

Agenda

Council Meeting
Wednesday 23 July 2025 at 7:00 PM
Gisborne Administration Centre
40 Robertson Street, Gisborne

Table of contents

1	Acknowledgement of Country	4
2	Recording of live streaming of this Council meeting	4
3	Present	4
4	Apologies	4
5	Conflicts of interest	4
6	Petitions	4
	Nil	
7	Deputations and presentations to Council	4
8	Adoption of minutes	4
9	Mayor's report	5
9.1	Mayor's Report - June-July 2025	5
10	Record of meetings of Councillors and Council staff	8
10.1	Record of Meetings of Councillors and Council Staff - June-July 2025	8
11	Planning and Environment reports	16
PE.1	Draft Domestic Animal Management Plan 2026 - 2029	16
PE.2	Proposed changes to Council's Dog and Cat Order 2019 Schedule 1 (Off leash areas) and Schedule 2 (Prohibited areas)	21
PE.3	2025-2026 Events and Festival Grant Program and the 2026 ANZAC Day Commemorative Services Support Fund	43
12	Chief Executive Officer reports	54
CX.1	Community Satisfaction Survey Results 2025	54
CX.2	Recognition of King's Birthday Honour Recipient 2025	60
13	Corporate reports	61
COR.1	Draft Integrated Strategic Planning Documents for Consultation	61
COR.2	Contracts to Be Awarded at July 2025	69
COR.3	Notice of Intention to Lease - Kyneton Airfield Hangar Sites	72
COR.4	Audit and Risk Committee Biannual Report - June 2025	78

	COR.5 Instrument of Appointment and Authorisation	90
14	Community reports	93
	COM.1 Community Funding Scheme 2025/2026 Recommendations	93
	COM.2 Small Projects Grant Recommendation	101
15	Assets and Operations reports	105
	AO.1 Draft Road Management Plan 2025-2029	105
	AO.2 Response to Petition in Relation to the Speed Limit on Cabbage Tree Lane, Gisborne South	120
	AO.3 Draft Woodend Racecourse Reserve Master Plan	124
16	Notices of motion and rescission	129
	No. 72/2025-26: Notice of Motion - Leave of Absence	129
	No. 73/2025-26: Notice of Motion - Interpretation of the Gambling Harm Minimisation Policy in Relation to Auspicing	130
	No. 74/2025-26: Notice of Motion - Development of an Artificial Intelligence Policy	131
	No. 75/2025-26: Notice of Motion - Innovation Committee	132
17	Urgent business	133
18	Confidential reports	133
	Nil	

1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 RECORDING OF LIVE STREAMING OF THIS COUNCIL MEETING

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

3 PRESENT**4 APOLOGIES****5 CONFLICTS OF INTEREST****6 PETITIONS**

Nil

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

That Council confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on 18 June 2025, as circulated.

9 MAYOR'S REPORT**9.1 MAYOR'S REPORT - JUNE-JULY 2025****Summary**

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

Recommendation

That Council receives and notes the Mayor's report.

Mayor's report

Winter has certainly arrived, and I hope everyone is staying active, healthy, and warm.

I want to begin with congratulating Mrs Rebecca McGrath, whom we only recently found out, is a Macedon Ranges Shire resident and recognised in the 2025 King's Birthday Honours as a recipient of the Member of the Order of Australia (AM). Rebecca was recognised in the General Division for her significant service to business through leadership roles in compliance, audit and finance. We are proud to have Rebecca as a member of our community and thank her for her service to our community and country.

Lost Trades Fair

Hanging Rock's reputation as a legendary destination for unforgettable events will be further enhanced with the Lost Trades Fair returning home to the Macedon Ranges next year.

One of the most unique events in the country, the Lost Trades Fair celebrates craftsmanship, skilled manual work, decorative arts, heritage crafts, rare trades, and generational knowledge. Next year the tools, traditions, techniques, and trades secrets will all be on show against a backdrop only the Hanging Rock Reserve can provide.

I'm sure the founders of the Lost Trades Fair, Lisa and Glen Rundell, are thrilled to be bringing the event back to the region where it all started, back in 2014. Thank you to officers who worked diligently against tough competition from other councils to get the event back to the Macedon Ranges.

Visit from Her Excellency Professor the Honourable Margaret Gardner AC, Governor of Victoria

Recently, Council had the pleasure of hosting Her Excellency Professor the Honourable Margaret Gardner AC, Governor of Victoria. During her visit to the Macedon Ranges, we accompanied the Governor through a tour of the Kyneton Town Hall, Hanging Rock, and visited local farms and businesses. We hope the Governor enjoyed her stay with us and found it valuable and informative.

National General Assembly of Local Government

The Chief Executive Officer, Bernie O'Sullivan, Deputy Mayor Kendall, Councillors Anderson, Pearce, Walker and I attended the National General Assembly of Local Government which was held in Canberra between 24-27 June 2025. The event provided a unique opportunity for local government to engage directly with the Australian Government to develop national policy and to influence the future direction of councils and communities. A report with further detail will be coming to a future Scheduled Council Meeting.

Plastic Free July and Shire-Wide Soft Plastics Pilot

Once again Council is participating in Plastic Free July in 2025. The Resource Recovery team hosted plastic-free morning and afternoon teas for staff and Councillors. Reducing plastic waste helps protect our environment and precious waterways, reduces landfill, and minimises potential harm to human health.

Following a successful 12-month trial in Romsey in 2022, Council expanded its soft plastic recycling collection pilot shire-wide in July 2024. If you haven't collected your Orange soft plastic collection bags, I encourage you to visit our website for more information or one of our Customer Service Centres and speak to one of our friendly staff who will assist you.

Councillor Listening Posts

The East Ward Councillors hosted a listening post in Riddells Creek on 21 June and a reminder of our All-Councillor Listening Post hosted at the Tylden Hall on 24 July at 18:30. Listening Posts are a wonderful opportunity for residents to introduce themselves to Councillors and discuss a range of prominent issues.

Events/Meetings

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

- 20 June Community Choice Award presentations
- 20 June Meeting with Lancefield Junior Football Netball Club
- 20 June Gisborne Botanic Gardens Matariki Story Telling evening
- 20 June Fire in the landscape - Burning Insights
- 21 June Listening post East Ward Councillors in Riddells Creek
- 24-27 June ALGA Conference Canberra
- 28 June Official club launch Kyneton Women's Football Club
- 29 June Woodend Eagles Girls Soccer Day 2025
- 30 June Drop-in Session Proposed speed limit reduction - Woodend | Pedestrian and Road Safety Improvements
- 1 July Drop-in Session Proposed speed limit reduction - Kyneton | Pedestrian and Road Safety Improvements
- 1 July Plastic Free July Afternoon Tea
- 3 July Meeting with Cadets Freedom of Entry event
- 7 July Kyneton Rotary Club changeover dinner
- 10 July Community Investment Program information session
- 12 July NAIDOC Week 2025 – theme 'The Next Generation: Strength, Vision & Legacy
- 12 July Woodend Rotary Changeover
- 16 July Woodend Men's Shed
- 16 July MAV Regional Meeting – Loddon Campaspe Mallee
- 17-18 July Visit from Her Excellency Professor the Honourable Margaret Gardner AC, Governor of Victoria
- 18 July Riddells Creek Men's Shed meeting

- 22 July Climate Emergency meeting
- 22 July Gisborne RSL meeting

Current Community Consultation

Be sure to visit our <http://yoursay.mrsc.vic.gov.au> website and join/log in to provide feedback on consultations. Depending on the outcome of the July Scheduled Council Meeting, there may be multiple items out for community consultation:

- Drafts of our revised key strategic Council documents; Shaping the Ranges Council Plan, Financial Plan, and Asset Plan
- Draft Domestic Animal Management Plan and any adjustments to dog off-leash and prohibited areas (also known as Council's Dog and Cat Order 2019)
- Draft Woodend Racecourse Reserve Master Plan
- Kyneton Airfield leases

We also understand that not everyone is able to readily access digital platforms or prefer hard copies – we welcome enquiries on any of our consultations and can endeavour to provide hard-copy information on request.

Thank you and see you around the Shire!

Mayor Bonanno
Macedon Ranges Shire Council

10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF**10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - JUNE-JULY 2025****Summary**

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

Recommendation

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

Record of meetings

Type of meeting	Council Briefing
Date and time	17 June 2025 9:30am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> • Cr Dominic Bonanno (Mayor) • Cr Kate Kendall (Deputy Mayor) • Cr Jennifer Anderson • Cr Cassy Borthwick • Cr Alison Joseph • Cr Janet Pearce • Cr Andrew Scanlon • Cr Christine Walker • Cr Daniel Young
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan (Chief Executive Officer) • Rebecca Stockfeld (Director Planning and Environment) • Maria Weiss (Director Community) • Adele Drago-Stevens (Director Corporate) • Dominic Testoni (Director Assets and Operations) • Kylie Tatt (Acting Manager Governance and Performance)

	<ul style="list-style-type: none"> • Rob Ball (Manager Strategic Planning and Environment) • Adele Hayes (Manager Statutory Planning) • Verity Games (Coordinator Statutory Planning and Subdivisions) • Cherry Stojanovic (Coordinator Governance) • Elizabeth Johnston (Acting Coordinator Community and Social Planning) • Lucy Olson (Senior Governance Officer) • Kaitlin Evans (Executive Assistant)
Apologies officers	Nil
Presenters	Nil
Items discussed	<ul style="list-style-type: none"> • Integrated strategic planning workshop - refine 'Shaping the Ranges 2025-2035' Council Plan • Review of planning delegations • Planning Matters • Agenda Review – 18 June 2025 Council Meeting • Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Nil Did they leave the meeting? N/A
Conflicts of interest declared by officers	Nil Did they leave the meeting? N/A

Type of meeting	Council Briefing
Date and time	1 July 2025 9:30am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> • Cr Dominic Bonanno (Mayor) • Cr Kate Kendall (Deputy Mayor) • Cr Jennifer Anderson • Cr Cassy Borthwick • Cr Alison Joseph • Cr Janet Pearce

	<ul style="list-style-type: none"> • Cr Christine Walker • Cr Daniel Young
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Andrew Scanlon
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan (Chief Executive Officer) • Rebecca Stockfeld (Acting Chief Executive Officer) • Maria Weiss (Director Community) • Adele Drago-Stevens (Director Corporate) • Dominic Testoni (Director Assets and Operations) • Amy Holmes (Manager Community Strengthening) • Rob Ball (Manager Strategic Planning and Environment) • Daniel Grigson (Manager Engineering and Asset Services) • Travis Fitzgibbon (Manager Communications and Advocacy) • Travis Harling (Manager Finance and Reporting) • Kylie Tatt (Acting Manager Governance and Performance) • Verity Games (Acting Manager Statutory Planning) • Samantha Waymouth (Coordinator Early Year' Services) • Tania MacLeod (Coordinator Environment) • Alison Elliot (Acting Coordinator Performance and Assurance) • Jacob Munnery (Acting Coordinator Community) • Lucy Olson (Senior Governance Officer) • Zoe Hardiman (Business Support Officer) • Sarah Day (Early Years' Service Planner) • Elizabeth Johnston (Community Planning Lead) • Justin Walsh (Climate Change Engagement Officer) • Silvana Predebon (Environment Policy and Sustainability Officer)
Apologies officers	<ul style="list-style-type: none"> • Adele Hayes (Acting Director Planning and Environment) • Caitlin Royce (Coordinator Creative and Connected Communities)
Presenters	Nil

Items discussed	<ul style="list-style-type: none"> • Strategic direction setting for Kindergarten – model pathways and financial • Integrated Strategic Planning – Consolidation of Feedback – ‘Shaping the Ranges 2025-2035’ Council Plan, Asset Plan and Financial Plan • The Role of Referral Authorities (Internal and External) • Recognition Days • Planning Matters • Other business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	<p>Nil</p> <p>Did they leave the meeting? N/A</p>
Conflicts of interest declared by officers	<p>Rebecca Stockfeld (Acting Chief Executive Officer) declared a general conflict of interest in Item 1.1 due to a historic complaint regarding a Council Kindergarten.</p> <p>Did they leave the meeting? She left the meeting from 11:24am until 11:27am whilst the topic was discussed.</p>

Type of meeting	Council Briefing
Date and time	8 July 2025 9:30am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> • Cr Dominic Bonanno (Mayor) • Cr Kate Kendall (Deputy Mayor) • Cr Jennifer Anderson • Cr Cassy Borthwick • Cr Alison Joseph • Cr Janet Pearce • Cr Christine Walker • Cr Daniel Young
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Andrew Scanlon
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan (Chief Executive Officer), • Rebecca Stockfeld (Director Planning and Environment), • Maria Weiss (Director Community),

	<ul style="list-style-type: none"> • Adele Drago-Stevens (Director Corporate) • Dominic Testoni (Director Assets and Operations) • Kylie Tatt (Acting Manager Governance and Performance) • Travis Fitzgibbon (Manager Communications and Advocacy) • Kristal Maynard (Manager Safer Communities) • Phillip Shaw (Acting Manager Parks and Recreation) • Lydia Sorenson (Manager Economic Development and Visitor Economy) • Caitlin Royce (Coordinator Creative and Connected Communities) • Bodey Dittloff (Coordinator Communications) • Daniel Trevillian (Coordinator Recreation) • Rebecca Pedretti (Coordinator Visitor Economy) • Lucy Olson (Senior Governance Officer) • Zoe Hardiman (Business Support Officer) • Melissa Telford (Free from Violence Project Officer) • Jo-Anne Elvish (Acting Recreation and Open Space Planner)
Apologies officers	<ul style="list-style-type: none"> • Leila Anstice (Coordinator Environmental Health)
Presenters	<ul style="list-style-type: none"> • John Scales (JWS Research) • Michael Graham (Leisure Consultancy)
Items discussed	<ul style="list-style-type: none"> • Community Funding Scheme 25/26 Recommendations • Community Satisfaction Survey Results 2025 • Draft Onsite Wastewater Management Plan 2025 – 2030 – Stage 2 Community and Stakeholder Consultation • Draft Woodend Racecourse Reserve Master Plan • 2025-2026 Events and Festival Grant Program and the 2026 ANZAC Day Commemorative Services Support Fund panel recommendations • Planning Matters • Agenda Reviews – Council Meeting 23 July 2025 • Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter	<p>Nil</p> <p>Did they leave the meeting? N/A</p>

about which they declared the conflict of interest was discussed	
Conflicts of interest declared by officers	Nil Did they leave the meeting? N/A

Type of meeting	Council Briefing
Date and time	15 July 2025 9:30am
Venue	Gisborne Administration Centre 40 Robertson Street, Gisborne
Present - Councillors	<ul style="list-style-type: none"> • Cr Dominic Bonanno (Mayor) • Cr Kate Kendall (Deputy Mayor) • Cr Jennifer Anderson • Cr Cassy Borthwick • Cr Alison Joseph • Cr Janet Pearce • Cr Andrew Scanlon • Cr Christine Walker • Cr Daniel Young
Apologies - Councillors	Nil
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan (Chief Executive Officer) • Rebecca Stockfeld (Director Planning and Environment) • Maria Weiss (Director Community) • Adele Drago-Stevens (Director Corporate) • Dominic Testoni (Director Assets and Operations) • Lydia Sorensen (Manager Economic Development and Visitor Economy) • Simon Finlay (Manager Parks, Recreation, and Depot Operations) • Kylie Tatt (Acting Manager Governance and Performance) • Tania Macleod (Acting Manager Strategic Planning and Environment) • Ben Champion (Coordinator Strategic Planning and Environment) • Rebecca Pedretti (Coordinator Visitor Economy) • Lucy Olson (Senior Governance Officer)

	<ul style="list-style-type: none"> Nicole Pietruschka (Events and Filming Officer) Jack Wiltshire (Strategic Planner) Zoe Hardiman (Business Support Officer)
Apologies officers	Nil
Presenters	<ul style="list-style-type: none"> Jane Walduck (Macedon Ranges Cultural Centre Project Group) Colin Yeung (Macedon Ranges Cultural Centre Project Group) Barry McDonald (Macedon Ranges Cultural Centre Project Group) Esther Kay (Macedon Ranges Cultural Centre Project Group) Jenny Ryssenbek (Macedon Ranges Cultural Centre Project Group) Jess Saunders (Macedon Ranges Cultural Centre Project Group) Adele Hamlyn (Macedon Ranges Cultural Centre Project Group) Diana Abruzzi (Macedon Ranges Cultural Centre Project Group) Bert Candusio (Macedon Ranges Cultural Centre Project Group) Henry Wallis (Goldfields/Ethos Urban Group) Marco Gattino (Goldfields/Ethos Urban Group) Hugh Doyle (Goldfields/Ethos Urban Group)
Items discussed	<ul style="list-style-type: none"> Cadets to Exercise Right to Freedom of Entry to Kyneton. Macedon Ranges Cultural Centre Presentation and paper. Presentation by Ethos Urban/Goldfields. Road Management Plan 2025-2029. Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	<p>Nil</p> <p>Did they leave the meeting? N/A</p>
Conflicts of interest declared by officers	<p>Nil</p> <p>Did they leave the meeting? N/A</p>

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11 PLANNING AND ENVIRONMENT REPORTS

PE.1	DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN 2026 - 2029
Officer:	Althea Jalbert, Coordinator Local Laws
Council Plan relationship:	2. Healthy environment, healthy people 4. Delivering strong and reliable government
Attachments:	1. Draft Domestic Animal Management Plan 2026 - 2029 (under separate cover) 2. Domestic Animal Management Plan 2026 - 2029 Community Consultation (Stage 1) Report (under separate cover)

Summary

This report seeks Council endorsement to release the Draft Domestic Animal Management Plan 2026 – 2029 (DAMP 2026 – 2029) and to undertake a second stage of community consultation before the DAMP 2026 – 2029 is presented to Council for finalising and endorsing at the November Council meeting. An overview of community feedback from the first stage of community consultation is also provided, which helped inform development of the draft DAMP 2026 – 2029.

Recommendation**That Council:**

- 1. Endorses the release of the Draft Domestic Animal Management Plan 2026 – 2029 for community consultation.**
- 2. Notes that submission to this period of community consultation will be presented to Council, together with the Draft Domestic Animal Management Plan 2026 – 2029 at the November meeting of Council.**
- 3. Notes the Domestic Animal Management Plan 2026-2029 Community Consultation (Stage 1) Report.**
- 4. Notifies all submitters regarding this resolution, thank them for their feedback and notify them of the second round of consultation commencing August 2025.**

Background

It is a statutory requirement, in accordance with the *Domestic Animals Act 1994*, for all Victorian Councils to prepare and implement a domestic animal management plan every four years. Council is required to submit to the State Government (Animal Welfare Victoria) a new Domestic Animal Management Plan 2026 – 2029 by 4 December 2025.

Discussion

The draft Domestic Animal Management Plan 2026 – 2029 (DAMP 2026 – 2029) builds on the 2021-2025 plan in providing a framework for the delivery, planning, development, and evaluation of animal management strategies, programs, and services to increase responsible pet ownership for dogs and cats in the shire.

The plan must outline programs, services and strategies to:

- Promote and encourage responsible pet ownership of dogs and cats
- Ensure that people comply with the Act, regulations and legislation
- Minimise risk of attacks by dogs on people and animals
- Address over-population and high euthanasia rates for dogs and cats
- Encourage the registration and identification of dogs and cats
- Minimise the potential for dogs and cats to create a nuisance; and
- Effectively identify all dangerous, menacing and restricted breed dogs and ensure these dogs are kept in compliance with the Act and regulations.

In preparing the draft DAMP 2026 – 2029, two stages of community consultation are being undertaken to help inform priorities for the new plan.

Consultation and engagement

Stage one of community consultation was undertaken from 1 April to 28 April 2025 according to an approved community consultation plan consistent with Council's Community Engagement Policy. Key areas Officers sought feedback about included:

- Council's current DAMP 2021-2025 - what programs/ initiatives our community feel are working and what programs/initiatives our community feel need to be improved.
- Programs/ initiatives our community would like to see more of in relation to dogs.
- Programs/ initiatives our community would like to see more of in relation to cats.
- Level of community support towards Council introducing a 24-hour cat curfew.
- Level of community support towards Council introducing a requirement for all cats that reside in the Macedon Ranges to be desexed.
- Council's "For the Love of Paws" responsible pet ownership campaign
- Service satisfaction levels (for those who have had interactions with a Council Officer/Ranger within the last 12 months).
- Any specific feedback the community wish to be considered as we develop our next DAMP 2026-2029 plan.

The DAMP stage one Community Consultation received 460 survey respondents in total including online and hard copy submissions.

Key themes from the feedback received included:

- A call for more education and promotion in general, particularly focussed on topics such as nuisance behaviours in dogs, effective control of dogs in public places, dog on-leash requirements, dog poo requirements, cat containment (requirements and the how-to), reducing nuisance behaviours in cats, and cat trapping.
- Support for improved provisions for dogs and their owners in public places (170+ prioritised this in their top 5 dog initiatives).
- Support for education and supports for cat owners re: cat containment (210+ prioritised this in their top 5 cat initiative).
- Consistent mentions re; dog off leash areas needing attention:

- Lack of fenced, secure off-leash dog parks (particularly in Romsey, Lancefield, Gisborne, Woodend, Kyneton) – 87 mentions.
- Support for fenced dog off-leash areas (suggested locations including Lancefield, Romsey, New Gisborne, Gisborne, Kyneton) - 52 mentions.
- Concerns about current off-leash areas being unsafe, unfenced and/or poorly located - 40 mentions.
- Lack of fenced, secure off-leash dog parks (Romsey, Lancefield, Gisborne, Woodend, Kyneton) – with a further 87 mentions.
- 66% support for Council introducing a 24-hour cat curfew (survey responses). 2 written submissions supported this, while 3 opposed.
- 79% support for Council introducing mandatory cat desexing requirement (survey responses). 1 written submission supported this, while another 2 called for cat desexing initiatives.
- Enforcement – call for increased enforcement, specifically in relation to dog on leash requirements, wandering/ aggressive dogs, collection of dog poo, and trespassing cats. Lack of resourcing (rangers/staff) was mentioned 30 times at the dog section of the survey, and 50 times in the cat section of the survey.
- Educational pop-up sessions to support pet owners.
- Wildlife concerns - flagged dogs chasing kangaroos or affecting local fauna and cats killing native birds, lizards, frogs and small mammals, especially in areas near bushland and waterways.
- Dog waste management: while appreciation towards dog poo bag dispensers and signage already provided was noted, more bins and/or better waste management continued to be requested/mentioned.
- Desexing initiatives - calls for Council to consider future low-cost desexing opportunities (mostly for cats – but dogs also mentioned).
- Pet registration incentives - Calls for Council to consider pet registration incentives and recognition/reward for responsible pet owners.

See attachment – Domestic Animal Management Plan 2026 – 2029 Community Consultation (Stage 1) Report for a more detailed representation of feedback received.

The draft DAMP 2026 – 2029 has been developed with the community's feedback factored into a number of proposed activities. Officers have also considered findings of the gender impact assessment, industry trends, Local Laws operational trends, internal cross-department feedback, and other Council priorities to inform the plan.

The draft DAMP 2026 - 2029 has been developed with a continued focus on community education, promoting Council's animal services, supporting owners to comply with legal responsibilities, providing opportunities for affordable cat desexing, and introducing new initiatives such as a 24-hour cat containment requirement and improved strategic planning for use of open space for dogs and people.

Collaboration

An action from the current DAMP 2021 - 2025 was to seek feedback from Councils with 24-hour cat containment requirements in place, which resulted in 15 Victorian Councils providing feedback about their experience. A summary of that feedback has been

incorporated into the draft DAMP 2026 – 2029 and has been considered in proposing a 24-hour cat containment requirement in the Macedon Ranges Shire.

Officers attended multiple online workshops:

- Australian Institute of Animal Management, Simplifying the complex: AIAM Animal Management Plan Guidance Document and Template
- RSPCA Victoria, Quick wins for your DAMP planning.

Information presented at these workshops has been considered in developing the draft DAMP 2026 – 2029.

Innovation and continuous improvement

The draft DAMP 2026 – 2029 was prepared to reflect Council's ongoing commitment to continuous improvement and innovation in animal management initiatives for dogs and cats. The draft plan incorporates activities informed through benchmarking with other Victorian Councils and information from animal management and welfare organisations including Animal Welfare Victoria, RSPCA Victoria, and the Australian Institute of Animal Management.

Relevant law

Section 68A of the *Domestic Animals Act 1994* sets out the statutory requirements for preparing domestic animal management plans.

Relevant legislation that guides animal management that Council has responsibility for includes:

- *Domestic Animals Act 1994*, associated Regulations, and Codes of Practice
- *Macedon Ranges Shire Council Community Local Law 2023*
- *Planning and Environment Act 1987*

In addition to above, the Council Dog and Cat Order 2019 was made by the Macedon Ranges Shire Council under sections 25 and 26(2) of the *Domestic Animals Act 1994* on 27 November 2019, which came into operation in 2020.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report. It is recommended that action is taken to endorse the draft Domestic Animal Management Plan 2026 – 2029 for further community consultation. Additionally, based on findings from the gender impact assessment, it is also recommended that as far as is practical, that action is taken to ensure that plan is inclusive, accessible, and responsive to the diverse needs of all community members.

Specifically, it is recommended that:

The draft DAMP 2026 – 2029 includes activities that:

- Embeds officer training on identifying and responding to abuse and family violence as part of its development plans.
- Supports equitable access through continuation of low-cost cat desexing programs, fee waiver programs (e.g. 1st free ride home program) and a review of registration fees for desexed pets.
- It is further recommended that the next round of community consultation on the draft DAMP 2026 – 2029 is designed and promoted in a way to ensure inclusive participation across genders.

This recommendation will deliver more inclusive and accessible animal management services and programs for the local community.

Relevant regional, state and national plans and policies

In developing the draft DAMP 2026 - 2029, careful consideration was given to the Victorian State Government's strategic priorities and policy objectives, including the Victorian Animal Welfare Action Plan, the Victorian Cat Management Strategy 2025-2035 and anticipated new animal protection legislation (currently the Animal Care and Protection Bill).

Relevant Council plans and policies

The draft DAMP 2026 – 2029 supports the delivery of the Council Plan, specifically in the areas of contributing to positive health and wellbeing in the community, protecting the natural environment, and enhancing community safety.

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? Activities outlined in the draft DAMP 2026 - 2029 will have negligible impact on Council's energy usage and greenhouse emissions profile.

How will the recommendations mitigate risks posed by climate change to Council operations and services? The draft DAMP 2026 - 2029 includes an activity to review and update Council's Emergency Animal Plan helping to ensure Council's animal management services are better prepared for responding to emergency events that are at risk of increasing because of climate change.

How will the recommendation help to prepare the community for future climate scenarios? The draft DAMP 2026 - 2029 includes an activity to review and update Council's Emergency Animal Plan helping to ensure pet owners are better prepared for and supported during emergency events that are at risk of increasing because of climate change.

Financial viability

The activities set out in the draft DAMP 2026 – 2029 will be primarily funded through operational budgets. There may be some resource implications if increased enforcement is required to support implementation of a 24-hour cat containment requirement, which will be considered as part of the annual Council budget process.

A proposed year-two activity in the draft DAMP 2026 -2029 to strategically plan for dogs and people in open space is expected to require expert consultant support to deliver at an estimated cost of approximately \$50,000, which will need to be considered as a new initiative in Council's 2026 – 2027 budget process.

Sustainability implications**Nil. Officer declaration of conflicts of interest**

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

PE.2	PROPOSED CHANGES TO COUNCIL'S DOG AND CAT ORDER 2019 SCHEDULE 1 (OFF LEASH AREAS) AND SCHEDULE 2 (PROHIBITED AREAS)
Officer:	Althea Jalbert, Coordinator Local Laws
Council Plan relationship:	2. Healthy environment, healthy people 4. Delivering strong and reliable government
Attachments:	1. Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994) ↓ 2. Dog Off Leash and Prohibited Area Consultation 2024 Report (under separate cover)

Summary

This report presents proposed amendments to Council's Dog and Cat Order Schedule 1 for designated dog off leash areas and Schedule 2 for designated dog/cat prohibited areas for endorsement to undertake a second stage of community consultation. A summary report of community feedback from the first stage of community consultation undertaken in mid-2024 is also provided.

Recommendation

That Council:

- 1. Notes community feedback outlined in the attached Dog Off Leash and Prohibited Area Consultation 2024 Report.**
- 2. Endorses the release of Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994) for four weeks of community consultation.**

Background

At the Ordinary Council Meeting on 27 November 2019, Council made the Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2). The Order created on leash requirements for dogs across the shire, unless in designated off leash areas. The Order also created prohibited areas for dogs and cats to protect significant environmentally sensitive areas. The designated off leash areas are specified in Schedule 1 of the Order and the designated prohibited areas are specified in Schedule 2 of the Order.

The Council further resolved to direct the Chief Executive Officer to review Schedule 1 and Schedule 2 of the Council Dog and Cat Order 2019 as a first-year action in Council's next Domestic Animal Management Plan.

Council's Domestic Animal Management Plan 2021 – 2025 includes an activity to conduct a review of designated off leash and prohibited areas (in Schedules 1 and 2 of the Dog and Cat Order 2019) to inform adjustments to be considered by Council for the Order. The review was due to commence in 2022-2023 but was delayed while development and consultation of the new Community Local Law 2023 was undertaken.

Discussion

A review commenced in mid-2024 that involves two stages of community consultation being undertaken to help inform changes to be considered by Council.

Following the first stage of community consultation undertaken from 15 July to 11 August 2024, Officers have considered the community's feedback, conducted on the ground assessments, and consulted an internal reference group to consider changes for existing locations and proposed new locations.

Attached are proposed amendments to Council's Dog and Cat Order Schedule 1 for designated dog off leash areas and Schedule 2 for designated dog/cat prohibited areas, which are shown through track changes and have been updated in corresponding maps of the changes.

Key proposed changes in Schedule 1 dog off leash areas include:

- An overall reduction of designated off leash areas across the shire (fewer overall and some made smaller in size).
- Removal of two off leash areas in the Gisborne area:
 - I.R. Robertson Reserve due to incompatibility with equestrian activities;
 - Macedon Ranges Netball Arena (now the New Gisborne Sports Precinct) due to a lack of unprogrammed space that can continue to accommodate an off leash area on the site.
- Removal of the Racecourse Reserve Pony Club, Woodend as an off leash area due to incompatibility with equestrian activities.
- Restricted the off leash area of Campaspe Park, Woodend to south of Five Mile Creek (removing the off leash area north of the creek) to support environmental regeneration along the creek.
- Adjusted the Campaspe River Walk in Kyneton to start/end at Jennings Street and start/end near Hurry Reserve. This proposed change is in response to community feedback concerning non-compliance with on leash requirements on surrounding residential streets.
- Restricted off leash area of Rollinson Reserve, Kyneton to the west raceway sections only (when vehicle events are not in progress) due to incompatibility with equestrian activities in the pony club section of the reserve.

Proposed key changes in Schedule 2 prohibited dog and cat areas include:

- Addition of 14 new waterways as prohibited areas to better protect the environment.
- Adjusted prohibited area to within 3 metres of the waterway instead of within 5 metres of the waterway to better accommodate existing paths used for dog walking nearby waterways.

Consultation and engagement

The review of dog off leash areas and prohibited areas for dogs and cats commenced with community consultation that ran from 15 July to 11 August 2024. Consultation methods included online on Council's Your Say page utilising the Social pinpoint community engagement platform and an interactive map where people could comment on existing off leash and prohibited areas. Users were also able to add pins to suggest new areas for consideration. Written submissions were also accepted.

The consultation was extensively promoted through a variety of mediums including signs, flyers, posters, advertising, and social media.

Council received over 570 submissions from the community.

Officers have identified 4 key themes across the feedback received:

- Dog behaviour concerns – Messaging from the community that there is a perception of a lack of effective control, unsupervised dogs, barking dogs and dogs approaching people aggressively.
- Fenced Dog Parks – Multiple submissions requesting a fenced dog park in their area. These requests support an action proposed in the draft Domestic Animals Plan 2026 – 2029 to undertake strategic planning for dogs and people in open spaces.
- Increased infrastructure – Submissions requested additional infrastructure such as doggy bags, waste bins, water provisions, seating and signage.
- There were passionate submissions both in favour of and against dog off leash areas. Reasons for these include exercise, social connections for dogs and people and enjoyment of our natural environment. Reasons against include non-compliance with the law, careless owners not picking up after their animals and fear caused by barking and running dogs.

The attached Dog Off Leash and Prohibited Area Consultation 2024 Report, provides a summary of community engagement feedback, observations from on-ground area assessments undertaken to better understand feedback received, officer actions that are underway and officer recommendations.

Stage two of community consultation on the proposed revisions to the designated areas will be conducted alongside community consultation for the draft Domestic Animal Management Plan 2026 – 2029 from 1 August to 31 August 2025. A single community consultation for both the new draft DAMP 2026 - 2029 and the proposed changes to dog off-leash/prohibited areas is proposed because the topics are closely related and affect many of the same stakeholders. Combining them into one engagement project allows for a more streamlined approach, reduces consultation fatigue, and ensures a more cohesive community conversation. Using a variety of tools via our online engagement platform (Your Say) will give residents flexible, accessible ways to have their say on the elements and locations most relevant to them.

Feedback from the second round of community consultation will be further considered with the aim of presenting to Council final amendments of Council's Dog and Cat Order 2019 Schedules 1 and 2 in 2026.

Collaboration

An internal reference group was formed including representatives from Council's Local Laws, Strategic Planning, Statutory Planning, Environment, Recreation, Open Space, Resource Recovery, Facilities Projects and GIS teams. The group helped to promote the consultation to key stakeholder groups, participated in reviewing the consultation feedback, and helped inform recommendations for next steps to Council.

Innovation and continuous improvement

Undertaking the review of off leash and prohibited areas reflects Council's ongoing commitment to continuous improvement through extensive community consultation, internal consultation, and on ground assessments that has informed the proposed changes to Council's Dog and Cat Order 2019 Schedule 1 (Off leash areas) and Schedule 2 (Prohibited areas).

The review also highlighted an opportunity for further innovation and improvements in the planning for and provision of off leash areas in the shire leading to a proposed activity in the

draft Domestic Animal Management Plan 2026 – 2029 to progress development of a policy/plan to better inform provisions of open space across the shire for dogs and people.

Relevant law

Section 26 of the Domestic Animals Act 1994 gives Council the power to by resolution make an order to prohibit the presence of dogs and cats in any public place of the municipal district of the Council, and to impose conditions as to the means of restraint for dogs or cats when in any public place of the municipal district of the 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

There are not any regional, state, or national plans or policies applicable to the subject matter of this report.

Relevant Council plans and policies

The review of off leash and prohibited areas delivers on a commitment in Council's Domestic Animal Management Plan 2021 – 2025, and also supports the delivery of the Council Plan, specifically in the areas of contributing to positive health and wellbeing in the community, protecting the natural environment, and enhancing community safety.

Climate Impact Assessment

A climate impact assessment is not relevant to this matter.

Financial viability

The proposed changes would have negligible financial implications, which will be funded through the operational budget.

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.

Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Proposed Schedule 1 Designated off leash areas

Township	Name and Location	Restrictions and Conditions
Bullengarook	Bullengarook Recreation Reserve 683 Bacchus Marsh Road, Bullengarook	Designated area within the oval and surrounds up to the Pony Club. Off leash when sporting events are not in progress.
Carlsruhe	The Common Nicholson Street, Carlsruhe	Restricted to road reserve on the southern side of Nicholson Street, between Jeffrey Street and Wedge Street.
Clarkefield	Clarkefield Recreation Reserve Station Street, Clarkefield	Off leash when sporting events are not in progress.
Darraweit Guim	Recreation Reserve Francis Lane, Darraweit Guim	
Gisborne (Refer to Appendix B)	Sankey Reserve, Sporting Oval Station Street, Gisborne	Off leash when sporting events are not in progress.
	Sankey Reserve, Open Space 7 Aitken Street, Gisborne	Restricted to the area between Gardiner and Sankey Reserve, south-east side walking trail.
	Dixon Field 40 Robertson Street, Gisborne	Restricted to the designated area behind Council office car park only.
	Dixon Field Ovals 50 Robertson Street, Gisborne	Off leash when sporting events are not in progress.
	Pleasant View Open Space 22 Pleasant View Court, Gisborne	
	Worcester Road Open Space 16 Worcester Road, Gisborne	
	Railton Court Open Space 5A Railton Court, Gisborne	
	Willowbank Drainage Reserve East between rear of 12 Fowler Court Willowbank Rd and 16 Carinya Drive, Gisborne	Excludes the Bunjil Creek waterway area
	Stirling Way Reserve 15 Stirling Way, Gisborne	

Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Township	Name and Location	Restrictions and Conditions
	Gisborne Fields 12 Tovey Drive, Gisborne	Restricted to the designated area.
	Turanga Reserve 16 Turanga Road, Gisborne	
Gisborne South (Refer to Appendix C)	I.R. Robertson Reserve 340 Couangalt Road, Gisborne South	Off leash when pony club events are not in progress.
	Gilligan Reserve 176 Millett Road, Gisborne South	Restricted to back north section of the reserve.
Kyneton (Refer to Appendix D)	Oak Park Corner Pohlman and Powlett Street, Kyneton	Restricted to the designated north-west portion of botanic gardens only.
	Campaspe River Walk from Jennings Street Burton Avenue bridge to Langley Street Mollison Street bridge	Restricted to the designated path area between Jennings Street Burton Avenue bridge and Langley Street Mollison Street Bridge only. Off leash allowed between 7.30am and 10am daily.
	Rollinson Reserve (raceway areas) 180 Redesdale Road, Kyneton	Restricted to the designated west area of the reserve (in vehicle raceway areas) Off leash when sporting raceway events are not in progress.
	Barkly Square Corner Beauchamp and Wedge Street, Kyneton	Off leash when sporting events are not in progress.
	Kyneton Showgrounds Oval No 2 Corner Beauchamp and Victoria Street, Kyneton	Restricted to the Kyneton Showgrounds Oval No 2; off leash when sporting events are not in progress.
	Gas Works Park 22-24 Mitchell Street, Kyneton	
	Hurry's Reserve Mollison Street, Kyneton	Restricted to inside the velodrome fenced areas only. Off leash when sporting events are not in progress.

Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Township	Name and Location	Restrictions and Conditions
	Bolton Reserve 1-17 Bolton Reserve Lane, Kyneton	Restricted to designated area west of playground
	Campaspe Views Reserve 2 Campaspe Drive, Kyneton	Restricted to the designated area north of Campaspe Drive, between Windridge Way and Village Green Drive. Excludes waterway area.
	Bluestone Rise Park Corner Patterson Drive and Quinn Crescent, Kyneton	
Lancefield (Refer to Appendix E)	James Patrick Way Reserve 48-70 James Patrick Way, Lancefield	Open area east of playground excluding water retention basin
	Park Street Road Reserve Park Street Road Reserve, Lancefield	Restricted to the Road Reserve west of Lancefield Recreation Reserve.
Macedon (Refer to Appendix F)	Clifford Reserve 55 Greene Street, Macedon	Off leash when sporting events are not in progress.
	Tony Clarke Reserve 37 Waterfalls Road, Macedon	Off leash when sporting events are not in progress.
	Centennial Park Mount Macedon Road, Macedon	Designated Off leash open grassed areas only
Malmsbury	Arboretum 92 Mollison Street, Malmsbury	
	Malmsbury Cricket Ground Ellesmere Place, Malmsbury	Off leash when sporting events are not in progress.
New Gisborne (Refer to Appendix B)	Macedon Ranges Netball Arena 153 Hamilton Road, New Gisborne	Restricted to the designated area at the rear of the netball courts. Off leash when sporting events are not in progress.
	Chessy Park Drive Reserve 61 Chessy Park Drive, New Gisborne	
	Ross Watt Reserve 214 Station Road, New Gisborne	Restricted to the designated area between the tennis courts and BMX track.

Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Township	Name and Location	Restrictions and Conditions
	Zeal St Reserve 8 Doremus Court, New Gisborne	
	Steam Park 20 Webb Crescent, New Gisborne	Restricted to the designated oval, the designated open area at the north end of the park, and the designated open area south of Webb Crescent. Off leash when events are not in progress.
Riddells Creek	Riddells Creek Recreation Reserve 32-36 Sutherlands Road, Riddells Creek	Off leash when sporting events are not in progress. Off leash use of the dog club area is restricted to participants during obedience training.
	Rangeview Park 40-42 Rangeview Drive, Riddells Creek	Restricted to the designated south-east area between Yellowgum Avenue and Parkview Terrace.
Romsey	Lomandra Reserve 11A Newnham Drive, Romsey	
	Metcalfe Drive Reserve Metcalfe Drive, Romsey	
	Bowkett Close Reserve 11 Bowkett Close, Romsey	
	Five Mile Creek Reserve Walk (west side) Between Pohlman Street and Couzens Lane, Romsey	Restricted to the designated walk area between Pohlman Street and Couzens Lane only. Off leash allowed between 7.30am-10am daily.
Tylden	Tylden Oval 1 Lowe Street, Tylden	Restricted to the oval and the designated area north of the oval. Off leash when sporting events are not in progress.
Woodend (Refer to Appendix I)	Racecourse Reserve Cricket Oval Buffalo Sports Stadium, 1-27 Forest Street, Woodend	Off leash when sporting events are not in progress.
	Racecourse Reserve Pony Club Buffalo Sports Stadium, 1-27 Forest Street, Woodend	Off leash when sporting events are not in progress.
	Lake Earnshaw Reserve 1 Davy Street, Woodend	Designated area west of cricket nets

Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Township	Name and Location	Restrictions and Conditions
	Quahlee Park 18 Barbara Street, Woodend	Designated open area west of playgrounds
	Campaspe Park 144 High Street, Woodend	Restricted to the designated area of Campaspe Park south of Five Mile Creek from the corner of Wood and Anslow Street through to Pyke Street, Woodend.
	Peppermint Lane Reserve 14 Reidwell Court, Woodend	

Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Proposed Schedule 2 Designated prohibited areas

Township	Name and Location	Restrictions and Conditions
Darraweit Guim (Refer to Appendix A)	Deep Creek, Darraweit Guim	Prohibited within the waterway and within 35 Metres from the embankment.
Gisborne (Refer to Appendix B)	Jacksons Creek, Gisborne	Prohibited within the waterway and within 35 Metres from the embankment.
	Mount Gisborne Reserve, 198 Mount Gisborne Road, Gisborne	Mount Gisborne Reserve, (Public Park and Recreation Zone), Gisborne
	Howey Creek, Gisborne	Prohibited within the waterway and within 3 Metres from the embankment.
	Bunjil Creek, Gisborne	Prohibited within the waterway and within 3 Metres from the embankment.
	Waa Creek, Gisborne	Prohibited within the waterway and within 3 Metres from the embankment.
	Marram Bulok Creek, Gisborne	Prohibited within the waterway and within 3 Metres from the embankment.
Kyneton (Refer to Appendix J)	Campaspe River, Kyneton	Prohibited within the waterway and within 35 Metres from the embankment.
	Post Office Creek, Kyneton	Prohibited within the waterway and within 3 Metres from the embankment.

Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

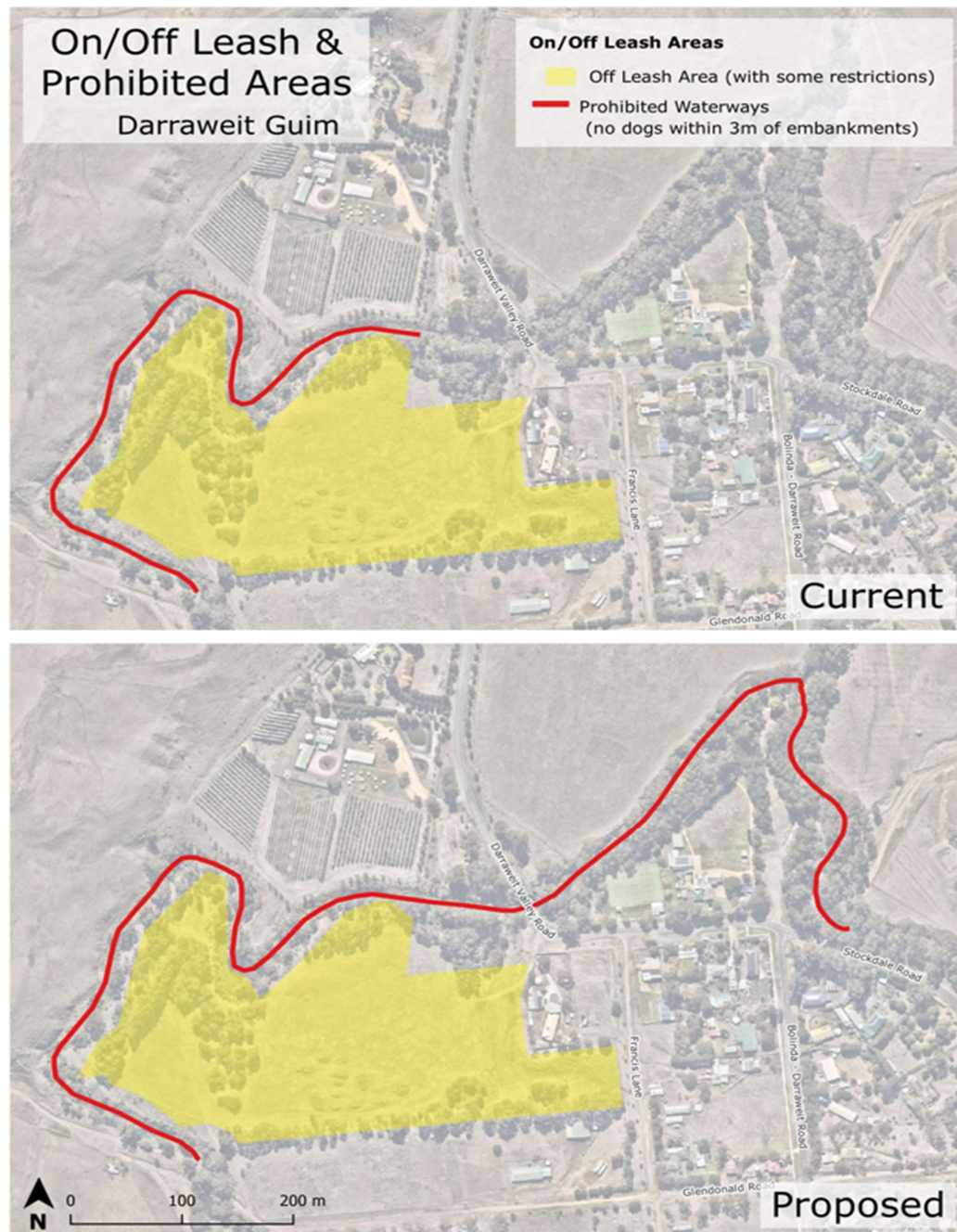
Township	Name and Location	Restrictions and Conditions
Macedon / Mount Macedon <i>(Refer to Appendix F)</i>	Riddell's Creek, Macedon	Prohibited within the waterway and within <u>35</u> Metres from the embankment.
	Turitable Creek, Mount Macedon (within Stanley Park)	Prohibited within the waterway and within 3 Metres from the embankment.
	Gurrborra Creek, Mount Macedon (within Stanley Park)	Prohibited within the waterway and within 3 Metres from the embankment.
	Railway Creek, Macedon	Prohibited within the waterway and within 3 Metres from the embankment.
Malmsbury <i>(Refer to Appendix G)</i>	Malmsbury Common, Malmsbury	96 Mollison Street, Malmsbury (Grassland Section, Conservation Zone 2)
	Coliban River, Malmsbury (from the north end of Malmsbury Common bushland reserve to the south end of the Malmsbury Botanic Gardens)	Prohibited within the waterway and within 3 Metres from the embankment.
New Gisborne	Gisborne Marshlands, New Gisborne	Gisborne Marshlands (at Steam Park), (Public Conservation and Resource Zone), New Gisborne
Romsey	Five Mile Creek, Romsey	Prohibited within the waterway and within <u>35</u> Metres from the embankment.

Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Township	Name and Location	Restrictions and Conditions
Woodend	Five Mile Creek, Woodend	Prohibited within the waterway and within <u>35</u> Metres from the embankment.
	Hanging Rock Reserve, Woodend	Hanging Rock Reserve, (Public Conservation and Resource Zone), Woodend
	Woodend Racecourse Reserve, Woodend	Woodend Grassland Reserve, (Public Conservation and Resource Zone), Woodend
<u>Lancefield</u> (Refer to Appendix E)	<u>Deep Creek, Lancefield</u>	<u>Prohibited within the waterway and within 3 Metres from the embankment.</u>
<u>Riddells Creek</u> (Refer to Appendix H)	<u>Dry Creek, Riddells Creek</u>	<u>Prohibited within the waterway and within 3 Metres from the embankment.</u>
	<u>Riddell Creek, Riddells Creek (to the railway line on mapping)</u>	<u>Prohibited within the waterway and within 3 Metres from the embankment.</u>
	<u>Murong Creek, Riddells Creek</u>	<u>Prohibited within the waterway and within 3 Metres from the embankment.</u>

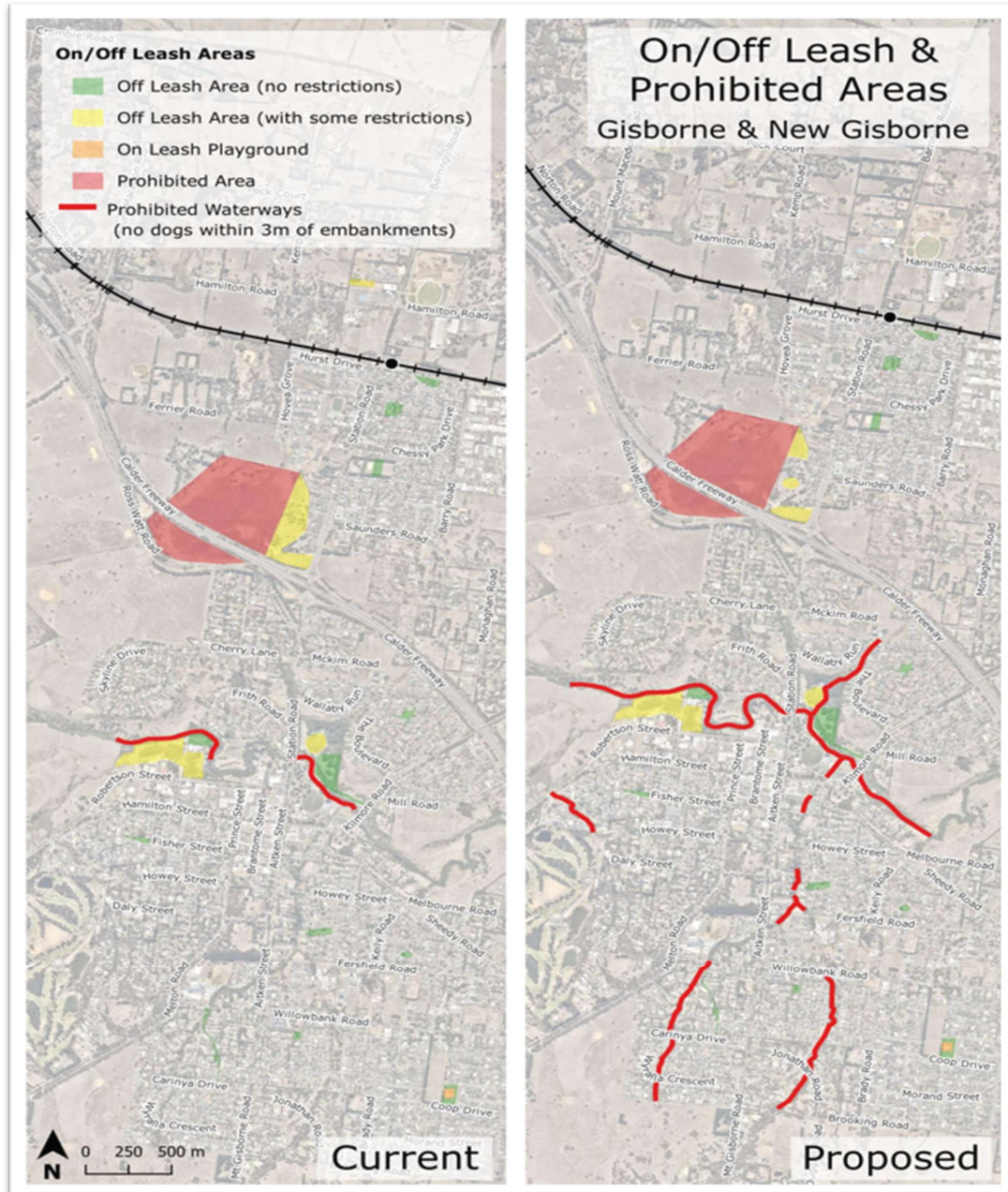
Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Appendix A. Darraweit Guim Recreation Reserve: Franics Lane, Darraweit Guim.



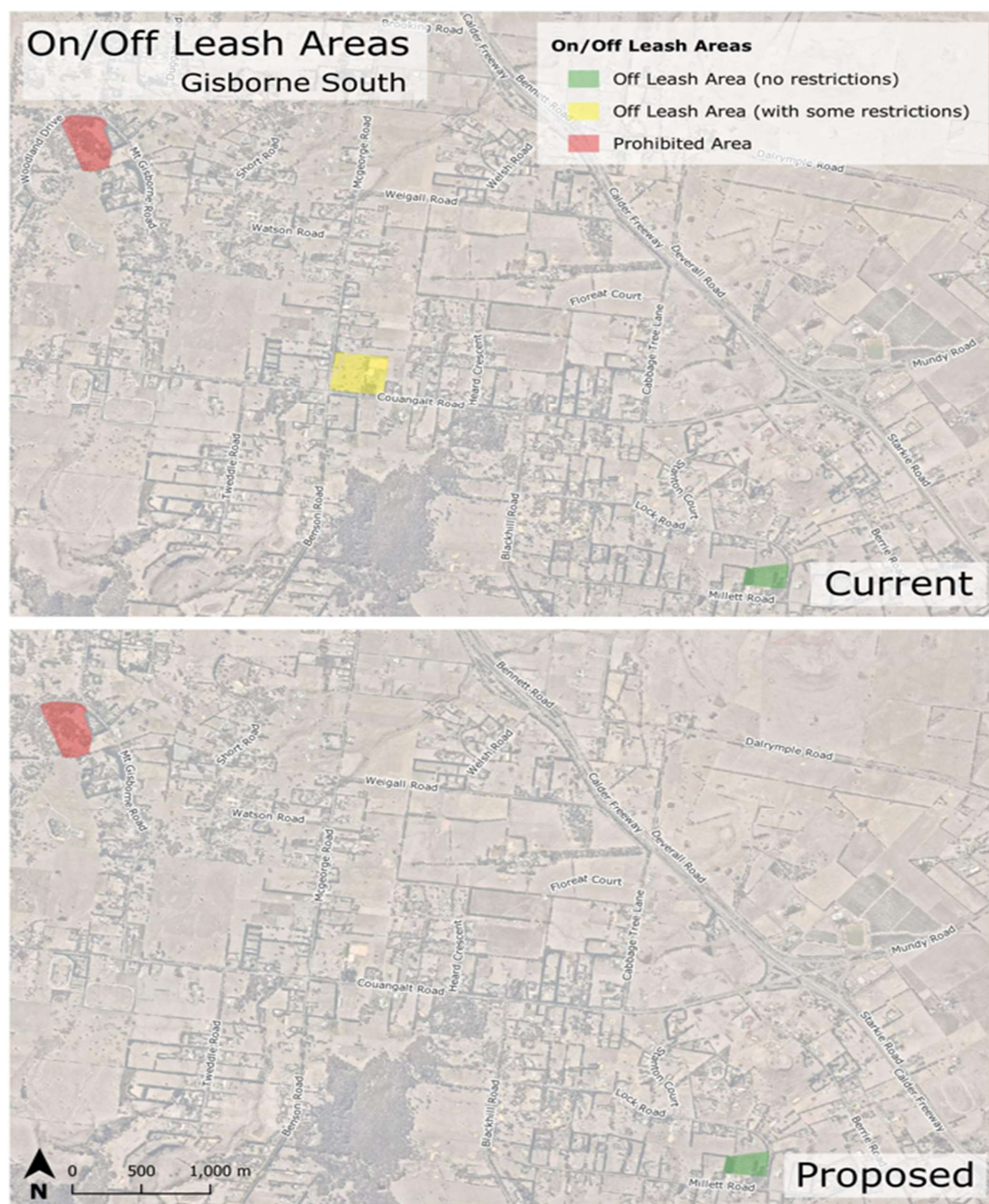
Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Appendix B. Township of Gisborne & New Gisborne



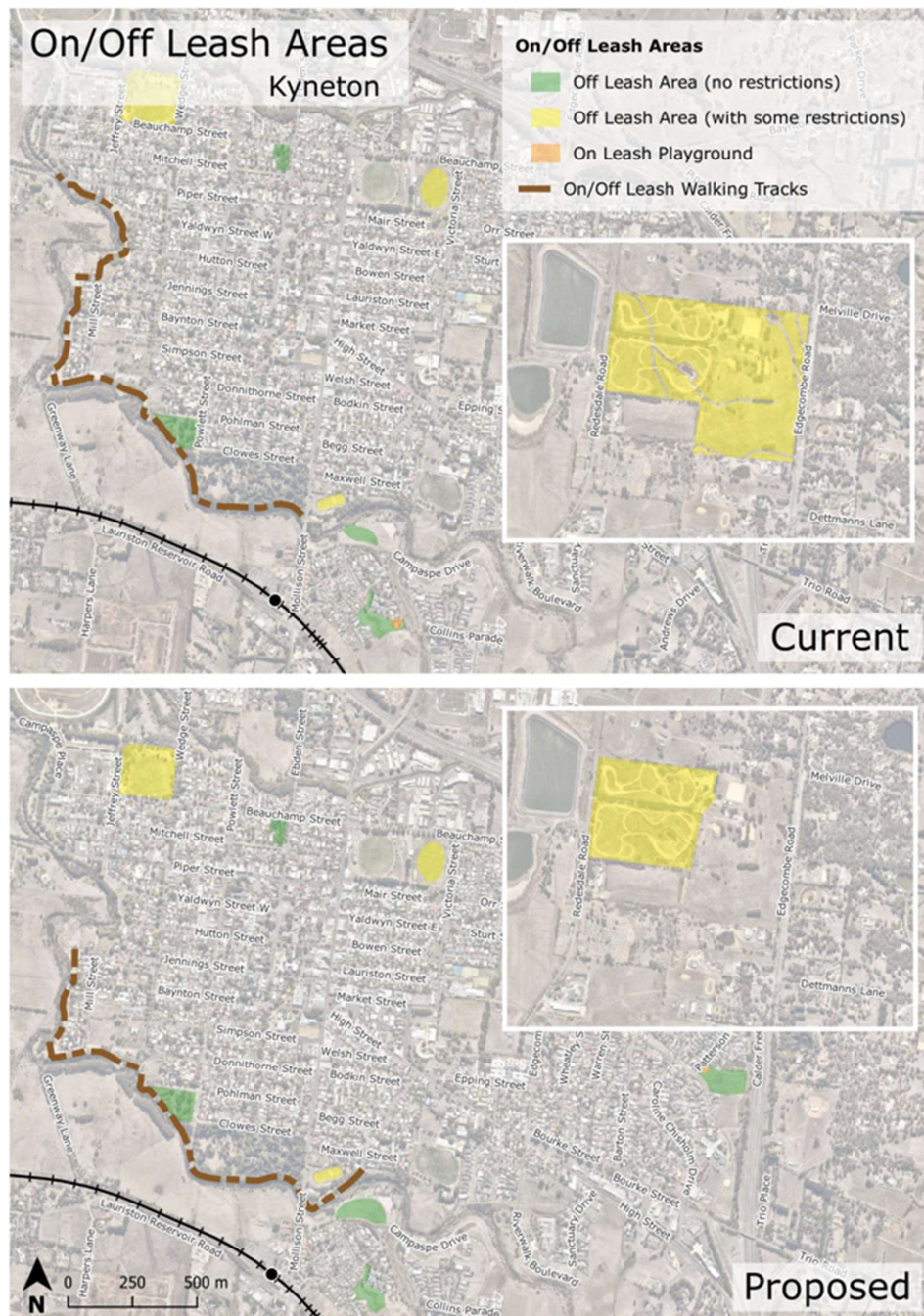
Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Appendix C. Township of Gisborne South



Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Appendix D. Township of Kyneton.



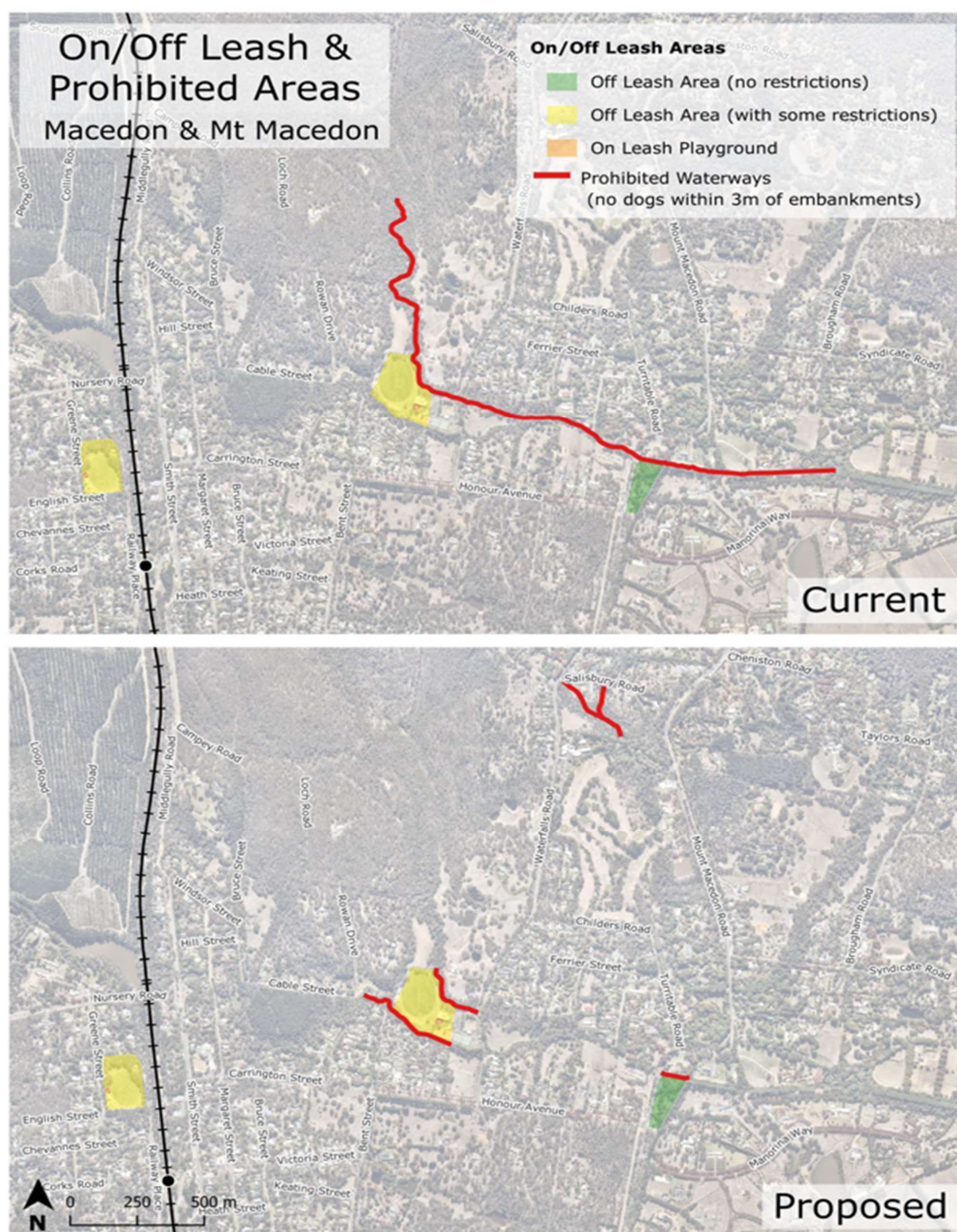
Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Appendix E. Township of Lancefield



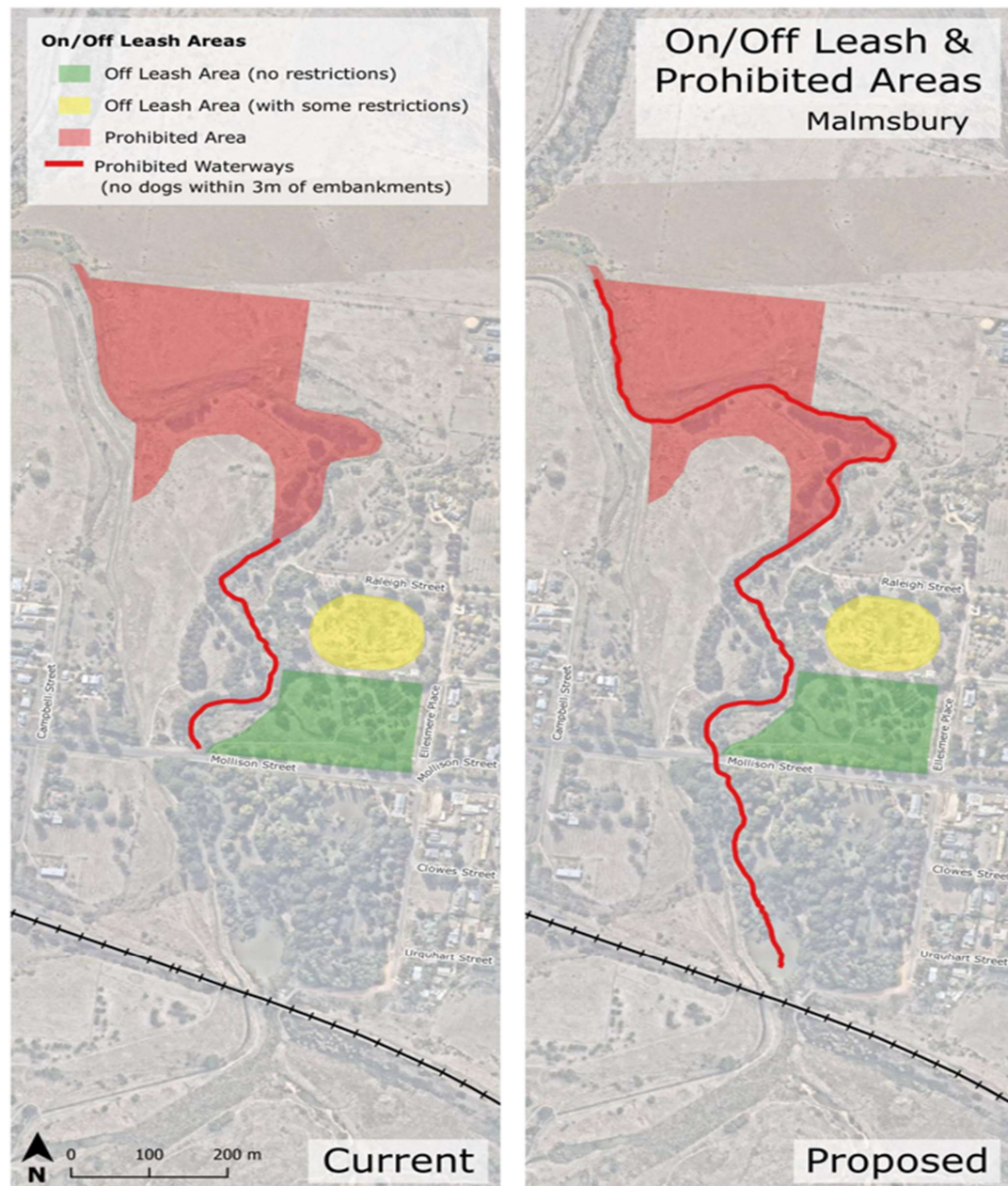
Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Appendix F. Township of Macedon / Mount Macedon



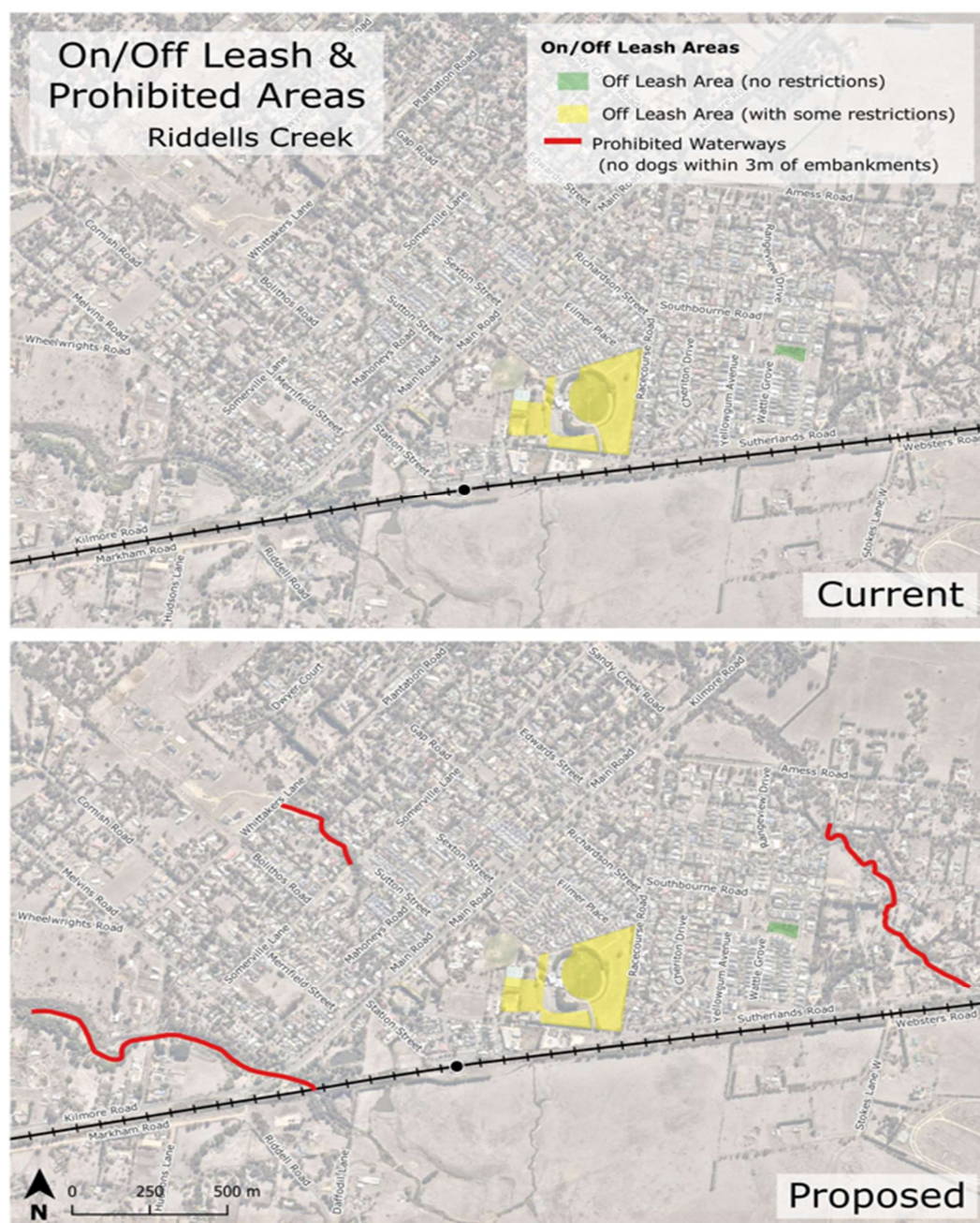
Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Appendix G. Township of Malmsbury



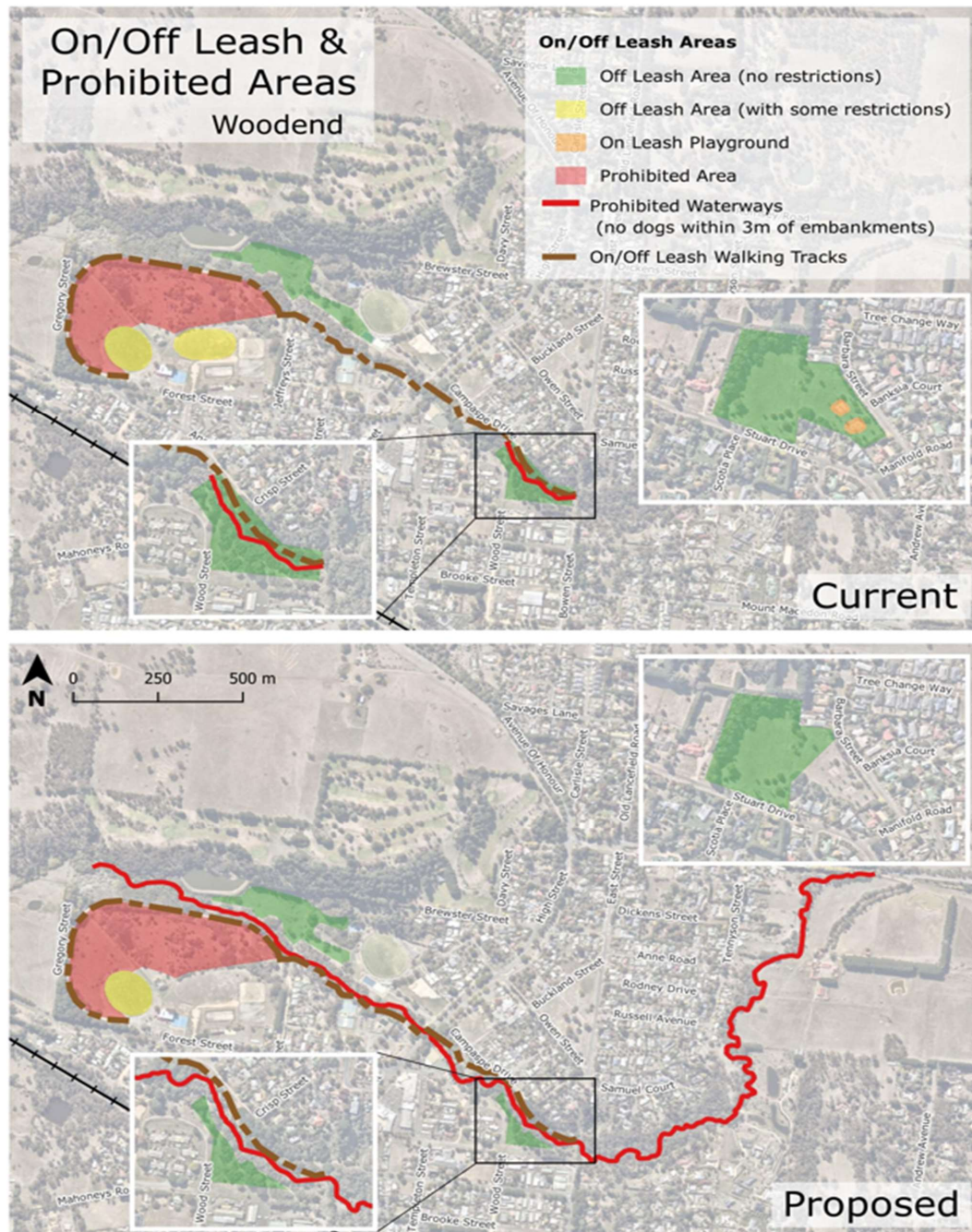
Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Appendix H. Township of Riddells Creek



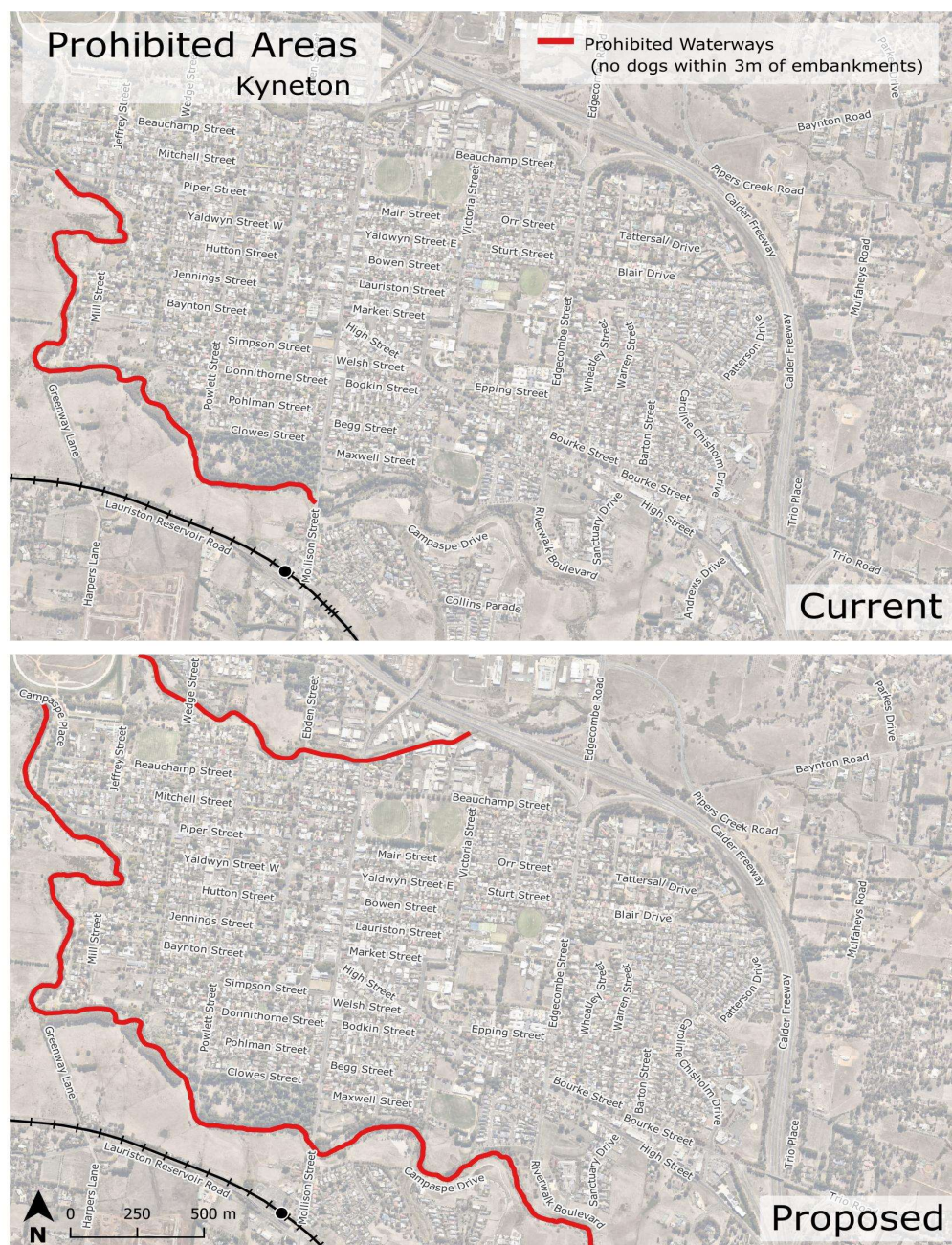
Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Appendix I: Township of Woodend



Proposed Schedules 1 and 2 (of Council's Dog and Cat Order 2019 – Domestic Animals Act 1994)

Appendix J. Township of Kyneton – Prohibited Water Ways



PE.3	2025-2026 EVENTS AND FESTIVAL GRANT PROGRAM AND THE 2026 ANZAC DAY COMMEMORATIVE SERVICES SUPPORT FUND
Officer:	Nicole Pietruschka, Events and Filming Officer
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 3. Business and tourism 4. Delivering strong and reliable government
Attachments:	1. Attachment 1 - 2025-2026 Events & Festivals Grant Program Recommendations ↓ 2. Attachment 2 - In-kind support recommendations 2025-2026 Events & Festivals Grant Program ↓ 3. Attachment 3 - ANZAC Day Commemorative Services Support Fund ↓

Summary

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

The ANZAC Day Commemorative Services Support Fund provides support for community organisations that deliver ANZAC Day Commemorative Services and require financial assistance to cover traffic management costs for the safe delivery of these events.

This report details the application and evaluation process, in accordance with the respective guidelines for the Events and Festivals Grant Program and the ANZAC Day Commemorative Services Support Fund, and lists the projects recommended for funding and in-kind support.

Recommendation

That Council:

- 1. Endorses the funding recommendations listed in Attachment 1 for the Events and Festivals Grant Program; and**
- 2. Endorses the in-kind recommendations listed in Attachment 2 for the Events and Festivals Grant Program; and**
- 3. Endorses the funding recommendations listed in Attachment 3 for the ANZAC Day Commemorative Services Support Fund.**

Background

Events and Festival Grant Program overview

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

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

In-kind support is available to all tiers. Events must be delivered between 1 August 2025 and 31 December 2026.

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

This tier includes funding for one-year or triennial:

One-year up-to \$10,000

Triennial Year 1 up-to \$15,000

Year 2 up-to \$12,000

Year 3 up-to \$10,000

TIER 2 Regionally significant event, support for events of regional significance that attract visitation from outside the township it's held.

This tier includes funding for one-year or triennial:

One-year Up-to \$6,000

Triennial Year 1 up-to \$10,000

Year 2 up-to \$8,000

Year 3 up-to \$6,000

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

One-year Up-to \$2,000

In-kind support

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

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

In-kind venue hire of Council managed facilities

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

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

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

- (1) Hanging Rock
- (2) Kyneton Town Hall

Promotion of the Events & Festivals Grant Program

The 2025-2026 Events & Festivals Grant Program was promoted utilising a variety of sources including:

- Publication of a media release, resulting in coverage in local newspapers and community newsletters.
- Detailed information on Council's website.
- Social media posts on Council's channels, to promote both grant workshops and the grant process in general.
- Email distributed to the Event Operator mailing list promoting the grant program, the upcoming grant writing workshop, and information sessions.
- Promotion in Council's quarterly newsletter, Shire Life, highlighting the Council's grant programs.
- One *Getting Grant Ready* workshop held at Kyneton Community House.
- Three community information drop-in sessions by the Community Development team, in partnership with the Visitor Economy team.

ANZAC Day Commemorative Services Support Fund overview

The ANZAC Day Commemorative Services Support Fund was introduced in 2025 to provide transparency regarding support requests and the allocation of funding provided to ANZAC Day Services held across the shire.

This fund is designed to support community organisations that have traditionally organised ANZAC Day Commemorative Services and need financial support to cover traffic management costs for safe event delivery.

ANZAC Day Commemorative Services funded from the 2026 program must be delivered on 25 April 2026.

Funding Support

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

In-kind support

In-kind support is available to enable applicants to access the following Services that would normally incur a cost.

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

Promotion of the ANZAC Day Commemorative Support Fund.

This Fund was promoted utilising a variety of sources including:

- Publication of a media release, resulting in coverage in local newspapers and community newsletters.
- Detailed information on Council's website.
- Targeted in-person information session delivered by the Visitor Economy team, attended by representatives from seven community groups that deliver ANZAC Day Commemorative Services across the shire.

Discussion**Events & Festivals Grant Program Applications**

Applications for the Events & Festivals Grant Program were open from 28 April 2025 to 25 May 2025.

The 2025-2026 program received fourteen applications requesting a total of \$112,100 plus in-kind support.

The Events and Festivals Grant Program has an annual budget of \$75,000. In 2025-2026, \$21,000 is committed to the second and third years of existing triennial funding agreements with Council, leaving \$54,000 available for new allocations.

Assessment process

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

All submitted applications underwent an eligibility check and, where considered necessary, referred to a subject matter expert for comment.

One officer declared a conflict of interest in relation to an application in the Tier 3 category and removed themselves from the assessment of that tier.

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

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

Attachment 1 and 2 lists all applications recommended for funding and in-kind support.

By providing the organisations listed in **Attachment 1 and 2** with the recommended funding, Council will enable them to deliver a broad range of events to benefit the Macedon Ranges community and visitors to the region.

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

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

Anzac Day Commemorative Services Support Fund Applications

Applications for the ANZAC Day Commemorative Services Support Fund were open from 29 April 2024 to 26 May 2024.

The timing of the application and assessment process has been structured to ensure applicants are advised of the outcome with sufficient time to make alternative arrangements should their application be unsuccessful.

The 2026 ANZAC Day Commemorative Services Support Fund has a committed budget of \$20,000 in the 2025-2026 financial year.

The 2026 fund received six applications requesting a total of \$21,589 plus in-kind support.

Assessment process

An assessment panel was formed, consisting of four officers from across the organisation as subject matter experts. Prior to the assessment process panel members were provided with training on assessment, the ANZAC Day Commemorative Support Guidelines, and conflicts of interest and privacy.

All submitted applications underwent an eligibility check and, where considered necessary, were referred to a subject matter expert for comment.

Applications were forwarded to panel members to read prior to the assessment panel meeting. The panel then met to assess and score applications in accordance with the ANZAC Day Commemorative Support Services Support Fund and scoring matrix for each category.

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

Attachment 3 lists all applications recommended for funding.

By providing the organisations listed in **Attachment 3** with support, Council will enable the continued safe delivery of ANZAC Day Commemorative Services through the provision of traffic management services, while also demonstrating good governance through the transparent allocation of funds.

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

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

Consultation and engagement

Three community information sessions were delivered by the Community Development & Visitor Economy teams to promote the funding programs and assist community members with any questions they had.

Funding Guidelines stipulate that applicants should discuss their projects with subject matter experts at Council, prior to submitting, this provides another opportunity for applicants to discuss their projects prior to applying.

Additionally, in partnership with the Community Development team, a public grants ceremony will be organised to thank and congratulate all grant recipients.

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

Collaboration

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

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

Innovation and continuous improvement

The Events and Festivals Grant Program and the ANZAC Day Commemorative Services Support Fund are reviewed annually, and all feedback received from the previous year's applicants will be considered in the annual review of both grants.

Relevant law

Council's Events and Festivals Grant Program and ANZAC Day Commemorative Services Support Fund complies with requirements listed in the Local Government Act 2020 related to disbursement of public money and managing conflicts of interest.

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

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

Both the Events and Festival Grant guidelines and the ANZAC Day Commemorative Support Fund have a specific Access and Inclusion section, against which applications are scored.

Relevant regional, state and national plans and policies

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

Relevant Council plans and policiesAlignment with the 2021-2031 Council Plan

The Events and Festivals Grant Program and the ANZAC Day Commemorative Services Support Fund directly support the delivery of the Council Plan 2021–2031, particularly in the following priority areas:

- (1) Connecting Communities – by supporting local events and commemorative services that foster social connection, civic pride, and community participation.
- (2) Healthy Environment, Healthy People – by encouraging active participation in inclusive, place-based events that contribute to individual and community wellbeing.
- (3) Business and Tourism – by providing support for events that attract visitors, promote local businesses, and contribute to the vibrancy of townships across the shire.
- (4) Deliver Strong and Reliable Government – by ensuring transparent, fair and accessible processes for the allocation of funding, and supporting the safe and effective delivery of community events.

Macedon Ranges Events Strategy 2021-2025

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

Climate Impact Assessment

Applicants to both programs are assessed on their plans to deliver an environmentally sustainable event as per the Events and Festival Grant guidelines and the ANZAC Day Commemorative Services Support Fund guidelines.

Financial viability

The Events and Festivals Grant Program has an allocated budget of \$75,000. Considering previously committed funds via approved Triennial agreements, a total of \$54,000 remains to distribute to events in this round of funding.

The ANZAC Day Commemorative Services Support Fund has an allocated budget of \$20,000.

Sustainability implications

Economic, social and environmental issues have been considered as part of the assessment of grants, as per the Events and Festivals Grant guidelines and the ANZAC Day Commemorative Services Support Fund guidelines.

Officer declaration of conflicts of interest

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

2025-2026 Events and Festival Grant Program			
Organisation name	Event title	Event location	Amount recommended by panel
Tier 1			
Lost Trades Fair	Lost Trades Fair	Newham	Triennial Funding Y1 \$15,000/ Y2 \$12,000/Y3 \$10,000
Life in the Peloton Pty Ltd	Dirty Docker	Lancefield	\$ 10,000.00
Tier 2			
Malmsbury Village Fayre	Malmsbury Village Fayre 2026	Malmsbury	\$ 5,500.00
Kyneton Agricultural Society	Kyneton Agricultural Show	Kyneton	\$ 2,000.00
Life in the Peloton Pty Ltd	Pub to Pub Fun Run	Romsey & Lancefield	Triennial Funding Y1 \$4,000/Y2 \$4,000/Y3 \$3,000
Eastern Macedon Ranges Business and Tourism Association Inc.	Christmas in Romsey Festival 2025	Romsey	\$ 5,500.00
Gisborne & District Lions Club	Lions Gisborne Festival	Gisborne	\$ 5,500.00
Creative Ranges Foundation LTD	Woodend's Spring Youth Festival	Woodend	\$ 3,000.00
Tier 3			
Macedon Primary School	Macedon Primary School - 150 year Anniversary 1875-2025	Macedon	\$ 2,000.00
Rotary Club of Woodend	Free Community Halloween Party	Woodend	\$ 1,500.00
Triennial funding committed			
Kyneton Daffodil and Arts Festival	Kyneton Daffodil and Arts Festival	Kyneton	\$ 10,000.00
Macedon Ranges Vignerons Association	Budburst Macedon Ranges Wine Festival 2025	Shire wide	\$ 8,000.00
Kyneton Community House	Kyneton Twilight Festival	Kyneton	\$ 3,000.00
		Total recommended funding	\$75,000

Organisation name	Event title	Total Value of In-kind support
Event Bin Hire		
National Institute of Entomology	2025 National Insect Expo	\$210
Malmsbury Village Fayre	Malmsbury Village Fayre 2026	\$210
Kyneton Agricultural Society	Kyneton Agricultural Show	\$210
Eastern Macedon Ranges Business and Tourism Association Inc.	Christmas in Romsey Festival 2025	\$210
Gisborne & District Lions Club	Lions Gisborne Festival	\$210
Creative Ranges Foundation LTD	Woodend's Spring Youth Festival	\$210
Macedon Primary School	Macedon Primary School - 150 year Anniversary 1875-2025	\$210
Rotary Club of Woodend	Free Community Halloween Party	\$210
Kyneton Daffodil and Arts Festival	Kyneton Daffodil and Arts Festival	\$210
Kyneton Community House	Kyneton Twilight Festival	\$210
Waiver of TMP approval fee		Sliding scale between \$210 - \$790 depending of complexity of TMP
Malmsbury Village Fayre	Malmsbury Village Fayre 2026	TBA
Gisborne & District Lions Club	Lions Gisborne Festival	TBA
Creative Ranges Foundation LTD	Woodend's Spring Youth Festival	TBA
Macedon Primary School	Macedon Primary School - 150 year Anniversary 1875-2025	TBA
Kyneton Daffodil and Arts Festival	Kyneton Daffodil and Arts Festival	TBA
One additional clean of public toilets		
National Institute of Entomology	2025 National Insect Expo	\$250
Malmsbury Village Fayre	Malmsbury Village Fayre 2026	\$250

Kyneton Agricultural Society	Kyneton Agricultural Show	\$250
Eastern Macedon Ranges Business and Tourism Association Inc.	Christmas in Romsey Festival 2025	\$250
Gisborne & District Lions Club	Lions Gisborne Festival	\$250
Creative Ranges Foundation LTD	Woodend's Spring Youth Festival	\$250
Rotary Club of Woodend	Free Community Halloween Party	\$250
Kyneton Daffodil and Arts Festival	Kyneton Daffodil and Arts Festival	\$250
Kyneton Community House	Kyneton Twilight Festival	\$250
In-kind venue hire		
National Institute of Entomology	2025 National Insect Expo	\$1,000
Kyneton Daffodil and Arts Festival	Kyneton Daffodil and Arts Festival	\$6,000
Kyneton Community House	Kyneton Twilight Festival	\$160
	TOTAL In-kind support (excluding TMP Approval Fee)	\$11,510

2026 ANZAC Day Commemorative Services Support Fund		
Organisation name	Service title	Amount recommended by panel
Mt Macedon ANZAC Day Dawn Service Inc	Mount Macedon ANZAC Day Dawn Service	\$5,000.00
Romsey Lancefield RSL Sub-Branch	Romsey Lancefield ANZAC Day Commemorative Service	\$4,318.50
Woodend RSL sub-branch	Anzac Day march	\$4,318.60
Gisborne RSL Sub Branch Inc.	ANZAC Day Service 2026	\$1,273.00
Total recommended Funding		\$ 14,910.10

12 CHIEF EXECUTIVE OFFICER REPORTS

CX.1	COMMUNITY SATISFACTION SURVEY RESULTS 2025
Officer:	Travis Fitzgibbon, Manager Communications and Advocacy
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	CSS_2025_Macedon Ranges Shire Council Report (under separate cover)

Summary

This report seeks to update Council on the results of the 2025 Community Satisfaction Survey, outlining key performance highlights and areas for improvement.

Recommendation

That Council notes the results of the 2025 Community Satisfaction Survey.

Background

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

The 2025 survey represents the thirteenth year that JWS Research has conducted the survey for Macedon Ranges Shire Council. This is the third year where respondents were surveyed quarterly which ensures that perception is measured across the year, removing any seasonality of results.

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

Discussion

Macedon Ranges Shire Council's overall performance index score of 49 has held steady for the last three years (down one point this year).

Perceptions of Macedon Ranges Shire Council's overall performance are in line with the previous three years' results. Perceptions of performance across most core and individual service areas evaluated are in line with last year. The exceptions are waste management and Council's COVID-19 response, where performance ratings have declined.

Key influences on perception of overall performance

Decisions made in the interest of the community and community consultation are among Council's lower rated service areas and have the strongest influence on overall perceptions of Council performance, making these a continued priority for improvement. Council's unsealed roads and planning and building permits should also remain focus areas moving forward as changes here will also have a significant influence on overall perceptions.

Comparison to state and area grouping

Council performance is rated higher than the Large Rural group averages for waste management and parking facilities, and in line with the group average across a majority of core and individual service areas. However, Council performance is rated below the Large Rural group average in 12 out of 31 areas.

Top-performing areas

Council performs best in the area of art centres and libraries (index score of 68) this year. Waste management is Council's next highest rated service area (index score of 67) however performance has declined in the past 12 months (down six index points). Council also continues to perform well on the appearance of public areas, recreational facilities and emergency and disaster management (index scores of 66 for each).

Low-performing areas

Council rates lowest in the areas of unsealed roads and sealed local roads (index scores of 31 and 32 respectively). Performance ratings in these areas have been relatively steady since 2023, however higher ratings in earlier years demonstrate there is opportunity to improve.

Council's next lowest rated areas are planning and building permits, town planning policy and planning for population growth (index scores of 38, 39 and 41 respectively).

Service impacts and cohorts of significance

Residents aged 18 to 34 years and 65+ years were the cohorts that rated Council the highest.

However, residents aged 50 to 64 years were the most critical of Council in 2025. It is recommended that extra attention be paid to their key concerns and interactions with Council over the next year. Council should also review the decline in perceptions of its waste management this year.

Summary of core measures

The below image is a summary of the eight core measures tracked since 2016.



Consultation and engagement

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

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

Council's Manager Communications and Advocacy participated in the recent State Government review of the Community Satisfaction Survey process.

Innovation and continuous improvement

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

Maintenance of unsealed roads and planning and building permits each have a significant influence on Council's overall performance rating, so it will be important to address resident concerns about these service areas moving forward.

The need for Council to remain attentive to these areas is also underpinned by the fact that sealed road maintenance (32%) and town planning / permits / red tape (16%) are the top two areas mentioned by residents as most in need of improvement.

These opportunities and others will be explored in the planning for the Council Plan Action Plan – Year 1.

Below are key areas where there is an opportunity for improvement and to influence the results.

Decisions made in the interest of the community	<p>Good communication and transparency with residents about decisions Council has made in the community is a key opportunity.</p> <p>It will be important to engage with residents on key local issues, in a range of ways. Councillors have committed to a schedule of listening posts including quarterly ward based listening posts and two annual All Councillor listening posts.</p> <p>The next opportunity in this table, community consultation, plays a significant role in raising the satisfaction in decisions made in the interest of the community.</p>
Community consultation	<p>In 2024-25, Council facilitated more than 50 individual consultations through Council's Your Say online engagement platform, including functional surveys and planning updates. More broadly, since launching this platform in February 2024, Council has:</p>

	<ul style="list-style-type: none"> • hosted more than 90 unique consultation pages • signed up more than 1,700 unique members • received more than 5,800 contributions to surveys and forms. <p>The platform provides an engaging, adaptable and easy-to-use experience for our residents, and has enabled a significant increase in online consultation capability. We are confident we have the right systems in place, however consultations could further be improved by internal resourcing to drive positive consultation outcomes with teams.</p> <p>One of the most consistent pieces of feedback heard following a consultation is submitters not feeling like their feedback made any impact, or that the consultation already had a decided outcome. Improvements can be made in this space by making information clearer around negotiables and non-negotiables, timelines and next steps, while ensuring that submitters are communicated with after their submission to effectively keep them informed and 'close the loop'. There is also an opportunity for more clear, succinct consultation summaries outside of information embedded in a Council report, to clearly outline how feedback was considered and what changes – if any – were made.</p>
Unsealed roads	<p>Council's Annual Budget 2025-26 includes an investment of \$11.5 million on local roads, bridges, footpaths, drainage and associated works. The annual gravel road renewal program budget for the 2025-26 year is just over \$1 million in addition Council will deliver both the Road Rehabilitation Short Sections program (\$400,000) and the unplanned minor roadworks (\$180,000).</p> <p>In 2024/25 Council spent \$1,593,620 on the maintenance of unsealed gravel roads. A further \$1,225,030 was spent on capital gravel resheeting, making a total of \$2,818,650.</p> <p>Council's Asset Plan and associated data indicates an average annual renewal demand of around \$2.34 million for unsealed gravel roads.</p>
Planning and Building permits	<p>Whilst Council staff work diligently to enhance the customer experience and reduce application periods there is an opportunity to more completely understand the customer journey that could better inform a process reviews for both building and planning. The team is currently reviewing options to provide residents with better information at critical stages of the planning process, such as the pre-application phase.</p>

	Communicating clear wins in the Building and Planning departments is another opportunity to grow satisfaction in these areas.
Waste Management	<p>Whilst Waste Management is Council's third highest rating service area, it has seen a decrease of six index points.</p> <p>Despite waste sector challenges, Council remains committed to funding projects aimed at innovatively processing kerbside collected material to enhance recycling efforts and reduce landfill waste.</p> <p>In the upcoming year Council will continue to facilitate two free green waste vouchers and two 'free weeks' for green waste disposal at our resource recovery facilities in the first week of June and last week of October.</p>

Relevant law

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

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

- Community Vision
- Council Plan
- Community Engagement Policy
- Financial Plan
- Municipal Health and Wellbeing Plan
- Early Years Plan
- Disability Action Plan

Climate Impact Assessment

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

Noting the findings of the 2025 Community Satisfaction Survey won't have any significant effect on Council's energy usage and greenhouse emissions.

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

Noting the findings of the 2025 Community Satisfaction Survey will not directly mitigate risks posed by climate change to Council operations and services but has scored above the state average in Environmental Sustainability.

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

Noting the findings of the 2025 Community Satisfaction Survey will not directly mitigate risks posed by climate change to Council operations and services, however Council has the opportunity through future service delivery and planning to do so.

Financial viability

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

Sustainability implications

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

Officer declaration of conflicts of interest

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

CX.2	RECOGNITION OF KING'S BIRTHDAY HONOUR RECIPIENT 2025
Officer:	Lucy Olson, Senior Governance Officer - Council Business
Council Plan relationship:	1. Connecting communities
Attachments:	Nil

Summary

The 2025 King's Birthday Honours Awards included one person from the Macedon Ranges Shire community. Mrs Rebecca McGrath was recognised in the 2025 King's Birthday Honours of the Member of the Order of Australia (AM) in the General Division.

Recommendation

That Council writes a letter of congratulations to Mrs Rebecca McGrath who was named a Member of the Order of Australia in recognition of her significant service to business through leadership roles in compliance, audit and finance.

13 CORPORATE REPORTS

COR.1	DRAFT INTEGRATED STRATEGIC PLANNING DOCUMENTS FOR CONSULTATION
Officer:	Alison Elliott, Corporate Reporting Officer
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	1. Draft Shaping the Ranges 2025-2035 (under separate cover)
	2. Draft Asset Plan 2025-35 (under separate cover)
	3. Draft Financial Plan 2025-35 (under separate cover)

Summary

To seek Council's endorsement to place the key documents that form Council's Integrated Strategic Planning and Reporting Framework on public display in accordance with the *Local Government Act 2020* and Council's Community Engagement Policy.

Recommendation**That Council:**

- 1. Endorses the release of the following draft documents for public consultation for four weeks:**
 - Shaping the Ranges 2025-2035**
 - Financial Plan 2025–2035**
 - Asset Plan 2025–2035**
- 2. Notes that the consultation will be conducted in accordance with Council's Community Engagement Policy**
- 3. Requests a report be presented to the October 2025 Council meeting, summarising the feedback and presenting the final documents for adoption.**

Background

Under the *Local Government Act 2020*, Council is required to develop and adopt a suite of integrated strategic planning documents that guide long-term planning, decision-making and resource allocation for the benefit of the community.

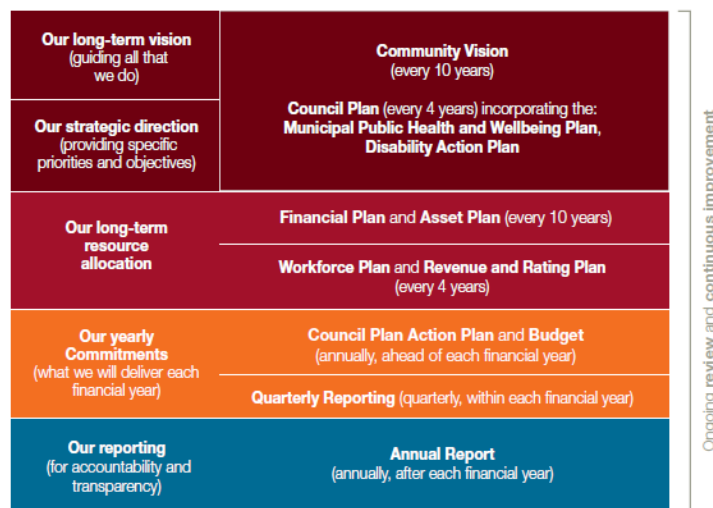
This includes the Community Vision, Council Plan, Municipal Public Health and Wellbeing Plan, Disability Action Plan, Financial Plan, Asset Plan, Revenue and Rating Plan, and Annual Budget.

These documents provide a clear framework to ensure Council delivers services and infrastructure in line with community priorities, financial sustainability, and legislative obligations. The draft *Shaping the Ranges* Plan brings four of these elements together, acting as the key strategic planning document that directs all Council strategy and the allocation of resources.

The suite of documents that form Council's integrated strategic planning framework must be reviewed within one year following a general election and be reviewed and updated in consultation with the community.

An overview of the Integrated Strategic Planning Framework is as follows:

Integrated Strategic Planning Framework



Discussion

The draft *Shaping the Ranges* Plan integrates four key strategies required by legislation:

- **Community Vision** – expressing the aspirations of our community for the future of the shire
- **Council Plan** – outlining strategic directions in response to local needs and priorities
- **Municipal Public Health and Wellbeing Plan** – guiding efforts to improve and protect public health and wellbeing
- **Disability Action Plan** – identifying practical steps to remove barriers, support access and participation, and promote inclusive attitudes

These elements have been brought together to create one clear, community-focused Plan that not only satisfies legislative requirements but strengthens Council's commitment to:

- ensuring the Community Vision shapes all that we do
- embedding health, wellbeing, inclusion and access across services and decision-making

The Plan sets out who we are as a community, how we live, what matters to us, and how Council will respond over the next decade - including examples of key projects and delivery priorities. It also guides the development of other operational plans, strategies, and annual budgets.



Source: Draft *Shaping the Ranges* 2025-2035

Council's Financial Plan and Asset Plan 2025-2035 are the documents that set out the long-term strategic allocation of resources to meet the ambitions set out in the *Shaping the Ranges* plan and should link clearly to the goals and aspirations in the plan.

Council's Revenue and Rating Plan 2021- 2035 was adopted at the June 2025 meeting of Council, and is also a key element of the framework, setting out Council's approach to how we generate income. This was done together with the Budget 2025-26, which is the last budget to respond to the current Council Plan and Community Vision prior to this update.

Council's Workforce Plan is the remaining element of the framework, and responds to the strategic documents adopted by Council. It will be reviewed and adopted internally by October 2025.

Draft Shaping the Ranges

The Community Vision was refreshed as part of the Community Assembly process. This representative group, acting on behalf of the broader Macedon Ranges community worked together over several weeks where participants took part in structured workshops and they explored key challenges and opportunities, informed by expert input and a diversity of perspectives.

As part of this process, the Assembly reviewed the original 2021–2031 Community Vision statement:

“With our unique regional identity, Macedon Ranges Shire embodies a caring, resilient approach to community through our robust local economy, protection of the natural environment and a collaborative commitment to inclusivity for all.”

Using this as a foundation, a renewed Community Vision was proposed by participants at the assembly to reflect the community's priorities for the next 10 years.

“A regional community protecting the environment, supporting local businesses and caring for our people”

Underpinning this, using input from a variety of public consultations, targeted sessions, and the outputs of the Assembly, by five strategic directions were developed.

These directions express a future in which all people feel they belong, can participate, and help shape the future of the shire, consistent with the vision. While they are not mutually exclusive, the strategic directions provide a framework to guide Council's planning, decision-making, service delivery, investment, and how we monitor and report on our success.

The refreshed Vision and themes support the Shaping the Ranges Plan and inform all aspects of the Integrated Strategic Planning and Reporting Framework.



Source: Draft *Shaping the Ranges' 2025-2035*

How the documents were developed

The *Shaping the Ranges* Plan, Financial Plan and Asset Plan, and associated strategic documents, were developed through a structured and inclusive process, combining community input, evidence-led planning, and internal coordination.

Council undertook a comprehensive engagement program involving:

- Targeted consultation with specific community groups to understand key needs and barriers
- Broad-based engagement through platforms like the *Your Say* hub to invite feedback on key directions and priorities
- Deliberative engagement via a Community Assembly, independently selected to reflect the diversity of the Macedon Ranges community

This Community Assembly helped test ideas and shape the strategic directions through four in-depth, independently facilitated sessions.

The outcomes of this engagement informed a refresh of the Community Vision and shaped the Council Plan and other strategic documents.

Additional elements of the development process included:

- Evidence-led decision-making, drawing on expert advice, data, and insights to formulate objectives and strategies
- Internal coordination, led by a dedicated cross-organisational project team, to ensure the process was aligned, transparent and responsive

This formal public consultation period will allow individuals, community groups, partners, and other key stakeholders to provide input on the draft documents. All feedback received was reviewed and considered in finalising the documents for adoption later this year.

Consultation and engagement

The development and exhibition of the *Shaping the Ranges* Plan, Financial Plan and Asset Plan and supporting strategic documents are guided by Council's *Community Engagement Policy* (2022). This policy aligns with the *Local Government Act 2020*, ensuring engagement is meaningful, inclusive and appropriate to the level of impact.

Consistent with the policy and legislative requirements, the engagement process for the draft Integrated Strategic Planning and Reporting documents will include:

- Public display of all draft documents via Council's online engagement platform, *Shape Your Community*
- Promotion through local print and digital channels, including media releases, social media, newsletters and local newspapers
- Targeted stakeholder engagement, including briefings and workshops with key groups and advisory committees
- Accessible engagement materials, provided in multiple formats to meet diverse needs
- A 28-day formal consultation period, during which the community can provide written feedback

This engagement approach ensures the community has access to relevant and timely information, a range of opportunities to participate, and a clear understanding of how their feedback will influence final decisions.

All feedback received during the consultation period will be considered and summarised in a follow-up report to Council. This report will outline any proposed changes to the draft documents and seek formal adoption.

Collaboration

The development of the *Shaping the Ranges* Plan and associated integrated strategic planning documents has involved collaboration with a range of local and regional organisations.

Collaboration was undertaken through both formal and informal engagement processes, including participation in deliberative engagement activities, targeted workshops, and stakeholder meetings.

Traditional Owner groups contributed to shaping the Community Vision and Council Plan through targeted engagement, ensuring cultural knowledge and community perspectives were meaningfully included.

This collaborative approach has supported the development of a more inclusive and community-aligned strategic framework.

Innovation and continuous improvement

The development of the draft *Shaping the Ranges* Plan reflects Council's commitment to continuous improvement through the consolidation of key strategic documents into a single, integrated format. This approach enhances clarity, reduces duplication, and makes it easier for the community to understand Council's long-term direction and priorities.

Relevant law

The preparation and public exhibition of the Draft *Shaping the Ranges* Plan and its supporting documents are undertaken in accordance with the *Local Government Act 2020*.

This includes specific requirements under Part 4 of the Act relating to the development of:

- Community Vision (Section 88)
- Council Plan (Section 90)
- Financial Plan (Section 91)
- Asset Plan (Section 92)

The Municipal Public Health and Wellbeing Plan component is prepared in line with the *Public Health and Wellbeing Act 2008*, which requires Council to outline goals and strategies to improve health and reduce inequalities.

The Disability Action Plan component supports compliance with the *Disability Act 2006*, which requires Councils to prepare and implement a plan to reduce barriers to inclusion for people with disability.

This report also recognises Council's obligations under the *Charter of Human Rights and Responsibilities Act 2006*, ensuring the rights of all community members, particularly those who may be vulnerable or marginalised are considered in the development and implementation of these plans.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report, and the findings of these assessments have been included across the suite of Plans and documents that make up the Integrated Strategic Planning framework. [Type here](#)

Relevant regional, state and national plans and policies

The development of the *Shaping the Ranges* Plan and associated strategic documents has considered alignment with the following regional, state and national frameworks:

- Victorian Public Health and Wellbeing Plan 2023–2027 – guiding priorities for health promotion and equity across Victoria

Relevant Council plans and policies

The development of these documents has been prepared in line with Council's Community Engagement Policy and supports the continued delivery of Council's Integrated Strategic Planning and Reporting Framework, ensuring alignment between community priorities, strategic direction, and resource planning.

Climate Impact Assessment

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

The recommendation supports long-term planning and resource alignment through the Draft *Shaping the Ranges* Plan, which includes a strong focus on climate resilience and sustainability. It embeds environmental outcomes across Council's strategic framework, reinforcing the direction set by Council's *Zero Net Emissions Plan* and contributing to a reduced emissions profile through informed service planning, infrastructure decisions, and project prioritisation.

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

By integrating climate goals into the Council Plan and Asset Plan, the recommendation enhances Council's capacity to assess and address climate-related risks. This includes adapting assets for climate resilience, supporting sustainable land use and building design, and aligning future service delivery with climate risk assessments as outlined in the *Climate Emergency Plan*.

How will the recommendation help to prepare the community for future climate scenarios? The integrated strategic documents will guide investment in programs and partnerships that support community adaptation, awareness, and behaviour change. Through collaboration with local groups and delivery of climate-focused initiatives, the Plan will help build a more informed and resilient community, prepared to respond to and recover from future climate-related challenges.

Financial viability

The preparation and public exhibition of the draft Integrated Strategic Planning and Reporting documents has been resourced within existing operational budgets. No additional funding is required to support this stage of the process.

The long-term financial implications of the proposed plans including service delivery, infrastructure investment, and asset renewal are captured in the draft *Financial Plan 2025–2035* and *Annual Budget 2025–2026*. These documents have been developed to ensure alignment with Council's financial sustainability principles.

Sustainability implications

The Draft *Shaping the Ranges* Plan integrates social and environmental sustainability. The plan promotes inclusion, equity and wellbeing through its focus on access, health, and community resilience. It also supports environmental sustainability by embedding climate action, natural resource management and emissions reduction goals into the Council Plan, Financial Plan, and Asset Plan.

These documents have been designed to strengthen Council's commitment to sustainable outcomes across the next 10 years.

Officer declaration of conflicts of interest

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

COR.2	CONTRACTS TO BE AWARDED AT JULY 2025
Officer:	Ilsa Melchiori, 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 to 28 July 2021. Although this report recommends noting the power delegated to Council officers, Council has the power to:

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

Recommendation

That Council notes that the following contracts will be awarded by Council officers under delegated authority:

- 1. C2025-95 Kyneton Showgrounds Netball Courts & Civil Infrastructure Works**
- 2. C2025-96 Security Services Council Facilities**
- 3. C2025-99 Supply Panel Street Sweeping Waste Processing**

Background information

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

Opportunity to review delegated authority

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

C2025-95 Kyneton Showgrounds Netball Courts & Civil Infrastructure Works	
The Macedon Ranges Shire Council is inviting commercial building contractors to submit proposals for the comprehensive redevelopment of the Netball Courts at the Kyneton Showgrounds.	
This project is a key action identified in the endorsed Kyneton Showgrounds Master Plan by MRSC and aims to deliver construction of two new asphalt netball courts will begin in September 2025 and project completion is targeted for March 2026, in time for the 2026 netball season commencing in early April 2026.	
Compliance Requirements	Budget Impacts
Council's CEO has delegated authority to award this contract.	Budgeted Value (excl. GST) \$938,948

C2025-96 Security Services Council Facilities	
<p>Macedon Ranges Shire Council is seeking a suitably qualified and experienced contractor to provide holistic security services at Council Facilities.</p> <p>The key operational areas that are imperative to the successful delivery of this contract are as follows; Alarm Monitoring, Alarm Response, Patrols in response to alarm activations, Alarm and CCTV installation and maintenance, Access system / swipe card readers installation and maintenance, Security System Software Administration, Duress alarm testing, and Automatic locking system monitoring.</p>	
Compliance Requirements	Budget Impacts
Council's CEO has delegated authority to award this contract.	Budgeted Value (excl. GST) \$425,000

C2025-99 Supply Panel Street Sweeping Waste Processing	
<p>Macedon Ranges Shire Council is seeking a suitably qualified and experienced contractors to provide sustainable processing options for street sweeping material that maximises the recovery of usable materials.</p> <p>Council's street sweeping activities produce up to 600 tonne of waste per year which needs to be processed or lawfully disposed of.</p>	
Compliance Requirements	Budget Impacts
Council's Manager has delegated authority to award this contract.	Budgeted Value (excl. GST) \$64,908.00 over 2-years +1year term. Equates to an average of \$21,000 works per annum that could be awarded via the panel process.

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

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

- Procurement Compliance – Training, audits, and adherence to policies is undertaken for all officers and steps in the process.

Consultation and engagement

The nature of this report does not require any consultation or community engagement outside of the required procurement and probity processes.

Collaboration

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

Innovation and continuous improvement

Council reviews its Procurement Policy regularly, in accordance with the *Local Government Act 1989*. These reviews consider options for innovation and are part of continuous improvement processes.

Relevant Law

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

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

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

Financial viability

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

Sustainability implications

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

Officer declaration of conflicts of interest

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

COR.3	NOTICE OF INTENTION TO LEASE - KYNETON AIRFIELD HANGAR SITES
Officer:	Hayley Drummond, Coordinator Property and Valuations
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

This report seeks Council approval to commence the statutory process under Section 115 of the *Local Government Act 2020* to undertake community consultation on the proposed leasing of hangar sites at the Kyneton Airfield. This process will be conducted in accordance with Council's Lease and Licence Policy and Community Engagement Policy.

Recommendation

That Council:

1. Commences the statutory process under Section 115 of the Local Government Act 2020 to undertake a community engagement process on the proposed lease of hangar sites at Kyneton Airfield.
2. Schedules a meeting of the Submitters Delegated Committee to be held online at 7pm on Wednesday 3 September 2025, to hear submissions in accordance with Section 223 of the Local Government Act 1989, if required.
3. In the event that no submissions are received, authorises the Chief Executive Officer to enter into a lease agreement on the following terms:

Lease Type	Ground Lease (land only)
Tenant Category	Category 3 – Commercial/General Use – Market Rental
Use	Private aircraft hangars (aviation infrastructure)
Proposed Term	10 years +10 years option
Rental Assessment	Market rental determined by registered valuer

Background

The Kyneton Airfield is located at 1503 Kyneton Metcalfe Road Kyneton on Council owned land. The Airfield currently includes 34 hangars and typically houses around 60 aircraft. All hangars are privately owned and constructed on Council land; for leasing purposes these are known as ground leases. A ground lease is a lease of the land component only, with the tenant responsible for the construction or installation of buildings and any ongoing maintenance or works related to them.

There are 33 hangar leases with 29 of them currently on a month-to-month tenancy as the leases have reached the end of their lease term. The remaining three leases have 12 months left on their lease term. There is one hanger without a lease that was constructed approximately three years ago, and a new lease is yet to be negotiated.

Historically, the lease documents for the airfield hangars have varied significantly depending on when the lease commenced. Additionally, the rental amounts are inconsistent with variations depending on the age, the size applied to the hangars and whether the leases had fixed percentage or CPI-based annual rental increases.

To ensure consistency, equity and transparency going forward, Council is implementing a standard lease, including like terms and the same rental rate on a dollar per square metres basis for all leases, regardless of previous arrangements. Council has recently surveyed the site to confirm the sizes of each hangar for the purposes of calculating the rental amounts for each hangar lease.

Discussion

Officers are proposing to issue new leases to all tenants with standard terms to support transparency and consistency. The permitted use under each lease will be standardised as:

"Storage of aircraft and associated equipment and aviation-related activities in accordance with the Kyneton Airfield Master Plan and Certificate of Compliance (COC/2020/3)."

The permitted use goes on to specifically exclude retail activity including storage, hire or sale of retail goods. This proposed use is consistent with the Certificate of Compliance previously issued by Council in October 2020 for the development of Hangars at the site under the approved zoning.

Rental amounts have been assessed by a registered valuer on a per square metre basis, consistent with the commercial/general use category, which applies to the hangar sites in line with Council's Lease and Licence policy.

Each lease is proposed for a term of 10 years, with an option for a further 10 years included. This provides certainty for hangar owners who have invested in capital infrastructure of their hangars, flexibility for those who may wish for a shorter-term engagement, and increased efficiency for Council in the management and renewal of the leases.

The proposed length of lease terms proposed triggers the community engagement process under the *Local Government Act 2020* and 1989.

A summary of the key lease terms proposed for consultation are as follows:

Item	Details
Site	Kyneton Airfield - 33 Hangar Sites
Lease Type	Ground Lease (land only)
Tenant Category	Category 3 - Commercial/General Use – Market Rental
Use	Private aircraft hangars (aviation infrastructure)
Proposed Term	10 years + 10 year option
Rental Assessment	Market rental determined by registered valuer.
Community Consultation	Required under <i>Local Government Act 2020</i> s115(4)
Maintenance Responsibility	Tenant (full responsibility for building maintenance and insurance)
Outgoings	Commercial terms apply – all costs borne by tenant
Capital Contribution	Tenants have funded and constructed their own hangars

Item	Details
Council Role	Landlord only (no ongoing maintenance obligations). Retention of some liability as landlord.

Size zoning and Master Plan

The Airfield is predominantly zoned Public Use Zone Schedule 6 (PUZ6 – Local Government) with a small section to the north (Lot 8) within Farm Zone. The purposes of the Public Use Zone are:

- To recognise public land use for public utility and community services and facilities.
- To provide for associated uses that are consistent with the intent of the public land reservation or purpose.

Council endorsed the Kyneton Airfield Master Plan 2019 on 22 July 2020. The Master Plan was developed as a holistic, long-term plan for the Kyneton Airfield with the intent to keep the Airfield as an asset for recreational flying and use by emergency services when and if needed. The 2019 Master Plan vision for the Kyneton Airfield is:

To develop the Kyneton Airfield site in line with all applicable standards to ensure that the site remains a unique recreational and emergency services asset for the Shire providing for recreational aircraft, associated commercial activity and broader community benefits.

The findings and recommendations of the 2019 Masterplan support the renewal of the leases for the Kyneton Airfield as it is consistent with the continued use of the site for recreational hangars.

In October 2020 Council issued a Certificate of Compliance for the development of existing aircraft hangars and ancillary buildings and works. This states the permitted use as follows:

“An airfield predominantly for recreational aviation by light fixed wing aircraft, including pilot training on a commercial basis, the occasional use by government agencies, the storage and maintenance of aircraft, aeroclub activities and other activities associated with the airfield use.”

As noted earlier, the Kyneton Airfield operates under a ground lease model, where tenants construct and maintain hangars on Council-owned land. This arrangement supports long-term investment in aviation infrastructure while retaining Council ownership of the land and is consistent with the current Lease and Licence Policy.

Community engagement process

In accordance with Section 115 of the *Local Government Act 2020* and Section 223 of the *Local Government Act 1989*, the leasing of hangar sites at Kyneton Airfield requires a public consultation process. This will be completed in accordance with Council's Community Engagement policy.

This report to Council is seeking approval to commence the community engagement process with the lease terms as proposed. If endorsed, officers will implement a consultation plan that includes:

- Public notice in the local newspaper of “Notice of Intention to Lease”
- Publication of the proposed lease details on Council's ‘Have Your Say’ webpage
- A 28-day period for written submissions from the community

- Optional direct mail to neighbouring properties advising of the proposed leases

Submissions must be made in writing, and submitters may also request to speak in support of their submission at a Submitters Delegated Committee (SDC) meeting. During the SDC meeting, Councillors may ask questions of submitters to clarify points or gather further information. Following the submission period, officers will prepare a second report for Council summarising submissions and providing a recommendation to either:

- (a) proceed with the lease(s) as proposed;
- (b) proceed with the lease(s) including proposed amendments or conditions; or
- (c) not proceed.

Once Council has determined the outcome, all submitters will be notified in writing of Council's decision and the reasons, in accordance with Section 223 of the *Local Government Act 1989*.

Officers recommend that Council also authorises the Chief Executive Officer to continue the process and enter into new lease agreements with the Hangar owners on the terms outlined in the recommendation if no submissions are received during the consultation period.

Consultation and engagement

Council officers have spoken with and met with hangar tenants and representatives from the Aeroclub and have provided a draft lease and information about the lease process to all hangar owners.

Some tenants have raised concerns regarding the proposed lease duration as there were varied opinions on longer or shorter terms being desirable. Council officers reviewed the options and have determined that the preferred approach is to offer all tenants a lease of ten years plus a further term of ten years to respond to both needs. This provides an open and transparent approach, with the opportunity for community consultation on all hangar leases and allows a consistent approach.

The rental assessment and treatment of size and survey was also consulted with hangar owners, and the determination of the market valuation by a registered valuer has been completed, with an independent survey of hangar size also being undertaken to establish fair rental amounts.

The proposed changes to the permitted use was also raised during consultation with hangar owners as the existing leases provide for several definitions of permitted use. Earlier leases refer to 'Aircraft storage and private workshop' and more recent leases stated, 'construction and/or maintenance of a hangar for the storage of aircraft and associated workshop facilities.' The new leases propose a consistent use that is in accordance with the Kyneton Airfield Master Plan and Certificate of Compliance (CoC/2020/3), and will provide consistency in the assessment of permitted use, including for the purpose of subletting should that be applied for in future.

To help to provide consistent information to the Hangar owners, a private web site has been established by officers for the purpose of sharing information and updates across all interested parties.

Further information will be provided to hangar owners regarding these items as the leases progress, and any proposed changes to the draft lease as a result of consultation will be circulated where necessary for review.

Collaboration

Officers have worked closely with individual hangar owners, the Kyneton Aero Club and provided each tenant with the opportunity to review and comment on the proposed draft lease and process. Ongoing communication with leaseholders will continue throughout the public consultation process.

Officers have also sought information and advice on other municipalities with small airfields in regional locations in Victoria to assist with benchmarking.

Innovation and continuous improvement

The proposed leasing model represents a change from the previous approach of negotiating individual lease terms with each hangar owner. The new standard approach will ensure greater equity across all tenants by applying consistent lease terms, valuation methods, and responsibilities. It will also improve administrative efficiency by streamlining lease preparation, monitoring, and renewal processes and support a fairer and more transparent system for both Council and leaseholders.

Relevant law

Section 115 of the *Local Government Act 2020* requires a public engagement process for leases of 10 years or more or those where buildings may be constructed or maintained on Council land.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment (GIA) has been conducted in relation to the community consultation.

The GIA aims to ensure the inclusion of people from all genders and ages in the consultation process. The consultation shall be available online through Councils 'Have your Say' page. Additionally printed copies of information shall be provided on request, in a form that is easily understood and accessible to individuals of all genders and ages. Consideration has also been given to the timing and methods of community consultation to ensure that it accommodates the availability and preferences of individuals from diverse gender and age groups as much as possible. This is done through a range of consultation opportunities, such as availability of staff to assist, online platforms, written and verbal submissions to maximise inclusivity and engagement.

Relevant regional, state and national plans and policies

Not applicable to this report.

Relevant Council plans and policies

The proposed leasing process aligns with several key Council documents. The Lease and Licence Policy (2024) provides the framework for managing Council-owned and managed land, including the use of ground leases. It outlines tenant categories, valuation requirements, standard lease terms, and responsibilities relating to maintenance and insurance.

The Community Engagement Policy ensures that Council undertakes appropriate and transparent consultation, consistent with the requirements of Section 115 of the *Local Government Act 2020*. Additionally, the Kyneton Airfield Master Plan (2019) provides the strategic direction for the site, supporting consistent planning, appropriate land use, and long-term investment certainty for leaseholders.

Climate Impact Assessment

The proposed review of the leases for the Kyneton Airfield Hangars will positively impact Council's energy usage and greenhouse emissions profile by promoting the use of renewable energy and encouraging tenants to adopt energy efficient practices.

Additionally, Council's Lease and Licence Policy (2024) encourages sustainable practices, such as proper waste management and eliminating single-use plastics. Council will continue to monitor environmental and energy compliance aligned with Council's endorsed policies.

Financial viability

Lease rental has been assessed at current market values and bring these charges into line with fair commercial value. The rent will be subject to annual fixed increases in accordance with Council's Lease and Licence Policy.

Sustainability implications

Not applicable 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.4	AUDIT AND RISK COMMITTEE BIENNIAL REPORT - JUNE 2025
Officer:	Alison Elliott, Acting Coordinator Performance and Assurance
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Audit and Risk Committee Biannual Report - June 2025 ↓

Summary

This report ensures Council transparently discloses a summary of the key matters discussed at the Audit and Risk Committee meetings during the first half of the 2025 calendar year.

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 2025 is attached and the Chairperson, Vinitha Pinto will attend the Council Meeting to present the report.

Recommendation

That Council notes the Audit and Risk Committee Biannual Report – June 2025 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 the first six months of 2025, is included in the report, covering Internal Audit, External Audit, and Internal Management Reports covering Strategic and Operational Risk Management, Information Services, Cybersecurity, Finance and Reporting, Fraud and Corruption Prevention, Policies, and Emergency weather preparation and response, Budget and Council Plan reparation.

Consultation and engagement

The Audit and Risk Committee received a draft version of the attached report at its June 2025 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 2020.

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.

Climate Impact Assessment

Establishment the Audit and Risk Committee enhances Council's oversight and strategic planning, enabling improved identification and management of risks, including those related to climate change impacts on operations and services.

Financial viability

Council's Audit and Risk Committee provides oversight of Council's risk framework effectiveness, including monitoring financial performance, fraud prevention and other key risks. This report makes transparent how the work the Committee undertakes helps to ensure sufficient oversight of these matters, as well as meeting legislative requirements.

Sustainability implications

Council's Audit and Risk Committee provides oversight of Council's risk framework effectiveness, including management of environmental risks and the impact of climate change. This report makes transparent how the work of the Committee helps to ensure sustainability is considered by Council in line with strategies, plans and policies, as well as legislative requirements.

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 2025

MACEDON RANGES SHIRE COUNCIL**Audit and Risk Committee****Biannual Report June 2025**

1. Introduction
2. External Audit
3. Internal Audit
4. Summary of Work Performed
5. Self-Assessment of Committee Performance

Vinitha Pinto
Chairperson
Audit and Risk Committee
11 June 2025

1. 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*.

The Local Government Act under section 5(a) 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.

This is the first biannual report of 2025, prepared by the Audit and Risk Committee and presented to Council.

During the first six months of 2025, the Committee has discharged its duties at the following meetings:

- Wednesday 19 February
- Wednesday 16 April
- Wednesday 11 June

Meetings were in person at the Gisborne Council Chambers from 8:30am – 12:00pm except for the February meeting which closed at 11:00am.

The Committee members January 2025 through to June 2025 were:

- Ms Magdalena Williams, Independent Member (appointed 2021 to 2023, extended to 2027)
- Ms Vinitha Pinto, Independent Member (appointed 2021 to 2025)
- Mr Jonathan Kyvelidis, Independent Member (appointed 2021 to 2024, extended to 2028)
- Mr David Gunn, Independent Member (appointed 2023 to 2027)
- Cr. Alison Joseph Councillor Delegate from 27 November 2024
- Cr. Christine Walker Councillor Delegate from 27 November 2024
- Cr. Cassy Borthwick alternate Councillor Delegate from 27 November 2024
- Cr. Daniel Young alternate Councillor Delegate from 27 November 2024

The following Councillors attended meetings as observers:

- Cr. Cassie Borthwick (February meeting)
- Cr. Daniel Young (February meeting)
- Cr Dominic Bonanno (February and April meeting)
- Cr Jennnifer Anderson (April and June Meeting)

The remaining Committee meeting dates for 2025 are as follows:

- Wednesday 6 August 2025
- Wednesday 10 September 2025
- Wednesday 3 December 2025

2. Internal Audit

The Internal Auditor is a consultant to Council. HLB Mann Judd were re-appointed as the internal auditors in 2024 as the result of an open tender process and are fulfilling the role of the internal auditor for the 2024-25 financial year; 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.

2.1 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, conduct an entry meeting and discussed the scope and objectives of the review. 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 2025:

- Review of Relevance, Veracity and Effectiveness of Recommendations and Outstanding Actions – presented 16 April meeting

The following 2024/2025 internal audits are scheduled to commence in 2025 or have been planned to commence soon after:

- Roads Management (commencing June 2025)
- Integration/embedding of risk into Council processes (commencing June 2025)
- Privacy (incl. AI Management) (commencing late 2025)

2.2 Council Progress on Internal Audit Action Items

The Committee regularly reviewed Council's progress on open action items from prior year internal audits. The reporting provided the Committee with insights into the risk profile, aging and status updates on the progress of finalising the internal audit action items.

The audit completed in early 2025 to review Relevance, Veracity and Effectiveness of Recommendations and Outstanding Actions concluded that all open actions from five prior audits examined remain relevant. Council continues to progress closing all internal audit actions.

3. External Audit

3.1 Financial Statements

The Victorian Auditor-General's Office (VAGO) will undertake the financial audit for the year ending 30 June 2025. VAGO were represented at relevant Committee meetings by Aruna De Silva and Travis Derricott.

At the Audit and Risk Committee meeting held 16 April 2025, VAGO presented their draft Audit Strategy for the financial year ending 30 June 2025. 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.

The Financial Audit enables the Auditor-General to form an opinion on whether Council's financial reporting 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 applicable accounting standards.

3.2 Performance Statement

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 Planning and Reporting Regulations 2020*. The Performance Statement Audit focuses on a range of measures, including roads, planning, animal management and waste.

Details relating the 30 June 2025 audit of the Performance Statement were also included in the Audit Strategy presented by representatives of VAGO at the 16 April 2025 meeting.

The Performance Statement includes a number of service performance indicators, sustainable capacity indicators, and financial performance indicators.

3.3 External Audit Report

The Committee received regular updates from VAGO on external audit matters and activities including:

- VAGO Annual Work Plan
- Financial Audit matters for 2024/25
- Current or planned Performance Audits undertaken by VAGO
- Parliamentary Reports tabled by VAGO

- Operations undertaken by the Independent Broad-based Anti-corruption Commission
- Local Government Reports
- Active governance matters across Victorian Municipal Councils
- Performance Audits within local government sector undertaken by other Australian audit offices

4. Summary of Work Performed

This section provides a summary and update on the work performed by the Committee during the first six months of 2025 (Quarters 3 and 4 of the 2024/25 financial year).

4.1 Financial Reports

Financial reports to 31 January 2025, 28 February 2025 and 30 April 2025 were presented to the Committee at the meetings of 19 February, 16 April and 11 June, respectively.

4.2 Risk Management

The Committee received regular briefings from the Chief Executive Officer addressing key highlights and emerging risks that had impacted Council since the preceding Committee meeting. Council's Risk Management Report provided the Committee with an update on Council's risk management practices including strategic and operational matters, the adoption of the Risk Management Framework, Regulatory Notifications and Insurance Claims. The Committee was provided with The Global Risks Report 2025 at the February 2025 meeting. The Committee was also provided with the minutes of Council's Risk Management Committee (RMC) meetings, which were included as an attachment to the Risk Management Report.

4.3 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 on this expenditure at the 16 April meeting.

4.4 Council Response to Local Government Reports and Publications

The Committee reviewed Council's response to the recent reports and publications that have an impact on the Local Government Sector.

4.5 Council Fraud Control Report

At the 19 February and 11 June 2025 meetings, the Committee was briefed on Council's Prevention and Detection Fraud Control Report.

4.6 Council Compliance Report (Governance Schedule)

At the 19 February and 16 April 2025 meetings, the Committee was briefed on Council's compliance with the statutory obligations. The report provided 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*.

4.7 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 February and April meetings, with particular focus placed upon the status of software and technology, operational risks and issues (including Council's Information and Communication Technology (ICT) Disaster Recovery capability and Information and Cyber Security position), updates on KPIs, and Information Services' strategic and operational risks. Recruiting was a high priority during Q4 of 2024/2025, with a new Manager of Digital Technology Services recruited and due to start on 16 June 2025.

4.8 Council Policy

The Committee reviewed the following Council policy documents and provided feedback:

- Compliance and Enforcement Policy – April 2025 meeting
- Internal Resolution Procedure – April 2025 meeting
- Purchase Card Policy and Procedure – April 2025 meeting
- Council Fraud and Corruption Control Policy and System – June 2025 meeting

At the 11 June meeting the Committee reviewed Council's work to collate Council's Strategies, Plans and Policies into a software program to enable more robust tracking, review, report and update of Council's Strategies, Plans and Policies.

4.9 Storm Event Response and Lessons Learnt Annual Report

Twenty actions were identified as part of the storm debrief and lessons learnt process that was undertaken early in 2023 and presented to the Audit and Risk Committee on 6 September 2023. The work achieved against the identified actions was presented to the meeting of 17th April 2024. The Committee agreed to receive an annual financial year storm event response and lessons learnt report from 2024-25, pending any further storm event activity. This was presented as a High Risk Weather Report at the June 2025 meeting, and will be presented again in September 2025 ahead of the summer fire season.

4.10 Budget 2025-26 and Council Plan 2025-2035

The Committee were provided with Council's Budget 2025-26 and Council Plan 2025-2035 at the June meeting.

4.11 Review of changes to the Local Government Performance Reporting Framework (LGPRF) and Local Government Model Financial Report (LGMFR)

A summary of changes to the LGRPF and LGMFR, provided by the Local Government Victoria Better Practice Guide 2024-25, was provided to the Committee at the April 2025 meeting, which noted no significant reporting changes to the LGPRF and the following changes to the LGMFR:

- Under Note 5.4, changes to Australian Accounting Standards Board's (AASB) 101 Presentation of Financial Statements require Councils to assess whether borrowings can be classified as non-current, based on the right to defer settlement for at least twelve months.
- Note 8.2 has been updated under "Change in accounting standards" to acknowledge the AASBs release of two new Australian Sustainability Reporting Standards.
- Amendments to AASB 13 Fair Value Measurement now included in the disclosures in Note 8.4.
- Note 9.3 Superannuation has been revised to align with a draft of Vision Super's short-form note.

These changes inform the process and preparation of Council's Annual Report.

COR.5	INSTRUMENT OF APPOINTMENT AND AUTHORISATION
Officer:	Natalie Radnedge, Governance Officer
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	S11A Instrument of Appointment and Authorisation - Anushka Alexander ↓

Summary

This report seeks Council's approval to appoint one authorised officer under the *Planning and Environment Act 1987* (the Act) and the *Local Government Act 2020* (the Act) by an Instrument of Appointment and Authorisation. Under these Acts, only Council, by a resolution, can appoint authorised officers who must be employees of Council.

An Instrument of Appointment and Authorisation is required for officers who have recently commenced with Council.

Recommendation

That Council resolves that in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987 and section 313 of the Local Government Act 2020:

- 1. The Council officer named in the Instrument of Appointment and Authorisation provided in Attachment 1 be appointed and authorised;**
- 2. The Instrument of Appointment and Authorisation to come into force upon signing and remain in force until Council determines to vary or revoke it;**
- 3. The Instrument of Appointment and Authorisation in Attachment 1 is signed.**

Background

The appointment of Authorised Officers allows certain Council officers to act on behalf of Council in the administration and enforcement of various Acts, regulations, or local laws in accordance with the powers granted to them. Under the *Planning and Environment Act 1987* and the *Local Government Act 2020* officers represent Council in enforcing the provisions of these Acts.

Discussion

The following officer is required to be an Authorised Officer under the *Planning and Environment Act 1987* and the *Local Government Act 2020*:

- Anushka Alexander, Statutory Planning Officer, commenced 16 June 2025.

Consultation and engagement

Not applicable

Collaboration

Not applicable

Innovation and continuous improvement

Not applicable

Relevant law

This report has been prepared in accordance with the *Local Government Act 2020* and the *Planning and Environment Act 1987*.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed on the Victorian Government's *Charter of Human Rights and Responsibilities Act 2006*.

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

Relevant Council plans and policies

This recommendation allows Council to maintain the Council Plan 2021-2031 requirement to deliver strong and reliable Government.

Climate Impact Assessment

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

The recommendation will not impact Council's energy usage or greenhouse emissions.

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

Not applicable

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

Not applicable

Financial viability

Not applicable

Sustainability implications

Not applicable

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.



**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "**officer**" means -

Anushka Alexander – Statutory Planning Officer

By this instrument of appointment and authorisation Macedon Ranges Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 23 July 2025.

Signed:

Mayor, Councillor

Date:

Signed:

Chief Executive Officer

Date:

14 COMMUNITY REPORTS

COM.1	COMMUNITY FUNDING SCHEME	2025/2026
	RECOMMENDATIONS	
Officer:	Lisa Richards, Community Projects Officer	
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 4. Delivering strong and reliable government	
Attachments:	Community Funding Scheme 25-26 Recommendations ↓	

Summary

This report provides an overview of the 2025-26 Community Funding Scheme (CFS), including applications received, assessment process and recommendations for funding.

Recommendation**That Council:**

- 1. Approves the 2025-26 Community Funding Scheme allocations as described in this report and attachment.**
- 2. Approves the allocation of the remaining unspent budget of \$37,779.27, with \$5,000 directed towards grant capacity-building activities and \$32,779.27 returned to Councils reserves.**

BackgroundCommunity Funding Scheme

The Community Funding Scheme (CFS) provides annual grant funding to not-for-profit community groups delivering programs and initiatives that benefit residents of the Macedon Ranges.

The program aligns with the Council Plan priorities of healthy people, healthy environment, and connected communities. It is designed to support locally driven projects that address identified community needs and encourage participation in civic and social life.

Local not-for-profit groups contribute to a range of outcomes across the Shire, including social connection, inclusion, cultural engagement, and community wellbeing. The CFS provides financial assistance to help these groups deliver initiatives that enhance local quality of life.

The program was promoted through local newspapers, Council's website, and social media channels to maximise community awareness. In addition, information and application support were provided via online and in-person information sessions, drop-in events, and an externally facilitated grant writing workshop. In total, 58 individuals representing a wide range of community organisations attended these sessions.

The three categories and maximum funding limits of each application are as follows:

- **Category 1: Community, cultural and environmental projects, up to \$10,000 - Contributing to the enhancement or development of local community strength,**

wellbeing and culture, or address local environmental priorities, critical social challenges or encourage all people to participate in community life or expressions of culture.

- Category 2: Organisational support grants, up to \$5,000 - Directly supporting the operations of local not-for-profit organisations and community groups and enhancing how committees and groups coordinate their local work and activities.
- Category 3: Small community infrastructure, up to \$12,000 - Improving the community outcomes we get from community places like public buildings, open space, reserves or streetscapes. Includes improved access, increasing useability, tailoring places to community needs and updating features.

Applications and assessment process

For the 2025–2026 Community Funding Scheme, a total of 22 applications were received. One application was withdrawn by the applicant after it was determined the project was better suited to the Small Project Grant program. Two applications were assessed as ineligible under the program guidelines.

In addition, eight applications were started but not submitted for this grant round. A total of 19 eligible applications proceeded to assessment. These were independently reviewed and scored by an assessment panel in line with Council's Community Grants Policy. Where relevant, subject matter experts were consulted to provide advice and ensure the integrity and consistency of the assessment process.

Discussion

2025-26 Community Funding Recommendations

Council received 19 applications for the 2025–26 Community Funding round, requesting a total of \$163,220.73 in funding. Following assessment, **15 projects are recommended for funding**, as detailed in **attachment 1**.

Of the 15 recommended projects:

- 14 are recommended for full funding, as per their original requests.
- One application is recommended for partial funding.

A total of four applications were not recommended for funding.

Unsuccessful and Partially Recommended Applications

The four unsuccessful applications received scores between 36 and 42, which falls below the minimum threshold of 51 required for funding consideration under the program guidelines. While assessors were broadly supportive of the proposed ideas, each of these applications demonstrated notable weaknesses in several key areas, including:

- Insufficient evidence of community need and projected benefit
- Weak or unclear alignment with Council priorities
- Gaps in project planning and delivery frameworks
- Budgeting that lacked detail and clarity

Due to insufficient detail and alignment to grant guidelines, assessors could not recommend these projects for funding.

25/26 Underspend

An underspend of \$37,779.27 has been identified in the 2025/26 program budget. This is

primarily due to the non-allocation of funds to projects that did not meet eligibility or assessment criteria.

It is proposed that \$5,000 of the remaining budget be allocated to support the delivery of two Grant Writing Skills Workshops (one in person and one online to enhance accessibility). The aim is to support organisations and volunteers particularly to strengthen future applications, for any grant opportunities they may be applying for – Council and otherwise. The Workshops will provide general, transferable skills in grant writing, project planning, and budgeting. This initiative adopts a holistic approach to improving community access to funding by building local capability in key areas of application development.

The remaining \$32,779.27 is recommended to be returned to Council reserves.

Consultation and engagement

As part of the grant eligibility and assessment process, subject matter experts from across Council are consulted as needed. Where appropriate, these experts also participate in assessment panels to ensure applications are evaluated consistently and in alignment with the documented scoring criteria and grant program guidelines.

This collaborative approach supports consistent decision-making while also promoting cross-organisational understanding of community groups, local activities, and emerging needs. In 2025, new assessors from seven different Council units received training and participated in assessment panels across the program's three funding categories.

Investing in staff capability in grant assessment not only strengthens the integrity and effectiveness of the Community Grants program but also contributes to professional development and reinforces Council's organisational values.

Collaboration

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

Innovation and continuous improvement

Feedback is actively encouraged throughout the grant program from applicants, Council contact officers, and assessors. A dedicated feedback section on the application form provides a formal mechanism for capturing insights and suggestions. Council officers review all feedback annually to identify opportunities for improvement and to ensure the program remains accessible, inclusive, and equitably available to the broader community.

Relevant law

Council's Community Funding Scheme (CFS) complies with the requirements of the Local Government Act 2020, particularly in relation to the responsible disbursement of public funds and the management of conflicts of interest.

This proposal does not limit any rights under the Charter of Human Rights and Responsibilities Act 2006.

In accordance with the Gender Equality Act 2020, a Gender Impact Assessment (GIA) has been conducted in relation to the subject matter of this report. Each CFS application was assessed to determine the extent to which gender equity, accessibility, and diversity were considered and planned for. These factors contributed to the scoring process, with higher scores awarded to applications demonstrating stronger consideration of these principles.

Additionally, in line with the Community Grants Policy and Assessment Panel Terms of Reference, efforts were made to ensure equitable gender representation across all

assessment panels. While this was achieved for Categories 1 and 3, which had a gender-balanced panel, Category 2 had a higher representation of female assessors due to staff changes at the time of assessment.

Relevant regional, state and national plans and policies

- Victorian State Disability Plan 2022–2026
- Victorian Public Health and Wellbeing Plan 2023–2027
- Victorian Gender Equality Strategy
- Gender Equality Act 2020
- Victorian Aboriginal Affairs Framework
- National Disability Strategy 2021–2031

Relevant Council plans and policies

- Community Grants Policy
- Council Plan 2021–2031
- Municipal Public Health and Wellbeing Plan
- Disability Action Plan
- Gender Equality Action Plan 2022–2025
- Climate Emergency Plan

Climate Impact Assessment

In accordance with Council's Zero Net Emissions Plan, Counting-Down-to-Zero, and the Climate Emergency Plan, a Climate Impact Assessment has been undertaken for this report. It is recommended that the biannual review of the Community Grants Program explore opportunities to strengthen climate impact considerations through updates to grant guidelines, information sessions, operational forms, and scoring matrices. These enhancements aim to build community awareness and promote lower-impact project proposals.

As the recommendations relate to community-led initiatives, direct impacts on Council's emissions profile are limited. The exception is Category 3 (Small Infrastructure Projects on Council-owned or managed land), which has been assessed in consultation with Council's Facilities team. The Sustainable Building Policy was referenced and made available during community information sessions.

Eight recommended projects contribute to climate resilience and preparedness, including initiatives focused on food security through community gardens, Indigenous education, biodiversity planting, pollinator support, wildlife awareness, and improved accessibility of outdoor spaces. These align with Council's environmental priorities and were scored accordingly under the existing guidelines.

Financial viability

A funding total of \$122,220.73 cash grants are recommended to support community projects in the Macedon Ranges Shire. All recommended allocations fit within Council's 2025-26 approved budget.

Sustainability implications

Economic, social, and environmental factors were considered in the assessment of all grant applications, in line with the Community Funding Scheme guidelines. This approach ensures that funded projects contribute to the broader sustainability objectives of Council and deliver balanced community outcomes.

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.

Application ID	Organisation Name	Project Title	Brief Project Description	Total Amount Requested	Funding Category	Amount Recommended by Panel
CFS25/2613	Bolinda Primary School	Bolinda Primary School Community Garden	Revitalising Bolinda Primary's garden into an accessible, water-wise, and pest-proof community space that supports food security, sustainability, and inclusion for students, families, and the wider community.	\$10,000.00	Category 1: Community, cultural and environmental projects	\$10,000.00
CFS25/2615	Full Spectrum Theatre	SuperFluous: A Neurodiverse Theatre Project	SuperFluous is an original script exploring self-worth in pre-teens and teenagers, developed for annual performance and future licensing, as a new creative phase as Full Spectrum Theatre expands statewide.	\$10,000.00	Category 1: Community, cultural and environmental projects	\$10,000.00
CFS25/2622	HMS Community Ltd	Community-Connected Preventative Health Checks	HMS will conduct free, accessible paramedic-led preventative health checks collaboratively with Macedon Ranges Op shops. Early detection and follow-up will result in increased community wellbeing while building greater community connection.	\$9,931.98	Category 1: Community, cultural and environmental projects	\$9,931.98
CFS25/2608	Kyneton Community House	Creative Community Connections	This project seeks to run a series of community art and craft workshops highlighting the talents of local artists whilst bringing together local community members in a safe space.	\$10,000.00	Category 1: Community, cultural and environmental projects	\$10,000.00
CFS25/2629	Lions Club of Riddells Creek	Pollinator Garden and More Trees	Pollinators need our help. The garden bed will provide sanctuary and food for them, enhancing their ability to work. Extra trees in park will contribute to extra shade and biodiversity.	\$1,600.00	Category 1: Community, cultural and environmental projects	\$1,600.00

CFS25/2627	Macedon Ranges Wildlife Network	Wildlife Community Awareness Initiative	MRWN's initiative aims to enhance its profile in Macedon Ranges Shire through the development of wildlife awareness information for education outreach and historical documentation.	\$8,394.00	Category 1: Community, cultural and environmental projects	\$8,394.00
CFS25/2603	The Rad Dad Community group	RAD Dads: Strengthening Families	RAD Dads empowers fathers through play-based programs that build secure attachments, boost parenting confidence, support mental wellbeing, and foster shared caregiving—strengthening families and promoting gender equity from the very beginning.	\$8,490.75	Category 1: Community, cultural and environmental projects	\$8,490.75
CFS25/2601	Upper Deep Creek Landcare Network	Wurundjeri Country education in schools	Cultural awareness professional development for teachers. And a Wurundjeri Traditional Owner-led leadership program for primary school students.	\$7,790.00	Category 1: Community, cultural and environmental projects	\$4130.00 (Partial funding)
CFS25/2633	Woodend Warblers	Choir Jam Macedon	A free participatory community singing event hosted by and celebrating the community choirs of Macedon and surrounds.	\$4,395.00	Category 1: Community, cultural and environmental projects	\$4,395.00
CFS25/2626	Gisborne & District Bowling Club	Purchase of defibrillator	Purchase of a defibrillator for utilisation by the Gisborne & District Bowling Club and the community, and an up to date first aid kit.	\$2,329.00	Category 2: Organisational Support	\$2,329.00
CFS25/2610	Macedon Ranges Wildlife Network	Organisational Alignment with ACNC Requirements	MRWN to meet Australian Charities and Not-for-profits Commission (ACNC) requirements by strengthening governance, strategic planning, policies, financial accountability, and website communications for a compliant, resilient wildlife network.	\$5,000.00	Category 2: Organisational Support	\$5,000.00

CFS25/2625	Kyneton District Soccer Club	Barkly Square drinking water fountain	To install a drinking water fountain at Barkly Square to increase the consumption of water.	\$12,000.00	Category 3: Small Community Infrastructure	\$12,000.00
CFS25/2619	Macedon and Mount Macedon Community House Incorporated	Kitchen Renovation Project Stage 2	Construction of a regulation compliant, robust domestic kitchen designed to meet the needs of M&MMCH user groups will be completed during stage 2 of the kitchen renovation project.	\$11,950.00	Category 3: Small Community Infrastructure	\$11,950.00
CFS25/2604	Romsey & Lancefield Districts Historical Society Inc.	Seymour Cottage Master Plan	Development of the Seymour Cottage Master Plan will inform us how to unlock the tourism and local community engagement potential held within the walls and grounds of Romsey's oldest homestead.	\$12,000.00	Category 3: Small Community Infrastructure	\$12,000.00
CFS25/2602	Tylden Hall Committee	Tylden Community PA system	Purchase and install a PA system and lighting at Tylden Hall to support community events, enhance accessibility, and create a fit for purpose space to provide social connection.	\$12,000.00	Category 3: Small Community Infrastructure	\$12,000.00
Total						\$122,220.73

Organisation Name Project Title Funding Category Amount Recommended

COM.2	SMALL PROJECTS GRANT RECOMMENDATION
Officer:	Lisa Richards, Community Projects Officer
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 4. Delivering strong and reliable government
Attachments:	Nil

Summary

Council's Small Project Grants annual budget is \$30,000 and not-for-profit groups can apply for a maximum of \$3,000 per application.

Applications are assessed against set criteria outlined in the Small Project Grants Guidelines. Funding recommendations are presented at a Council meeting for review and consideration.

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.

This month two applications have been received, seeking a total of \$3,400.00 in funding. These applications have been evaluated against the eligibility criteria and are deemed to be eligible.

Recommendation

That Council approves:

- 1. Approves the awarding of \$1,900.00 small project grant to Lancefield Mechanics Institute, for their Laptop for Lancefield Mechanics Institute Committee of Management Treasurer position project.**
- 2. Approves the awarding of \$1,500.00 small project grant to Jubilee Hall Committee of Management, for their Personal Computer (PC) Replacement project.**

Background

Detailed eligibility and scoring criteria are available in the Small Project Grants Guidelines located on Council's website.

Assessment process

All applications are assessed by a panel of Council officers (including subject matter experts, depending on the nature of the application) and assessed in accordance with Council's Community Grants Policy.

Applications are assessed on four broad criteria, which include:

- Evidence of need
- Alignment to Council priorities

- Community benefit
- Ability to deliver project

Discussion

Two applications have been received, seeking a total of \$3,400.00 in funding. Both applications have been evaluated against the eligibility criteria and meet program requirements. It should be noted that both applications are seeking funds to purchase new laptop computers.

Project 1

Title/Organisation: Lancefield Mechanics' Institute Committee of Management (LMI CoM), Laptop for LMI CoM Treasurer position project

Project Description/summary: Funding will be used to purchase a modern, fit-for-purpose laptop and accessories for the Treasurer role. This will reduce time lost on outdated systems, improve interactions with hirers and users during booking processes, and make the Treasurer's responsibilities more efficient and manageable, both now and into the future.

Officer comments: The Assessment Panel recommends funding the full amount of \$1,900.00 to purchase a new laptop and accessories.

Project 2

Title/Organisation: Jubilee Hall Committee of Management, PC Replacement project.

Project Description/summary: This project will fund the replacement of an ageing, unreliable laptop currently used to manage over 95% of the Committee's operations. The device is essential for communicating with hirers, issuing quotes and agreements, processing payments, and maintaining historical records. Given its age, there is an increasing risk of hardware failure and data loss. Replacing the laptop is critical to ensure operational continuity, data security, and effective day-to-day management of the hall.

Officer comments: The Assessment Panel recommends funding the full amount of \$1,500.00 to purchase a new laptop and accessories. The panel would also like to commend Jubilee Hall Committee for resubmitting this application with notable improvements in their project planning, commitment to equity, diversity and inclusion and well-articulated response to Council plans and priorities.

Consultation and engagement

Jubilee Hall is a member of Macedon Ranges Community Halls Inc., and the Lancefield Mechanics Institute is a DEECA-owned asset. The Cultural Development Officer responsible for community halls was consulted to provide subject matter expertise and offered the following response in support of both applications:

"When Macedon Ranges Community Halls Inc. was established in 2016, each hall was provided with a second-hand laptop. I'm genuinely impressed that these devices have remained operational for nearly a decade, especially given how much software and administrative requirements have evolved since then.

Both Jubilee Hall Committee and the Lancefield Mechanics Institute recently secured Tiny Towns funding; however, that funding cannot be used for essential equipment like computers. By upgrading their technology, both halls will be better positioned to maximise the impact of their Tiny Towns projects and improve their operational efficiency moving forward."

Collaboration

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

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 the small grants program.

Relevant law

The proposed projects have been assessed against access, inclusion and equity considerations under the *Charter of Human Rights and Responsibilities Act 2006*.

In accordance with the *Gender Equality Act 2020* all Council grants programs under the Community Grants Policy are subject to an annual review and Gender Impact Assessment, to ensure gender equality. As part of the most recent review, as presented to the 24 April 2024 Scheduled Council Meeting, several additional measures were identified and included in the Community Grants Policy, in the interest of delivering more inclusive and accessible funded community projects for the Macedon Ranges.

A Gender Impact Assessment has been undertaken for each of the two grant applications addressed above.

Relevant regional, state and national plans and policies

Nil.

Relevant Council plans and policies

- Council Plan 2021-2031
- Community Grants Policy
- Environment Strategy
- Municipal Public Health and Wellbeing Plan
- Gender Equity Action Plan
- Fair Access Policy
- Disability Action Plan

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? No impact to Council's energy usage.

How will the recommendations mitigate risks posed by climate change to Council operations and services? No impact.

How will the recommendation help to prepare the community for future climate scenarios? The recommended projects will support building community connections and growing membership which will support community cohesion in preparing for future climate emergencies and scenarios.

Financial viability

The table below outlines a summary of the applications to date in the 24-25 financial year.

Applications allocated to date	Funding Allocated to date	2025-2026 grant budget remaining	Applications in this report	Amount requested in this report	Amount remaining if approved
0	\$0	\$30,000.00	2	\$3,400.00	\$26,600.00

Sustainability implications

As both projects involve purchasing new laptops, correct recycling of old technology will be recommended through Council's transfer stations and e-waste program.

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 ASSETS AND OPERATIONS REPORTS

AO.1	DRAFT ROAD MANAGEMENT PLAN 2025-2029
Officer:	Simon Finlay, Interim Manager Civil Services and Resource Recovery
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	<ol style="list-style-type: none"> Attachment 1 - Draft Road Management Plan - 2025-2029 - Final (under separate cover) Attachment 2 - Summary of Amendments to the Road Management Plan 2025-2029 ↓ Attachment 3 - Summary of Submissions - Redacted - Road Management Plan 2025-2029 ↓

Summary

The Road Management Plan is a risk management tool that identifies inspection and repair frequencies for Council managed roads and road infrastructure. This report presents to Council the Road Management Plan 2025-2029 (Attachment 1) for Council's consideration and adoption.

Recommendation**That Council:**

- Adopts the Draft Road Management Plan 2025-2029.**
- Notifies all submitters regarding this resolution and thanks them for their feedback and participation.**

Background

Council, under section 52 of the *Road Management Act* (RMA) is required to develop a Road Management Plan (RMP). This identifies Council as the relevant road authority under Section 34 of the RMA for roads on Council's Road register.

The RMP establishes Council's Road management system for road and road-related infrastructure. The RMP is developed in line with the Council's obligations under the RMA and Wrongs Act, 1958, considering resource availability and operational objectives. Council must review, update and endorse a new RMP by 31 October 2025.

The RMP is a key risk management tool for Council. It establishes inspection and intervention levels for roads and road related infrastructure including roads, footpaths, kerb and channel, and drainage etc. Further, it identifies maximum repair times for any items that are outside of intervention levels. This document and its established frequencies for inspection and intervention are vital components of Council's defence should a claim be made against Council.

Discussion

Macedon Ranges Shire Council (MRSC) records 1,782 kilometres of roads and access tracks in the corporate asset register; not all are public roads. Council's Register of Public

Roads lists approximately 1,607 kilometres of roads (Sealed 871km, Unsealed 736km), which makes up the bulk of the local road network provided by Council.

Council maintains a further 97 kilometres of roads, including:

- roads within reserves and facilities (30km); and
- fire access tracks (67km)

These roads have a less stringent inspection and maintenance regime than those on the Public Road Register.

Roads within the Shire that Council does not maintain include:

- access tracks to private properties;
- fire access tracks maintained by others; and
- public roads maintained by neighbouring shires under agreement with MRSC.

A Road Management Plan contains:

- details of the management of road network listed on Public Road Register
- classification of road and footpath assets
- inspection frequencies and standards, e.g. Reactive, Proactive and Condition
- maintenance standards, including intervention levels and response times for repair
- identified stakeholders and outlines their responsibilities, e.g. road authorities,
- service authorities and road users.

If no RMP is in place for road management, Council may be found negligent in meeting its duties under the Act. An RMP provides statutory defence/protection under the Road Management Act. The RMP is a risk-based approach to road management that assists in prioritising and programming works.

Objectives of this Road Management Plan

The objectives of this RMP are to provide:

- an overview of the management system used to execute Council's road management;
- functions as the responsible road authority under the RMA;
- management and maintenance of roads within available resources;
- relevant standards in the discharge of the Council's duties in the performance road management functions;
- a safe and efficient municipal public roads network, primarily for travel and transport;
- sufficient information to enable Council and the community to appreciate the value of its road assets and associated activities to manage risk across the municipal road network, and
- a simple, easy-to-understand overview of the Council's Road management system and responsibilities as required under the RMA.

Road Management Plan Scope

The RMP includes all roads for which MRSC is responsible but concentrates on those roads listed in the Council's Register of Public Roads. It is limited to roads and road-related infrastructure as defined under the RMA and for which Council is the relevant road authority.

The assets covered include:

- road pavement and surface;
- on-street car parking;
- off-street Council owned car parks;
- traffic control devices;
- paths; and
- shared paths;
- bridges - only the road pavement, surface and footpath components.

The Asset Management Plan covers the management of other bridge components; and road culverts, table drains and drainage pits.

Examples of infrastructure not covered in the RMP include:

- underground drainage pipes;
- roadsides – covered under the Roadside Conservation Management Plan 2021;
- substructures and superstructures of bridges;
- vehicle crossings providing access to private properties; and
- non-road infrastructure.

Additionally, the plan considers utilities in the road reserve only to the extent that they affect road assets.

MAV Insurance has recently developed an RMP template that councils may elect to use. The template has guided the development of the Draft Macedon Ranges Shire Council RMP but has not been directly used. Part of the reason for this is confusion regarding MAV Insurance's decision to reverse the road and footpath hierarchy categories in the template with Category 5 being their highest order of road as opposed to the long-standing position of Category 1 being the highest order of road.

Consultation and engagement

Feedback from the following groups has informed the development of the draft RMP. Internal consultation, review and feedback from the following Units:

- Risk and OHS;
- Community and Social Planning;
- Governance;
- Environment;
- Engineering and Assets;
- Resource Recovery;

- Arboriculture; and
- Civil Maintenance.

External consultation:

JLT Public Sector (Risk Solutions), provided pro bono guidance informing the development of the Draft Road Management Plan and ensuring alliance with the MAV Insurance RMP template and where resourcing does not permit meeting any activities/frequencies recommended in the template, that the RMP includes appropriate protection for Council in the event of a claim.

Community consultation was conducted from 8 May 2025 to 6 June 2025. Six submissions were received and considered, following review there were no changes made to the draft Road Management Plan 2025-2029.

The following attachments are provided to support this report:

- **Attachment 1:** Draft Road Management Plan 2025–2029;
- **Attachment 2:** Summary of amendments to the Road Management Plan;
- **Attachment 3:** Summary of the submissions received (redacted), Officer response and action to each of those submissions.

Collaboration

Review of neighbouring councils Road Management Plans was conducted as part of the process of developing the Draft RMP 2025-2029. Specific collaboration is not required in relation to this report.

Innovation and continuous improvement

The Municipal Association of Victoria has recently developed a template Road Management Plan, which Council's may choose to use. While Council did not use the template at this time, the template informed revisions and additions to the Road Management Plan 2025-2029 which represents continuous improvement.

Relevant law

The *Road Management Act 2024* is applicable to this report, the purpose of the Act is outlined below:

- establishes a new statutory framework for the management of the road network which facilitates the coordination of the various uses of road reserves for roadways, pathways, infrastructure and similar purposes;
- sets out certain rights and duties of road users;
- establishes the general principles which apply to road management;
- provides for the role, functions and powers of a road authority;
- provides for the making of Codes of Practice to provide practical guidance in relation to road management;
- facilitates the making of road management plans as part of the management system to be implemented by a road authority in the performance of road management functions;
- enables the declaration and discontinuance of roads;

- provides a new process for the declaration and classification of roads and the re-allocation of management responsibility for roads;
- provides for a road authority to keep a register of public roads in respect of which the road authority is the coordinating road authority;
- provides for the construction, inspection, maintenance and repair of public roads;
- sets out the road management functions of road authorities;
- sets out the road management functions of infrastructure managers and works managers in providing infrastructure or conducting works;
- provides for issues relating to civil liability arising out of road management;
- provides for mechanisms to enforce and administer provisions of the Act; and
- makes related amendments to the *Transport Act 1983*, the *Road Safety Act 1986*, the *Local Government Act 1989* and certain other Acts.

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

Council recognises the importance of ensuring equitable access and safety for all road users. The RMP primarily focuses on road classifications, inspection frequencies, and maintenance standards, which are guided by statutory obligations under the *Road Management Act 2004*.

However, Council acknowledges that different road users, including pedestrians, cyclists, and drivers, may experience road-related infrastructure and safety concerns differently. This includes considerations such as pedestrian safety, shared path accessibility, and street lighting, which can have an impact on the mobility and safety of various community members, including women, children, and older residents.

As part of Council's commitment to inclusive infrastructure planning, gender considerations will be taken into account where relevant, particularly in relation to pedestrian infrastructure, road safety improvements, and accessibility measures.

Relevant regional, state and national plans and policies

Not applicable to this report.

Relevant Council plans and policies

Council's Asset Management Plan is relevant to this matter as road assets are registered within it and condition audits are undertaken in accordance with the plan.

Climate Impact Assessment

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

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

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

Financial viability

The inspection frequencies and intervention levels identified in the Road Management Plan can be achieved within existing resource levels.

Sustainability implications

Not applicable 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.

Attachment 2 – Summary of amendments to Road Management Plan

The following amendments have been incorporated in this round of the RMP review.

Section in Previous RMP	Description of the Amendment	Section in Current RMP
Structure of the RMP (Table of Contents)	The structure of the Road Management Plan (RMP) was revised to enhance readability and flow, allowing readers to understand its contents more easily. This approach supports a clearer organisation and logical progression, ensuring the key information and responsibilities are conveyed effectively.	See new Table of Contents
Not Applicable	The new Chapter 2: Strategic Framework has been developed to establish a clear "line of sight" between the Council Plan and key Asset Management (AM) documents. This addition highlights how the Road Management Plan aligns with broader Council objectives, showing how specific actions within the RMP contribute to overarching Council goals. It also incorporates details about the Asset Management Policy and Strategy, underscoring their roles in guiding asset management principles, setting objectives, and driving consistent practices across Council operations. This alignment helps ensure that the RMP not only meets operational needs but also supports Council's strategic directions.	Chapter 2
Access to Private Property	A new diagram has been included in the document to visually clarify Council's responsibilities in ensuring access to rural properties with pipes driveway crossovers. This diagram highlights the roles and boundaries of Council's involvement in maintaining rural road access, which is crucial for supporting property connectivity, emergency response, and local transport needs. It serves as a straightforward reference for understanding the extent and limits of Council's maintenance obligations, providing stakeholders with a clear visual representation of these responsibilities.	See 3.11

Reactive Inspection Time: notified within 3 business days of being notified	The reactive inspection timeframe has been adjusted from three days to five days. This change allows for better resource allocation and management without disrupting other day-to-day operational activities. Extending the timeframe provides flexibility for the team to handle inspections more efficiently, improving overall workflow while still meeting service standards. This update balances operational needs with the quality-of-service delivery, ensuring that response efforts remain effective, and resources are optimally utilised.	Reactive Inspection Time: notified within 5 business days of being notified
Inspection Frequency-Sealed Road and Parking Bays - Category 1	The inspection frequency has been revised from six inspections to twelve inspections annually, aligning with the current inspection frequency for Category 1 - Sealed Roads and Parking Bays. This adjustment reflects a higher level of service, ensuring these essential public assets are monitored more frequently. The increase in inspection frequency allows for earlier identification and response to potential issues, contributing to enhanced safety, improved road and parking quality, and greater customer satisfaction. This proactive approach highlights the Council's commitment to maintaining high standards in managing critical infrastructure assets.	Inspection Frequency-Sealed Road and Parking Bays - Category 1
Inspection Frequency-Sealed Road and Parking Bays - Category 2	The inspection frequency has been revised from three inspections to six inspections annually, aligning with the current inspection frequency for Category 2 - Sealed Roads and Parking Bays. This adjustment reflects a higher level of service, ensuring these essential public assets are monitored more frequently. The increase in inspection frequency allows for earlier identification and response to potential issues, contributing to enhanced safety, improved road and parking quality, and greater customer satisfaction. This proactive approach highlights the Council's commitment to maintaining high standards in managing critical infrastructure assets.	Inspection Frequency-Sealed Road and Parking Bays - Category 2

Intervention Level: Schedule 3: Urban Streets; Footpaths, Shared Paths, and Bicycle Paths	The intervention level has been lowered from 25mm to 20mm to enhance the level of service for pathway maintenance. This adjustment aims to improve pathway quality, leading to higher customer satisfaction by proactively addressing trip and fall hazards. The reduced intervention threshold means that smaller surface irregularities will now prompt maintenance action, reducing the frequency of customer requests related to pathway safety and enhancing overall public safety and usability. This proactive measure supports a safer pedestrian environment and demonstrates a commitment to maintaining high standards in community infrastructure.	Intervention Level: Schedule 3: Urban Streets; Footpaths, Shared Paths, and Bicycle Paths
Defect Treatment Time: Schedule 3: Urban Streets: Kerb & Channel	The defect treatment time for Kerb & Channel has been adjusted from 30 days to 90 days, allowing for more efficient resource allocation and reducing disruption to ongoing operational activities. This change helps streamline priority management, ensuring that critical tasks and urgent maintenance receive the necessary focus while still addressing Kerb & Channel defects within a manageable timeframe. By extending this timeframe, the department can plan and allocate resources more effectively, maintaining overall operational efficiency and stability in service provision.	Defect Treatment Time: Schedule 3: Urban Streets: Kerb & Channel
Intervention Level: Schedule 3: Urban Streets: Kerb & Channel	The following clarification has been added to address different intervention levels based on the material. 1. Kerb & Channel (Concrete): broken or heaved 75mm vertically, 2. Kerb & Channel (Bluestone and Pavers): broken or heaved 100mm vertically, and to the extent of preventing the free flow of water.	Intervention Level: Schedule 3: Urban Streets: Kerb & Channel
Inspection Frequency: Schedule 3: Urban Streets: Kerb & Channel	The inspection frequency has been updated from "Reactive" to "Annually" to ensure a higher level of service and proactive maintenance of assets. This change aims to address potential issues before they escalate, improving overall safety and reliability.	Inspection Frequency: Schedule 3: Urban Streets: Kerb & Channel

Defect Treatment Time: Schedule 3: Urban Streets: Drainage Pits	The defect treatment time for Drainage Pits <i>"Missing pit lids, surrounds or grates in pedestrian areas or traffic lanes and Damaged Council drainage pit lids (such that they are potentially structurally unsound)"</i> has been reduced from 30 days to 5 business days due to the nature of these defects and the significant risk they pose to pedestrians and vehicles.	Defect Treatment Time: Schedule 3: Urban Streets: Drainage Pits
Defect Treatment Time: Schedule 3: Urban Streets: Footpaths, Shared Paths, and Bicycle Paths	The defect treatment time for Footpaths, Shared Paths, and Bicycle Paths <i>"Displacement > 25mm"</i> has been reduced from 30 days to 20 business days due to the nature of these defects and the significant risk they pose to users.	Defect Treatment Time: Schedule 3: Urban Streets: Footpaths, Shared Paths, and Bicycle Paths
Demand and Growth	Demand and Growth section was excluded from the latest version of the Road Management Plan (RMP) as its focus is not directly relevant to the RMP's objectives. Since the RMP is primarily concerned with current maintenance standards, inspection schedules, and intervention levels, it may be more appropriate to address demand and growth projections in other strategic documents. This streamlining can help keep the RMP focused on immediate management tasks and resource allocation, allowing the document to remain clear and actionable for its intended operational purposes.	Not Applicable
Funding Sources	The Funding Sources section was excluded from the updated Road Management Plan (RMP) because it does not directly contribute to the RMP's core purpose. The RMP primarily focuses on the policies, procedures, and standards for managing and maintaining road infrastructure, including inspection schedules, intervention levels, and response times. Funding information, though essential for long-term planning, is typically more aligned with financial or strategic asset management plans rather than operational documents like the RMP. Excluding this section allows the RMP to stay concise and focused on practical, actionable aspects of road management.	Not Applicable

Risk Management Framework	The <i>Risk Management Framework</i> section was removed from the updated Road Management Plan (RMP) as it was deemed to add limited value. The RMP's primary objective inherently involves managing and minimizing risks through its established processes, guidelines, and standards. By focusing directly on actionable steps—such as inspections, intervention levels, and response times—the RMP effectively serves as a risk management tool in itself. Including a separate Risk Management Framework section was found redundant, as the entire plan's purpose is to mitigate risks associated with road infrastructure, thus rendering a distinct framework unnecessary for the document's overall goals.	Not Applicable
Minimising Risks	The Minimising Risks section was omitted from the updated Road Management Plan (RMP) as it was found to be redundant. The RMP's core function is inherently focused on managing and minimising risks by establishing a structured framework for road maintenance, safety, and response. By setting out clear guidelines for inspections, maintenance standards, and response times, the RMP actively addresses risk management throughout the document. Therefore, a separate Minimising Risks section was deemed unnecessary, as the entire RMP is centred on strategies to minimize risks associated with road infrastructure and safety.	Not Applicable
Exceptional Circumstances	The section title was updated to "Force Majeure - Exceptional Circumstances" to emphasise the Chief Executive Officer's (CEO) authority to partially or fully suspend the Road Management Plan (RMP) in specific, uncontrollable situations. The section's body was also revised to improve clarity and readability, ensuring that readers can easily understand the context and implications. This enhanced version outlines the CEO's power to pause parts of the RMP in response to emergencies or unforeseen circumstances—such as natural disasters, resource limitations, or critical staffing shortages—and specifies the process for reactivating the plan once conditions stabilise. This structure allows for clearer communication of the RMP's flexibility in handling exceptional events while maintaining an organized response approach.	5. Force Majeure - Exceptional Circumstances

Monitoring and Review	A new subsection "Timeframe for RMP Review" was added to clarify the review requirements under both the Local Government Act 1989 and the Local Government Act 2020 enhances the document's comprehensiveness. This will ensure that readers are informed about the statutory obligations for reviewing the Road Management Plan (RMP). The updated subsection clearly documents these key timeframes, helping users understand the legal requirements for RMP reviews and ensuring that the review process aligns with the most recent legislative standards.	6.1 Time frame for RMP Review
Monitoring and Review	A new subsection, "Amendments to the RMP," has been added to provide clarification on when notice is required for proposed amendments to the Road Management Plan (RMP). This addition outlines specific scenarios in which public notice must be issued for changes affecting construction, inspection, maintenance, or repair standards and when such notice can be waived, including cases where amendments increase standards, apply to newly designated roads, or involve administrative adjustments.	6.2 Amendments to the RMP
Not Applicable	Amendments to the Road Management Plan (RMP) that impact construction, inspection, maintenance, or repair activities are documented in Appendix F.	Appendix F - Amendments to Road Management Plan

Not Applicable	<p>The following addition has been made to ensure clarity around responsibilities during emergencies:</p> <p>Emergency and Defect Response Times Works arising from emergency incidents that require immediate action to ensure the safety of road users and the public.</p> <p>Emergency works may include:</p> <p>Traffic incident management. Responses to natural disasters such as fires, floods, and storms. Spillages or other hazardous conditions. Assistance required under the Victorian State Emergency Response Plan and the Municipal Emergency Management Plan (MEMP). This clarification ensures that all parties understand their roles and responsibilities in maintaining public safety and managing infrastructure during emergency situations.</p>	5.12 Emergency Response Time
Not Applicable	<p>The following note was added to clarify Open/Table drain inspections "Note: Open table drains are NOT routinely inspected, adding a defect tracking system in <i>AssetFinda</i> would help in monitoring and managing these assets. This could be useful, especially as defects in these drains typically exceed intervention levels and might only become noticeable during storms or heavy rainfall. Integrating this into <i>AssetFinda</i> will provide a structured way to track and manage any necessary actions for these drains when they're impacted by weather events, ensuring timely interventions only as needed, without dedicating unnecessary resources to regular inspections. This approach balances proactive monitoring with resource efficiency, especially since the drains are typically only affected under certain conditions."</p>	Appendix A -Schedule 1

Road Hierarchy	<p>The description of <i>Fire Access Tracks</i> on page 16 has been updated to better reflect their limited function. The original text: "Unformed roads are used only for emergency access purposes. There are 3 sub-categories of Fire Access Tracks: Seasonally Maintained; Gated; and Private Property." Has been replaced with: "These perform a very minimal function. They typically act as fire access, or as a secondary or seasonal access road to large rural / farming properties. Key features typically include:</p> <ul style="list-style-type: none">• Provides secondary access to properties• Unsealed roads, often unformed or with minimal material. Due to the limited function and use of these roads, they are not subject to a proactive inspection regime or the same hazard intervention levels as other roads. <p>Correspondingly, <i>Table 1: Road Asset Information</i> (page 15) has been updated to reflect that Fire Access Tracks are not listed in the Public Road Register, except under certain circumstances.</p>	Pages 15 and 16
Strategic Framework	<p>Updated information has been provided to reflect recent changes to Council's strategic framework, specifically the updated 10-Year Asset Plan and Asset Management Framework. These updates ensure stronger alignment with the Council Plan and Community Vision, supporting a more integrated and transparent approach to long-term planning, asset management, and service delivery across the Macedon Ranges Shire.</p>	Page 11 and 12

Attachment 3 – Road Management Plan 2025-2029 Consultation – Summary of Responses – Redacted

Road Management Plan – Summary of Responses to Submission (redacted)				
Submission #	Name	Summary of submission	Officer response	Action
1	[REDACTED]	Request for a roundabout at the Frith Road junction.	Not applicable to the Road Management Plan.	No action for the Road Management Plan.
2	[REDACTED]	Review of the current topping material used on unsealed roads to consider a lower dust and erosion option.	Not applicable to the Road Management Plan.	No action for the Road Management Plan.
3	[REDACTED]	Redesdale Road near the Kyneton transfer station has become dangerously 'bumpy' over several hundred metres and urgently needs attention to prevent potential accidents.	Not applicable to the Road Management Plan.	No action for the Road Management Plan.
4	[REDACTED]	Review the intersection of Fisher Street, Rodney Street and Melbourne Road in Gisborne due to increased traffic and multiple safety concerns.	Not applicable to the Road Management Plan.	No action for the Road Management Plan.
5	[REDACTED]	Request for Boggy Gate Road to be sealed.	Not applicable to the Road Management Plan.	No action for the Road Management Plan.
6	[REDACTED]	Request for traffic lights at the High Street, Woodend intersection to prevent a serious accident due to ongoing safety risks for all road users.	Not applicable to the Road Management Plan.	No action for the Road Management Plan.

AO.2	RESPONSE TO PETITION IN RELATION TO THE SPEED LIMIT ON CABBAGE TREE LANE, GISBORNE SOUTH
Officer:	Benup Neupane, Coordinator Engineering Services
Council Plan relationship:	1. Connecting communities
Attachments:	Nil

Summary

A petition has been received from Jane Brook in Gisborne South on behalf of 20 residents stating:

“Mayor and Councillors of the Macedon Ranges Shire Council, we the undersigned, petition Macedon Ranges Shire Council as of Wednesday 12 March 2025 to reduce the speed limit on Cabbage Tree Lane, Gisborne South.

This report provides recommendations based off regulatory and technical considerations to Councillors in regard to the speed limit along Cabbage Tree Lane, Gisborne South, McGeorge Road, Gisborne and Weigall Road, Gisborne.

Recommendation

That Council:

1. **Maintains the speed limit along Cabbage Tree Lane, Gisborne South as 80km/h.**
2. **Notifies the Head Petitioner of the decision of Council.**
3. **Proceeds with seeking approval from the Department of Transport and Planning to increase the speed limit along McGeorge Road, Gisborne between Couangalt Road and Brooking Road to 80km/h from 60km/h.**
4. **Proceeds with seeking approval from the Department of Transport and Planning to reduce the speed limit along Weigall Road, Gisborne to 80km/h from 100km/h.**
5. **Notifies residents of the recommendation of Council and the speed limit changes.**
6. **Installs speed signs once approval from the Department of Transport and Planning is received.**
7. **Continues reviewing other instances of potential historical speed limit inconsistencies and proceed with formalising these with appropriate speed limits.**

Background

Cabbage Tree Lane is a rural road in Gisborne South, currently signposted at 80km/h. Council has received ongoing requests from residents seeking a speed reduction, including through a non-compliant petition submitted by Jane Brook on 12 February 2025. Residents have raised concerns over increased traffic volumes, road geometry near Olive Lock Bridge, and the growing presence of heavy vehicles and construction traffic. Cabbage Tree Lane connects from Couangalt Road via Weigall Road to McGeorge Road.

Council previously sought approval to reduce the speed limit on nearby McGeorge Road to 60km/h in 2022. This reduction was requested during a period of increased tourism and media activity associated with the filming of *The Block* (2022), which generated high volumes of visitors, construction workers, and roadside parking due to interest in featured houses. Correspondence sent by Council to local residents in 2023 cited the development at Willowbank Estate and concerns of residents along McGeorge Road as the justification for the speed limit reduction.

As per traffic count data collected by Council officers it appears that traffic from Couangalt Road is preferring to travel along Cabbage Tree Lane and Weigall Road to access McGeorge Road instead of travelling directly along McGeorge Road due to the 60km/h limit along McGeorge Road.

Discussion

Under the Department of Transport and Planning Speed Zoning Policy, rural roads in Victoria have a default speed limit of 100 km/h unless signed otherwise. As Cabbage Tree Lane is a rural road and not a dense residential area near a town centre typically a speed limit of 100km/h would apply.

In Victoria, speed limits are governed and monitored by the DTP. Council does not have jurisdiction to set speed limits within the Shire, as changes require formal approval from the DTP and endorsement by the Minister. Council officers assess community requests for speed limit reviews and submit applications to the DTP based on technical criteria aligned with the Victorian Speed Zoning Guidelines. These criteria include road environment, proximity to town centres, road category, traffic speed data, volume, and crash history analysis.

The current 80km/h limit along Cabbage Tree Lane already reflects a reduced speed in line with road conditions and environment.

Council officers have recently collected additional traffic count data along Cabbage Tree Lane.

Recent data shows an increase in traffic along Cabbage Tree Lane and Weigall Road:

- **November 2020:** 461 vehicles per day (AADT)
- **May 2025:** 1,056 vehicles per day (AADT)

This increase suggests Cabbage Tree Lane and Weigall Road is being used as a shortcut to bypass a portion of the 60km/h limit along McGeorge Road.

Traffic count data along McGeorge Road supports this:

- Near Brooking Road (September 2024): 2,068 AADT
- Near Couangalt Road (May 2025): 1,156 AADT

The data indicates that a large volume of movements are diverting onto Cabbage Tree Lane, likely to avoid the 60km/h limit on McGeorge Road.

Council officers recommend requesting DTP approval to reinstate an 80km/h limit on McGeorge Road. This change would direct through-traffic to the preferred, more suitable corridor—McGeorge Road—and deter detours along Cabbage Tree Lane. The DTP has previously indicated support for this change, noting that the initial reduction was context-specific and not in line with the Victorian Speed Zoning Guidelines for such a road. It is recommended to reduce the speed limit along Weigall Road to 80km/h in line with the Victorian Speed Zoning Guidelines to support these changes in the area. Currently a portion of Weigall Road travelling east is a default 100km/h while travelling west is 80km/h. It is

noted that there is currently little compliance with the 60km/h speed limit along McGeorge Road with the 85th percentile speed recorded at 77.8km/h. This further reiterates that McGeorge Road has the capacity to operate at a recommended 80km/h limit.

The existing 80km/h limit on Cabbage Tree Lane remains appropriate. Operating speeds remain within tolerable ranges (previously assessed as 77.58 km/h at 85th percentile), and the road's function, classification, and design do not justify a further reduction under the current Victorian Speed Zoning Guidelines.

The concerns around Olive Lock Bridge have been investigated. The double-line markings on the approach to Olive Lock Bridge as well as the installed warning signage provide sufficient delineation for traffic, and the bridge's geometry does not necessitate a further speed reduction.

The concerns regarding driver safety, pedestrian safety, or failure to share the road appropriately fall outside of infrastructure-related solutions and are instead issues of driver behaviour. Council does not have the authority to enforce road rules, and if drivers are exceeding the speed limit, this is a law enforcement matter and should be reported to Victoria Police for appropriate action.

Lower speed limits should be based on safety risks such as unsuitable road geometry, high pedestrian activity, or a history of crashes, none of which may apply here. Setting an unrealistically low speed limit may lead to poor compliance and enforcement difficulties. Furthermore, speed limits should be consistent with similar roads in the area to ensure uniformity and avoid driver confusion.

The Road Safety Act 1986 and the Victorian Road Rules mandate that drivers must adjust their speed and driving behaviour to suit the conditions of the road, including weather, traffic, and visibility. With a speed limit of 80km/h, drivers must still drive accordingly if the road conditions are poor or if there are pedestrians, cyclists, or other hazards present.

Consultation and engagement

In 2023 Council informed residents along McGeorge Road of the speed reduction along McGeorge Road between Couangalt Road and Brooking Road to 60km/h.

In February 2025 Council received a non-compliant petition from residents and local community members seeking a speed reduction along Cabbage Tree Lane. The response of Council officers at the time is consistent with current recommendations that Cabbage Tree Lane does not justify a further reduction in speed limit.

If the recommendation of this report is endorsed, Council officers will inform residents along Cabbage Tree Lane, Weigall Road and McGeorge Road of the recommendation of Council and the next steps for implementation of revised speed limits.

Collaboration

Council officers have worked closely with the DTP to ensure speed limit proposals are in accordance with the Victorian Speed Zoning Guidelines. DTP is the responsible authority for speed limits across Victoria.

Innovation and continuous improvement

Council officers will continue to review speed limits across the shire to ensure that they are both appropriate and meet the needs of the community.

Relevant law

Road Management Act 2004

Road Safety Act 1986

Victorian Speed Zoning Guidelines

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

Relevant regional, state and national plans and policies

Not applicable to this report.

Relevant Council plans and policies

Mobility and Road Safety Strategy 2023-2032

Climate Impact Assessment

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

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

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

Financial viability

The removal and installation of regulatory speed zoning signage will be incorporated into Councils operations budget.

Sustainability implications

Not applicable 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.

AO.3	DRAFT WOODEND RACECOURSE RESERVE MASTER PLAN
Officer:	Katelyn Caruana, Open Space & Recreation Planner
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	1. Draft Woodend Racecourse Reserve Concept Plan (under separate cover) 2. Draft Woodend Racecourse Reserve Master Plan Background Report (under separate cover)

Summary

The purpose of this report is to present the draft Woodend Racecourse Reserve Concept Plan (Attachment 1) and associated background report (Attachment 2) for endorsement to be placed on a four-week public exhibition period and to seek community feedback to inform the direction and development of the final Woodend Racecourse Reserve Master Plan.

Recommendation

That Council endorses the release of the draft Woodend Racecourse Reserve Master Plan for four weeks of community consultation.

Background

Woodend Racecourse Reserve (WRR), located at 1–27 Forest Street, Woodend, is primarily situated on Crown Land, with a small section under Council ownership. Since 1992, Council has managed the reserve as the appointed Committee of Management. In this role, Council is responsible for overseeing the reserve's use, maintenance, and development on behalf of the Department of Energy, Environment and Climate Action (DEECA), ensuring compliance with relevant legislation and alignment with community needs.

The Reserve is zoned Public Conservation and Resource Zone (PCRZ) except for the small Council owned land parcel zoned Neighbourhood Residential Zone (NRZ). It is also subject to several planning overlays, including Environmental Significance, Inundation, Vegetation Protection, Heritage (HO344) and Cultural Heritage.

Since the last horse racing activity in 1982, WRR has become a key open space which is centrally located in Woodend. WRR is 25.87 hectares of open space, including 9 hectares of remnant grassland vegetation known as Woodend Grassland Reserve. The remaining 17 hectares services many active recreation activities including AFL, Cricket, Netball, Equestrian, Pétanque and Basketball and supports a range of informal recreational opportunities such as walking, running, picnicking or shooting hoops. The existing facilities at WRR include an AFL/Cricket oval, indoor stadium, outdoor hardcourts, pétanque piste, equestrian facilities, former racecourse assets and associated infrastructure such as carparking and walking paths. Much of the built form onsite is aged, non-compliant to current standards and requires renewal.

In January 2023, Council engaged a consultant to lead the development of the Woodend Racecourse Reserve Master Plan (the Plan), providing clear direction for the future planning, development and activation of WRR with the key objectives to:

- Assess current and future reserve user needs;
- Evaluate facility condition and potential for consolidation of infrastructure;
- Consider the future of historic buildings;
- Assess demand for rectangular sports fields;
- Provision of fit for purpose infrastructure to support active, passive and informal recreational pursuits;
- Estimation of costs, timeframes and implementation responsibilities.

This report presents the draft Woodend Racecourse Reserve Concept Plan (Attachment 1) and associated background report (Attachment 2). Feedback received during community consultation will inform the direction and development of the final Master Plan, outlining short, medium and long-term actions for implementation.

Discussion

In 2023, Council initiated the development of the Plan to establish a clear, staged, and community-endorsed vision for the site.

The following methodology has guided the preparation of the draft Plan:

1. Funding Advocacy: Council allocated \$40,000 funding in its 2022/23 budget for the development of the Plan.
2. Project Brief: The project purpose and objectives were defined, and a consultant was engaged to develop the Plan in early 2023.
3. May 2023: An initial round of consultation was undertaken with key user groups, relevant peak bodies, Council officers, nearby residents and the wider community to gather insights on current usage and future needs. This included an online survey, which received 61 submissions.
4. Late 2023: Development of the Plan put on hold, pending further development of the Macedon Ranges Community Equestrian Facilities Plan.
5. Site Analysis: An audit of the existing reserve infrastructure was completed.
6. Background Research: This included a review of existing strategies, demographic analysis, and participation trends.
7. Mid 2024: Key issues and opportunities for the site were identified, leading to the development of the Woodend Racecourse Reserve Issues and Opportunities Paper, including two associated concept plans. The document was publicly exhibited from 9 August to 5 September 2024, receiving 170 submissions.
8. Community Petition: a petition for a multi-use rectangular pitch/sports field in Woodend was presented at the 16 September 2024 Council meeting, where it was resolved to consider its development within the Master Plan.
9. As part of the initial community consultation and the exhibition phase of the Issues and Opportunities Paper the Woodend Men's Shed submitted a request for a long-term lease to build permanent facilities to house their operations at Woodend Recreation Reserve. Their needs have been considered by Officers who have communicated with representatives of the Woodend Men's Shed that WRR would be an unlikely location for the men's shed due to a lack of available open space to support their unique facility requirements and the compatibility level of Men's Shed activities with other informal and active recreation/sport user groups at the reserve.

- 10.** Development of the draft Plan. Community consultation of the draft Plan with DEECA, key user groups, relevant peak bodies, Council officers, surrounding residents and the broader community to develop the final Plan for adoption at a future meeting of Council.

Consultation and engagement

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

Community consultation to inform the draft Plan has incorporated a two-stage process:

- Stage One: Conducted in May 2023, involved targeted engagement with key stakeholders including local clubs, community groups, Council officers, and relevant peak bodies. This stage also included an online survey to capture broader community input. The feedback gathered helped shape the development of the Woodend Recreation Reserve Master Plan – Issues and Opportunities Paper. Promotion of the survey was carried out through stakeholder networks, media releases, on-site flyers, and Council's social media channels, resulting in 61 community responses.
- Stage Two: Undertaken in August and September 2024, presented the Woodend Racecourse Reserve Issues and Opportunities Paper to stakeholders and the wider community for review and feedback. Concept plans and a feedback form were made available through Council's 'Your Say' page, generating 170 submissions. This input played a key role in shaping the draft Plan. The consultation was again promoted via stakeholder networks, media releases, on-site flyers and social media channels.

Collaboration

The draft Plan has been developed through comprehensive collaboration with key user groups, relevant peak bodies, Council officers, surrounding residents, the broader community and with the endorsement of DEECA as the landowner.

Innovation and continuous improvement

The draft Plan reflects Council's commitment to continuous improvement by providing a long-term, strategic framework to guide the future development and enhancement of the reserve. It outlines a planned and coordinated approach to identifying improvement opportunities that will ensure the reserve continues to meet the evolving needs of users and the broader community over time.

Relevant law

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report. It is recommended that any future facility development and programming opportunities at WRR is planned in a way to provide equity of access for all current and future users of the reserve, regardless of gender.

The draft Plan has been informed by community consultation and engagement that was broadly promoted and accessible to all members of the Macedon Ranges community, regardless of age, gender, experience, or background. It is guided by the Victorian Government's Fair Access Policy Roadmap and Council's Fair Access Policy, both of which aim to address barriers faced by women, girls, and gender-diverse people in accessing and using community sports infrastructure.

The implementation of the final Plan will enhance gender-equitable access to sport and recreation in Woodend and the wider Macedon Ranges community, by improving the quality and functionality of infrastructure onsite. The Plan recommends fair and accessible

infrastructure, creating safe and welcoming spaces that support diverse participation opportunities and promote respect, community cohesion, and healthy lifestyles.

Relevant regional, state and national plans and policies

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

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

Relevant Council plans and policies

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

- Domestic Animal Management Plan 2021 – 2025;
- Gilbert Gordon Oval Master Plan 2023;
- Macedon Ranges Community Equestrian Facilities Plan (draft 2024);
- Macedon Ranges Council Fair Access Policy 2024;
- Macedon Ranges Council Plan 2021 – 2031;
- Macedon Ranges Shire Council Open Space Strategy 2013;
- Municipal Public Health and Wellbeing Plan 2021 – 2025;
- Public Toilet & Barbecue Strategy 2023;
- Regional Sports Hub Feasibility Study 2018;
- Sport and Active Recreation Strategy 2018 – 2028;
- Walking and Cycling Strategy 2014 – 2024; and
- Woodend Five Mile Creek Master Plan.

Climate Impact Assessment

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

This recommendation is not expected to impact Council's energy use or greenhouse emissions profile.

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

The recommendations outlined in the draft Plan aim to enhance the resilience of Council operations and services in the face of climate change. By prioritising sustainable design, resource efficiency, and climate-responsive infrastructure, the Plan seeks to reduce environmental impact and operational vulnerabilities. Measures such as improved water management, increased use of climate-resilient materials, and the integration of green infrastructure will help mitigate risks such as extreme weather events, heat stress, and service disruption.

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

Implementing improved drainage solutions and increased shade provision throughout the site will assist in preparing for future climate scenarios.

Financial viability

The final Woodend Racecourse Reserve Master Plan will include an Implementation Plan outlining estimated costs and identifying short, medium, and long-term priorities for delivery.

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

Sustainability implications

To align with Council's commitment to achieving zero net emissions by 2030, any future developments proposed in the final Woodend Racecourse Reserve Master Plan will incorporate sustainable design principles. This may include the use of renewable energy sources such as solar power, energy-efficient lighting, water-sensitive urban design (WSUD), use of sustainable and low-impact building materials, and increased opportunities for active transport. Enhancing tree canopy cover and biodiversity, protecting existing natural features, and minimising waste during construction and operations will also be considered. These measures aim to reduce greenhouse gas emissions, support climate resilience, and ensure long-term environmental sustainability of the reserve.

Officer declaration of conflicts of interest

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

16 NOTICES OF MOTION AND RESCISSION

No. 72/2025-26: NOTICE OF MOTION - LEAVE OF ABSENCE
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I, Councillor Janet Pearce, give notice that at the next Meeting of Council to be held on 23 July 2025, I intend to move the following motion:

That Council grants me (Councillor Janet Pearce) leave under Section 35 of the Local Government Act 2020 for the Council meeting on 27 August 2025.

No. 73/2025-26: NOTICE OF MOTION - INTERPRETATION OF THE GAMBLING HARM MINIMISATION POLICY IN RELATION TO AUSPICING
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I, Councillor Daniel Young, give notice that at the next Meeting of Council to be held on 23 July 2025, I intend to move the following motion:

That Council affirms the interpretation that for the purpose of assessing grant applications, the Gambling Harm Minimisation Policy does not preclude grant funding being provided to an unincorporated organisation through an auspice arrangement with an incorporated body that receives revenue from electronic gaming machines (EGMs), provided that:

- 1. The funded activity itself is not held in a gambling venue; and**
 - 2. The funded activity does not receive sponsorship or financial support from a gambling provider in the same financial year.**
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No. 74/2025-26: NOTICE OF MOTION - DEVELOPMENT OF AN ARTIFICIAL INTELLIGENCE POLICY

I, Councillor Kate Kendall, give notice that at the next Meeting of Council to be held on 23 July 2025, I intend to move the following motion:

That Council:

- 1. Requests the Chief Executive Officer to prepare a draft Artificial Intelligence Policy that sets clear direction for the safe, effective and innovative use of AI, supports compliance with relevant legislation and guidelines, and builds community trust.**
- 2. Notes that the draft Policy should:**
 - (a) Incorporate relevant elements of Council's existing internal AI Protocols and Guidelines;**
 - (b) Align with the Administrative Guideline for the Safe and Responsible Use of Generative AI in the Victorian Public Sector;**
 - (c) Define requirements for risk, procurement, staff training, compliance, monitoring, and effective innovation; and**
 - (d) Provide for regular review to respond to emerging technologies and community expectations.**
- 3. Requests that the draft Policy be presented to a Council Briefing within four months, for consideration to progress to a Council Meeting.**

No. 75/2025-26: NOTICE OF MOTION - INNOVATION COMMITTEE
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I, Councillor Alison Joseph, give notice that at the next Meeting of Council to be held on 23 July 2025, I intend to move the following motion:

That Council:

- 1. Supports the establishment of an “Innovation Committee” as an Advisory and Investigatory Committee of Council with the purpose of:**
 - (a) investigating and providing recommendations to Council on improving the efficiency and oversight of the Council;**
 - (b) developing new and innovative ways of delivering services to the Community;**
 - (c) working with the CEO and Officers to improve customer satisfaction with Council services; and**
 - (d) ensuring public value.**
- 2. Requests Councillors (in consultation with the CEO) prepare draft Terms of Reference for the proposed committee, to be brought to the August 2025 Council Meeting in a Notice of Motion for consideration and adoption, and the notes that the Committee will:**
 - (a) Provide advice to Council only and not exercise any delegated powers or make binding decisions.**
 - (b) Have the power to request and receive information necessary for evidence-based decision making.**
 - (c) Consist of at least 3 Councillors and is open to all Councillors to join.**
 - (d) Meet regularly to develop and consider proposals.**
 - (e) Receive ideas and suggestions for organisational improvements directly from the Community and Council staff.**
 - (f) Regularly reports back to the Community via Council meetings.**
 - (g) Regularly review its performance and operations to ensure continuous improvement.**

17 URGENT BUSINESS

18 CONFIDENTIAL REPORTS

Nil