and play equipment

The reserve's infrastructure is in moderate condition with some items needing attention to ensure visitor safety, protect the site's natural values and enhance the presentation of the reserve. This includes the waterfall viewing areas, the stairs and walking tracks, and the site's interpretive signage. These infrastructure requirements will be assessed as part of the development of an Infrastructure Master Plan in the next financial year.

Governance history

Until 1 September 2020, there was a committee of management for Stanley Park, which was made up of members of the community. This committee conducted weed control and revegetation at the site in consultation with Council.

The Stanley Park Committee of Management was a 'Special Committee' under section 86 of the *Local Government Act 1989* (LGA 1989). However, the introduction of the new *Local Government Act 2020* (LGA 2020) resulted in such committees no longer existing from 1 September 2020.

In light of the legislative change, Local Government Victoria encouraged councils to undertake reviews of committees that existed under section 86 of the LGA 1989, rather than automatically rolling those committees into community asset committees.

Since 1 October 2020, a Memorandum of Understanding between Council and the members of the former Committee of Management (for convenience referred to as the Interim Committee) has been in place. This was put in place as an interim arrangement, pending Council making a decision on the future management of Stanley Park.

At the 15 December 2021 Scheduled Council Meeting, Council considered a report that sought a Council decision about the future management of Stanley Park in Mount Macedon following consultation with the community on five options. At the meeting Council resolved:

That Council

- (1) Requests that the Chief Executive Officer works in conjunction with the former Stanley Park Committee (the committee) currently operating under a Memorandum of Understanding (MOU) to develop an Instrument of Delegation for a Community Asset Committee for Council endorsement by the June 2022 Scheduled Council meeting.**
- (2) Resolves that the committee operating under the MOU with Council will continue to exist under its current terms until the Community Asset Committee Instrument of Delegation is endorsed at a future Scheduled Council meeting.**

- (3) Requests the Chief Executive Officer to commence advertising for expressions of interest for a proposed Stanley Park Community Asset Committee and makes a recommendation on membership at the same meeting that Council endorses the Instrument of Delegation.**
- (4) Requests the Chief Executive Officer undertake a review of these new management arrangements for Stanley Park no later than 31 December 2023.**
- (5) That the balance of funds transferred to Council from the former Stanley Park Committee of Management be transferred to the Community Asset Committee, once established.**

Discussion

Since the 15 December 2021 Council resolution, Council officers have been working closely with the Interim Committee to establish the Community Asset Committee (CAC) for Stanley Park.

Under the *Local Government Act 2020*, a community asset committee is established by resolution of Council (section 65(1)). They have independent decision-making powers in relation to the ongoing management of a particular community asset. The committees are made up of dedicated community members who manage community facilities on behalf of Council.

To establish a group, an Instrument of Delegation sets out exactly which powers, duties or functions are being delegated by the Chief Executive Officer to the members of a community asset committee. The delegation outlines the terms and conditions specified by the Chief Executive Officer, which must include the following:

- the specified limit on any financial delegation and the specified purpose for which the financial delegation may be used;
- compliance with specified governance requirements to ensure appropriate standards of probity are met; and
- specified monitoring and reporting of the activities and performance of the community asset committee.

The draft Stanley Park Community Asset Committee Instrument of Delegation is provided as Appendix 1 to this report.

An important part of the Instrument of Delegation is a schedule of management of responsibilities. In the case of Stanley Park, in discussions with members of the Interim Committee, the schedule of responsibilities has been developed. The Interim Committee has expressed a desire to limit its management responsibilities in relation to Stanley Park to the maintenance of the garden beds and bushland areas of the park and the removal of litter. Under the proposed Instrument of Delegation Council remains responsible for maintenance of most of the physical assets in the site.

During the development of the Instrument of Delegation, it was identified that it was important for Council to adopt the instrument prior to filling the positions on the committee. Hence, it is proposed that the Chief Executive Officer will be charged with progressing the expressions of interest and appointment process to form the Stanley Park Community Asset Committee upon adoption of the Instrument of Delegation.

Funds that were allocated in the 2021/22 Council budget to review the environmental management plan and prepare an infrastructure master plan for the site, will be carried

forward to 2022/23 financial year. This work will progress once the membership of the Community Asset Committee is formalised.

Consultation and engagement

The Instrument of Delegation was developed in close consultation with the Interim Committee and across Council's Governance, Environment and Property teams.

Upon adoption, a process will be undertaken to seek expressions of interest for the Stanley Park Community Asset Committee. Promotion is to include:

- Have your say page
- Press release
- Poster
- Letter to neighbouring residents

In accordance with the Instrument of Delegation, the Chief Executive Officer will nominate membership to the Community Asset Committee.

Collaboration

Staff have been working with representatives of the former Stanley Park Committee to draft the Instrument of Delegation for Stanley Park. Agreement has been reached on the Instrument of Delegation with the understanding that especially the schedule that sets out roles and responsibilities is reviewed in 2023, as per the Council resolution of 2021.

Innovation and continuous improvement

As the establishment of the Stanley Park Community Asset Committee is the first of its type in the shire, officers have undertaken a review of other councils' committees to help inform a draft Instrument of Delegation for Stanley Park and to guide other matters that may need to be considered or developed as part of this process.

Relevant law

Under the *Local Government Act 2020*, a community asset committee is established by resolution of Council (section 65(1)).

The Stanley Park Reserve is zoned Public Conservation and Resource (PCRZ). The purpose of this zone is to "protect and conserve the natural environment", "provide facilities which assist in public education and interpretation of the natural environment", and "to provide for appropriate resource based uses". Under the PCRZ, a planning permit is required for any activity which is not undertaken by or on behalf of the public land manager.

The following environmental overlays apply to the reserve: Environmental Significance Overlay – Schedule 5 (ESO5) pertaining to water supply catchments; Significant Landscape Overlay – Schedule 1 (SLO1) pertaining to mountain ranges; and, a Bushfire Management Overlay (BMO).

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

Relevant regional, state and national plans and policies

There are no regional, state or national plans or policies relevant to this report.

Relevant Council plans and policies

Relevant Council plans and policies include:

- *Biodiversity Strategy 2018*
- *Stanley Park Reserve Environmental Management Plan 2014*

Financial viability

The Instrument of Delegation makes it clear that Council will continue to be responsible for the on-going maintenance of the physical assets in the park.

The instrument requires Council to undertake an annual audit of the Stanley Park Community Asset Committee's accounts, which will have costs involved.

Sustainability implications

Schedule A of the Instrument of Delegation makes it clear that site management is ultimately guided by the Council adopted environmental management plan and the to be developed infrastructure master plan.

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.

Maddocks Delegations and Authorisations

**C7 Instrument of Delegation
by CEO to Community Asset Committee**

Macedon Ranges Shire Council

Instrument of Delegation

by the Chief Executive Officer

to the Stanley Park Community Asset Committee

In exercise of the power conferred by s 47(1)(b) of the *Local Government Act 2020 (Act)*, I, as Chief Executive Officer of Macedon Ranges Shire Council, by this Instrument of Sub-Delegation –

1. delegate to each person who is from time to time appointed as a member of the Community Asset Committee, established by resolution of Council passed on **22 June 2022** and known as “Stanley Park Community Asset Committee” (**Community Asset Committee**), each power and/or function and/or duty set out in the Schedule;
2. declare that a delegate can only exercise the delegations contained in this Instrument of Sub-Delegation while acting as a member of the Community Asset Committee at a meeting of the Community Asset Committee;
3. declare that this Instrument of Sub-Delegation –
 - 3.1.1 comes into force immediately upon its execution;
 - 3.1.2 remains into force until varied or revoked; and
 - 3.1.3 is subject to the conditions and limitations set out in paragraph 4 and 5, and in the Schedule;
4. declare that the delegate must comply with specified governance requirements to ensure appropriate standards of probity are met and monitor and report on the activities and performance of the Community Asset Committee;
5. declare that the delegate must not determine the issue, take action or do the act or thing if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 47 of the Act or otherwise.

This Instrument of Sub-Delegation is dated 22 June 2022 and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer of)
Council in the presence of:)

.....

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SCHEDULE

Definitions

Committee	Means Stanley Park Community Asset Committee
Committee Equipment	Means the equipment as itemised with the Annual General Meeting report
Committee funds	Means all funds held by the Stanley Park Committee under the previous Memorandum of Understanding including any funds deposited in but not then cleared in to the bank account held by the former Committee on the date that the MOU ceased
Council	Means Macedon Ranges Shire Council
LG Act 1989	Means the Local Government Act 1989
LG Act 2020	Means the Local Government Act 2020
Committee	Means the Stanley Park Community Asset Committee
Council Account	means the account named "Macedon Ranges Shire Council General payments account" (BSB 083 713 Account No. 65261 3355) held by Council with the National Australia Bank Ltd;
Finance Officer	Means Council's Coordinator Accounting
Governance Officer	Means Council's Coordinator Governance
MOU	Means Memorandum of Understanding between Council and the former Stanley Park Committee signed on 9 September 2020
Members	Means the members of the Stanley Park Community Asset Committee
Parties	Means the Council and the Members

Powers and functions

To manage the following community asset: **Stanley Park, 15 Salisbury Road, Mount Macedon, Victoria** consisting of Vol 4333, Fol 416; Lot 1 on TP 442741B (**the Stated Property**)

And for that purpose:

1. to enter into contracts, and to incur expenditure, not exceeding the value of **\$1500**
2. and for the specific purpose of **maintaining and improving the Stated Property** with responsibilities outlined in Schedule 'A'
3. to do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.
4. to apply for grants or undertake fund raising activities for the purpose of improvement of the asset in accordance with management plans and with land manager approval
5. to provide Council policy and plan recommendations

Exceptions, conditions and limitations

The Community Asset Committee is not authorised by this Instrument to:

6. enter into contracts, or incur expenditure, for an amount which exceeds the approved amounts without written approval from Council
7. Exercise the powers which, by force of the Local Government Act 2020, cannot be delegated.
8. Delegate any of its powers or functions

Membership of the Committee

9. The Committee shall be comprised of at least five voting members to the maximum of eleven members comprising representatives.
10. The CEO may at any time, remove a member from the Committee, appoint a member to the Committee, or disband the Committee.
11. All members shall be appointed by the CEO for a maximum duration of three years, and will be eligible for reappointment at the end of this term.
12. A council officer may attend committee meetings on an as needs basis.

Requirements

The members of the Community Asset Committee must, when exercising the powers, functions and duties delegated to them:

13. Governance requirements:

- 13.1 The Committee shall ensure that all members, including new members, have an understanding of the Instrument of Delegation and Local Laws of Council, as they apply to the Committee.
- 13.2 The Committee shall ensure that all procedures and guidelines applicable to the Committee, as issued by Council, are followed.
- 13.3 Seek assistance and/or clarification from Council, where necessary, to understand its responsibilities under this section by emailing governance@mrsc.vic.gov.au.
- 13.4 Report any issues to Council or liaise in regard to management by emailing environment@mrsc.vic.gov.au.
- 13.5 The Committee shall at its commencement and then at its Annual Meeting each year elect from its members at a minimum the following office bearers:
 - President, Chairperson of the Committee
 - Secretary
 - Treasurer
- 13.6 Should a committee member become aware of a Conflict of Interest in a matter before the Committee for consideration, they must declare the conflict to the meeting and excuse themselves from discussion and vote on the matter. Conflicts declared should be recorded in the Meeting Minutes.

- 13.7 Should an office bearer position become vacant, a meeting must be called, and a new officebearer appointed, within 30 days.
- 13.8 Should a committee member wish to resign from the committee, they must notify the Committee and Council in writing within 30 days of ceasing on the committee, by emailing governance@mrsc.vic.gov.au.
- 13.9 Should a committee member resign, they must return all documents that belong to the Committee or Council within 28 days of ceasing to be a committee member.
- 13.10 Maintain records of current Working with Children Checks for all committee members and volunteers.
- 13.11 Comply with current State Government health requirements.

14. **Reporting requirements**

The committee shall monitor and report on its activities and performance at least in accordance with the following:

- 14.1 Each year following the Annual General Meeting, the Committee shall provide a report to Council which includes:
- Changes in contact details for all committee members;
 - Changes to office bearers;
 - Schedule of meetings for the future year;
 - Report on activities undertaken in the reserve.

15. **Duties of Chairperson**

The Chairperson shall:

- 15.1 Ensure the Committee operates in accordance with this delegation and any other relevant laws.
- 15.2 The Chairperson work with the Secretary to develop the Agenda prior to a meeting.
- 15.3 Provide the required notice of meetings. This is to be achieved by informing all members of the Committee, no later than seven (7) days prior to the date of the meetings
- 15.4 Chair Committee meetings
- 15.5 Ensure that the Annual General Meeting is held within five (5) months of the end of financial year
- 15.6 Each member shall have one vote, in the event of an equal number of votes, the chairperson shall have a second casting vote
- 15.7 The Committee's Chairperson shall chair at all meetings of the Committee. If the chairperson is absent at any Committee meeting, the Committee shall nominate one of the committee members to chair that meeting - and record the motion and the name of the stand in chairperson

- 15.8 Sign each page of the minutes of the previous meeting following adoption of the minutes

16. **Duties of Secretary**

The Secretary shall:

- 16.1 Arranging the meetings and preparing the Agenda in consultation with the Chairperson at least 7 days prior to the date of the meeting
- 16.2 Preparing minutes and other associated documents, distributing copies to Committee members and providing copies of the minutes to Council
- 16.3 Receiving and recording all incoming and outgoing correspondence of the Committee
- 16.4 Have the custody of all documents belonging to the Committee
- 16.5 Keep correct minutes of all proceedings and records of the Committee
- 16.6 Accurately record all written motions/resolutions in the minutes
- 16.7 Carry out follow-up action which arises from the directions of the Committee (under motion/resolution)
- 16.8 Ensure that all Committee members are given a copy of the Instrument of Delegation
- 16.9 Forward a copy of the minutes of all meetings and ensure a copy of the Financial statements as tabled at the Annual General Meeting are forwarded to Council's Director Corporate within fourteen (14) days of the meeting
- 16.10 Provide the proposed dates of all Committee meetings, including regular meetings and the Annual General Meeting, to Council's Coordinator Governance, via the Annual General Meeting minutes, and make the meeting dates and locations available for Council to advertise on their web site for the public to access
- 16.11 Send notification of the Annual General Meeting to all members of the Committee including its volunteers, and Councillors
- 16.12 Advertise the upcoming Annual General Meeting to the community on Council web site (14) days prior to the meeting noting the date, time and location for the meeting
- 16.13 Maintains volunteer register

17. **Duties of Treasurer**

The Treasurer shall:

- 17.1 Maintain the committee's bank account, ensuring the account is held in the name of the Committee and maintaining current signatories to the account;
- 17.2 Ensure that the Committee bank account has two signatories

- 17.3 Ensure appropriate fraud prevention control measures are in place and followed;
- 17.4 Record, bank and issue receipts for any money received; and management of grants.
- 17.5 Pay accounts and invoices as authorised by the committee;
- 17.6 Maintain copies of all invoices, receipts, and bank statements;
- 17.7 Provide a report to the committee at each meeting of current bank balances and the committee financial position;
- 17.8 Prepare and present an annual financial report at the Annual General Meeting;
- 17.9 Provide bank statements and financial statements to the secretary to be filed with the Annual Report to Council

18. Committee Members who are not office bearers

Actively participate in committee meetings, working bees and any activities that may arise with the agreed management of this asset

19. Resignation of Committee Members

- 19.1 Members who decide to resign from an office bearer position but not from the Committee need to forward a letter of resignation to the Committee, which will be accepted and recorded in the minutes.
- 19.2 Notification of the resignation will also be forwarded to Council's Governance via email governance@mrsc.vic.gov.au
- 19.3 A resigning office bearer must hand over all Committee records to the incoming office bearer

20. Volunteers

Council encourages the Committee to use the services of additional volunteers to help carry out the duties of the Committee and engage the community in the use and management of the stated property.

As such, the Committee shall:

- 20.1 Advertise when opportunities for community members to volunteer
- 20.2 Ensure all volunteers are registered with council using the appropriate registration form copies to be provided to environment@mrsc.vic.gov.au and governance@mrsc.vic.gov.au
- 20.3 Ensure new volunteers are properly inducted and have a safety procedures explained prior to commencing any works on site.
- 20.4 Volunteers are to be supervised by the Committee for the work being undertaken;

- 20.5 Keep an up-to-date list of volunteers and their duties to ensure they are covered by insurance

21. Removal of a Committee Member

- 21.1 The committee can make recommendations to the CEO for removal

22. Committee Meetings

- 22.1 The Committee shall at its Annual General Meeting each year appoint a time and place including zoom details for regular meetings. Such meetings shall be held at intervals of not more than three (3) months.

- 22.2 Should it be necessary to alter or cancel a meeting the times or place of a regular appointed meeting all members of the Committee shall be given at least forty-eight (48) hours notice in writing of the new time or place.

- 22.3 All meetings of the Committee must be advertised to the public. The Committee is to send the notification to Council to advertise on their web site and members of the public should be welcomed to attend. A meeting may be closed by resolution of the Committee to deal with an item of business of a sensitive or confidential nature.

23. Quorum

- 23.1 The quorum of the Committee shall be an absolute majority of the members. The number of persons on the Committee divided by two (2), plus one (1). No business shall be conducted at a meeting of the Committee, unless a quorum is present.

- 23.2 If a meeting does not have a quorum, the meeting should be abandoned and then rescheduled for the following week at the same time and the same location.

24. Voting

- 24.1 Each member shall be entitled to one vote and in the event of equality of votes the Chairperson shall have a casting vote as well as a deliberative vote.

25. Annual General Meeting

- 25.1 The Committee shall hold an Annual General Meeting within five (5) months of the end of financial year. The Annual General meeting shall be advertised at least fourteen (14) days prior to the meeting date.

26. Special Meeting

- 26.1 The Secretary of the Committee shall, on receipt of a requisition signed by the Chairperson, or three (3) members, stating the object of such meeting, within fourteen (14) days call a Special Meeting.

- 26.2 Written / electronic notice of such meeting shall be given to each member of the Committee and made public specifying the object of the meeting and the time and place where the meeting shall be held.

26.3 No business, apart from that which is described in the object of a Special Meeting can be conducted or acted upon by the Committee at a Special Meeting.

26.4 No motion/resolution has any standing if made at a meeting where a quorum was not present.

27. Recording committee meetings

27.1 The Committee shall ensure minutes are kept of all meetings and shall forward to Council (14) (governance@mrsc.vic.gov.au) a copy of such minutes within fourteen days of each meeting.

27.2 The Committee shall, at each meeting, confirm and adopt the minutes of the previous meeting and alert Council (governance@mrsc.vic.gov.au) to any variation to the draft minutes

28. Finance

The Committee shall:

28.1 Maintain an open bank account and advise Council of the name of the bank.

28.2 Authorise the manager of its bank to supply Council with a copy of the Committee's bank account on the written request of the Chief Executive Officer.

28.3 Ensure that all funds raised by the Committee are only expended on management, control, improvement and minor maintenance of the Stated Property.

28.4 Authorise all expenditure, which shall be paid by cheque or bank transfer signed or authorised by any two (2) of three (3) signatories.

28.5 Make the annual financial reports for the year ending 30 June, to be presented at the Annual General Meeting, available to Council's auditor no later than 31 July.

28.6 Only enter into a contract or agreement for the purpose of maintaining or improving the Stated Property.

28.7 Provide Council a copy of all contracts entered into.

Council's Responsibilities

Council shall:

29. Maintenance

29.1 Be responsible for all major and minor maintenance of the property as per Schedule A

29.2 Consider requests for major maintenance at the Stated Property as part of the annual budget process and in line with priorities across all assets

- 29.3 Consult with the Committee on the timing of any such maintenance that may impact on the use of the Stated Property so that clashes with uses shall be minimised or avoided.
- 29.4 Provide and be responsible for payment of a person to perform the annual audit of the Committee's financial records.
- 29.5 Provide assistance to the Committee to enable it to understand and undertake its responsibilities under this Instrument.
- 29.6 Inform the Committee of the appropriate contacts for Council.
- 29.7 Insure the Stated Property against loss or damage.
- 29.8 Maintain public liability insurance cover for the Committee and its volunteers when it is performing its duties under this Instrument of Delegation
- 29.9 Advise the Committee of the requirements for the annual financial audit fourteen (14) days prior to the end of each financial year, to be provided to Council no later than 31 July
- 29.10 Provide training around site inductions, safety and other topics as deemed necessary

30. Maintenance and Other Outgoings

- 30.1 All Maintenance and associated costs is outlined in Schedule A.

31. Indemnity

- 31.1 Council indemnifies members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee, provided they are acting in accordance with this Instrument of Delegation in an honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee hereunder.

32. Winding Up

- 32.1 In the event of the Committee being wound up or dissolved for any reason, all monies, after the satisfaction of all debts and liabilities, all property held or held in trust, all records and any other assets will be paid or transferred to Council.
- 32.2 No monies or property shall be distributed to or amongst members of the Committee.

SCHEDULE – “A” - MAINTENANCE RESPONSIBILITIES

Site management is ultimately guided by the Council adopted Environmental Management Plan and Infrastructure Master Plan

ITEM	COUNCIL RESPONSIBILITY	CAC RESPONSIBILITY
Toilets cleaning & repairs	All responsibility Public toilets – Council responsible for regular cleaning, maintenance & repairs	Report maintenance issues including to council after hours phone number for urgent repairs
BBQ's	All responsibility Public BBQ - Council responsible for regular cleaning, maintenance & repairs	Report any maintenance issues to council
Playground	All responsibility Council conducts a monthly safety audit of the playground & soft fall mulching	Report any damage
Mowing	All responsibility Council currently conducts regular mowing regimes.	None Consult with CAC on any changes to regimes
Grading of unsealed paths, entrance roads, walking tracks & car parks	All maintenance	Report any damage or issues
Viewing platform	All maintenance	Report any damage, issues or issues eg; safety
Steps	All maintenance	Report any damage to steps
Fences	All maintenance, install and repair	Report any damage or graffiti
Gates internal/entrance	All maintenance	Report any damage to gates including broken padlocks
Tree hazards	All maintenance	Report all risk trees & storm damage trees
Drainage	All maintenance	Report issues
Walls – structure	All maintenance, repair & replace	Inspection & reporting of defects
Walls finishings	Painting and removal of graffiti & maintenance	Reporting of damage
Water supply external Taps & drinking fountain	All responsibility Repair & replace	Report any damage including to afterhours council number for urgent assistance
Plumbing, general & sewerage	All responsibility	Report to council & emergency after hours number

ITEM	COUNCIL RESPONSIBILITY	CAC RESPONSIBILITY
External roof	All responsibility	Report any damage or defects
Floor structure & surfaces	All responsibility	Report any defects or damage
Doors (Toilets)	All responsibility	Report any damage or vandalism
Internal plumbing, cisterns, pipes, toilet bowls, hand basins, paper towel dispensers & sanitary dispensers	All responsibility	Report any damage, maintenance or vandalism
Garden beds and bushland areas.	None	All responsibility - in accordance with the endorsed Environmental Management Plan. The CAC must report on works undertaken. Apply for grants for the restoration of the environmental values of Stanley Park and other improvements of Stanley Park in accordance with the Environment Management Plan. Council approval for grant applications for works required.
Litter & rubbish	None	Stanley Park has no bins. Collection of rubbish itinerant rubbish is the responsibility of the CAC
Signage – on buildings, free standing, reserve name, interpretive signs, safety signs & regulatory	All responsibility	CAC to notify council of any damage to signs or the need for replacement or new signs.
Electrical, lighting or BBQ faults	All responsibility	CAC to notify council

PE.2	HANGING ROCK PRECINCT MASTER PLAN
Officer:	Rebecca Stockfeld, Director Planning and Environment
Council Plan relationship:	2. Healthy environment, healthy people 3. Business and tourism
Attachments:	Nil

Summary

The revised version of the Hanging Rock Precinct Master Plan (Master Plan) has been prepared by the Department of Environment, Land, Water and Planning (DELWP) in response to community feedback on the draft Master Plan.

The Master Plan outlines an agreed approach to manage and protect the Hanging Rock precinct through long term change. The revised version of the Master Plan has been endorsed by the Hanging Rock Ministerial Advisory Group (Council's representative did not vote in the absence of a Council-endorsed position). At this time, the Master Plan has not been approved by the Minister for Energy, Environment and Climate Change, and DELWP is awaiting Council's consideration of the revised document.

The Master Plan provides for managed change in the Precinct while seeking to respect the iconic Rock formation and protect the significant natural and cultural values of the site. Council endorsement of the revised Master Plan is important so there is a single strategic document that guides the delivery of the long term vision and management of the site. It is therefore recommended that Council endorses the revised Master Plan.

Recommendation

That Council

- 1. Supports the revised Hanging Rock Precinct Master Plan, as provided separately to Councillors, and notes that Council will continue to work with DELWP on the detailed design of each of the facilities and infrastructure included in the Master Plan;**
- 2. Writes to the Minister for Energy, Environment and Climate Change to express Council's support of the revised Master Plan, noting that Council will continue to work with DELWP on the detailed design of each of the facilities and infrastructure included in the Master Plan; and**
- 3. Requests the CEO to continue to work with the sporting clubs currently located in the Hanging Rock precinct, DELWP and other agencies to secure new local facilities for these clubs that are proposed to be relocated through the implementation of the Master Plan.**

Background

The *Hanging Rock Strategic Plan* (2018), adopted in principle at the Special Council Meeting of 29 August 2018 is the guiding plan for Hanging Rock. This plan was developed by the Victorian Government in consultation with Council and stakeholder groups to ensure a thriving and resilient Hanging Rock precinct for the long term.

The strategic plan's vision for Hanging Rock for the next 50 years is:

“Hanging Rock will be renowned for its importance to our First Peoples, its dramatic geological form and its wider landscape setting within the Macedon Ranges. The role of the Rock throughout history as a place of gathering, reflection and intrigue will be understood and celebrated. The re-vegetated bushland environment will enhance the secluded ambience and provide a habitat for native wildlife. Activities around the Rock will reflect its historical uses centred on recreation and education, and its State and national significance”.

The Hanging Rock Reserve is zoned Public Conservation and Resource Zone pursuant to the Macedon Ranges Planning Scheme. The land is also within a:

- Significant Landscape Overlay – Schedule 1
- Environmental Significance Overlay – Schedule 4
- Bushfire Management Overlay
- Heritage Overlay – HO88
- Vegetation Protection Overlay – Schedule 9

The Hanging Rock Reserve is listed in the Victorian Heritage Register; the statement includes the following:

Why is it significant?

Hanging Rock Reserve is significant at the State level for the following reasons:

Hanging Rock Reserve is historically significant as an early and popular recreational destination and meeting place for Victorians. The distinctive and rare geological formation of Hanging Rock attracted large numbers of visitors from as early as the 1860s to congregate, be entertained, climb the Hanging Rock formation and participate in outdoor sport and leisure activities, in a unique and highly picturesque setting. The Hanging Rock Reserve illustrates the great popularity of outdoor pursuits, particularly in the nineteenth and early twentieth century. [Criterion A]

Hanging Rock Reserve is historically significant for its long association with horse racing in Victoria from the 1860s to the present day. The site of the present racecourse, in use since 1878, demonstrates the importance of this form of sport as a recreation activity to the rural communities of Victoria. [Criterion A]

Hanging Rock Reserve is of aesthetic significance as an outstanding, distinctive and unusual place of natural beauty. The Hanging Rock formation has been recognised and enjoyed since the 1860s for its natural beauty, for its provision of spectacular views of the surrounding countryside, and as a backdrop to the variety of recreational activities conducted at its base. Visitors have climbed the formation since the 1860s, enjoying its unique spatial and aesthetic qualities and the experience of being within it, and exploring the formation and the surrounding woodland. The importance of its aesthetic qualities is demonstrated in the popularity of the reserve as a Victorian tourist destination over a long period. The picturesque qualities of the place, which unfold from a number of viewpoints, impart a sense of mystery and evoke a strong emotional response from the viewer. From the 1850s the unusual and distinctive physical features of the Hanging Rock formation have stimulated innumerable written and artistic responses, including sketches, paintings, photographs, writing, film and music. [Criterion E]

Hanging Rock Reserve is socially significant for its continuous use and appreciation by the wider Victorian community as a popular gathering place for recreational purposes since the mid-1860s. This enduring association with tourists was reinforced

by the production of the book (1967) and the film (1975) of Picnic at Hanging Rock, which resulted in an increase in the popularity of the Hanging Rock Reserve as a destination for local, Australian and overseas visitors. [Criterion G].

The East Paddock land is zoned Public Park and Recreation pursuant to the Macedon Ranges Planning Scheme. The land is also within a:

- Significant Landscape Overlay – Schedule 1
- Environmental Significance Overlay – Schedule 4
- Vegetation Protection Overlay - Schedule 9
- Bushfire Management Overlay

Following the *Hanging Rock Strategic Plan*, DELWP commenced development of a Master Plan for the Hanging Rock precinct, the final of three technical studies required under the Strategic Plan. The strategic plan outlines the role of the Master Plan as “Implementing a detailed plan that ensures the long-term development and management of Hanging Rock is sustainable” (*Hanging Rock Strategic Plan*, 2018; p. 80).

Councillors were briefed on 8 February 2022 about the draft Master Plan.

DELWP exhibited the draft Master Plan and received close to 1,400 submissions.

The draft Master Plan was amended to reflect community feedback and included a Consultation Summary (section 5.1) and Summary of Engagement Activities and Outcomes (section 5.2).

Councillors were separately provided with a summary from the consultant on the main design and document amendments to the Master Plan made after consideration of the public submissions.

Discussion

The Master Plan has been prepared to outline an agreed approach to manage the Hanging Rock precinct through long term change. The Master Plan aims to protect the location’s significant natural and cultural assets; whilst at the same time providing a unique and memorable 'place-specific' visitor experience (*Hanging Rock Precinct Master Plan*, p. 8).

The Master Plan is intended to establish an overall land use and design framework for the Hanging Rock site, based on the principles, values and directions established within the *Hanging Rock Strategic Plan*. Detailed design plans and management plans will be needed as the Master Plan is implemented over the life of the plan. For example, detailed planning will be needed for the visitor information centre, trail and board walk alignments, and design and park infrastructure. These pieces will need to be designed to the guidelines and principles set out in the Master Plan.

The Master Plan includes the Traditional Owners, aiming to ensure that design and management of the Precinct reflects the shared history and the ongoing role the Traditional Owners have as custodians.

Council has a significant role in managing Hanging Rock as current Committee of Management. While future governance arrangements have not been finalised, officers will be seeking that Council continue to have a role, with Hanging Rock being a significant tourism attraction, and environmental and cultural icon, within the Shire. Council endorsement of the revised Master Plan is important so that, in addition to finalising future governance arrangements, there is a single strategic document that guides the future and long term vision and management of the site.

The Master Plan results in alterations to the location of activities in the precinct. Noted on page 50 of the publicly exhibited Draft Master Plan (and the themes continued in the revised Master Plan):

The Master Plan process allows for the full integration of the western and eastern parts of the Reserve. The site Master Plan changes the main site access point to Straws Lane to the east and locates the Visitor Centre and related parking east of the racetrack in a location with panoramic views of the Hanging Rock formation and abundant space for parking and visitor services. This site configuration locates leisure areas and parking more evenly across the Hanging Rock Reserve and deals more effectively with peak period visitor numbers.

The changes to site layout, with the entrance and visitor centre relocated to the east of the racecourse allow the Hanging Rock formation to be set in a more natural environment than is currently the case, buildings are removed from around the base of the Rock formation and the local sports facilities are relocated outside of the Hanging Rock precinct. The relocation of these facilities opens up views of the Rock formation and removes the somewhat colonial setting that the Rock formation sits in at present.

The Master Plan sets a long term approach to managing change in the Hanging Rock precinct and commences delivery of the fifty year vision set out in the *Hanging Rock Strategic Plan*. The significant areas of the Master Plan are discussed below, supporting the view that the Master Plan, overall, appropriately seeks to manage change within the precinct. Notwithstanding this, it involves some difficult decisions, and it's noted that the implementation of the Master Plan will be supported over time by detailed design and management plans, and new governance arrangements.

The presentation of the Visitor Centre has been further defined in the revised Master Plan with modifications to the building scale and form to emphasis the desire to fit the building within the surrounding landscape. The need to fit within the existing landscape is now included in the revised revised Master Plan.

The purpose of the Visitor Centre has been specified in the revised Master Plan, and a site specific design for the new Visitor Centre has been recommended. This is a sensible approach. The detailed design of the Visitor Centre would also need to be consistent with the conditions of sale of East Paddock included in the Council resolution of 25 May 2022. These conditions stipulated that appropriate legal mechanisms are put in place to retain the use of the land as public open space in perpetuity, and to ensure any development on the East Paddock is consistent with protecting the significant natural and cultural values and views of the site.

Entry, Car and Bus Parking

The works to East Paddock to include car and bus parking, provides for visitation to the site with a new (and only) site entry from Straws Lane. The new parking area will provide access to the Visitor Centre, the leisure area and the Songlines Trail through the remainder of the site to the base of the Rock formation.

The works in East Paddock are new and are intended to move the site entrance to the east and away from the immediate base of the Rock formation. In addition to moving vehicle and visitor entrance/parking activity to the eastern part of the Precinct, there will be an increase in planting around the immediate Rock area. Page 77 of the revised Master Plan provides a summary of what is sought through the plan in relation to the focus of formal and less formal activities around the precinct.

At this time, final designs for the car parking and bus parking have not been undertaken. The Master Plan has not been approved by the relevant Minister and detailed design is

undertaken at a later stage and must be consistent with the guidelines set out in the Master Plan.

Sporting Clubs

The Master Plan would result in the relocation of local sporting activities from the Hanging Rock precinct. The conflict between use of the Hanging Rock precinct for sport and the desire of others to reinstate the precinct to a more natural state was recognised in the *Hanging Rock Strategic Plan*, which states:

“A conflict which has earned strong reactions from some relates to the use of the Precinct as a recreational and sporting hub for the local community and sports clubs, versus the desire of other stakeholders to reinstate the Hanging Rock Precinct to a more natural state that supports the protection of environmental and cultural values and its historic landscape setting.

Supporting the future of formal sporting clubs without intervention at the Rock would see facilities requiring upgrades and expansions, some of which may conflict with revegetation and preserving significant views on the site. However, it would foster the community values of those who use the Precinct as a local community space. (p. 73)”

And lists as an opportunity:

Long term possibilities of amalgamating and relocating sports clubs with other regional sports venues, where facility upgrades would otherwise impact on the aesthetics, habitat and cultural values or management of the Rock. (p. 75).

The revised Master Plan seeks to implement the *Hanging Rock Strategic Plan* and resolve the conflict between the active sports clubs and the natural state of the Hanging Rock Reserve by relocating these facilities to other nearby locations over a transition period. The plan notes the relocation process as ‘additional works’.

The relocation of the sporting facilities including cricket, tennis and petanque, provides for additional planting areas and returns the immediate area around the Rock formation to a more natural setting.

Council’s resolution about the sale of the East Paddock recognises that the sporting clubs may be relocated under the Master Plan and included as a condition of sale that:

“Council writes to the Victorian Minister for Energy, Environment and Climate Change, highlighting the importance of alternative facilities for existing Hanging Rock sporting groups being identified, planned, funded and delivered (Stage 1 of Draft Hanging Rock Precinct Master Plan (DELWP)), should these groups be required to relocate as a result of implementing the Master Plan in its final form.”

In recommending to Councillors endorsement of the revised Master Plan, it is also important to note that Council officers will continue to work with the sporting clubs, DELWP and other agencies to secure new local facilities for these sporting groups.

The horse racing activity and development within the Precinct are noted in the Victorian Heritage Register Statement of Significance.

Because the horse racing activity is noted in the Victorian Heritage Register Statement of Significance for the site, the horse racing activity is maintained in the Master Plan. The Master Plan limits horse racing to two ‘events’ a year and provides for upgrades/refurbishment to buildings to allow for shared use between the race club and site management staff.

The revised Master Plan also provides for upgrades to the horse facing facilities to allow for multi-purpose events by other groups, and the removal of the inner and outer railing for non-race days to allow better east-west pedestrian co-activity.

The revised publically exhibited Draft Master Plan notes:

The current racing facilities will be upgraded to better reflect a space that can be used for multi-use events by groups other than the racing club.

The existing track will be retained, with the inner and outer railing removed for non-race days to allow better east-west pedestrian connectivity.

Whilst racing takes up a large portion of the site, the ambition is for a multi-use space that can be booked for events, or utilised day-to-day as a place for pedestrians to walk and enjoy (p.74).

The revised Master Plan repeats this view of the horse racing facilities and provides a reasonable compromise between the formality of the horse racing track/facilities and the natural setting of the Hanging Rock precinct by providing for a more shared experience/use of the race track and some buildings, making them more useable outside of the two horse racing events provided for in the Master Plan.

Events and Gatherings

The Master Plan recognises and supports ongoing events at the multiple event sites within the precinct, for their important role in providing revenue to the reserve, and more broadly for the benefits they offer the community and visitor economy. Section 2.5 of the revised Master Plan, has been broadened from the earlier version to ensure community events are incorporated into the style of event that may occur in the Hanging Rock precinct.

Cultural Heritage and Ecological Integrity - Paths Through the Site

The Master Plan provides for new pathways and boardwalks through the Precinct. The Draft Master Plan describes these as:

The site plan provides for a new network of 'destinations and journeys' represented through the idea of Indigenous 'songlines'- stories and place-markers related to Hanging Rock and its indigenous history. These songlines are represented by pathways through the site. Hanging Rock will be seen as a place that is interpreted through story, landscape and activities. (p.38)

The paths and boardwalks continue to be a strong guideline in the revised Master Plan as they will manage visitation to the precinct and will protect the natural environment by keeping visitors to the pathways, and off natural flora and fauna, and significant traditional owner cultural sites. It is noted that the current visitor access and supporting infrastructure to appropriately guide and support visitors around the site could be significantly enhanced, and this becomes increasingly important as visitation numbers increase over time.

Again, detailed design on the paths and boardwalks and their alignment is necessary. This is appropriate resolution; the Master Plan sets out the guidelines for pathways through the precinct and detailed design will ensure the final pathways meet those guidelines, including cultural and ecological considerations.

Detailed Design

In setting out an agreed approach to manage and protect the Hanging Rock precinct, the Master Plan establishes the location of facilities/infrastructure to manage visitation to the site and establishes guidelines for how these facilities should be designed within the landscape. Further detailed design work is needed for many of the facilities, for example the visitor centre, the paths and boardwalks (including final alignment), and the car and bus

parking. The detailed design work will need to demonstrate to the authority approving, that the objectives and guidelines of the Master Plan have been met.

Council has a current role as Committee of Management at Hanging Rock, and will likely have continued involvement with future governance of the precinct. It is therefore recommended that Council continue to be involved with DELWP on the detailed design of each of the facilities and infrastructure included in the Master Plan.

Consultation and engagement

The Master Plan has been prepared by DELWP. DELWP has undertaken consultation through the development of the plan.

No Council led consultation on the plan is recommended because DELWP are leading this project.

Collaboration

DELWP has collaboratively engaged with Council staff over the development of the Master Plan.

Innovation and continuous improvement

The Hanging Rock precinct has been utilised for a range of activities over many years. The DELWP Master Plan for the precinct seeks to manage visitation to the site and provides a layout that protects the Rock formation. The Master Plan also reflects traditional owner aspirations for the site.

Relevant law

The Master Plan is informed and shaped by various pieces of legislation, including:

- *Crown Land (Reserves) Act 1978*
- *Heritage Act 2017*
- *Aboriginal Heritage Act 2006*
- *Planning and Environment Act 1987*

Council is being asked to endorse the revised Master Plan, and no additional legal advice is required for this decision.

The Master Plan was not prepared by Council, and therefore staff have not undertaken a gender impact assessment of the plan.

Relevant regional, state and national plans and policies

The *Council Plan 2021–2031* has as an action under Healthy Environment, Healthy People, to finalise the review of the *Hanging Rock Environmental Management Plan* and commence implementation of priority actions.

The *Macedon Ranges Visitor Economy Strategy 2019–2029* and the *Macedon Ranges Events Strategy 2021–2025* both support Hanging Rock as place to visit and for appropriate events to be held at. The Master Plan accommodates visitor and events in the precinct.

Relevant Council plans and policies

The *Council Plan 2021–2031* has as an action under Health Environment, Healthy People, to complete finalise the review of the *Hanging Rock Environmental Management Plan* and commence implementation of priority actions.

The *Macedon Ranges Visitor Economy Strategy 2019–2029* and the *Macedon Ranges Events Strategy 2021–2025* both support Hanging Rock as place to visit and for appropriate events to be held at. The *Hanging Rock Precinct Master Plan* accommodates visitors and events in the precinct.

Financial viability

There are no financial considerations needed as a result of the endorsement of the Master Plan.

Sustainability implications

The Master Plan would ensure that the area is managed in a sustainable manner, managing use of the land within the Precinct to protect the natural environment.

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	LANCEFIELD DEVELOPMENT PLAN OVERLAY 24 - STREAMLINING FOR GROWTH APPLICATION
Officer:	Rob Ball, Manager Strategic Planning and Environment
Council Plan relationship:	1. Connecting communities
Attachments:	Nil

Summary

A report was presented to Council at its Scheduled Council Meeting held on 28 July 2021 that outlined options to change Lancefield's Development Plan Overlay, Schedule 24 (DPO24) and options to assist affected land owners in complying with the DPO24 provisions. As part of the report presented to Council it was recommended that Council considers the preparation of developments plans as part of its budget process.

This recommendation was not adopted by Council at the time in part due to the significant cost associated with completing development plans and concerns around utilising Council funds to support the development of the three DPO24 areas in Lancefield.

Officers have recently engaged with the Victorian Planning Authority (VPA) to explore whether the current round of Streamlining for Growth funding presents an opportunity for Council to secure funds to support the preparation of development plans for the balance of Area 1 and for all of Area 2 and 3 covered by DPO24.

This report outlines that an application has now been submitted to the VPA under the Streamlining for Growth program to fund the preparation of three development plans. A decision on whether Council has been successful on this grant application is expected to be known in the coming weeks.

Recommendation

That Council notes that an application has been submitted to the Victorian Planning Authority to seek funding through the Streamlining for Growth program to enable Council to prepare development plans for land covered by Development Plan Overlay Schedule 24 within Lancefield as outlined in this report.

Background

Council began the preparation of a development plan overlay for Lancefield in 2016 following a number of ad hoc and inappropriate development enquiries. DPO24 was ultimately gazetted by the Minister for Planning as Amendment C117macr on 16 January 2020. DPO24 provides the framework for ensuring new development is delivered in a coordinated way while retaining the established urban form, heritage character and road network of Lancefield.

To date, one development plan has been approved for part of Area 1 covered by DPO24. Over the last 12 months a number of landowners have expressed an interest in preparing a development plan under DPO24 but also articulated a number of constraints in doing so. In March 2022 all landowners within Area 2 of DPO24 were invited to an information session to discuss the development plan process. Two of the landowners in this DPO24 area attended this session.

Some of the challenges with preparing development plans within the Lancefield DPO24 areas that landowners have expressed include:

- Perceived complexity of the process
- Cost
- Collaborating with other landowners
- Engaging suitably qualified & experienced consultants

At the Scheduled Council Meeting held on 28 July 2021 a report in response to a Council Notice of Motion presented a range of options for the Lancefield DPO24 areas. This report recommended that Council consider the preparation of development plans as part of its budget process as the preferred option for resolving some of the ongoing concerns raised by landowners around DPO24.

This recommendation was not adopted by Council in part due to concerns about the significant cost associated with this and concerns around utilising Council funds to support the development of the three DPO24 areas in Lancefield.

Discussion

The VPA Streamlining for Growth program aims to facilitate faster (and more cost-effective) permit ready delivery of employment and residential land across Victoria. The Streamlining for Growth Program can deliver support to local governments through either grants or VPA-led projects.

Council has previously been successful in attaining funding via the Streamlining for Growth Program for four projects. These projects include, Gisborne Futures (\$220,000), Gisborne Business Park (now part of Gisborne Futures) (\$74,000), Gisborne Wurrundjeri Cultural Values (part of Gisborne Futures) (\$40,000) and Romsey Structure Plan (\$130,000). Although Council has yet to complete these projects as per the various Streamlining for Growth funding agreements Council is actively progressing Gisborne Futures and Romsey Structure Plan and has a program in place to ensure the completion of both projects during 2023.

The Lancefield DPO24 covers land that is already zoned for residential growth and within Lancefield's protected settlement boundary. It represents the largest residentially zoned land within Lancefield and subsequently provides the most significant opportunity for new housing in Lancefield. For this reason it aligns well with the following objectives of the Streamlining for Growth Program:

- Support economic growth by delivering, unblocking, or accelerating strategic planning, statutory planning, infrastructure coordination and related projects.
- Accelerate the delivery of at-scale zoned and permit ready employment and residential land.
- Increase housing supply, choice, and affordability.

As outlined in the Council report presented in July 2021 it is estimated that the cost to prepare development plans for the three DPO24 areas is \$270,000. Since this estimate was prepared a development plan has been approved for part of Area 1 under DPO24. The estimated \$270,000 cost included a contingency of \$30,000 for legal costs in case one or more of the development plans when approved progressed to VCAT. The \$30,000 has not been included in the grant application as advice from the VPA is that it is not appropriate to include potential legal costs and therefore the grant application has sought funding for a total of \$240,000.

This funding would enable Council to engage a consultant to run a process to prepare all the relevant technical background reports required by DPO24 to enable the preparation of a development plan for each of the remaining DPO24 areas. The final development plans would ultimately require Council approval and the project would require officer time to manage and support as necessary.

If Council is successful in receiving funding through the Streamlining for Growth Program it would enable a unique opportunity to prepare development plans for the balance of the Lancefield DPO24 areas with minimal Council resourcing and funding. If the funding application is not successful then the preparation of development plans will continue be the responsibility of landowners to progress.

Applications for this round of Streamlining for Growth closed on 15 June 2022. It is expected announcements of the successful funding applications will be made in the coming weeks.

Consultation and engagement

No community consultation has been undertaken regarding this report. If funding to prepare development plans is successful then a community engagement process would be undertaken as part of the approval process.

Collaboration

Council officers have engaged with the VPA in regards to the preparation of the Streamlining for Growth grant application.

Innovation and continuous improvement

The submission of the Streamlining for Growth funding application is considered an innovative approach to addressing some landowner concerns in regards to the requirements of DPO24 at limited financial cost to Council.

Relevant law

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

There are no human rights implications resulting from the completion of the Quarterly Report.

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

Relevant regional, state and national plans and policies

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

- Plan Melbourne 2017
- Loddon Mallee South Regional Growth Plan 2014

Relevant Council plans and policies

Council's relevant plans and policies are:

- (1) Macedon Ranges Statement of Planning Policy 2019;
- (2) Macedon Ranges Settlement Strategy 2011; and
- (3) Lancefield Township Framework Plan and Small Towns Study 2006.

Financial viability

If Council is successful with the grant application then the funding will fully cover the financial costs of the project. There is a risk that one or more of the development plans may be challenged at VCAT and any cost incurred to Council would need to be funded by existing legal budget. There will also be officer time required to support the project. This will need to be serviced within existing staff resources

Sustainability implications

There are no 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.

12 CHIEF EXECUTIVE OFFICER REPORTS

CX.1	COMMUNITY ENGAGEMENT POLICY REPORT & REVIEW
Officer:	Gemma Rayner, Coordinator Communications and Engagement
Council Plan relationship:	1. Connecting communities 4. Delivering strong and reliable government
Attachments:	Community Engagement Policy 2022-06-22 ↓

Summary

This report provides Council with an update on the *Community Engagement Policy* (the Policy) review findings, as detailed in the Final Community Engagement Report, and proposes alterations to the Policy via a new draft Policy document.

Recommendation**That Council**

- 1. Adopts the updated Community Engagement Policy and revokes the current Community Engagement Policy effective from 23 June 2022; and**
- 2. Notes the Community Engagement Policy review report and recommendations.**

Background

The development of the *Community Engagement Policy* was informed by a community consultation process conducted between 26 October and 20 December 2020. This included information sent to all ratepayers, discussions with the Health and Wellbeing Committee, and two facilitated webinars.

The *Community Engagement Policy* was endorsed by Council on 27 January 2021; meeting the deadline of 1 March 2020, as set out under Section 55 of the *Local Government Act 2020*. Council required the policy to be reviewed in 12 months and returned to Council by 27 January 2022. In December 2021, this timeline was extended to 25 May Council Meeting to accommodate competing priorities and resources.

The Community Engagement Policy Review was conducted from February to April 2022 and has now concluded, with a final report including recommendations and an updated Draft Policy submitted for consideration.

Discussion

The new Draft Community Engagement Policy takes into account feedback from staff, Councillors and the community on Council's current Community Engagement Policy and activities. It aims to reflect the following feedback common to all stakeholders:

- (1) The Policy needs to be simple to read and written in 'plain English' without any jargon or bureaucratic speak.
- (2) The Policy needs to include an upfront IAP2 definition of engagement and deliberative engagement.
- (3) The Policy needs to clearly articulate the definition between:

- (a) statutory engagement that is required under various legislation and prescribed in terms of minimum standards; and,
 - (b) optional engagement that is undertaken by Council either because of a Council motion, or by a decision of staff, or driven by the community.
- (4) The Policy needs to clearly articulate the roles and responsibilities (expectations) of all parties including Councillors, staff and the community including:
- (a) Mayor and Councillors
 - (b) CEO and senior leadership team
 - (c) Managers and Coordinators
 - (d) Staff
 - (e) Advisory Committees and Reference Groups
 - (f) Consultants
 - (g) Stakeholders and community

The accompanying report also outlines a series of recommendations, which will make the implementation of the Community Engagement Policy viable.

Consultation and engagement

The consultant team undertook the following tasks as per the contract:

- Read new background materials including the finalised Policy, Council's website and community activity on social media regarding Council activity and reputation;
- Considered best practice policy examples as per the State Government guidelines;
- Investigated the development and outputs of at least two other Council community engagement policies;
- Developed a community survey and analysed feedback;
- Undertook a series of six internal 'deep dive' interviews;
- Undertook two community pop up events, one in Romsey and one in Woodend;
- Facilitated an interactive staff workshop;
- Considered the Victorian Government Gender Impact Assessment Review;
- Reviewed the 2020 Policy submissions;
- Incorporated the feedback from a Resident Association submission;
- Undertook a briefing to senior staff;
- Undertook a briefing to Councillors and incorporated Mayor, and Councillor, feedback;
- Provided a revised version of the amended Community Engagement Policy;
- Captured non-policy related feedback and shared with Council; and

Developed a final report documenting the process of review making recommendations for change/improvement.

Collaboration

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

Innovation and continuous improvement

This review contributes to continuous improvement, meeting Council's decision to review and fine-tune a new policy one year after adoption. It was conducted by an external Community Engagement expert and included consultation with key internal and community stakeholders.

Relevant law

Section 55 of the *Local Government Act 2020*.

Relevant regional, state and national plans and policies

Gender Equality Action Plan and Child Safe Standards.

Relevant Council plans and policies

The Community Engagement Policy helps deliver on Council strategic objectives: Connecting Communities and Deliver Strong and Reliable Government.

Financial viability

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

Sustainability implications

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

Officer declaration of conflicts of interest

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

Policy



Community Engagement Policy

Date of Adoption	22 June 2022		
Adoption Method	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> CEO	<input type="checkbox"/> Other (<i>please specify</i>)
CEO Signature		Date	
Responsible Officer and Unit	Coordinator Communications and Engagement, Communications and Engagement Unit		
Nominated Review Period	<input type="checkbox"/> Annually	<input checked="" type="checkbox"/> Every 4 years	
Last Endorsement Date	27 January 2021		
Next Endorsement Date	June 2026		

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

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

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	1	3/5/2022	Desley Renton
Second Draft	2	12/5/2022	Desley Renton
Third Draft	3	17/5/2022	Gemma Rayner
Fourth Draft	4	8/6/2022	Gemma Rayner
Final			

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Introduction

This Community Engagement (CE) Policy was developed with input from the community, Councillors and staff. It builds upon Council's CE Policy developed in 2020 and adopted in 2021.

Policy statement

Macedon Ranges Shire Council commits to lead, promote and advocate for meaningful community engagement. Effective planning and resourcing of community engagement helps to ensure high standards of transparency and accountability in Council's decision-making processes.

Our engagement will align to the Council Plan strategic objectives and priorities. Council values the contribution our community can make to shaping a strong future that connects communities, supports a healthy environment and people, enhances business and tourism and delivers strong and reliable government.

Purpose

This Community Engagement Policy documents Macedon Ranges Shire Council's commitment to community engagement planning, delivery and evaluation. It provides clarity of intent and informs the community of why, when and who we engage.

It outlines the principles that guide our work and our actions to address these. It articulates our shared responsibility so that we are all clear of our roles and contributions.

The Policy ensures Council is accountable to the community it serves including our ratepayers, residents, business owners and visitors. It aims to enhance our relationship with our community and strengthen the dialogue and shared problem solving.

How this policy was developed

This policy was developed in consultation with the community, Council and our employees. Initially adopted in January 2021 the Policy was reviewed in early 2022 and amended to reflect the community and Council feedback.

Council will review this policy and our engagement processes every four years to ensure that it continues to reflect the expectations of the community, Councillors and staff.

Definition of engagement

Community engagement is a planned process with the specific purpose of working with individuals and groups to encourage active involvement in decisions that affect them or are of interest to them. Council’s community engagement activities result in better decisions that aim to improve policies, services and facilities, as well as supporting greater community satisfaction and wellbeing.

Where there is no decision to be made Council will be transparent that this process is an information exchange and may not lead to changes and/or directly result in action.

The International Association for Public Participation (IAP2) Spectrum is one of the tools used to identify the need for, and level of engagement required.

Table 1: IAP2 Spectrum of Public Participation (2018) adapted by Council to include the community role and relevant engagement examples.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
COMMUNITY ROLE	Listen/be informed.	Contribute information/ideas.	Contribute ideas/alternatives.	Partner. Engage in shared problem solving.	Lead and Partner.
ENGAGEMENT EXAMPLES	<ul style="list-style-type: none"> • FAQs • Information sheets • Updates on Council website • Door Knocking 	<ul style="list-style-type: none"> • Survey • Focus Group • Listening posts • Polling 	<ul style="list-style-type: none"> • Workshop • World café • Crowd sourcing • Fairs and festivals 	<ul style="list-style-type: none"> • Community reference group • Consensus building • Co-design • Community Assembly 	<ul style="list-style-type: none"> • Delegated decision making • Community ballot • Citizens jury

Definition of deliberative engagement

Deliberative engagement methods are applied to complex issues that require multiple perspectives and deep thinking to arrive at shared outcomes. Typically, deliberative engagement will involve a randomised group that broadly represents the community at large. It will take place over time and require the provision and development of quality information. Access to specialists and technical experts is required to deepen the understanding of the opportunities and constraints of the topic at hand. Participants are supported to hold dialogue and deliberate before arriving at consensus-based recommendations and/or decisions.

Council will undertake deliberative engagement on its:

- Community Vision
- Council Plan
- Asset Plan
- Financial Plan

Other projects may involve a deliberative process where Council determines this is the best-fit approach. Refer to Appendix 1 for a full list of definitions.

Why we engage

Council acknowledges that the community has a wealth of knowledge and experience that when shared can result in best practice policy, program, and service outcomes. Obtaining wider perspectives on an issue can open new opportunities and bring innovation and new and creative ways of doing things.

The process of community engagement can build community capacity, enhance trust and foster a sense of united purpose. It can enhance relationships, partnerships and attract investment. Good democratic governance occurs when Council has the commitment and resources to effectively inform and engage its community in the planning and delivery of Council activities prior to a decision being made.

When we will engage

In determining the need for community engagement Council considers both its statutory requirements as well as determining how engagement could enhance the outcomes of a particular policy, plan or project. Statutory engagement processes are prescribed by the State Government; however, this does not prevent Council undertaking additional engagement if the issue warrants it. For specific issues requiring statutory consultation and planning scheme amendments, see Appendix 2.

Each non-statutory topic will be considered for its engagement opportunity and an assessment made of the complexity to determine the engagement level. This stage will include consideration of the timeframes and what resources are required to plan, deliver and evaluate the engagement.

Who we will engage

Some of our decisions affect the entire community, while other decisions affect some people more than others. It is our duty to identify and engage with those who are impacted and interested, including those who may face barriers to engagement.

Sometimes the issue will require us to engage with other levels of government, peak bodies, and community organisations. Many of these peak bodies and community organisations can support the engagement process by advocating for participation and helping to recruit participants. The Local Government Act section 56 states, 'Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement'. To this end Council aims to harness the views and involvement of a diverse community through the engagement design and delivery of appropriate messaging and methods.

Examples of our stakeholder groups:

- Aboriginal and Torres Strait Islander people
- LGBTQI community
- Children and young people
- Young parents
- Cyclists (both professional and leisure)
- Students
- Visitors
- Older people
- Town based groups
- People with disabilities
- Heritage and history groups
- Culturally and linguistically diverse groups
- People working in specific professions or industries
- Families
- Ratepayers (resident and non-residents)
- Sports and recreation clubs
- People experiencing financial hardship
- Park and or trail users
- Traditional owners
- Small businesses
- Tourism providers

Principles and actions

The Local Government Act 2020 establishes five community engagement principles applicable to Council. This Policy gives effect to these principles.

Table 1: Principles and actions

Principle	Action
1. A community engagement process must have a clearly defined objective and scope.	<p>Each engagement activity will be supported by a community engagement plan that identifies the purpose, objectives, stakeholder assessment, methods and measures for success.</p> <p>Adequate and appropriate resources will be made available to ensure effective practice.</p>
2. Participants in community engagement must have access to objective, relevant and timely information to inform their participation.	<p>Information to support the engagement will be made available in an accessible and timely manner.</p> <p>Opportunities will be made available to ask questions and seek clarification.</p> <p>Deliberative processes will include the opportunity for community members to liaise, learn, share information, and have informed deliberations.</p>
3. Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement.	<p>Each engagement plan will include a thorough stakeholder assessment and where required, a risk analysis.</p> <p>The Victorian Government’s Gender Impact Assessment Toolkit will help to guide the stakeholder assessment and methods in recognition a person may experience disadvantage based on Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes.</p> <p>The Commission for Children and Young People’s Child Safe Standards will also help guide the stakeholder assessment and engagement methods, with a focus on Child Safe Standard 7: Strategies to promote the participation and empowerment of children. This is in recognition that children have a right to be heard and have their concerns and ideas taken seriously, particularly on matters that affect them.</p>



	<p>Communication methods and promotion will be tailored to suit the targeted audiences.</p> <p>Diverse communities will be encouraged to participate including those that identify as a minority, either culturally, socially or linguistically.</p>
<p>4. Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.</p>	<p>Communication tools will include information formats to support participation including language, graphics, and a range of accessible requirements.</p> <p>Methods will be delivered in a range of formats to suit the issue i.e., face to face and online and include a variety of times and locations.</p>
<p>5. Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.</p>	<p>The IAP2 Spectrum assessment will guide the level of influence and promise in any given engagement program. Issues within the sphere of influence by the community will be clearly communicated at the outset.</p> <p>Those things outside of community influence will be explained and a rationale provided.</p> <p>Where engagement is community led, the level of influence and commitment is still articulated.</p> <p>Community engagement plans will be flexible and can be adjusted as required.</p> <p>Community engagement outcomes (including the extent to which the engaged informed the decision) will be shared in a variety of ways with the broader community.</p>

Roles and responsibilities

Table 2: Roles and responsibilities

Role	Responsibility
Mayor and Councillors	<ul style="list-style-type: none"> ● Champion the principles of quality engagement through demonstrating leadership and modelling good practice ● Stay informed of engagement activity ● Attend engagement activity as appropriate ● Consider community engagement feedback as part of the decision-making process

CEO and Senior Leadership team	<ul style="list-style-type: none"> ● Advocate for and model a culture of good practice engagement ● Ensure adequate resourcing of engagement ● Communicate cross organisationally
Managers and Coordinators	<ul style="list-style-type: none"> ● Manage teams and workflow ● Ensure appropriate team members are trained and supported ● Develop and provide information ● Report engagement findings and evaluation
Team members	<ul style="list-style-type: none"> ● Develop community engagement plans and implement in a consistent way that gives effect to the Council Plan and the CE Policy ● Evaluate engagement processes ● Report engagement findings and evaluation
Advisory Committees and Reference Groups	<ul style="list-style-type: none"> ● Advocate for quality community engagement and increased participation ● Contribute ideas ● Seek out ideas of other community members
External consultants	<ul style="list-style-type: none"> ● Advocate for quality community engagement and increased participation ● Act in accordance with the CE Policy
Community stakeholders, groups and individuals	<ul style="list-style-type: none"> ● Become informed about the role of Local Government ● Participate in an active way by seeking out and requesting information ● Contribute and share ideas ● Advocate for quality community engagement ● Be respectful of others' ideas and opinions

Making a decision

Following a planned community engagement activity Council will:

- Consider the engagement report
- Consider the feedback in the context of who was engaged, other data, advice, strategies and/or legislation that is relevant in the matter.

The community will be notified of the report going to Council and the agenda made public.

APPENDIX 1: Definitions

Term	Definition
Co-design	A partnership with community to come to an agreed model or design of service delivery or public infrastructure. Can also refer to the co-design of the engagement process itself to ensure it is fully transparent and works for all parties.
Community	Can refer to the Macedon Ranges Shire community as a whole or: <ul style="list-style-type: none"> ● community of place (based on geographic location e.g. the Gisborne community) ● community of practice (based on common interests and activities e.g. the bike riding or gardening community) ● community of identity (based on an individual’s shared perspective e.g. Aboriginal heritage, language speakers, residents of public housing, particular age groups or a religious community)
Community engagement	Involving those affected by or interested in a decision in the decision-making process.
Deliberative elements	Used where time and resources required of a full deliberative exercise is incompatible with the level of impact a decision entails, but the impact is sufficiently high or the decision is sufficiently complex to still warrant an extra level of transparency, meaningfulness and representation. Examples of elements of deliberative practice include: <ul style="list-style-type: none"> ● Inviting a representative sample of those impacted by a decision in to a one-off workshop in order to hear the range of perspectives and share more detailed information (this would usually happen after a broader community consultation so the full range of perspectives and issues requiring compromise are fully understood) ● Inviting the community to consider the trade-offs involved in decision by presenting options, choices or a budget framework ● Offering information sessions and accessible explanations of the project scope where issues are complex or dependent on other factors ● Inviting key stakeholders or a sample of those highly impacted to co-design the engagement process to ensure it reaches out to the right groups and is fully representative.



<p>Deliberative processes and/or citizens juries</p>	<p>Usually convened for more complex, long term and high impact issues, where perspectives are likely to differ and/or where the issue is high impact on sections of the community. Can take different forms but best practice always involves:</p> <ul style="list-style-type: none"> ● a representative sample of the population or group who are impacted ● a clear scope and remit that often asks for an agreed compromise of interests and outcomes, agreed priorities or consensus on a vision and direction ● provision of timely, objective and independently sourced/verified information ● sufficient time ● support to participate (including independent facilitation, reimbursement for time, hardships and expenses incurred) ● a commitment to participants on the level of influence their recommendation or decision holds
<p>Engagement approach</p>	<p>The design/plan that ensures appropriate timing, resources, tools and methods according to a considered analysis of those affected, impacted or interested and the scope and remit of any engagement project.</p>
<p>Representative community panel</p>	<p>Can be used to deliver a range of engagement types from world café's, in person and/or online advisory groups through to complex deliberative processes. Panels can provide a representative sample of the population (to acceptable industry standards) of Macedon Ranges and can be appropriate for whole of Council area decisions with wide reaching impact. Panels can also provide representative samples for niche decisions impacting particular groups of the Macedon Ranges community but still require appropriate support, time and information.</p>
<p>Stakeholders</p>	<p>Sections of the community involved in engagement because of impact, interest or responsibility to deliver on an outcome. Can also refer to external organisations, and other levels of government involved in a decision. Always includes internal decision makers and implementers of decision outcomes.</p>
<p>Tools and methods</p>	<p>Refers to the many types of engagement that can be employed such as online or in person, public meetings and community panels, surveys, ideas boards, public competitions or deliberative budgeting for example.</p>

APPENDIX 2: Statutory consultation

While the community engagement processes used for the matters below will vary according to the complexity of the particular issue, each process used will include consideration of any submissions received as part of any statutory community consultation under applicable legislation.

Council has responsibilities and makes decisions under a wide variety of Victorian and Australian legislation. In many instances the legislation sets standards and provides minimum requirements in regard to notifications and referrals. This includes the following matters:

- Setting Councillor and Mayoral allowances (s 39)
- Adopting a Council Plan
- Making and amending a Local Law (s 73)
- Changing the Council's system of land valuations for Council rates (s 355)
- Adopting a budget
- Declaring a special rate or a special charge
- Selling, exchanging or leasing land
- Entering into a regional library agreement
- Deviating or discontinuing a road
- Developing or amending Governance Rules (s 60)
- Leasing land not included as a proposal in the budget (s 114)
- Conducting a review of, or restructuring advisory panel (s 16 & s 239)

The statutory consultation required by law for these matters may include all or some of the following:

- The Council must publish a public notice (in a local or daily newspaper, and on the Council's internet website) that identifies the proposal and tells people that they have the right to make a written submission to the Council.
- People who wish to make submissions must lodge them by the date specified in the public notice
- Anyone who has made a written submission and asked to be heard in support of this submission is entitled to speak to the Council or a committee appointed for the purpose. The submitter may appear in person or be represented by someone else.
- The Council must fix a time, date and place for this meeting and give reasonable notice of the meeting to each person requesting to be heard.
- The Council or a Council committee must consider any submissions received before making a decision.
- After it has made a decision, the Council must write to a person who has lodged a submission advising of the Council decision and the reasons for it.

Planning scheme amendments

Specific consultation arrangements apply in relation to proposed amendments to the Planning Scheme under the Planning and Environment Act 1987. These arrangements enable a person to make a submission:

- to the planning authority about an amendment to its planning scheme
- to a panel appointed to consider a planning scheme amendment.

Council is required to give public notice when proposing amendments to its Planning Scheme, including advice about how submissions can be made.

Protocol for planning permits

In considering with any planning application, Council complies with its statutory consultation obligations which can include the following consultative protocol:

- Letters to adjoining landowners and occupiers and a sign being required to be placed on the site. In some instances in addition to the letters and sign on-site, public advertising of the proposal will occur in the local newspaper(s).
- Notifications to surrounding residents/landowners will advise people on how they can view any plans and supporting information on a proposal. In such instances the information will be available at the relevant Council service centres and online.
- In some circumstances where high levels of community interest are anticipated, community information sessions can be held, either by the developer alone or jointly with Council.
- All submissions on a proposal will be considered in determining any application. If there are objections, the planning officer may convene and facilitate an applicant/objector(s) meeting.

APPENDIX 3: References, Related policies, Related legislation

References

This policy is informed by a range of external research and best practice standards, including:

- > Public Participation in Government Decision Making – Victorian Auditor General's Office – better practice guide
- > International Association for Public Participation www.iap2.org (IAP2) Quality assurance standards – Core Values, Practitioners Code of Ethics and the IAP2 Spectrum of Public Participation
- > Co-design Community Engagement, Victorian Government

Related Policies

- > Governance Rules
- > Part II Statement
- > Councillor Code of Conduct
- > Staff Code of Conduct
- > Complaints Policy
- > Live Streaming and Publishing Recordings of Meetings Policy
- > Public Transparency Policy
- > Privacy Policy
- > Procurement Policy

Related Legislation

- > *Local Government Act 2020 (Vic)*
- > *Local Government Act 1989 (Vic)*
- > *Freedom of Information Act 1982 (Vic)*
- > *Privacy and Data Protection Act 2014 (Vic)*
- > *Health Records Act 2001 (Vic)*
- > *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- > *Equal Opportunity Act 2010 (Vic)*
- > *Public Records Act 1973 (Vic)*
- > *Privacy Act 1988 (Cth)*
- > *Copyright Act 1968 (Cth)*
- > *Other relevant legislative instruments*

13 DIRECTOR CORPORATE REPORTS

COR.1	AUDIT AND RISK COMMITTEE BIENNIAL UPDATE
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Audit and Risk Committee Biannual Report - May 2022 ↓

Summary

This report ensures Council transparently discloses a summary of the key matters discussed at the Audit and Risk Committee meetings for the first six months of 2022.

The report also ensures the requirements of the Audit and Risk Committee Charter are met, by providing a biannual report to Council that summarises the work of the Committee performed, to fully discharge its responsibilities.

The Audit and Risk Committee Biannual Report - June 2022 is attached and the Chairperson, Mr Peter Matthews, will attend the Council Meeting to present the report.

Recommendation

That Council notes the Audit and Risk Committee Biannual Report - June 2022 - and thanks the committee for the report.

Background

The Audit and Risk Committee was formally appointed under section 53 of the *Local Government Act 2020* (LGA) as an advisory committee to Council.

Discussion

The biannual report of the Audit and Risk Committee has been prepared and tabled for Council to consider. The provision of this report to Council is in line with the requirement in the Audit and Risk Committee Charter to, on a biannual basis, provide an audit and risk report that describes the activities of the committee. It also ensures Council is compliant with section 54 (5) (a) of the LGA.

A summary of the work performed by the committee during quarters 1 and 2 of the 2021/22 financial year is as follows:

- Internal Audit:
 - Response to Covid-19 Pandemic Report
 - Internal Audit Plan 2021-22 progress update
 - Recent reports and publications (other states and sectors)
 - Draft Internal Audit Charter
- External Audit:
 - Confirmation that the Victorian Auditor General's Office will be undertaking the audit at 30 June 2022

- Audit Strategy for the 30 June 2022 audit

- Internal / Management Reports:
 - Risk Management:
 - Draft Risk Management Policy
 - Draft Risk Management Strategy 2021-2025
 - Draft Business Continuity Plan
 - People and Wellbeing:
 - COVID-19 response
 - Workers' wellbeing and workers' compensation claims
 - Notifiable incidents
 - Learning and development updates
 - Information Services:
 - Information Services Steering Committee updates
 - Various system upgrade progress reports
 - Cyber security risks and penetration testing updates
 - Information Services strategic and operational risks
 - Finance and Reporting
 - Finance report
 - Quarterly report
 - Draft 2022/23 Budget and Draft Council Plan 2021-2031 (Year 2 Actions 2022/23)
 - Management progress outstanding responses – audit actions
 - Draft Fraud and Corruption Policy
 - Draft Fraud and Corruption Control Plan 2022-25
 - Other Reports
 - Compliance with governance principles
 - Councillor reimbursement of expenses

Consultation and engagement

The Audit and Risk Committee received a draft version of the attached report at its May 2022 meeting and were encouraged to provide feedback.

Collaboration

Collaboration with other councils, governments and/or statutory bodies was not required in relation to this report

Innovation and continuous improvement

The operation of the Audit and Risk Committee provides a structured, systematic oversight of Council's governance, risk management and internal control practices.

The committee reviews those practices and provides Council with independent advice and guidance regarding the adequacy and effectiveness of management's practices and potential improvements to those practices.

The Audit and Risk Committee is an important communication forum between the external auditor, internal auditor, management and Councillors

Relevant law

The Audit and Risk Committee is established in line with the LGA.

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

Relevant regional, state and national plans and policies

Nil

Relevant Council plans and policies

The operation of the Audit and Risk Committee is a legislative requirement, which assists Council to deliver on its priority of strong and reliable government, and achieve its vision by following good governance processes. Council has an adopted charter for the committee.

Financial viability

There are no financial implications relating to the subject matter of this report that are over and above the current cost of resourcing the Audit and Risk Committee.

Sustainability implications

There are no sustainability implications relating to the subject matter 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.



Audit and Risk Committee

Biannual Report June 2022

MACEDON RANGES SHIRE COUNCIL

Audit and Risk Committee

Biannual Report June 2022

Introduction

1. Internal Audit
2. External Audit
3. Summary of Work Performed

Peter Matthews
Chairperson
Audit and Risk Committee
22 June 2022

Introduction

As part of its governance obligations to its community, Council has established an Audit and Risk Committee. The Audit and Risk Committee is an Advisory Committee to Council, acting in accordance with Sections 53 and 54 of the *Local Government Act 2020*.

In accordance with the requirements of the Audit and Risk Committee Charter, the Committee members through January 2022 to June 2022 were:

- Professor Peter Matthews – Independent Member and Chairperson (Appointed 2018 until 2024)
- Ms Magdalena Williams – Independent Member (Appointed 2021 through to 2023)
- Ms Vinitha Pinto - Independent Member (Appointed 2021 through to 2022)
- Mr Jonathan Kyvelidis - Independent Member (Appointed 2021 through to 2024)
- Cr. Geoff Neil – Councillor Delegate from 25 November 2020 to November 2022.
- Cr. Mark Ridgeway – Councillor Delegate from 25 November 2020 to November 2022.

Section 5(a) of The *Local Government Act 2020* requires the Audit and Risk Committee to produce a biannual audit and risk report describing the activities of the Audit and Risk Committee, including its findings and recommendations. The biannual audit and risk report must be provided to the Chief Executive Officer for tabling at the next Council meeting.

During the first six months of 2022, the Committee has discharged its duties at the following meetings:

- Wednesday 2 March
- Wednesday 11 May

Meetings were held in person at the Gisborne Council Chambers from 8:30am – 12:00pm.

1. Internal Audit

The Internal Auditor is a Consultant to Council. HLB Mann Judd were appointed the internal auditors in 2019 and are fulfilling the role of the internal auditor for the 2021-22 financial year. Mr Mark Holloway is the Audit Partner.

The purpose of an internal audit (also known as a Review) is to provide assurance to the Executive, Audit and Risk Committee, and Council by reviewing and testing the existence and effectiveness of policies, procedures and practices of an area of operation. An internal audit is aimed at reviewing operational risks and implementing controls to eradicate or minimise the risk. The Internal Auditor will both offer an opinion on the existing policies and procedures and provide recommendations to improve the policies and procedures to mitigate systemic risk.

Internal Audit Reports

The Internal Auditor prepares a Memorandum of Audit Plan prior to each Review, which is considered by the relevant Director. The Internal Auditor, in consultation with the relevant Department Manager and other key staff, conducted the reviews in the second half of the 2021-22 financial year off-site due to the COVID-19 pandemic. Following the site interviews, the Internal Auditor prepares a Report and Recommendations. The Report also includes the Department Manager's Response to each recommendation.

The following report was presented to the Committee in the first half of 2022:

- Response to Covid-19 Pandemic – presented at the 2 March 2022 meeting

The following internal audits are scheduled for the remainder of 2022:

- IT Governance
- Communication
- Aquatic and Leisure Centres
- Legislative Compliance
- Professional Advice Practices and Controls

2. External Audit

The Victorian Auditor-General's Office (VAGO) will undertake the financial audit for the year ended 30 June 2022. VAGO were represented at relevant Committee meetings by Travis Derricott and Barbara Chipwanya.

At the Audit and Risk Committee meeting held 11 May 2022, VAGO presented their Audit Strategy for the financial year ending 30 June 2022. The final Audit Strategy was received by Officers on 14 April 2022. This strategy addressed the key risks and areas of audit focus for both the financial report and performance report and outlined the audit approach and timetable. It was advised that VAGO would continue to operate under their remote audit protocol due to ongoing COVID-19 pandemic when undertaking the audit for 30 June 2022.

The Financial Audit enables the Auditor-General to form an opinion on whether Council's financial report meets the requirements of the *Local Government Act 2020*. The Financial Audit focuses on the accuracy of recording income and expenditure, the existence and measurement of assets and liabilities, and compliance with accounting standards.

The Performance Statement Audit enables the Auditor-General to form an opinion on whether Council's Performance Statement meets the requirements of the *Local Government Act 2020*. The Performance Statement Audit focuses on a range of measures, including roads, planning, animal management and waste.

3. Summary of Work Performed

This section provides a summary and update on the work performed by the Committee during the first six months of 2022 (Quarters 3 and 4 of the 2021-22 financial year).

3.1 Financial Reports

The quarterly financial reports for the period 1 October to 31 December 2021, and 1 January to 31 March 2022, were presented to the Committee at their meetings in March and May respectively. At the request of the Committee, financial reports will be presented quarterly moving forward.

3.2 Risk Management

The Committee continued to focus on Council's Risk Management, noting that there appeared to be some key role dependencies, with vacancies resulting in slow progression in the development of key risk documents, which concerned the Committee. The Committee reviewed Council's draft Risk Management Policy, draft Risk Management Strategy 2022-2025, draft Business Continuity Plan (BCP), and the Risk and BCP Audits.

A Risk Management report was presented at the March and May meetings, and will be presented quarterly moving forward.

3.3 Information Services Update

The Committee continued to receive regular Information Services updates after this was highlighted as an area of interest at the beginning of 2021. An Information Services update was provided at the March and May meetings, with particular focus placed upon the successful Pathway upgrade, obstacles of the penetration testing, cyber security and Information Services' strategic and operational risks. The reports included the minutes of recent Information Services Steering Committee meeting.

3.4 People, Risk and Wellbeing Report

Previously the People, Culture and Performance report, this report makes up section 5 (previously sections 4 and 6) of Council's Quarterly Report and is provided to the Audit and Risk Committee quarterly.

The report includes information regarding the Macedon Ranges Shire Council's:

- Risk Management Update
- COVID-19 response
- Workers wellbeing and workers compensation claims
- Notifiable incidents
- Learning and development updates

3.5 Review of reimbursement of expenditure for Councillors and Delegated Committees

Under S40 (2) of the *Local Government Act 2020* the Audit and Risk Committee must be provided with details of all reimbursements of expenses of Councillors and members of delegated committees. The Committee was provided with a report of this expenditure for Quarter 2 2021-22 at the March meeting and Quarter 3 2021-22 at the May Meeting, for their feedback and information.

3.6 Biannual assessment of the control environment in relation to Council's Statutory Obligations

At the May 2022 Committee meeting, members were provided with a report detailing the Council's compliance with the statutory obligations as at 30 April 2022. The report provides the Committee with the assurance that Council is complying with the statutory obligations under the *Local Government Act 1989* and the *Local Government Act 2020 (the 'Act')*.

3.7 Fraud Prevention Report

The Committee considered Council's Fraud and Corruption Control Plan and Policy 2022-25, and were provided the opportunity to provide feedback on the plan and policy. Feedback was received out of session and was incorporated into the updated draft that was presented at the Committee's May meeting.

3.8 Review of Quarterly Reporting Framework and Format

At the March meeting, the Committee considered their role in relation to the quarterly report, confirming that there is no legislative requirement for the Committee to review the report, rather it provides the Committee with an opportunity to provide feedback on the information Council provides to the Community and hold Council accountable in regards to community transparency.

3.9 Draft Budget 2022-23 and draft Council Plan 2021-2031 (Year 2 Actions 2022/23)

The Committee reviewed the draft Budget 2022-23 and draft Council Plan 2021-2031 (Year 2 Actions 2022-23), noted the priorities and strategic risk synergies between the Council Plan and Draft Budget. Overall, the Committee was in support of the draft documents and were confident in their ability to execute the mandates of Council.

3.10 Internal Audit Charter

Council's draft Internal Audit Charter was provided to the Committee out-of-session for review and feedback. An updated version of the Charter, including feedback from the Committee, was included with the May meeting papers for further feedback, before being scheduled for presentation at a Council meeting for endorsement.

3.11 Response to the Inspector General's Report into 2019-20 Bushfire

In October 2021, the Inspector General for Emergency Management released the 'Inspector General Report into 2019-20 Bushfires – Recovery Report' examining Victoria's preparedness, response, relief and recovery concerning the 2019-20 fire season and included 15 recommendations, many of these however did not directly relate to Councils.

At the May Audit and Risk meeting, Council Officers presented a response to the report, addressing each of the 15 recommendations and highlighting key emergency management focus areas currently being developed and implemented by Council's Community Directorate.

3.12 Review of changes to the Local Government Performance Reporting Framework (LGPRF)

A summary of changes to the LGRPF, provided by the Local Government Victoria Better Practice Guide 2021-22 and 2022-23, was provided to the Committee at their May meeting, which noted no significant reporting changes. These changes inform the preparation of Council's Annual Report process.

3.13 Review of changes to the Local Government Model Financial Report (LGMFR)

A summary of changes to the LGMFR, provided by the Local Government Victoria Better Practice Guide 2021-22 and 2022-23, was provided to the Committee at their May meeting, noting no significant reporting changes. These changes inform the preparation of Council's annual financial statements.

COR.2	INTERNAL AUDIT CHARTER
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Council Meeting - 2022-06-22 - MRSC Internal Audit Charter ↓

Summary

This report provides a draft Internal Audit Charter for consideration and adoption by Council as recommended by Council's Audit and Risk Committee.

Recommendation

That Council adopts the Internal Audit Charter.

Background

Macedon Ranges Shire Council ("Council") does not currently have an Internal Audit Charter. In consultation with the Audit and Risk Committee and officers, it has been determined that whilst not mandatory, Council should have such a charter in place to enable a strong governance framework in accordance with best practice.

Discussion

Council has a dedicated internal audit function as a key component of the Council's governance framework in accordance with best practice. This function is currently outsourced following a periodic tender process.

This Charter provides the framework for the conduct of the internal audit function at Council. Council's procurement requirements provide the framework for the appointment of the outsourced internal audit services provider.

Following the Audit and Risk Committee Meeting of Wednesday 2 March 2022, a template of a Charter was circulated to the Committee out of session for review and consideration.

The initial template was updated to form a draft Charter that was then provided to the Audit and Risk Committee on 11 May 2022 for review, with the Committee providing final recommendations.

This Charter, when adopted by Council, will provide the framework for the conduct of the internal audit function at Council. Key aspects of the Charter include:

- Role of internal audit
- Independence
- Access
- Standards
- Assurance reviews
- Strategic Internal Audit Plan
- Project planning, fieldwork and reporting
- Review of the internal audit function

- Approval and review of the Internal Charter
- Relationship with external audit
- Responsibilities of internal audit

Consultation and engagement

This draft Internal Audit Charter has been prepared in consultation with Council's Audit and Risk Committee and Council officers.

Collaboration

Nil

Innovation and continuous improvement

Whilst not a mandatory requirement, the recommended adoption of this Charter will ensure strong governance and assist meet best practice.

The review of the Internal Audit Charter will form part of the Audit and Risk Committee's work plan and will be completed at least every three years to ensure it remains consistent with current strategy and objectives.

Relevant law

In accordance with section 54(2) (d) of the *Local Government Act 2020*, Council's Audit and Risk Committee must oversee the internal audit function of Council.

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

Relevant regional, state and national plans and policies

Nil

Relevant Council plans and policies

This supports Council in the delivery of its *Council Plan 2021-2031—4: Strong and Reliable Government*.

Financial viability

Nil

Sustainability implications

Nil

Officer declaration of conflicts of interest

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



Internal Audit Charter



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Approval

Charter endorsed by Audit and Risk Committee	[date to be inserted]
Signed by the Chief Executive Officer	[date to be inserted]

1.0 Introduction

Macedon Ranges Shire Council (Council) has a dedicated internal audit function as a key component of the Council's governance framework in accordance with best practice. This function is currently outsourced following a periodic tender process.

This Charter provides the framework for the conduct of the Internal Audit function at Council. Council's procurement requirements provide the framework for the appointment of the outsourced internal audit services provider.

In accordance with section 54 (2) (d) of the *Local Government Act 2020*, Council's Audit and Risk Committee must oversee the internal audit function of Council.

2.0 Internal Audit Charter

2.1 Role of Internal Audit

The role of internal audit is to provide independent and objective review and assurance to the Council, Council's Audit and Risk Committee, Chief Executive Officer and Management that financial and operational controls are:

- designed to manage Council's risks and achieve the organisation's objectives;
- operating in an efficient, effective, ethical and well-governed manner; and
- assist management in improving the organisation's business performance.

This charter provides the framework for the conduct of the Internal Audit function in the Council and has been approved by the Audit and Risk Committee.

2.2 Independence

To be effective, the Internal Audit function must be able to operate without being influenced or inhibited in the discharge of its duties.

Independence is essential to the effectiveness of Internal Audit: it is obtained primarily through organisational status and objectivity. Therefore, Internal Audit has no direct authority or responsibility for the activities it reviews. Internal Audit has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in original line processing functions or activities.

Internal Audit reports on Internal Audit findings and recommendations to the Audit and Risk Committee. It has an administrative reporting line to the CEO (or nominated officer) and is accountable for the efficient and effective operation of Internal Audit in partnership with the Council's Finance and Reporting area which has responsibility for the facilitation of the Internal Audit program.

2.3 Access

Internal audit has the right to privately discuss with the Chair of the Audit and Risk Committee any issues, which have arisen in the course of an audit.

Internal audit has the right to full, free and unrestricted access to all records and documentation to fulfil its responsibilities.

Internal audit has the authority to seek any information it requires to fulfil its responsibilities, from any employee.

It is the responsibility of the Internal Audit service provider to avoid any actual or perceived conflicts of interest, which may undermine its independence and/or objectivity. Immediately upon becoming aware of any perceived, potential or actual conflict of interest, the Internal Audit service provider must disclose them to the Finance and Reporting Manager or the Director Corporate.

2.4 Standards

Internal Audit activities will be conducted in accordance with relevant professional standards including:

- Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors Inc.;
- Standards relevant to internal audit issued by the Auditing and Assurance Standards Board, CPA Australia and the Institute of Chartered Accountants;
- The Statement on Information Systems Auditing Standards issued by ISACA (formerly the Information Systems and Control Association); and
- Standards issued by Standards Australia and the International Standards Organisation (if applicable).

In the conduct of internal audit work, Internal Audit staff will:

- Comply with relevant professional standards of conduct including the Code of Ethics as published by the Institute of Internal Auditors;
- Possess the knowledge, skills and technical proficiency relevant to the performance of their duties;
- Be skilled in dealing with people and communicating audit, risk management and related issues effectively;
- Exercise due professional care in performing their duties.

3.0 Scope of Internal Audit Activities

In the conduct of its activities, Internal Audit will play an active role in:

- developing and maintaining a culture of effective corporate governance, accountability and integrity;
- facilitating the integration of risk management into day-to-day business activities and processes;
- promoting a culture of cost-consciousness, self-assessment and adherence to high ethical standards; and
- providing independent assurance to the Council over the design and operation of internal controls, policies and procedures and compliance with material legislations.

3.1 Assurance Reviews

These reviews may cover:

- compliance with legislative requirements, Council policies, directives and procedures;
- the adequacy and effectiveness of internal financial and operational controls including IT systems and associated controls;
- the recording, control and use of Council assets; and
- the efficiency, effectiveness and ethical conduct of business activities, systems and processes in line with the Council's statutory responsibilities and strategic objectives.

3.2 Strategic Internal Audit Plan

Internal Audit will propose to the Manager Finance and Reporting a three-year Strategic Internal Audit Plan, incorporating an annual Internal Audit Program setting out: objectives, scope, cost and value-to-be-added of each review. The Plan will be reviewed/endorsed by the Audit and Risk Committee.

The development of the Strategic Internal Audit Plan and the Annual Internal Audit Plan will consider, at a minimum, Council's strategies, risk profile, compliance obligations, new developments affecting Council, quality assurance requirements as well as specific instructions from management and the Audit and Risk Committee. Any variations to the agreed plan will be subject to discussion with the Manager Finance and Reporting and endorsement by the Audit and Risk Committee.

3.3 Other Services

Internal Audit may be required to carry out special reviews from time to time at the direction of the Director Corporate, the Chief Executive Officer or the Chair, Audit and Risk Committee. Any such reviews will be authorised in accordance with Council delegations or, in the case of a request by the Audit and Risk Committee, as set out in the Charter of the Committee.

Internal Audit is required to attend either in person or online all meetings of the Audit and Risk Committee and other meetings requested by the Chief Executive Officer, Director Corporate or Chair, Audit and Risk Committee.

3.4 Implementation and monitoring of internal audit outcomes

The Audit and Risk Committee will review and approve management's planned actions and responses in relation to advice and recommendations received from internal audit reports.

The Audit and Risk Committee will monitor actions taken by management to resolve issues raised by internal audit.

3.5 Project Planning, Fieldwork and Reporting

Internal Audit will meet with management to confirm the objectives, scope and approach for each review, including the Contractor's personnel and agreed audit hours. The Audit and Risk Committee may provide input to the audit scope and the relevant Director and/or Manager shall formally sign off on the audit scope of the project before the commencement of the review. At the end of each audit Internal Audit will hold a close-out meeting with management to discuss outcomes of the audit. After the close-out meeting a draft report highlighting significant findings, their effect and recommendations shall be prepared and forwarded to the relevant line manager for discussion and drafting of management comments including implementation plans to address any issues identified. As a guide, reports should cover:

- a) effectiveness of applicable frameworks, policies, systems of internal control and actual operations;
- b) compliance with any regulatory requirements;
- c) areas for action by management and comment on the extent to which action plans have been implemented; and
- d) Management responses.

The final report, approved by the relevant Director or Manager, shall then be finalised by Internal Audit and presented to the next Audit and Risk Committee meeting.

3.6 Review of the Internal Audit function

Performance of the Internal Audit function will be monitored on an ongoing basis. The Audit and Risk Committee will annually undertake an assessment of the performance of the internal auditors. Feedback will be provided to the internal auditors via a written letter from the Audit and Risk Committee Chairperson.

3.7 Relationship with External Audit

Internal and external audit activities should, where possible, be coordinated to help ensure the adequacy of overall audit coverage, to minimise duplication of effort and to avoid strain on department resourcing. Periodic contact between internal and external audit may be held to discuss matters of mutual interest.

External audit will have full and free access to all internal audit plans, working papers and reports. Council officers will make this information available upon request.

3.8 Approval and review of the Internal Audit Charter

The Audit and Risk Committee will review and recommend approval of the Internal Audit Charter (including any proposed changes and/or amendments) to Council.

The Audit and Risk Committee and Council will review the Internal Audit Charter at least every three years to ensure it remains consistent with current strategy and objectives.

4.0 Operational Matters

4.1 Operating Practices – Urgent Issues

Any issues which Internal Audit believe to be urgent should be reported at an appropriate level of management, being either the Manager Finance and Reporting, Director Corporate or the Chief Executive Officer, for action. If it is not appropriate to report the issues to Council officers, an immediate approach should be made to the Chair of the Audit and Risk Committee. In his/her absence, any other member of the Audit and Risk Committee.

The same protocol applies to issues that management wish to raise urgently in relation to the internal audit, but which are not appropriate to be raised with internal audit staff.

4.2 Operating Practices – General

Internal audit reports are presented to the Audit and Risk Committee and important issues should be dealt with on that level. For day-to-day issues, such as timing of visits, access to staff and records and similar matters, internal audit should first report to the Manager Finance and Reporting or Director Corporate.

In preparing either risk review reports or compliance audit reports, Internal Audit should first liaise with the responsible manager to eliminate errors of fact and to allow comments to be made. Copies of all completed reports should be provided to the Manager Finance and Reporting in a timely manner.

It is important that, whilst errors of fact are eliminated, the opinions of the internal audit are brought forward to the Audit and Risk Committee regardless of whether management agrees that remedial action is possible or desirable.

4.3 Project Time Estimates

The estimates of hours contained in the annual audit plan should be considered a strong indication of the size and importance of any project. If internal audit considers that the time allocated is insufficient, the matter of additional hours should be first agreed with the Manager Finance and Reporting. Failing such agreement being reached, internal audit should first approach the Director Corporate and, if appropriate, the Chair of the Audit and Risk Committee to clarify the position.

The Manager Finance and Reporting may approve minor changes to hours. Material changes to hours should be referred to the Director Corporate.

If there is a fundamental disagreement between the Director Corporate and internal audit as to the appropriate scope of the work to be undertaken, or the suitability of processes proposed by internal audit, the matter should be immediately referred to the Chair of the Audit and Risk Committee, and commencement of work deferred until the matter is resolved.

4.4 Appointment of Externally Contracted Internal Auditor

The process of appointing an externally contracted Internal Auditor will be consistent with Council's procurement and contract management policies and procedures.

Fees should be calculated on the basis of approved hours completed per project, at the agreed hourly rate.

Costs should be charged as agreed by discussion prior to the expense being incurred.

4.5 Responsibilities of Internal Audit

In the conduct of reviews and audits Internal Audit will:

- Comply with professional accounting and auditing standards, codes of professional conduct and ethics as prescribed by relevant professional bodies;
- Maintain confidentiality in regard to all dealings with Council and related bodies;
- Maintain complete and detailed files relating to internal audit reviews performed. Access to these files must be provided to the Auditor-General, or his/her agent, and the Audit and Risk Committee upon their request; and
- Conflict resolution – in the event of conflict between Council and Internal Audit, the matter will be resolved in accordance with Internal Audit's conflict resolution procedure as outlined in their contract.



COR.3	BUDGET 2022/23
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 3. Business and tourism 4. Delivering strong and reliable government
Attachments:	Nil

Summary

The draft 2022/23 Budget has been prepared consistent with the requirement of Section 94 of the Local Government Act 2020 and forms part of the Integrated Strategic Planning and Reporting Framework developed as Part 4 of the Local Government Act 2020.

At the Scheduled Council Meeting of 27 April 2022, Council endorsed the draft Budget 2022/23 for community engagement and consultation in accordance with the *Local Government Act 1989*, the *Local Government Act 2020* and *Council's Community Engagement Policy*. During this period, 65 submissions were received and considered, with a Submitters Delegated Committee Meeting held on 9 June 2022.

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

Recommendation

That Council

1. **Adopts the draft Budget 2022/23, prepared in accordance with section 94 of the Local Government Act 2020, with the following amendments:**
 - (a) **That the budget be amended to increase grant income for the following areas:**
 - (i) **Local Roads and Community Infrastructure Program Phase 3 – Red Brick Hall, Kyneton – \$335,000**
 - (ii) **Preparing Australian Communities – Local Stream program – Off Grid Relief and Recovery Centres \$65,000**
 - (iii) **Victorian Grants Commission \$473,008**
 - (b) **That the budget be amended to increase revenue in the following areas:**
 - (i) **Interest income – \$110,000**
 - (ii) **Contributions – Kyneton Tennis Club – \$15,000**
 - (iii) **Contributions – Macedon Bowling Club – \$5,000**
 - (c) **That the budget be amended to increase expenditure in the following areas:**
 - (i) **Capital Works – Red Brick Hall – On Street Disability Discrimination Act car space and building renewal works – \$335,000**
 - (ii) **Capital Works – Off Grid Relief and Recovery Centres – \$65,000**

- (iii) Capital Works – Macedon Bowling Club, Clubhouse design – \$20,000
 - (iv) Capital Works – Kyneton Football Netball Club female change facilities and netball court design – \$97,000
 - (v) Capital Works – Kyneton Tennis Clubs tennis court light installation – \$33,820
 - (vi) Capital Works – Hanging Rock Cricket Club training nets renewal and upgrade – \$20,000
 - (vii) Capital Works – Brooke and Templeton Streets intersection, Woodend Pedestrian works, Stages 1 and 2 design and construction works. \$480,000
- (d) That the Budget 2022/23 be amended to include a \$20,000 transfer from the Hanging Rock Reserve.
 - (e) That a transaction processing fee of \$0.80 per transaction for kindergarten fees be included in the Budget 2022/23.
 - (f) To transfer the equivalent cost of two project managers (Capital Works) from existing contractor expenses to fixed-term full time equivalent positions – \$238,000.
 - (g) That the Budget 2022/23 document be updated to ensure the required disclosures to specify the objectives of any proposed differential rates are incorporated.
2. Approve new loan borrowings of up to \$10,000,000 in line with the Budget and authorise the Chief Executive Officer to:
- i. negotiate the loan;
 - ii. approve the successful tender;
 - iii. execute the loan documentation (CEO and either of the two officers below); and
 - iv. delegate to the Director Corporate and/or Manager Finance and Reporting to undertake the required process as outlined in points i. and ii of this resolution.
3. That the following amendments to the rates declared at its meeting on 27 April 2022 be adopted:

	Cents/\$CIV
General Rate for rateable residential properties –100%	0.0019232
Agricultural land rate –80%	0.0015386
Commercial/Industrial rate –120%	0.0023078
Recreational land rate –50%	0.0009616
Not-for-profit housing rate –50%	0.0009616

4. Give public notice of its decision to adopt the Budget 2022/23 and that the Budget 2022/23 be made available to the public on Council's website and at Council offices and service centres.

5. **Endorse the officer responses to submissions as contained in Appendix 1 of this report.**
 6. **Respond to all submitters in accordance with Council's Community Engagement Policy.**
-

Background

Council has developed a Community Vision, Council Plan, Financial Plan, Revenue and Rating Plan, Municipal Public Health and Wellbeing Plan, Disability Action Plan, Workforce Plan and an Asset Plan will be adopted in June 2022.

This Budget supports the delivery of the four strategic objectives outlined in the existing Council Plan 2021-2031, which is also takes into account the longer term strategic plans listed above.

Council has considered the ongoing impacts of the COVID-19 pandemic as the community prepares itself to live with Covid 19. Also taken into consideration is the frequency of large storm events being experienced throughout our Shire.

At the Scheduled Council Meeting on 27 April 2022, Council resolved:

That Council

- (1) *Endorse the draft Budget 2022/23, prepared in accordance with section 94 of the Local Government Act 2020, to be made available for public comment from 28 April until 26 May 2022;*
- (2) *Note the fees, charges, borrowing and capital works discussed as part of this report and as outlined in the draft Budget 2022/23;*
- (3) *Note the rates and charges discussed as part of this report and as outlined in Appendix 1;*
- (4) *Undertake community engagement and consultation in accordance with the Local Government Act 1989, the Local Government Act 2020 and Council's Community Engagement Policy;*
- (5) *Schedule a Submitters Delegated Committee meeting for 7pm on Thursday 9 June 2022, to provide an opportunity for any person who wishes to make a verbal presentation in support of their submission on the draft Budget 2022/23 to be heard; and*
- (6) *Note that a report and recommendations will be presented to the Scheduled Council Meeting on Wednesday 22 June, to enable Council to consider submissions and adopt the Budget 2022/23.*

Discussion

The Budget 2022/23 is a sustainable and strategic plan that seeks to build on existing that commenced in year 1 of the Council Plan 2021-2031. Also included are a number of long term infrastructure projects that enhance the liveability of our community.

In allocating funding to initiatives that improve the liveability of our community, Councillors have kept in mind the our community is recovering from a pandemic that has been a constant feature in our community for over two years, and the ongoing effort and cost of increasingly frequent and damaging storm events that continue to wreak havoc throughout our Shire.

The key features of the Budget 2022/23 are:

Rates and Charges

An amount of \$57,866,000 will be raised by general rates and service charges as follows:

General Rates	\$41,496,000
Municipal Charge	\$5,031,000
Service Charges	\$10,489,000
Supplementary Rates	*\$850,000

** Supplementary rates are a result of Supplementary Valuations. A Supplementary Valuation occurs when there is a change to a property that will affect the Valuation such as construction of a dwelling or shed, installation of a swimming pool, or a demolition.*

An increase in budgeted income from General Rates of \$2,023,000 from 2021/22 adopted budget. This is consistent with an increase of 1.75 per cent, aligned with the rate of the Fair Go Rates System cap.

The Budget includes a General Rate and four (4) differential rates to be declared as detailed in the following table:

	Cents/\$CIV
General Rate for rateable residential properties – 100%	0.0019232
Agricultural land rate – 80%	0.0015386
Commercial/Industrial rate – 120%	0.0023078
Recreational land rate – 50%	0.0009616
Not-for-profit housing rate – 50%	0.0009616

Operating initiatives

Included in the 2022/23 Budget are a number of new operating initiatives that will enable Council to deliver annual actions from the Council Plan 2021-2031. New initiatives included in 2022/23 are:

- Master plan development of the Woodend Racecourse Reserve and surrounds.
- Botanic Gardens Master Plan actions at Kyneton, Gisborne and Malmsbury botanical gardens.
- Commencement of an update of the Kyneton Movement Network Study.
- Finalisation of the shire-wide skate park master plan.
- Commencement of actions to contribute to the Rural Land Use Strategy.
- Continuation of works on the waterway conservation works program.
- Provision of funding for the Macedon and Mount Macedon Community House.

Capital works of \$41,200,000

During 2022/2023, Council will continue to deliver on commitments to undertake significant capital projects which improve liveability across the Shire. Some of these projects have been the subject of extensive planning, community engagement and investment over many years. Projects include continuing construction of the Macedon Ranges Regional Sports Precinct project (Stage 1), clubhouse works at Woodend Golf Club, traffic calming solution at the intersection of Brooks and Templeton Streets in Woodend, and resurfacing works of the Barkly Square playing surface in Kyneton. Other infrastructure categories continue to be renewed and expanded. This includes \$7,100,000 on roads; \$600,000 on bridges and \$3,422,000 for buildings.

Loan Borrowings:

New loan borrowings are budgeted to be drawn down to fund the Macedon Regional Sports Precinct project (Stage 1) totalling \$10,000,000. Loan repayments for the 12 month period are budgeted to be \$1,570,000, estimating borrowings balance to be \$17,548,000 at 30 June 2023.

Submissions

A total of 68 submissions were made to the draft Budget 2022/23 (including late submissions which were provided to Councillors). Please see Appendix 1 for the list of submissions and officer responses to the submissions.

Budget submissions received were grouped in the following main themes:

- Support for funding allocated to Woodend Golf Club clubhouse
- Request for funding to support pedestrian access at and around St Ambrose Primary School Woodend
- Other various submissions.

Officers have considered the community feedback received and provided responses, together with identifying other material operational financial changes since the draft budget was adopted for consultation.

Summary of proposed budget changes (financial)

The draft Budget 2022/23 that Council approved for public consultation balanced the environmental, infrastructure and social needs of the community within the rate income available under the State Government of Victoria rate cap. When resources are limited, it is essential that those resources are carefully allocated so Council is able to achieve the strategic objectives of its Council Plan and deliver services to the community. The draft Budget 2022/23 achieved this, and therefore any subsequent adjustments to the budget must also be carefully balanced.

The following table provides a brief summary of the changes officers have recommended for inclusion in the final budget. Explanations are provided the table in line with the reference numbers provided.

Please note, the numbers included in following tables represented as a negative value “-“ indicate either additional expenditure, or reduced revenue. Those represented with a positive value are either avoided expenditure or increased revenue.

Budget Area	Reference	Amount \$
Proposed additional new initiatives recommended for inclusion in the budget from Public Submissions		
Income:		
Kyneton Tennis Clubs - Contribution	1	\$15,000
Hanging Rock – Reserve Transfer	2	\$20,000
Macedon Bowling Club – Contribution	3	\$5,000
Expenditure:		
Kyneton Tennis Clubs tennis court light installation	1	-\$33,820
Hanging Rock Cricket Club training nets renewal and upgrade	2	-\$20,000
Macedon Bowling Club, Clubhouse design	3	-\$20,000
Kyneton Football Netball Club female change facilities and netball court design	4	-\$97,000
Brooke and Templeton Streets intersection, Woodend Pedestrian works, Stages 1 and 2 design and construction works	5	-\$480,000
NET IMPACT – additional funds available after operational adjustments		-\$610,820
Proposed additional new initiatives recommended for inclusion in the budget by Officers		
Income:		
Local Roads and Community Infrastructure Program Phase 3	6	\$335,000
Preparing Australian Communities – Local Stream program - Off Grid Relief and Recovery Centres	7	\$65,000
Interest income	8	\$110,000
Victorian Grants Commission	9	\$473,008
Expenditure:		
Red Brick Hall - On Street disability discrimination Act car space and building renewal works	6	-\$335,000
Preparing Australian Communities – Local Stream program - Off Grid Relief and Recovery Centres	7	-\$65,000
Balance		-\$27,812

Reference Notes:

- (1) Kyneton Tennis Club works will include lighting of playing courts 9 and 10. Included in the submission by the Kyneton Tennis Club is a commitment to make a financial contribution to the project.
- (2) Hanging Rock Cricket Club works will include training net renewal and upgrades. Works will improve the safety of the facilities. Works will be funded from the Hanging Rock Financial Reserve.
- (3) Macedon Bowling Club works are to engage an architect to prepare design / working drawings for improvements to the Club's current club rooms. Included in the submission by the Macedon Bowling Club is a commitment to make a financial contribution to the project.
- (4) Kyneton Football Netball Club works include detailed design planning and documentation to develop a female friendly pavilion and upgraded netball courts at the Showgrounds Reserve.
- (5) Undertake works to install a new slow point prior to the existing crest in Brooke Street Woodend to cater for school and leisure pedestrians crossing, and the design and construction of a crossing solution at the intersection of Brooke and Templeton Streets, Woodend.
- (6) Council has been successful in obtaining funding from the Local Roads and Community Infrastructure (LRCI) program to fund the works required at the Red Brick Hall (Kyneton). Works include On Street Disability Discrimination Act car space and building renewal works. The grant is for \$335,000, being the total sum of costs for the project.
- (7) Council has been successful in obtaining funding from Preparing Australian Communities – Local Stream program for “Off Grid Relief and Recovery Centres”. The project will go towards taking three currently grid-connected locations off-grid, or giving them the necessary equipment to be “self-sufficient” in terms of electricity, water, and telecommunications.
- (8) A review of interest revenue has been undertaken as a result in the increase in interest rates. This review has identified additional income to be included in the 2022/23 Budget.
- (9) Federal Assistance Grant Funding increased in line with updated information.

Consultation and engagement

Pursuant to section 223 of the *Local Government Act 1989*, the draft Budget 2022/23 was placed on public display and submissions were invited from the public. A Submitters Delegated Committee was held on Thursday 9 June 2022.

This process was consistent with the requirements Council's *Community Engagement Policy*.

Collaboration

The draft Budget 2022/23 has been prepared by officers and Councillors at a number of Councillor Briefings. An opportunity was also provided to the community in November and December 2021, to allow input in the 2022/23 Budget process.

Innovation and continuous improvement

The Budget is an important part of Council's integrated strategic planning, as outlined to Council on 16 December 2020. The Budget forms one of the key elements to Council's overall Integrated Strategic Planning and Reporting Framework.

Relevant law

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

At the time of preparing the 2022/23 Budget, Council was aware of the requirements expected of Council under the Gender Equality Act 2020, including the expectation of a Gender Impact Assessment being undertaken for key plans and documents prepared by Council.

We are committed to developing a rigorous and consistent process to ensure Gender Impact Assessments are an embedded part of Council practice, and are currently seeking external support and advice on how to best implement this goal, and to undertake a full Budget assessment in future years.

Council continues to meet its obligations to make the Shire fairer and more equal for all, and we will be undertaking Gender Impact Assessments on relevant individual initiatives and projects during the 2022/23 Budget Year.

We are continuing to progress our maturity and put in place measure to embed these Gender Impact Assessments in our delivery.

It is the intention of officers to ensure they can highlight the implementation of a gender responsive budget for 2023/24.

Relevant regional, state and national plans and policies

Nil

Relevant Council plans and policies

The preparation of the budget supports Council's priority of strong and reliable government. The Budget 2022/23 includes funding for the services outlined in the *Council Plan*.

Financial viability

The draft Budget 2022/23 includes all currently known financial and resourcing requirements for Council in 2022/23.

Sustainability implications

Council funding of services continues at similar levels to previous years

Officer declaration of conflicts of interest

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

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

Appendix 1 – List of draft Budget 2022/23 Submissions and Officer Responses

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
0	Woodend Golf Club - Clubhouse	Support of proposed allocation of \$417,000 in budget for the Woodend golf club house works.	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
1	Woodend Golf Club - Clubhouse	Request for renovation.	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
2	Woodend Golf Club - Clubhouse	Update of Clubhouse at Woodend Golf Course including addition of function space	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
3	Woodend Golf Club - Clubhouse	Redeveloped Clubhouse at Woodend Golf Course	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
4	Woodend Golf Club - Clubhouse	Allocation of funds to be confirmed in budget for upgrades to clubhouse	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
5	Woodend Golf Club - Clubhouse	Support for inclusion of funding for upgrading of the Woodend Golf Club clubhouse	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
6	Woodend Golf Club - Clubhouse	Support for proposed allocation of funding for Woodend golf club house works	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
7	Woodend Golf Club - Clubhouse	Request for upgrade of clubhouse	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
8	Footpath Request - Daly Street, Gisborne	Request for funding for footpath in Daly Street, Gisborne (between Penny Green Drive and Prince Street) to provide safe space for pedestrian.	This section of footpath is recognised on the Shire wide footpath plan. The project will be considered for inclusion in future years budgets.	No Change

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
9	Woodend Golf Club - Clubhouse	Support for proposed allocation of \$417k and \$266 carry forward to address the safety and accessibility concerns. Request support to changing proposed design of front of the clubhouse from concrete to wooden deck, including additional contribution from club to assist with change of scope.	The proposed deck should consider the interface to the rest of the existing building, and would be subject to additional costs including re-design costs and changes to the current project and building specification already completed by the architect. The final costs would be subject to detailed architectural and engineering drawings, and associated soil testing outcomes. Agreed Actions from a meeting with the Club on 12 May 2022 is to continue to look at options in regards to the deck including the costs and other potential offsets from the project's quantity survey report. The club indicated they would be prepared to make a financial contribution if required but the amount has not yet been determined. The final costs would be subject to detailed architectural and engineering drawings, and associated soil testing outcomes.	No Change
10	Woodend Golf Club - Clubhouse	Request for upgrade of clubhouse, including greater access for older members and members with disability and upgrade of toilets.	Compliant access is included in the proposed project and budget. Access and toilet upgrades will be to required Australian Standards and building regulations.	No Change
11	Nulla Vala Bridge Program 2022/23	Request for completion of Nulla Vala Bridge Program to be completed post-haste.	This bridge is included in the draft 2022/23. The project is listed on page 70 of the draft budget document.	No Change
12	Woodend Golf Club - Clubhouse	Support of proposed allocation of \$417K in the 2022/23 Macedon Ranges Shire Council Budget to the Woodend Golf Club club-house works.	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
13	Tylden Township	Disappointed in little money allocated to Tylden township. - Request to enhance the current mowing schedule to mow and maintain the unmade road's significant sized nature strips. - Support for clean up of trees from 9 June and - Infestation of Gorse and Blackberry.	Officers propose that Council provides 3 additional slashes per year in addition to the current annual hazard reduction slash. The storm damaged trees overhanging from private property will be cleaned up to the property line. The connection of Clowes St, Officers acknowledge a project is included in the draft 22/23 for design and investigation work for a footpath project in this area. Council will continue to support this work at Maxwell Street Reserve through our strategic weed control program and Land care community grant program. A review of the map of weed areas provided will be conducted and, if they on Council managed land, consider inclusion of the sites suggested as part of our annual roadside weed program.	No Change

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
14	St Ambrose Crossing - Crossing Supervisory	Allocation of safe crossings person at St Ambrose Woodend	A review (traffic count) has been undertaken, unfortunately traffic numbers did not meet the Department of Transport's requirements for a crossing supervisor to be allocated to the site. Work is being undertaken on traffic calming at the intersection of Urquhart and Templeton street where Council are constructing a raised platform (crossing).	No Change
15	Brooke and Templeton Street Pedestrian Safety Upgrades	Request to ensure Stage 1 of the Brooke and Templeton Street Pedestrian Safety upgrades are included in current budget to ensure children and pedestrian safety.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
16	St Ambrose Crossing	Allocation of funding for pedestrian safety crossing at Urquhart and Templeton Street, Woodend.	This project is included in the 2021/22 budget. Design works have commenced, construction is aimed for the July school holidays, subject to contractor availability.	No Change
17	Woodend Golf Club - Clubhouse	Support for funding commitment for the repairs/redevelopment of the Woodend Golf Club clubhouse.	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
18	Urquhart and Templeton Street Pedestrian Safety Upgrades	Request to provide council budget for a pedestrian safety crossing at Urquhart and Templeton Street, Woodend.	This project is included in the 2021/22 budget. Design works have commenced, construction is aimed for the July school holidays, subject to contractor availability.	No Change
19	Urquhart and Templeton Street Pedestrian Safety Upgrades	Disappointed no budget for school corridors which is an extreme priority.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
20	St Ambrose Crossing	Request for allocation funds to address safety issues in budget for children and families who use the Templeton Street corridor to and from St Ambrose.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
21	St Ambrose Crossing - Supervision	Request for allocated traffic attendance.	A review (traffic count) has been undertaken, unfortunately traffic numbers did not meet the Department of Transport requirements for a crossing supervisor to be allocated to the site. Work is being undertaken on traffic calming at the intersection of Urquhart and Templeton street where Council are constructing a raised platform (crossing).	No Change
22	Urquhart and Templeton Street Pedestrian Safety Upgrades Templeton and Brooke Streets	Request for two pedestrian crossings at, one at Templeton and Brooke Streets, the other at Templeton and Urquhart Streets.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
23	Macedon Bowling Club	Request for allocation for the engagement of architect to prepare design/working drawings for improvement to club rooms.	Officers support the submission to progress this project. The facility is a Council owned building, the allocation of \$20,000 (Net Council \$15,000) towards this project would allow for concept design and schematic design only. This would not provide the project detailed design.	Officers recommend this project be included in the 22/23 budget
24	St Ambrose Crossing	Request for safe crossing for St Ambrose.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
25	Brooke and Templeton Street Pedestrian Safety Upgrades	Encourage Council to consider a crossing for these roads for safety of all children and pedestrians.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
26	Footpath Request - Station Road	Request for funding of footpath on the western side of Station Road from the eastern end of Octagonal Court to Ferrier Road New Gisborne.	Contact has been made with this submitter. Council officers were able to answer the questions being asked by the submitter. Submitter is satisfied with officer's responses. No further action required.	No Change
27	Development of shire wide Equestrian facility plan	Support of inclusion of the development of a shire wide equestrian facility plan encompassing all equestrian facilities in the Macedon Ranges Shire.	Noted. An allocation is included in Budget to undertake a Shire wide facility plan.	No Change
28	Woodend Golf Club - Clubhouse	Support for inclusion of funding for repair and renew of the Woodend Golf Club clubhouse	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
29	Woodend Golf Club - Clubhouse	Support for inclusion of funding for upgrades to Woodend Golf Club clubhouse	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
30	Request for Footpaths and Bicycle Lanes - Kyneton	Very few inclusion of footpaths and bicycle lanes marked in Kyneton. Additional, double B and cattle trucks driving through the main street of Mollison is good, but pollutes with noise and smells and is a recipe for disaster.	Included in the 2022-23 draft budget are footpath construction projects for two sections of Pohlman Street and a section of footpath adjacent the Kyneton Aquatic Centre. In regards to the truck use on Mollison Street. Regional Roads Victoria (RRV) is the road management authority for Mollison Street, Kyneton. It is recommended that you forward this request to RRV.	No Change
31	Woodend Golf Club - Clubhouse	Support for inclusion of funding for upgrades to Woodend Golf Club clubhouse	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
32	Urquhart and Templeton Street Pedestrian Safety Upgrades Templeton and Brooke Streets	Urgent consideration for pedestrian safety for Templeton Street corridor to include a pedestrian intersection for Brooke and Templeton Street.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
33	Urquhart and Templeton Street Pedestrian Safety Upgrades Templeton and Brooke Streets	Request to include funding for Brooke and Templeton pedestrian intersection. Request for delivery of Urquhart and Templeton Street to be delivered in June /July.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
34	St Ambrose Crossing	Request for safe crossing for St Ambrose and intersection at Coles.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
35	Urquhart and Templeton Street Pedestrian Safety Upgrades Templeton and Brooke Streets	Request to include funding for Brooke and Templeton pedestrian intersection. Request for delivery of Urquhart and Templeton Street to be delivered in June /July.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
36	St Ambrose Crossing	Request for allocation of funding for safety works around St Ambrose Parish Primary School.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
37	Woodend - Various	<p>Request for:</p> <ul style="list-style-type: none"> - Fix of Coles intersection at Woodend - Installation of safe bike lanes and crossing - Enforcement of dogs on leads on walking tracks i.e. Buffalo Stadium <p>- Introduce a hard rubbish collection at least once a year, even for a fee to avoid dumping</p> <p>- Consideration of a fenced dog park i.e. Quahlee Park so no play equipment open in off leash area</p>	<p>-Council has recently undertaken the Woodend Integrated Transport study, which identified the Coles intersection as one of the high priorities for the Woodend Community. Furthermore, this intersection is a Regional Roads Victoria (RRV) managed area and recently it has been announced that the State Government has allocated \$500k for design and investigation. These works will enable RRV to build a Business Case for future intersection upgrade.</p> <p>- The Woodend Integrated Transport study also identified that safe pedestrian and cyclist infrastructure was a priority for the Woodend community. Council will continue to investigate and work with RRV to investigate projects for funding in future years.</p> <p>- Authorised Officers from the Local Laws Unit are tasked with random patrols to enforce dogs on lead in high use dog walking areas. There is budget allocation in the 22-23 Local Laws budget for officers to be able to undertake patrols outside of business hours and on weekends during high use periods.</p> <p>- While the cost of hard rubbish disposal may seem to be a main driver of illegal dumping, the roadside dumping Officers generally observe tends to be building waste and household waste (often from what appears to be linked to new premises and/or vacating) so it is not clear that a hard rubbish collection would prevent illegal dumping. It may help to reduce illegal burn offs of inappropriate materials, and help prevent people putting unwanted items on nature strips in front of houses as free to take. In 2021, Council investigated the matter and engaged a consultant. Hard rubbish collection will increase costs to residents and has been found not to be used equitably. Hard Rubbish collection has also have been</p>	No Change

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
			found to increase dumping. - Fenced dog parks are a matter that should be referred to the current Open Space Strategy work being managed through Strategic Planning. Provision of fenced dog off leash parks across the shire will be guided by the Open Space Strategy.	
38	St Ambrose Crossing	Provision of safe access for children.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
39	Urquhart and Templeton Street Pedestrian Safety Upgrades Templeton and Brooke Streets	Request for pedestrian safety walks budgeted and installed.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
40	Urquhart and Templeton Street Pedestrian Safety Upgrades Templeton and Brooke Streets	Request to include funding for Brooke and Templeton pedestrian intersection. Request for delivery of Urquhart and Templeton Street to be delivered in June /July.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
41	St Ambrose Crossing	Consideration for inclusion of funds the 2022-2023 budget funds to complete stage 1 and 2 for Brooke/Templeton St. That is \$260k for phase 1 and \$220k for phase 2. And of course to finish the Urquhart and Templeton wombat crossing that is proposed (which I assume is a given).	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
42	St Ambrose Crossing	Consideration for inclusion of funds the 2022-2023 budget funds to complete stage 1 and 2 for Brooke/Templeton St. That is \$260k for phase 1 and \$220k for phase 2. And of course to finish the Urquhart and Templeton wombat crossing that is proposed (which I assume is a given).	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
43	Woodend Golf Club - Clubhouse	Support for inclusion of funding for refurbishment of the Woodend Golf Club clubhouse	Noted. Allocation of \$417,000 is included in Budget to undertake upgrade works.	No Change
44	Urquhart and Templeton Street Pedestrian Safety Upgrades Templeton and Brooke Streets	Request to include funding for Brooke and Templeton pedestrian intersection. Request for delivery of Urquhart and Templeton Street to be delivered in June /July.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
45	Urquhart and Templeton Street Pedestrian Safety Upgrades Templeton and Brooke Streets	Request to include funding for Brooke and Templeton pedestrian intersection. Request for delivery of Urquhart and Templeton Street to be delivered in June /July.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
46	Urquhart and Templeton Street Pedestrian Safety Upgrades Templeton and Brooke Streets	Request to include funding for Brooke and Templeton pedestrian intersection. Request for delivery of Urquhart and Templeton Street to be delivered in June /July.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
47	St Ambrose Crossing	Request for urgent need to add two to three pedestrian crossings from Quarry Road through to St Ambrose.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
48	Pedestrian Safety - Woodend	Need for lowering of speed limits, additional footpaths, zebra crossing and speed humps.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
49	St Ambrose Crossing	No school crossing for all those children who attend St Ambrose, Woodend.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
50	Urquhart and Templeton Street Pedestrian Safety Upgrades	Request for: 1. Funding of \$260k for the completion of construction of a slow point and associated works on Brooke Street close to Templeton Street Woodend (Stage 1) that I have been informed by Council staff to be fully designed and is ready for tenders and construction. 2. Allocation of \$220k for design and construction of a crossing solution at the intersection of Brooke Street and Templeton Street Woodend (Stage 2).	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
51	St Ambrose Crossing	Request for installation of safety pedestrian crossings in and around St Ambrose School.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and	Stage 1 and 2 recommended to be included in 22/23 budget

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
			Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	
52	Installation of Goal nets at Lancefield Park	Support for inclusion of goal nets to be installed at Lancefield Park.	Noted. Project is included in the Budget to install goal netting.	No Change
53	Brooke and Templeton Street Pedestrian Safety Upgrades	Support for inclusion of a safe school crossing at the Brooke St - Templeton Street junction, Woodend.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
54	Urquhart and Templeton Street Pedestrian Safety Upgrades Templeton and Brooke Streets	Request for safe crossing points to St Ambrose Primary School to safety and wellbeing of all families and children who ride and walk to school.	A project is included in the 2021/22 budget for Urquhart and Templeton Street. Design works have commenced, construction is scheduled for the July school holidays, subject to contractor availability. Design work is also being undertaken for improved safety works at the Templeton and Brooke Streets intersection in 2021/22. Officers recommend construction works for Stage 1 and 2 are included in the 2022/23 Budget.	Stage 1 and 2 recommended to be included in 22/23 budget
55	Desktop Vineyard Scoping Study	Proposed initiative be considered as part of the next steps of the Rural Land Use review	Officers recognise this request can be considered as part of the next steps of the Rural Land Use Strategy process.	No Change
56	Funding for Ash Wednesday Park Master Landscape Plan	Request for additional funds of \$200K are allocated in the budget to facilitate the completion of the balance of works that are defined as "Stage 1" of the Master plan. These funds could be sourced from the South Ward Public Open Space Fund Reserve or Asset Improvements reserve.	This project is identified as part of the Ash Wednesday Park Master Landscape Plan. Funding for future projects to assist delivering the masterplan will be considered for inclusion in future years Budgets.	No Change

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
57	Various	Request for inclusion of the following items: 1. Dedicated, qualified and responsible mower operator for bushland reserve and other ecological assets 2. Enact 'Gardens for Wildlife' from Biodiversity Strategy 3. Consistent naming including renaming of reserves in the shire which are zoned as PCRZ 4. Renaming of parks e.g. John Aitken Reserve 5. Replacement and review of shire's Street Tree Planting Preferred Species List 6. Advocacy to State Government to stop destroying our natural environment 7. Advocacy to State Government to stop destroying our heritage assets 8. Advocacy to State Government to retain GisBus 9. Advocacy to State Government to restore bluestone culvert at Hamilton Street over Bunjil Creek	1. In 2021-22 Council engaged a reach mower operator to better manage Council's roadsides, improve safety and increase visibility for crossing wildlife. This was an action identified in the Roadside Conservation Management Plan. Mowing of fire breaks, around entrances and along tracks within Bushland Reserves is currently undertaken by officers from the Environment Unit. For mowing in other areas with natural values, Councils Environment Unit work in close collaboration with the mowing team to improve practices and ensure protection of ecological assets. 2. Councils environment unit have been supporting the start-up of the Gardens For Wildlife program in Lancefield with the Deep Creek Land care Group over the past year. This has provide to be a popular program. Following this, we are now in conversation with the Macedon Ranges Sustainability Group for establishing a shire wide program. We hope to have a program established in 2022-23. 3. Noted 4. Noted 5. The Preferred Species List is currently being reviewed and updated and will be made available on Council's website when completed. 6. Noted 7. Noted 8. Noted 9. Noted	No Change

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
	Various	1. Support for inclusion of land purchase for Gisborne Fields 2. Support for toilets for the croquet club 3. Only included four footpaths for a whole year, the footpath strategy is way behind on actions 4. Clarification required why is Council funding if under private ownership (Gisborne Bowling Club) 5. Support for Public Open Space Strategy. Ensure return of Gisborne Pine Plantation to the Gisborne community 6. Request for further information in regards to the Thematic Environment History Item, along with inclusion/register of significant indigenous trees 7. Objection to inclusion of Equestrian Facilities Plan 8. Support for Waterway Conservation Works Program 9. Request for further environmental initiatives 10. Autumn Festival is an ecological disaster 11. Dixon Field Bird Hide Removal 12. External Landscaping of Sankey reserve 13. Bridge program Dixon Field Bird Hide 14. Drainage program - Daly Reserve	1. Support Noted 2. Support Noted 3. Noted, a review of the 2018 Shire Wide Footpath Plan is included in the 2021-31 Council Plan Yr. 2 as an action. The original footpath plan contained approximately 270 projects. Since 2018 Council has delivered approximately 60 footpath projects. In the 2022-23 draft budget there are another 10 footpath projects nominated within the footpath program. 4. This is a leased facility managed by Council as Committee of Management on behalf of DELWP as the land owner. Therefore Council contributing funds is appropriate. 5. Noted, can be considered as part of the Open Space Strategy Process 6. The development of a Thematic Environment History was funded by Council in the current 2021/22 budget. The draft 2022/23 budget includes funds that would enable the progression of a planning scheme amendment to implement the Thematic Environment History when it is completed. 7. Objection Noted 8. Support Noted 9. Request for more environmental initiatives noted 10. View on Autumn Festival Noted 11. View on the Bird Hide is noted and will be considered by Council at its July 2022 Scheduled Council Meeting 12. View noted. There are no current plans for landscaping at Sankey Reserve. Other parks and Botanic Gardens are priorities for landscaping. 13. View on the Bird Hide is noted and will be considered by Council at its July 2022 Scheduled Council Meeting 14. This project is in the current Draft budget, within the Drainage Program.	No Change
58	Repairs/Maintenance to training facilities - Hanging Rock Cricket Club	Request for funding for maintenance and repairs of training facilities.	The full scope of works for this request requires further investigation. However, operational funding through the building renewal program and Recreation Facility Improvements would be appropriate to fund small scale improvements and maintenance.	No Change
59		This submission was made in relation to the Council Plan.		

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
60	Macedon and Mount Macedon house	Support for inclusion of funding for new established Community House.	Noted.	No Change
61	Female friendly facilities	Request the inclusion of \$30,000 to undertake detailed design planning and documentation to develop a female friendly pavilion and upgraded netball courts at the Showgrounds Reserve to the draft Budget 2022/23.	Officers are supportive of this initiative as a pre planning exercise. This is supported in the master plan review which is yet to be considered by Council.	Officers recommend this project be included in the 22/23 budget
62	Master plan for Racecourse Reserve	Support for inclusion of the development of a master plan for Racecourse Reserve.	Noted	No Change
63	Kyneton Tennis Courts - Lighting	Allocation of funding for the final two tennis courts to have lighting installed.	Officers are supportive of this proposal and it will be to complete lighting for this facility.	Officers recommend this project be included in the 22/23 budget
64	Bridge for Kyneton on Riverside Development	Disappointed no allocation of funding proposed bridge for the Kyneton on Riverside development until 2028.	<p>It should be noted that the bridge works is within Council's 10 year forecast asset plan. In the current planning permit the Developer is only required to undertake the detailed design and investigation to understand the full cost of the bridge. Council is currently collecting contributions from current lots within this Development that will go towards the construction of the bridge. Council's engineering department is currently assessing the bridge design submitted by the Consultant representing the Developer and the Water authority has accepted in principal design but final design is yet to be approved.</p> <p>The actual bridge construction is only triggered once the area to the south of the current development is re-zoned to Res 1 and further development is allowed. This will be verified next financial year when Council is planning to undertake Kyneton Movement Network study.</p>	No Change

No	Project Name/ Building	Summary of Submission	Officer Response	Officer Recommendation
65	Protection for Historic Elm Trees and Horse Trough on Mount Macedon Road	Request for consideration of placing protective bollards and no standing signs to protect historic elm trees and trough.	Mount Macedon road is a Department of Transport managed road and any new bollard installation would require their approval. As this road is also a tourist road, public consultation would need to be undertaken to make such a change. With regards to the No Standing signs officers will investigate further to see if these signs are warranted.	No Change
	Conservation Reserve	All existing conservation reserves within the shire have the wording "Conservation Reserve" added officially.	Can be considered as part of the Open Space Strategy process	No Change
	Tony Clarke	Development of Tony Clarke Reserve for family and social, including more visitor facilities	Noted. This item needs to be considered as part of a future master plan for Tony Clark Reserve which is identified as a short to medium term priority in the Sport and Active Recreation Strategy.	No Change
	High Visitor Numbers	Hold meeting to consider residents and investigate impact of high visitor numbers on residents.	Community consultation regarding high visitation in the Macedon and Mount Macedon areas is taking place throughout June 2022 via a community survey and drop in sessions on 20 June. The feedback from the community will be used to refine management plans and suggested options will be brought back for further discussion later in 2022.	No Change
66	UR Daly Reserve	Request for clarification of project included in draft Budget 2022/23 "Drainage works to cater for overland flow from the Daily Reserve".	<p>The Proposed works in the coming financial year's budget listed as Daly Reserve/53 Howey Street is to formalise the outflow from the works done in the Daly reserve this financial year.</p> <p>At the moment the open drain that was created discharges onto the footpath. The planned works include a culvert crossing under the footpath and to regrade as necessary of the downstream drain carry the storm water into Council's underground infrastructure.</p>	No Change
67	Kyneton Dog Obedience Club	Support the submission by Kyneton Dog Obedience Club (KDOC) for urgent upgrade of their existing club room building in Kyneton.	Council to carry forward the allocated amount from the 2021/22 budget to complete a plan, design and costing for a new like for like build for consideration in the 2023/24 budget. This will give time for consideration of other funding sources.	No Change
68	Kyneton Dog Obedience Club	Following recent quote for repair/refurbishment of our Clubrooms, the KODC reaffirms its wish that MRSC demolish the current building and replace it with a modular as a better use of ratepayer funds.	Council to carry forward the allocated amount from the 2021/22 budget to complete a plan, design and costing for a new like for like build for consideration in the 2023/24 budget. This will give time for consideration of other funding sources.	No Change

COR.4	COUNCIL PLAN 2021-2031 (YEAR TWO ACTIONS 2022-23)
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 3. Business and tourism 4. Delivering strong and reliable government
Attachments:	Council Plan 2021-2031 (Year Two Actions 2022-2023) - DRAFT (under separate cover)

Summary

The Council Plan forms part of the Strategic Planning and Reporting Framework, as outlined in the *Local Government Act 2020* (LGA). The Council Plan must provide the strategic direction of Council, its objectives, the strategies to achieve these objectives and strategic indicators for monitoring the achievements.

At the Submitters Delegated Committee Meeting on 9 June 2022, Council received one (1) submission and no verbal submissions were received. A summary of the submission and an officer response has been included in this report.

Therefore, the purpose of this report is to note a summary of the submissions received and to adopt the Council Plan 2021-2031 (Year Two Actions 2022-2023).

Recommendation

That Council:

- 1. Adopts the draft Council Plan 2021–2031 (Year Two Actions 2022-2023), prepared in accordance with the Local Government Act 2020, and gives public notice of its decision to replace the previous Council Plan.**
- 2. Endorses the officer responses to submissions as contained in this report; and**
- 3. Responds to the submitter in accordance with Council’s Community Engagement Policy.**

Background

The development of the Council Plan 2021-2031 (the Plan) was a process that commenced in 2020, following the election of the new Council, and is a requirement of section 90 of the LGA. The Plan was developed using deliberative engagement and provides:

- The strategic direction of Council
- Strategic objectives for achieving that direction
- Strategies for achieving the objectives (for at least four years)
- Strategic indicators for monitoring achievement
- Description of initiatives and priorities for services, infrastructure and amenity

Adopted by Council at its Scheduled Meeting of October 2022, the Plan outlines Council strategies and actions to be implemented across four priority areas as follows:

Connecting communities

We will maintain our built environment—including roads, paths, buildings, open space and other assets—in a fiscally, environmentally and socially sustainable way. This includes effective land-use planning, which has a direct impact on the liveability of our shire.

Healthy environment, healthy people

We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity and enhance water catchment quality. The Macedon Ranges Shire declared a climate emergency in 2021. We will take action to reduce waste in order to protect public health and the environment.

Business and tourism

We will foster economic vitality in a way that promotes positive individual and community health outcomes, including business diversity, housing, transport, and employment options. Investment attracted to the shire will be consistent with Council’s vision.

Deliver strong and reliable government

We will demonstrate the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

At the Scheduled Council Meeting of 27 April 2022, Council resolved:

That Council:

1. *Endorses the draft Council Plan 2021-2031 (Year Two Actions 2022-2023) to be made available for public comment from 28 April until 26 May 2022;*
2. *Undertakes community engagement and consultation in accordance with the Local Government Act 1989, the Local Government Act 2020 and Council’s Community Engagement Policy;*
3. *Schedules a Submitters Delegated Committee meeting for 7pm on Thursday 9 June 2022, to provide an opportunity for any person who wishes to make a verbal presentation in support of their submission on the draft Council Plan 2021-2031 (Year Two Actions 2022-2023) to be heard; and*
4. *Notes that a report and recommendations will be presented to the Scheduled Council Meeting on Wednesday 22 June, to enable Council to consider submissions and adopt the Council Plan 2021-2031 (Year Two Actions 2022-2023).*

Discussion

Submissions

In accordance with the *Local Government Act 2020* and Council’s *Community Engagement Policy*, the draft Council Plan 2021-2031 (Year Two Actions 2022/2023) was released for public display for a 28-day period.

A total of 1 submissions was received as part of the community consultation process.

This is detailed below:

Submission Number	Summary of Submissions	Officer response and recommendation

1	<p>Disappointing to see that the environment still isn't represented as its own theme in the council plan, rather tucked away under healthy people. This is also reflected in the lack of protection for the natural environment, both on the ground, in funding and education throughout the shire.</p> <p>Request for prioritisation of the protection of the natural environment and stop planting introduced species which damage our natural environment.</p>	<p>Councillors agreed to align the Strategic Objectives of the Council Plan with the Themes of Council's Community Vision.</p> <p>Officer Recommendation: No change</p>
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Summary of proposed changes from Community Consultation process

Officers have considered the community feedback received and provided officer responses and recommend no changes.

Summary of proposed changes – officer recommendations

In considering the submissions there were provided as part of the community consultation process for the draft Budget 2022/23, officers have recommended a number of changes these are as follows: -

Summary of Changes	Officer Response
<p>New Action – Undertake intersection works at Brooke and Templeton Streets, Woodend to install a new slow point (Brooke Street), and the design and construction of a pedestrian crossing.</p>	<p>Include as part of existing priority to 'improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths'</p>
<p>New Action – Upgrade three Relief and Recovery Centres that are currently grid-connected to be able to operate off-grid during times of an emergency.</p>	<p>Include as part of existing priority to 'maintain systems, capacity and capability to manage, respond to and lead recovery after emergency events'</p>
<p>Update Action – Formalise the joint partnership with Hepburn Shire Council and continue to advocate the State Government for funding to assist with detailed design and pre-project works for the Daylesford to Hanging Rock Shared Trail project.</p> <p>Council Role: Advocate</p>	<p>Update the relevant action as part of the existing priority to 'improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths'</p>

Several other projects that have been recommended for inclusion in the draft Budget 2022/23 will be delivered as part of existing actions in the Council Plan 2021-2031 (Year Two Actions 2022-2023).

In finalising the Council Plan a number of minor typographical corrections were also made.

Consultation and engagement

Pursuant to section 223 of the *Local Government Act 1989* the draft Council Plan (Year Two Actions 2022-2023) was placed on public display and submissions were invited to attend the Submitters Delegated Committee on Thursday 9 June 2022. This process is consistent with *Council's Community Engagement Policy*.

Collaboration

The draft Council Plan (Year Two Actions 2022-2023) has been prepared alongside the draft Budget 2022/23 by officers and Councillors at a number of Councillor Briefings. This updated plan had been developed from the Council Plan 2021-2031 framework, which was prepared via deliberative engagement methods as outlined in Council's *Community Engagement Policy*.

Innovation and continuous improvement

The Council Plan is an important part of Council's integrated strategic planning, as outlined to Council on 16 December 2020. The Plan forms one of the key elements to Council's overall Integrated Strategic Planning and Reporting Framework.

An update in relation to the progress items included in the Council Plan is provided as part of Council's quarterly report.

Relevant law

This report has been prepared in accordance the LGA and is compliant with the requirements.

At the time of preparing the Council Plan 2021-2031 (Year Two Action 2022-2023), Council was aware of the requirements expected of Council under the Gender Equality Act 2020, including the expectation of a Gender Impact Assessment being undertaken for key plans and documents prepared by Council.

We are committed to developing a rigorous and consistent process to ensure Gender Impact Assessments are an embedded part of Council practice, and are currently seeking external support and advice on how to best implement this goal, and to undertake a full assessment in future years.

Council continues to meet its obligations to make the Shire fairer and more equal for all, and we will be undertaking Gender Impact Assessments on relevant individual initiatives and projects during the 2022/23 Year.

We are continuing to progress our maturity and put in place measure to embed these Gender Impact Assessments in our delivery.

It is the intention of officers to ensure they can highlight the implementation of a gender responsive Council Plan for 2023/24.

Relevant regional, state and national plans and policies

Nil

Relevant Council plans and policies

The preparation of the draft Council Plan 2021-2031 (Year Two Actions 2022-2023) supports Council's priority of strong and reliable government. This plan will align with funding provide in the draft Budget 2022/23.

Financial viability

These documents support Council's long-term financial resourcing requirements.

Sustainability implications

Nil

Officer declaration of conflicts of interest

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

COR.5	ADOPTION OF REVISED GOVERNANCE RULES
Officer:	Adele Drago-Stevens, Director Corporate
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

At its Scheduled Council meeting on 23 March 2022, Council adopted a draft set of Governance rules for community consultation. The 28 day consultation process was completed at 5pm, on 27 April 2022. One submission was received from the community.

Based on subsequent discussion with Councillors and officers, and new information and legislative updates, the Draft Governance Rules require further revision, consultation and feedback. This report summarises the work done to date and recommends a report be delivered to a future meeting of Council for consideration.

Recommendation

That Council

1. **Note the update on the development of the Governance Rules.**
2. **Note that a report will be provided to the September Scheduled Council Meeting including a revised set of draft Governance Rules for consideration.**

Background

Under section 60 of the Act, a council must develop, adopt and keep in force Governance Rules.

Council adopted its current Governance Rules in accordance with Sections 60 and 69 of the *Local Government Act 2020* (the Act) on 26 August 2020. The Governance Rules include the Election Period Policy.

A review of the Governance Rules was undertaken by officers in collaboration with Council earlier this year.

Following discussion and input from Councillors, at its Scheduled Council meeting on 23 March 2022, a draft set of revised Governance Rules were approved by Council for community consultation. The 28 day consultation process was completed at 5pm, on 27 April 2022.

During the consultation period, a single submission was received from the community.

Discussion

The aim of the review was to identify and address:

- omissions and conflicts;
- ambiguity regarding procedures;
- inconsistencies;

- the inclusion of new guidelines;
- readability and clarity of language; and
- continuous improvements.

These objectives were applied to the initial review, and in subsequent revision of the Draft Governance Rules, following community, officer, and Councillor feedback.

Governance Rules from several Victorian LGAs were reviewed for consistent and good practices, with engagement with officers from these councils.

Substantial revisions have been made based on these sources, with some further changes required as a result of Legislative change, including the *Regulatory Legislation Amendment (Reform) Act 2022* (the Amendment Act), which received Royal Assent on 29 March 2022.

The *Amendment Act* will extend the COVID-19 temporary measures provisions through to 1 September 2022 allowing Council to participate in meetings remotely or by electronic means.

From 2 September 2022 onwards, councils will be permanently enabled to conduct meetings by electronic means in accordance with the relevant Governance Rules.

To accommodate this change, further revisions are required to the Draft Governance Rules based on the Local Government Victoria guidelines recently provided.

A report will be delivered to Council at the September Scheduled Meeting, including a revised set of draft Governance Rules for consideration, and any further steps to progress to further consultation (if required), and adoption.

Consultation and engagement

Section 60 of the *Local Government Act 2020* states that Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules.

Council undertook community consultation for a 28 day period ending on 27 April 2022, resulting in a single submission being received. This submitter advised that they would not like to speak in support of their submission.

The review of the Governance Rules has also involved consultation with Councillors, officers, the Victorian Local Government Association, and selected Victorian councils.

Further consultation and engagement with the community, Councillors and others will be sought as required as the draft Governance Rules are further revised.

Collaboration

Advice and input was sought on the proposed revisions to the draft Rules from officers at other Victorian Councils and the Victorian Local Government Association, including the benefits and challenges of changes. In addition, examples of good-practice Governance Rules from several Victorian Councils were reviewed to inform revisions.

Innovation and continuous improvement

The review of the Governance Rules has involved benchmarking against good-practice examples from other Victorian councils. Further inclusions are being considered as part of the ongoing review.

Relevant law

The Governance Rules, including the *Election Period Policy*, are a requirement under section 60 of the *Local Government Act 2020*. If a Council amends its Governance Rules, it must undertake community consultation in accordance with section 60(4) of the Act.

A gender impact assessment was not required, however the draft Governance Rules were reviewed to ensure that personal pronouns were revised to be gender neutral, in line with the spirit and intent of the *Gender Equality Act 2020*.

Relevant regional, state and national plans and policies

There are no relevant plans or policies.

Relevant Council plans and policies

This report is relevant to Council Plan Theme 4: Delivering Strong and Reliable Government.

Financial viability

There are no financial implications in this consideration of this report.

Sustainability implications

There are no sustainability implications 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.

COR.6	DRAFT FRAUD AND CORRUPTION CONTROL POLICY AND PLAN 2021-2025
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	<ol style="list-style-type: none"> 1. MRSC Fraud and Corruption Policy - DRAFT (under separate cover) 2. MRSC Fraud and Corruption Control System - DRAFT (under separate cover)

Summary

This report provides a draft Fraud and Corruption Control Policy and draft Fraud and Corruption Control System 2022-2025 for consideration and adoption by Council following feedback from Council's Audit and Risk Committee.

Recommendation

That Council adopts the draft Fraud and Corruption Control Policy and Fraud and Corruption Control System 2022-2025 and revokes the previous Fraud Management Policy and Procedure effective from 23 June 2022.

Background

The Fraud and Corruption Control Policy and Fraud and Corruption Control System 2022-2025 are a major component of the governance framework for Council. These documents define the strategic risk management of fraud and corruption within Council, and guide decision-making through a comprehensive and systematic approach to preventing, detecting and responding to fraud and corruption.

The Fraud and Corruption Control Policy is supported by the Fraud and Corruption Control System 2022-2025 (the Fraud Control System) which outlines the Council's activities, structures and reporting requirements to prevent, detect and respond to fraud and corruption.

As a public entity with the resources and responsibilities entrusted to Council, it is important that Council demonstrates it has developed, implemented and maintained an effective integrity framework, continuously improving Council's capacity to identify and prevent corrupt conduct.

This policy when adopted will replace the *Fraud Management Policy and Procedure* which was first adopted in May 2012.

Discussion

At the Audit and Risk Committee on 2 March 2022, the Committee requested an update on the progress of the Fraud and Corruption Control Policy and Plan and encouraged the finalisation of these documents.

Officers have since reviewed and updated the Fraud and Corruption Control Policy and Fraud and Corruption Control System 2022-2025. This was presented to the Audit and Risk Committee for review and consideration on 11 May 2022. The Audit and Risk Committee

provided feedback that following minor changes, they were satisfied with the policy and it was now the responsibility of Council to consider for adoption.

Further work was undertaken to ensure compliance with the updated standard AS8001:2021 Fraud and Corruption Control Standard. This revised draft was then circulated to the Audit and Risk Committee for feedback out of sessions. This feedback has been included in the draft version presented with this report.

Key inclusions to the policy and system documents include the following:

- The *Fraud and Corruption Control Plan* is now referred to as '*Fraud and Corruption Control System*'
- Enhanced definitions of 'Fraud' and 'Corruption'
- Clearly defined scope of who policy applies to
- Minimum requirements replacing 'Should' with 'Shall'
- Linked requirements of Fraud and Corruption Control System to specific MRSC policy or procedures
- Included reference to 'environmental scanning' as part of monitoring role via the audit program
- Expanded on 'System Preventions' by way of Pressure Testing and Cyber Security awareness
- Raised awareness of fraud in exit interviews of employees
- Inclusion of 'Third Parties' - decision sits with CEO to inform impacted third parties
- Inclusion of 'Disruption' responsibilities for Council
- Inclusion of Key Performance Indicators to be measured and reported annually.

Consultation and engagement

These draft documents were prepared in consultation with officers and the Audit and Risk Committee.

Collaboration

Nil

Innovation and continuous improvement

The review of these documents will form part of the Audit and Risk Committee's work plan to ensure it remains consistent with current strategy and objectives.

Relevant law

These documents, when prepared, consider the following legislative frameworks:

- *Financial Management Act 1994* (Financial Management Act)
- *Financial Management Regulations 2004*

- *Standing Directions 2018* under the Financial Management Act (Standing Directions)
- *Local Government Act 2020* , s.54.2(c) and Division 4
- *Public Administration Act 2004* and the *Code of Conduct for Public Sector Employees* (Code of Conduct)
- *Independent Broad-based Anti-corruption Commission Act 2011*
- *Public Interest Disclosures Act 2012*
- *Audit Act 1994*
- *Crimes Act 1958* (Vic)
- *Ombudsman Act 1973*

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

Relevant regional, state and national plans and policies

These documents were prepared in accordance with the following standards, guidelines and reviews: -

- AS 8001:2021 Fraud and Corruption Control Standard
- The IBAC State government integrity frameworks review, June 2019
- A/NZ ISO 31000:2021 Risk Management Principles and Guidelines

Relevant Council plans and policies

This supports Council in the delivery of its *Council Plan 2021-2031—4: Strong and Reliable Government*.

These documents will support the following Council policies:

- *Protected Disclosure Policy*
- *Staff Code of Conduct*
- *Disciplinary Policy*
- *Councillors' Code of Conduct*
- *Fraud and Corruption Control Plan*
- *Audit and Risk Committee Charter*
- *Risk Management Policy and Framework*

Financial viability

Nil

Sustainability implications

Nil

Officer declaration of conflicts of interest

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

COR.7	CONTRACTS TO BE AWARDED - JUNE 2022
Officer:	Corinne Farley, Coordinator Contracts
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

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

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

Recommendation

That Council

1. **Notes that the following contracts will be awarded by Council officers under delegated authority:**
 - (a) **C22.1166 Woodend Community Centre Design and Documentation**
 - (b) **C22.1167 Landscape Upgrade Stage 1 – Manna Gum**
 - (c) **C22.1168 Kyneton Museum – Minor Works retender**
2. **Note the breach of the Procurement Policy.**

Background information

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

Opportunity to review delegated authority

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

C22.1166 Woodend Community Centre Design and Documentation

This is a selective tender process through the Department of Treasury and Finance Construction Supplier Register. The contract is to develop a suite of designs consisting of concept, schematic and detailed design and an independent cost plan at each stage of design for the redevelopment of the Woodend Community Centre into a modern, multi-purpose centre that meets the identified needs of the community and responds to economic development and tourism opportunities.

The CEO has delegated authority to award this contract.

C22.1167 Landscape Upgrade Stage 1 – Manna Gum

This contract is for Stage 1 Landscape upgrade works at the Manna Gum Family and Children Centre to improve and expand the existing facilities to accommodate more additional play space requirements.

The CEO has delegated authority to award this contract.

C22.1168 Kyneton Museum – Minor Works

This contract is retendered through the Department Treasury and Finance Construction Suppliers Register. The works include roof replacement, chimney and window repairs, floor replacement and sub-floor ventilation and drainage.

The CEO has delegated authority to award this contract.

Cumulative Expenditure Breach

A breach of the procurement policy Appendix 3 Performance KPI's other internal controls: "Cumulative Expenditure with any one supplier will be checked over a 12 month period against the public tendering threshold". The threshold is \$220,000 inclusive of GST.

Alkira Consulting \$24,321 over the threshold

Total expenditure with Alkira is \$244,321 inclusive of GST. Alkira Consulting was engaged on two separate occasions during the 12 months by Council. The first engagement with Alkira Consulting provided services to Council to develop the 2020/21 Annual Report and Council Plan; total expenditure relating to this service was \$40,972.

Following the conclusion of this work, Alkira Consulting was engaged to fulfil the role of Interim Manager People, Culture and Performance. This engagement included completing delivery of key tasks with external due dates under the Local Government Act, the Gender Equality Act and other instruments (e.g. Workforce Plan, Gender Equality Action Plan, Complaints Policy). In addition, due to the review of the organisational structure of Council and longer-than-anticipated implementation of the new Executive structure, to provide continuity for leadership during new director appointments, an ongoing appointment was required. Total expenditure to Alkira Consulting for this interim service totalled \$203,349.

Consultation and engagement

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

Collaboration

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

Innovation and continuous improvement

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

Relevant Law

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

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

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

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

Financial viability

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

Sustainability implications

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

Officer declaration of conflicts of interest

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

COR.8	2022-2023 GROWING SUBURBS FUND
Officer:	Adele Drago-Stevens, Director Corporate
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	Nil

Summary

The purpose of this report is to seek endorsement from Council for the Chief Executive Officer to submit an application to the 2022-23 Growing Suburbs Fund (GSF). The recommendation is to apply to the GSF for funding in priority order for Electric Vehicle Charging Stations and the construction of the Gisborne Skate Park and Pump Track.

Recommendation

That Council

- 1. Endorses the Chief Executive Officer to submit an application to the 2022-2023 Growing Suburbs Fund in priority order as follows:**
 - (a) Electric Vehicle Charging Station**
 - (b) Gisborne Skate Park and Pump Track**
- 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 May 2022, the Minister for Local Government, announced round the 2022-23 GSF. The 2022-23 GSF 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; and

- progressing key priorities of the Victorian Closing the Gap implementation plan by delivering important cultural community infrastructure, and further enhancing the partnership between government sectors, Aboriginal community-controlled organisations, and the wider community.

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; and
- purpose-built facilities that respond to the needs of Aboriginal and Torres Strait Islander communities.

The program will consider proposals put forward by eligible councils for funding in partnership with Aboriginal community-controlled organisations, and not-for-profit or private sector organisations. These proposals must:

- be in line with the program criteria; and
- demonstrate the existing partnership between the sectors, and endorsement of the project evidenced by letters of support from both council and the organisation.

Projects are expected to:

- be delivered by qualified professionals;
- incorporate Universal Design principles; and
- 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.

Discussion

Council officers recommend that the following two projects be nominated in priority order for 2022-23 GSF. The priority order was established based on the fact that the Electric Vehicle Charging Stations is included in the current Council priority project document noting the project is ready to commence. Officers considered this as the priority project over the Gisborne Skate Park and Pump Track which is currently still in the design stage at the time of preparing this report. Officers have determined that the projects adequately meet the eligibility criteria and have the potential to score highly against the assessment criteria.

Electric Vehicle Charging Stations – Charging the Macedon Ranges

Installation of public, fast-charging electric vehicle charging stations (50kW systems) in Lancefield, Riddells Creek, Gisborne, Macedon, Romsey and Malmsbury, which support the establishment of an extended network.

The project will deliver the following benefits for the community:

- A network of stations is critical to facilitating the transition to low emissions vehicles. This contributes to Council’s response to the climate emergency by facilitating emission reductions across the shire.
- The network of fast-charging stations across the shire enables Council to take advantage of the market of electric vehicle drivers who plan their day trips and weekends away according to the location of charging facilities. Attracting these visitors will grow the region’s tourism economy and directly support local businesses.
- The project deepens the electric vehicle touring routes made possible across central and northern Victoria as a result of the Victorian Government funded ‘Charging the Regions’ project.

Project Name Electric Vehicle Charging Stations – Charging the Macedon Ranges	
Funding Sought:	\$560,000 Stage 2
Current Council Budget	\$135,000 to deliver Stage 1, installation in Kyneton, now complete
Officers assessment against criteria:	<ul style="list-style-type: none"> • Installation at Lancefield, Riddells Creek, Gisborne, Macedon, Romsey and Malmsbury, which will support the establishment of an extended network across the shire. • Installation of the stations will provide the local communities the ability to charge electric vehicles. It will also provide an opportunity for visitors to charge electric vehicles whilst visiting the shire. • Supports protecting the environment by promoting the use of electric vehicles throughout the shire. • Contract will be awarded to undertake installation of the charging stations at prominent points at each township. • This project is included in Council’s priority project document.

Gisborne Skate Park and Pump Track

The Gisborne Skate and Pump Track project is a community driven initiative following a petition to Council to improve the variety and quality of the existing skate park. Located centrally within the Gisborne township, the skate park site is within Gardiner Reserve which hosts football, cricket, netball and school groups. A very popular walking trail passes through the site, adjacent to the skate park. In addition to the skate park, the project will feature shelter, seating and landscaping.

The project will deliver the following benefits for the community:

- An enhanced youth focussed community space that better meets the needs of the local community.
- As a community driven initiative there will be a high level of ownership of the project which will ensure ongoing care and oversight of the area.
- An enhanced skate park will increase use and activity among the youth of the township and provide improved health and wellbeing outcomes.

- It will demonstrate that Council has heard the needs of the youth of Gisborne and has acted to provide an appropriate facility that young people have contributed to the design of.

Project Name: Gisborne Skate Park and Pump Track	
Funding Sought:	\$450,000
Current Council Budget	\$30,000 Stage 1 2021/22 (consultation and concept / schematic plans)
Officers assessment against criteria:	<ul style="list-style-type: none"> • The Gisborne Skate and Pump Track project is a community driven initiative following a petition to Council to improve the variety and quality of the existing skate park. • Located centrally within the Gisborne township. • Council has heard the needs of the youth of Gisborne and has acted to provide an appropriate facility that young people have contributed to the design of. • An enhanced skate park will increase use and activity among the youth of the township and provide improved health and wellbeing outcomes. • Project supported by Council to have design work undertaken to ensure project can be considered moving forward.

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. 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 includes:

- **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 support (10%)** from council and community for the project; 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	23 May 2022
Executive Briefing	30 May 2022
Councillor Briefing	Subject to guidelines
Scheduled Council Meeting	22 June 2022
Application Closes	4 July 2022 2.00pm
Assessment Undertaken	July/August 2022
Announcements from	September 2022
Funding Agreements Executed	October 2022
Construction commencement	18 Months of the funding announcement
Construction completion	Within 24 months of construction commencement

Consultation and engagement

Internal stakeholders were consulted in discussions regarding 2022-23 Growing Suburbs Fund, 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 benefits and improvement to the shire.

Relevant law

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

Relevant regional, state and national plans and policies

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.

14 DIRECTOR COMMUNITY REPORTS

COM.1	EVERY AGE COUNTS
Officer:	Naomi Scrivener, Coordinator Community Support
Council Plan relationship:	1. Connecting communities
Attachments:	Nil

Summary

Council is committed to addressing ageism and promoting age-friendly practices across the shire, as demonstrated through a range of actions outlined within the *Council Plan 2021-2031*, *Municipal Public Health and Wellbeing Plan 2021-2025* and *Participate Positive Ageing Plan 2020-2025*.

This report provides an update on some of Council's key work in promoting an age-friendly shire to-date, and recommends that Council 'take the pledge' in support of the national EveryAGE Counts advocacy campaign.

Recommendation**That Council**

- 1. Takes the following pledge, in support of the EveryAGE Counts campaign: Council stands for a world without ageism, where all people of all ages are valued and respected and their contributions are acknowledged. Council commits to speak out and take action to ensure older people can participate on equal terms with others in all aspects of life.**
- 2. Joins the EveryAGE Counts Coalition, to work in partnership with groups and individuals across Australia to progress towards a society where every person is valued, connected and respected, regardless of age.**

Background

In its *Global report on ageism*, the World Health Organisation (WHO) identifies ageism as a global challenge that leads to poorer health, social isolation, earlier deaths and costs economies billions. WHO reports that globally, one in two people are ageist against older people.

Ageism against older people is "*stereotyping, discrimination and mistreatment based solely on a person's age*" (EveryAGE Counts). It is pervasive, damaging and often hidden, but also frequently considered acceptable, in contrast to, for example, sexism or racism. As is true for sexism or racism, combatting ageism will require a coordinated multi-strategy approach across society, in which local government can play an important role.

Council has been a member of the WHO's Global Network of Age-friendly Cities and Communities since 2015. The aim of the network is to encourage communities to become better places in which to age. As a member of the network, Macedon Ranges is featured on WHO's Age-friendly World website and is required to submit two case studies each year, demonstrating how its commitment is being maintained.

To date, Council's ongoing efforts to counteract ageism have included but are not limited to:

- using its Over 55's Facebook page to generate discussion in the community around ageism and age discrimination. Delivery of commitments in *Participate Positive Ageing Plan 2020-2025*;
- establishing the Macedon Ranges Elder Abuse Prevention Network in response to the Royal Commission into Family Violence (one of ten networks in Victoria);
- participating in the Loddon Mallee Move It project, which challenged stereotypes by providing a range of physical activity programs (one of 26 projects nationally);
- the promotion of the Charter of Aged Care Rights for all Commonwealth Home Support Program (CHSP) clients;
- the Celebration Boxes project, in which the contributions of older Macedon Ranges residents to their community were highlighted and recognised; and
- ongoing efforts to enhance the capacity of Community Support staff and volunteers to recognise and respond to ageist attitudes, beliefs and behaviours they may encounter in their roles.

Council's work in this space was recently praised by Municipal Association of Victoria (MAV) President Cr David Clark, who wrote in a regional opinion editorial:

"Macedon Ranges Shire Council has been thinking creatively about how to raise community awareness of ageism and is using the Over 55's Facebook page to generate discussion in the community. This council connects with hundreds of people through the topical posts on the page which aim to defy stereotypes of older people and ageing".

Discussion

EveryAGE Counts is a national initiative led by a steering group, comprising around 20 organisations and individuals, including peak bodies and agencies.

The initiative includes:

- A national advocacy campaign, focused on shifting social norms and changing the way people think about ageing and older people, in the same way as gender equity campaigns aim to shift norms and attitudes relating to gender. The MAV has encouraged councils to support and/or become involved in the campaign, with 16 councils from across Australia having done so to-date.
- An EveryAGE Counts Coalition, made up of a diverse group of organisations and individuals committed to taking action against ageism.

Council has committed to take a pledge of support for EveryAGE Counts campaign and to join the EveryAGE Counts Coalition in its:

- *Council Plan 2021-2031* (year one)
- *Municipal Public Health and Wellbeing Plan 2021-2025* (year one)
- *Participate Positive Ageing Plan 2020-2025* (year one and two)

Council's support of the EveryAGE Counts initiative builds on work that has been ongoing since 2015, when Macedon Ranges Shire became a member of the WHO Global Network of Age-friendly Cities and Communities.

Consultation and engagement

Ageism was raised as an issue during the consultation and community engagement that informed the development of Council's *Participate Positive Ageing Plan 2020-2025*.

Collaboration

In supporting the EveryAGE Counts campaign and joining the EveryAGE Counts Coalition, Council joins a strong and diverse group of organisations and individuals across Australia committed to shifting social norms and changing the way people think about ageing and older people.

Innovation and continuous improvement

By 'taking the pledge' in support of the EveryAGE Counts initiative and joining the EveryAGE Counts Coalition, Council reinforces its commitment to promoting age-friendly practices, and maintains its reputation for leadership in this space.

Relevant law

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

Older people are often defined by their age and clustered to describe, or presume, their experiences or opinion. Gender and age inequalities are not distinct, and the intersection of the two needs attention.

Further work to be undertaken by Council, aligned with the objectives of the EveryAGE Counts campaign, will provide a strong foundation to raise awareness of this intersection and enable greater insight into the experiences and needs of our community.

Relevant regional, state and national plans and policies

- *Charter of Human Rights and Responsibilities Act 2006*
- *Age Discrimination Act 2004*

Relevant Council plans and policies

- *Council Plan 2021-2031 (year one)*
- *Municipal Public Health and Wellbeing Plan 2021-2025 (year one)*
- *Participate Positive Ageing Plan 2020-2025 (year one and two)*

Financial viability

There are no financial or resourcing implications to be considered in relation to this report. There is no cost associated with supporting the EveryAGE Counts campaign or joining the EveryAGE Counts Coalition. All activities planned and undertaken in support of Council's commitment to being an age-friendly shire are funded within Council's operating budget.

Sustainability implications

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

Officer declaration of conflicts of interest

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

COM.2	SMALL PROJECT GRANTS
Officer:	Melissa Telford, Community Project Officer
Council Plan relationship:	1. Connecting communities
Attachments:	Nil

Summary

The Small Project Grants program supports projects and initiatives that:

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

Council's Small Project Grants budget for 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 \$3,000 in funding. The applications have been evaluated against the eligibility criteria and are both deemed to be eligible.

With \$16,968 remaining in the 2021/22 Small Project Grant budget allocation at the end of the financial year, it is additionally recommended that this amount be carried forward to 2022/23 to supplement the \$160,000 allocation for the Community Funding Scheme which is historically oversubscribed.

Recommendation

That Council

1. **Approves the awarding of the Ashbourne Landcare Small Project Grants application of \$1087.50 for the purchase of signage for their members to promote the Landcare group and attract further support and membership;**
2. **Approves the awarding of the Kyneton Art Group Inc. Small Project Grants application of \$1,500 for the purchase of teardrop signage to increase promotion of the group to attract new members and improve awareness of their events; and**
3. **Carries forward the remaining \$16,968 in the 2021/22 Small Project Grant budget allocation to 2022/23 to supplement the allocation for the Community Funding Scheme.**

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 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 for consideration.

Discussion

Two applications have been received, seeking a total of \$3,000 in funding. The two applications have been evaluated against eligibility criteria, with both assessed as eligible. An amount of \$1087.50, rather than \$1,500 has been recommended for the Ashbourne Landcare project, as this aligns with the quote provided in the application. Council Officers had sought further detail from the applicant who have confirmed that \$1,087.50 will be the total expenditure relating to their project.

Applicant	Project description	Amount requested	Recommendation
Ashbourne Landcare	Membership signage for the purpose of promotion of the Landcare group to attract further support and membership	\$1,500	\$1,087.50
Kyneton Art Group Inc.	Teardrop signage to increase promotion of the group to attract new members and sustain the group, as well as increasing the ease of which to find and attend their events	\$1,500	\$1,500

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. In this case, the Coordinator of the Environment team was consulted regarding the Ashbourne Landcare grant application and their support was provided towards this project.

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. Officers regularly review the promotion of the program and seek out new ways to encourage new and diverse community groups to access this small grants program.

Relevant law

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 connecting communities, promoting healthy environments and healthy people, and delivering 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. At time of writing, eight grants totalling \$10,445 have been committed to Small Project Grants in 2021/22, with a total of \$19,555 of allocated funds available, prior to the review of applications contained within this report. Should these two Small Project Grants be endorsed as per the officer's recommendation, there will still be \$16,968 remaining in the 2021/22 Small Project Grant budget allocation.

The impact of COVID-19 restrictions in the first half of the financial year likely resulted in the under-subscription of Council's Small Grants Program in 2021/22 by the community. With Council's Community Funding Scheme historically being over-subscribed, it is recommended that unspent funds of \$16,968 in the 2021/22 Small Project Grant budget allocation be carried forward to 2022/23 to supplement the \$160,000 allocation for the 2022/23 Community Funding Scheme.

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.

15 DIRECTOR ASSETS AND OPERATIONS REPORTS

AO.1	ASSET PLAN
Officer:	Cameron McFarlane, Coordinator Asset Management
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Draft Asset Plan 2021-2031 (under separate cover)

Summary

Under the Victorian *Local Government Act 2020*, Council must create an Asset Plan. Council officers present the final draft Asset Plan for adoption post community consultation.

Recommendation**That Council**

- 1. Adopts the Asset Plan effective from 23 June 2022, noting it includes Council's Asset Management Policy; and**
- 2. Revokes the previous Asset Management Policy, Asset Management Strategy and various Asset Management Plans that become obsolete with the adoption of the Asset Plan effective from 23 June 2022.**

Background

Section 92 of the Victorian *Local Government Act 2020* (LGA 2020) focuses on local government sustainability regarding asset management. Victorian councils must produce and maintain a 10-year Asset Plan within an Integrated Strategic Planning and Reporting Framework (ISPRF). Section 92 of the LGA 2020 is as follows:

- (1) Subject to subsection (6), a Council must develop, adopt and keep in force an Asset Plan in accordance with its deliberative engagement practices.
- (2) The scope of an Asset Plan is a period of at least the next 10 financial years.
- (3) An Asset Plan must include the following—
 - (a) information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council;
 - (b) any other matters prescribed by the regulations.
- (4) Subject to subsection (6), a Council must develop or review the Asset Plan in accordance with its deliberative engagement practices and adopt the Asset Plan by 31 October in the year following a general election, other than the first general election to be conducted under section 257(1)(a).
- (5) The Asset Plan adopted under subsection (4) has effect from 1 July in the year following a general election.
- (6) A Council must develop and adopt an Asset Plan under this section in accordance with its community engagement policy by 30 June 2022 following the first general election to be conducted under section 257(1)(a).

(7) The Asset Plan adopted under subsection (6) has effect from 1 July 2022.

The ISPRF requires Council to prepare a Community Vision, Council Plan, Financial Plan, Asset Plan, Workforce Plan, and a Revenue and Rating Plan. All elements of the framework must be aligned and integrated.

According to LGA 2020, the Asset Plan must:

- cover 10 financial years; and
- include information about maintenance, renewal, acquisition, expansion, upgrade, disposal, and decommissioning relating to each class of infrastructure asset under the control of the Council.

The Victorian Government has waived the requirement for deliberative engagement on the first Asset Plan providing the following statement:

Note regarding deliberative engagement:

Deliberative engagement is not required for the first asset plan. However, an asset plan must be developed by Council in accordance with its community engagement policy.

Subsequent revisions of the plan (post next Local Government election) will go through a deliberative engagement process as per the LGA 2020 requirements and Council’s adopted policies.

The Asset Plan must be adopted by 30 June 2022.

Officers created a draft Asset Plan that meets the requirements of the LGA 2020 and aligns the Council’s asset management framework to the ISPRF.

Council’s *Asset Management Policy* is embedded in the Asset Plan to ensure that the policy is aligned and integrated within the ISPRF and enables community input into the policy principles via deliberative engagement.

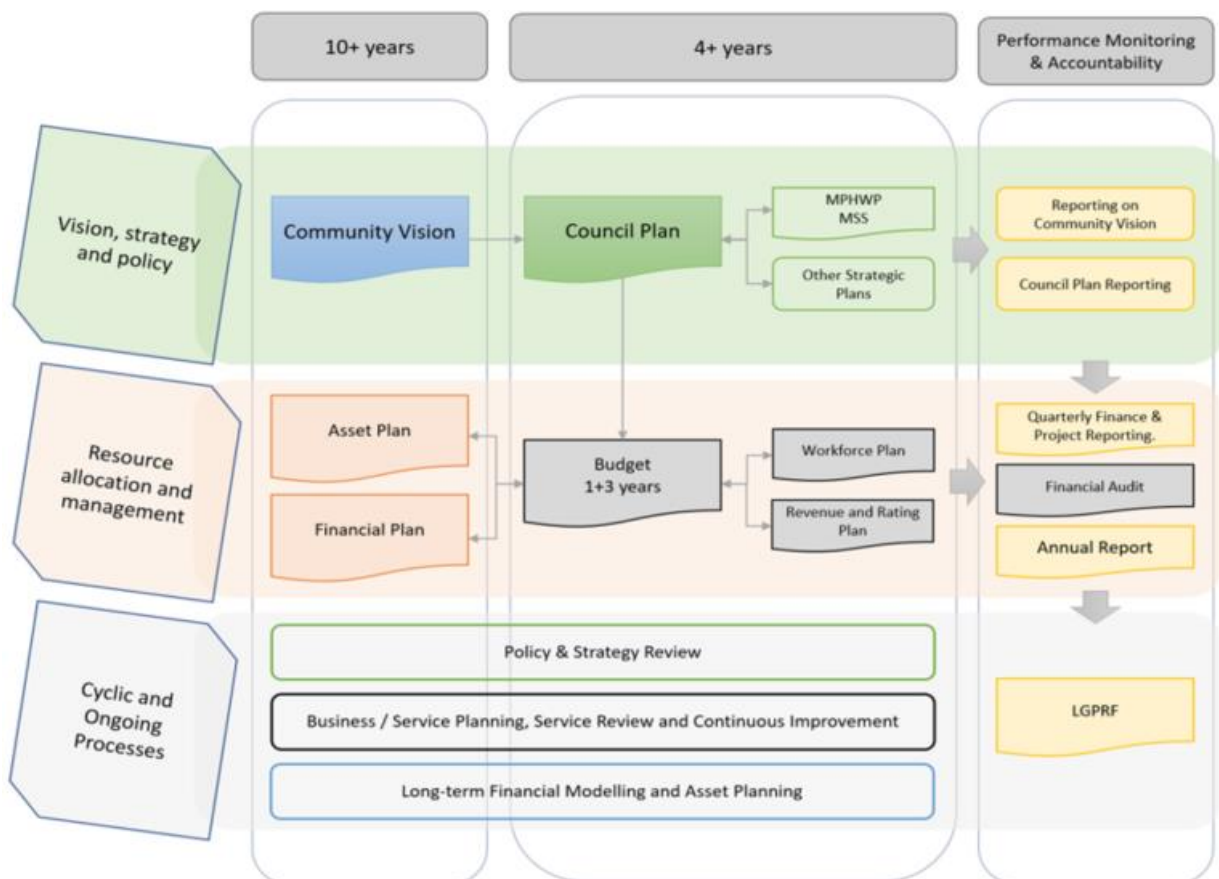


Figure 1 ISPRF Framework, LGA2020**Discussion**

Historically, Macedon Ranges Shire Council has relied on an asset management framework consisting of an *Asset Management Policy*, *Asset Management Strategy*, and various asset management plans. Officers prepared these documents according to industry best practice guidelines.

With the introduction of the Financial Plan and the Asset Plan under the ISPRF, the *Asset Management Strategy* and *Asset Management Plans* become obsolete as stand-alone documents. However, an asset management policy is required to guide decision-making and is embedded within the Asset Plan. This ensures alignment and integration with the new framework and full consultation on the asset management policy as part of the Asset Plan.

In the absence of detailed advice to local councils on the specific content required in Asset Plans, councils have the freedom to develop an Asset Plan that meets the community and organisation's needs, matches the organisation's level of asset management maturity, and meets the legislated requirements of the LGA 2020.

Officers have prepared the Asset Plan as a unified strategic document that includes asset policy, principles, financial requirements and asset management intent. The Asset Plan will be operationalised on an asset class by asset class basis with further operational documents created to support officers in day-to-day asset management and maintenance.

Consultation and engagement

As advised by the Victorian Government, the first Asset Plan does not require a deliberative engagement process; however, it must follow Council's *Community Engagement Policy*. The intent of the Victorian Government in removing the requirement for deliberative engagement acknowledges the work required to create, not only the Asset Plan, but also other new actions stemming from the LGA 2020 and looks to reduce this work burden to provide time for the creation of a robust Asset Plan.

Council's *Community Engagement Policy* references the requirement to undertake deliberative engagement due to the LGA 2020. The first part of section 8.1 of the Macedon Ranges Shire Council *Community Engagement Policy* (January 2021) states the following:

8.1 Deliberative Engagement

Deliberative engagement methods will be used where required under the LGA 2020. Deliberative engagement methods may be considered, where appropriate, for other community engagement opportunities.

Deliberative engagement must apply to the following:

- *The development of the Community Vision*
- *The development of the Council Plan*
- *The development of the Financial Plan*
- *The development of the Asset Plan*

The wording of the policy references the LGA 2020 requirement to undertake deliberative engagement for the Asset Plan; however, this contradicts advice later provided by the Victorian Government. As such, at the March Scheduled Council Meeting, officers sought a one-off exemption from adhering to this requirement in the *Community Engagement Policy*, recognising the intent of the direction by the Victorian Government. Future revisions of the

Asset Plan will require a deliberative engagement process, as per section 92 of the LGA 2020 and Council’s *Community Engagement Policy*.

At the Scheduled Council Meeting on the 23 March 2022, Council resolved to:

- (1) Endorse the draft Asset Plan for six weeks community consultation, noting this will not be via deliberative engagement (as permitted for all Council’s under advice from Local Government Victoria); and**
- (2) Note that following community consultation, officers will provide a report and finalised Asset Plan to the June 2022 Scheduled Council Meeting.**

Council undertook community consultation for six weeks, from 29 March 2022 to 10 May 2022.

The Council received five submissions, as provided below in Table 1.

No.	Submission	Officer Comment / Response
1	<p>Although promised as part of the Woodend to Romsey bicycle path, pedestrian access to cross Riddells Creek, at the Riddell-Carre bridge area, needs prioritisation.</p> <p>Ongoing discussions with Council have offered only vague assurances of a cycle bridge in 2 years or so.</p> <p>Ongoing communication with VicRoads/Regional Roads has not resulted in a lowering of the 70km/h speed limit for vehicles crossing the bridge; suggested by residents in order to provide a safer transgress across the bride by foot.</p> <p>This is a well-known (by both Council and community) safety issue for school children and commuters in particular; who have taken to walking along the train track as a safer means to cross into/from the township.</p>	<p>The submitter was contacted and this submission related to the Riddells Creek Movement Network Study, which was being consulted at the same time. The submission was forwarded on to the relevant unit in Council.</p>
2	<p>The Draft Asset Plan doesn’t contain a single reference to the “climate emergency” declared by Council. This is a business as usual document that won’t enable Council to make any meaningful changes to its asset development and management processes to address the so-called climate emergency. Either the document should be materially changed to reflect Council’s climate intent, or the climate emergency declaration should be revoked so as to not mislead the community.</p>	<p>Officers were unable to respond to submitter 2 as no contact details were provided; however, officers were able to work with the Environment Unit to better articulate the climate emergency declaration and how that will effect assets. References have been added to the plan for the future Net Zero Emissions Plan and the Council resolution of 28 June 2017 stating that Council should: “Commence planning towards zero net carbon emissions by 2030 by investigating pathway 1a as</p>

No.	Submission	Officer Comment / Response
		opportunities arise and resources allow.”
3	<p>The state of roads and nature strips in the Macedon Shire is disgraceful to say the least. There are potholes everywhere and the roads are wrecking the vehicles that drive on them and it is making it unsafe to travel. Your workers come and put signs to say that they are indeed damaged but nothing gets done to them. You see your workers at times on their phones not doing anything. There is a signpost at the end of my road which was knocked down over 6 weeks ago and guess what, it is still on the ground. There is also nothing done to mow the nature strips or clean up after trees have fallen. I am very concerned with what will happen if there is another bush fire in the Macedon Ranges. You ring up the council with your concerns, they take down what your concerns are but that is where it stops. You seem to be more concerned about putting footpaths in the town and seem to show no concern for outlying areas. I live on what used to be a quiet country road but now it is so busy with traffic all day long. The speed limit is 100Km which is ridiculous for a country road. It seems to me that nobody cares and it is always someone else’s problem. I have lived in Woodend all my life but I can honestly say it is not the place that it used to be. As a ratepayer, I ask where do my rates and other rate payers funds go?</p>	<p>Officers responded to submitter 3, noting that the submission contained some references for the Asset Plan and also some operational matters to follow up. The operational matters were forwarded to Council’s Operations Centre for follow up. Some items have been addressed, while others are still under investigation. The speed limit query is with Vicroads and improvement to Boundary Road is a proposed project in the 2022-23 draft budget.</p> <p>The sections of the Asset Plan relating to transport were reviewed. The condition of Council’s road network is clearly presented in the plan and the performance standards for the road network are clearly documented in Council’s <i>Road Management Plan</i>.</p>
4	<p>There is no details within the draft which I can determine what the asset plan is for the Woodend Transfer Station. There is budget for building renewal for 22/23 FY described as ‘bin shelter renewal’ however I don’t see any longer term plan for this facility. The facility is clearly past it’s used by date, and with growing populations and closer residential living in proximity to the facility, it is no longer suitable or acceptable to have such a facility in such a location. Romsey Transfer Station is an example of where such a facility should be located - away from residences. We don’t need trash dragged through our streets and often found to be blown from the vehicle. We don’t need council subcontractors bringing rubbish from council bins to the facility and leaving of McDonalds trash blowing in our streets. How long can council sustain heavy machinery causing noise</p>	<p>Submission relates to the long term management of the transfer station site itself. The submitter was contacted and the submission forwarded to the relevant unit for a detailed response.</p>

No.	Submission	Officer Comment / Response
	<p>pollution as well as uncontrolled waste from site (which are both in breach of EPA policy). What is the council planning for this asset in the next 10 years?</p>	
5	<p>The very appealing bluestone pavement along Piper Street could well do with a critical eye run over it. There is a loose stone in front of Nickelbys Antiques, 46, and 44 in the centre of the sidewalk. It rocks with footfall. I also noticed infill eruption further down the street in front of many shops, which coincided with the hatching of a beetle population. A sweep of sand would improve the appearance there. We also have lots of green weeds in crevices, so a spray on a Tuesday when the street is quiet may be worthwhile. On the positive side, please know that many, many tourists enjoy their visit to Piper St, having come especially. They tell us, and I always point out that the power was undergrounded and attached to shop facades to improve the overall feel, and they leave with knowledge that was not obvious. We do have limited parking places, so many of the visitors have strolled from the ends, up one side and down the other finding us in the middle (then panicking where toilets are – signage to those could be better). Thanks for the opportunity for community feedback. I’m a long-time resident (33 years) and have little to complain about. I talk to a lot of new residents and those thinking of moving and Kyneton is easily enthused about, especially Piper St end.</p>	<p>Officers responded to submitter 5 noting that the submission contained references for the Asset Plan and some operational matters to follow up.</p> <p>The operational matters were forwarded to Council’s Operations Centre for follow up.</p> <p>Officers reviewed the sections of the Asset Plan relating to bluestone gutters. There is an existing reference in the plan on page 66 to: “Consider creating a capital works program for the restoration of the shires bluestone gutter assets.” Otherwise, the gutters are managed following the standards specified in Council’s <i>Road Management Plan</i>.</p>

Table 1: Community Consultation Submissions and Responses

Community consultation on the Asset Plan did not result in major changes to the final document. The main changes include articulating the climate emergency declaration and the inclusion of planning toward net zero emissions by 2030.

During the consultation process, officers also conducted an internal review of the draft plan; engaging managers and coordinators. Officers made no major changes to the Asset Plan; however, there were some minor changes:

- the heading structure and section numbering in the document was reviewed and changed to make clear the delineation between the Asset Management Policy content and the Asset Plan content;
- the roles of the Chief Executive Officer / Executive Team and managers and staff in the Asset Management Policy were made clearer;
- numerous minor edits were made to improve the clarity of the text; and,

- some minor wording changes were made around current practices in the Open Space and Recreation Service Area section.

Collaboration

Officers informally collaborated with several regional councils to prepare the draft Asset Plan.

Innovation and continuous improvement

The Asset Plan reflects Council's commitment to implementing continuous improvement in managing its assets and asset management processes and practices.

The *Local Government Act 2020* is the most ambitious reform to the local government sector in over 30 years; it drives improved service delivery, innovation, collaboration, and sustainable futures for all Victorians. The adoption of the Asset Plan continues the Council's implementation of the *Act's* requirements.

Relevant law

The Asset Plan is a requirement of the Victorian *Local Government Act 2020*.

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

The Asset Plan relates to the *Council Plan 2021-2031* Strategic Objectives of Deliver Strong and Reliable Governance and Connecting Communities.

The *Community Vision*, *Council Plan 2021-2031*, *Financial Plan 2021-2025*, and *Workforce Plan* are directly related to this plan. Numerous other adopted policies, strategies, and plans are indirectly related to and referenced in the plan.

Financial viability

Not applicable for this report.

Sustainability implications

The Asset Plan supports Council's commitment to managing its assets considering long-term environmental and financial sustainability.

Officer declaration of conflicts of interest

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

AO.2	DRAFT TOWNSHIP STREET AND PARK TREE MANAGEMENT POLICY REVIEW
Officer:	Scott Gilchrist, Coordinator Open Space
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	1. Township Street and Park Tree Management Policy ↓ 2. Consultation Summary ↓

Summary

This report seeks Council adoption of the Draft Township Street and Park Tree Management Policy, following the review of community consultation and the subsequent amendments.

Recommendation

That Council

1. **Adopts the Township Street and Park Tree Management Policy effective from 23 June 2022 ; and**
2. **Revokes the Tree Management Policy effective from 23 June 2022 as this new Policy supersedes it.**

Background

Council adopted the current *Tree Management Policy* (Policy) on 27 March 2019, and it is due for review. This document has guided the management of public trees well; however, officers felt there was scope to improve the Policy, particularly regarding the protection of existing trees, developer delivered works, and criteria for approving tree removal. Officers developed the Policy through a review of the *Tree Management Policy* (2019) and incorporated content to reflect the feedback received throughout the consultation period.

This Policy supersedes the *Tree Management Policy* (2019) and better reflects Council's strategic direction for managing Council's trees within our township streets and parks. The Township Street and Park Tree Management Plan is under development and is an operational document created to complement the Policy. It provides guidance and consistency in managing Council's township street and park trees and Council's tree risk exposure.

The 2019 policy provided an overview of the strategic direction for managing the Council's trees within our Township streets and parks. It also contains technical guidelines that underpin the implementation of the Policy and outlines the best arboricultural practices for tree management. These latter elements are procedural, and the Township Street and Park Tree Management Plan contains these procedures.

Discussion

Officers completed an internal review of the Policy to ensure it meets current requirements. As is current practice, policy development is separating policy from the procedures. In developing the separate draft Policy and Management Plan, officers have reviewed numerous policies and strategies from other councils and clearly distinguished the policy and procedural elements.

The Policy is structured to provide high-level guidance with sufficient detail to ensure that Council's public tree management obligations are clear and robust.

The key changes following the internal review of the existing policy are as follows:

- renamed to Township Street and Park Tree Management Policy;
- removal of the technical/procedural guidelines within the Policy and incorporation into the Township Street and Park Tree Management Plan;
- inclusion of a stronger position regarding recognition, protection and retention of trees identified in a significant tree register for scientific, social, historical, heritage, horticultural, or aesthetic reasons;
- strengthened requirements regarding developer delivered streetscapes, including maintenance periods, with all activities adhering to the relevant Australian Standard;
- inclusion of a stronger position regarding the protection of trees in all development and construction works. Specifically, these works must make allowances for the protection of Council owned or managed trees on nature strips and in parks during the planning, design and construction processes; and
- provision of clear direction for tree protection and criteria for approved tree removal.

Consultation and engagement

Officers undertook community consultation following Council's Community Consultation Framework between 27 January to 10 March 2022. Invitations to provide feedback on the draft Policy were advertised through newspapers, Customer Service Centres, social media, and a survey on Council's 'Have Your Say' feedback platform.

The Council received 26 submissions from residents through the survey and three emailed responses.

Generally, the survey received many valuable responses from the community, which helped shape the draft Policy. Several themes recurred throughout the feedback submissions and the main themes presented related to the following:

- a need for consultation and more transparency about replacement tree species in terms of site suitability (e.g. beneath powerlines and avenue continuity) and future climate tolerance;
- concerns about accessibility and suitability of Macedon Ranges Shire Council's current Preferred Tree Species List;
- maintenance for establishing new trees;
- concerns about the quality of tree pruning, in particular for electric line clearance programs and Avenues of Honour (noting Council does not undertake much of this pruning);
- protection of trees from soil compaction by vehicles;
- monitoring of ageing trees across the Shire (including monitoring the Useful Life Expectancy (ULE)) to plan for cost-effective, long-term management; and
- ensure that Heritage, Aboriginal, local heritage listed trees and trees protected by a local Heritage Overlay are adequately protected.

This feedback was valuable and assisted in ensuring the Policy finds the right balance of community expectation and Council's responsibility to deliver its day-to-day tree management.

Below are the key changes made to the draft Township Street and Park Tree Management Policy, based on the feedback from the public consultation process.

Policy background

- Added relevant related legislation.

Policy statement

- Acknowledged that Council is committed to developing a tree planting and replacement plan as part of the Township Street and Park Tree Management Plan to facilitate the longevity and diversity of the municipality's township street and park trees.

Tree protection

- Tightened wording regarding tree protection per the relevant Australian standard (i.e., AS 4970 Protection of trees on development sites);
- included that tree protection legislation includes Aboriginal Heritage, Heritage and planning and environment acts; and
- added that tree protection measures will be considered, per Council's traffic management policies, where car parking affects tree health.

Tree planting

- Listed specific considerations for updating Council's Street Tree Preferred Species List to improve species selection for site suitability, climate change and diversity; and
- committed to a 24 month proactive maintenance for new trees and replacement of those that die in a future planting program.

Tree management and maintenance

- Included a minimum qualification for a "suitably qualified arborist" regarding pruning;
- included driveway clearance in routine inspections and tree Useful Life Expectancy (ULE) data recording; and
- included a link to Council's Electric Line Clearance Management Plan.

Tree removal

- Included that "all township street trees and park trees will be inspected and maintained"; and
- specified that replacement trees will be planted in a future planting season(s).

Collaboration

While there was no direct collaboration in relation to this matter, existing policies, procedures, strategies and management plans from numerous other councils were reviewed. This contributed to the development of the draft Policy.

Innovation and continuous improvement

The draft iteration of the Township Street and Park Tree Management Policy represents a continuous improvement.

Relevant law

Under the *Gender Equality Act 2020*, a Gender Impact Assessment was not required for this policy.

Relevant regional, state and national plans and policies

Not applicable to this matter.

Relevant Council plans and policies

The draft Township Street and Park Tree Management Policy relates to the strategic objectives of the *Council Plan 2021-2031*.

Connecting communities: Council will maintain all the roads, paths, buildings and open spaces in our built environment in a financially, environmentally and socially sustainable way.

Healthy environment, healthy people: promote a healthy environment, healthy people.

We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity and enhance water catchment quality, by:

- Protecting the natural environment and enhancing biodiversity; and
- lessening the severity of climate change through actions that enable Council and the community to reduce greenhouse gas emissions.

Other relevant Council plans and strategies that relate to the Township Street and Tree Management Policy include:

- *Biodiversity Strategy 2018*
- *Electric Line Clearance Management Plan (Annual Plan)*
- *Road Management Plan 2021*
- *Roadside Conservation Management Plan 2021*

Financial viability

There are no financial or resource implications resulting from adopting the draft Township Street and Park Tree Management Policy.

Sustainability implications

Trees are significant assets to the environment and landscape of the Macedon Ranges Shire. Maintaining our street and park trees effectively and efficiently supports the Council Plan priority to '*protect the natural environment*'. Trees play an important role in reducing stormwater runoff, increasing air quality, storing carbon, providing shade, reducing the urban heat-island effect, and enhancing biodiversity by providing food, habitat and landscape connectivity for urban fauna.

The Township Street and Park Tree Management Policy provides an overview of the strategic direction for managing the Council's trees within our Townships and parks (including Botanic Gardens). It is supported by a Township Street and Park Tree Management Plan that underpins the implementation of the Policy and outlines the best arboricultural practice for the Council's tree management.

Officer declaration of conflicts of interest

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



POLICY POLICY POLICY POLICY POLICY POLICY POLICY POLICY POLICY POLICY

Policy Title:	Township Street and Park Tree Management Policy	
Date of Adoption:		
Adoption Method:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CEO <input type="checkbox"/> Other (please specify)	
CEO Signature:		Date:
Responsible Officer and Unit:	Manager Open Space and Recreation	
Nominated Review Period:	<input type="checkbox"/> Annually <input checked="" type="checkbox"/> Other (4 years)	
Last Endorsement Date:	22 June 2022	
Next Endorsement Date:	June 2026	
Purpose/Objective:	<p>This policy provides the framework for the management of street and park trees including botanic gardens within Macedon Ranges Shire Council's (MRSC's) Township Boundary(s). It establishes when Council will plant, prune or remove a tree and the measures required to protect and enhance the tree population.</p> <p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> • Value the importance of public trees and the role they play in contributing to the unique character, amenity and liveability of the Shire • Enhance township tree canopy cover and biodiversity • Minimise risks to the community by cost effectively managing and maintaining public trees using best practice arboriculture techniques and practices • Document and standardise processes and procedures to ensure consistency in tree management decisions made by Macedon Ranges Shire Council (MRSC) • Protect existing trees from construction, development and event activities • Define the criteria under which public trees may be removed. • To recognise and respond to the impacts of climate change for Council's tree population. This will be achieved by ensuring that appropriate tree selection, work methodologies, protection measures and maintenance requirements are implemented to deliver a sustainable tree population as a response to climate change <p>This Policy applies to all planted trees within MRSC's townships and immediate surrounds. This includes all trees on nature strips and in all parks and recreation reserves and botanic gardens.</p> <p>This Policy does not apply to:</p> <ul style="list-style-type: none"> • Trees on private land 	

	<ul style="list-style-type: none"> • Conservation or bushland reserves which are managed in accordance with adopted environmental/conservation management plans. • Remnant native vegetation on roadsides, which is managed in accordance with Council's Roadside Conservation Management Plan 2021 and Road Management Plan 2021.
Background/Reasons for Policy:	The Policy has been developed to enable consistent and effective management of the Shire's important public tree assets.
Definitions:	<ol style="list-style-type: none"> 1. Suitably Qualified Arborist – An arborist who holds recognised qualifications in arboriculture, appropriate to the task they are undertaking as per the appropriate legislation or Australian Standard. 2. Tree – a long lived woody perennial plant with one or relatively few stems or trunks 3. Diversity – the inclusion of individual trees representing a variety of Genus, species and age class to build resilience from disease and climate change and ensure continuous canopy cover through succession. 4. Immediate Risk - a qualified Arborist has determined that the structural integrity of the tree is in such poor condition that it creates an immanent risk of failure and may cause injury to the public or damage to property. 5. TPZ - Tree Protection Zone 6. SRZ - Structural Root Zone 7. ULE - Useful Life Expectancy 8. DBH - Diameter at Breast Height 9. Significant trees - trees worthy of protection due to unique, historical, rare, age, size or environmental importance 10. Township Boundary - is a concentrated population settlement within the surrounding rural district and in planning terms is area zoned for urban land use. These zones include the residential, commercial and industrial zones. 11. WSUD – Water Sensitive Urban Design.
References:	<p>Tree valuation fact sheet. City of Melbourne Pruning of amenity trees. AS 4373–2007. Protection of trees on development sites. AS 4970–2009. Tree stock for landscape use. AS 2303:2015. Preferred Tree Species List</p>
Related Policies:	<p>Biodiversity Strategy – 2018 Electric Line Clearance Management Plan (Annual Plan) Road Management Plan 2021 Roadside Conservation Management Plan – 2021</p>
Related Legislation:	<p>Macedon Ranges Planning Scheme Aboriginal Heritage Act 2006 (Vic) Heritage Act 2017 (Vic)</p>
Gender Impact Assessment:	A Gender Impact Assessment review did not identify any gender impacts associated with this Policy.

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1 Context

The Macedon Ranges environment is enhanced by its tree-lined streets and parks, which form an integral part of the Shire's appeal and liveability. Trees significantly contribute to the character of townships and the Shire as a whole. Varying microclimates across the Shire provide the opportunity to maintain and enhance a unique sense of township identity.

2 Policy Statement

Macedon Ranges Shire Council has approximately 35,000 street and park trees. These trees provide many social, economic and environmental benefits. They beautify and soften streetscapes, provide wildlife habitat and play a significant role in determining the character of our townships.

Trees are critical in the maintenance of a healthy environment and provide the following benefits: carbon sequestration, oxygen, shade and urban cooling, habitat provision, noise and pollution absorption, reduced rainfall runoff, improved mental health and increased property values. As trees are living organisms there will be some degree of leaf and other plant litter as these are shed as part of the natural life cycle. It is not unreasonable to expect residents to undertake home maintenance activities as part of having trees within our townships.

As trees are long-lived assets, decisions concerning tree management must be considered over the long term and should not benefit one particular outcome at the expense of the multiple benefits provided by a tree into the future. Council is therefore committed to developing a tree planting and replacement plan as part of the Tree Management Plan that will facilitate the longevity and diversity of the municipality's street and park trees.

This Policy is supported by the MRSC Township Street and Park Tree Management Plan which includes further guidance and procedures to ensure Councils related objectives are achieved to protect and enhance the Shire's public tree assets.

3 Strategic Direction

The Township Street and Park Tree Policy is presented in the following key areas:

1. Tree Protection
2. Tree Planting
3. Tree Management and Maintenance
4. Tree Roots and Infrastructure
5. Tree Removal
6. Community Engagement

3.1 Tree Protection

Trees must be protected from construction works and other activities that threaten their health and stability. Council will ensure all construction, works, events and development activities in proximity to MRSC trees and trees shown on endorsed plans to be retained must abide by the following:

- All strategic, development and construction work within the Shire is required to consider existing trees in the early stages of planning and design of the project to ensure protection in accordance with Australian Standard 4970 *Protection of Trees on Development Sites*;
- Removal of trees will not occur unless approved by Manager Open Space and Recreation or delegate and be consistent with the removal criteria within this policy;
- During all construction and development works, existing Council tree assets to be retained must be protected in accordance with the Australian Standard AS 4970–2009 *Protection of trees on development sites*;
- In accordance with AS 4970–2009, any works that would encroach by more than 10% into a tree's Tree Protection Zone (TPZ), or into its Structural Root Zone (SRZ), will require a consulting arborist to demonstrate, via a method consistent with this Australian Standard, that the affected tree would remain viable;
- An endorsed Planning Permit or Asset Protection Permit may require the preparation and submission of a Tree Protection Plan for Council approval. This plan must be developed by a qualified Arborist and consistent with the report requirements identified in AS4970–2009 Protection of trees on development sites. A bond, based on the tree(s), amenity value as calculated using the methodology in the *Tree Valuation in Macedon Ranges Shire Council* may be required and held for the duration of the works, which will be held against the Council approved Tree Protection Plan. Should any damage occur to any Council tree as a direct result of development works, Council may withhold part, or all, of the bond;
- Trees must not be pruned in any form and branches or roots must not be cut or removed unless authorised by an MRSC arborist. All pruning on MRSC trees must conform to AS 4373 *Pruning of Amenity Trees*;
- Trees identified and protected by relevant legislation for scientific, social, historical, heritage, horticultural or aesthetic reasons shall be recognised, protected and retained in the landscape. This legislation includes the *Aboriginal Heritage Act 2006 (Vic)*, the *Heritage Act 2017 (Vic)*, and the *Planning and Environment Act 1987 (Vic)* (Macedon Ranges Planning Scheme); and
- Where Council deems parking cars beneath trees affects the tree(s) health, tree protection measures will be considered in accordance with Council's traffic management policies.

3.2 Tree Planting

Quality tree stock and industry best practice planting techniques are essential for the tree to fulfil its long-term intended function. A combination of planning, site preparation, quality stock selection and ongoing maintenance is essential for successful tree establishment and avoiding costly future interventions.

- The Shire's tree planting program is generally carried out between May and September, though subject to seasonal conditions planting may be approved outside this period. New trees must not be planted outside this period unless approved by the Open Space Unit with a tree establishment and management plan;
- The Shire aims to plant at least one tree in front each property, additional trees will be planted where there is appropriate space and site conditions;
- All tree stock will be grown in accordance with AS 2303 *Tree Stock for Landscape Use*;
- The Shire will plant the most appropriate tree species for a given location based on site suitability, aesthetic, functional and environmental attributes, diversity and resilience and the potential to contribute to the predominant or preferred landscape character. For example, any planting under powerlines will be smaller tree species that do not typically exceed 8m in height at maturity. Tree species will generally be selected from the Preferred Species List (available on Council's website). This list is periodically updated in consultation with specialists to:
 - ensure that future-planted trees are suitable for the intended planting location, at the time of planting and in consideration of climate change;
 - reflect the latest information regarding tree selection and climate change; and
 - increase the diversity of the list.
- In order to maximise the environmental benefits that trees provide, large canopy trees will be planted wherever conditions allow;
- All newly planted trees will be protected and maintained for an establishment period of 24 months. Any trees that die during this period will be replaced in a future planting season;
- Resident requests for planting will be assessed and if the site is suitable, planting will be scheduled for a future planting season subject to budget constraints; and
- Residents are not permitted to plant trees on Council owned and managed land.

3.3 Tree Management and Maintenance

Macedon Ranges Shire Council will ensure its high standard maintenance regime is continued and strengthened and that it provides adequate resources for ongoing tree management. Tree maintenance standards and procedures will be regularly updated to ensure they reflect the latest legislative requirements and industry best practice.

- Best arboriculture practices must be applied at all times to promote a healthy and safe tree population. All pruning will be undertaken by a suitably qualified arborist (minimum AQF level 3) in accordance with AS 4373 Pruning of Amenity Trees;
- Inspections and pruning of township street and park trees will be undertaken routinely to improve tree health and safety, and to provide clearance for paths, roads, buildings, driveways and other essential infrastructure. All condition data, including each tree's Useful Life Expectancy (ULE), will be recorded in Council's Tree Inventory and Geographical Information System (GIS);
- Trees will be inspected and pruned to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020 (as amended from time to time) and other relevant statutory requirements. The annual [Electric Line Clearance Management Plan](#) is available on Council's website;
- Trees will not be pruned to facilitate views, provide solar access or to reduce the impact from tree litter, wildlife waste or noise;
- As trees are living organisms there will be some degree of leaf and other plant litter shed as part of their natural life cycle. It is not unreasonable to expect residents to undertake home maintenance activities as part of living with trees;
- Trees in areas of environmental significance will be managed to promote safety, the environmental values of the site and habitat opportunities for wildlife;
- The Shire will monitor and treat pest and disease incursions that threaten street and park trees as appropriate and as resources permit; and
- All tree management and maintenance activities must be to the relevant Australian Standard.

3.4 Tree Roots and Infrastructure

Trees are an important part of our residential environment and an understanding of tree root behaviour and the built environment is essential for minimising conflicts between trees and other infrastructure.

- All development and construction works, including Council capital works must make allowances for the protection of Council owned or managed

trees on nature strips and parks during the planning, design and construction processes;

- When tree roots are reported to be interfering with infrastructure (private and public), investigations will be undertaken in accordance with Council's Risk Management Policy;
- Cracked pipes or drains leak moisture and provide an ideal entry point and growing environment for any plant roots in the area. It is the responsibility of the asset owner to maintain pipes, so that they are fully sealed and do not leak; and
- Practical solutions will be sought to reduce the risk of damage to infrastructure from public trees, this may include but not be limited to, installation of a root barrier or root pruning. Tree removal will only be considered if no practical arboriculture solution can be found.

3.5 Tree Removal

Trees, like all living things grow, age and eventually die. All street and parks trees will be inspected and maintained. Tree removal is a last resort management option. However, public safety always take priority.

- The removal of individual street and park trees will only be approved when:
 - removal is the only option to mitigate a high or extreme risk; or
 - the tree is dead or in decline and unlikely to recover; or
 - the tree is causing damage to infrastructure or property and there is no reasonable option to otherwise resolve the issue; or
 - the tree is affected by development and all alternate design options have been exhausted. Removal will occur if the applicant (internal or external) agrees to pay all costs, including removal, replacement and the amenity value of the tree being removed as calculated by the *Tree Valuation in Macedon Ranges Shire Council*. All monies collected will be used to improve street and park tree amenity; or
 - the tree is unable to be maintained to meet Electricity Safety (Electric Line Clearance) Regulations 2020 (as amended from time to time) and other relevant statutory requirements; or
 - the removal of the tree is required to facilitate renewal of a street or park and all design options have been exhausted; or
 - A tree's form and health are not performing to expectation and that this is not the outcome of interference by external parties, i.e. damaging a tree to facilitate its removal.
- Where a tree has been removed and the site is suitable for replanting, a replacement tree will be planted in a future planting season;

- Where a tree is recommended for removal, consideration will be given to its suitability for retention as a habitat tree, subject to required safety pruning;
- The tree causes a severe allergy that substantially diminishes quality of life:
 - The applicant must supply medical evidence from a specialist dermatologist or clinical immunologist/allergy specialist demonstrating the cause and effect between the tree and the allergy; and
 - It must also be demonstrated that the tree is the sole cause of the allergy and that removal of the tree would prevent the reaction.
- In some cases, street trees may be removed to facilitate a whole street upgrade which will result in a net increase in or improvement to the streetscape that could not be achieved by retention of existing trees.

3.6 Community Engagement

Council's Community Engagement Policy and Customer Service Charter frame all engagement activities regarding management and maintenance of township street and park trees.

- The community will be informed and consulted about all major projects involving tree removal and planting and any other specialised projects that involve township street trees and park trees;
- The type and extent of consultation will vary depending on the impact of the works on the local community and will be determined in accordance with a number of factors including; the prominence of the location, the significance of the tree(s), the size of the tree(s), the number of the trees and the visual impact of the proposed works;
- Community engagement may include direct contact with the customer, letters to immediately adjacent residents, signage on site and information on Council's website; and
- All customer service requests will be responded to in accordance with the Council's Customer Service Charter.

Draft Street Tree and Park Tree Management Policy
COMMUNITY CONSULTATION REPORT

Submission No	Summary of submission/feedback received	Officer Comments	Recommended Changes
1	<p>Heritage listed trees need to be adequately addressed in the policy. Specifically:</p> <ul style="list-style-type: none"> state heritage listed trees e.g. Avenue of Honour, Woodend Aboriginal heritage trees on road reserves e.g. scar trees and marker trees local heritage listed trees – i.e., road reserve trees protected by a local Heritage Overlay 	<p>The final dot point of 3.1 Tree protection, which mentions protection of heritage listed trees, is inadequate because significant tree registers have no legal power. Therefore, wording mentioning specific legislation that protects trees is required. The legislation also needs to be listed in the 'Related legislation' section.</p>	<p>Last dot point of 3.1: "Trees identified and protected by relevant legislation in a significant tree register for scientific, social, historical, heritage, horticultural or aesthetic reasons shall be recognised, protected and retained in the landscape. This legislation includes the Aboriginal Heritage Act 2006 (Vic), the Heritage Act 2017 (Vic), and the Planning and Environment Act 1987 (Vic) (Macedon Ranges Planning Scheme)." 'Related legislation': Macedon Ranges Planning Scheme, Aboriginal Heritage Act 2006 (Vic), Heritage Act 2017 (Vic)</p>
2	<p>MRSC's Street Tree Planting Preferred Species List is inappropriate and should not be a separate document that can change without consultation. The List requires input from the Shire's environment team to include indigenous species from a warmer provenance because:</p> <ul style="list-style-type: none"> It was not endorsed at the ordinary council meeting on 27 March 2019 Many of the listed species cause water pollution via leaf dump in autumn The whole municipality should be considered as an area of environmental significance More indigenous species would reduce the need for pest and disease management Indigenous species would have a longer useful life expectancy because they'd be better adapted to local conditions and a warming climate 	<p>Include a direct link to the current list in the fourth point of 3.2 Tree planting, which mentions the species list. Include specific mention of "consultation with specialists" to meet broader aims for tree planting. Among other resources, Council will use the Cool-it Tree Selection document produced by the Central Victorian Greenhouse Alliance for the review of the Preferred Species List.</p>	<p>Tree species will generally be selected from the Street Tree Preferred Species List (hotlink to list). This list is periodically updated in consultation with specialists to:</p> <ul style="list-style-type: none"> ensure that future-planted trees are suitable for the intended planting location, at the time of planting and in a warming climate reflect the latest information regarding tree selection and climate change increase the diversity of the list
3	<p>The timeframes specified for the Requirements under Council's Road Management Plan (RMP) 2021, need to be aligned with a more recent version of the plan. Altering the wording for the "Reactive Inspection" is recommended to align with MAV suggestions and to assist with future tree denial claims. That is, remove the words "as soon as possible" from the current wording.</p>	<p>Noted and as this is an operational activity this will be included as part of the development of the Street and Park Tree Management Plan.</p>	<p>No change to the Policy</p>
3.1 Tree Protection			
4	<p>A one-page summary was requested to indicate the changes to the new policy.</p>	<p>Noted</p>	<p>No change to the Policy</p>
5	<p>Allowable TPZ encroachment should be reduced from 10 to 1%.</p>	<p>Allowing 10% TPZ encroachment is consistent with the Australian Standard AS 4970-2009 Protection of trees on development sites, so it is inappropriate for MRSC to change it. The wording of bullet point 4 of section 3.1 could be strengthened for better linkage with this standard.</p>	<p>In accordance with AS 4970-2009 Protection of trees on development sites, any works that would encroach by more than 10% into a tree's Tree Protection Zone (TPZ), or into its Structural Root Zone (SRZ), will require a consulting arborist to demonstrate, via a method consistent with this standard, that the affected tree would remain viable</p>
6	<p>Additional pruning of Woodend's Avenue of Honour trees by unqualified arborists will render them structurally unsound.</p>	<p>The policy clearly states that pruning must conform to AS 4373 Pruning of amenity trees.</p>	<p>Section 3.5, dot point 1, add definition of suitably qualified (i.e. ... by a suitably qualified arborist (minimum AQF level 3)</p>
7	<p>Street trees should be permanently protected from soil compaction, for example by using a system of bollards to prevent cars from parking beneath large trees on roadway shoulders.</p>	<p>In Section 3.1, Tree Roots and Infrastructure, include a bullet point noting that tree protection measures will be considered where car parking could affect/is affecting tree health.</p>	<p>Section 3.1 add a final dot point: Where Council deems car parking beneath trees affects tree health, tree protection measures will be considered in accordance with Council's traffic management policies</p>

**Draft Street Tree and Park Tree Management Policy
COMMUNITY CONSULTATION REPORT**

Submission No	Summary of submission/feedback received	Officer Comments	Recommended Changes
8	Protection and maintenance of newly planted trees is insufficient given present-day stressors.	In section 3.2, strengthen dot point 6 to indicate an active tree establishment period.	Section 3.2, dot point 6, modify to: All newly planted trees will be protected and maintained for an establishment period of 24 months. Any trees that die during this period will be replaced in a future planting season
3.2 Tree Planting			
9	The street tree list should be part of the policy rather than a separate document that Council can change without consultation.	Include a direct link to the current list in the fourth point of 3.2 Tree planting, which mentions the species list. Include specific mention of "consultation with specialists" to meet broader aims for tree planting. Among other resources, Council will use the Cool-it Tree Selection document produced by the Central Victorian Greenhouse Alliance for the review of the Preferred Species List.	Tree species will generally be selected from the Street Tree Preferred Species List (hotlink to list). This list is periodically updated in consultation with specialists to: <ul style="list-style-type: none"> • ensure that future-planted trees are suitable for the intended planting location, at the time of planting and in a warming climate • reflect the latest information regarding tree selection and climate change • increase the diversity of the list
10 (also see 20)	Trees are planted beneath powerlines, when space is available in alternative spaces, and then pruned inappropriately so residents should be consulted about street tree plantings.	Section 3.2, dot point 4 notes that Council considers each species' attributes with reference to the planting site. Dot point 5 indicates that residents can request planting and the proposed site is assessed for suitability. To respond to this and other powerline feed back, the wording to 3.2 dot point 4 could be modified.	Section 3.2, dot point 4, add: ...character. For example, any planting under powerlines will be smaller tree species that do not typically exceed 8 m in height at maturity.
11	Young trees are planted beneath powerlines (e.g. Old Lancefield Road), yet old and established trees are poorly pruned for electric line clearance (e.g. Oaks in Davy Street Woodend).	Section 3.2, dot point 4 notes that Council considers each species' attributes with reference to the planting site.	Section 3.2, dot point 4, add: ...character. For example, any planting under powerlines will be smaller tree species that do not typically exceed 8 m in height at maturity.
12	Tree replacement timeframes are too vague in the policy; and, in one town, removed trees have not been replaced.	Section 3.5, dot point 2, notes that removed trees will be replaced if the site is suitable for replanting. For logistical reasons it may not be practical to replace immediately or in the following planting season	Section 3.5, dot point 2: Where a tree has been removed and the site is suitable for replanting, a replacement tree will be planted in a future planting season
13	Replacing oaks and elms with callistemons is inappropriate because it disrupts the continuity of an avenue and provides inadequate shade and cooling in a warming climate. (No examples provided of where this has occurred.)	Section 3.2, dot point 4, notes that Council considers each species' attributes with reference to the planting site. Consideration of climate change is also covered in Council's definition of "diversity". Section 3.2, dot point 4, could be modified to reassure residents that the Preferred Species List includes consideration of climate change	This list is periodically updated in consultation with specialists to: <ul style="list-style-type: none"> • ensure that future-planted tree are suitable for the intended planting location, at the time of planting and in a warming climate • reflect the latest information regarding tree selection and climate change • increase the diversity of the list
3.3 Tree Management and Maintenance			
14	"No information about severity of pruning or safety issues with trees that obscure driveways."	Section 3.3. states that "Tree maintenance standards and procedures will be regularly updated to ensure they reflect legislative requirements and industry best practice." Dot points 1 and 2 of this section also note that all pruning will be undertaken by a suitably qualified arborist in accordance with AS 4373. Dot point 2 also addresses these concerns but 'driveway' could be mentioned specifically.	Section 3.3, dot point 2: add 'driveways' after 'buildings'

**Draft Street Tree and Park Tree Management Policy
COMMUNITY CONSULTATION REPORT**

Submission No	Summary of submission/feedback received	Officer Comments	Recommended Changes
15	Relevant information is lacking about how and when pruning is decided under electrical lines.	Specifics on Electric Line Clearance are provided in Council's Electric Line Clearance Management Plan (ELCMP), which is the appropriate document for them. A hot link to the ELCMP would assist the reader.	Section 3.3, dot point 3: add --The current Electric Line Clearance Management Plan is available on Council's website. (Hot link to this plan also added.)
16	Maintenance for establishing trees is inadequate, and species selection appears inappropriate.	Section 3.2 (Tree Planting), dot point 6, mentions maintenance for establishment. Strengthen dot point 6 to indicate an active tree establishment period.	Section 3.2, dot point 6, modify to: All newly planted trees will be protected and maintained for an establishment period of 24 months. Any trees that die during this period will be replaced in a future planting season.
17	MRSC urged to lobby other organisations to alter their pruning policies for electric line clearance so that tree crowns are lopped level rather pruned in an L-shape.	Lopping of trees so that their crowns are level is an unacceptable pruning practice. The accepted best management practice is directional pruning using reduction cuts that can result in an L-shape. Section 3.3, dot points 1-3 note Council's policy to use best practice pruning for its tree population around infrastructure.	No change to the Policy
18	Respondent astonished by 'legalistic nitpicking'.	Council is obliged to acknowledge and comply with its legislative obligations and related council policies.	No change to the Policy
19	The Useful Life Expectancy (ULE) of all mature trees should be assessed as a high priority to manage risk and maintenance costs.	ULE is mentioned specifically only in the Definitions and Tree Valuation. It could be included in Section 3.3, dot point 2, and in the introduction of Section 3.5.	Section 3.3, dot point 2, add: ...All condition data, including each tree's Useful Life Expectancy (ULE), will be recorded... Section 3.5, introduction, alter to: ... "all township street trees and park trees will be inspected and maintained".
Survey Q6: Additional information to include in draft policy			
20	MRSC asked to commit to move powerlines away from trees so that they can be preserved.	AusNet services owns and operates Victoria's transmission system. Section 3.2, dot point 4, notes that MRSC's policy is to consider each species' attributes with reference to the planting site. An example would illustrate that consideration includes the presence of overhead powerlines and tree height at maturity. Council could advocate for underground power supply or aerial bundling of cables	Section 3.2, dot point 4, add: ...character. For example, any planting under powerlines will be smaller tree species that do not typically exceed 6 m in height at maturity.
21	Commit to protect large trees from soil compaction by vehicles.	In Section 3.1, Tree Roots and Infrastructure, add a bullet point noting that tree protection measures will be considered where car parking could affect/is affecting tree health.	Section 3.1 add a final dot point: Where Council deems car parking beneath trees affects tree health, tree protection measures will be considered in accordance with Council's traffic management policies.
22	Commit to establishment maintenance for newly planted trees, and prompt replacement for those that die.	Section 3.2 (Tree Planting), dot point 6, mentions maintenance for establishment. Strengthen dot point 6 to indicate an active tree establishment period.	Section 3.2, dot point 6, modify to: All newly planted trees will be protected and maintained for an establishment period of 24 months. Any trees that die during this period will be replaced in a future planting season.
23	Frustration expressed about wording in the Electric Line Clearance Management Plan regarding tree significance in Station Road, New Gisborne.	Review of and modification to the ELCMP is out of scope.	No change to the Policy

**Draft Street Tree and Park Tree Management Policy
COMMUNITY CONSULTATION REPORT**

Submission No	Summary of submission/feedback received	Officer Comments	Recommended Changes
24	Commit to updating the tree species list in line with future climate warming scenarios.	Include a direct link to the current list in the fourth point of 3.2 Tree planting, which mentions the species list. Include specific mention of "consultation with specialists" to meet broader aims for tree planting. Among other resources, Council will use the Cool-it Tree Selection document produced by the Central Victorian Greenhouse Alliance for the review of the Preferred Species List.	Tree species will generally be selected from the Street Tree Preferred Species List (hotlink to list). This list is periodically updated in consultation with specialists to: <ul style="list-style-type: none"> • ensure that future-planted trees are suitable for the intended planting location, at the time of planting and in a warming climate • reflect the latest information regarding tree selection and climate change. This list is periodically updated in consultation with specialists to: <ul style="list-style-type: none"> • ensure that future-planted tree are suitable for the intended planting location, at the time of planting and in a warming climate • reflect the latest information regarding tree selection and climate change • increase the diversity of the list
25	Policy poorly structured for open space -- focus is on street trees.	Noted and as this is an operational activity this will be included as part of the development of the Street and Park Tree Management Plan.	No change to the Policy
26	Commit to educating residents about the need for change in landscapes in shire towns. Commit to developing a carefully constructed plan of future street and open space trees that is open for public comment. For example, consider the cost effectiveness of removing some mature exotic trees before they senesce and cause damage or injury.	Noted. Council will consider future tree related education material for residents	No change to the Policy
Survey Q7: Support the draft policy?			
27	Confused by inconsistency with Acacia, Prunus and Malus receiving a negative score in the tree valuation owing to environmental weed status. Respondent says Eucalyptus and Hakea are also on this list but given a positive score.	Only two weedy species of Acacia are mentioned and no species of Eucalypt or Hakea are listed on either the Victorian Resources Online (VRO) weed species list or on the Weeds of Central Victoria list.	No change to the Policy
28	Policy support is undecided since personal observation of care for establishing trees is inadequate.	Section 3.2 (Tree Planting), dot point 6, mentions maintenance for establishment. Strengthen dot point 6 to indicate an active tree establishment period.	Section 3.2, dot point 6, modify to: All newly planted trees will be protected and maintained for an establishment period of 24 months. Any trees that die during this period will be replaced in a future planting season.

**Draft Street Tree and Park Tree Management Policy
COMMUNITY CONSULTATION REPORT**

Submission No	Summary of submission/feedback received	Officer Comments	Recommended Changes
29	Policy needs to better address climate change and monitoring of mature street trees.	Include a direct link to the current list in the fourth point of 3.2 Tree planting, which mentions the species list. Include specific mention of "consultation with specialists" to meet broader aims for tree planting. Among other resources, Council will use the Cool-it Tree Selection document produced by the Central Victorian Greenhouse Alliance for the review of the Preferred Species List.	Tree species will generally be selected from the Street Tree Preferred Species List (hotlink to list). This list is periodically updated in consultation with specialists to: • ensure that future-planted trees are suitable for the intended planting location, at the time of planting and in a warming climate • reflect the latest information regarding tree selection and climate change. This list is periodically updated in consultation with specialists to: • ensure that future-planted tree are suitable for the intended planting location, at the time of planting and in a warming climate • reflect the latest information regarding tree selection and climate change • increase the diversity of the list
Supportive responses			
	Policy is supported because Council has a good understanding of the importance and value of these trees.	Noted	No change to the Policy
	Policy is supported as is like for like replacement of elms and oaks.	Noted	No change to the Policy
	Policy is supported. Implementation of the maintenance policy is required in the nature strip of Southbourne Road, Riddells Creek, where natives were removed to make way for an uncompleted footpath.	Noted	No change to the Policy

16 NOTICES OF MOTION AND RESCISSION

Nil

17 URGENT BUSINESS**18 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*:

18.1 Consideration of Bequest

Confidential reasons**18.1 Consideration of Bequest**

This matter is considered to be confidential under Section 3(1) - e and f 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 legal privileged information, being information to which legal professional privilege or client legal privilege applies and personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.