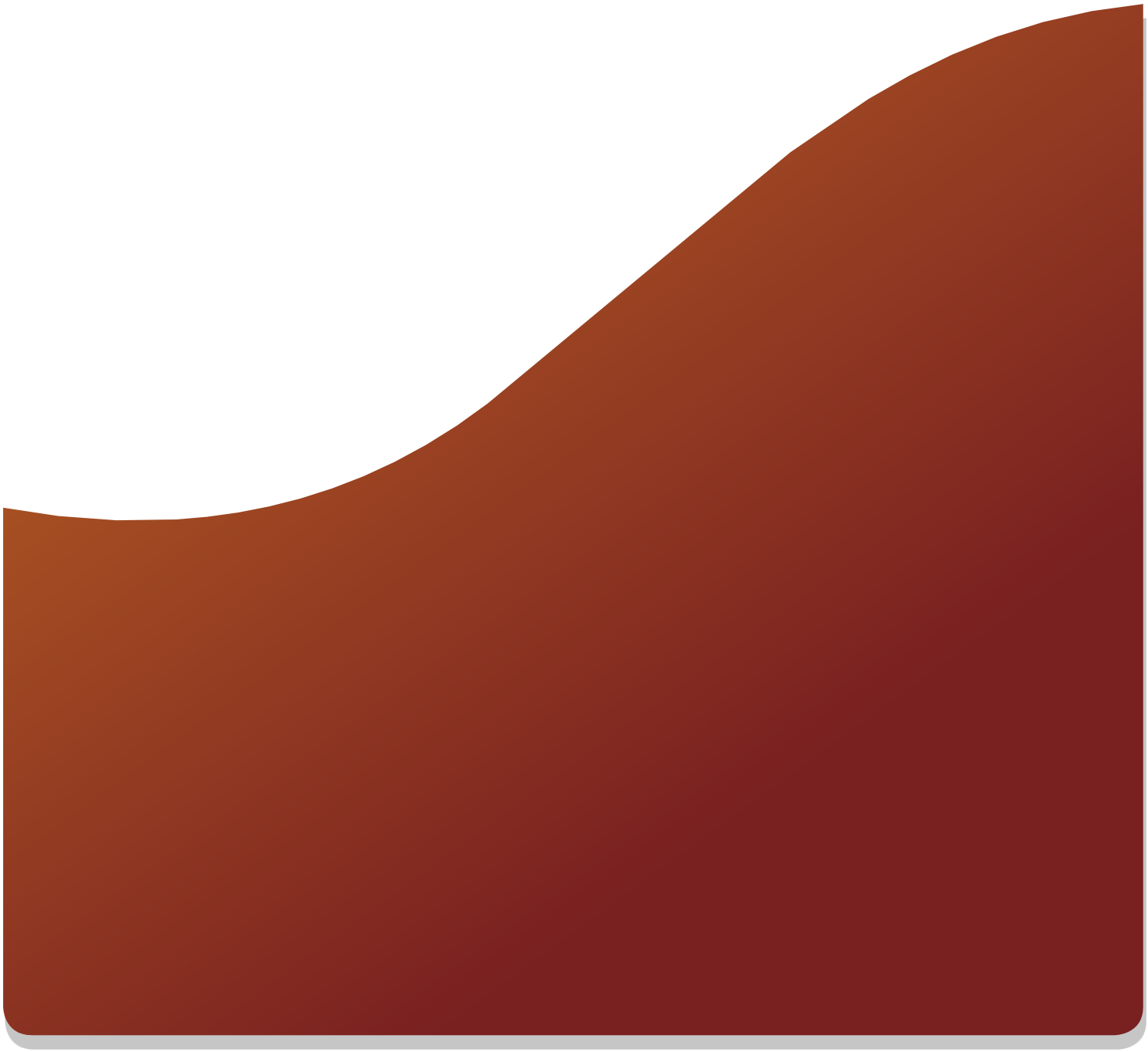
Macedon Ranges Shire Council

Agenda

Council Meeting
Wednesday 25 March 2026 at 7:00 PM
Gisborne Administration Centre
40 Robertson Street, Gisborne



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1 ACKNOWLEDGEMENT OF COUNTRY

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

6.1	**PETITION IN RELATION TO THE URGENT REPLACEMENT OF THE LIFT AT THE KYNETON TOYOTA SPORTS & AQUATIC CENTRE**
Officer:	**Talysha Dawson, Governance Officer**
Council Plan relationship:	**Our Performance**

Summary

A petition has been received from Pam Galbraith in Kyneton on behalf of 39 residents regarding the lift at the Kyneton Aquatic Centre stating:

“We call on Council to urgently replace the lift to ensure continuing reliable access to all users.”

Recommendation

That Council:

1. **Notes the petition from Pam Galbraith on the matter of the urgent replacement of the lift at the Kyneton Sports & Aquatic Centre with 39 signatories;**
2. **Notes that the petition has been circulated to all Councillors confidentially as it contains personal information; and**
3. **Requests the Chief Executive Officer prepare a report in response to this petition, to be presented at the June 2026 meeting of Council.**

6.2	**PETITION IN RELATION TO FORMALLY SEEKING EXCLUSION FROM THE VICTORIAN KANGAROO HARVEST MANAGEMENT PLAN**
Officer:	**Talysha Dawson, Governance Officer**
Council Plan relationship:	**Our Performance**

Summary

A petition has been received from Janine McDougall in Riddells Creek on behalf of 90 residents stating:

“Mayor and Councillors of the Macedon Ranges Shire Council, we the undersigned, petition Macedon Ranges Shire Council from September 13 2025 to formally seek exclusion from the State Government of Victoria’s Kangaroo Harvesting Management Plan Shooting Zone”

Recommendation

That Council:

1. **Notes the petition from Janine McDougall on the matter of formally seeking exclusion from the Kangaroo Harvest Management Plan with 90 signatories;**
2. **Notes that the petition has been circulated to all Councillors confidentially as it contains personal information; and**
3. **Requests the Chief Executive Officer prepare a report in response to this petition to be presented at the July 2026 meeting of Council.**

7 DEPUTATIONS AND PRESENTATIONS TO COUNCIL

8 ADOPTION OF MINUTES

Recommendation

That Council confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on 25 February 2026, as circulated.

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

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

It's been another jam-packed and productive month for Council.

A key highlight was the launch of the Macedon Ranges Autumn Festival at the historic Pig Shed in Kyneton Botanic Gardens. It was fantastic to celebrate this award-winning festival alongside media, local businesses, community groups, event operators and our broader festival stakeholders. I also had the honour of cutting a giant pie – a welcome change from the usual ribbon.

The Romsey Skate Park opening was an outstanding success, with a huge turnout from the community. The excitement from local young people was clear – and they showed impressive patience sitting through the speeches before getting stuck in. Thank you to everyone involved in delivering this project, particularly Ged McLaughlin from the Lancefield Romsey Lions Club for his dedication and advocacy.

A significant focus this month has been on community-facing advocacy.

One is the Lancefield Intersection. Council is advocating on behalf of the community for safety improvements at the intersection of High Street, Main Road, and Kilmore-Lancefield Rd in Lancefield. Thanks to East Ward Councillors for their work here. Continuing the Lancefield theme, we are also working on community and communication initiatives around Lancefield Development Plan (DPO24) and Lancefield Park.

We have also been actively advocating in relation to the Newham's Three Chain Road, Egans Lane and Dons Road intersection. Council has taken a proactive approach to external communications, outreach and is working closely with the Department of Transport and Planning to progress outcomes. This advocacy included a dedicated meeting with reflective residents, as noted in the Record of Meetings on 3 March 2026.

I also want to acknowledge the concerns of residents in Gisborne, particularly around Swinburne Avenue and Cherry Lane, where development activity and recent flash flooding have caused disruption. I've heard directly from community members about the impact this has had, and I want to assure residents that Council is actively working through these issues. Thank you to our Council staff for their continued efforts in supporting the community through this.

With the State Election approaching, the CEO and I are increasing our engagement with local Members of Parliament, across both the Upper and Lower Houses. These discussions are focused on ensuring the priorities of our community are clearly understood and advocated for. These advocacy positions were transparently and formally resolved by

Council in the December 2025 Council Meeting. We also had the opportunity to meet with the Consul-General of Japan to discuss evolving priorities.

Alongside this, a considerable amount of time has been dedicated to the core business of Council, including regular briefings and strategic discussions with Councillors. I continue to meet weekly with the CEO, as well as monthly with the CEO and Deputy Mayor, to focus on deliverables, alignment and team effectiveness.

Following each Council Meeting, we record a Council Meeting Wrap video. I've invited all Councillors to participate, so you may see some new faces joining these updates in the coming months. I encourage the community to follow Council's social media channels, as well as Councillors' individual pages, where we share additional updates.

Events

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

- 26 February Forum on Antisemitism & Social Cohesion
- 26 February Small Business Friendly Charter Webinar
- 27 February Loddon Campaspe Group of Councils (Mayor & CEO Forum)
- 27 February Specialist Hoops Gala
- 28 February Concert Celebrating Women of the Macedon Ranges
- 1 March Romsey Skate Park Official Opening
- 1 March Concert in support of Mark's Country Place
- 2 March Meet the Mayor session x 2
- 4 March Football Victoria Level the Playing Field State Parliament Event
- 4 March Mayoral & Councillor Taskforce Supporting People Seeking Asylum
- 4 March Zonta Kyneton International Women's Day Event
- 5 March Meeting with Consul-General of Japan
- 5 March CEO Employment Remuneration Committee (ERC) Meeting
- 5 March Municipal Fire Management Planning Committee Meeting
- 6 March Kilcoy Onsite Meet & Greet
- 10 March Macedon Ranges Further Education Centre International Women's Day
- 10 March High Street Intersection Lancefield Media Meeting
- 11 March Maribyrnong River & Waterways Association Water Think Tank
- 11 March MAV 'The Future is Local' MAV State Election Campaign Launch
- 12 March Meeting with Wendy Lovell MP
- 12 March Murray Darling Basin Plan Review Workshop
- 13 March Meeting with Mary-Anne Thomas MP
- 14 March West Ward Listening Post at the Kyneton Farmers' Market
- 15 March Woodend Movies on the Hill Film Screening
- 16 March Meet the Mayor session x 2

- 16 March Malmsbury Community Engagement Group
- 18 March Meeting with Riddells Creek Men's Shed
- 18 March Tour of Construction Training International
- 18 March Meeting with Hesket Primary School
- 19 March MAV Leading Healthy Communities
- 19 March Media & Industry Launch: Macedon Ranges Autumn Festival
- 19 March Victorian Local Governance Association Young Councillors Network
- 20 March Artanica Opening Night Mt Macedon
- 20 March Cultural Diversity Week Event: Welcoming New Migrants
- 20 March Meeting with Rob Mitchell MP
- 20 March Meeting with Mary-Anne Thomas MP
- 21 March Riddells Creek Enviro-Energy Expo Changemakers
- 21-22 March 2026 Kyneton Horticultural Society Annual Flower Show
- 23 March Meet the Mayor session x 3
- 24 March Youth Summit
- 24 March Gisborne Golf Club Clubhouse Visit

Have a great month ahead and see you around the Shire!

Mayor Kendall

Macedon Ranges Shire Council

10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF

10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF

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	Councillor Briefing
Date and time	Tuesday 24 February 2026 9:30am
Venue	Gisborne Administration Centre, 40 Robertson Street, Gisborne
Present - Councillors	• Cr Kate Kendall (Mayor) • Cr Cassy Borthwick (Deputy Mayor) • Cr Jennifer Anderson • Cr Rob Guthrie • Cr Alison Joseph • Cr Janet Pearce • Cr Andrew Scanlon • Cr Daniel Young
Apologies - Councillors	• Cr Dominic Bonanno (on leave)
Present - officers	• Bernie O'Sullivan (Chief Executive Officer) • Rebecca Stockfeld (Director Planning and Environment) • Adele Drago-Stevens (Director Corporate) • Dominic Testoni (Director Assets and Operations) • Martin Collins (Director Community) • Jessica Clarke-Hong (Manager Governance and Performance)

	• Simon Finlay (Manager Parks Recreation and Depot Operations) • Rob Ball (Manager Strategic Planning and Environment) • Adele Hayes (Manager Statutory Planning) • Cherry Stojanovic (Coordinator Governance) • Bill Pemberton (Coordinator Resource Recovery) • Verity Games (Coordinator Statutory Planning and Subdivisions) • Lucy Olson (Senior Governance Officer) • Talysha Dawson (Governance Officer)
Apologies officers	Nil
External presenters	• Jodi Henderson (Deputy Secretary Youth Justice), • Monica Tulloch (Commissioner Youth Justice), • Narelle Stebbins (community member) • Sharon Groombridge (community member) • Nicola Connelly (community member)
Items discussed	• Resource Recovery – Strategic Issues and Opportunities • Lancefield Development Plan Overlay (DPO24) and Property at 69 Park Street • Presentation by the Department of Justice and Community Safety – Malmsbury Youth Justice Centre • Planning Matters • Agenda Reviews • 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? Nil
Conflicts of interest declared by officers	Nil Did they leave the meeting? Nil

Type of meeting	Councillor Briefing
Date and time	Tuesday 3 March 2026
Venue	Gisborne Administration Centre,

	40 Robertson Street, Gisborne
Present - Councillors	• Cr Kate Kendall (Mayor) • Cr Cassy Borthwick (Deputy Mayor) • Cr Jennifer Anderson • Cr Rob Guthrie • Cr Alison Joseph • Cr Janet Pearce • Cr Andrew Scanlon • Cr Daniel Young
Apologies - Councillors	• Cr Dominic Bonanno (on leave)
Present - officers	• Bernie O'Sullivan (Chief Executive Officer) • Rebecca Stockfeld (Director Planning and Environment) • Adele Drago-Stevens (Director Corporate) • Dominic Testoni (Director Assets and Operations) • Martin Collins (Director Community) • Jessica Clarke-Hong (Manager Governance and Performance) • Travis Harling (Manager Finance and Reporting) • Rob Ball (Manager Strategic Planning and Environment) • Gordon Maudsley (Manager Digital Technology Services) • Daniel Grigson (Manager Engineering and Asset Services) • Zuzana Barnett (Coordinator Accounting) • Jack Wiltshire (Senior Strategic Planner Strategic Planning and Environment) • Lucy Olson (Senior Governance Officer) • Talysha Dawson (Governance Officer)
Apologies officers	Nil
External presenters	• Cameron Fitzgerald (Greater Western Water) • Suzanne Knight (Greater Western Water) • Andrew Hickey (Greater Western Water)
Items discussed	• DPO24 Review – Follow Up • Budget 2026/27 – Workshop 2

	• Presentation by Greater Western Water • Swinburne Avenue Drainage • 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? Nil
Conflicts of interest declared by officers	Nil Did they leave the meeting? Nil

Type of meeting	Meeting with Residents
Date and time	Tuesday 3 March 2026 3:00pm
Venue	Gisborne Administration Centre, 40 Robertson Street, Gisborne
Present - Councillors	• Cr Kate Kendall (Mayor) • Cr Cassy Borthwick (Deputy Mayor) • Cr Jennifer Anderson • Cr Rob Guthrie • Cr Alison Joseph • Cr Janet Pearce • Cr Andrew Scanlon
Apologies - Councillors	Nil
Present - officers	• Daniel Grigson (Manager Engineering, Asset Services and Civil Projects) • Benup Neupane (Coordinator Engineering Services)
Apologies officers	Nil
Present – members of the public	• Anita La Forgia • Kerri Ritchie • Joanne Thompson
Items discussed	• Intersection at Three Chain Road
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they	Nil Did they leave the meeting? Nil

declared the conflict of interest was discussed	
Conflicts of interest declared by officers	Nil Did they leave the meeting? Nil

Type of meeting	Councillor Briefing
Date and time	Tuesday 10 March 2026 9:30am
Venue	Gisborne Administration Centre, 40 Robertson Street, Gisborne
Present - Councillors	• Cr Kate Kendall (Mayor) • Cr Cassy Borthwick (Deputy Mayor) • Cr Jennifer Anderson • Cr Rob Guthrie • Cr Alison Joseph • Cr Janet Pearce • Cr Andrew Scanlon • Cr Daniel Young
Apologies - Councillors	• Cr Dominic Bonanno (on leave)
Present - officers	• Bernie O'Sullivan (Chief Executive Officer) • Rebecca Stockfeld (Director Planning and Environment) • Adele Drago-Stevens (Director Corporate) • Dominic Testoni (Director Assets and Operations) • Martin Collins (Director Community) • Rob Ball (Manager Strategic Planning and Environment) • Jarrod Westwood (Manager Aquatics Recreation and Facilities) • Simon Finlay (Manager Parks Civil Services and Resource Recovery) • Jayde McBurnie (Manager Community Strengthening) • Adele Hayes (Manager Statutory Planning) • Verity Games (Coordinator Statutory Planning and Subdivisions) • Daniel Trevillian (Coordinator Recreation)

	• Isabel Venables (Coordinator Community Development and Youth) • Louise Dewberry (Senior Strategic Planner) • Lucy Olson (Senior Governance Officer) • Talysha Dawson (Governance Officer)
Apologies officers	Nil
External presenters	Nil
Items discussed	• Draft Open Space Strategy – Post Consultation Changes • Macedon Ranges Community Equestrian Facilities Plan • Woodend Racecourse Reserve Master Plan and Associated Report • Community Satisfaction Survey Action Plan • Riddells Creek Men's Shed Land/Facility Requests • Planning Matters • Agenda Review • Reports for Noting • 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? Nil
Conflicts of interest declared by officers	Rebecca Stockfeld (Director Planning and Environment) declared a general conflict of interest with Woodend Racecourse Reserve Master Plan on the agenda. Did they leave the meeting? Yes from 12:26pm to 12:45pm whilst the item was discussed.

Type of meeting	Councillor Briefing
Date and time	Tuesday 17 March 2026 9:30am
Venue	Gisborne Administration Centre, 40 Robertson Street, Gisborne
Present - Councillors	• Cr Kate Kendall (Mayor) • Cr Cassy Borthwick (Deputy Mayor)

	• Cr Jennifer Anderson • Cr Rob Guthrie • Cr Alison Joseph • Cr Janet Pearce • Cr Andrew Scanlon • Cr Daniel Young
Apologies - Councillors	• Cr Dominic Bonanno (on leave)
Present - officers	• Bernie O'Sullivan (Chief Executive Officer) • Rebecca Stockfeld (Director Planning and Environment) • Adele Drago-Stevens (Director Corporate) • Dominic Testoni (Director Assets and Operations) • Martin Collins (Director Community) • Jessica Clarke-Hong (Manager Governance and Performance) • Rob Ball (Manager Strategic Planning and Environment) • Adele Hayes (Manager Statutory Planning) • Travis Harling (Manager Finance and Reporting) • Daniel Grigson (Manager Engineering Asset Services and Civil Projects) • Zuzana Barnett (Coordinator Accounting) • Talysha Dawson (Governance Officer)
Apologies officers	Nil
External presenters	Nil
Items discussed	• Overview of Planning Reform • Innovation Forum (Working Group) • Budget 2026/27 – Workshop 3 • Planning Matters • Reports for Noting • Other Business • Petition – Tullohs Lane, Sidonia (Confidential)
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they	Nil Did they leave the meeting? Nil

declared the conflict of interest was discussed	
Conflicts of interest declared by officers	Bernie O'Sullivan (Chief Executive Officer) declared general a conflict of interest with the item "Petition - Tullohs Lane, Sidonia" on the agenda. Did they leave the meeting? Yes from 12:01pm to 12:27pm whilst the item was discussed.

11 PLANNING AND ENVIRONMENT REPORTS

PE.1	**DRAFT OPEN SPACE STRATEGY - FOR ADOPTION**
Officer:	**David Bergin, Consultant Senior Strategic Planner**
Council Plan relationship:	**Our Places**
Attachments:	**1. Open Space Strategy - Phase 2 consultation report (under separate cover)** **2. Draft Open Space Strategy - 2026 (under separate cover)** **3. Consultation feedback and officer responses (under separate cover)**

Summary

This report presents the final draft Open Space Strategy for adoption by Council. The draft Open Space Strategy will replace the current Open Space Strategy (2013) and provide strategic direction for the planning, management and delivery of public open space for the next 10 years.

The draft Open Space Strategy has been amended in response to community consultation carried out between October and November 2025, and a summary of these changes is provided in this report and attachments, together with officers' responses to feedback.

Recommendation

That Council:

1. **Adopts the draft Open Space Strategy (2026).**
2. **Notes that the draft Open Space Strategy (2026) replaces the Open Space Strategy (2013).**
3. **Notifies all submitters of Council's decision.**

Background

Following community consultation on the draft Open Space Strategy (OSS) between October and November 2025, a report was provided to the 17 December 2025 Scheduled Council Meeting to provide a summary of the consultation process and feedback received. As outlined, key areas of feedback included:

- A desire for more focus or emphasis on conservation and biodiversity.
- Requests for more projects to be allocated to particular townships, and/or a perception that resources are unfairly distributed across the shire.
- Concern about the impacts of new development on the quality, availability, and access to open space.
- Requests for inclusion and/or higher prioritisation of specific parks or projects, such as higher prioritisation of a master plan for Tony Clarke Reserve in Macedon, and inclusion of Rangeview Park in Riddells Creek.

- Top priorities for implementation were identified as improving movement and connectivity; improving nature, water and tree canopy; and lifting the quality of parks and play spaces.

More detail on the consultation process, submissions, survey data and key findings is provided at Attachment 1; this also includes the report by consultants I.e. Community who assisted officers to design and facilitate the consultation program.

At the December meeting it was resolved:

> ***That Council notes the feedback received in response to community consultation recently completed on the draft Open Space Strategy and that a report will be presented to the March 2026 Scheduled Council Meeting to consider the final draft Open Space Strategy for adoption.***

The final draft OSS (Attachment 2) is now presented to Council for adoption, and has been informed by feedback from the community, stakeholders and internal departments. Following adoption, the strategy document will progress to graphic design.

Discussion

Officers have reviewed all feedback from community members, agencies, one of the Traditional Owners (Djaara), and internal departments, for the purposes of determining whether and how the draft OSS (September 2025) should be amended in response. Generally, the officer response falls into one of three categories:

(1) Changes or additions to document content have been made to better reflect community and Council priorities for open space, improve accuracy, and support decision-making.

(2) The specific change to the strategy's content/directions requested by the feedback is not supported, but officers recommend a change to the document structure or presentation to improve clarity.

(3) No change is recommended.

The following is a high-level overview of responses to feedback. This is not an exhaustive list; further detail on feedback and the rationale for responses is contained in Attachment 3.

The following changes have been made to the draft OSS in response to feedback:

- Current and future township population figures have been corrected and updated using a consistent methodology.
- Existing content expanded to:
    - Strengthen policy on key themes including environment/biodiversity, Traditional Owner partnerships, and walking and cycling.
    - Highlight key issues specific to the Macedon Ranges context, such as access to significant regional reserves outside of townships, and existing supply/provision of open space land in relation to population.
    - Create stronger links between the principles, policy directions and relevant implementation actions.
- Township mapping updated for accuracy, amending details such as park classifications and categories, and adding identification labels and missing open spaces.
- Document structure amended to improve the flow of information and make the strategy easier to navigate and understand, including:

  - Better explanation of the open space classification, and how the function, hierarchy and development levels of service operate together.
  - Grouping the implementation actions in categories.
  - Creating a stand-alone section for open space design principles.
- Investment criteria reworded to make it easier to assess and compare open space projects.
- Missing open space categories included in Table 26 (formerly 17) – Development levels of service.

Examples of requests for changes that are not supported and/or where an alternative change has been made are set out in the following table.

Feedback / request	Reason

Create a separate classification – distinct from 'Conservation' – for open spaces zoned Public Conservation and Resource Zone (PCRZ).	• The draft OSS does not contradict or conflict with the zoning provisions of the planning scheme.
	• This change is not necessary to manage the environmental values of these sites. It also may create contradictions and inconsistencies, e.g.:
	  o Be overly restrictive on PCRZ-zoned: sites which have a range of functions in addition to conservation (such as at the Woodend Racecourse Reserve).
	  o Treat non-PCRZ conservation reserves as different or less significant (such as Bald Hill which is zoned Public Park and Recreation Zone).
	• Open spaces exist in a wide range of zones; the OSS therefore deliberately focuses on the primary **function/s** of the open space when considering development levels of service – this is also consistent with Council's approach to the management of open space.
	• The draft OSS already includes lists of preferred infrastructure/features tailored to the size and function of each open space, with 'conservation' being one of the most limited/restrictive.
	• Council will continue to pursue corrections to the planning scheme to ensure that the most appropriate zone is applied.

Change the priority level of a master plan for Tony Clarke Reserve from medium to high (i.e. for commencement in the next 2 years).	• Not supported by officers due to the upcoming review of the Sports and Recreation Strategy which is proposed to commence in 2026/2027 (subject to budget considerations). • Opportunities exist to plan for facility upgrades through normal budget processes in the interim.

Feedback / request	Reason
Additional areas should be listed as 'open space', e.g. roads used for recreation/exercise; land parcels of remnant vegetation.	• The draft OSS deals mainly with sites that are publicly accessible and serve an open space function for local communities. • Some sites are managed via other strategies such as the Roadside Conservation Management Plan or individual Environmental Management Plans. • While some road reserves include parks and/or linear open space, roads themselves are not classified as open space based solely on use for walking and cycling.
Change population forecast for Riddells Creek in response to approval of the Amess Road Precinct Structure Plan, placing township in 6,000-10,000 population category.	• We don't yet have estimates for when population change will occur – the draft OSS only projects forward to 2036. • To reach 6,000 people in Riddells Creek by 2036 would require unprecedented rates of growth – unlikely given works within the Amess Road precinct have not yet commenced. • The OSS already includes actions to monitor township growth and complete an interim review of the strategy. These figures can be reassessed then.
Revise strategy to embed the 'single living entity' approach in relation to waterways.	• This is outside the project scope – the OSS is focused on open space provision and is not intended as a tool for waterway management • Council doesn't manage water supply and waterways. This is the responsibility of the local water corporations and catchment management authorities. • We work closely with these agencies on integrated water management, waterway restoration programs (alongside Landcare and other groups) and on planning applications. For new development applications we are also guided by the Macedon Ranges Planning Scheme which contains extensive policies in relation to development in and around waterway corridors (e.g. see Clauses 12.03 – Water bodies and wetlands and 14.02 – Water).

Feedback / request	Reason
Include a new action to formalise public walking tracks and associated signage in Barrm Birrm.	• Plans for Barrm Birrm at this stage are limited to supporting a gift back program to increase the public ownership of the site – see also draft revised Biodiversity Strategy. • Creation of infrastructure such as walking trails would be considered at a later stage when more contiguous parcels have been acquired. • Officers have included an additional action for Riddells Creek to continue to facilitate acquisition of this site via the 'gift back' scheme and advocacy.

Consultation and engagement

As noted above, extensive community consultation has been undertaken to inform this project, as outlined at Attachment 1.

Internal consultation has also occurred throughout the process, including to inform the scope and content of the OSS. Internal feedback was provided on the draft OSS (September 2025) and has informed the version presented for adoption, including input from subject matter experts on the new content outlined above.

If the officer recommendation is carried, no further consultation will be required on the OSS itself, however the document notes where consultation, engagement and collaboration will be required to implement the strategy and the various actions.

Collaboration

Officers undertook stakeholder mapping and sought feedback on the draft OSS from a range of state government departments, agencies and authorities. In response to the consultation process in October–November 2025, comments were received from:

- Department of Energy, Environment and Climate Action.
- Department of Transport and Planning
- Greater Western Water
- North Central Catchment Management Authority
- Country Fire Authority

The feedback has been reviewed and changes incorporated as outlined in Attachment 3.

Innovation and continuous improvement

The draft OSS includes a range of strategies and actions which reflect a commitment to innovation and continuous improvement. The document includes:

- Guidelines and frameworks which aim to formalise and simplify Council's approach to open space provision, planning, design and management
- Recommendations to establish improved engagement processes with Traditional Owners in relation to open space, in line with Council's adopted Reconciliation Plan 2025-2029

- A range of recommended process improvements, including for asset and map databases, upskilling of staff and ongoing assessment of open spaces in the shire.

Relevant law

The following legislation is relevant to the draft Strategy:

Local Government Act 2020

This Act grants council general powers to acquire and manage land for various purposes, including open space, through Section 112 (power to purchase/acquire land) and Section 71(1) (power to make local laws for community needs, including parklands).

Planning and Environment Act 1987

This Act provides the legislative framework for councils to require public open space contributions as a condition in a planning permit for land subdivisions (three or more lots), in conjunction with the *Subdivision Act 1988*.

Subdivision Act 1988

This Act (Section 18) grants councils the power to require applicants to provide public open space (either by setting aside land or paying a monetary contribution) when a subdivision creates new parcels of land for residential, industrial, or commercial purposes. Section 20 outlines how councils must use payments for public open space and the condition under which they can sell or improve it.

Macedon Ranges Planning Scheme

The Planning Scheme is subordinate legislation under the *Planning and Environment Act 1987* and includes standards and objectives for open space provision as part of new subdivisions. It also includes an ability to specify a Public Open Space Contribution at Clause 53.01, which is currently set at 5 per cent for all land in Macedon Ranges. This report does not have any direct or indirect human rights implications 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 relating to the subject matter of this report which recommends in summary:

- Promote the importance of public safety in the design process.
- Ensure that park design does not negatively impact the elderly, people of limited mobility or women.
- Identify the types of facilities and features needed in parks of different sizes and purposes, to help plan open spaces that are inclusive and meet gender diverse needs.
- Review the provision of open spaces of different functions, such as for passive and active recreational open spaces, to achieve an equitable balance in the diversity of open spaces.
- Develop an inclusive public consultation approach for the draft OSS that seeks feedback of people from a broad range of ages, genders, ethnicities, and other characteristics.
- Collect gender disaggregated data as part of public consultation on the draft OSS.
- Seek to address the community feedback received in the development of the final OSS.

Relevant regional, state and national plans and policies

- Plan for Victoria (2025)

- Precinct Structure Planning Guidelines: New Communities in Victoria (2021)
- Macedon Ranges Planning Scheme
- Guide for Open Space Strategies (2025)

Relevant Council plans and policies

Relevant Council strategies and policies include:

- Sport and Active Recreation Strategy 2018-2028
- Walking and Cycling Strategy 2014
- Visitor Economy Strategy 2019-2025
- Events Strategy 2021-2025
- Biodiversity Strategy 2018 (currently under review)
- A range of township structure plans.

Climate Impact Assessment

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

Adoption of the draft OSS is not anticipated to impact Council's energy usage and greenhouse emissions.

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

The draft OSS includes strategies and actions aimed at reducing climate change risks to Council's operations, including selection of planting and materials based on resilience to extreme weather.

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

The draft OSS notes climate change as a key issue affecting the community, and aims to highlight and expand the role that quality open space can play in mitigating climate impacts including through urban cooling, integrated water management and support for biodiversity.

Financial viability

Many of the actions in the draft OSS's implementation plan rely on current staff resourcing and budgets to undertake the required day-to-day work. There may be requirements for upskilling staff or seeking funding to undertake more specialised work such as open space assessments or further supporting plans or investigations.

The future purchasing and upgrade of land required for open space will be funded through several avenues. This includes Council's existing statutory reserves which includes money collected from open space contributions (through subdivisions) and development contribution plans. These reserves must be spent in accordance with the requirements of the Financial Reserves Policy (June 2024) and, where appropriate, the relevant Development Contributions Plan. There will also be opportunities for open space land to be acquired instead of a monetary contribution. This would be done having regard to the specific needs of each location to avoid acquiring open space land which is surplus to Council's needs.

Additional funding will be required from either Council's general revenue through future budget bids, or grants provided by the State Government or other sources to make up the shortfall for required open space. Disposal of surplus open space may be an opportunity to fund open space upgrade works, pending future investigations.

Sustainability implications

The draft OSS helps promote social and environmental sustainability via its aim to:

- Achieve an equitable and accessible network and distribution of open spaces.
- Improve safety outcomes, such as through quality urban design.
- Protect environmental values and enhance waterways in relevant areas, such as through the implementation of Environmental Management Plans.

Officer declaration of conflicts of interest

The officer who authored this report has declared that they do not have a conflict of interest in relation to the subject matter.

A partner of an officer involved in the production of this report made a submission to the public consultation process. This officer has declared a general conflict which has been managed.

PE.2	**TOKAI CITY - SISTER CITY AGREEMENT**
Officer:	**Bob Elkington, Coordinator Economic Development**
Council Plan relationship:	**Our Economy**
Attachments:	**Nil**

Summary

Council has maintained a Sister City relationship with Tokai City, Japan, for over 15 years. This longstanding connection has fostered goodwill and cultural appreciation between our communities.

However, the impacts of the COVID-19 pandemic, alongside more recent developments such as tighter budget settings and a broader understanding of contemporary local government partnership models - including ceremonial relationships held by Victorian councils - have prompted a reassessment of the long-term sustainability of this partnership.

Recommendation

That Council:

1. **Acknowledges the friendship and cooperation displayed in the Sister City relationship with Tokai City over the past fifteen years.**
2. **Acknowledges that over time the settings of the Sister City relationship and the structured goals of cooperation, exchange and mutual economic development have changed for Macedon Ranges Shire Council.**
3. **Writes to the Mayor, Tokai City Council, to thank them, and communicate a respectful conclusion of the Macedon Ranges Shire Council and Japan's Tokai City Council Sister City relationship.**

Background

In 2014 Council signed a Sister City agreement which formally recognises its Sister City friendship with Japan's Tokai City Council.

The agreement acknowledged friendship and cooperation between Macedon Ranges Shire Council and Tokai City Council, Aichi Prefecture, Japan, and included a five-year action plan to support cultural and education exchanges, as well as art and trade missions between the two regions.

At this time, Braemar College was undertaking cultural exchanges and school trips to Tokai City and homes in the Macedon Rages Shire were offering homestays to Tokai students.

Discussion

In 2023, Council commenced a review of the Tokai City – Sister City arrangement, in light of the prolonged disruption caused by the COVID-19 pandemic, the changes to school trips offered by Braemar, and fewer homestay opportunities being volunteered within the Macedon Ranges Shire area.The review found that while letter and gift exchanges were occurring between Macedon Ranges Shire Council and Tokai City, few of other elements of the Sister City relationship were able to be met. It was also found that both partners to the

Sister City agreement had reduced their cultural exchanges and were both respectfully stepping back, noting that the relationship no longer included the elements required to make it successful into the future including:

- A defined action plan.
- Allocated budget.
- Scheduled and planned activities or exchanges.

Furthermore, there have not been educational exchanges with Braemar College (that previously had links to Tokai City) since prior to the COVID-19 pandemic, indicating the progressive reduction in active engagement.

Locally, homestays are also now difficult to obtain in the Macedon Ranges area with students visiting from Japan. These educational exchanges seem to have been a central pillar of the relationship, and arguably, one of the main purposes of the agreement.

The Maceon Ranges Shire Council plan '*Shaping the Ranges 2025-2035'* community vision statement is: "*A regional community protecting the environment, supporting local businesses and caring for our people"* with an economic theme of *"Our local businesses and tourism sectors are thriving and provide opportunities for everyone".* Council's focus is on local businesses and their success and participation in the local economy. The opportunity for trade missions and international trade in Victoria is supported by Global Victoria, who assist businesses within the Macedon Ranges Shire accessing the most relevant international markets.

To provide adequate support and weight to the Sister City relationship with Tokai, including culturally appropriate engagement, requires an investment of officer and Councillor time from the organisation across all levels.

A recent example includes the impact of a recent gift exchange, which required several interactions between different parts of Council at operational, managerial, Executive and Mayoral levels. These exchanges are part of ad-hoc engagement, and, while they support the ongoing friendship and commitment to the relationship, they also divert officer time from high priority strategic work, with greater measurable community, economic or cultural outcomes.

In considering the value and contribution to the Macedon Ranges Shire Council community of an ongoing Sister City relationship with Tokai City, key considerations have included the following:

<u>Resourcing</u>

Refocusing staff time and energy on initiatives with clearer strategic value and community impact.

<u>Opportunity Cost</u>

Prioritising work on partnerships that offer the greatest tangible outcomes to economic development and growth.

<u>Governance alignment</u>

Formalising Council's position with transparency in international engagements, and ensuring a structured framework, and suitable budget allocation.

<u>Community Vision and Council Plan</u>

Currently this relationship is not reflected in the Council plan actions, due to the largely ceremonial nature of the current engagements and exchanges.

Consultation and engagement

Given that there are no external parties to this arrangement, consultation was deemed to be unnecessary. No council officers involved in servicing the ceremonial tasks created by the arrangement have any attachment to the relationship.

Collaboration

No collaboration with other state government agencies in relation to the Tokai City - Sister City arrangement exists.

Innovation and continuous improvement

An internal review of the value of this arrangement led to the recommended approach, supporting continuous improvement and changes to future operations.

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

No regional, state or national policies apply.

Relevant Council plans and policies

The Tokai Sister City arrangement does not appear in the Council Plan.

Climate Impact Assessment

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

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

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

Financial viability

A basis of the recommendation is that, should the arrangement continue, a budget would need to be found to deliver any activities identified/agreed upon.

Sustainability implications

N/A

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.

AI use disclosure

Council officers are required to disclose any use of artificial intelligence tools in the preparation of this report. All content remains the responsibility of Council officers and has been reviewed for accuracy, relevance, bias and compliance with Council policies and legislative obligations.

No AI tools were used in the production of this report

PE.3	**PLN/2024/381 - CEMETERY RESERVE, 90 CARLSRUHE CEMETERY ROAD, CARLSRUHE**
Application Details:	**Request to endorse plans under Planning Permit PLN/2024/381**
Officer:	**Verity Games, Coordinator Statutory Planning and Subdivisions**
Council Plan relationship:	**Our Environment**
Attachments:	**1. Attachment 1 - Plan for endorsement - Site Overview ⇩** **2. Attachment 2 - Plan for endorsement - Native Vegetation Removal Report ⇩** **3. Attachment 3 - Plan for endorsement - Offset statement ⇩** **4. Attachment 4 - Plan for endorsement - Management Plan, December 2025, Version 4 (under separate cover)** **5. Attachment 5 - Plan for endorsement - Burial Plot Register (under separate cover)**
Triggers for a planning permit	Clause 42.02 (Vegetation Protection Overlay) – A permit is required to remove, destroy or lop any vegetation Clause 52.17 (Native Vegetation) – A permit is required to remove, destroy or lop native vegetation, including dead native vegetation
Zones and Overlays	Public Use Zone – Schedule 5 Environmental Significance Overlay – Schedule 4 Vegetation Protection Overlay – Schedule 4
No. of objectors	N/A
Trigger for report to **Council**	Decision on request to endorse plans under the planning permit requested to be decided on by Council.
Key Considerations	What is Condition 1 (Amended Plans Required)? Whether the submitted plans satisfy the requirements of Condition 1 of the permit.
Conclusion	That the plans submitted be endorsed to form part of planning permit PLN/2024/381.
Date of receipt of application:	6 January 2026

Summary

Planning permit PLN/2024/381 was issued on 24 October 2025 for the removal of native and non-native vegetation. Prior to the commencement of works, Condition 1 of the permit requires amended documents be submitted to the satisfaction of the responsible authority and Department of Energy, Environment and Climate Action (DEECA), and endorsed to form part of the permit. These documents have been amended in accordance with the requirements of Condition 1 and are satisfactory.

Recommendation

That Council endorses the plans to satisfy Condition 1 and form part of Planning Permit PLN/2024/381 for removal of native and non-native vegetation at Cemetery Reserve, 90 Carlsruhe Cemetery Road, Carlsruhe.

Existing conditions and relevant history

Subject land

The subject site is a rectangular shaped lot that fronts Carlsruhe Cemetery Road, with a total area of 3.23ha. The site is slightly sloped to the southern boundary.

Carlsruhe Cemetery has operated as a cemetery at this site since 1850. Grave sites and burials are predominantly located in the southern central portion of the site, however there are grave sites scattered throughout.

The site contains native and non-native trees which are predominantly located towards the southern and western section of the site, with some trees located towards the north-east corner. Native grasses are located throughout the site.

Vehicle and pedestrian access to the site is via Carlsruhe Cemetery Road.

The subject site has no easements that burden the land.

Surrounds

The subject site is surrounded by land located within the Farming Zone (FZ) with the exception of reserve land to the south which is in the Public Use Zone – Schedule 5 (PUZ5).

To the north of the subject site are dwellings and associated outbuildings on smaller FZ allotments (3.6ha to 4ha). Directly to the east of the site is a larger agricultural enterprise (93.67ha) that is currently agisted for sheep. To the south of the site is land owned by the Department of Energy, Environment and Climate Action (DEECA) labelled as 'Woodend I95 Bushland Reserve' on VicPlan, covered with native vegetation. The site is accessed via Carlsruhe Cemetery Road adjacent to the western boundary of the subject site.

To the west of the subject site is land that forms part of the larger agricultural enterprise mentioned above (93.67ha), which does not appear to be agisted at this time, with larger patches of vegetation to in the northern and south-western portions of the land. Further to the west is Cobb and Co Road, a Transport Zone 3 road.

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

A current copy of title has been provided with the application which shows no Covenants, Section 173 Agreements or restrictions have been registered on the title to this property

Previous planning permit history

Planning permit PLN/2024/381 was issued on 24 October 2025 for the removal of native and non-native vegetation.

Proposal

Condition 1 of the planning permit requires that:

> *Prior to commencement of any native vegetation removal, a Land Management Plan for Carlsruhe Cemetery amended to the satisfaction of the responsible authority and the Department of Energy, Environment and Climate Action must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will form part of this permit. When approved, the plan will be endorsed and will form part of this permit. The Land Management Plan for Carlsruhe Cemetery is to include but is not limited to:*
>
> *a) A list of plots as contained within in 'Cemetery_Reserve - Chronical_Carlsruhe' spreadsheet, that outlines:*

   i. *available plots, where native vegetation has been approved to be impacted and offset,*
   ii. *unavailable plots, where native vegetation removal has not been approved nor offset, and*
   iii. *identifies those that contain listed threatened species (eg Protected flora) under the Flora and Fauna Guarantee (FFG) Act 1988 and/ or Environmental Protection and Biodiversity Conservation (EPBC) Act 1999 (eg. Austral Crane's-bill Geranium solanderi var. solanderi, Dianella ameona etc..) that still require consent under these legislations to remove.*

b) *Outlines the processes Carlsruhe Cemetery Trust:*
   i. *must take to remove Protected flora under the FFG Act 1988 from plots where a Protected flora permit is required to be obtained.*
   ii. *will implement to keep itself informed overtime of changes in listed species distribution across plots, such that if a plot is colonised by a listed threatened species, the Carlsruhe Cemetery Trust can detect this and seek the appropriate*
   iii. *consents,*
   iv. *must follow if, in future, they propose to remove listed flora (eg. Matted flax-lily) under the EPBC Act 1999*

c) *Amended statement and planting list reflecting that all plantings must be from indigenous native flora species to the site.*
d) *Describes how native vegetation to be retained onsite will be demarcated with vegetation protection fencing during the excavation process of a plot.*
e) *Outlines weed management protocols for plant and equipment brought on to site for land management and excavation activities and how requirements will be communicated to operators.*
f) *A process for inducting new Cemetery Trust members into the Land Management Plan and requirements in relation to the removal of native vegetation and what has been approved for removal.*
g) *Amends identified Land Manager for the Bushland Reserve to the south of the Cemetery as being Parks Victoria.*
h) *Provides amended site plans, drawn to scale with dimensions and georeferenced (such as VicGrid94 co-ordinates), that clearly shows:*
   i. *the location and identification of the land affected by this permit,*
   ii. *the location and areas of all native vegetation present, that are permitted to be removed under this permit (eg. Figure 1 of Biodiversity Assessment Report, August 2025)*
   iii. *all areas of native vegetation to be retained, iv. the location of approved access tracks, slashed fire breaks, and car parking areas*
   iv. *approved stockpile area for vegetation and/or surplus topsoil from dug graves*
   v. *Identification of any plot that contains any listed threatened species under the FFG Act (1988) and/ or EPBC Act 1999 (eg. Austral Crane's-bill - Geranium solanderi var. solanderi, Matted flax-lily -Dianella ameona etc..) that may require consent under these legislation to remove.*

An amended Burial Plot Register and Land Management Plan have been submitted in response to the requirements of Condition 1 for endorsement under the planning permit.

The process to date

Referral

Authority (Section 55 - Recommending)	**Response**

Department of Energy, Environment and Climate Action	Supported the endorsement of the Condition plans – specifically the Management Plan for the Carlsurhe Cemetery (December 2025 Version 4) and the Updated Plot Register (11 February 2026).

Officer assessment

What is Condition 1 (Amended Plans Required)?

As outlined above, the planning permit has already been issued.

When a planning permit is issued, it often includes a standard 'Condition 1' requiring amended plans to be submitted and endorsed before the permit can be acted on – in this case, before any native vegetation can be removed from the site.

In simple terms, this means:

- Council has decided the proposal is acceptable in principle.
- However, some changes are required to the plans before vegetation removal can commence.
- The permit holder must submit amended plans that show these required changes, as outlined in Condition 1.
- Council must review and formally endorse those amended plans, if they are satisfied that the plans address all of the requirements of Condition 1.
- The vegetation removal cannot start until the endorsed plans form part of the permit.

This condition allows Council to approve an application while ensuring specific design changes, corrections, or additional details are properly resolved before the approved use and or development commences.

It is not a new approval process or a reconsideration of the application. It is a mechanism to:

- Ensure the final plans reflect Council's decision.
- Address minor design changes or compliance matters.
- Provide clarity and certainty about what has been approved.

Once the amended plans are endorsed, they legally become part of the permit, and the development must proceed in accordance with them.

Whether the submitted plans satisfy the requirements of Condition 1 of the permit.

The following table sets out an assessment of each of the amended plan requirements of Condition 1 of the permit:

Condition 1	**Assessment**
a) A list of plots as contained within in 'Cemetery_Reserve Chronicle_Carlsruhe' spreadsheet, that outlines: i. available plots, where native vegetation has been approved to be impacted and offset,	**Complies** An updated plot list has been provided which lists available plots, unavailable plots and where conservation zones are located which protect threatened species.

ii. unavailable plots, where native vegetation removal has not been approved nor offset, and iii. identifies those that contain listed threatened species (eg Protected flora) under the Flora and Fauna Guarantee (FFG) Act 1988 and/ or Environmental Protection and Biodiversity Conservation (EPBC) Act 1999 (eg. Austral Crane's-bill Geranium solanderi var. solanderi, Dianella ameona etc..) that still require consent under these legislations to remove.	Separate maps have been provided in the Conservation Management Plan (CMP) which show the location of threatened species. The Management Plan consent under other legislation is separate to the Planning and Environment Act. DEECA are satisfied that the requirements of this condition have been satisfied.
b) Outlines the processes Carlsruhe Cemetery Trust: i. must take to remove Protected flora under the FFG Act 1988 from plots where a Protected flora permit is required to be obtained. ii. will implement to keep itself informed overtime of changes in listed species distribution across plots, such that if a plot is colonised by a listed threatened species, the Carlsruhe Cemetery Trust can detect this and seek the appropriate consents, iii. must follow if, in future, they propose to remove listed flora (eg. Matted flax-lily) under the EPBC Act 1999.	**Complies** No vegetation protected by the FFG Act is proposed to be removed as part of this permit. Page 4 of the Management Plan details the training that will be provided to Trust Members to ensure they are informed of the significant plan species from a trained ecologist. Vegetation protected by other legislation has also been identified within the Management Plan on pages 8 to 11 with photos of what the vegetation looks like to ensure trust members are aware and do not remove it. DEECA are satisfied that the requirements of this condition have been satisfied.
c) Amended statement and planting list reflecting that all plantings must be from indigenous native flora species to the site.	**Complies** An amended planting list has been provided on page 40 of the Management Plan. DEECA are satisfied that the requirements of this condition have been satisfied.
d) Describes how native vegetation to be retained onsite will be demarcated	**Complies** Section 5.1 on page 15 of the Management Plan details the measures to be undertaken

with vegetation protection fencing during the excavation process of a plot.	including protection and demarcation through wooden stakes or star pickets connected by a tough cord or string. DEECA are satisfied that the requirements of this condition have been satisfied.
e) Outlines weed management protocols for plant and equipment brought on to site for land management and excavation activities and how requirements will be communicated to operators.	**Complies** Weed management protocols are listed in Section 5.9 on pages 21 to 22 of the Management Plan with recommended control techniques listed for each species and the washing down of vehicles and equipment before entering the site. DEECA are satisfied that the requirements of this condition have been satisfied.
f) A process for inducting new Cemetery Trust members into the Land Management Plan and requirements in relation to the removal of native vegetation and what has been approved for removal.	**Complies** The induction process is detailed on page 4 of the Management Plan. DEECA are satisfied that the requirements of this condition have been satisfied.
g) Amends identified Land Manager for the Bushland Reserve to the south of the Cemetery as being Parks Victoria.	**Complies** The reference to the Land Manager has been updated on pages 5 and 27 of the Management Plan. DEECA are satisfied that the requirements of this condition have been satisfied.
h) Provides amended site plans, drawn to scale with dimensions and georeferenced (such as VicGrid94 co-ordinates), that clearly shows: i. the location and identification of the land affected by this permit, ii. the location and areas of all native vegetation present, that are permitted to be removed under this permit (eg. Figure 1 of Biodiversity Assessment Report, August 2025) iii. all areas of native vegetation to be retained,	**Complies** i. Maps on pages 33 to 38 of the Management Plan show the land boundaries and area affected by the planning permit. ii. See above. iii. See above. iv. Areas for slashed fire breaks and car parking areas have been annotated on a plan on page 38 of the Management Plan. v. Area for the stockpile has been shown on page 38 of the Management Plan.

iv. the location of approved access tracks, slashed fire breaks, and car parking areas v. approved stockpile area for vegetation and/or surplus topsoil from dug graves vi. Identification of any plot that contains any listed threatened species under the FFG Act (1988) and/ or EPBC Act 1999 (eg. Austral Crane's-bill - Geranium solanderi var. solanderi, Matted flax-lily -Dianella ameona etc..) that may require consent under these legislation to remove.	vi. Maps on pages 33 to 38 of the Management Plan show the location of protected species. DEECA are satisfied that the requirements of this condition have been satisfied.

As outlined in the above table, both Officer and DEECA assessment is that the plans submitted in accordance with the requirements of Condition 1 satisfy the requirements outlined in the permit and as such should be endorsed to form part of the permit.

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.

Study Area
Conservation Zone
Carlsruhe Cemetery Plots
Available
Available (Prior Offset)
Unavailable (Conservation Zone)
Unavailable (Matted Flax-lily)
Unavailable (Tree Avoidance)
Access Track Footprint (Post 2018 Construction)
Matted Flax-lily (DEECA February 2025)
Large Tree Point (DEECA February 2025)
Large Tree Point (Recorded Pre 2025)
Contour (10m)

Note: Spatial mapping of Carlsruhe Cemetery Grave Plots was undertaken by Chronicle (July 2022) and attribution was undertaken by Carlsruhe Cemetery Trust and Abzeco (June/July 2025). Mapping does not display pre-2018 burials or prior/existing plot reservations.

Note: A separate planning permit has been granted for burial plot KW15 under PLN/2026/4 and does not form part of the approval.

Figure 1
Site Overview
Carlsruhe Cemetery
Carlsruhe Cemetery Road, Carlsruhe

0 10 20 Meters

N

Date: 18/08/2025 Scale: 1:700 (A3)
Created by: LK
Job: 23027
File: 23027_Carlsruhe_Cemetery-BAR
Note: Location of property boundaries, watercourse, roads and topography indicative only.

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ABZECO
Applied Botany, Zoology & Ecological Consulting

Native Vegetation Removal Report

NVRR ID: 339_20250715_ZSU

This report provides information to support an application to remove, destroy or lop native vegetation in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation* (the Guidelines). This report is **not an assessment by DEECA** of the proposed native vegetation removal. Native vegetation information and offset requirements have been determined using spatial data provided by the applicant or their consultant.

Report details

Date created: 15/07/2025

Local Government Area: MACEDON RANGES SHIRE

Shapefile name:
Abzeco_NVR_23027_20250715.shp

Site assessor name: Karl Just

Registered Aboriginal Party: Taungurung

Coordinates: 144.51850, -37.29574

Address:
264 COBB AND CO ROAD CARLSRUHE 3442
90 CARLSRUHE CEMETERY ROAD CARLSRUHE 3442

Regulator Notes

Removal polygons are located:

- On Crown Land

Summary of native vegetation to be removed

Assessment pathway	**Detailed Assessment Pathway**		
Location category	Location 3 Within this area, the removal of less than 0.5 hectares of native vegetation could have a significant impact on the habitat of one or more rare or threatened species. In such cases, a Species Offset will be required.		
Total extent including past and proposed removal (ha) *Includes endangered EVCs (ha): 0.4*	**0.426**	*Extent of past removal (ha)*	*0*
		Extent of proposed removal - Patches (ha)	*0.426*
		Extent of proposed removal - Scattered Trees (ha)	*0.000*
No. Large Trees proposed to be removed	**0**	*No. Large Patch Trees*	*0*
		No. Large Scattered Trees	*0*
No. Small Scattered Trees	0		

Offset requirements if approval is granted

Any approval granted will include a condition to obtain an offset, before the removal of native vegetation, that meets the following requirements:

General Offset amount [1]	**0.2510 General Habitat Units**
Vicinity	North Central CMA or MACEDON RANGES SHIRE LGA
Minimum strategic biodiversity value score [2]	0.4175
Large Trees*	0
***The total number of Large Trees that the offset must protect**	**0** Large Trees to be protected in either the General, Species or combination across all habitat units protected

NB: values within tables in this document may not add to the totals shown above due to rounding
Appendix 1 includes information about the native vegetation to be removed
Appendix 2 includes information about the rare or threatened species with mapped habitat at the site
Appendix 3 includes the following figures

- Location map
- Strategic Biodiversity Value map
- Condition map
- Endangered EVCs map
- Aerial photograph showing mapped native vegetation
- Property in context
- Habitat Importance maps

1. The General Offset amount required is the sum of all General Habitat Units in Appendix 1.
2. Minimum strategic biodiversity value score is 80 per cent of the weighted average score across habitat zones where a General Offset is required.
3. The Species Offset amount(s) required is the sum of all Species Habitat Units in Appendix 1.

Next steps

Any proposal to remove native vegetation must meet the application requirements of the Detailed Assessment Pathway and it will be assessed under the Detailed Assessment Pathway.

If you wish to remove the mapped native vegetation you are required to apply for approval from the responsible authority. The responsible authority will refer your application to DEECA for assessment, as required. **This report is not a referral assessment by DEECA.**

This *Native vegetation removal report* must be submitted with your application for approval to remove, destroy or lop native vegetation.

Refer to the Guidelines for a full list of application requirements This report provides information that meets the following application requirements:

- The assessment pathway and reason for the assessment pathway.
- A description of the native vegetation to be removed (partly met).
- Maps showing the native vegetation and property (partly met).
- Information about the impacts on rare or threatened species.
- The offset requirements determined in accordance with Section 5 of the Guidelines that apply if approval is granted to remove native vegetation.

Additional application requirements must be met including:

- Topographical and land information
- Recent dated photographs.
- Details of past native vegetation removal.
- An avoid and minimise statement.
- A copy of any Property Vegetation Plan as applicable.
- A defendable space statement as applicable.
- A statement about the Native Vegetation Precinct Plan (NVPP) as applicable.
- A site assessment report including a habitat hectare assessment of any patches of native vegetation and details of trees.
- An offset statement that explains that an offset has been identified and how it will be secured.

Appendix 1: Description of native vegetation to be removed

The Species-General Offset Test was applied to your proposal. This test determines if the proposed removal of native vegetation has a proportional impact on any rare or threatened species habitats above the Species Offset threshold. The threshold is set at 0.005 per cent of the mapped habitat value for a species. When the proportional impact meets or exceeds the Species Offset threshold, a Species Offset is required. This test is completed for all species with mapped habitat at the site. Multiple Species Offsets will be required if the Species Offset threshold is exceeded for multiple species.

Where a zone requires Species Offset(s), the Species Habitat Units for each species in that zone are calculated by the following equation in accordance with the Guidelines: ***Species Habitat Units = extent without overlap x condition score x species landscape factor x 2, where the species landscape factor = 0.5 + (habitat importance score/2)***

The Species Offset amount(s) required is the sum of all Species Habitat Units per zone.

Where a zone does not require a Species Offset, the General Habitat Units in that zone are calculated by the following equation in accordance with the Guidelines: ***General Habitat Units = extent without overlap x condition score x general landscape factor x 1.5, where the general landscape factor = 0.5 + (strategic biodiversity value score/2)***

The General Offset amount required is the sum of all General Habitat Units per zone.

Native vegetation to be removed

Information provided by or on behalf of the applicant							Information calculated by NVR Map						
Zone	**Type**	**DBH (cm)**	**EVC code**	**Bioregional conservation status**	**Partial Removal**	**Condition score**	**Large Tree(s)**	**Polygon extent (ha)**	**Extent without overlap (ha)**	**SBV score**	**HI Score**	**Habitat Units**	**Offset Type**
1-A	Patch	-	CVU_0055	Endangered	no	0.530	-	0.035	0.035	0.480	-	0.020	General
1-B	Patch	-	CVU_0055	Endangered	no	0.530	-	0.042	0.042	0.480	-	0.025	General
1-C	Patch	-	CVU_0055	Endangered	no	0.530	-	0.034	0.034	0.480	-	0.020	General
1-D	Patch	-	CVU_0055	Endangered	no	0.530	-	0.045	0.045	0.480	-	0.026	General

Information provided by or on behalf of the applicant							Information calculated by NVR Map						
Zone	Type	DBH (cm)	EVC code	Bioregional conservation status	Partial Removal	Condition score	Large Tree(s)	Polygon extent (ha)	Extent without overlap (ha)	SBV score	HI Score	Habitat Units	Offset Type
1-E	Patch	-	CVU_0894	Endangered	no	0.480	-	0.000	0.000	0.550	-	0.000	General
1-F	Patch	-	CVU_0055	Endangered	no	0.530	-	0.000	0.000	0.550	-	0.000	General
1-G	Patch	-	CVU_0055	Endangered	no	0.530	-	0.015	0.015	0.550	-	0.009	General
1-H	Patch	-	CVU_0055	Endangered	no	0.530	-	0.038	0.038	0.550	-	0.023	General
1-I	Patch	-	CVU_0055	Endangered	no	0.530	-	0.026	0.026	0.550	-	0.016	General
1-J	Patch	-	CVU_0055	Endangered	no	0.530	-	0.027	0.027	0.550	-	0.017	General
1-K	Patch	-	CVU_0055	Endangered	no	0.530	-	0.001	0.001	0.550	-	0.001	General
1-L	Patch	-	CVU_0055	Endangered	no	0.530	-	0.013	0.013	0.550	-	0.008	General
1-M	Patch	-	CVU_0128	Vulnerable	no	0.530	-	0.010	0.010	0.550	-	0.006	General
100-X	Patch	-	CVU_0055	Endangered	no	0.530	-	0.024	0.024	0.550	-	0.015	General
2-AA	Patch	-	CVU_0055	Endangered	no	0.530	-	0.000	0.000	0.480	-	0.000	General
2-CC	Patch	-	CVU_0055	Endangered	no	0.530	-	0.000	0.000	0.480	-	0.000	General
2-DD	Patch	-	CVU_0894	Endangered	no	0.480	-	0.000	0.000	0.480	-	0.000	General
2-EE	Patch	-	CVU_0894	Endangered	no	0.480	-	0.000	0.000	0.550	-	0.000	General
2-FF	Patch	-	CVU_0894	Endangered	no	0.480	-	0.000	0.000	0.550	-	0.000	General
2-GG	Patch	-	CVU_0055	Endangered	no	0.530	-	0.004	0.004	0.550	-	0.002	General

Information provided by or on behalf of the applicant							Information calculated by NVR Map						
Zone	Type	DBH (cm)	EVC code	Bioregional conservation status	Partial Removal	Condition score	Large Tree(s)	Polygon extent (ha)	Extent without overlap (ha)	SBV score	HI Score	Habitat Units	Offset Type
2-HH	Patch	-	CVU_0055	Endangered	no	0.530	-	0.005	0.005	0.550	-	0.003	General
2-II	Patch	-	CVU_0055	Endangered	no	0.530	-	0.012	0.012	0.550	-	0.008	General
2-JJ	Patch	-	CVU_0055	Endangered	no	0.530	-	0.011	0.011	0.550	-	0.007	General
2-KK	Patch	-	CVU_0055	Endangered	no	0.530	-	0.000	0.000	0.550	-	0.000	General
2-LL	Patch	-	CVU_0055	Endangered	no	0.530	-	0.005	0.005	0.550	-	0.003	General
2-MM	Patch	-	CVU_0128	Vulnerable	no	0.530	-	0.001	0.001	0.550	-	0.001	General
3-AAA	Patch	-	CVU_0055	Endangered	no	0.530	-	0.002	0.002	0.480	-	0.001	General
3-FFF	Patch	-	CVU_0894	Endangered	no	0.480	-	0.000	0.000	0.550	-	0.000	General
3-GGG	Patch	-	CVU_0055	Endangered	no	0.530	-	0.000	0.000	0.550	-	0.000	General
3-HHH	Patch	-	CVU_0894	Endangered	no	0.480	-	0.002	0.002	0.550	-	0.001	General
3-III	Patch	-	CVU_0894	Endangered	no	0.480	-	0.004	0.004	0.550	-	0.002	General
3-JJJ	Patch	-	CVU_0894	Endangered	no	0.480	-	0.014	0.014	0.550	-	0.008	General
3-KKK	Patch	-	CVU_0055	Endangered	no	0.530	-	0.007	0.007	0.550	-	0.004	General
3-LLL	Patch	-	CVU_0128	Vulnerable	no	0.530	-	0.001	0.001	0.550	-	0.001	General
3-MMM	Patch	-	CVU_0128	Vulnerable	no	0.530	-	0.004	0.004	0.550	-	0.002	General
4-AAAA	Patch	-	CVU_0894	Endangered	no	0.480	-	0.010	0.010	0.480	-	0.005	General

Information provided by or on behalf of the applicant							Information calculated by NVR Map						
Zone	Type	DBH (cm)	EVC code	Bioregional conservation status	Partial Removal	Condition score	Large Tree(s)	Polygon extent (ha)	Extent without overlap (ha)	SBV score	HI Score	Habitat Units	Offset Type
4-HHHH	Patch	-	CVU_0894	Endangered	no	0.480	-	0.000	0.000	0.550	-	0.000	General
4-IIII	Patch	-	CVU_0894	Endangered	no	0.480	-	0.001	0.001	0.550	-	0.001	General
4-KKKK	Patch	-	CVU_0055	Endangered	no	0.530	-	0.002	0.002	0.550	-	0.001	General
4-LLLL	Patch	-	CVU_0128	Vulnerable	no	0.530	-	0.000	0.000	0.550	-	0.000	General
4-MMMM	Patch	-	CVU_0128	Vulnerable	no	0.530	-	0.000	0.000	0.550	-	0.000	General
5-IIIII	Patch	-	CVU_0894	Endangered	no	0.480	-	0.001	0.001	0.550	-	0.001	General
5-KKKKK	Patch	-	CVU_0894	Endangered	no	0.480	-	0.014	0.014	0.550	-	0.008	General
5-MMMMM	Patch	-	CVU_0128	Vulnerable	no	0.530	-	0.009	0.009	0.550	-	0.006	General

Appendix 2: Information about impacts to rare or threatened species' habitats on site

This table identifies all rare or threatened species with mapped habitat at the site and the proportional impact associated with the proposed native vegetation removal.

Species common name	Species scientific name	Taxon ID	Conservation status	Group	Habitat impacted	Proportional impact (%)
Black Gum	Eucalyptus aggregata	501244	Endangered	Dispersed	Habitat importance map	0.0032
Black Falcon	Falco subniger	10238	Vulnerable	Dispersed	Habitat importance map	0.0000
White-throated Needletail	Hirundapus caudacutus	10334	Vulnerable	Dispersed	Habitat importance map	0.0000
Dwarf Silver Wattle	Acacia nano-dealbata	500064	Rare	Dispersed	Habitat importance map	0.0000
Australian Anchor Plant	Discaria pubescens	501072	Rare	Dispersed	Habitat importance map	0.0000
Brooker's Gum	Eucalyptus brookeriana	501256	Rare	Dispersed	Habitat importance map	0.0000
Yarra Gum	Eucalyptus yarraensis	501326	Rare	Dispersed	Habitat importance map	0.0000
Clover Glycine	Glycine latrobeana	501456	Vulnerable	Dispersed	Habitat importance map	0.0000
Matted Flax-lily	Dianella amoena	505084	Endangered	Dispersed	Habitat importance map	0.0000

Habitat Group

- Highly localised habitat means there is 2,000 hectares or less mapped habitat for the species.
- Dispersed habitat means there is more than 2,000 hectares of mapped habitat for the species.

Habitat Impacted

The Species General Offset test, as described in Section 5.3.1 of the Guidelines, is used to determine if proposed native vegetation removal will result in a proportionally significant impact on the habitat value of rare or threatened species. The test is applied where the native vegetation proposed for removal:

- Intersects the Habitat Importance Map for a rare or threatened species; or
- Intersects the 'top ranking' modelled habitat for a rare or threatened species with dispersed habitat, as identified in its Top Ranking Habitat Importance Map.

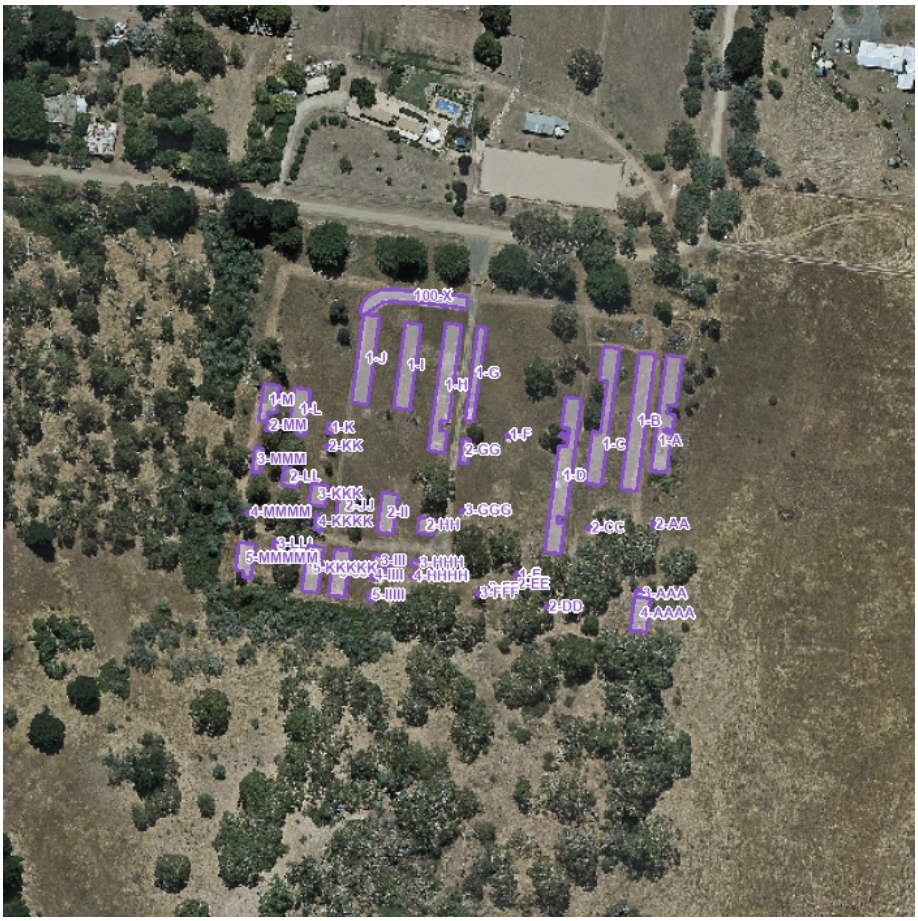
Top Ranking Maps consist of the 2,000 hectares of habitat with the highest Habitat Importance Scores for each dispersed species.

The 'Habitat impacted' column identifies whether the Habitat Importance Map or its Top Ranking Map was used to determine the proportional impact for a species with dispersed habitat.

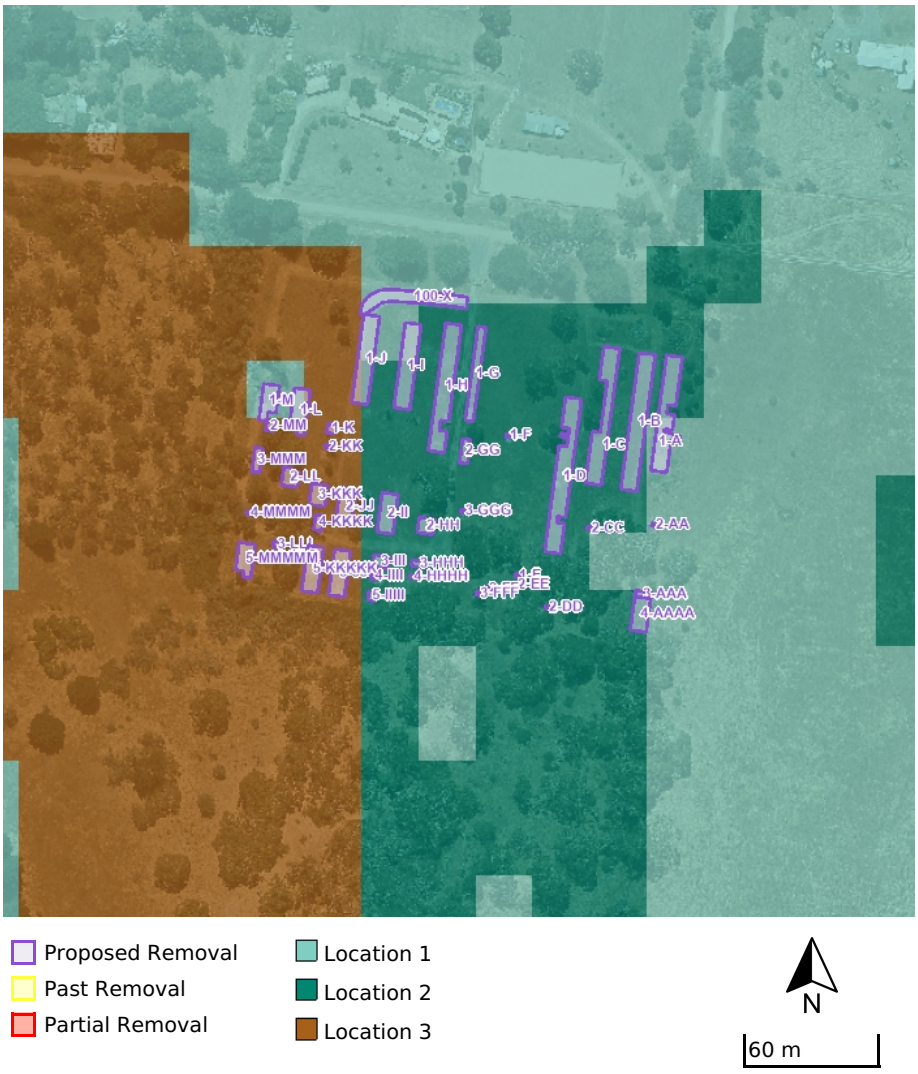
Appendix 3: Images of mapped native vegetation

1. Property in context

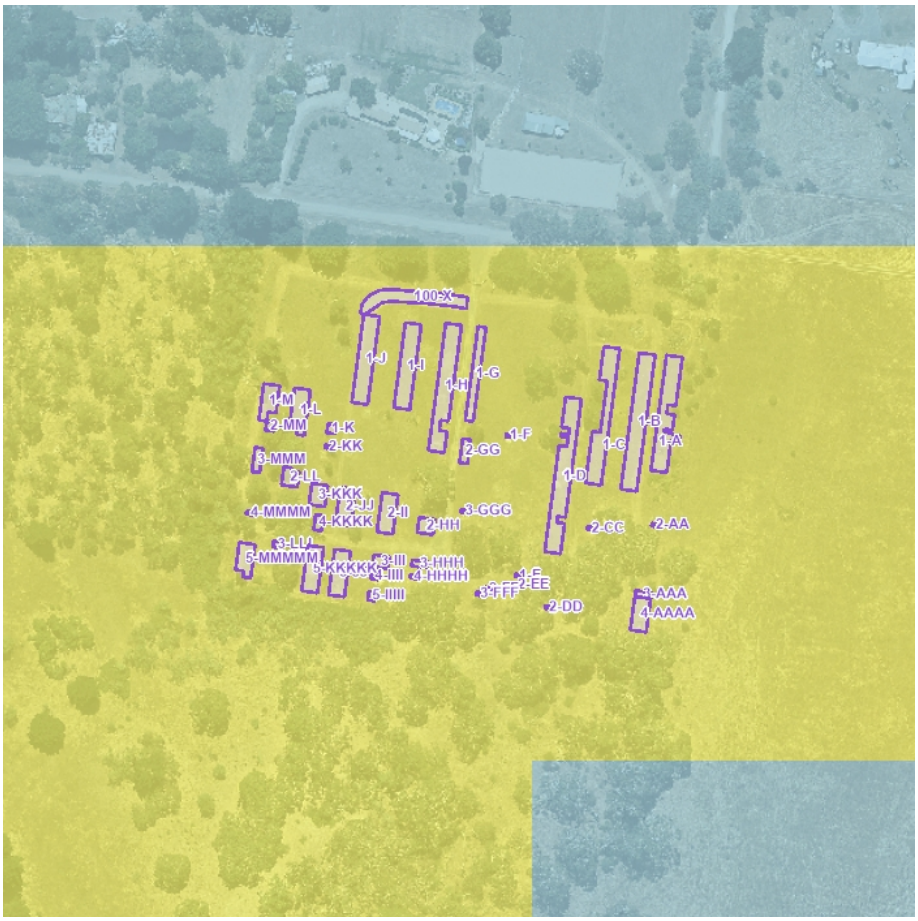
2. Aerial photograph showing mapped native vegetation



3. Location Risk Map

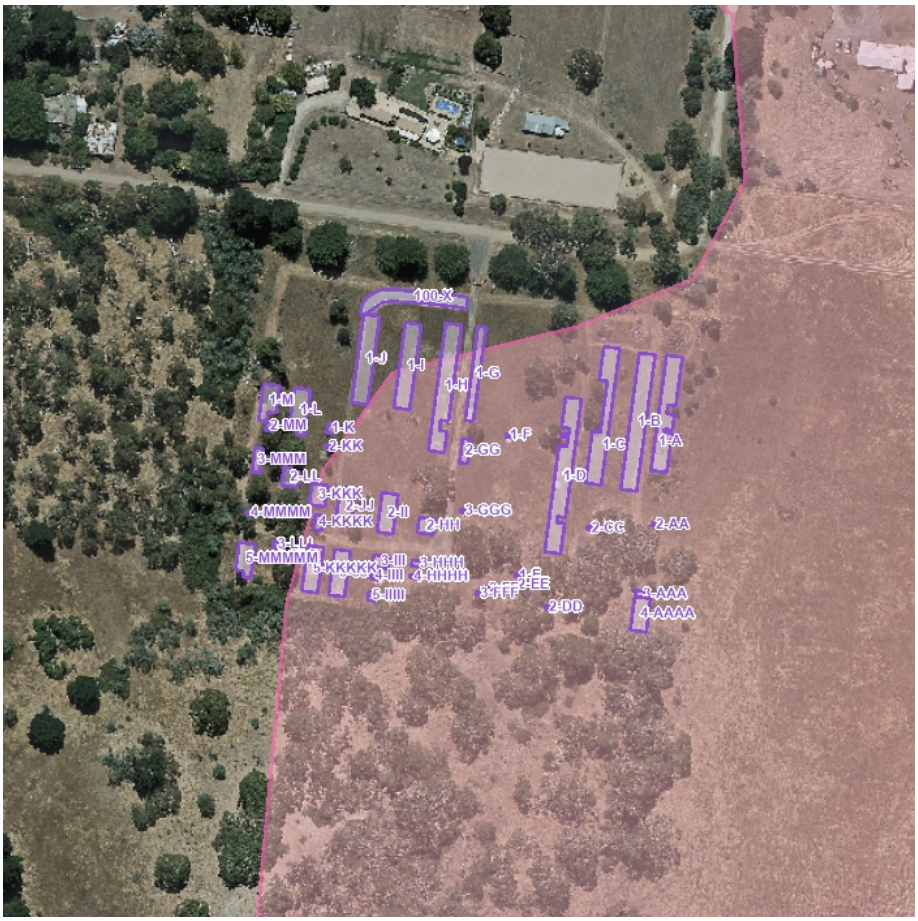


4. Strategic Biodiversity Value Score Map



5. Modelled Condition Score Map

6. Modelled Endangered EVCs



7. Habitat Importance maps

Not Applicable

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Report of available native vegetation credits

This report lists native vegetation credits available to purchase through the Native Vegetation Credit Register.

This report is **not evidence** that an offset has been secured. An offset is only secured when the units have been purchased and allocated to a permit or other approval and an allocated credit extract is provided by the Native Vegetation Credit Register.

Date and time: 30/12/2024 03:31 **Report ID: 27864**

What was searched for?

General offset

General habitat units	Strategic biodiversity value	Large trees	Vicinity (Catchment Management Authority or Municipal district)	
0.116	0.418	0	CMA	North Central
			or LGA	Macedon Ranges Shire

Details of available native vegetation credits on 30 December 2024 03:31

These sites meet your requirements for general offsets.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
BBA-0741	1.691	0	North Central	Pyrenees Shire	Yes	Yes	No	Bio Offsets, VegLink
BBA-3006	14.352	3	North Central	Greater Bendigo City	No	Yes	No	Ethos
BBA-3031	2.766	92	North Central	Pyrenees Shire	Yes	Yes	No	VegLink
BBA-3052_01	6.917	167	North Central	Northern Grampians Shire	Yes	Yes	No	VegLink
BBA-3052_01	0.136	0	North Central	Northern Grampians Shire	Yes	Yes	Yes	VegLink
TFN_2-C1626	22.893	0	North Central	Gannawarra Shire	No	Yes	No	
TFN-C1662_3	1.468	0	North Central	Gannawarra Shire	Yes	Yes	No	VegLink
TFN-C1702	16.952	16	North Central	Gannawarra Shire	Yes	Yes	No	TFN
TFN-C1854	0.251	0	North Central	Macedon Ranges Shire	No	Yes	No	VegLink
TFN-C1970	4.931	0	North Central	Greater Bendigo City	No	Yes	No	Contact NVOR
VC_CFL-3056_01	7.677	108	North Central	Loddon Shire	Yes	Yes	No	VegLink
VC_CFL-3071_01	1.707	94	North Central	Loddon Shire	Yes	Yes	No	VegLink
VC_CFL-3076_01	8.071	46	North Central	Pyrenees Shire	Yes	Yes	No	Bio Offsets

VC_CFL-3744_01	1.164	349	Melbourne Water	Macedon Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3773_01	1.290	547	North Central	Macedon Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3785_01	1.861	0	North Central	Mount Alexander Shire	Yes	Yes	No	VegLink
VC_CFL-3815_01	9.467	79	North Central	Central Goldfields Shire	Yes	Yes	No	VegLink
VC_CLO-2451_01	2.506	13	North Central	Greater Bendigo City	No	Yes	No	Ethos
VC_TFN-09554_01	13.396	383	North Central	Macedon Ranges Shire	Yes	Yes	No	Bio Offsets

These sites meet your requirements using alternative arrangements for general offsets.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)

There are no sites listed in the Native Vegetation Credit Register that meet your offset requirements when applying the alternative arrangements as listed in section 11.2 of the Guidelines for the removal, destruction or lopping of native vegetation.

These potential sites are not yet available, land owners may finalise them once a buyer is confirmed.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
VC_CFL-3701_01	10.574	18	Goulburn Broken, North Central	Greater Bendigo City	Yes	Yes	No	Bio Offsets
VC_CFL-3742_01	12.301	410	North Central	Loddon Shire	Yes	Yes	No	Contact NVOR
VC_CFL-3746_01	4.962	563	Melbourne Water	Macedon Ranges Shire	Yes	Yes	No	VegLink
VC_CFL-3792_01	14.025	1235	Melbourne Water	Macedon Ranges Shire	Yes	Yes	No	VegLink

LT - Large Trees *CMA - Catchment Management Authority* *LGA - Municipal District or Local Government Authority*

Next steps

If applying for approval to remove native vegetation
Attach this report to an application to remove native vegetation as evidence that your offset requirement is currently available.

If you have approval to remove native vegetation
Below are the contact details for all brokers. Contact the broker(s) listed for the credit site(s) that meet your offset requirements. These are shown in the above tables. If more than one broker or site is listed, you should get more than one quote before deciding which offset to secure.

Broker contact details

Broker Abbreviation	Broker Name	Phone	Email	Website
	Fully traded			
Abezco	Abzeco Pty. Ltd.	(03) 9431 5444	offsets@abzeco.com.au	www.abzeco.com.au
Baw Baw SC	Baw Baw Shire Council	(03) 5624 2411	bawbaw@bawbawshire.vic.gov.au	www.bawbawshire.vic.gov.au
Bio Offsets	Biodiversity Offsets Victoria	0452 161 013	info@offsetsvictoria.com.au	www.offsetsvictoria.com.au
Contact NVOR	Native Vegetation Offset Register	136 186	nativevegetation.offsetregister@deeca.vic.gov.au	www.environment.vic.gov.au/native-vegetation
Ecocentric	Ecocentric Environmental Consulting	0410 564 139	ecocentric@me.com	Not avaliable
Ethos	Ethos NRM Pty Ltd	(03) 5153 0037	offsets@ethosnrm.com.au	www.ethosnrm.com.au
Nillumbik SC	Nillumbik Shire Council	(03) 9433 3316	offsets@nillumbik.vic.gov.au	www.nillumbik.vic.gov.au
TFN	Trust for Nature	8631 5888	offsets@tfn.org.au	www.trustfornature.org.au
VegLink	Vegetation Link Pty Ltd	(03) 8578 4250 or 1300 834 546	offsets@vegetationlink.com.au	www.vegetationlink.com.au
Yarra Ranges SC	Yarra Ranges Shire Council	1300 368 333	biodiversityoffsets@yarraranges.vic.gov.au	www.yarraranges.vic.gov.au

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For more information contact the DEECA Customer Service Centre 136 186 or the Native Vegetation Credit Register at nativevegetation.offsetregister@delwp.vic.gov.au

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Obtaining this publication does not guarantee that the credits shown will be available in the Native Vegetation Credit Register either now or at a later time when a purchase of native vegetation credits is planned.

Notwithstanding anything else contained in this publication, you must ensure that you comply with all relevant laws, legislation, awards or orders and that you obtain and comply with all permits, approvals and the like that affect, are applicable or are necessary to undertake any action to remove, lop or destroy or otherwise deal with any native vegetation or that apply to matters within the scope of Clauses 52.16 or 52.17 of the Victoria Planning Provisions and Victorian planning schemes

PE.4	**PLN/2024/150 - 66 HOWEY STREET, GISBORNE**
Application Details:	**Use and development of the land for a child care centre, reduction in car parking requirements and display of two floodlit signs**
Officer:	**Lipi Patel, Senior Statutory Planning Officer**
Council Plan relationship:	**Our Environment**
Attachments:	**1. Attachment 1 - Proposed plans ⇩** **2. Attachment 2 - Planning Report (under separate cover)** **3. Attachment 3 - Acoustic report (under separate cover)** **4. Attachment 4 - Traffic Impact Assessment (under separate cover)** **5. Attachment 5 - Waste Management plan ⇩** **6. Attachment 6 - Arboricultural Report ⇩**
Triggers for a planning permit	Clause 32.08-2 (General Residential Zone) – Use of the land for a child care centre. Clause 32.08-10 (General Residential Zone) – Buildings and works associated with a Section 2 use. Clause 43.02-2 (Design and Development Overlay) – Buildings and works. Clause 52.05 (Signs) – Construct or put up for display a sign. Clause 52.06 (Car parking) – Waive or reduce the required car parking requirement.
Zones and Overlays	General Residential Zone – Schedule 1 Design and Development Overlay – Schedule 17 Development Contributions Plan Overlay – Schedule 2
No. of objectors	64
Trigger for report to **Council**	Greater than 5 objections.
Key Considerations	Whether the proposed use is consistent with the purpose and decision guidelines of the General Residential Zone and other relevant State and Local planning provisions. Whether the proposed buildings and works are designed and sited in a way that is consistent with the purpose and decision guidelines of the relevant planning provisions, the General Residential Zone and the Design and Development Overlay – Schedule 17, and to protect the existing street trees. Whether the proposal would result in adverse amenity impacts. Whether the size, location and design of the signs are consistent with the requirements of Clause 52.05 and are appropriate in the streetscape. Whether the proposed traffic, car parking and access arrangements are

	satisfactory. Other matters. Objector concerns.
Conclusion	That Council advise VCAT and the permit applicant that Council does not support the granting of a planning permit.
Date of receipt of application:	23 May 2024

Summary

Council has received an application seeking approval for the use and development of the land for a childcare centre at 66 Howey Street, Gisborne.

As part of the assessment process, the application was advertised to adjoining and surrounding landowners/occupiers, which resulted in 64 objections being received.

Council was notified on 15 January 2026 that the applicant has lodged an appeal at the Victorian Civil and Administrative Tribunal (VCAT), due to Council's failure to grant a permit within the prescribed time under section 79 of the *Planning and Environment Act 1987*.

The hearing dates are set for 20-23 July 2026, while the Compulsory Conference is scheduled for 28 April 2026.

VCAT is now the decision maker in relation to the application, with Council's role being to advise VCAT of the position that Council would have taken with the application.

Recommendation

That Council advise VCAT, the permit applicant and objectors that should Council have been the Responsible Authority for the application, that Council would resolve to issue a Notice of Decision to refuse to grant a permit for the use and development of the land for a child care centre at Lot 9 PS437976P, 66 Howey Street, Gisborne, on the following grounds:

1. **The proposed is not in accordance with the following policy contained within the Macedon Ranges Planning Scheme in the following manner:**
    - **The building design is inconsistent with the established residential character as required by Clause 15 (Built Environment and Heritage), Clause 16 (Housing), the General Residential Zone, Design and Development Overlay Schedule 17 and the local character policy at Clause 02.03 due to the scale and bulk of the building being out of scale with surrounding development and presenting as visually dominant.**
    - **The height and style of fencing is inconsistent with the Design and Development Overlay Schedule 17 and would present as visually dominant and out of scale within the existing streetscape, and result in a poor design outcome.**
    - **The proposal does not respond to the existing or desired future character of the area sought by the General Residential Zone and Design and Development Overlay Schedule 17 that seeks to maintain the semi-rural and village character due to the scale of the building, site coverage and lack of landscaping.**

2. **The scale and intensity of the use is not aligned with the Macedon Ranges' local policy direction to maintain township character, protect residential amenity, and ensure that non-residential uses are suitably located to minimise off-site impacts. The proposal is therefore contrary to the strategic policy framework at Clause 02 (Municipal Planning Strategy) and Clause 11 (Settlement).**

3. **The proposal fails to provide the required number of car spaces under Clause 52.06 (Car Parking) and the application has not sought a formal reduction in car parking requirements.**

Existing conditions and relevant history

Subject land

The subject site is located on the north-west corner of the intersection with Howey Street, and Stephen Street.

The subject site is rectangular in shape with a southern frontage to Howey Street of 64.52m, a western frontage to Stephen Street being of 40.23m, creating a total site area of 2,596 square metres.

The site currently contains an existing dwelling with various outbuildings located across the site. Vehicle access is available via an unmade crossover onto Howey Street, towards the centre of the frontage. Vegetation is present on the site and there are six mature street trees located along the Howey Street and Stephen Street road reserves across the site frontages.

Figure 1: Aerial photo of subject site. *Source:* Intramaps (Council GIS).

Figure 2: Photo of subject site from Howey Street. *Source:* Site inspection photos.

Figure 3: Photo of subject site from intersection of Howey Street and Stephen Street. *Source:* Site inspection photos

Surrounds

The subject site is located within an established residential area, towards the western edge of town. Whilst the immediate surrounds are also located within the General Residential Zone (GRZ), there is an area in the Low Density Residential Zone (LDRZ), commencing only 50 metres to the west of the subject site.

This broader area retains the character of a township edge, with unmade verges and significant planting - particularly street trees. The area has an open, informal character with low or no front fences and is known as 'Old Gisborne'.

Properties adjacent to the subject site include:

- North of the site are residential unit developments - 3 units at 55 Stephen Street (setback 2.7m from the common boundary at the closest point) and 2 units at 56 Goode Street (setback 2.m from the common boundary at the closest point). The areas close to the common boundary are used for private open space.
- East of the site are residential properties containing single dwellings (battleaxe lot), with both dwellings sited in close proximity to the common boundary.
- South of the site (to the south of Howey Street) are residential properties containing single dwellings and associated outbuildings.
- West of the site (to the west of Stephen Street) are residential properties containing single dwellings and associated outbuildings.

More broadly, the neighbourhood includes: the UL Daly Nature Reserve (which incorporates the Scout Hall) and adjacent Gisborne Cemetery to the south-east, the Gisborne Golf Club to the south-west, and a number of schools.

Gisborne Primary School is located approximately 200m to the east of the subject site, with St Brigids Catholic Primary School located approximately 350m to the east and Gisborne Secondary College located approximately 550m to the south.

The subject site is located just over 350m from where the Commercial 1 Zone (C1Z) commences to the north-east, comprising the commerical centre of Gisborne.

Figure 4: Aerial photo of subject site and surrounds. *Source:* Intramaps (Council GIS).

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

No relevant restrictions are registered on title.

Previous planning permit history

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

Permit No.	Description
P200-0007	2 Lot Subdivision (Re-alignment of title boundaries)

Proposal

The application proposes the use and development of the land for a child care centre and display of two floodlit signs as follows.

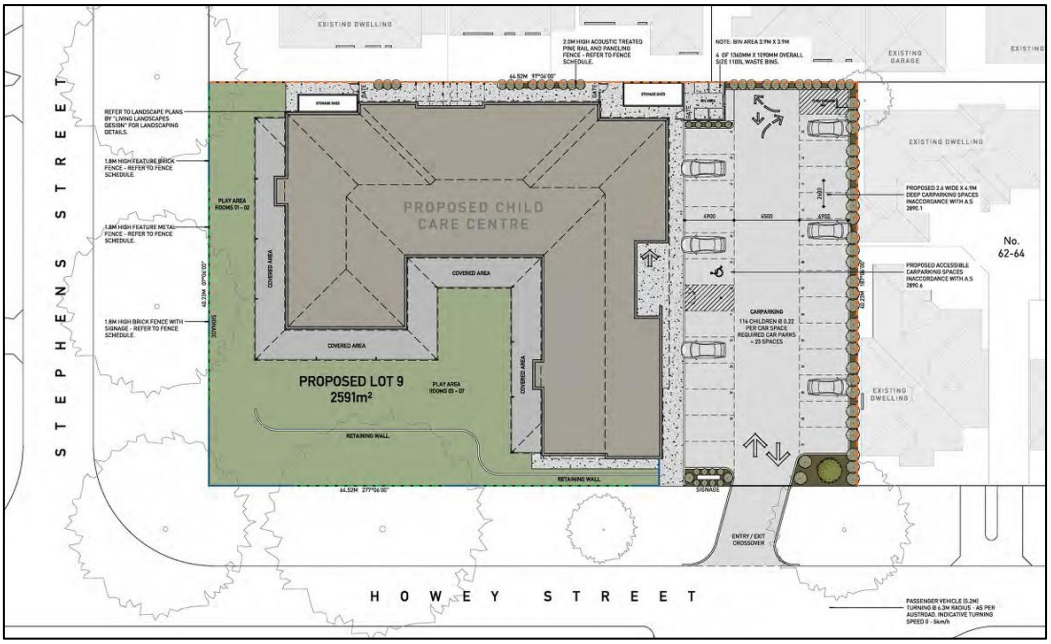


Figure 5: Excerpt of Overall Site Plan.

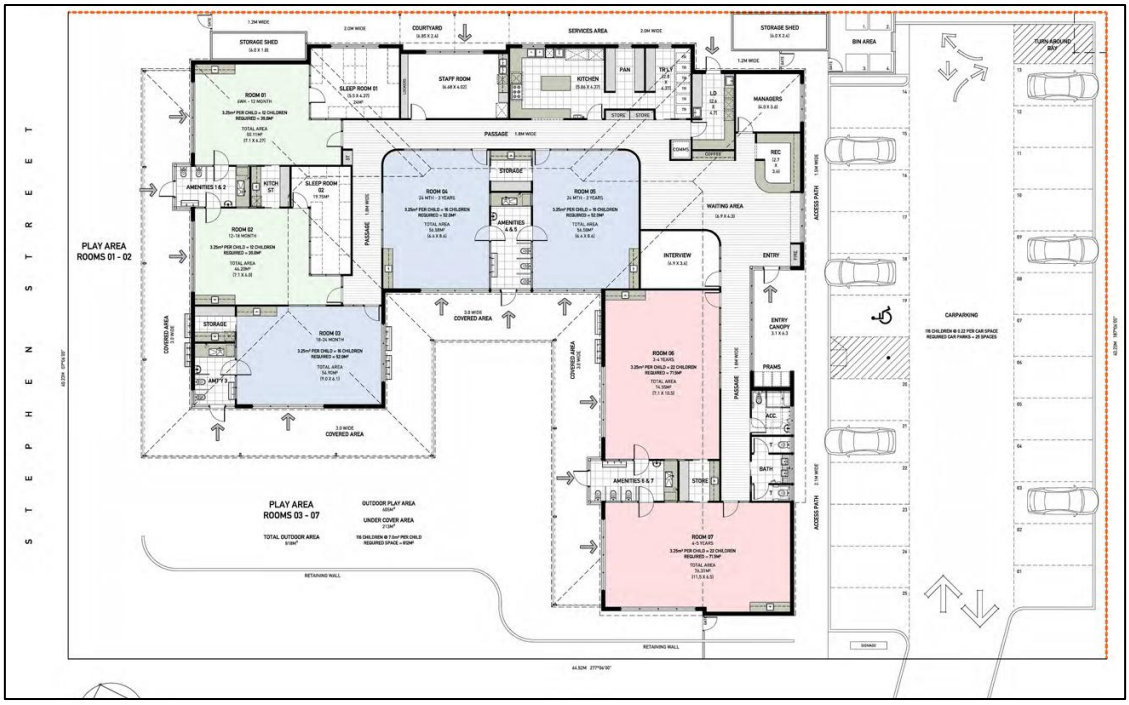


Figure 6: Excerpt of Floor Plan.

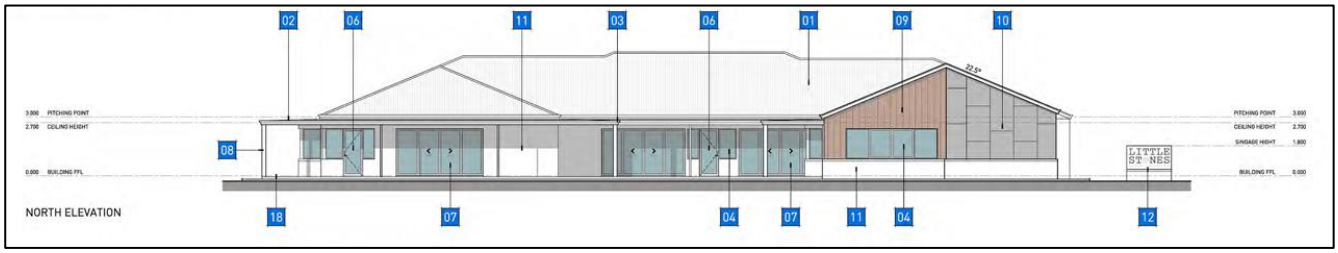


Figure 7: South Elevation / Howey Street frontage (incorrectly labelled as North Elevation).

Use

- Capacity of use - 116 children, plus 26 staff members (21 educators and 5 additional staff).
- The proposed operating hours are 6:30am to 6:30pm, Monday to Friday.

Development

- Single storey building sited towards the northern boundary, with a car parking area located along the eastern boundary.
    - The building is proposed to be setback 1.2-2 metres.
    - The setback between the car park and eastern boundary has not been dimensioned on the plans; but is scaled at approximately 0.5 metres.
- The building form proposed is relatively simple with a largely hipped roof form and a significant amount of glazing. The building is 'U-shaped' with an area of 879.56 square metres.
- There is a large eave proposed around the south-western part of the building, which would provide an additional covered area of 213.53 square metres.
- The proposed materials include Colorbond roof sheeting, 'Weathertex' weatherboard-style cladding, cement-type cladding and face brickwork.
- Outdoor play areas would be situated along the Stephen Street frontage (western boundary) and part of the Howey Street frontage (southern boundary).

Access and car parking

- The Car parking area is proposed to comprise 25 car parking spaces including one accessible car parking space, and an area for bin storage.
- Vehicular access is proposed from Howey Street, via a new crossover (not dimensioned on the plans), proposed opposite the intersection with Penny Green Drive. Two way access is proposed, with vehicle turning allowed for at the northern end of the car park (to be achieved via a three point turn manouevre and the use of a turning bay).
- The entrance to the building is via the the car parking area and pedestrian access from the street is obtained alongside the eastern wall of the building via an 'access path'.

Fencing

- High fencing is proposed around the outdoor play areas. This includes in various sections a 2m high brick fence, 2m high feature metal fence (battens with toughened glass) and a 2metre high acoustic charred timber fence.
- A 2m high acoustic fence (treated pine rail and panelling) is proposed along the northern and eastern boundaries.

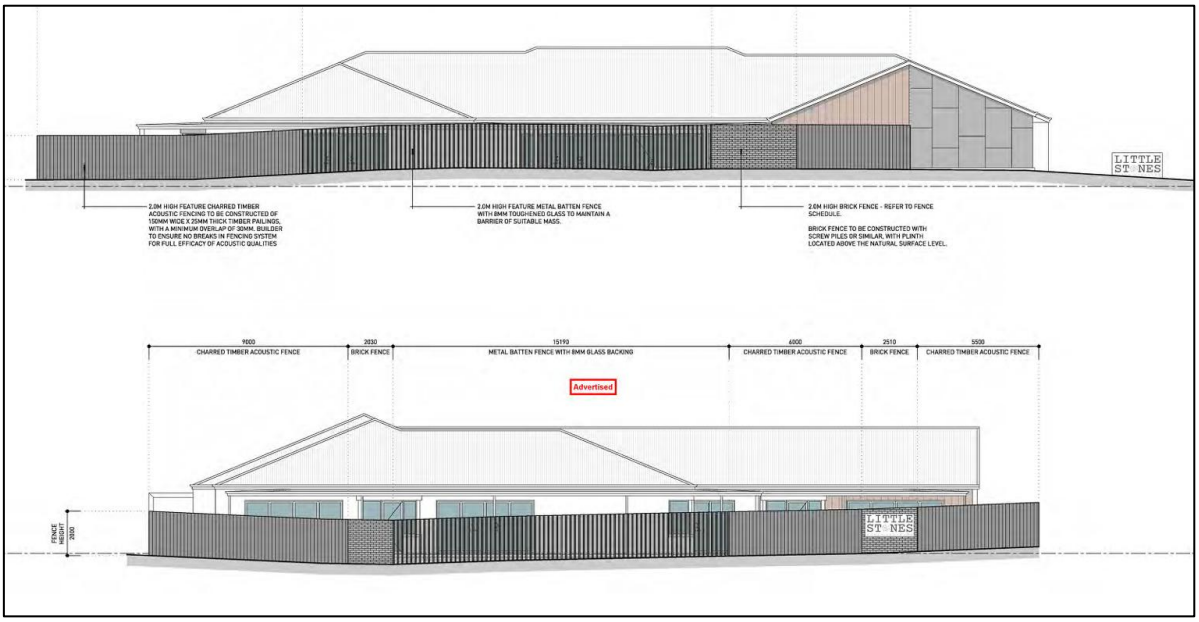


Figure 9: Excerpt from Fence Elevations.

Signage

- There are two signs proposed, as shown on the Fence Elevations. One is located on a brick part of the Stephen Street fence and one is located near the car park.
- Both are Business identification signs and read 'Little Stones'. No proper signage drawings have been provided and their size is not detailed on the plans. The Planning Report states the following:

> *One sign is located adjacent to the main entrance from Howey Street and measures 2.3m wide and 1.2m high (2.76sqm area). This sign will be flood lit. The other sign is incorporated within the side boundary fence along Stephen Street measures 2.1m wide and 1m high (2.1sqm area). This sign will not be illuminated in any way.*

Trees and Landscaping

- There are six mature oak trees along the two street frontages located within the road reserve.
- The Landscape Plan submitted with the application proposes internal landscaping around the proposed building and outdoor play areas. The plan shows a mix of perimeter planting, including some trees dotted along the boundaries. The species proposed in the Landscape Plan vary, including both native and exotic species.

Waste Management

- A Waste Management Plan (WMP) was provided as part of the application material and is based on a floor area of 746 square metres (it does not include the waiting area and hallways etc.) and calculates the generation of 2,611 litres per week each of general waste and recycling.
- Collection is proposed 1-2 times per week by a private contractor, but no further detail is provided.
- The four waste bins are to be stored in the north-western corner of the car parking area in a designated and secure bay.

Relevant Macedon Ranges Planning Scheme controls

Section 46AZK of the Planning and Environment Act 1987

Section 46AZK of the Planning and Environment Act 1987 requires Council as a Responsible Public Entity to not act inconsistently with any provision of the Statement of Planning Policy (SOPP) in exercising decision making powers. Attachment 1 contains the officer assessment against the SOPP.

Planning Policy Framework

Clause no.	Clause name
11 11.01-1R 11.01-1L 11.02-1S 11.03-3S	Settlement Settlement – Loddon Mallee South Settlement – Gisborne (including New Gisborne) Supply of Urban Land Peri-Urban Areas
13.05-1S 13.07-1S	Noise Management Land Use Compatibility
14.02-2S	Water Quality
15.01-1S 15.01-2S 15.01-5S 15.01-5L	Urban Design Building Design Neighbourhood Character Neighbourhood Character – Macedon Ranges townships
17.01-1S 17.02-2S	Diversified Economy Business
18.01-1S	Land Use and Transport Integration
19.0202S	Education Facilities

Zoning

Clause no.	Clause name
32.08	General Residential Zone – Schedule 1 (GRZ1)

Overlay

Clause no.	Clause name
43.02	Design and Development Overlay – Schedule 17 (DDO17)
45.06	Development Contributions Plan Overlay – Schedule 2 (DCPO2)

Particular provisions

Clause no.	Clause name
52.05	Signs
52.06	Car Parking
53.18	Stormwater Management in Urban Development

General provisions

Clause no.	Clause name

65	Decision Guidelines

Cultural Heritage Management Plan assessment

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

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

The process to date

Referral

Authority (Section 55)	Response
Head, Transport for Victoria	No objection, no conditions requested.

Authority (Section 52)	Response
MRSC Engineering	Supported the application, subject to conditions
MRSC Waste Management	Supported the application.
MRSC Environmental Health	Supported the application subject to noise mitigation measures being implemented in accordance with the submitted Acoustic Report.
MRSC Parks and Gardens Unit	Supported the application subject to conditions implementing tree protection measures.

Advertising

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

The application was advertised twice. Following the first round of advertising in October/November 2024, the application was amended to include the following key design changes:

- The building essentially flipped so that the main outdoor play area was sided to the south of the building. The original proposal had this space located to the north side of the building.
- The crossover to the car park shifted west, away from the from the street tree.

The application was advertised for a second time in November 2025.

A total of 64 objections have been received to date, raising a wide range of concerns as follows:

Inappropriate location/neighbourhood character/built form

- Inappropriate location in relation to the residential nature of the surrounding area.
- Overdevelopment due to its excessive size/scale and residential location.
- Insufficient landscaping.

Unnecessary development/Alternative land use opportunities

- No demographic study has been provided to demonstrate a genuine need for an additional childcare centre in this area given the presence of multiple existing centres in Gisborne.
- Site could be used to develop additional housing instead to support Victoria's housing needs and overall priority.

Amenity impacts/Noise

- Overshadowing/overlooking to adjoining properties and private open space.
- Noise impacts - particularly from outdoor play areas and increased traffic during drop-off and pick-up times.
- Waste collection occurring out of the operation hours of the childcare centre.
- Negative impacts on the street trees (oak trees) along Howey Street and Stephen Street.

Traffic/parking impacts

- Single access point creates a hazardous situation, particularly given its location at the junction of two streets.
- Increased traffic volumes on the surrounding streets (Stephen Street, Howey Street, Goode Street, Penny Green Drive), increasing potential for road accidents and posing a risk to pedestrians and cyclists.
- Insufficient on-site parking, potentially leading to congestion in surrounding streets (Stephen Street, Howey Street, Goode Street, Penny Green Drive).
- Bus movements becoming problematic due to on street parking.
- Proposal fails to demonstrate that the existing street network can safely accommodate the increased traffic and overall intensification of the area.
- Traffic Impact Assessment Report contains inaccuracies, including flawed assumptions, inadequate consideration of peak-hour impacts, and inconsistencies throughout the analysis.

General

- Insufficient provision of footpaths, gutters, curbs in the area to support the development of this nature and scale.
- Evacuation of children and staff during emergency events such as fire.
- Notification process/lack of community consultation.
- Property devaluation.
- Inconsistent details regarding signage.

These concerns are discussed below in the assessment section of the report.

Consultation

It is noted that no Consultation Meeting was held as the permit applicant did not want to be involved in such a process.

Officer assessment

In assessing this application, the following matters require consideration:

- Whether the proposed use is consistent with the purpose and decision guidelines of the General Residential Zone and other relevant State and Local planning provisions.
- Whether the proposed buildings and works are designed and sited in a way that is consistent with the purpose and decision guidelines of the relevant planning provisions, the General Residential Zone and the Design and Development Overlay – Schedule 17, and to protect the existing street trees.
- Whether the proposal would result in adverse amenity impacts.
- Whether the size, location and design of the signs are consistent with the requirements of Clause 52.05 and are appropriate in the streetscape.
- Whether the proposed traffic, car parking and access arrangements are satisfactory.
- Other matters.
- Objector concerns.

Each of these matters will be addressed in the following assessment.

Whether the proposed use is consistent with the purpose and decision guidelines of the General Residential Zone and other relevant State and Local planning provisions.

The Municipal Planning Strategy (MPS) and Planning Policy Framework (PPF) sets out the overarching strategic directions for the Macedon Ranges Shire. Those of particular relevance are summarised below.

Clause 02.02 – Vision details Council's land use development vision as:

- Development occurs in an orderly and sustainable manner, maintaining clear distinctions and separations between settlements. A diverse range of residential and commercial opportunities are provided in appropriate locations, including appropriately zoned and serviced land to meet the needs of the shire's changing demographic. Growth is generally directed to the transport corridors, in line with infrastructure provision and cognisant of constraints.

- Economic growth and development are encouraged to deliver jobs and reduce escape expenditure. This occurs in appropriate locations within the settlement boundaries, apart from agriculture-based business.

Clause 02.03-7 - Economic development seeks to achieve *economic diversity, incorporating agriculture, tourism, commercial centres and industrial areas is facilitated through the shire's proximity to metropolitan Melbourne, transport advantages, suitability for a range of agricultural enterprises, and significant landscapes and lifestyle offering*. The policy recognises that there is a need to create further local employment opportunities within townships for the residents of Macedon Ranges to reduce the reliance on commuting.

Clause 11.01-1S – Settlement seeks to develop sustainable communities through a settlement framework offering convenient access to jobs, services, infrastructure and community facilities. Specific settlement strategies for Gisborne are conveyed at Clause 11.01-1L.

The General Residential Zone purpose includes:

> *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

Hence, it is often accepted that a childcare centre may be an appropriate non-residential land use that serves a local community need in a residential area. Whether such a use is appropriate must be considered in light of the planning scheme provisions and policies and, in light of the acceptability of the proposed layout and design and the potential amenity impacts.

In Bajaj v Macedon Ranges SC [2024] VCAT 1031 the Tribunal make the following conclusions in relation to demonstrating that a childcare centre meets an identified community need:

> *The first thing to state about the council's concern about this is that there is no obligation for a permit applicant to demonstrate that a childcare centre meets an identified community need.*
>
> *…I wish to refer to relevant case law. It indicates that a demonstrated need for a land use may be a relevant factor in considering and making a decision on a planning application. It may weigh in favour of a proposal when 'balancing conflicting policy objectives in favour of net community benefit and sustainable development for the benefit of present and future generations'. However, it has also determined that the lack of a need will rarely, if ever, be a ground for refusing to grant a planning permit. This is well explained in the following quote:*
>
> > *Need is a fundamental concept in town planning, because town planning is essentially concerned with shaping our physical environment to meet the social economic and environmental needs of the community. However in individual development applications the role of need is complex. At one end of the scale, there are ubiquitous land uses in relation to which the Tribunal has said that need is not a matter for the planning system, rather it is a matter for the competitive market place. On the other hand there are important community based uses where the Tribunal has found that the need for the use can outweigh other important, and ordinarily decisive, planning considerations. An often quoted example of this latter case is the helipad at the Alfred Hospital.*
>
> *As already explained, a childcare centre is often a land use that is acknowledged as a non-residential use that serves local community needs and can therefore be granted planning permission in residential areas in appropriate locations. A childcare centre in a residential area is one of those ubiquitous land uses where need is a matter for the competitive marketplace (as stated in the above quote from Tulcany).*

I reiterate my earlier finding that there is no obligation for a permit applicant to demonstrate that a childcare centre meets an identified community need in order to receive planning permission.

Concerns were raised by objectors in relation to no demographic study having been undertaken to demonstrate a genuine need for a childcare centre in this location. The application material does not include any substantial demographic analysis or economic impact assessment, to demonstrate a need. Nonetheless, the position of VCAT on this matter is clear. In addition, the proximity to a number of primary schools as well as the surrounding residential development, suggests that parents of children attending the primary school will likely benefit from the services offered by the proposed childcare centre.

Given this, the appropriateness of the location must therefore be considered in the context of the site and surrounding area, with considerations of scale and intensity, land use compatibility, neighbourhood character and amenity impacts and the like. These are discussed in greater detail below.

The key question is whether the childcare centre as proposed is appropriate for this particular site.

Whether the proposed buildings and works are designed and sited in a way that is consistent with the purpose and decision guidelines of the relevant planning provisions, the General Residential Zone and the Design and Development Overlay – Schedule 17, and to protect the existing street trees.

Whether the proposed buildings and works are suitable within the surrounding streetscape is a significant consideration within this assessment and concerns were raised by objectors that the design did not respect the existing neighbourhood character of the area.

Clause 02.03-5 (Built Environment and Heritage) seeks "*to protect and enhance the distinctive character and form of the Shire's towns. It is recognised that there is a need to facilitate industrial and commercial development that is attractive and has a positive impact on the amenity of the area"*. Clause 15 (Built Environment and Heritage) broadly emphasises the importance of creating quality environments that contribute positively to the local urban character and sense of place, and reflects the particular characteristics, aspirations and cultural identity of the community.

Clause 15.01-1L (Urban Design – Macedon Ranges) more specifically seeks to:

- Ensure that development in townships responds to key features of existing streetscapes, including building materials, colours, height, setbacks, bulk, articulation, significant vegetation, site coverage and density.
- Retain mature vegetation and incorporate landscaping that integrates with the landscape character of the area and increases tree canopy coverage across townships.

The objective of Clause 15.01-5S (Neighbourhood Character) is *to recognise and protect cultural identity, neighbourhood character and sense of place*. This policy aims to create a high-quality urban environment and promote adherence to sound urban design principles in the development of new projects.

The design and siting of new development within this part of Gisborne is guided by the General Residential Zone provisions, Design and Development Overlay Schedule 17 (DDO17), and local policies relating to neighbourhood character, urban design, and landscape protection. These policies consistently call for new development to respect the established streetscape pattern, incorporate generous landscaping, retain significant vegetation, limit building bulk, and maintain the semi-rural and village character that defines

the area. The scale, bulk and design of the building and it being inappropriate in the existing streetscape and neighbourhood character was a key concern raised in the objections.

The existing neighbourhood character of the area, including the Howey Street and Stephen Street streetscapes, is typical of the original outer edge of established regional townships - residential but informal, with significant vegetation cover.

The Gisborne Futures Structure Plan, adopted by Council on 24 July 2024, locates the subject site within the existing 'Township Residential' neighbourhood character type and within the 'Incremental 1: Township Residential' future character precinct.

The Township Residential type is described as:

> *Township residential areas are the original 'villages' of Gisborne and New Gisborne. The most significant character elements of these areas are the wide tree lined streets that were established in the early phases of town development. Dwellings are single and double storey and set back beyond wide grassed verges in established gardens. Unit and townhouse developments have maintained the prevalent setback and rhythm of built form on the street through side setbacks that provide separation and landscaping to driveways and boundaries.*

The Incremental 1: Township Residential future type is described as:

> *Areas close to the Gisborne town centre will gradually accommodate more diverse and compact housing that is designed to respond to the surrounding context and provide high levels of amenity for existing and future residents.*

Built form and fencing

Whilst it is acknowledged that the building design echoes a residential style, it would still present as something else due to its sheer size. The Howey Street frontage would be dominated by built form occupying approximately two-thirds of the site, with the extent of car parking towards the eastern boundary also visible. It is noted that the plans lack any proper dimensions.

The height of the building is also significant. A Streetscape Elevation has not been provided as part of the application, however it is clear that the amount of roofing visible would have a significant visual impact.

The impact of the building would be exacerbated, or added to, by the largely solid front fencing along both Howey Street and Stephen Street. The fence is to be 2m high for acoustic purposes and while some of the fence comprises metal battens with glass, large sections are either brick or charred timber. Of the almost 80m of fencing across both frontages, there would be: charred timber 37.65m (47%), metal battens with glass 33.69m (42%), and brick 8.37m (11%). Therefore, 58% of the two frontages would be a solid fence, with the remainder transparent but still 2.0 metres in height and incorporating metal battens which are quite visible.

This is a poor design response for a streetscape which is characterised by low or no front fencing.

In an area where there are either no or low front fences, the introduction of 80 metres of 2m high, largely solid fencing would significantly detract from the existing character and would be an imposing visual element. The Design and Development Overlay Schedule 17 (DDO17) clearly seeks to avoid solid front fencing and triggers the need for a planning permit for any fencing that is higher than 1.2 metres. The need for extensive high fencing points to

the proposal failing to present as a site responsive design, resulting in a poor built form outcome.

Site layout and landscaping

The only way to avoid the high fencing would be for the design to be 'flipped', which would result in the building being too close to the street, and the outdoor play areas too close to surrounding residences. This is a clear indicator that a childcare centre of this size is simply not appropriate for this particular site.

The size of the building itself and associated site coverage, as well as the presence of a 25 space car park are incongruous with the surrounding area and would disrupt the rhythm of the streetscape.

The proposal also provides limited ability to soften the building and car park (hard surfaces) through landscaping. While some planting is proposed, it is not of a scale capable of integrating the development into the existing landscape character or screening its more utilitarian elements.

Clause 15 (Built Environment and Heritage), DDO17 and the General Residential Zone all emphasise the need to respect existing streetscapes and minimise detrimental impacts to the surrounding area, including the public realm. Safe access and egress are important and site coverage, scale, the retention of mature vegetation and landscaping more generally are all highlighted.

Taken together, the bulk of the building, the prominence of the car park, the reliance on high fencing and the limited landscaping opportunities result in a built form outcome that is inconsistent with the policy expectations for development within this residential area.

Impacts on street trees

The application was accompanied by two Arboricultural Reports – an initial report prepared by John Patrick and a later report prepared by Axiom.

The John Patrick Arboricultural Report assesses six mature trees located within the nature strips of Howey Street and Stephen Street (and potential impacts). These trees include 1 x Algerian Oak and 5 x English Oaks, and all are rated to be of High or Medium arboricultural value. It is evident that these trees are mature and an important part of the character of the area.

Council's Township Street and Park Tree Management Policy (adopted 22 June 2022) includes the following objectives (as relevant):

- *Value the importance of public trees and the role they play in contributing to the unique character, amenity and liveability of the Shire.*
- *Enhance township tree canopy cover and biodiversity.*
- *Protect existing trees from construction, development and event activities*

Section 3.1 of this policy includes extensive requirements in relation to tree protection (e.g. Tree Protection Plans, and bonds.)

The John Patrick Arboricultural Report states that the proposal has been redesigned to reduce encroachment into relevant Tree Protection Zones (TPZs), however there remains the potential for impacts and the preparation of a Tree Management Plan is recommended.

Notably, the John Patrick Arboricultural Report states that potential impact would be from the construction of the proposal, but also from a footpath and kerb and channel along Howey Street, required by Council.

The Axiom AIA Report preceded the John Patrick Arboricultural Report and assessed 15 trees, four of which are located in neighbouring properties and 11 of which are street trees, including the 1 x Algerian Oak and 6 x English Oaks.

The Axiom AIA Report recommended that Trees 11-15 be removed. These include 3 Cherry Plum, 1 Purple Cherry Plum and 1 English Oak. This English Oak is not one of the 6 mature oaks. It is noted that trees 7, 8, 9 and 10 which are located on neighbouring properties would also suffer TPZ encroachment and would similarly require tree protection measures to be put in place.

The John Patrick Arboricultural Report explains that each of the six street trees would have the following encroachment into the TPZ as a result of the works associated with the proposed child care building and the new footpath and road upgrades:

- Tree 1 – Algerian Oak – 6.3%
- Tree 2 – English Oak – 9.4%
- Tree 3 – English Oak – 9.9%
- Tree 4 – English Oak – 4.5%
- Tree 5 – English Oak – 3.3%
- Tree 6 – English Oak – 9.8%

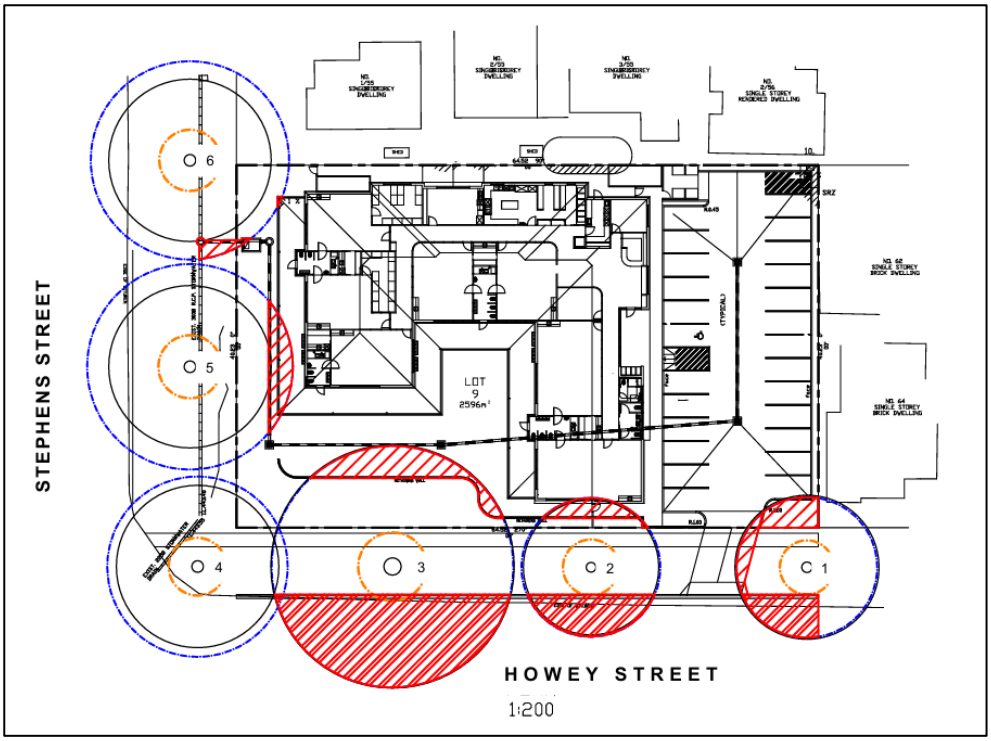


Figure 10: Excerpt from Tree Location and Impact Assessment Plan. *Source:* John Patrick Arboricultural Report.

The encroachments into the TPZ of each tree is compliant with Australian Standard *AS4970-200 Protection of trees on development sites 9* and would ensure that these trees are not negatively impacted as a result of the works subject to suitable management recommendations.

The John Patrick Arboricultural Report identifies that any construction of the kerb and channel along Howey Street would need to be carefully managed to ensure the tree roots for trees 1-4 are not detrimentally impacted.

The application was referred to Council's Arboriculture Unit who were supportive of the application subject to conditions being included requiring a detailed Tree Protection Management Plan (TPMP) and the incorporation of the recommendations from the John Patrick Arboricultural Report. It is therefore determined that the proposal has been designed in a manner that protects the existing street trees subject to suitable permit conditions.

Whether the proposal would result in adverse amenity impacts.

The proposal would introduce a high level of activity onto a site surrounded by established housing, with seven adjoining residential interfaces and several more directly opposite. Unsurprisingly, noise impacts resulting from the proposal was one of the key concerns raised by objectors.

Noise

Clauses 13.05-1S (Noise Management) and 13.07-1S (Land use compatibility) both seek to ensure that development is not prejudiced, and noise emissions do not adversely impact community amenity and human health. They also seek to minimise the impact from noise exposure to occupants of sensitive land uses (such as surrounding residential properties).

The number of children and staff, combined with regular peaks in traffic during the morning and afternoon, would result in a degree of noise and activity that is more intensive than typically expected in this residential context. The proposed hours of operation are standard hours for the operation of a childcare centre, acknowledging the need for drop off/pick up either side of work hours, and would primarily (with the exception of 6.30-7.00am and 6.00-6.30pm) fall within the daytime period for noise considerations.

An Acoustic Report prepared by Waveform Acoustics (April 2025) has been provided as part of the application material. The Report considers the surrounding sensitive uses, noise sources and their associated impacts and addresses noise sources relating to the development being children playing outdoors, vehicles coming and going from the car park, and mechanical equipment.

The noise modelling undertaken in relation to the outdoor play areas and car park show that the following measures and land management practices would need to be implemented for the proposal to comply with the relevant noise legislation:

- Construct a 2m high acoustic fence around both the outdoor play areas and carpark of these areas was provided
- Implement the following management practices:
    - Noise from children is managed in the outdoor play areas.
    - Noise at drop-off and pick- up times is managed.
    - Ensuring that noise in the parking area is kept to reasonable level, particularly in the early morning.

It is unclear how staff of the premises are to manage the noise risks from the car park and outdoor play areas as no details have been provided as to what this would look like in practice. The lack of detail on this point, increases the risk of undue noise impacts from the proposed use.

While the Acoustic Report proposes mitigating measures, these rely heavily on the installation of 2m high acoustic fencing to several boundaries and unclear management

practices. The fencing would create significant visual change and is not acceptable from a built form perspective – a matter that will be further discussed later in this assessment.

The Acoustic Report also states any waste collection or deliveries should occur between 7am-8pm on weekdays and 9am-8pm on other days. These times are appropriate and could be managed via permit condition if this application were to be supported.

Concerns were also raised by objectors regarding the cumulative impact of noise from Gisborne Primary School. Noise monitoring was undertaken by Waveform Acoustics on 9-12 January 2024 as part of the work preparing the Acoustic Report. This was during the school holiday period and thus would not have captured the existing noise generated by the school and thus is not a true reflection of the existing noise impacts within the area.

Based on the above, it is considered that the proposal would result in adverse noise impacts to the adjoining and surrounding residential properties.

Loss of privacy

Concerns were also raised by objectors in relation to loss of privacy. As stated previously, the development is proposed to be single storey. Combined with setbacks to the side and rear boundaries with a 2m high fence, it is unlikely there would be any unreasonable impact to the amenity of surrounding landowners from overlooking. It is nonetheless acknowledged that the level of privacy currently enjoyed by neighbours due to the site being of a significantly lower scale development would be altered.

Light spill

Lighting impacts are unknown at this stage, although the proposed illuminated sign would cause light spill issues (further discussed below), as would any other lighting proposed for the car park.

Waste management

The application proposes that the waste generated by the centre would be managed by a private waste collector who would collect the waste regularly. A waste collection area is nominated on the site plan and would be screened by a fence and plants to ensure that it does not impact the amenity of the surroundings.

Whilst a Waste Management Plan (WMP) accompanies the application, it fails to detail exactly how the waste would be collected – that is, whether the private contractor truck would access the bins via the car parking area, or whether the bins would be moved to the kerb for collection. The Traffic Impact Assessment (TIA) states that 'waste collection is also proposed to occur outside of operational hours via a 6.4m small rigid vehicle'. The TIA states that 'it is expected that the waste vehicle will visit the site outside of operational hours and will utilise the entire width of the car park to change direction'. The WMP is unresolved in terms of more precise details about waste collection.

Given the combination of noise, activity levels, reliance on high acoustic fencing, and the limited ability to buffer the use from surrounding homes, the proposed use would result in unreasonable amenity impacts, particularly in relation to noise. For these reasons, the proposal is not consistent with planning policy that seeks to protect amenity and ensure that non-residential land uses are compatibility with residential land uses.

<u>Whether the size, location and design of the signs are consistent with the requirements of Clause 52.05 and are appropriate in the streetscape.</u>

The purpose of Clause 52.05 Signs includes:

> *To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.*

A sign is proposed to face each street frontage. The size and design of the signs is proportionate to the proposed building and fencing and as such would sit comfortably within the streetscape and would not impact any significant view or vistas. Whilst there is limited detail on the level of illumination proposed for the floodlighting of the signs, this could be easily managed through permit conditions to ensure the light is suitably baffled and is turned off outside of operating hours. The proposed signs provide a suitable response to the decision guidelines of Clause 52.05 and are therefore acceptable.

Whether the proposed traffic, car parking and access arrangements are satisfactory.

The purpose of Clause 52.06 (Car Parking Provision) is to ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality. The provision also encourages sustainable transport options, consolidation of car parking facilities and the design and operation of car parks to a high standard, safe and efficient and not adversely affect the amenity of the locality.

Clause 52.06 of the Planning Scheme was amended on 18 December 2025 as part of a Statewide Planning Scheme Amendment which introduced altered car parking rates. Pursuant to Clause 52.06-5, 1 car space is required to be provided for each proposed staff member given the site is located in a Category 1 area. As there are 26 staff proposed, the proposal generates a need for 26 car spaces. Prior to the amendment to Clause 52.06, a child care centre attracted a rate of 0.22 space per child, which based on 116 children, required 25 car spaces. The submitted plans provide 25 spaces, which prior to the amendment met the requirements, however it is now creating a shortfall of one car parking space.

When seeking a car parking reduction, an applicant is required to submit a Car Parking Demand Assessment as part of the application documentation. The Traffic Impact Assessment (TIA) submitted with the application did not include a Car Parking Demand Assessment or discuss the availability of on-street parking in the area, because at the time it was produced, a reduction was not required. Whilst a Car Parking Demand Assessment has not been provided, a review of aerial photography of the area shows there is ample on street parking available within the subject site and thus it is anticipated that a car parking reduction of 1 space could be justified.

As such, it is recommended that a procedural ground of refusal be included to identify this matter as it has not be fully addressed due to the unexpected change to Clause 52.06 during the application process. However, it is anticipated that this matter could be suitably addressed through the provision of a Car Parking Demand Assessment that examines the on street parking available in the area.

It is noted that extensive comments provided in the objections explain that if cars are parked along Howey Street, two way traffic is no longer feasible. It is not anticipated that the proposal would result in any significant increase to on-street parking, with the shortfall of one car space.

The proposed car park has been designed with suitable car park dimensions and accessway widths in accordance with the design standards at Clause 52.06-9. These allow for the safe and convenient use of the car park by visitors and staff associated with the proposal.

It is acknowledged in the Traffic Impact Assessment Report (TIA) that the proposed crossover does not comply with Australian Standard 2890.1 Off-Street Car Parking as it is located within a prohibited zone. The TIA states that this location is nevertheless okay as drivers will still have clear sight lines to observe traffic from both directions and will be able to manage potential conflicts with the Penny Green Drive intersection due to clear visibility.

Council's Engineering Department have agreed with these conclusions and accepted the location of the crossover

In terms of road safety, the TIA concludes that the number of vehicle movements throughout the day (48 during the morning peak and 48 during evening peak) can be accommodated within the existing street network. In contrast, the objections raised concerns with road safety and traffic impacts, including from buses turning in and out of Penny Green Drive and pedestrian safety.

The TIA stated that only 1 crash was identified between 2012 and 2024 within 400m of the site, and that no crashes were recorded on Howey Street, Stephen Street, or Penny Green Drive next to the proposed site. Council's Engineering Department has confirmed this and advised that there have been very few recorded crashes in the vicinity of the site with no identified pattern of safety issues and consider it unlikely that the proposal would increase the risks of accidents in the future. It is therefore anticipated that the traffic demand generated from the proposed use can be accommodated within the existing street network and would not result in any increase in road safety concerns.

Rather, the provision of a new footpath and kerb and channel in front of the subject site would improve pedestrian safety in the area by providing clearer separation between vehicles and pedestrians.

For these reasons, the proposal is not expected to result in adverse traffic impacts.

Other matters

Stormwater management

Clause 53.18 Stormwater management in urban developments is applicable to the Proposal, but other than a purported Drainage Design plan, there has been no relevant documentation provided as to how the stormwater management objectives of Clause 53.18-5 are to be met.

Development Contributions Plan Overlay

The Development Contributions Plan Overlay requires that any permit must granted to construct a building or carry out works must include any conditions required to give effect to the contributions required under the development contributions plan. Should a permit be issued, this would be addressed via conditions.

Objector concerns

The following concerns were raised by objectors and have not been discussed elsewhere in the report:

Site could be used to develop additional housing instead to support Victoria's housing needs and overall priority.

Whilst this point is noted, Council is required to assess the proposal that is before them.

Property devaluation

It is noted that VCAT has determined that this is not a relevant planning consideration.

Conclusion

Overall, while childcare centres can be appropriate in residential areas, the proposal does not respond adequately to the constraints and character of this site and surrounds. The scale and layout of the buildings and car park, reliance on extensive two metre high acoustic fencing, limited landscaping opportunities, and associated impacts on neighbourhood character all demonstrate a poor response to the General Residential Zone, Design and Development Overlay – Schedule 17 and the broader planning policy framework.

The proposal would introduce unreasonable amenity impacts in relation to noise from outdoor play and vehicle activity, without a clear or practical management framework.

Although traffic impacts and car parking arrangements are generally acceptable, it is acknowledged that the proposal does not comply with the updated car parking rates and this would need to be addressed as part of the upcoming VCAT proceedings.

While the signage and some technical matters, such as development contributions, tree protection and certain engineering requirements, could be addressed via conditions, these do not overcome the more substantial concerns relating to neighbourhood character, amenity and site responsiveness.

For these reasons, the proposal does not achieve an acceptable planning outcome and is not appropriate for this site in its proposed form.

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.

UTILITIES:

RURAL WATER CORPORATION: ?
URBAN WATER CORPORATION: ?
MELBOURNE WATER: OUTSIDE DRAINAGE BOUNDARY
POWER DISTRIBUTOR: POWERCOR

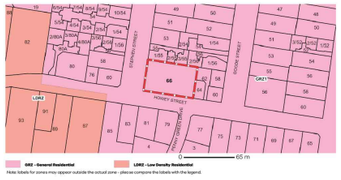
PLANNING ZONE:

GENERAL RESIDENTIAL ZONE [GRZ]
GENERAL RESIDENTIAL ZONE - SCHEDULE 1 [GRZ1]

PLANNING OVERLAY:

SPECIFIC CONTROLS OVERLAY [SCO]
SPECIFIC CONTROLS OVERLAY - SCHEDULE 1 [SCO1]

PLANNING ZONES



THIS ALLOTMENT IS LOCATED WITHIN 'GENERAL RESIDENTIAL ZONE (GRZ1)

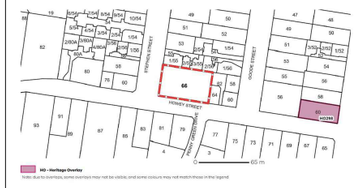
PLANNING OVERLAY

THIS ALLOTMENT IS LOCATED WITHIN 'SPECIFIC CONTROLS ZONE' (SCO1)

DESIGNATED BUSHFIRE PRONE AREA

THIS PROPERTY IS NOT IN A DESIGNATED BUSHFIRE PRONE AREA

OTHER OVERLAYS



OTHER OVERLAYS IN THE VICINITY NOT DIRECTLY AFFECTING THIS LAND
'DESIGN AND DEVELOPMENT OVERLAY' [DDO]
'HERITAGE OVERLAY' [HO]

SITE NOTES:

100MM DIA. U.P.V.C STORMWATER DRAINS DIRECTED TO OUTLET & DISPOSE OF STORMWATER ON SITE TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY.

PROVIDE INSPECTION OPENINGS EVERY 9M OF RUN & CHANGE IN DIRECTION.

100MM DIAMETER UPVC DOWNPIPES

AREAS:

CHILD CARE CENTRE		
BUILDING	00.00 m²	00.00 sq's
VERANDAH	00.00 m²	00.00 sq's
ENTRY CANOPY	00.00 m²	00.00 sq's
TOTAL	00.00 m²	00.00 sq's

ORIENTATION:

NORTH

LANDSCAPING:

REFER TO LANDSCAPING DRAWINGS FOR DETAILS.

FENCING SCHEDULE:

- 2.0M HIGH ACOUSTIC TREATED PINE RAIL AND PANELING FENCE
- 2.0M HIGH FEATURE BRICK FENCE
- 2.0M HIGH FEATURE METAL FENCE.
- 2.0M HIGH ACOUSTIC CHARRED TIMBER FENCE

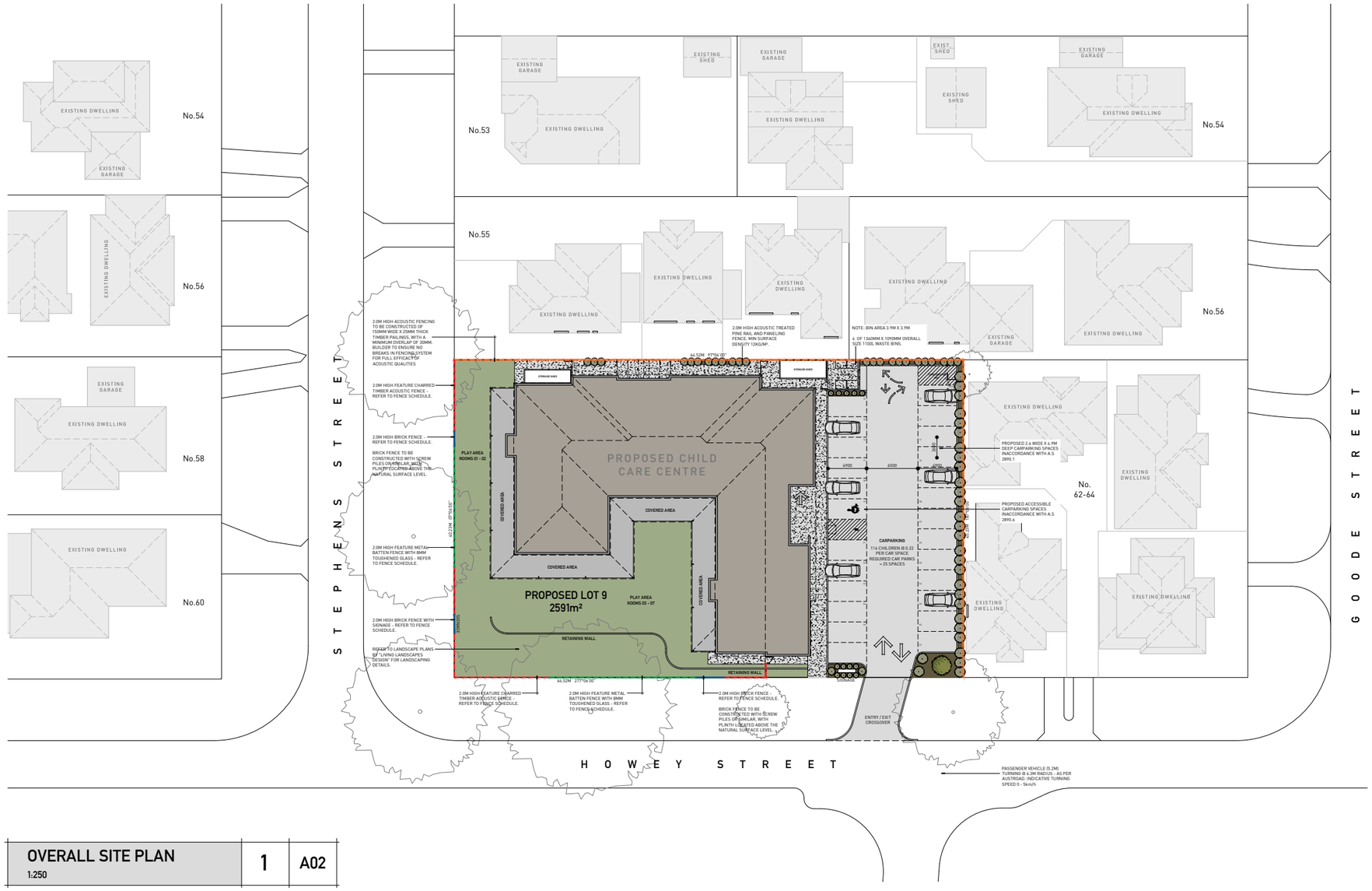
FENCING NOTE:

ALL FENCES TO BE A MINIMUM OF 2.0M HEIGHT

MINIMUM SURFACE DENSITY OF 12KG / M²

EXCAVATION FOR ALL FENCES MUST BE LIMITED TO THE FOOTINGS/POSTS UNLESS EXPLORATORY DIGGING INDICATES ROOTS GREATER THAN 40MM DIAMETER WILL NOT BE IMPACTED.

PRIOR TO FINAL DRAWINGS FOR ANY OF THE FENCES BEING PREPARED, EXPLORATORY NON-DESTRUCTIVE DIGGING (E.G. HYDRO-EXCAVATION OR AIR-KNIFE) MUST BE UNDERTAKEN ALONG THE ALIGNMENT OF THE FENCES TO ENSURE THE LOCATION OF ALL FOOTINGS/POSTS DO NOT IMPACT ROOTS GREATER THAN 40MM IN DIAMETER.



ISSUE FOR TOWN PLANNING
REVISION C
ISSUED: MAY 9TH 2025

SHEET No	TP - A02
Project	PROPOSED CHILD CARE FACILITY
Client	ROMSEY PROPERTY INVESTMENTS PTY LTD.
Location	LOT 9 STEPHENS ST AND HOWEY ST, GISBORNE
Scale: AS SHOWN	Date: MAY 17TH 2024 — Design: LC
Rev No.: C	Rev. Date: MAY 9TH 2025 — Drawn: JC

PROJECT No. **AA23 - 154**

OVERALL SITE PLAN	1	A02
1:250		

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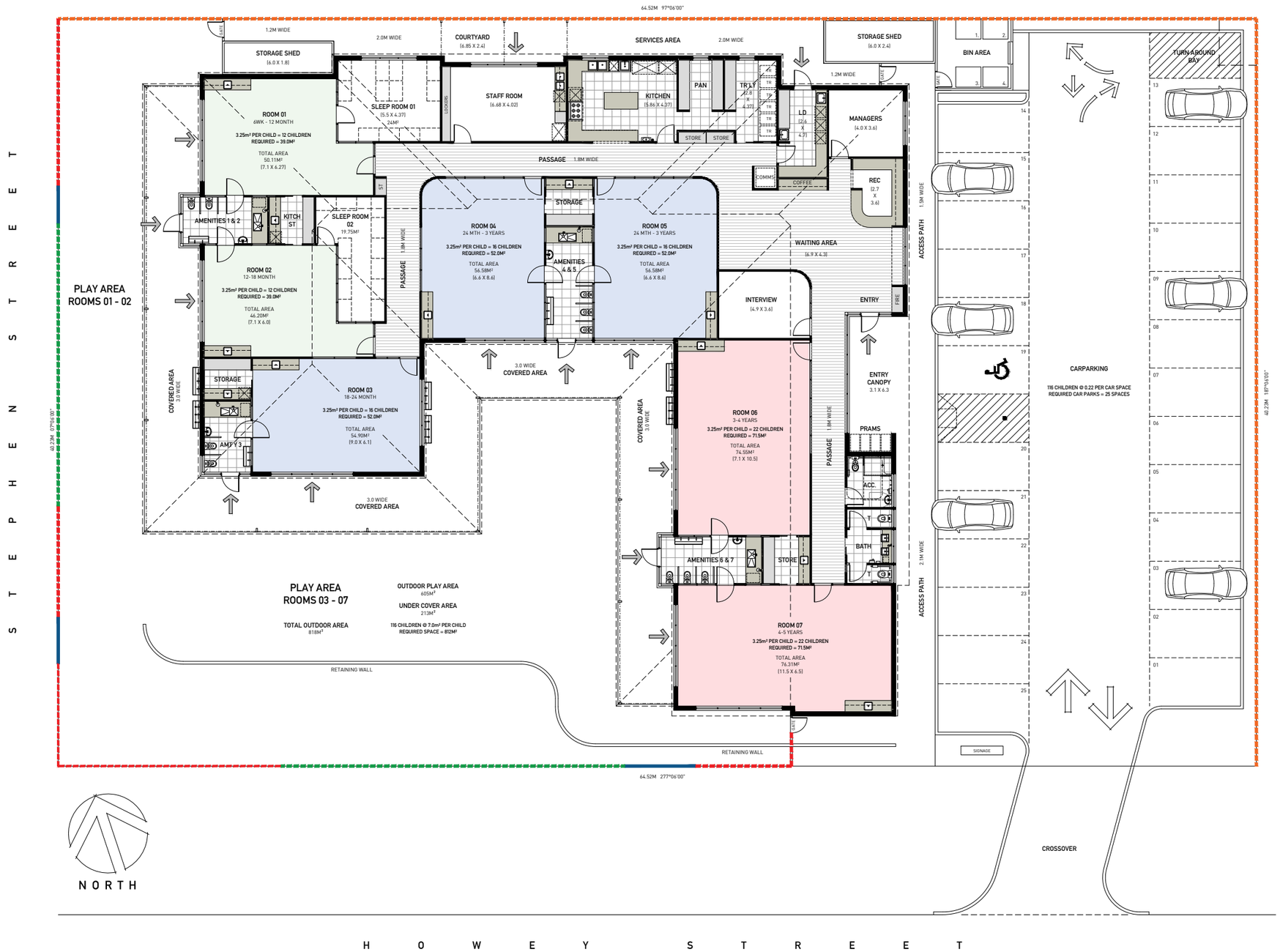

AREAS:

CHILD CARE CENTRE	
BUILDING	879.56 m²
COVERED AREA	213.53 m²
OUTDOOR PLAY AREA	604.79 m²

AREA PER CHILD:

ROOM & No OF CHILDREN:	AREA	M² PER CHILD
ACTIVITY ROOM 1 - 12 CHILDREN	50.11 m²	3.83m²
ACTIVITY ROOM 2 - 12 CHILDREN	46.20 m²	3.58m²
ACTIVITY ROOM 3 - 16 CHILDREN	54.90 m²	3.25m²
ACTIVITY ROOM 4 - 16 CHILDREN	56.58 m²	3.44m²
ACTIVITY ROOM 5 - 16 CHILDREN	56.58 m²	3.44m²
ACTIVITY ROOM 6 - 22 CHILDREN	74.55 m²	3.41m²
ACTIVITY ROOM 7 - 22 CHILDREN	76.31 m²	3.47m²
TOTAL		116 CHILDREN
TOTAL AREA		415.23m²
TOTAL AREA PER CHILD		3.58m²
TOTAL		116 CHILDREN
TOTAL OUTDOOR AREA (INC. COVERED AREA)		818.32m²
TOTAL AREA PER CHILD		7.05m²

TOILET PER CHILD:

ROOM & No OF TOILETS:	TOTAL
BATHROOM 1 & 2	2
BATHROOM 3	2
BATHROOM 4 & 5	3
BATHROOM 6 & 7	3
TOTAL TOILETS	10
TOTAL CHILDREN	116
TOTAL CHILDREN PER TOILET	11.6

EDUCATORS TO CHILD RATIOS:

REGULATION 123 EDUCATORS TO CHILD RATIOS

CENTRE-BASED SERVICES:

THE MINIMUM NUMBER OF EDUCATORS REQUIRED TO EDUCATE AND CARE FOR CHILDREN AT A CENTRE-BASED SERVICE IS TO BE CALCULATED IN ACCORDANCE WITH THE FOLLOWING RATIOS FOR CHILDREN:

- FROM BIRTH TO 24 MONTHS OF AGE—1 EDUCATOR TO 4 CHILDREN;
- OVER 24 MONTHS AND LESS THAN 36 MONTHS OF AGE—1 EDUCATOR TO 4 CHILDREN;
- AGED 36 MONTHS OF AGE OR OVER (NOT INCLUDING CHILDREN OVER PRESCHOOL AGE) —1 EDUCATOR TO 11 CHILDREN (IN VIC);
- OVER PRESCHOOL AGE, 1 EDUCATOR TO 15 CHILDREN.

ROOM & No OF CHILDREN:	NO. OF STAFF
ACTIVITY ROOM 1 - 12 CHILDREN	3 STAFF MEMBERS
ACTIVITY ROOM 2 - 12 CHILDREN	3 STAFF MEMBERS
ACTIVITY ROOM 3 - 16 CHILDREN	4 STAFF MEMBERS
ACTIVITY ROOM 4 - 16 CHILDREN	4 STAFF MEMBERS
ACTIVITY ROOM 5 - 16 CHILDREN	3 STAFF MEMBERS
ACTIVITY ROOM 6 - 22 CHILDREN	2 STAFF MEMBERS
ACTIVITY ROOM 7 - 22 CHILDREN	2 STAFF MEMBERS
TOTAL CHILDREN	116 CHILDREN
TOTAL STAFF EDUCATORS	21 STAFF MEMBERS
RECEPTION	1 STAFF MEMBER
KITCHEN	2 STAFF MEMBERS
OFFICE	1 STAFF MEMBER
PLANNING	1 STAFF MEMBER
TOTAL STAFF	26 STAFF MEMBERS

FENCING SCHEDULE:

- 2.0M HIGH ACOUSTIC TREATED PINE RAIL AND PANELING FENCE
- 1.8M HIGH FEATURE BRICK FENCE
- 1.8M HIGH FEATURE METAL FENCE.
- 2.0M HIGH ACOUSTIC CHARRED TIMBER FENCE

ISSUE FOR TOWN PLANNING
REVISION C
ISSUED: MAY 9TH 2025

SHEET No	TP - A03 C
Project	PROPOSED CHILD CARE FACILITY
Client	ROMSEY PROPERTY INVESTMENTS PTY LTD.
Location	LOT 9 STEPHENS ST AND HOWEY ST, GISBORNE
Scale 1:100	Date MAY 17TH 2024 — Design LC
Rev No. C	Rev. Date MAY 9TH 2025 — Drawn:- JC

PROJECT No. **AA23 - 154**

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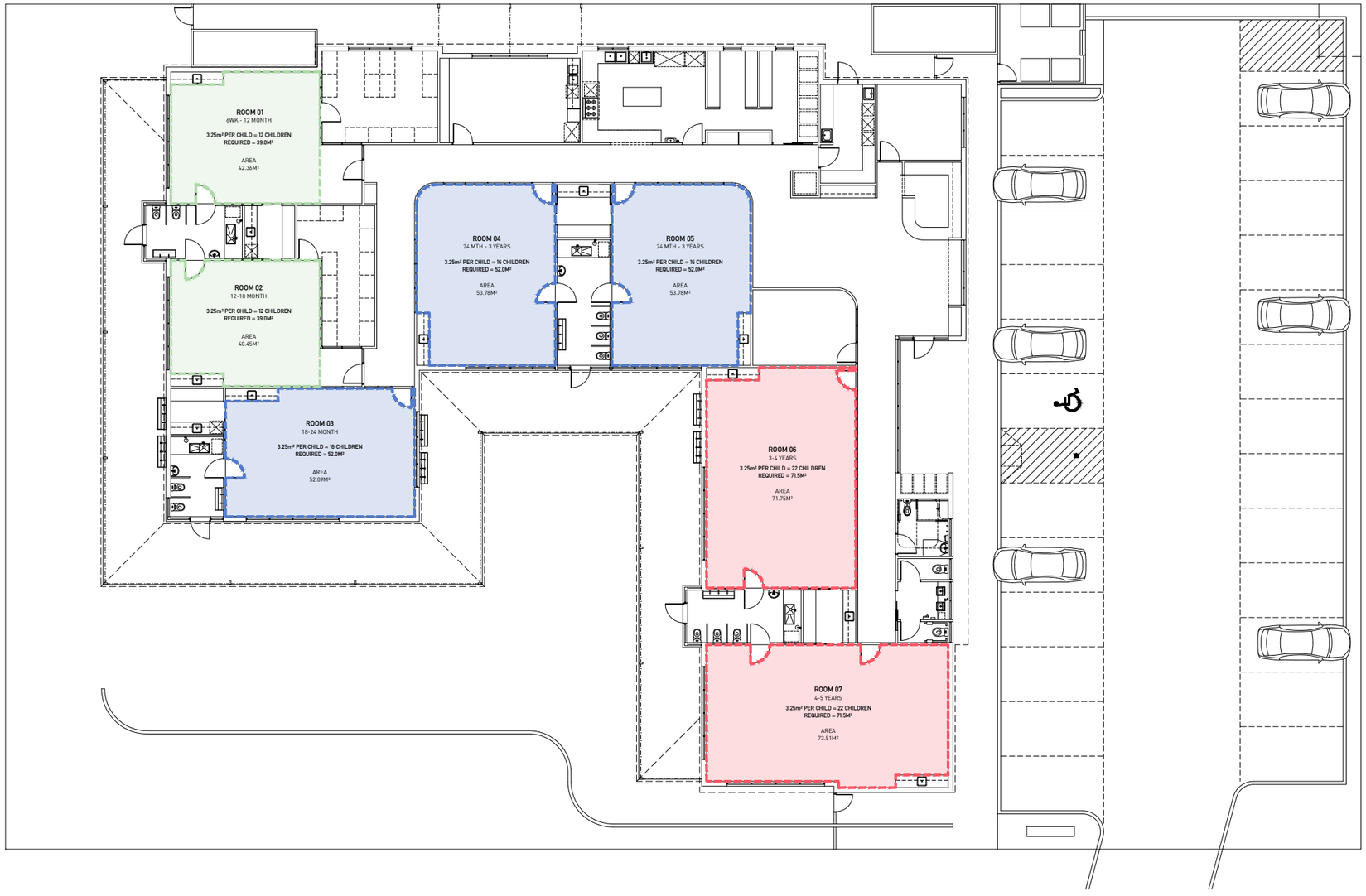
FLOOR PLAN 1:100 | 1 | A03



AREAS:

CHILD CARE CENTRE

BUILDING	879.56 m²
COVERED AREA	213.53 m²
OUTDOOR PLAY AREA	604.79 m²

AREA PER CHILD:

ROOM & No OF CHILDREN:	AREA	M² PER CHILD
ACTIVITY ROOM 1 - 12 CHILDREN	42.36 m²	3.53m²
ACTIVITY ROOM 2 - 12 CHILDREN	40.45 m²	3.37m²
ACTIVITY ROOM 3 - 16 CHILDREN	52.09 m²	3.26m²
ACTIVITY ROOM 4 - 16 CHILDREN	53.78 m²	3.36m²
ACTIVITY ROOM 5 - 16 CHILDREN	53.78 m²	3.36m²
ACTIVITY ROOM 6 - 22 CHILDREN	71.75 m²	3.26m²
ACTIVITY ROOM 7 - 22 CHILDREN	73.51 m²	3.27m²
TOTAL		116 CHILDREN
TOTAL AREA		387.72m²
TOTAL AREA PER CHILD		3.34m²
TOTAL		116 CHILDREN
TOTAL OUTDOOR AREA (INC. VERANDAH)		818.32m²
TOTAL AREA PER CHILD		7.05m²

TOILET PER CHILD:

ROOM & No OF TOILETS:	TOTAL
BATHROOM 1 & 2	2
BATHROOM 3	2
BATHROOM 4 & 5	3
BATHROOM 6 & 7	3
TOTAL TOILETS	10
TOTAL CHILDREN	116
TOTAL CHILDREN PER TOILET	11.6

EDUCATORS TO CHILD RATIOS:

REGULATION 123 EDUCATORS TO CHILD RATIOS

CENTRE-BASED SERVICES:

THE MINIMUM NUMBER OF EDUCATORS REQUIRED TO EDUCATE AND CARE FOR CHILDREN AT A CENTRE-BASED SERVICE IS TO BE CALCULATED IN ACCORDANCE WITH THE FOLLOWING RATIOS FOR CHILDREN:

- FROM BIRTH TO 24 MONTHS OF AGE—1 EDUCATOR TO 4 CHILDREN;
- OVER 24 MONTHS AND LESS THAN 36 MONTHS OF AGE—1 EDUCATOR TO 4 CHILDREN;
- AGED 36 MONTHS OF AGE OR OVER (NOT INCLUDING CHILDREN OVER PRESCHOOL AGE) —1 EDUCATOR TO 11 CHILDREN (IN VIC);
- OVER PRESCHOOL AGE, 1 EDUCATOR TO 15 CHILDREN.

ROOM & No OF CHILDREN:	NO. OF STAFF
ACTIVITY ROOM 1 - 12 CHILDREN	3 STAFF MEMBERS
ACTIVITY ROOM 2 - 12 CHILDREN	3 STAFF MEMBERS
ACTIVITY ROOM 3 - 16 CHILDREN	4 STAFF MEMBERS
ACTIVITY ROOM 4 - 16 CHILDREN	4 STAFF MEMBERS
ACTIVITY ROOM 5 - 16 CHILDREN	3 STAFF MEMBERS
ACTIVITY ROOM 6 - 22 CHILDREN	2 STAFF MEMBERS
ACTIVITY ROOM 7 - 22 CHILDREN	2 STAFF MEMBERS
TOTAL CHILDREN	116 CHILDREN
TOTAL STAFF EDUCATORS	21 STAFF MEMBERS
RECEPTION	1 STAFF MEMBER
KITCHEN	2 STAFF MEMBERS
OFFICE	1 STAFF MEMBER
PLANNING	1 STAFF MEMBER
TOTAL STAFF	26 STAFF MEMBERS

ORIENTATION:

NORTH

SHEET No	TP - A04 C
Project	PROPOSED CHILD CARE FACILITY
Client	ROMSEY PROPERTY INVESTMENTS PTY LTD.
Location	LOT 9 STEPHENS ST AND HOWEY ST, GISBORNE
Scale 1:100	Date MAY 17TH 2024 — Design LC
Rev No. C	Rev. Date MAY 9TH 2025 — Drawn:- JC

PROJECT No. AA23 - 154

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ACTIVITY ROOM AREAS	1	A04
1:100		

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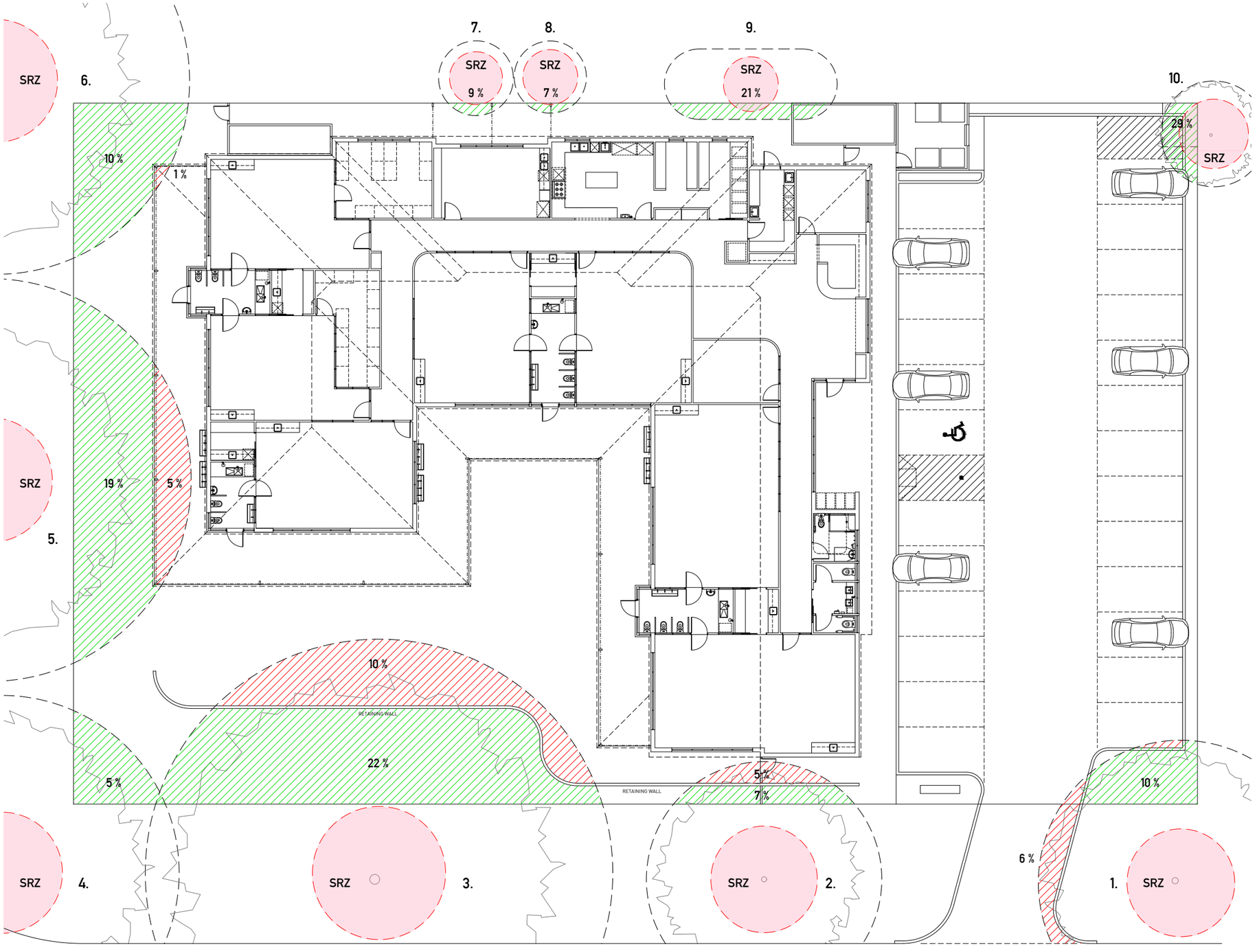
ISSUED: MAY 9TH 2025



ARBORIST OVERLAY
1:100

1 | A05

ISSUE FOR TOWN PLANNING
REVISION C
ISSUED: MAY 9TH 2025

SHEET No	TP - A05 C
Project	PROPOSED CHILD CARE FACILITY
Client	ROMSEY PROPERTY INVESTMENTS PTY LTD.
Location	LOT 9 STEPHENS ST AND HOWEY ST, GISBORNE
Scale 1:100	Date MAY 17TH 2024 — Design LC
Rev No. C	Rev. Date MAY 9TH 2025 — Drawn:- JC

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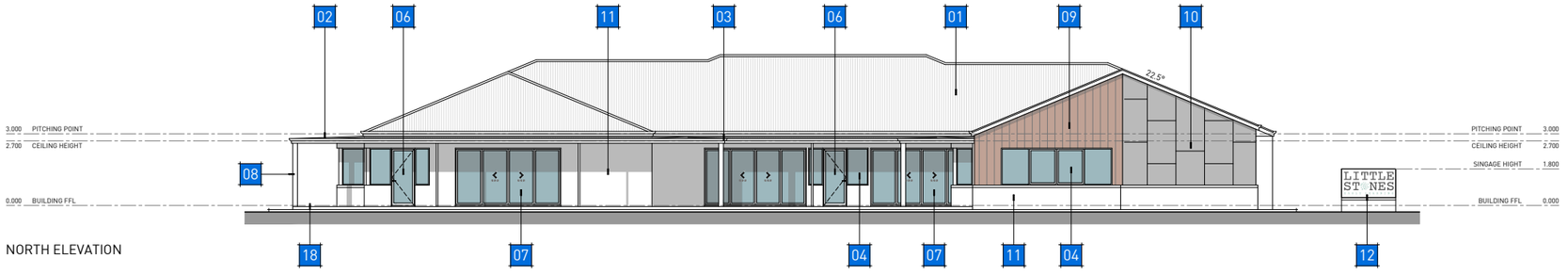
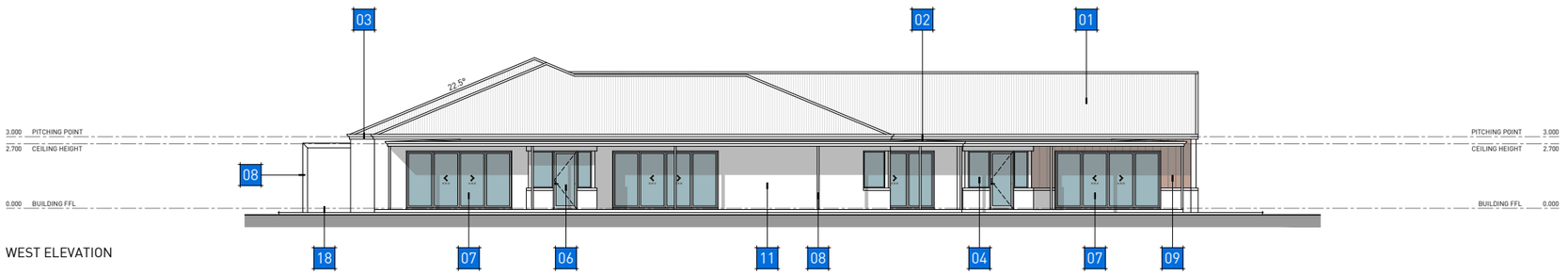
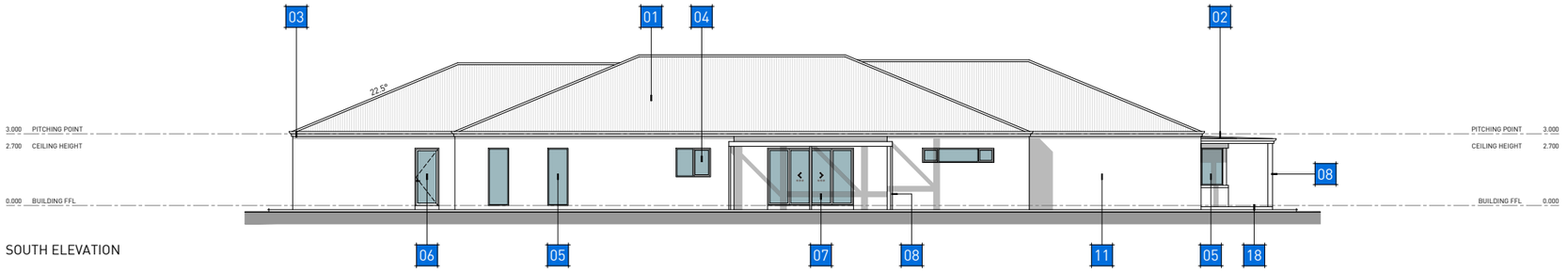


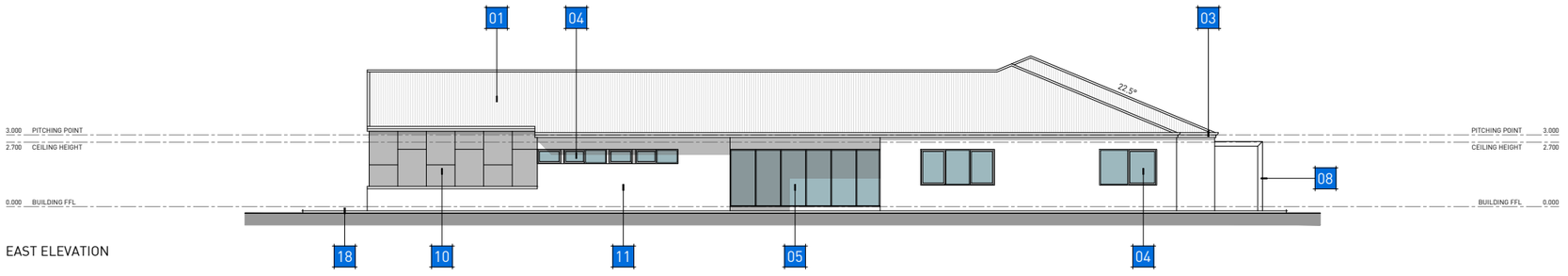
NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION

ELEVATION NOTES:	
TAG NO.	DESCRIPTION
01	SELECTED COLORBOND ROOF SHEETING @ 22.5° PITCH. COLOUR = SHALE GREY.
02	SELECTED COLORBOND CORRUGATED ROOF SHEETING TO VERANDAH @ 1.5° PITCH. COLOUR = SHALE GREY.
03	SELECTED COLORBOND FASCIA & GUTTER. COLOUR = SOUTHERLY
04	SELECTED ALUMINIUM FRAMED FULLY GLAZED AWNING WINDOWS WITH POWDERCOAT FINISH. COLOUR = SHALE GREY.
05	SELECTED ALUMINIUM FRAMED FULLY GLAZED FIXED WINDOWS WITH POWDERCOAT FINISH. COLOUR = SHALE GREY.
06	SELECTED ALUMINIUM FRAMED FULLY GLAZED SWING DOOR WITH POWDERCOAT FINISH. COLOUR = SHALE GREY.
07	SELECTED ALUMINIUM FRAMED FULLY GLAZED SLIDING DOORS WITH POWDERCOAT FINISH. COLOUR = SHALE GREY
08	200MM X 75MM STRUCTURAL COLUMNS WITH POWDERCOAT FINISH. COLOUR = MONUMENT.
09	9.5MM THICK 'WEATHERTEX' WEATHERGROOVE NATURAL PANEL CLADDING. 300MM WIDE GROOVE SPACING.
10	SELECTED CEMINTEL 'BARESTONE' CLADDING. COLOUR = ORIGINAL.
11	SELECTED BRICK AUSTRAL "SAN SELMO CLASSICO ORIGINAL".
12	PROPOSED HOWEY STREET SIGNAGE AREA. 2.3M WIDE X 1.8M HIGH - AS PER COUNCIL APPROVAL.
13	PROPOSED STEPHEN STREET SIGNAGE AREA. 1.8M WIDE X 1.8M HIGH - AS PER COUNCIL APPROVAL.
14	FEATURE BRICK BOUNDARY FENCE. SELECTED BRICK AUSTRAL "SAN SELMO CLASSICO ORIGINAL"
15	RETAINING WALL BRICK TO MATCH FEATURE FENCE. SELECTED AUSTRAL BRICK "SAN SELMO CLASSICO ORIGINAL"
16	FEATURE METAL FENCING WITH POWDERCOAT FINISH. COLOUR = MONUMENT.
17	900MM HIGH FEATURE BRICK PLINTH. SELECTED AUSTRAL BRICK "SAN SELMO CLASSICO ORIGINAL".
18	ENSURE FINISHED SURFACE FALLS AWAY MIN. 1:20 FROM BUILDING EDGE FOR MIN. 2.0M [TYPICAL]

ISSUE FOR TOWN PLANNING
REVISION C
ISSUED: MAY 9TH 2025

SHEET No	TP - A06 C
Project	PROPOSED CHILD CARE FACILITY
Client	ROMSEY PROPERTY INVESTMENTS PTY LTD.
Location	LOT 9 STEPHENS ST AND HOWEY ST, GISBORNE
Scale 1:100	Date MAY 17TH 2024 / Design LC
Rev No. C	Rev. Date MAY 9TH 2025 / Drawn JC

PROJECT No. **AA23 - 154**

ELEVATIONS 1:100	1	A06

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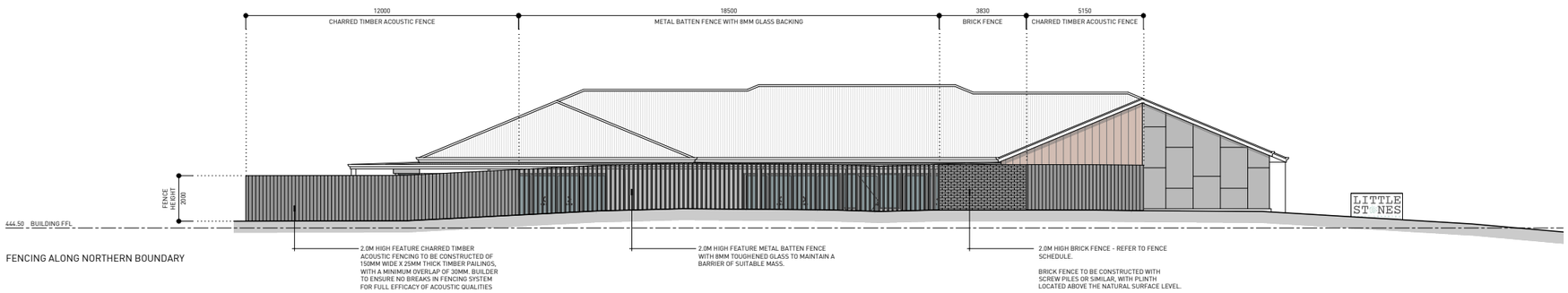
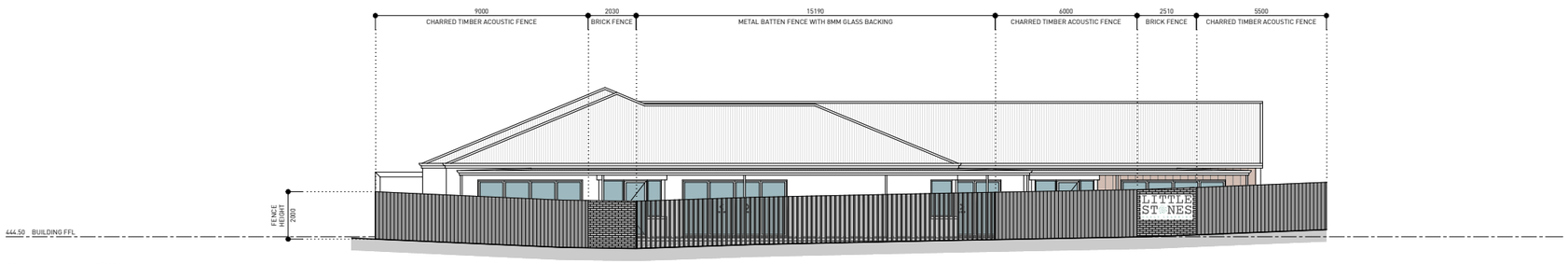


FENCING ALONG NORTHERN BOUNDARY



FENCING ALONG WESTERN BOUNDARY

FENCE ELEVATIONS 1:100	1	A07

ISSUE FOR TOWN PLANNING
REVISION C
ISSUED: MAY 9TH 2025

SHEET No	TP - A07 C
Project	PROPOSED CHILD CARE FACILITY
Client	ROMSEY PROPERTY INVESTMENTS PTY LTD.
Location	LOT 9 STEPHENS ST AND HOWEY ST, DISBORNE

Scale 1:100	Date MAY 17TH 2024	Design LC
Rev No. C	Rev. Date MAY 9TH 2025	Drawn:- JC

PROJECT No. **AA23 - 154**

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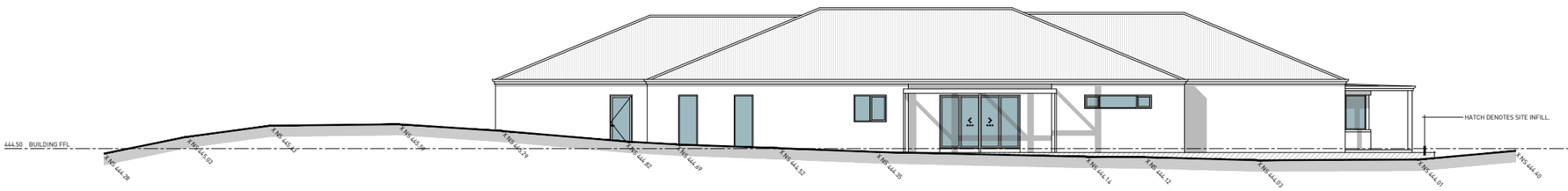
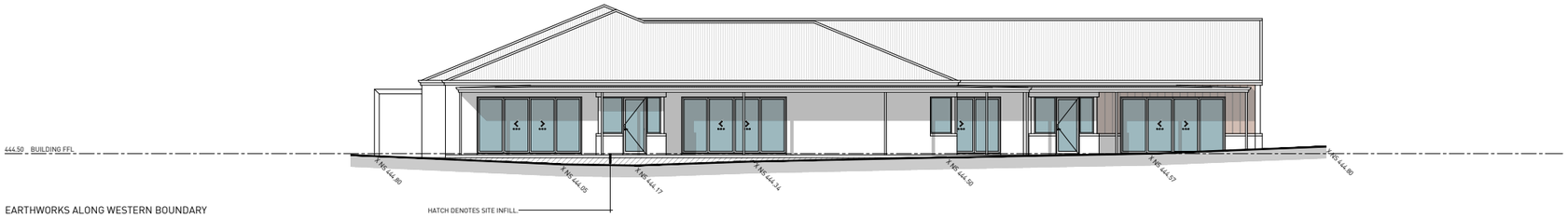
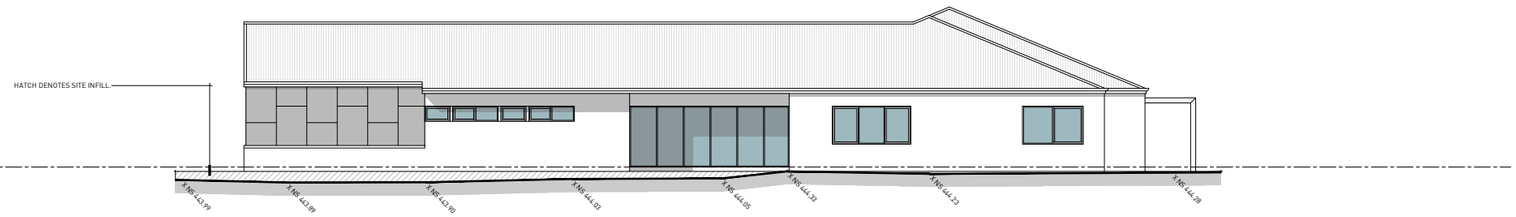
EARTHWORKS ALONG NORTHERN BOUNDARY



EARTHWORKS ALONG SOUTHERN BOUNDARY



EARTHWORKS ALONG WESTERN BOUNDARY



EARTHWORKS ALONG EASTERN BOUNDARY

CONTOUR ELEVATIONS 1:100	1	A08

ISSUE FOR TOWN PLANNING
REVISION C
ISSUED: MAY 9TH 2025

SHEET No	TP - A08 C
Project	PROPOSED CHILD CARE FACILITY
Client	ROMSEY PROPERTY INVESTMENTS PTY LTD.
Location	LOT 9 STEPHENS ST AND HOWEY ST, GISBORNE

Scale	1:100	Date	MAY 17TH 2024
Design	LC		
Rev No.	C	Rev. Date	MAY 9TH 2025
Drawn:-	JC		

PROJECT No. AA23 - 154

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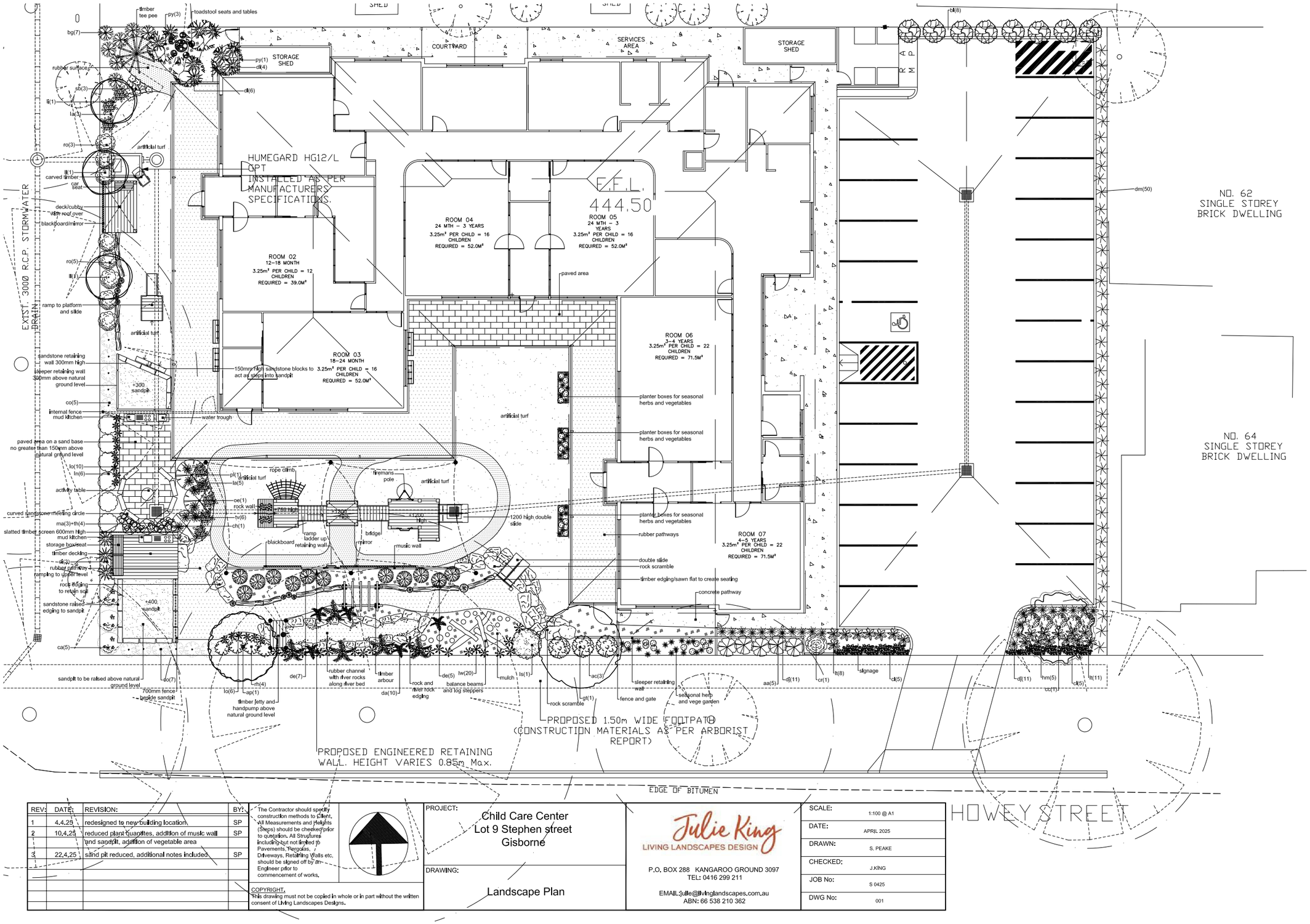

REV:	DATE:	REVISION:	BY:
1	4.4.25	redesigned to new building location	SP
2	10.4.25	reduced plant quantities, addition of music wall and sandpit, addition of vegetable area	SP
3	22.4.25	sand pit reduced, additional notes included	SP

The Contractor should specify construction methods to Client. All Measurements and Heights (Steps) should be checked prior to quotation. All Structures including but not limited to Pavements, Pergolas, Driveways, Retaining Walls etc. should be signed off by an Engineer prior to commencement of works.

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PROJECT: Child Care Center
Lot 9 Stephen street
Gisborne

DRAWING: Landscape Plan

Julie King
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P.O. BOX 288 KANGAROO GROUND 3097
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SCALE:	1:100 @ A1
DATE:	APRIL 2025
DRAWN:	S. PEAKE
CHECKED:	J.KING
JOB No:	S 0425
DWG No:	001

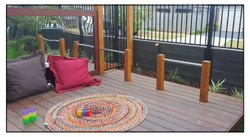
decking around sandpit

timber arbour

rock climb

mudstone edged concreted creek bed

storage box

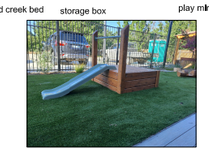

play mirror and decking

carved play car

blackboard

sandstone block meeting circle

timber ladder


low platform and slide

timber jetty and handpump

timber tee pee

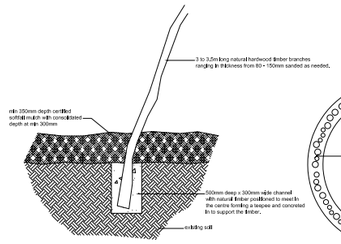
rubber paths

roof with brush fencing

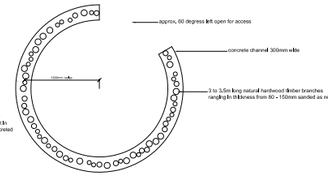
timber arbour

mud kitchen on decking

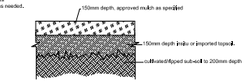
planter boxes



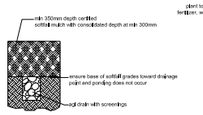
Timber Tee Pee - Side View



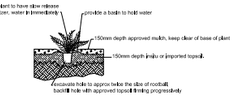
Timber Tee Pee - Top View



Garden Area



Softfall Mulch



Shrub Planting Detail

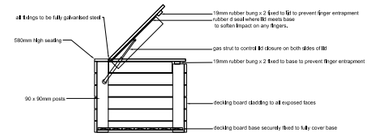
Plant Schedule

Code	Botanical Name	Common Name	Height x Spread	Pot	Quantity
	GROUND COVERS				
ci	Correa 'Isabell'	Dwarf Correa	0.7m x 1.0m	140mm	10
hm	Hardenbergia violaceae 'Meema'	Prostrate Happy Wanderer	0.5m x 1.0m	140mm	5
sb	Stachys byzantina 'Big Ears'	Lambs Ear	0.4m x 0.5m	140mm	3
	HERBS AND PRODUCE				
ch	Prunus 'Sterkcrimson'	Starkcrimson Cherry	4.5m x 3.0m	300mm	1
ln	Laurus nobilis 'Baby Bay'	Dwarf Baby Bay'	2.0m x 2.0m	300mm	6
ma	Malus 'Ballerina' varieties	Assorted Ballerina Apples	2.0m x 0.5m	300mm	3
oe	Olea europea	Olive Tree	2.0m x 1.0m	300mm	1
pl	Prunus 'Mariposa'	Mariposa Plum	2.5m x 1.5m	300mm	1
ro	Rosmarnus 'Chefs Choice'	Rosemary	0.8m x 1.0m	140mm	8
th	Thymus species	Assorted Thyme varieties	spreading	100mm	4
	SHRUBS				
aa	Acacia acinacea 'Ruby Tios'	Gold Dust Wattle	1.1m x 1.1m	140mm	5
ac	Acacia howittii 'Honeybun'	Dwarf Weeping Wattle	1.2m x 1.2m	140mm	3
bg	Bambusa textilis 'Gracilis'	Bamboo	6.0m x clumping	250mm	7
bi	Banksia integrfolia 'Sentinel'	Coast Banksia	2.5m x 1.0m	250mm	8
ca	Callistemon 'Sweet Burst'	Pink Bottlebrush	1.0m x 1.0m	140mm	3
co	Correa 'Catie Bec'	Dwarf Correa	1.0m x 1.0m	140mm	11
cr	Correa alba	White Correa	1.5m x 1.5m	140mm	1
da	Dicksonia antarctica	Soft Tree Fern	1.5m x 1.0m	trunk	10
de	Drepanostachyum falcatum	Himalayan Weeping Bamboo	4.0m x 1.0m	250mm	12
la	Lavandula 'Avonview'	Avonview Lavender	1.0m x 1.0m	140mm	8
ls	Leptospermum obovatum 'Starry Night'	Burgandy Tea Tree	3.0m x 1.5m	200mm	1
rh	Rhaphiolepis indica 'Oriental Pearl'	Dwarf Indian Hawthorn	0.9m x 0.9m	140mm	4
	STRAPPY PLANTS				
di	Dietes 'White Tiger'	Variegated Wild Iris	0.7m x 0.7m	140mm	13
dj	Dianella caerula 'Little Jess'	Dwarf Flax Lily	0.4m x 0.4m	140mm	22
dm	Diplarrena moroea	Butterfly Flag	0.8m x 0.8m	140mm	50
lo	Lomandra 'Shera'	Dwarf Mat Rush	0.4m x 0.5m	140mm	16
lt	Lomandra longifolia 'Tanika'	Dwarf Mat Rush	0.6m x 0.6m	140mm	19
lw	Lomandra 'White Sands'	Variegated Mat Rush	0.6m x 0.6m	140mm	20
tv	Tulbaghia violacea 'Galaxy'	Pink Society Garlic	0.5m x 0.5m	140mm	6
	TREES				
ap	Acer platanoides 'Crimson Sentry'	Crimson Maple	7.0m x 4.0m	100 litre	1
cc	Corymbia citriocora 'Scentuous'	Dwarf Lemon Scented Gum	7.0m x 3.0m	500mm	1
gt	Gleditsia tricanthos 'Shademaster'	Shademaster Horey Lccust	10.0m x 8.0m	100 litre	1
li	Lagerstroemia indica 'Tuscarora'	Crepe Myrtle	4.0m x 5.0m	100 litre	3
py	Pyrus calleryana 'Capitol'	Manchurian Pear	11.0m x 3.5m	100 litre	4

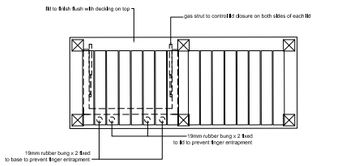
Site Preparation & Maintenance

The information contained in this design is for general information purposes and serves only as a guide for ideas and concepts. We make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to any products or services listed. Any reliance you place on such information and any works or actions you undertake utilising the information contained herein is strictly at your own risk. In no event will Julie King Landscapes Design be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with the use of this design or any third party products and services. The Contractor should specify construction methods to Client. All measurements and heights (Steps) should be checked prior to quotation. All Structures including but not limited to Pavements, Pergolas, Driveways, Retaining Walls etc. should be signed off by an Engineer prior to commencement of works. Contractor to verify location of all services, prior to commencement of any work.

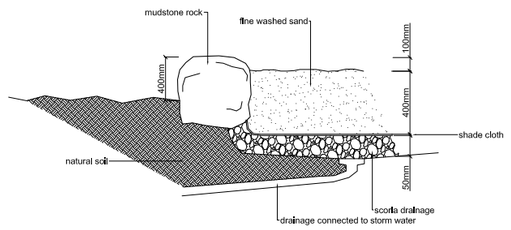
Arborist Report to be referred to regularly, tree protection zone areas to have reduced soil impact, by machine or by hand, Locations of posts and similar items on the plan to be used as a guide only, If large roots are found while digging, an alternative location may be required, **All areas within the TPZs must be maintained as existing soil levels and permeable. There can be no digging to create the rubber channel riverbed. Likewise the artificial turf, rubber pathway, decking and paving must all be installed above existing soil levels and permeable. Excavation for the deck must be restricted to holes for the stumps and these must be hand dug and relocated if necessary to avoid any roots >40mm in diameter. Fill within TPZs must be restricted to no more than 150mm and must consist of good quality, free draining garden soil (sand is acceptable under pavers etc). Compaction for installation of pavers, turf, rubber path etc must be minimised to ensure water and air can still pass through to underlying roots.**
Garden Beds are to have rock, concrete spillage and other material that will restrict plant growth removed prior to any other works to start, Garden beds are to be dug to a depth of no less than 150mm below finished heights except around established trees, No imported to soil to be used within the root zones of trees to be protected, any preparation of soil in these areas to be by hand only, Gypsum will need to be spread if there is a clay sub surface, Beds to be filled with 150mm of Premium compost to get the new plants started, Saturaid to be spread over new soil to assist in water penetration, this should be re-applied every 3-4 months.
Weed Removal, including roots and rhizomes should be removed or appropriately controlled using chemical means to manufacturer's instructions and standard occupational health and safety procedures.
All Plants are to be healthy and disease free specimens, no substitutions to plant species allowed without prior approval. Over excavate plant holes, by at least twice pot volume and add high quality planting mix. Plants to be thoroughly soaked prior to planting and watered well to after planting. Add a slow release fertilizer to all plants after planting, this should be re-applied every 4-6 months depending on the fertilizer chosen.
Mulch to be an organic type and spread over all garden beds to a minimum depth of 100mm to suppress weeds and retain moisture. Careful positioning of mulch is required around the base of plants to keep mulch away from plant stems. Mulch type to be a mixture of coarse and fine particles. Mulch to be re-applied every 3 - 6 months as required.
Soft Fall Mulch to be spread to 350mm to then consolidate to 300mm depth for play spaces and re applied as required to comply with Aust. standards.
Metal Garden Edging to be the 100mm deep 'Formboss' or similar metal edging with a rolled top for safety. Edging to be used between garden beds and soft fall areas unless rock, log balance beams or log steppers are indicated. Install as per manufacturer's instructions.
Granitic Rocks to be used for around the sandpit, rock mound scrambles, creek bed and for garden bed edging.
Sandstone Blocks to be 1000 x 300 x 300mm for the sandpit edging and meeting circle.
Paving to be 600 x 300mm Indian limestone pavers laid on a permeable sand base and a 20mm mortar bed.
Rubber Paths to be Earth In colour (csbr-A1 Rubber, 1/3 each of Beige, Cocoa and Eggshell 1-4mm granules from Smiling Rock) and spread over a crushed rock base and created to a depth to comply with Australian Safety Standards. Areas within the Tree Protection Zone to be permeable and laid above natural ground level to prevent damage to existing trees.
Sand Pits to be created above natural ground level and kept to a depth of 400mm, with a 50mm layer of scoria, layer of shade cloth and a minimum of 350mm of fine washed sand. Excess water to drain into storm water drains. The top of the sand pit to be a maximum of 450mm above ground level in kinder areas. Refer to drawing for the materials that surround each sand pit. Sand pit to be created to prevent damage to existing trees within the Tree Protection Zone.
Blackboard to be constructed from weatherproof board, framed with 100 x100 mm timber and painted with blackboard paint.
Mirrors to be positioned on a frame of 100 x 100mm timber and be fun mirrors of convex and concave surfaces.
Timber Constructions to all be constructed using reclaimed timber where possible, Timber to be sanded smooth and no sharp edging, Timber to be seasoned with Natural Cutex Oil, Refer to photos for Inspiration.
Timber Platform and Slide in Babies to be a maximum 600mm high with a ramp to platform and slide on other side, Railing to be constructed to prevent falls.
Planter Boxes to be constructed from timber with a wicking bed infill (overflow to be connected to stormwater) and filled with premium soil and compost. Seasonal herbs and vegetables to be planted in planter boxes as required. Additional compost to be added seasonally to enrich the soil.
Decks and Stage/Cubby's to be constructed from reclaimed timber where possible and be a minimum 150mm above ground level unless otherwise indicated. Roof tops to be Colourbond Steel - monument in colour. Roof tops to be a flat roof with the front of the roof to be a maximum of 1.8m high or lower where possible unless otherwise indicated.
Balance logs to be a minimum 200mm diameter reclaimed logs for edging to garden beds/mulch areas. (Can also be purchased from Play Works).
Timber Arbour to be constructed from chunky reclaimed timber, Post holes to be hand dug and relocated if necessary to avoid any roots >40mm in diameter. Refer to photos for Inspiration.
Deck Into Sandpit to be 150mm above finished sand level with a 600mm slatted timber screen behind the mud kitchen.
Stepping Log Rounds to be sawn logs cut at assorted heights and sanded smooth. These to be used around the garden edging and also with the balance beams. (Can also be purchased from Play Works)
Balance Beams to be sawn logs sanded smooth and joined together to create balancing logs.
Tee Pee to be constructed from minimum 100mm round timber branches at least 3.5m long, concreted into a channel and bolted together to form a tee pee. Marine grade rope or similar to be used to disguise the bolts.
Carved Timber Car to be carved from a timber log for imaginative play.
Log Seats to be a reclaimed timber logs sawn flat to create a natural seat. These to be positioned along the pathway near the balance logs.
Mud Kitchens can be constructed by the landscaper or carpenter (refer to photos for Inspiration), Mud kitchens can also be purchased from Castle and Cubby.
Storage Box can be constructed by the landscaper or carpenter and have child safe closing system, or can be purchased as required.
Timber Jetty to be constructed from reclaimed timber, Post holes to be dug by hand, refer to arborist report to prevent damage to existing trees.
Dry Creek Bed to be constructed of a rubber and river rock creek base sloped to allow the water to fall from the hand pump located on the jetty, down the creek bed and drained into the storm water drains. Jetty and beginning of creek bed to be raised to allow for appropriate fall and to cater for the sump underneath. Hand pump to be the Rainwell ss230 Stainless Steel Hand Water Pump.
Play Equipment to be individually constructed from reclaimed timber where possible to build forts, rock walls, slides, swing bridges and natural timber log ladders. Refer to photos for Inspiration.
Toadstool table and stools to be constructed from timber uprights and carved tops to create a mushroom shape, Table and stools to be painted red and white to create the fairy look.
Artificial Turf is to be permeable and to be purchased from Smiling Rock and be the Prestige 40mm profile, A stitch rate of 19000 is required with quadruple strength- backing material P&PP14500, Jiangsu regal fill shock pads are required under all turf areas in all play spaces to comply with equipment fall zone. All edging from turf to garden beds are to be edged with natural tree branches min thickness of 100mm, unless otherwise shown. Artificial turf to be constructed with the TPZ's in mind and be no greater than 150mm above natural ground level.
Shade sail structures to be 219mm or 165mm diameter powder coated black round posts with concrete pads as required. 2000 mm deep x 450mm wide footing excavations. Commercial grade cloth (up to 96.2% UV blocking) custom measured sails to suit post installation, Installed by Activity Playgrounds with a 20 year warranty on steel and 10 year warranty on sails, Post holes to be dug by hand, refer to arborist report to prevent damage to existing trees.
Trees are to be staked with two (2) 1500mm x 25mm x 25mm hardwood HDD stakes, driven 600mm into ground. Trees to be tied with strap canvas or similar.
Water several times after planting to ensure water penetrates into the soil, Regular deep watering to be carried out initially to encourage a deep root system and to assist in reduced watering long term, An approved drip irrigation system is to be installed to all landscape areas to manufacturers specifications, The system is to be connected to mains supply and include a rain shut-off device, Long term watering to be modified to suit the plants chosen, the soil type and the current state water restrictions.



Storage Box / Seat side view



Storage Box / Seat top view



Sand Pit

REV:	DATE:	REVISION:	BY:
1	4.4.25	redesigned to new building location	SP
2	10.4.25	reduction in plant quantities	SP
3	22.4.25	sand pit reduced, additional notes included	SP

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PROJECT:
Child Care Center
Lot 9 Stephen street
Gisborne

DRAWING:
Construction Plan

Julie King
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P.O. BOX 288 KANGAROO GROUND 3097
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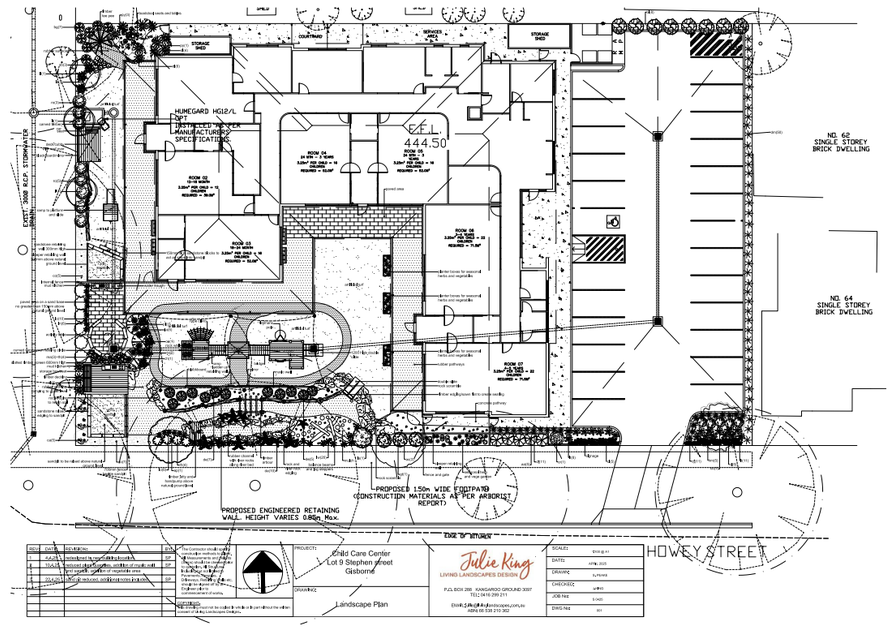
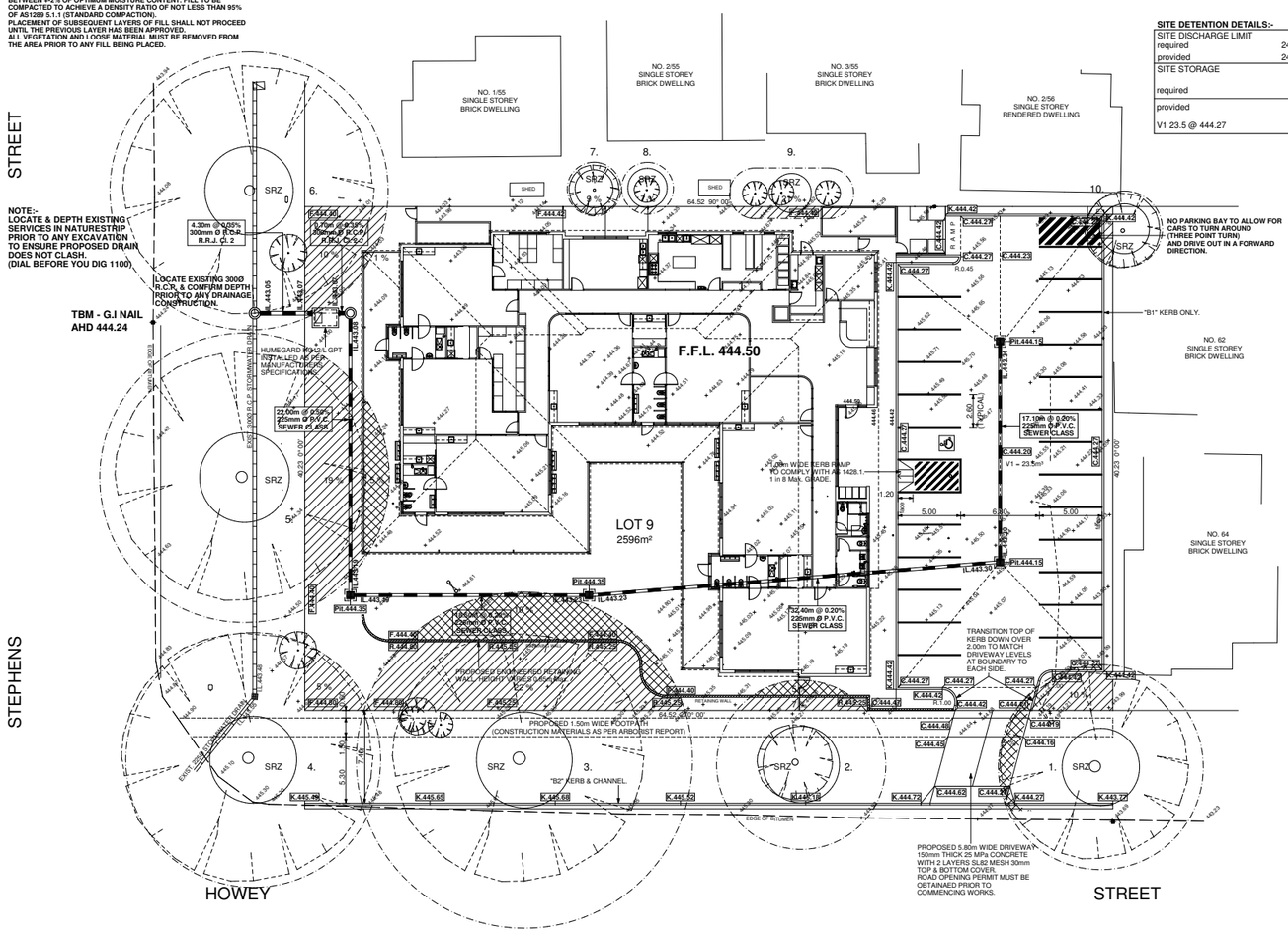
ABN: 66 538 210 362

SCALE:	1:100 @ A1
DATE:	APRIL 2024
DRAWN:	S. PEAKE
CHECKED:	J.KING
JOB No:	S 0424
DWG No:	002


HUMEGARD HG12/L
OR
EQUIVALENT TO
MANUFACTURERS
SPECIFICATIONS
EXIST. 300Ø RCP STORMWATER
STORAGE SHED
COURTYARD
STORAGE SHED
STORAGE SHED
ROOM 01
ROOM 02
ROOM 03
ROOM 04
ROOM 05
ROOM 06
ROOM 07
ROOM 08
ROOM 09
ROOM 10
ROOM 11
ROOM 12
ROOM 13
ROOM 14
ROOM 15
ROOM 16
ROOM 17
ROOM 18
ROOM 19
ROOM 20
ROOM 21
ROOM 22
F.F.L.
444.50
NO. 62
SINGLE STOREY
BRICK DWELLING
NO. 64
SINGLE STOREY
BRICK DWELLING
PROPOSED 1.50m WIDE FOOTPATH
(CONSTRUCTION MATERIALS AS PER ARBORIST
REPORT)
PROPOSED ENGINEERED RETAINING
WALL HEIGHT VARIES 0.80m Max.
EDGE OF SEALED
HOWEY STREET
Child Care Center
Lot 9 Stephen street
Gisborne
Landscape Plan
Julie King
LIVING LANDSCAPES DESIGN

FILLING & COMPACTION:
MATERIAL MUST BE PLACED IN HORIZONTAL LAYERS OF MAX. 150mm LOOSE THICKNESS AND AT A UNIFORM MOISTURE CONDITION BETWEEN +-2% OF OPTIMUM MOISTURE CONTENT. FILL TO BE COMPACTED TO ACHIEVE A DENSITY RATIO OF NOT LESS THAN 95% OF AS1289 5.1.1 (STANDARD COMPACTION).
PLACEMENT OF SUBSEQUENT LAYERS OF FILL SHALL NOT PROCEED UNTIL THE PREVIOUS LAYER HAS BEEN APPROVED.
ALL VEGETATION AND LOOSE MATERIAL MUST BE REMOVED FROM THE AREA PRIOR TO ANY FILL BEING PLACED.



SITE DETENTION DETAILS:-

SITE DISCHARGE LIMIT	
required	24.70 litres / second
provided	24.70 litres / second
SITE STORAGE	
required	7.9m³
provided	
V1 23.5 @ 444.27	**23.5m³**

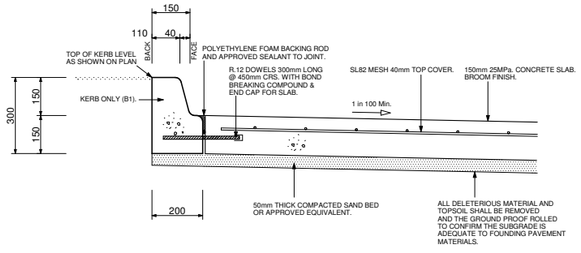
NOTES:-

1. ALL MEASUREMENTS SHOWN ARE TO BACK OF KERB UNLESS SHOWN OTHERWISE
2. ALL KERB RADII SHOWN ARE TO BACK OF KERB UNLESS SHOWN OTHERWISE
3. ALL TRAFFICABLE CONCRETE SURFACES TO BE NON-SLIP WITH A TEXTURE TRAVERSIBLE BY A WHEELCHAIR.
4. **CONTRACTOR TO LOCATE & DEPTH ALL SERVICES PRIOR TO COMMENCEMENT OF WORK.**
5. SERVICES OTHER THAN THOSE SHOWN ON THE DRAWINGS MAY EXIST. THE CONTRACTOR IS TO ALLOW IN THE TENDER PRICE FOR THE ALTERATION TO SERVICES WITHIN THE SITE, INCLUDING THE ADJUSTMENT OF PIT COVER LEVELS AND THE REMOVAL AND SEALING OF UNWANTED SERVICES & ASSOCIATED PITS & FITTINGS.
6. SAWCUT EXISTING KERBS & PAVEMENTS WHERE REQUIRED FOR INSTALLATION OF NEW KERBS AND WHERE NEW WORK IS TO MATCH EXISTING.
7. THESE DRAWINGS ARE NOT CADESTRAL PLANS AND MUST NOT BE USED IN DETERMINING PRECISE DETAILS WITH RESPECT TO BOUNDARIES.
8. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.
9. ALL DIMENSIONS SHALL BE VERIFIED ON SITE.
10. ALL LEVELS ARE EXPRESSED IN METRES.
11. EXCESS SPOIL TO BE REMOVED FROM SITE BY CONTRACTOR.
12. THE FINISHED SURFACE SHALL BE EVENLY GRADED BETWEEN DESIGN SURFACE LEVELS.
13. ANY DISCREPANCY BETWEEN DRAWINGS SHALL BE REPORTED TO THE SUPERINTENDENT BEFORE WORK PROCEEDS.

LEGEND:-

- 444.55 - EXISTING LEVELS
- EXISTING DRAINAGE
- PROPOSED DRAINAGE
- IL.443.74 - PROPOSED DRAINAGE INVERT LEVEL
- PROPOSED 600 x 600mm HEAVY DUTY HEEL GUARD GRATING TOP PITS
- PROPOSED DRAINAGE JUNCTION PIT
- PROPOSED ACO K200 SLOPED CHANNEL GRATE WITH HEELSAFE GRATE
- K.444.97 - PROPOSED TOP OF KERB LEVEL
- C.444.82 - PROPOSED FINISHED CONCRETE LEVEL
- F.444.90 - PROPOSED FINISHED SURFACE LEVEL
- R.445.25 - PROPOSED TOP OF RETAINING WALL LEVEL
- Pit.444.70 - PROPOSED TOP OF GRATING PIT LEVEL
- G.444.97 - PROPOSED TOP OF CHANNEL GRATE LEVEL
- PROPOSED HUMEGARD HG12/L GPT OR SIMILAR
- TREE PROTECTION ZONE
- TREE PROTECTION ZONE ENCROACHMENT

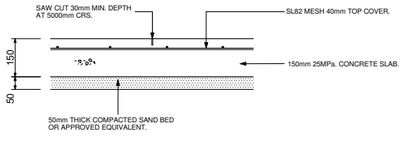
PLAN 1:200



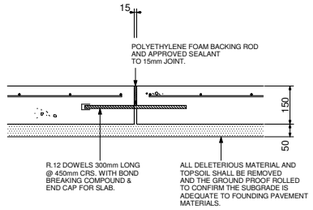
KERB & PAVEMENT DETAIL 1:10

NOTES:

1. CONCRETE STRENGTH TO BE MINIMUM 25MPa.
2. SL82 MESH TO BE PLACED ON APPROVED CHAIRS.
3. SAW CUTS TO BE MADE IMMEDIATELY POSSIBLE AFTER FINISHING BUT NOT MORE THAN 12 HRS. AFTER CONCRETE HAS BEEN PLACED.
4. BROOM FINISH TO SLAB.
5. JOINTS TO BE LOCATED IN ACCORDANCE WITH CURRENT AUSTRALIAN STANDARDS.



SAW CUT DETAIL 1:10



EXPANSION JOINT DETAIL 1:10

CONCRETE PAVEMENT DETAILS 1:10

SHEET NO: 1 OF 1

PROJECT:
PROPOSED CHILD CARE FACILITY
STORMWATER DRAINAGE DESIGN PLAN

CLIENT:
BETTER LIVING GROUP

ADDRESS:
66 HOWEY STREET, GISBOURNE.

SCALE: AS SHOWN **DATE:** APRIL 24
DESIGN: DZ **DRAWN:** DZ
DRG NO: **24 - D003 D**

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Waste Management Plan

Child Care Centre

66 Howey Street
Gisborne, VIC, 3437

EXECUTIVE SUMMARY

The purpose of this Waste Management Plan (WMP) is to describe the principles, procedures and management of the waste generated by the proposed Child Care Centre development. Jackson Planning has developed this plan to ensure wastes are reduced, reused and recycled wherever possible.

This WMP outlines measures to manage and mitigate waste generation and resource consumption during the operation of the proposed development.

The WMP includes details on the following:

- The types and quantities of waste generated during operation;
- Procedures or processes to collect and dispose of waste;
- Measures that will be implemented to minimise waste generation;
- A program for monitoring the effectiveness of these measures.

The WMP has been designed to support an ecological based management approach underpinned by adaptive management principles.

Surplus or waste materials arise from either the materials imported to the site or from those generated on the site. Imported materials are those which are brought to the site for inclusion in the operations. Generated materials are those that occur during the daily operations of the site.

This WMP also considers other aspects to waste management such as waste reduction, segregation of waste, disposal of waste, financial impacts of waste disposal and recording, monitoring, education and reviewing. This WMP outlines the waste management procedures that have been put in place and demonstrate the benefits to the environment, how we can measure the effects and how these procedures and practices are sustainable.

CONTEXT

This WMP has been prepared in support of a planning permit application for a new Child Care Centre at 66 Howey Street, Gisborne. The WMP will address waste classification and generation, waste management systems including bin numbers, size and colour, waste storage areas, responsibilities and hygiene.

The intended user groups include:

- Childcare services and associated administration and food preparation.

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WASTE CLASSIFICATION AND GENERATION

The below table provides an overview of the potential wastes, their classification and avenues of disposal and has been determined in line with the Environmental Protection Authority *Environmental Protection Regulations 2021 – Publication 1967.2 June 2021*.

Waste categories

The following table summarises the comparisons of all options considered.

Waste Type	Waste Form	Waste Stream	Waste Destination
Commercial garden waste	Solid	Green waste	Private Contractor/Local landfill or resource recovery facility
Commercial food waste	Solid	Landfill	Private Contractor/ Local landfill or resource recovery facility
General waste, including human waste	Solid	Landfill	Private Contractor/ Local landfill or resource recovery facility
Cardboard	Solid	Recycling	Private Contractor/ Local landfill or resource recovery facility
Office Paper	Solid	Recycling	Private Contractor/ Local landfill or resource recovery facility

Waste materials fall into four categories for management, which include re-use, recycle, residual wastes and landfill.

Re-use

If surplus materials can be used in future operations they are classified as materials which can be re-used. Materials that can be reused in their present form are surplus to requirements and need to be removed from site will be reused. The surplus products will be labelled and storage area recorded for future reference.

Recycling

If surplus materials cannot be reused in their present form but could be used in a different form, they will be sent to recycling or labelled as future recycling.

Residual waste

Residual waste can come in several forms including:

- Waste that cannot be disposed of due to its category, class or material (e.g. old tyres, metals and contaminated waste). Ways of reusing or disposing of the waste from the site needs to found; and
- Unused machinery, spare parts or discarded parts. All items of this nature will be identified and dated. These items will be assessed quarterly to gauge their importance for potential future use. Once an item is deemed to have little or no future potential to be utilised, it will be either assessed for reuse in another form or disposed of from the site.

Residual waste can be an eyesore, fire hazard and has potential to impact on the environment through leachates. All residual wastes will be identified and new residual wastes will be added to the residual waste catalogue for quarterly auditing. Residual wastes that are deemed essential or have the potential for future use will be stored in a neat and tidy manner and where possible under cover to avoid or reduce the potential for further corrosion or damage to the product

Landfill

If the above options cannot be satisfied then the only alternative left is to send the surplus materials to landfill.

Waste Generation estimates

The general waste and recycling generation rates associated with childcare centres are outlined in Sustainability Victoria's "Waste Management and Recycling in Multi unit Developments Better Practice Guide" (2019). The general waste and comingled recycling generation rates for the development are as follows:

- General waste: 350L / 100sqm floor area / week
- Recycling: 350L / 100sqm floor area / week

As organic waste collection may not be provided by local private waste contractors, general waste included in organic waste.

The proposed Childcare Centre has a gross floor area of 879sqm, however, approximately 133sqm of the gross floor area consists of the entrance, waiting area and hallways, which will not contribute to waste generation. On this basis, the following waste generation calculations have been based on a floor area 746sqm.

Waste Stream	Rate	Weekly Volume (L)
General Waste	350L / 100sqm floor area / week	2,611
Recycling	350L / 100sqm floor area / week	2,611

Refuse Storage

The bin quantity, size and frequency of collection is demonstrated in the following tables:

Waste Stream	Volume (L/week)	Bin Size (L)	Number of Bins	Collections per week	Provider
General Waste	2,611	1,100	2	1-2	Private
Recycling	2,611	1,100	2	1-2	Private

Note: The number of collections per week is to be assessed once operational and increased/decreased as necessary.

Bin colour

All bins will be provided by private contractor. The below bin colours are specified by Australian Standard AS4123.7 – 2006.

- Garbage (general waste) shall have red lids with dark green or black body;
- Recycle shall have yellow lids with dark green or black body.

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WASTE ENCLOSURES,
STORAGE AND COLLECTION

The operating model for development will utilise a range of skip/wheelie bins, stored within a dedicated area at the rear of the car park (as shown on in Figure 1 below). Internal areas will use smaller waste and recycling bins that will be emptied to the main bins on a daily basis by staff and cleaners.

All bins will be maintained in good condition to avoid visual amenity concerns and to mitigate the impact of vermin and odours. The service area will be screened from view with Colorbond fencing.

In line with the Acoustic Report by Waveform Acoustics, waste collection will be conducted in accordance with EPA Publication 1254 'Noise Control Guidelines', between 7am and 8pm weekdays and 9am to 8pm all other days.

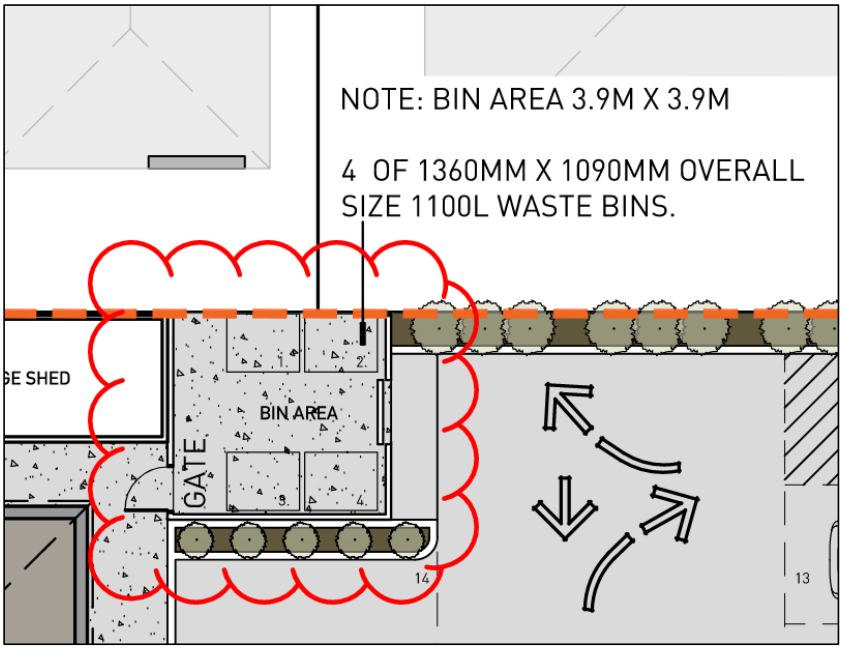

Figure 1 – Waste storage area location and design

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WASTE MINIMISATION

The operating model for development will utilise a range of skip/wheelie bins and smaller internal bins, as discussed above.

Wastes from the Childcare Centre operation have a relatively low risk to the environment and the viability of the aquaculture activities. In spite of this, the WMP has been developed to manage the risk associated with the potential impacts including minimising waste generation.

The proponents of this development will implement all possible waste minimisation procedures and therefore reduce the amount of waste to be removed from sites. Management, staff, design teams, contractors and suppliers will all be encouraged to look at ways to minimise the amount of waste generated at the site.

The proponents will follow industry best practice guidelines such as:

- Waste materials will be reduced, reused and recycled where possible;
- Residual materials that cannot be reused or recycled will be disposed of at an approved waste management facility.
- The onsite induction relating to waste management will include advice on appropriate separation, handling, recycling, reuse methods to be used by all parties conducting operations onsite were applicable.
- Regular meetings will include discussion of waste management issues and updates on how to minimise wastes.
- The monitoring of wastes generated will provide an opportunity to review the wastes being generated and ways in which they can be reduced.
- Should organic waste collection become available, measures will be put in place to include this service to reduce general waste.

MONITORING

The proponents are committed to minimising the risks associated with the generation of wastes in the operation of the warehouse development.

The monitoring of the quantity and types of wastes being generated by operations will be recorded in the wastes log book and kept on site at all times so that regular reviews can be undertaken.

All products that are considered to be of a concern in relation to the waste being generated will be replaced were possible for products that are less wasteful and/or considered to be environmentally friendly.

All waste storage containers will be inspected weekly to ensure that they are maintained in a condition appropriate for their use and containment of the specific waste.

Skips and wheelie bins will be monitored regularly to ensure that cross contamination doesn't occur. All waste removed from site including products for reuse will also be monitored to ensure no cross contamination.

The proponents will continue to review the type of surplus materials produced and where possible change the site design and operation to minimise products that go to landfill. Recycling or reuse of wastes are a priority.

Waste Management Plan communication

The WMP and its importance will be communicated to all staff and contractors regularly. Business wide updates including improved recycling amounts will be communicated and discussed at management and toolbox meetings. The WMP will be analysed to produce key performance indicators and it will be the individual site manager's responsibility to develop best practice solutions throughout warehouse operations and monitor them. Results will be recorded in the quarterly site audit.

ARBORICULTURAL REPORT

66 Howey Street, Gisborne

March 2025

PREPARED BY

Kylie May

Consultant Arborist
B.AppSci(RurTech)
GDipUHort

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1 INTRODUCTION

1.1 Romsey Properties Investments Pty Ltd has engaged John Patrick Landscape Architects – Arboricultural Consultants, to prepare an impact assessment report (Arboricultural Report) for 66 Howey Street, Gisborne.

1.2 A redevelopment of the site including construction of a childcare facility is proposed.

2 OBJECTIVES

2.1 The intent of this report is to:

- Assess the condition of six mature trees within the nature strips adjacent to the site and estimate the extent of any impact.
- Provide arboricultural advice to assist in their protection.

2.2 The report will include the following;

- Botanic / common names
- Tree location
- Canopy width and height
- DBH (trunk diameter)
- Tree health & structure (condition)
- Useful Life Expectancy (ULE)
- Tree Protection Zones (TPZ's) in accordance with AS4970-2009
- Arboricultural value

3 METHODOLOGY

3.1 The site was visited on the 28 March 2025 and a visual tree assessment (VTA – Claus Mattheck) of the subject trees was undertaken by a suitably qualified and experienced arborist. Tree numbering was adopted from the Arboricultural Impact Assessment and Report prepared by Axiom Tree Management dated 1 November 2024.

- No aerial or diagnostic testing was undertaken as part of this assessment.
- The DBH of trees was measured using a diameter tape measure at 1.4m above ground level in accordance with AS4970-2009.
- Heights and widths of canopies were estimated.

- Tree protection zones (TPZ) were calculated in accordance with AS4970-2009.
- TPZ encroachments were calculated using Computer Aided Design (CAD) software.

Documents Viewed

3.2 This assessment is based on the documents identified in Table 1 below.

Table 1: Documents Viewed

Document	Reference No.	Revision/ Version	Prepared By	Date
Architectural Plans	TP-A01 – TP-A05	C	Aspire Architecture	March 3rd 2025
Civil Plan	24-D003	D	Deanzrna Designs	April 24
Arboricultural Impact Assessment and Report	11371		Axiom Tree Management	1 November 2024
Protection of trees on development sites	AS4970	2009	Standards Australia	2001

4 OBSERVATIONS

Existing Conditions

4.1 The subject site is located on the northern side of Howey Street and eastern side of Stephen Street. Currently it exists as a vacant residential site with a dilapidated weatherboard dwelling and a number of iron out buildings/sheds. The site itself is largely devoid of any significant vegetation, with the purpose of this report focused on the mature street trees within the Howey Street and Stephen Street nature strips.

Tree Information

4.2 A total of six trees street trees were assessed. Information on these can be found in the following table.

Tree Data

Tree No.	Botanic Name	Common Name	Size (m) HXW	DBH (cm)	TPZ (m)	Base (cm)	SRZ (m)	Age	Health	Structure	ULE (Yrs.)	Arb Value	Comments
1	*Quercus canariensis*	Algerian Oak	13 x 16	65	7.8	79	3.0	Mature	Good	Fair	20+	High	
2	*Quercus robur*	English Oak	13 x 15	64	7.7	85	3.1	Mature	Fair	Fair	10-20	Medium	Failures and considerable deadwood on northern side of canopy. Possum browsing.
3	*Quercus robur*	English Oak	19 x 27	112	13.4	137	3.8	Mature	Good	Good	20+	High	Number of large branches removed in the past over road and site.
4	*Quercus robur*	English Oak	16 x 18	83	10.0	95	3.2	Mature	Fair	Good	20+	High	Heavily possum browsed
5	*Quercus robur*	English Oak	15 x 18	95	11.4	116	3.5	Mature	Good	Good	10-20	Medium	Deadwood. Tufting of foliage
6	*Quercus robur*	English Oak	16 x 18	92	11.0	109	3.4	Mature	Good	Good	20+	High	

Tree 1

Tree 2

Tree 3

Tree 4

Tree 5

Tree 6

5 DISCUSSION

5.1 This report assumes that the levels, dimensions and drawings provided by the architects and civil engineers named within this report are correct as these have been used as the basis for this impact assessment.

5.2 All tree measurements, TPZ and SRZ calculations and encroachments etc. are based on my measurements of the trees and not those from the Axiom Tree Management report.

Proposed Site Works

5.3 Plans have been amended under my recommendations to reduce encroachment into the TPZs of the street trees to 10% or less.

5.4 The proposed crossover and driveway encroach into the TPZ of Tree 1 approximately 6.3%. This complies with AS4970-2009 and is therefore unlikely to negatively impact this tree. A small landscape area located in the south-east corner of the site must be maintained at existing soil levels.

5.5 A retaining wall and site cut encroach into the TPZ of Tree 2 approximately 9.4%. This complies with AS4970-2009 and is therefore unlikely to negatively impact this tree. Existing levels must be maintained within the strip between the retaining wall and property boundary.

5.6 A retaining wall and site cut encroach into the TPZ of Tree 3 approximately 9.9%. This complies with AS4970-2009 and is therefore unlikely to negatively impact this tree. Existing levels must be maintained within the strip between the retaining wall and property boundary. Some uplifting of the canopy of this tree will likely be required to provide suitable access and safe play space. This is likely to involve a number of secondary branches and is unlikely to negatively impact the tree.

Branches of Tree 3 likely to require removal

5.7 Approximately 4.5% of the TPZ of Tree 4 enters the subject site. Any works within the subject site will therefore comply with AS4970-2009 and are unlikely to negatively impact this tree.

5.8 A section of the building described on the plans as a 'covered area' encroaches into the TPZ of Tree 5 approximately 3.3% with excavation for a stormwater drain increasing this to 6.7%. This complies with AS4970-2009. Provided soil levels within the remainder of the TPZ are maintained at existing soil levels, this is not expected to negatively impact this tree.

5.9 Approximately 9.8% of the TPZ of Tree 6 enters the subject site. Any works within the subject site will therefore comply with AS4970-2009.

Proposed Fences

5.10 The plans indicate permanent fencing within the TPZs of the street trees to mostly consist of a 1.8m high feature metal fence. Sections of 1.8m high brick fence are proposed at the corners and in small sections along the Howey Street and Stephens Street frontages, with some of these located in the TPZs of the street trees. A 2.0m high treated pine rail and panel acoustic fence is proposed along the northern and eastern boundaries and within the TPZ of Tree 1. It should be noted that a treated pine rail and paling fence already exists along these alignments.

5.11 Fences are very regularly constructed within the TPZs of trees. To minimise the impact of the fences on the street trees, the following recommendations are made:

- The brick sections of fence proposed within the TPZs of Trees 2, 3 and 5 must be constructed using screw piles or similar (no strip footings), with the plinth located above existing soil levels.
- Excavation for all fences must be limited to the footings/posts unless exploratory digging indicates roots >40mm diameter will not be impacted;
- Prior to final drawings for any of the fences being prepared, exploratory non-destructive digging (e.g. hydro-excavation or air-knife) must be undertaken along the alignment of the fences to ensure the location of all footings/posts do not impact roots greater than 40mm in diameter.

Landscape/Play Areas

5.12 Existing soil levels must be maintained in all landscape/play areas located within TPZs and outside approved retaining walls.

5.13 All landscape/play areas located within TPZs must remain permeable to allow water and oxygen to filter through to any underlying roots.

5.14 No play equipment requiring footings, concrete slabs etc is to be located within the TPZs of the street trees.

Footpath

5.15 Council have indicated that a footpath should be provided along the Howey Street frontage. To minimise the impact of this on the street trees it is recommended the footpath be constructed of asphalt installed above existing soil levels.

Kerb and Channel

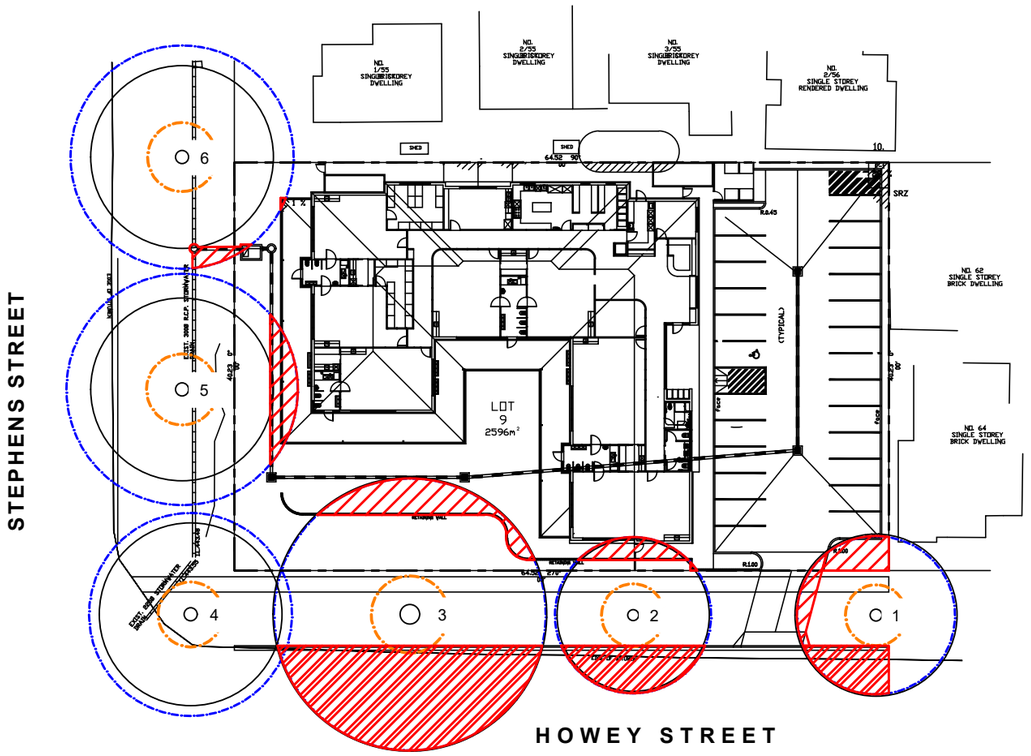
5.16 I understand Council have also requested kerb and channel be installed along the Howey Street frontage despite there being no kerb and channel to either side of the site's frontage for this to connect with. This however has the potential to cause considerable damage to the trees along this frontage regardless of any proposed works within the site.

5.17 Currently the camber of the road directs water runoff to either side of the asphalt. This is likely to lead to tree roots congregating near the side of the asphalt where there is additional moisture. Civil drawings indicate that the kerb and channel will fall to the east with a depth of 300mm plus a 50mm thick compacted sand or approved equivalent. Review of proposed top of kerb levels and existing soil levels indicate an excavation of up to 47cm will be required to construct the kerb and channel, with practically the entire area of kerb and channel located within the TPZ of Trees 1-4.

5.18 Excavation in this area has the potential to remove a substantial number of roots and result in encroachments of 26.7% for Tree 1; 23.9% for Tree 2 and 33.2% for Tree 3 as well as occurring within the SRZ of Tree 3. This excavation will also occur considerably closer to the trees than excavations for the proposed development (2.9-3.5m compared to 5.2-9.3m).

5.19 It is assumed that Council would eventually like to see installation of kerb and channel further along Howey Street, to both the east and west, to join up with the kerb and channel at the front of the subject site. These

areas also contain mature street trees which are at risk of being damaged by this installation. If kerb and channel cannot be avoided, a better approach, from an arboricultural viewpoint, would be to design the whole system as one rather than in an ad-hoc manner so that levels can be designed to enable the kerb to be installed above existing soil levels with road levels designed to suit. This will avoid the need for excavation within the TPZs of these trees.



1:200

LEGEND

- Existing Tree
  Blue denotes TPZ
  Orange denotes SRZ
- TPZ Encroachment
- TPZ Encroachment
  Proposed kerb & channel gutter

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CLIENT
Romsey Properties Investments P/L
PROJECT

66 Howey Street, Gisborne

DRAWING
Tree Location & Impact Assessment Plan

SCALE	1:500 @ A3
DATE	MAR 2025
DRAWN	FW
CHECKED	KM
JOB NO	25-041
DWG NO	AR01

6 CONCLUSION

6.1 This report was prepared to discuss the impact of a proposed development at 66 Howey Street on six mature street trees located within the Howey Street and Stephen Street nature reserves.

6.2 The development has been redesigned to reduce encroachment into the TPZ of these trees with all encroachments now complying with AS4970-2009.

6.3 It is recommended that all areas outside proposed building and retaining walls be maintained at existing soil levels and maintain permeability.

6.4 All fences must be constructed above existing soil levels with footing/post locations designed around the results of exploratory non-destructive digging to ensure roots greater than 40mm are not impacted.

6.5 It is recommended that a footpath requested by Council be constructed above existing soil levels and consist of asphalt. Constructed in this manner, it is expected to have minimal impact on the trees.

6.6 Kerb and channel requested by Council has the potential to cause considerable damage to the trees regardless of any proposed development. If installation of kerb and guttering cannot be avoided, it is recommended that the entire length along Howey Street be designed as one rather than in an ad-hoc manner to avoid damage to all mature street trees not just those in front of the subject site. Kerb and channel should be installed above existing soil levels and road levels amended accordingly to avoid excavation adjacent to the street trees.

7 RECOMMENDATIONS

7.1 A Tree Management Plan be prepared to direct works around the street trees.

8 DESCRIPTORS

Tree Number:
Refers to the identification number for reference purposes, denoted on the Tree Data and Tree Location/Impact Assessment Plan.

Botanical Name:
Botanical name of species, based on nomenclature and spelling in Spencer, R 1995, *Horticultural flora of South Eastern Australia* (vols. 1-5), University of NSW Press, Sydney. Where Eucalyptus spp. are not found in this source, nomenclature is based on Euclid: Eucalypts of Australia, 2006, Centre for Australian National Biodiversity Research (CANBR). Eucalypt subspecies information is also based on this source.

While accurate tree identification is attempted, and uncertainties are indicated, some inaccuracies in tree identification may still be present – especially in the case of difficult to determine genera (e.g. *Cotoneaster* and *Ulmus*), and with cultivars which can have similar characteristics.

From time to time taxonomists revise plant classification, and name changes are assigned. If it is known names have been revised post the publication of the relevant above listed source, the new nomenclature has been used.

Common Name:
Common names are based primarily on names and spelling used by Spencer in Horticultural Flora of South Eastern Australia (vols 1-5). The source of common names is taken in the following order:

- Single name supplied in Horticultural Flora of South Eastern Australia;
- First in list of names supplied in Horticultural Flora of South Eastern Australia, unless another name in the list is deemed more appropriate;
- Common name as per Costermans, LF 2006, *Trees of Victoria and adjoining areas*; Costermans Publishing, Victoria.
- Most widely used common name if not available in either source previously mentioned.

Common names are provided for thoroughness; the botanical name should be used when referring to the tree taxon.

Age:
Juvenile: Tree has recently been planted and is still in establishment phase. Tree currently makes little contribution to the amenity of the landscape. Trees of this age are possible candidates for relocation during development.

Semi-mature: Tree has established but has not yet developed mature habit. The tree provides some landscape contribution. Tree size would still be expected to increase considerably provided there are no significant changes to existing growing conditions.

Maturing: Tree has developed mature structural habit but has substantial potential to increase in size.

Mature: Tree has or is close to reaching full potential and expected size. Growth rate has slowed, however the tree does not exhibit any major signs of health or structural weakness due to age.

Over mature: Tree is no longer actively putting out extension growth, and is starting to show signs of decline in health due to age. Canopy may thinning and signs of die back in the canopy may be present

Height: The tree's height in metres

Width: The tree's average canopy width in meters. Variations in canopy width to that stated may be present due to canopy asymmetry.

DBH: The tree's trunk Diameter at Breast Height. Measured at 1.4m above ground level, in accordance with AS4970 Protection of trees on development sites, unless specified as having been measured lower. DBH may be estimated or measured, as specified in the report. In the case of multi-stemmed trees, stem diameter is either listed individually, or a measurement taken at a point lower than the point of stem divergence. In some cases, especially where trees are not considered worthy of retention or stems are too numerous the DBH may simply be listed as 'multi-stemmed'.

Health:

Good: Tree is not stressed and shows no obvious signs of pest or disease. It is free of wounding. Annual growth rate is as would be expected of a healthy specimen in the same area. There are no signs of die back and canopy is dense. Tree maybe partially suppressed by neighbouring trees.

Fair: Tree is showing signs of reduced health. It maybe drought stressed or show partial signs of pest or disease. Foliage density is less than optimal and minor die back may be present. Tree is typical of its species. Remedial works may improve tree health.

Poor: Tree exhibits signs of stress, e.g. sparse canopy and possibly stunted growth. A large number of dead branches or dieback are present. Tree is likely to be significantly affected by pests or disease. Tree often in decline. Remedial works not expected to improve long-term health.

Dead: Tree shows no signs of life and is not growing.

Note on Deciduous Species: Assessment of deciduous species can be problematic and results may vary depending on the time of year. Descriptor comments in relation to foliage density do not apply to deciduous trees assessed when dormant or entering or exiting dormancy. Time of leaf drop or bud burst and extent of bud swell may be considered in the health rating of these trees.

The ratings indicate that certain characteristics listed have, or have not, been observed. Inspections do not assess the entire tree in detail for each characteristic. The comments category should be referred to for further information.

Structure:

As a rule, the structure rating is based on identified faults in tree habit which reduce the structural integrity and may lead to partial or entire tree failure. It must be noted, however, that this is not a full hazard or failure assessment.

Good: Tree appears to have no obvious structural defects which would diminish the tree's structural integrity.

Fair: The tree has one or more obvious structural defects. e.g. dead branches or codominant stems, however the observed defects are unlikely to prevent retention of the tree. Judicious remedial intervention could remove structural defects and improve the structure rating.

Poor: Tree has at least one or more structural defects that remedial intervention cannot rectify without significantly reducing the retention value of the tree. These defects reduce the useful life expectancy of the tree.

Hazardous: The tree shows one or more structural faults that are prone to failure and present an immediate safety concern. Judicious intervention to remove structural faults and reduce safety risk would leave a tree not worthy of retention. These trees should be removed as a high priority.

Arboricultural Value:

The Arboricultural Values shown in the table below are based on the ULE of the tree which considers structure and health ratings and landscape contribution.

The arboricultural value assists in determining the positioning of structures and infrastructure outside the tree's identified TPZ.

ULE	Landscape Significance			
	High	Medium	Low	Very Low
20+ yrs.	High Arboricultural			
10-20 yrs.	Medium Arboricultural Value			
5-10 yrs.				
0-5 yrs.	Low Arboricultural Value			
0 yrs.	No Arboricultural Value			

ULE: The Useful Life Expectancy of the tree from a health, structure, amenity and weediness viewpoint given no significant changes to the current situation occur. This category is difficult to determine, and should be taken as an estimate only. In addition, factors not observed at the time of inspection can lead to tree decline.

- 0 yrs.: Tree should be removed due advanced decline/ dead or hazardous.
- 0-5 yrs. Tree is in decline and has poor health or structural faults which cannot be resolved by intervention. Tree is often over- mature.
- 5-10yrs. Tree of fair health or structure
- 10-20. Semi-mature or mature tree of fair health and structure
- 20+ yrs. Juvenile or semi-mature, or a long lived species of good health and structure.

TPZ (Tree Protection Zone):

The Tree Protection Zone of the tree, measured as a radial distance in metres from the centre of the trunk. The TPZ is calculated using the method specified in Australian Standard *AS4970-2009 Protection of trees on development sites*. 12 x DBH=TPZ

Recommendation:
i.e. Further exploratory root investigation, alterations to proposed works to allow tree retention.

Comments:
Any additional comments specific to individual tree specimens.

AS4970-2009:
The recognised Australian Standard for the 'Protection of Trees on Development Sites'. It provides guidelines on tree protection and formulas for calculating Tree Protection Zones (TPZs), Structural Root Zones (SRZs) and the Diameter at Breast Height (DBH).

AS4373-2007:
The recognised Australian Standard for the 'Pruning of Amenity Trees'. This Standard provides guidelines on tree pruning to encourage good health and structure.

Ecological Vegetation Class (EVC):
A type of native vegetation classification that is described through a combination of its floristics, life form and ecological characteristics, and through an inferred fidelity to environment attributes. Each EVC includes a collection of floristic communities (i.e. lower level in the classification that is based solely on groups in the same species) that occur across a biogeographic range, and although differing in species, have similar habitat and ecological processes operating.

PE.5	**PLN/2024/132 - 38-40 HIGH STREET, 42 HIGH STREET AND 21 DUNDAS STREET, LANCEFIELD**
Application Details:	**Use of the land for dwellings; development of the land for a mixed use development (residential and retail) comprising 9 new dwellings (10 total dwellings), 4 new retail tenancies, and alterations (including demolition) and additions to existing shop; and reduction in car parking requirements**
Officer:	**Lipi Patel, Senior Statutory Planning Officer**
Council Plan relationship:	**Our Environment** **Our Economy**
Attachments:	**1. Attachment 1 - Proposed plans ⇩** **2. Attachment 2 - Traffic Impact Assessment (under separate cover)** **3. Attachment 3 - Waste Management Plan ⇩**
Triggers for a planning permit	Clause 32.08-7 (General Residential Zone) – A permit is required to construct a dwelling if there is at least one dwelling existing on the lot Clause 34.01-1 (Commercial Zone) – A permit is required to use and develop the land for accommodation (dwellings) Clause 34.01-4 (Commercial Zone) – A permit is required for buildings and works (associated with the retail tenancies, dwellings covered above). Clause 43.01-1 (Heritage Overlay) – A permit is required to demolish, construct a building or construct or carry out works. Clause 52.06-3 (Car parking) – A permit is required to reduce the minimum number of car parking spaces required
Zones and Overlays	Commercial 1 Zone General Residential Zone – Schedule 1 Heritage Overlay 266
No. of objectors	31
Trigger for report to **Council**	Greater than 5 objections
Key Considerations	Whether the proposed use is consistent with the purpose and decision guidelines of the Commercial 1 Zone and other relevant State and Local planning provisions, and whether amenity impacts are acceptable. Whether the proposed buildings and works are designed and sited in a way that is consistent with the purpose and decision guidelines of the General Residential Zone, the Commercial 1 Zone, the Heritage Overlay and other relevant State and Local Planning Policy. Whether the proposal complies with the residential amenity standards of Clause 55 and would result in an acceptable level of amenity. Whether the proposed traffic, car parking and access arrangements are satisfactory.

	Objector concerns
Conclusion	That Council issue a Notice of Decision to Refuse to grant a planning permit
Date of receipt of application:	21 May 2024

Summary

Council has received an application seeking approval for a mixed-use development comprising nine (9) dwellings and four (4) retail units at 38-40 High Street, and 21 Dundas Street, Lancefield.

Concerns were raised by Council in relation to the scale and intensity of the development proposed noting several non-compliances with Clause 55 and a lack of car parking through a formal request for further information in June 2024. Further concerns regarding the design and scale of the development and its impact on the heritage streetscape were raised by Council in May and November 2025.

Whilst it is acknowledged that the applicant did make some changes to the design in response to the concerns raised (primarily in the form of amended ground and first floor setbacks) the extent of changes has not been sufficient to alleviate the concerns.

Whilst there is policy support for a mixed-use development in this location, the proposal does not present as a site responsive design with regards to scale, intensity and built form and would result in unreasonable amenity impacts.

As part of the assessment process, the application was advertised to adjoining and surrounding landowners/occupiers, which resulted in 31 objections being received. The concerns raised by objectors are extensive and were not resolved as a result of the formal consultation process.

It is recommended that Council issue a Notice of Decision to refuse to grant a permit on the basis that the proposed development would have a detrimental impact on the significance of the heritage place, internal and neighbouring amenity and presents as an overdevelopment of the site.

Recommendation

That Council issues a Notice of Decision to Refuse to Grant a Permit for Planning Permit Application PLN/2024/132 at 38-40 High Street, 42 High Street and 21 Dundas Street, Lancefield on the following grounds:

1. **The proposal would not result in an acceptable outcome with regards to the following planning policy relating to urban design, built form and neighbourhood character:**
    - **The proposal does not respond to the existing and desired future character of Lancefield as expressed in Clauses 11.01-1L (Settlement – Lancefield) and 15.01-5L (Neighbourhood character – Macedon Ranges townships).**
    - **The proposal is not in accordance with planning policy at Clauses 02.03-5 (Built environment and heritage), 02.03-6 (Housing),15.01-1L (Urban design – Macedon Ranges) and 15.01-2S (Building design).**

    This is due to the development not presenting as a site responsive design, and not respecting the design principals of the original heritage settlement and

existing and desired character due to the scale, form and intensity of the proposed development dominating the streetscape; the lack of separation disrupting the rhythm of the streetscape; the dominance of hardstand and lack of landscaping.

2. **The proposal does not respect the heritage features of the heritage place which is contrary to Clauses 15.03 (Heritage) and 43.01 (Heritage Overlay) as the scale, form and materials of the proposed building fronting High Street would result in a built form that is overly dominant to the contributory dwelling at 42 High Street and the heritage streetscape, and fails to create a clear distinction from the original heritage fabric.**

3. **The design and layout of the accessway and car park would not result in an orderly planning outcome and is not in accordance with the requirements of Clause 52.06 and Clause 65 in the following manner:**

   - **The application proposes a predominantly single lane accessway to service 19 car parking spaces, loading/unloading areas and waste collection, with no dedicated passing areas which would result in issues with the movement of vehicles both within and to/from the site.**
   - **The site layout/design lacks functionality with no dedicated turning areas within the car park area, and loading/unloading and waste collection proposed to occur all within the one high volume traffic area.**
   - **The lack of pedestrian accessways/paths presents a clear vehicle/pedestrian conflict and safety issue.**
   - **The design of the internal accessway/car park would attract a high volume of traffic movements in close proximity to a number of dwellings (sensitive land uses), resulting in a poor internal amenity outcome.**

4. **The proposal would result in unacceptable amenity impacts (both internal and external amenity) due to the non-compliances with the following objectives and standards of Clause 55:**

   - **Clause 55.02-3 Side and rear setbacks objective (Standard B2-3) – the western wall of the retail premises does not comply.**
   - **Clause 55.02-7 (Tree canopy objectives) due to a lack of information demonstrating compliance with Standard B2-7.**
   - **Clause 55.03-11 (Storage objective) due to insufficient storage facilities for Units 1-5.**
   - **Clause 55.05-4 Solar protection to new north-facing windows objective due to a lack of information demonstrating compliance with Standard B5-4 for Dwelling 4.**
   - **Clause 55.05-5 (Waste and recycling objectives) due to the waste collection arrangements resulting in undue amenity impacts on neighbouring dwellings.**

Existing conditions and relevant history

Subject land

The subject site comprises three separate but contiguous lots: 38-40 and 42 High Street, Lancefield (for these purposes, High Street Lot); and 21 Dundas Street, Lancefield (Dundas Street Lot). The site has an overall area of 3040.47 square metres.

Figure 1: Aerial photo of subject site. *Source:* Intramaps (Council GIS).

The High Street Lot is located on the northern side of High Street within the commercial area of Lancefield and is rectangular in shape with a frontage of 40.24 metres, a depth of 50.29 metres and an area of 2023.47 square metres.

The High Street Lot contains a shop (photo below, noting the business have moved to a new location in High Street) with the balance of the vacant, with the exception of some outbuildings. The shop building is listed as a contributory building within the Heritage precinct (HO266). There are three existing crossovers along this frontage.

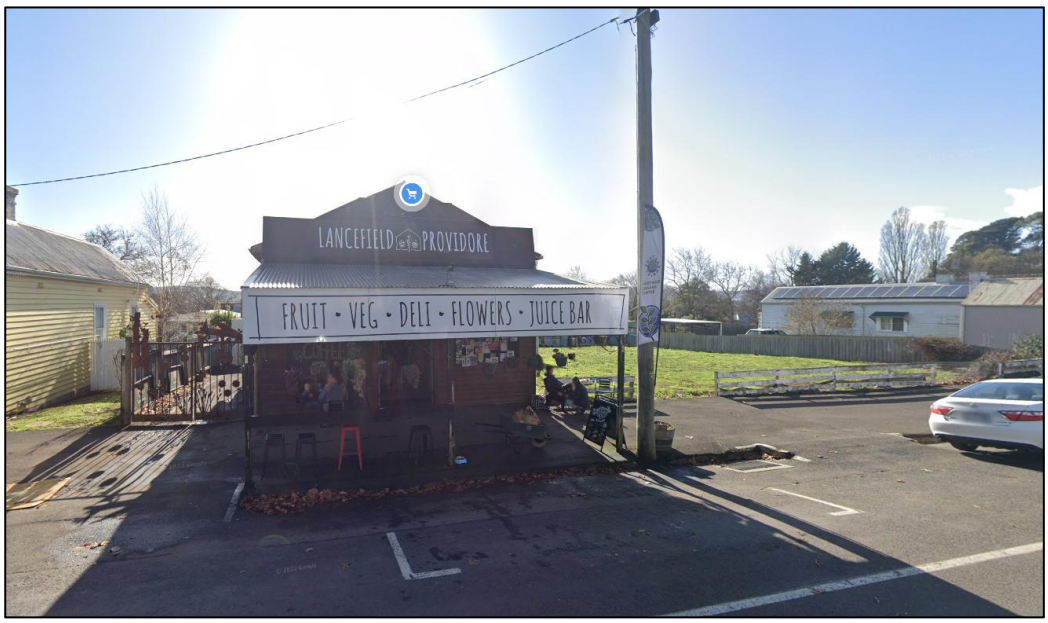


Figure 2: Photo of subject site from High Street. *Source:* Google Street View.

The Dundas Street Lot is located on the southern side of Dundas Street, to the rear of the High Street Lot, within a residential area. The Dundas Street Lot is rectangular in shape with a frontage of 20.03 metres, a depth of approximately 50 metres and an area of 1017 square metres.

The Dundas Street Lot contains an existing dwelling sited towards the northern (front) boundary.

Figure 3: Photo of subject site from Dundas Street. *Source:* Google Street View.

The site is located in proximity to the centre of Lancefield, namely, the intersection of High Street (also intersected by The Crescent), Main Road and Kilmore-Lancefield Road. High Street is located in the Transport Zone 3 (TRZ3) – Significant municipal road.

Surrounds

The subject site is located within the Lancefield town centre, although as previously noted, the Dundas Street Lot is part of the established residential area to the rear of the commercial strip.

The High Street area is a historic streetscape, described below under 'Locality History'. Although commercially zoned, the part of High Street in which the subject site is located contains a mix of shops, offices and dwellings. Between The Crescent and Raglan Street, shops are generally concentrated closer to The Crescent.

High Street itself is a very wide avenue, with a large grassed and vegetated median down its length, with car parking either side. There are also car parking spaces along the outer edges of the road, adjacent to a footpath and the road is lined with shops, some dwellings and some vacant lots; it is a historic streetscape. The existing built form is predominantly single storey.

Figure 4: Photo looking west along High Street from outside 42 High Street. *Source:* Google Street View.

Dundas Street is a residential street with wide, grassed verges including street trees, and single storey dwellings with small to medium front setbacks. The Dundas Street area is a well established residential precinct, largely occupied by single dwellings, with very few examples of medium density development, and significant space around dwellings, contributing to an open, semi-rural, 'country town' feel.

Figure 5: Photo looking west along Dundas Street from outside 21 Dundas Street. *Source:* Google Street View.

Properties adjacent to the subject site include:

- North: across Dundas Street are two single dwellings at 22 and 24 Dundas Street.
- South: across High Street - some distance, owing to the width of the road - are two single dwellings at 27 and 29 High Street.
- East: single dwelling at 36 High Street, and single dwelling at 19 Dundas Street.
- West: single dwellings at 44 High Street, 28 Raglan Street and 23 Dundas Street.

Lancefield Primary School is located just over 500 metres to the west of the subject site, on the corner of High Street and Park Street.

Locality History

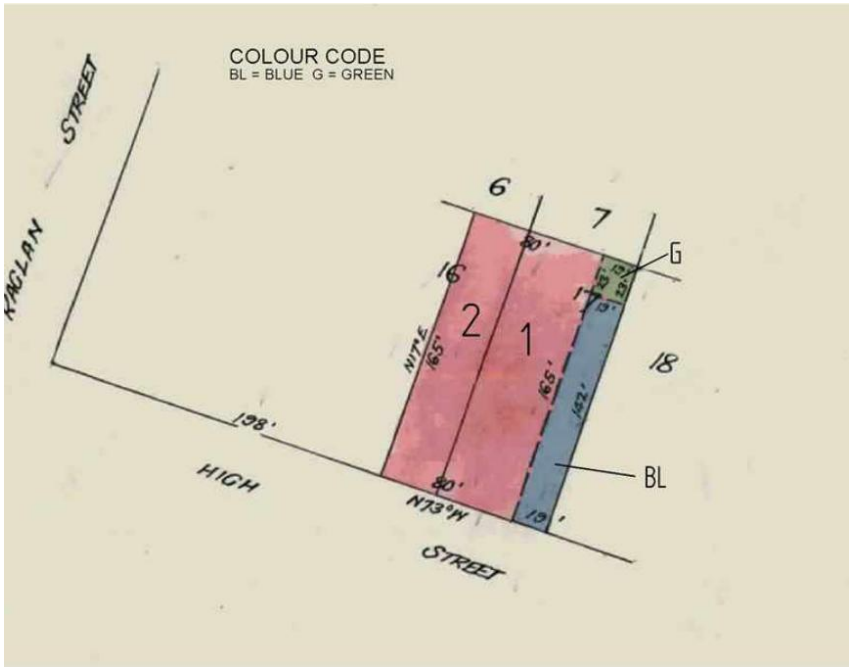
The following statement, provided for context, is drawn from *Heritage Study: Woodend, Lancefield, Macedon & Mount Macedon, Stage 2 Final Report, Volume 2: Heritage Assessment, GJM Heritage*, adopted by Council 8 June 2022:

Lancefield owes its origins to the traffic between Melbourne and the goldfields of northern Victoria, before subsequently developing as a service centre for the surrounding agricultural district. The area was first occupied by squatters from the late 1830s, including James Fulton and Thomas Jardine who established 'Lancefield Run', the namesake of the locality (Freeman & Pukk, 2017:181; Viney & Powell, 1997:6).

The first settlement at Lancefield developed to the north on Deep Creek, as a stop for gold seekers and travellers on their way to the northern goldfields. This first commercial centre, referred to now as Lancefield North, was surveyed in 1854 and continued to develop into the 1870s (Viney & Powell, 1997:14-15). The present Lancefield town centre also developed from the 1850s and by the end of the decade the Farmers Arms Hotel had become a familiar stopping place on the way to the diggings (Viney & Powell, 1997:28). Lancefield town was laid out with the unusual curved alignment of The Crescent and beautified with street plantings and a public park. Religious and civic institutions developed from the 1860s and by the 1870s Lancefield was the site for several small local industries, including a malthouse and flourmill (later a brewery).

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

The title plan for 38-40 High Street illustrates a carriageway and drainage easement along the eastern boundary and this is reflected in the application plans. The carriageway easement is in favour of 36 High Street.



Previous planning permit history

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

Permit No.	Description
PLN/2022/365	Planning permit application for 'Development of a dwelling and buildings and works associated with a shop'. The application lapsed on 31 October 2023. This application related to 42 High Street only.
PLN/2010/510	Planning permit issued on 3 October 2014 for 'development of two offices, two shops and three double storey dwellings, demolition and

	refurbishment of a building with Heritage Overlay, reduction of car parking requirements, variation of loading bay requirements, creation of easements and construction of associated works'. The planning permit expired on 3 October 2019 as works had not commenced. This planning permit related to the same three lots that are the subject of this application.
PLN/1998/611	Planning permit issued on 15 September 1998 for 'the demolition of existing buildings, including the existing supermarket building (No. 42 High Street) and dwelling (No. 38 High Street) – a reduction of the Planning Scheme's requirements for car parking and the development and use of the land for the purpose of a supermarket with liquor sales in accordance with the endorsed plans'. The buildings and works approved under this permit were not acted on. This planning permit related to 38-40 and 42 High Street only.

Proposal

The proposal is for Use and development

The application proposes to construct a mixed-use development comprising of the following:

Retail

- Four new retail tenancies (shops) at ground-level (Tenancies 1, 2, 3 and 4) along the high street frontage.

Residential

- One two bedroom dwelling at the rear (upper level) of the existing shop fronting High Street (Unit 5).
- Four upper floor, two bedroom dwellings (Units 1, 2, 3 and 4) along the High Street frontage.
- Three two storey, three bedroom dwellings to the rear of the High Street Lot (Dwellings 1, 2 and 3).
- One two storey, four bedroom dwelling at the rear of the Dundas Street Lot (Dwelling 4).
- All dwellings include balconies or terraces, with some garden area proposed around Dwelling 4.

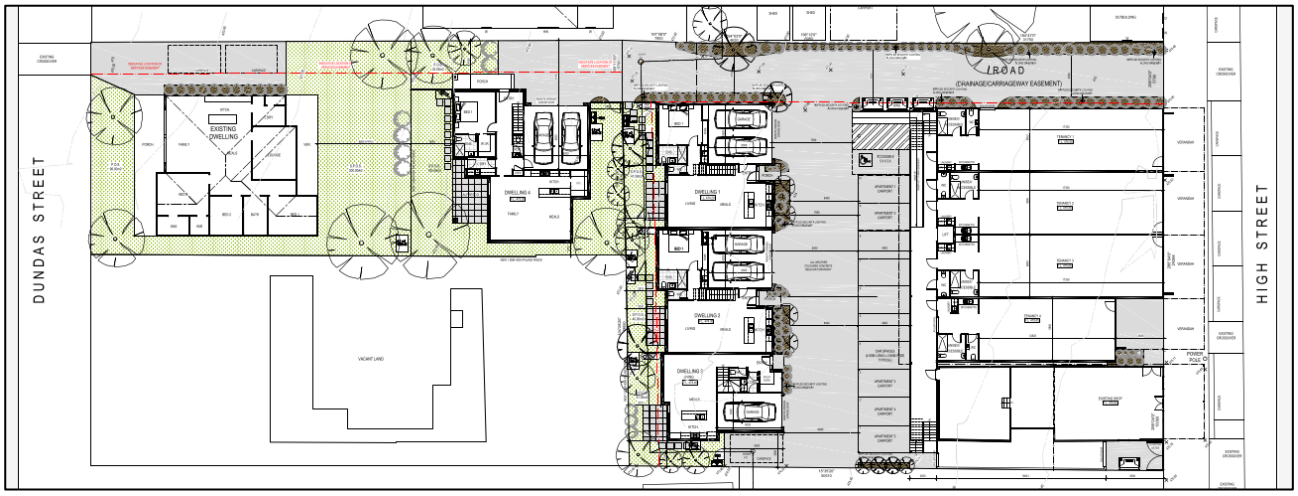


Figure 7: Site Plan.

Figure 8: Excerpt of Streetscape Elevation.

Built form and landscaping

The built form varies slightly in style, but largely comprises a gabled roof form, with other flat roof elements. Proposed materials include face brickwork, concrete panel, cladding and corrugated iron roofing.

A Landscape Plan was provided as part of the Application Amendment. Landscaping is proposed primarily around the existing dwelling on the Dundas Street Lot, proposed Dwelling 4 and at the rear of Dwellings 1-3. Some planting is proposed along the accessway.

Car parking and access

A total of 19 car spaces are proposed to be provided on site, with the application seeking a reduction of 18 spaces. A Traffic Impact Assessment Report has been provided as part of the application material.

Units 1-5 each are proposed to have an allocated car space located at the rear, with 4 additional car parking spaces (including 1 accessible car space) and 2 loading bays located in the same area.

Dwellings 1, 2 and 4 are each proposed to have a double garage, with a single garage proposed for Dwelling 3.

Vehicular access is proposed via the driveway over the carriageway easement and pedestrian access to the first-floor units is also from the rear, via stairs and a walkway.

The area between the Units and rear Dwellings is proposed to be utilised for access and car parking and surfaced in concrete. There is some garden area proposed around Dwelling 4 – the plans show 46.01% for the Dundas Street Lot as a whole.

Waste Management

A Waste Management Plan has been provided as part of the application material that states that a private contractor will collect waste from the development. This will require three separate trucks.

Units 1-5 and Tenancies 1-4 would utilise shared bins, to be located adjacent to the driveway, at the rear of Tenancy 1. These would be emptied 3 times a week.

Dwellings 1-4 would have individual bins, to be stored within garages or private open space areas and be emptied once a week for general rubbish and FOGO (food organics and garden organics) and twice a week for recyclables. On collection days, the bins are to be moved to locations accessible for the truck, as illustrated below.

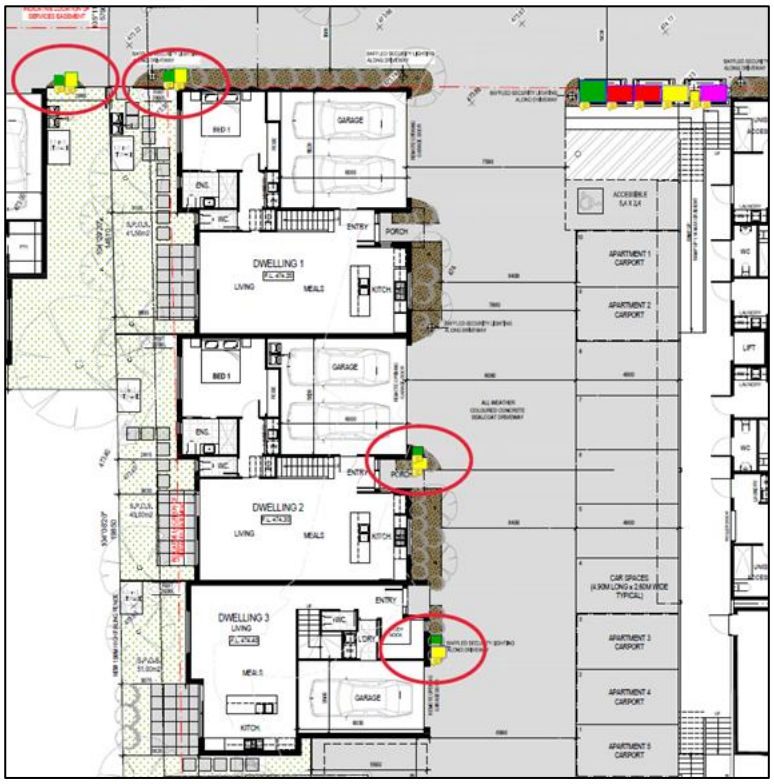


Figure 9: Excerpt of Waste Collection diagram from WMP.

Relevant Macedon Ranges Planning Scheme controls

Section 46AZK of the Planning and Environment Act 1987

Section 46AZK of the *Planning and Environment Act 1987* requires Council as a Responsible Public Entity to not act inconsistently with any provision of the Statement of Planning Policy (SoPP) in exercising decision-making powers.

The subject site is located within Lancefield township, which is recognised as a district town in the SoPP.

Part of the SoPP Vision is that (emphasis added):

> Settlements within the declared area are well-connected to local jobs and services, resilient to natural hazards and the effects of climate change and fit in with the most

> prized rural character and environmental and cultural attributes of the area making Macedon Ranges one of the most liveable and sustainable places to be in Victoria.

More specifically, in relation to the Settlement policy domain of the SoPP, Objective 8 is:

> To plan and manage growth of settlements in the declared area consistent with protection of the area's significant landscapes, protection of catchments, biodiversity, ecological and environmental values, and consistent with the unique character, role and function of each settlement.

A relevant strategy is:

> Encourage infill development that respects the townships' character.

The Officer Assessment section below makes clear that the Proposal does not respect the existing character and heritage values of this part of Lancefield and on this basis, it is inconsistent with the SoPP.

Purpose and Vision

Clause no.	Clause name
02.01	Context
02.02	Vision
02.03	Strategic Directions
02.04	Strategic Framework Plans

Planning Policy Framework

Clause no.	Clause name
11	Settlement
11.01-1L	Settlement - Lancefield
11.03-5S	Distinctive Areas and Landscapes
15.01-1S	Urban Design
15.01-1L	Urban Design – Macedon Ranges
15.01-2S	Building Design
15.01-5S	Neighbourhood Character
15.01-5L	Neighbourhood Character – Macedon Ranges Townships
15.03-1S	Heritage Conservation
17.01-1S	Diversified Economy
17.01-1L	Diversified economy – Macedon Ranges
17.02-1L	Business – Macedon Ranges

Zoning

Clause no.	Clause name
32.08	General Residential Zone – Schedule 1 (GRZ1)
34.01	Commercial 1 Zone – (C1Z)

Overlay

Clause no.	Clause name

43.02	Heritage Overlay – (HO266)

Particular provisions

Clause no.	Clause name
52.06	Car Parking
52.34	Bicycle Parking
53.18	Stormwater Management in Urban Development
55	Two or More Dwellings on a Lot and Residential Buildings

General provisions

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

Cultural Heritage Management Plan assessment

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

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

The process to date

Referral

Authority (Section 55)	Response
N/A	
Authority (Section 52)	**Response**
N/A	
Internal Departments	**Response**
Heritage	Did not support the proposal, and provided the following comments:

	• Notes that HO266 only applies to what is referred to in this report as the High Street Lot. Supports the following aspects of the proposal: *High Street Lot* • Retention of existing heritage fabric of shop structure. • Height and form of rear dwelling. • Use of vertical cladding. *Overall development* • Residential use in this location is acceptable from a heritage perspective. • Zero setback and verandahs to ground floor shops/retail tenancies. • Using the existing crossover for access. • Gabled form, massing and second storey element of rear dwellings. Does not support the following aspects of the proposal: *High Street Lot* • Proposal to 'intrude' the new structure and ancillary elements into the curtilage of the heritage shop structure is not acceptable – need distinction between old and new and all new development should begin where the heritage shop finishes. • Use of concrete panels unacceptable. • Clarity sought on car space/loading bay and existing gates – gates should be retained, with no hard barrier or concrete in driveway (it is noted that the current plans do not show any change to this immediate area from existing conditions, but the roller door and beyond is in issue regardless). Overall development • Two storeys along the High Street frontage is not supported as it is not in keeping with the heritage significance of the precinct which is noted as being 'single storey, humble timber shops and houses west of The Crescent'. • The interface between the Tenancies/Units and the existing shop at 42 High Street is unacceptable – there needs to be separation and a distinction;

	• Proposed materials need revision – concrete panel not acceptable and 'corrugated iron sheet roofing material' needs clarification (e.g. zincalume is not appropriate). • Proposed colours need to be provided – plans lack detail; and • A concept landscape plan is needed for comment, with a full Landscape Plan required subsequently. Minor changes were made to the plans: • Units 1-3 upper first floor have been moved to be 1.95m setback from the front boundary. • The balconies of units 1-3 have been setback so that they no longer cantilever over the footpath. • Tenancy 4 & Unit 4 have been offset 1 metre from the side of the existing heritage shop to give a visual break/separation to distinguish old from new. The Heritage Planner reviewed the changes and provided the following additional comments: • The proposal is not supported on heritage grounds. • While acknowledging some positive amendments (e.g. colours and materials schedule), overall the changes were not sufficient to address heritage concerns. This type of application would benefit from heritage expertise in the form of an external consultant.
Engineering	No objection, subject to conditions. Conditions primarily relate to a requirement for Engineering Plans, including a 'car park plan', and for a Site Management Plan.
Waste Management	No objection owing to the proposed use of private waste collection contractors. Noted some errors in the WMP and noted that the WMP would need to be revised to accord with the 'Standard MRSC Bin Service' – notwithstanding it is a private contractor.

Advertising

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

31 objections have been received to date.

A wide range of concerns were raised by objectors, with the concerns summarised as follows:

Scale and intensity, neighbourhood character and heritage values

- Proposal does not respect existing heritage streetscape, which is single storey and a certain style.
- Heritage value of Lancefield Providore building would be diminished.
- Suggests consultation with Romsey-Lancefield & District Historical Society regarding façade treatment.
- Bulk/scale/density, all incompatible with existing neighbourhood character, its spaciousness and small-town ambience.
- Two-storey design and 'suburban style' development would dominate the streetscape and is not sympathetic.

Traffic, car parking and access

- Proposal would generate an unacceptable increase in traffic.
- Presents a safety risk for pedestrians using High Street, particularly school children.
- Constrained single access point would result in:
    - Conflict between vehicles and pedestrians.
    - Concerns for suitability for emergency vehicles.
    - Potential for vehicle conflict.
    - The carriageway easement already provides access to 36 High Street and this existing access would be compromised.
- The width of the accessway is not sufficient for waste collection trucks (swept path diagrams did not allow for that size vehicle).
- Car parking in High Street is already inadequate and a reduction in car parking provision is not appropriate.
- Larger vehicles would double park on High Street rather than use loading bays proposed at the rear.
- Access to the development as a whole should be from Dundas Street only.

Amenity Impacts

- Would adversely affect amenity due to a loss of privacy, overshadowing, loss of natural light, vehicle noise, light spill, insufficient setbacks.
- Would adversely affect sense of place, liveability of the area and wellbeing of existing residents.
- Does not comply with some Clause 55 requirements.

Other

- Impacts to biodiversity given laneway along easement used as a wildlife corridor.
- Mix of housing is inappropriate, should be catering to downsizers and therefore single storey.
- Double storey should have lifts.
- Drainage issues severe, compounded by slope of the land towards Dundas Street, lack of capacity in system and hardstand will exacerbate drainage issues.
- New dwelling built at 23 Dundas Street has not been addressed.

- Existing vegetation including large poplar tree has not been addressed.
- Minimal open space provided.
- No need for medium density housing in country town.
- Proposed use of the units above is undefined but appears to be intended to be short stay accommodation.
- Soon there will be no commercial tenancies at this end of High Street (when Providore relocates) and the area's residential amenity is of importance.

These concerns are discussed below in the assessment section of the report.

It is noted that several comments were made as to the purported short stay accommodation nature of the proposed Units. These have been assessed as Dwellings as this is the relevant land use.

A consultation meeting was held on 21 January 2026 and was attended by Planning Officers, Councillors, the applicant and four objectors.

Officer assessment

Whether the proposed use is consistent with the purpose and decision guidelines of the General Residential Zone, Commercial 1 Zone and other relevant State and Local planning provisions, and whether amenity impacts are acceptable.

Council's Vision as set out at Clause 02.02 is to ensure development occurs in an orderly and sustainable way, maintaining clear boundaries between settlements. Growth is directed to appropriate, well-serviced and zoned areas—primarily along transport corridors—while responding to infrastructure capacity, constraints, and changing community needs. The policy supports diverse residential and commercial opportunities and encourages economic development that creates local jobs and reduces spending outside the shire, with most growth occurring within settlement boundaries except for agriculture-based businesses.

At Clause 02.03-1, Strategic Directions in relation to Settlement provide that growth is directed to larger towns and within protected settlement boundaries, with Lancefield identified as a District town in the established hierarchy of settlements, earmarked for moderate growth.

In terms of housing within towns, Clause 02.03-6 seeks to provide for diverse and affordable housing and lot sizes and styles, to meet the requirements of all age groups, household types, income levels, lifestyles and preference, particularly in settlements that have capacity to accommodate growth.

Clause 11.01-1L of the Municipal Planning Strategy sets out the strategic directions for the future development of Lancefield. The policy seeks to consolidate growth within the established protected settlement boundary and reinforce the role and function of the town centre. Key strategies encourage development within the town centre that supports a diverse range of retail services and community facilities, while ensuring that future residential growth respects Lancefield's historical character. The protection and enhancement of heritage buildings and streetscapes are also identified as core objectives.

The Lancefield Township Framework Plan further guides land use and development outcomes. Under the Framework Plan, the subject site is located partly within the broader 'town centre' area (Commercial 1 Zone) and partly within a designated 'residential growth' area (General Residential Zone), reflecting its interface between commercial and residential growth areas.

In relation to housing broadly, there is policy support for diverse housing that meets community needs (Clause 16.01-1S).

Whilst the need to create further local employment opportunities within townships is recognised at Clause 02.03-7, it is acknowledged that the use of the land for retail premises (commercial land use) does not require planning approval in this instance.

As outlined earlier in this report, the site is located within two land zonings – the Commercial 1 Zone to the front (High Street Lot) and General Residential Zone to the rear (Dundas Street Lot).

The use of the land for a dwelling is 'as of right' within the General Residential Zone, meaning that it does not require planning approval. The use of the land for a dwelling is also 'as of right' in the Commercial 1 Zone subject to any frontage at ground floor not exceeding 2 metres. The shop top housing (Units 1-5) all achieve this, meaning that the application only requires planning approval to use the land for a dwelling for Dwellings 1-3.

This is a slightly unusual situation as this part of the subject site is not part of an active street frontage – which is what the provisions are trying to protect.

The purpose of the Commercial 1 Zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.*
- *To provide for residential uses at densities complementary to the role and scale of the commercial centre.*

The Commercial 1 Zone encourages a mix of uses and built form that supports the primary retail and commercial functions of the centre while enabling compatible residential and community uses. Clause 34.01-2 provides that a use must not detrimentally affect the amenity of the neighbourhood, with reference to transport, appearance and emissions.

The two basic elements of the proposal being retail tenancies along the High Street frontage, and housing on the subject site more broadly, are both acceptable given the strategic context. The proposal would increase the variety of housing types within Lancefield by providing smaller scale dwellings within the commercial precinct. The intensity of the proposed dwelling use within the commercial zone, however, does need to be balanced with providing a scale of development that is respectful of the area and maintaining an acceptable level of amenity. The siting of Dwellings 1-3 results in functional outcomes (waste management, traffic impacts and pedestrian safety) that are not appropriate. Whilst there is evidently policy support for a mixed-use development of some form in this location, the proposal does not present as a site responsive design with regards to scale and intensity of the built form and would result in unreasonable amenity impacts. This is discussed in greater detail below.

<u>Whether the proposed buildings and works are designed and sited in a way that is consistent with the purpose and decision guidelines of the General Residential Zone, the Commercial 1 Zone, the Heritage Overlay and other relevant State and Local Planning Policy.</u>

The Planning Policy Framework sets out a comprehensive suite of urban design, building design, neighbourhood character and heritage objectives that are directly relevant to the proposal.

Built form and character considerations

The Municipal Planning Strategy sets out Council's strategic directions for built environment and heritage under Clauses 02.03-5 and 02.03-6. These provisions are guided by the

overarching community aspiration that the shire's town centres retain their village atmosphere and that each settlement maintains its distinctive identity. The strategic directions seek to protect and enhance the established character and form of towns and rural settlements, including township entrances and gateways. They promote high-quality urban design outcomes and support industrial and commercial development that contributes positively to local amenity. Development is also required to respect the municipality's rural character and valued landscapes.

Clause 15.01-1L (Urban Design – Local) requires that development within townships respond positively to the established streetscape character, including building materials, colours, height, setbacks, bulk, articulation, vegetation, site coverage and density. The policy promotes development that enhances the function, design and presentation of town centres and township entrances, delivers active commercial frontages, and incorporates passive surveillance of public spaces. It also emphasises the retention of mature vegetation, increased tree canopy coverage, and the integration of landscaping—particularly native vegetation—into new development.

Clause 15.01-2S (Building Design) establishes broader design principles to ensure development is contextually responsive, sustainable and functional. It requires comprehensive site analysis to inform built form outcomes, ensures development responds to its strategic and cultural context, and seeks to minimise off-site impacts on adjoining properties, the public realm and the natural environment. The policy strongly promotes environmentally sustainable design measures, including passive solar design, on-site renewable energy generation, low embodied energy materials, water efficiency initiatives, stormwater infiltration and reuse, and support for resource recovery through appropriate waste management design. It also encourages adaptive reuse and recycled materials where practical.

In addition, the policy framework requires development to enhance the public realm, protect valued views and landmarks, promote safety and security through building interface design, and respond appropriately to transport networks by providing safe and functional access for pedestrians, cyclists and vehicles. Landscaping is to be site-responsive, contribute to urban cooling and greening, and retain existing vegetation wherever possible.

Neighbourhood character considerations are addressed in Clauses 15.01-5S and 15.01-5L. At the local level, specific strategies for Lancefield require development to respect the principles of the original settlement pattern, including the traditional grid layout, wider road reserves along key access streets, and soft engineering treatments consistent with the town's historic structure. The retention and enhancement of Lancefield's wide, treed avenues is identified as a key objective.

It is evident from the relevant policy framework that development should support an area's existing neighbourhood character, cultural identity, and sense of place.

The General Residential Zone is applied to residential areas where housing development of up to three storeys is anticipated or planned. Its built form and development outcomes focus on:

- Encouraging development that is responsive to neighbourhood character, ensuring new housing respects the scale, form and character of the area.
- Promoting a diversity of housing types and housing growth, particularly in locations with good access to services and transport.

Collectively, the General Residential Zone seeks to balance housing growth with retention of local character and amenity.

The Commercial 1 Zone is applied in mixed-use commercial centres and aims to:

- Create and reinforce vibrant commercial and mixed-use precincts, supporting a wide range of retail, office, business, entertainment and community activities.
- Facilitate development that contributes to the economic vitality and functionality of town centres, often with active street frontages and pedestrian-oriented built form outcomes.

Both zones give effect to the Municipal Planning Strategy and Planning Policy Framework by providing distinct expectations about the form, scale and character of development appropriate in residential and commercial contexts, reflecting their different roles within the overall settlement pattern.

From an urban design and character perspective, the proposal does not accord with the relevant policy framework due to the following:

- The tenancies/units along High Street would have a dominant presence and disrupt the rhythm of the streetscape.
- The two-storey building facing High Street incorporates minimal first floor setbacks and would present as a largely sheer two storey form. The scale of the building would be at odds with the surrounding built forms.
- In an area where openness and spaciousness is valued, the proposal introduces a concentration of built form to one location.
- More broadly, the intensity of the development and the siting of a number of additional dwellings on the High Street Lot, creating a total of nine new dwellings across the subject site is at odds with the established pattern of development.
- The use of concrete panel, brick and metal standing seam cladding is not in keeping with the surrounding buildings which generally incorporate lighter weight weatherboard cladding.
- The dominance of hardstand and lack of landscaping within the High Street Lot does not accord with the existing conditions of the area. The lack of landscaping is noticeable.

The proposed zero front setback to High Street is supported considering the location within a commercial area. It is acknowledged that a two-storey built form could be considered in this location, however due to the low scale of the surrounding heritage properties, any upper level would need to be designed to be recessive through suitable setbacks, materials and height. The proposed two-storey form does not achieve this and as such is not appropriate.

Concerns were also raised by objectors in relation to various aspects of the development including the overall scale, bulk and two-storey design.

The site evidently has potential for increased density, but in simple terms the design response is trying to achieve too much. It could not be reasonably stated that the design responds to both the existing and desired future character for Lancefield (as expressed in the above policy statement), noting that the starting point for any design response is consideration of the site and surrounding area.

Whilst medium density housing is certainly possible in such an area, it needs to be designed as a sensitive response to its surrounds. Indeed, the Commercial 1 Zone provides that residential uses should be at densities that complement the commercial centre. The proposal is at a density that not only exceeds the development capacity of the subject site but is out of character with the function of the Lancefield Town Centre.

Heritage

Council's rich heritage is recognised as a significant asset, including the heritage buildings and streetscapes of Lancefield, which are experiencing increasing development pressure. Planning policy therefore emphasises the protection and enhancement of important heritage features and values for current and future generations.

Clause 15.03 (Heritage) is of particular relevance to the proposed development on the High Street lot. The objective of this clause is to ensure the conservation of places of heritage significance. The policy supports development that appropriately responds to and respects identified heritage values. It requires the retention of elements that contribute to the significance of a heritage place and encourages the conservation and restoration of contributory features. In addition, it seeks to ensure that the setting and broader context of heritage places are maintained or enhanced, so that new development does not diminish their cultural or historic significance.

As outlined earlier in this report, the High Street Lot contains an existing shop (Lancefield Providore, at 42 High Street) which is listed as a contributory building within the Heritage precinct (HO266).

The purpose of the Heritage Overlay is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To conserve and enhance heritage places of natural or cultural significance.*
- *To conserve and enhance those elements which contribute to the significance of heritage places.*
- *To ensure that development does not adversely affect the significance of heritage places.*
- *To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.*

As part of the application process, the application was referred to Council's Heritage Advisor for comment. In terms of heritage considerations, advice from the Heritage Planner is quite clear and the Proposal would adversely affect the heritage place – that is, the Lancefield Town Centre Precinct as well as the individual contributory building at 42 High Street.

As outlined in the referrals section of this report, the Heritage Advisor was supportive of aspects of the proposal such as the retention of existing heritage fabric; height and form of rear dwellings, gabled form, massing and second storey element of rear dwellings and use of vertical cladding.

However, the primary issue is the development proposed along the southern part of the High Street Lot. The addition to the shop building has not been designed in a way that respects the adjoining building to the west (44 High Street) or that establishes the necessary distinction between the new and old. Furthermore, the use of concrete panel is not appropriate.

In addition, the proposed Units 1-4 situated above the Tenancies 1-4 represents built form that is not in keeping with the heritage significance of the place. A two storey building in this form is not appropriate along this frontage. The interface between the Tenancies/Units and the building at 42 High Street is also unresolved and should have a different treatment creating a degree of separation. Furthermore, virtually no landscaping will be visible from the street.

Concerns were also raised by objectors in relation to the proposal not respecting the heritage streetscape and the heritage value of the Lancefield Providore.

In summary, the proposal would result in adverse impacts to the individual contributory heritage building and broader heritage precinct which is contrary to the Heritage Overlay and broader planning policy that seeks to respect and protect areas of heritage significance.

Whether the proposal complies with the residential amenity standards of Clause 55 and would result in an acceptable level of amenity.

Clause 55 assessment

It is noted that Clause 55 of the Planning Scheme was changed through Amendment VC267 on 31 March 2025. Although the application was amended after the amendment to Clause 55, a number of the plans date from 2 October 2024 so in some cases there are issues that have not been addressed by the applicant.

It is important to note that due to the commercial zoning, the proposed dwellings on the High Street Lot (Units 1-5) and Dwellings 1-3 do not have to strictly comply with Clause 55, rather the objectives and standards can provide a level of guidance.

Units 1-5 and Dwellings 1-3 have been considered against the requirements of Clause 55, and found to be generally in accordance, with the exception of the following:

- Clause 55.02-3 Side and rear setbacks objective (Standard B2-3) – the western wall of the retail premises does not comply. The standard requires the wall to have an average height of 3.2 metres, with no part being higher than 3.6 metres. The wall ranges from 3.6 metres up to 4.33 metres as the site slopes to the rear. The height of this solid sheer wall would have a detrimental amenity impact on the existing dwelling at 44 High Street. The height of this wall is not in keeping with the neighbourhood character of the area and is not acceptable.
- Clause 55.02-7 Tree canopy objectives (Standard B2-7) – does not comply. A site that is more than 1000 square metres should provide 20% tree canopy cover. The High Street lot has a total area of 1548sqm which would result in a requirement of approximately 309sqm of canopy tree cover. Insufficient detail has been provided as to the amount of tree canopy cover proposed, but whilst the plans indicate some trees would be provided on site, it is clearly significantly less than 309 square metres. It is acknowledged that being in a Commercial 1 Zone, it may be suitable to provide less than 20% tree canopy cover on site, however the indicative amount of planting and landscaping is insufficient and not in keeping with the landscape character of the area.
- Clause 55.03-11 Storage objective (Standard B3-11) – does not comply. No details have been provided as to the provision of adequate storage facilities for Units 1-5.
- Clause 55.05-5 Waste and recycling objectives (Standard B5-5) – complies in part. The amount of waste storage area provided is acceptable. Dwellings 1-3 have sufficient space for the storage of 4 bins for waste. Units 1-5 will utilize a shared waste system that is stored adjacent the accessway. However, the waste collection areas detailed in the Waste Management Plan illustrate that three different private waste collection vehicles will need to undertake movements within the rear car parking area and down the access way to collect the different streams of waste, which will create noise to the neighbouring dwellings and have an undue amenity impact contrary Clause 55.05-5 (Waste and recycling objectives).

Dwelling 4 has been assessed against the requirements of Clause 55 (noting that given the zoning the dwelling needs to be fully assessed against the requirements of this Clause), and found to be generally in accordance with the exception of the following:

- Clause 55.02-7 Tree canopy objective (Standard B2-7) – does not comply. This has not been addressed as part of the application.

- Clause 55.05-4 Solar protection to new north-facing windows objective (Standard B5-4) – does not comply. This has not been addressed as part of the application and there is no proposed shading to north-facing windows.
- Clause 55.05-5 Waste and recycling objectives (Standard B5-5) – complies in part. The amount of waste storage area provided is acceptable. However, as detailed earlier in the report, the waste collection arrangements will create noise to the neighbouring dwellings and have an undue amenity impact contrary to this clause.

Concerns were raised by objectors in relation to the proposal failing to comply with the requirements of Clause 55 and amenity impacts in a broader sense. Except for the matters raised above, the proposal is found to comply with many of the objectives relating to neighbouring amenity. The proposal complies with the relevant standards and objectives relating to overlooking and overshadowing. In terms of overlooking, the proposal provides obscured glazing where needed to the first floor windows and balconies. The shadow diagrams provided demonstrate that most shadows will fall within the subject site itself and therefore will not unduly impact the neighbouring dwellings.

Broader amenity considerations

The subject site is located in a unique area, where a section of commercially zoned land lines High Street and then residentially zoned land to the rear (north) faces Dundas Street. While certainly there are, and have been, commercial uses along High Street in this locale, and it is zoned for that purpose, there are in fact several dwellings present within the Commercial 1 Zone area and obviously, dwellings line Dundas Street. As a result, there are many sensitive land uses in the form of dwellings located in proximity to, including adjacent to, the subject site.

While it is well established through VCAT decisions that residential properties abutting commercial areas cannot reasonably expect the same level of amenity as dwellings located within a purely residential setting, this does not diminish the obligation for new development to respond appropriately to its surrounding context. Proposals must still demonstrate a reasonable and respectful interface with adjoining land uses, ensuring that off-site impacts are appropriately managed having regard to the site's transitional location. This includes providing an appropriate built form transition, managing amenity impacts, and achieving a balanced outcome having regard to both the commercial function of the land and the expectations of adjoining residential areas.

The nature of a mixed-use development generates the potential for amenity impacts in the form of noise, light spill, visual appearance, loss of privacy, increased vehicle movements and waste collection.

Noise, increased vehicle movements and waste collection

The number of people proposed to be accommodated on the subject site will have an impact in terms of general activity.

This has a potentially adverse impact on the amenity of the neighbourhood more broadly. Traffic will be an issue with regard to the 'funnelling' of vehicles through the access point to High Street, where there is the risk of pedestrian and vehicle conflict.

The coming and going of people into and out of the mixed-use development has a general impact in terms of intensification. As well as people (staff and customers) accessing the tenancies, there is the potential for up to 32 people (based on bedrooms) to be accommodated in the Units and Dwellings. The sheer population increase generates a degree of impact on amenity.

The use of the accessway to access 19 car parking spaces, with some of those available for loading/deliveries, as well as for waste collection, amounts to significant usage and would particularly impact on the residential properties at 36 High Street and 19 Dundas Street.

There would be substantial noise impacts from vehicles and particularly from the waste collection trucks, which based on the Waste Management Plan would be accessing the site several times per week.

The private waste collection is proposed to be 9 times a week based on the Waste Management Plan stating that collections for the Units/Tenancies would be 3 times per week for 3 different waste streams. It is assumed that the lesser frequency collection from Dwellings 1-4 would coincide with the Units/Tenancies collection but if this is not the case, it would be more than 9 times per week.

The WMP states that the collection would 'occur outside of peak traffic hours' and this could mean early morning or after business hours, both of which have the potential to adversely impact the amenity of nearby residences. The reversing sound of the waste collection trucks will be one component of this impact.

Otherwise, the frequency of vehicle movements has an impact beyond noise, insofar as there will be relatively constant coming and going. For 36 High Street this will have a significant impact, particularly given their shared use of the carriageway easement and proximity to the High Street crossover.

It is also important to consider the potential amenity impacts of future occupants of the dwellings should the application be approved. With the exception of Dwelling 4, all dwellings centre around an internal car park and accessway that would be subject to car parking, waste collection and loadings and unloading. This creates obvious issues in relation to noise and internal amenity.

Light spill

The plans show 'baffled security lighting along driveway'. It is not clear if this operates all night, or if it is on a sensor. Either way, it would be noticeable from the adjoining dwellings and is likely to have a negative impact on amenity. Indeed, lights being on all night, or turning on and off throughout the night is likely to be disruptive to sleep should neighbouring bedrooms be impacted.

The built form will also have an impact; particularly for 36 High Street; the double storey buildings and the balconies / terraces proposed for Units 1-4 and Dwellings 1 and 2 will not only be imposing but activity in these outdoor areas will be quite exposed.

<u>Whether the proposed traffic, car parking and access arrangements are satisfactory.</u>

Planning policy through Clause 52.06 Car parking contains the following purpose:

- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*
- *To support sustainable transport alternatives to the motor car.*
- *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
- *To ensure that car parking does not adversely affect the amenity of the locality.*

- *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*

The proposal proposes access via the existing driveway (carriageway/drainage easement) along the eastern boundary, to the car parking for the five 5 Units, four Dwellings and for the Tenancies (presumably staff parking, as well as two loading bays and an accessible space). This totals 19 car parking spaces.

The accessway would be predominantly single lane and there is no opportunity for cars to move to the side. Indeed, as noted by several objectors, should a car enter from High Street at the same time as a car emerges onto the accessway, the first car would potentially need to reverse back on to High Street to avoid a collision. This creates a road safety hazard and is not an orderly planning outcome.

Certainly, should a car leaving from Dwelling 4, a car from the middle car parking area and a car entering from High Street all be looking to use the accessway at the same time, it is clear that the design lacks functionality.

There is no obvious pedestrian access along the accessway and this also raises safety issues.

It is accepted that the traffic generation associated with the proposal in and of itself can be absorbed by the local road network, particularly given the access to High Street, a main road. However, access is problematic and in that context the traffic generation is also an issue.

It is noted that the owners/residents of 36 High Street currently use the carriageway easement to access their property (and are legally entitled to do so as beneficiaries of the easement), with this being the only vehicle access to the site. The Certificate of Title does not place any conditions or limitations on easement, and as such any intensification of use of is not prevented. Minor modifications to the landscaping and fence plan this access arrangement could be readily achieved.

It is noted that the car parking reduction sought is now less than originally applied for, due to changes to Clause 52.06, a reduction of 18 car parking spaces is still significant.

The plans illustrate that there will be 7 car parking spaces located within garages for the Dwellings, plus 6 car parking spaces designated as car parking for particular Units or for Dwelling 3 (and it is noted this space is directly adjacent to Dwelling 3). This is a total of 13 spaces, where only 10 spaces are now required for the dwellings.

In reality, it is likely that the additional three spaces would continue to be earmarked for certain dwellings. Either way, there is a deficit in terms of car parking spaces required for the retail tenancies (i.e. shops) and this is the reduction that is sought.

A Traffic Impact Assessment (TIA) was provided as part of the application material which states that ‘there is sufficient on-street parking available at various times throughout the day to accommodate the customer parking demand on-street. The reduction sought is acceptable to Council. There are 256 unrestricted on street car spaces within proximity to the site. The TIA includes a parking demand survey that demonstrates at various times throughout the week there is ample car parking available to accommodate the proposed shortfall. Indeed, at the busiest time, there are 86 car spaces available. The reduction of 18 car spaces sought can therefore easily be accommodated within the existing on street parking.

<u>Objector concerns.</u>

The following section provides a response to objector concerns which have not been fully addressed in the above assessment.

Impacts to biodiversity given laneway along easement used as a wildlife corridor.

The carriageway easement is proposed to be used for vehicle access and is not a dedicated biodiversity link. This is consistent with the intended purpose of the easement. As the easement is proposed to be used as a driveway, there is still an ability for wildlife to traverse this area.

Double storey should have lifts.

This is not within the scope of assessment.

Drainage issues severe, compounded by slope of the land towards Dundas Street, lack of capacity in system and hardstand will exacerbate drainage issues.

Clause 53.18 Stormwater management in urban developments is applicable to the proposal, and a Water Sensitive Urban Design Report was submitted as part of the application material. The application was referred to Council's Engineering Department who supported the proposal subject to conditions including the requirement to provide detailed drainage plans.

Existing vegetation including large poplar tree has not been addressed.

There is limited vegetation existing on the site. It is acknowledged that what vegetation does exist may need to be removed as part of the proposed development, however there are no planning controls affecting the site that would prevent vegetation removal from occurring. vegetation controls impacting the site that would prevent this from occurring.

Conclusion

In summary, the proposal represents a somewhat 'unorderly' development of the subject site.

The proposal gains some strategic support from planning policy, which encourages mixed-use development, additional housing diversity and commercial activity within Lancefield's town centre. While retail at the High Street frontage and residential use across the site are acceptable in principle, the overall intensity and configuration do not present a site-responsive outcome. In particular, the clustering of dwellings within the commercial lot leads to functional issues related to access, waste collection and amenity.

From a built form and heritage perspective, the development does not align with the established character of Lancefield or the expectations of the Commercial 1 Zone, General Residential Zone or Heritage Overlay. The High Street building presents excessive bulk, minimal upper-level recession, and materials inconsistent with the heritage streetscape. The proposal would adversely affect the contributory building at 42 High Street and the broader heritage precinct, due to its scale, form and lack of appropriate separation or landscaping.

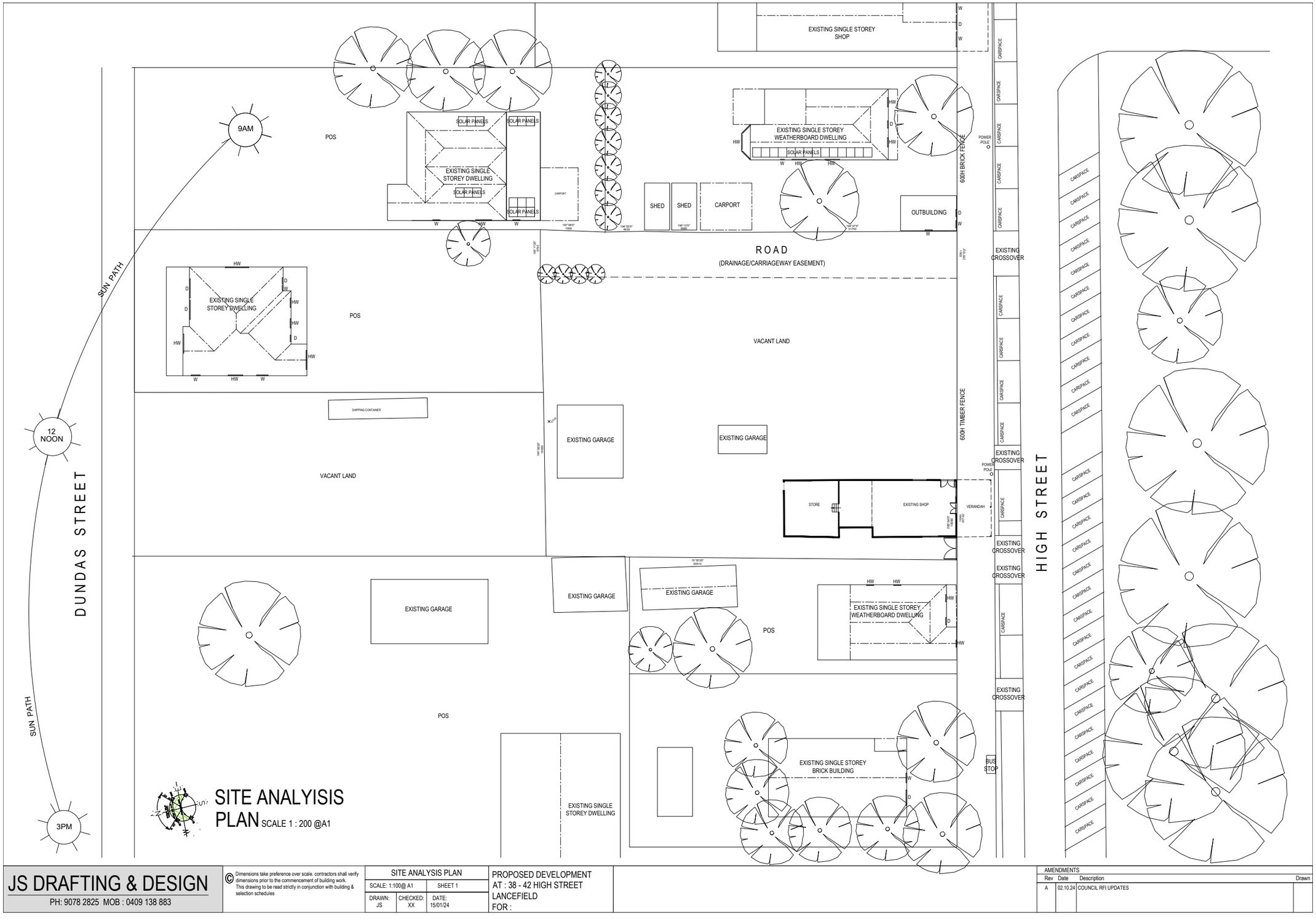
Amenity impacts are significant. While some Clause 55 objectives are met, the proposal fails to demonstrate compliance with several key standards, particularly for Dwelling 4. More broadly, the concentration of built form and activity introduces unreasonable impacts in the form of noise, overlooking, light spill and high-frequency vehicle and waste truck movements. The internal arrangement—centred around a busy accessway and car park—would also result in poor internal amenity for future residents.

Traffic and parking issues further compound concerns. Although surrounding streets could absorb the parking shortfall, the single-lane accessway is unsafe and unworkable, lacking pedestrian provision and requiring potential reversing onto High Street. Overall, while mixed-use development is supported in this location, the current scale, layout and interface treatments result in unacceptable heritage, character and amenity impacts. A substantially

reduced and better-integrated design would be required to achieve an Acceptable planning outcome.

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.



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SITE ANALYSIS PLAN		
SCALE: 1:100@ A1		SHEET 1
DRAWN: JS	CHECKED: XX	DATE: 15/01/24

PROPOSED DEVELOPMENT
AT : 38 - 42 HIGH STREET
LANCEFIELD
FOR :

AMENDMENTS			
Rev	Date	Description	Drawn
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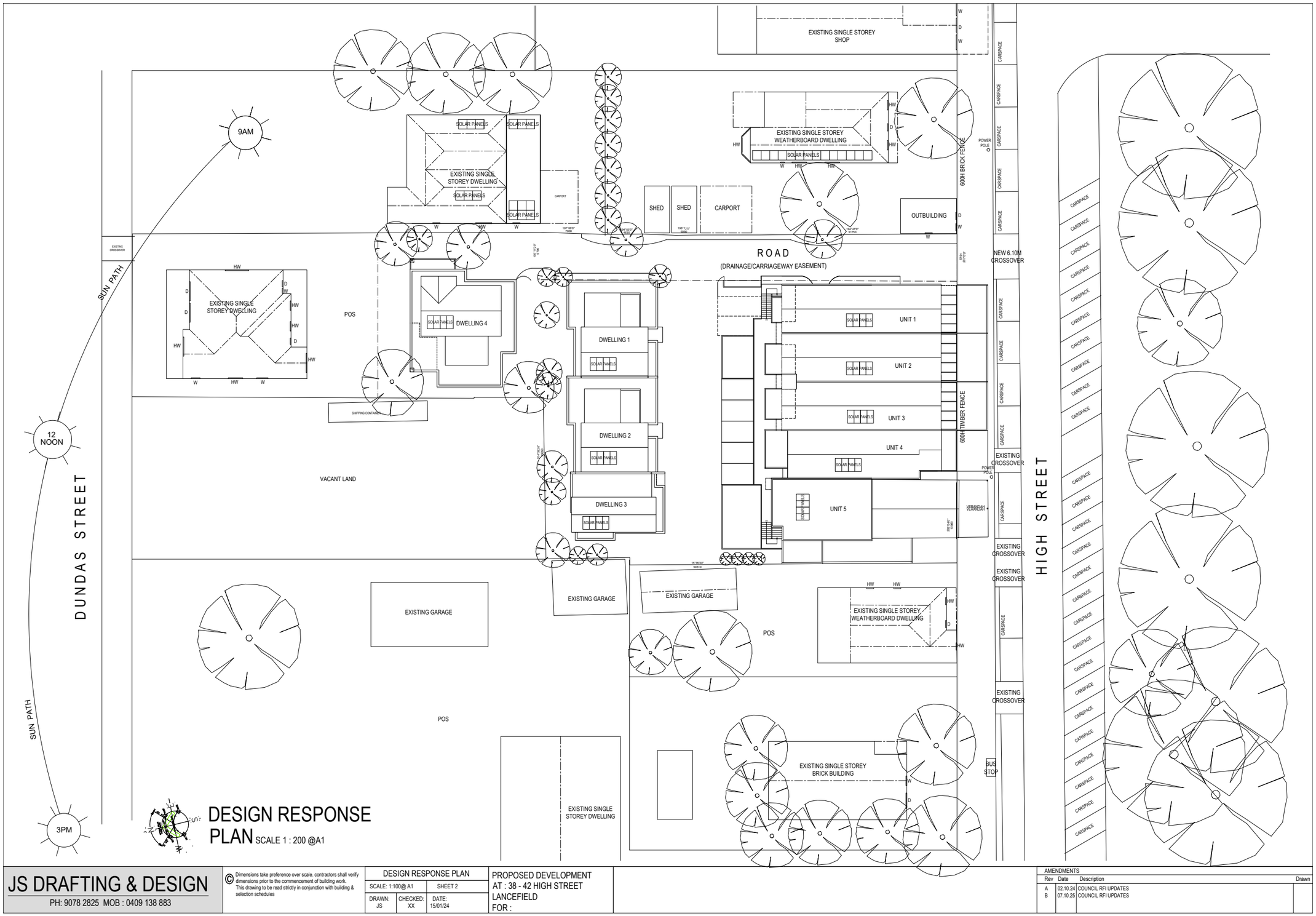

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DESIGN RESPONSE PLAN		
SCALE: 1:100@ A1		SHEET 2
DRAWN: JS	CHECKED: XX	DATE: 15/01/24

PROPOSED DEVELOPMENT
AT : 38 - 42 HIGH STREET
LANCEFIELD
FOR :

AMENDMENTS			
Rev	Date	Description	Drawn
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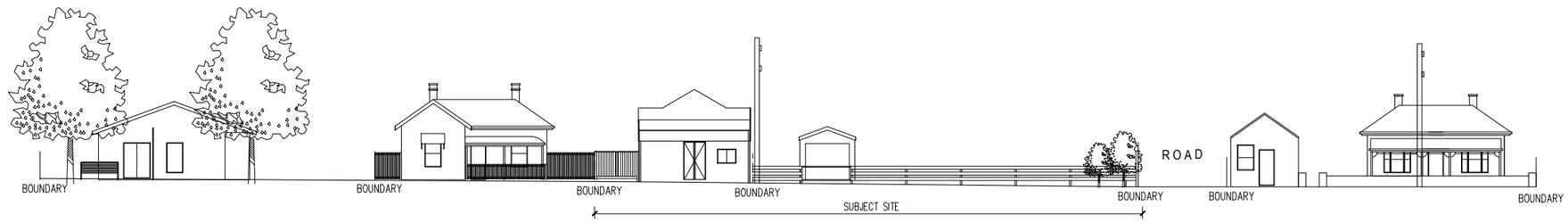
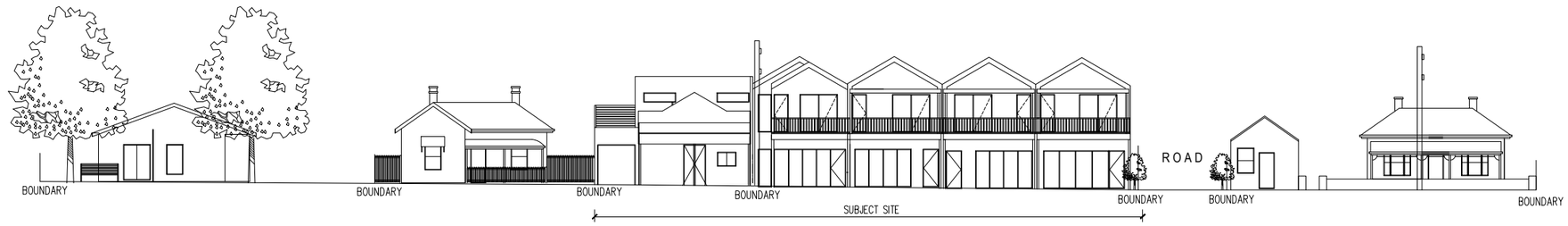
B	07.10.25	COUNCIL RFI UPDATES	



EXISTING STREETSCAPE ELEVATION
HIGH STREET SCALE 1:150 @A1



PROPOSED STREETSCAPE ELEVATION
HIGH STREET SCALE 1:150 @A1

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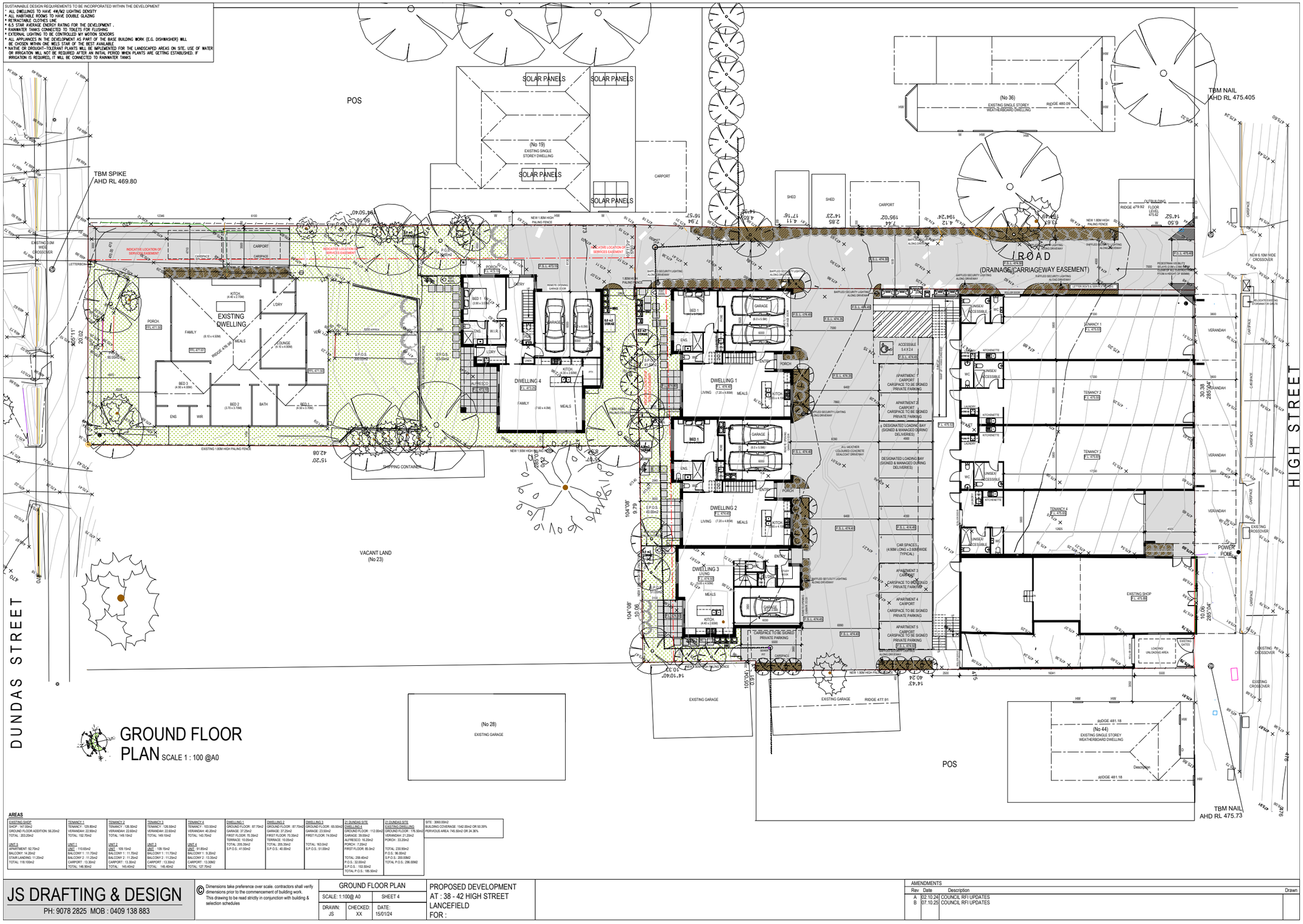
STREETSCAPE ELEVATIONS		
SCALE: 1:150@ A1		SHEET 3
DRAWN: JS	CHECKED: XX	DATE: 15/01/24

PROPOSED DEVELOPMENT
AT : 38 - 42 HIGH STREET
LANCEFIELD
FOR :

AMENDMENTS			
Rev	Date	Description	Drawn
A	02.10.24	COUNCIL RFI UPDATES	



AREAS

EXISTING SHOP: SHOP : 147.00m2 GROUND FLOOR ADDITION: 56.20m2 TOTAL : 203.20m2 UNIT 5 APARTMENT: 92.70m2 BALCONY: 14.20m2 STAIR LANDING: 11.20m2 TOTAL: 118.100m2	TENANCY 1 : 109.80m2 VERANDAH: 22.80m2 TOTAL: 152.70m2 UNIT 1 : 110.65m2 BALCONY 1 : 11.70m2 BALCONY 2 : 11.25m2 CARPORT : 13.30m2 TOTAL: 146.90m2	TENANCY 2 : 126.50m2 VERANDAH: 22.60m2 TOTAL: 149.10m2 UNIT 2 : 109.15m2 BALCONY 1 : 11.70m2 BALCONY 2 : 11.25m2 CARPORT : 13.30m2 TOTAL : 145.40m2	TENANCY 3 : 126.50m2 VERANDAH: 22.60m2 TOTAL: 149.10m2 UNIT 3 : 109.15m2 BALCONY 1 : 11.70m2 BALCONY 2 : 11.25m2 CARPORT : 13.30m2 TOTAL : 145.40m2	TENANCY 4 : 103.50m2 VERANDAH: 40.20m2 TOTAL: 143.70m2 UNIT 4 : 91.85m2 BALCONY 1 : 9.20m2 BALCONY 2 : 13.30m2 CARPORT : 13.30M2 TOTAL: 127.70m2	DWELLING 1 GROUND FLOOR : 87.70m2 GARAGE: 37.35m2 FIRST FLOOR: 70.35m2 TERRACE : 10.00m2 TOTAL: 205.35m2 S.P.O.S.: 41.60m2	DWELLING 2 GROUND FLOOR : 87.70m2 GARAGE: 37.25m2 FIRST FLOOR: 70.35m2 TERRACE : 10.00m2 TOTAL: 205.35m2 S.P.O.S.: 40.80m2	DWELLING 3 GROUND FLOOR : 65.50m2 GARAGE: 23.50m2 FIRST FLOOR: 74.00m2 TOTAL: 163.0m2 S.P.O.S.: 51.00m2	21 DUNDAS SITE DWELLING 4 GROUND FLOOR : 112.00M2 GARAGE: 39.00m2 ALFRESCO: 16.20m2 PORCH : 7.20m2 FIRST FLOOR: 85.0m2 TOTAL: 259.40m2 P.O.S.: 32.00m2 S.P.O.S. : 153.50m2 TOTAL P.O.S.: 185.50m2	21 DUNDAS SITE EXISTING DWELLING GROUND FLOOR : 176.00M2 VERANDAH: 21.20m2 PORCH : 33.00m2 TOTAL: 230.80m2 P.O.S.: 96.00m2 S.P.O.S.: 200.00M2 TOTAL P.O.S.: 296.00M2	SITE : 3060.00m2 BUILDING COVERAGE: 1542.00m2 OR 50.39% PERVIOUS AREA: 740.50m2 OR 24.36%

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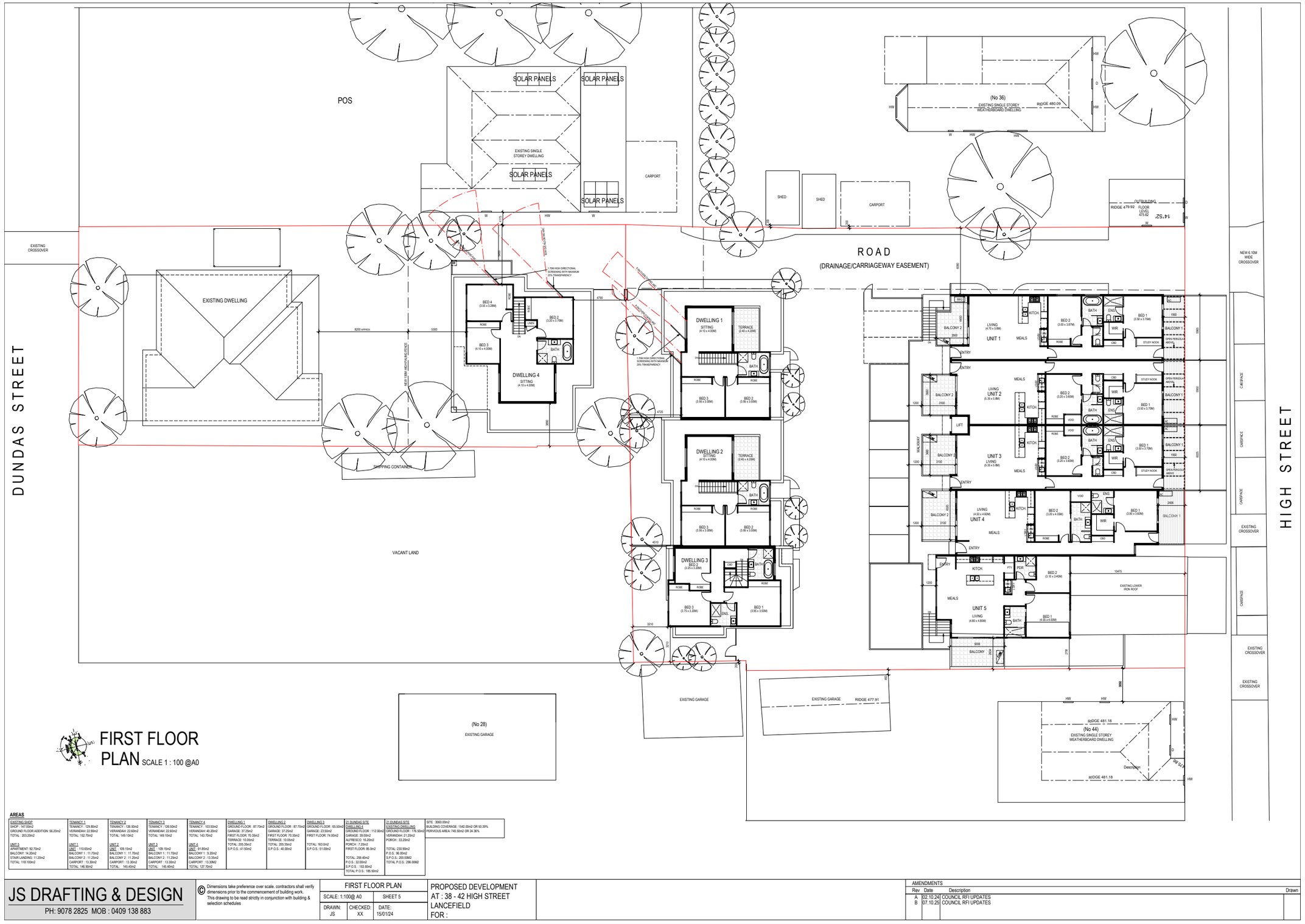
GROUND FLOOR PLAN
SCALE: 1:100@ A0 | SHEET 4
DRAWN: JS | CHECKED: XX | DATE: 15/01/24

PROPOSED DEVELOPMENT
AT : 38 - 42 HIGH STREET
LANCEFIELD
FOR :

AMENDMENTS

Rev	Date	Description	Drawn
A	02.10.24	COUNCIL RFI UPDATES	
B	07.10.25	COUNCIL RFI UPDATES	



FIRST FLOOR PLAN SCALE 1 : 100 @A0

AREAS

EXISTING SHOP	TENANCY 1	TENANCY 2	TENANCY 3	TENANCY 4	DWELLING 1	DWELLING 2	DWELLING 3	21 DUNDAS SITE	21 DUNDAS SITE	
SHOP : 147.00m2	TENANCY : 129.80m2	TENANCY : 136.50m2	TENANCY : 126.50m2	TENANCY : 103.50m2	GROUND FLOOR : 87.70m2	GROUND FLOOR : 87.70m2	GROUND FLOOR : 65.50m2	DWELLING 4	EXISTING DWELLING	SITE : 3060.00m2
GROUND FLOOR ADDITION: 56.20m2	VERANDAH: 23.00m2	VERANDAH: 23.00m2	VERANDAH: 22.60m2	VERANDAH: 40.20m2	GARAGE: 37.25m2	GARAGE: 37.25m2	GARAGE: 23.50m2	GROUND FLOOR : 112.00m2	GROUND FLOOR : 176.50m2	BUILDING COVERAGE: 1542.00m2 OR 50.39%
TOTAL : 203.20m2	TOTAL: 152.70m2	BALCONY 1 : 11.70m2	BALCONY 1 : 11.70m2	TOTAL: 143.70m2	FIRST FLOOR: 70.35m2	FIRST FLOOR: 70.35m2	FIRST FLOOR: 74.00m2	GARAGE: 39.00m2	VERANDAH: 21.20m2	PERVIOUS AREA: 745.50m2 OR 24.36%
		CARPORT : 13.35m2	CARPORT : 13.35m2	BALCONY 1 : 9.20m2	TERRACE: 10.05m2	TERRACE: 10.05m2		ALFRESCO: 16.20m2	PORCH : 33.20m2	
UNIT 5	UNIT 1	TOTAL: 145.40m2	TOTAL: 145.40m2	BALCONY 2 : 13.35m2	TOTAL: 205.35m2	TOTAL: 205.35m2	TOTAL: 163.0m2	PORCH : 7.20m2	TOTAL: 230.90m2	
APARTMENT: 92.70m2	TENANCY : 110.65m2	UNIT 2	UNIT 3	CARPORT : 13.35m2	S.P.O.S.: 41.50m2	S.P.O.S.: 40.00m2	S.P.O.S.: 51.00m2	FIRST FLOOR: 85.0m2	P.O.S.: 96.00m2	
BALCONY: 14.20m2	BALCONY 1 : 11.70m2	TENANCY : 109.10m2	TENANCY : 109.10m2	TOTAL: 129.80m2				TOTAL: 239.40m2	S.P.O.S.: 200.00M2	
STAIR LANDING: 11.20m2	BALCONY 2 : 11.25m2	BALCONY 1 : 11.70m2	BALCONY 1 : 11.70m2					P.O.S.: 32.00m2	TOTAL P.O.S.: 296.00M2	
TOTAL : 118.10m2	CARPORT : 13.35m2	BALCONY 2 : 11.25m2	BALCONY 2 : 11.25m2					S.P.O.S. : 153.50m2		
	TOTAL: 146.80m2	CARPORT : 13.35m2	CARPORT : 13.30m2					TOTAL P.O.S.: 185.50m2		
		TOTAL: 145.40m2	TOTAL: 145.40m2							

JS DRAFTING & DESIGN PH: 9078 2825 MOB : 0409 138 883	© Dimensions take preference over scale. contractors shall verify dimensions prior to the commencement of building work. This drawing to be read strictly in conjunction with building & selection schedules	FIRST FLOOR PLAN SCALE: 1:100@ A0 SHEET 5 DRAWN: JS CHECKED: XX DATE: 15/01/24 PROPOSED DEVELOPMENT AT : 38 - 42 HIGH STREET LANCEFIELD FOR :

AMENDMENTS

Rev	Date	Description	Drawn
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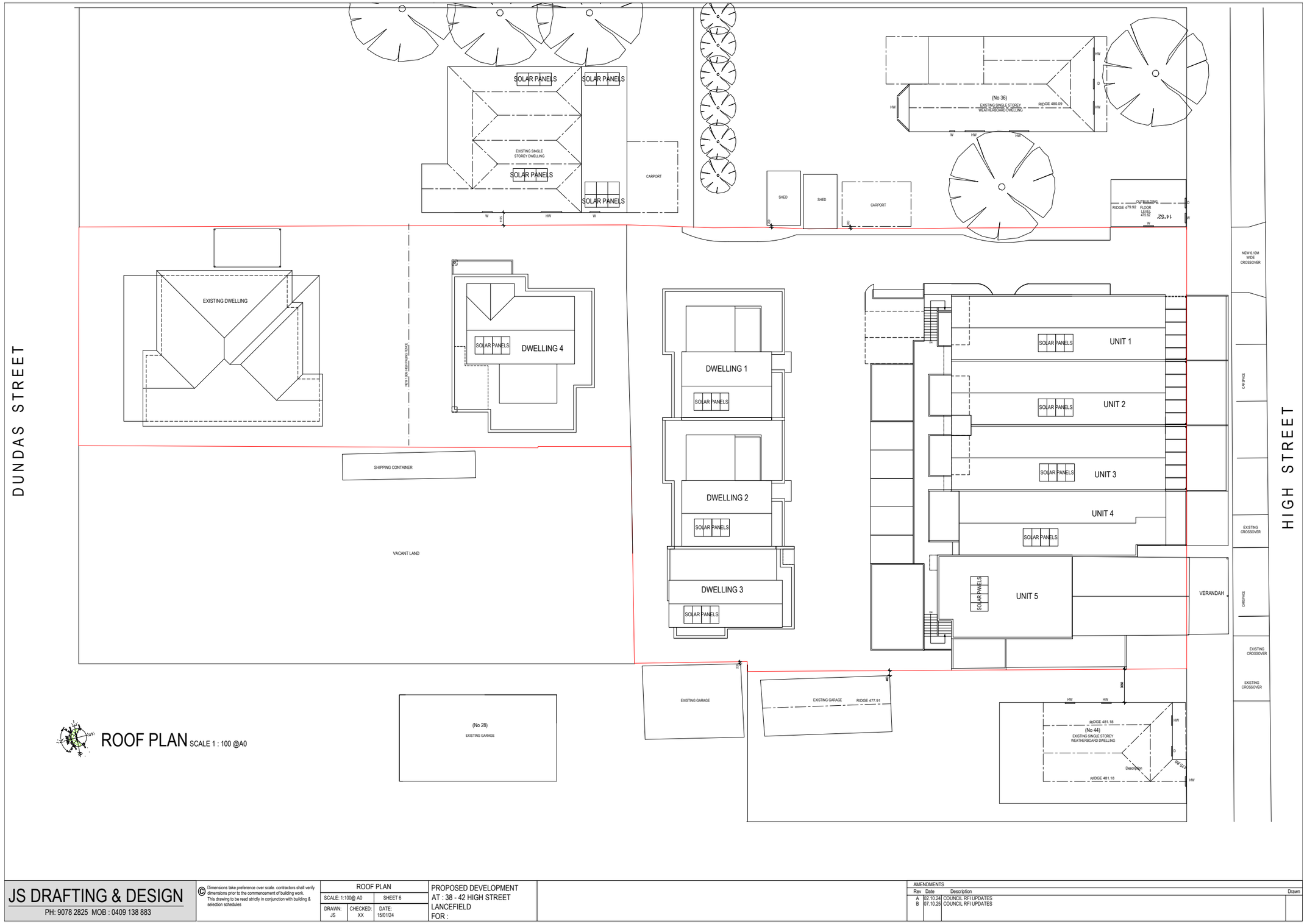
B	07.10.25	COUNCIL RFI UPDATES	



ROOF PLAN SCALE 1 : 100 @A0

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AMENDMENTS

Rev	Date	Description	Drawn
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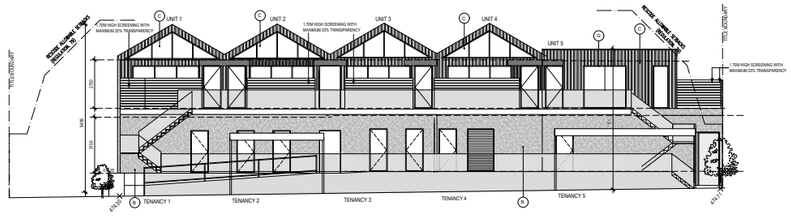
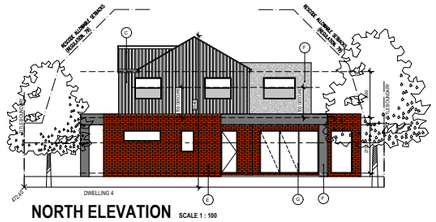
B	07.10.25	COUNCIL RFI UPDATES	



NORTH ELEVATION SCALE 1 : 100

SOUTH ELEVATION SCALE 1 : 100



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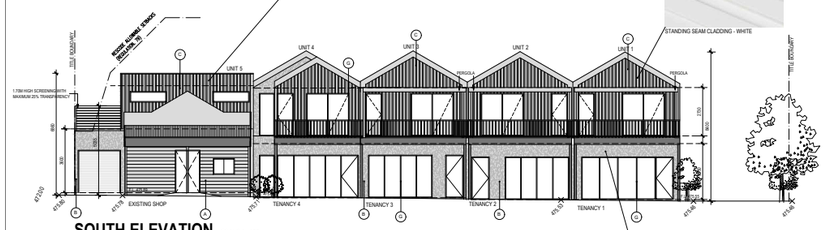

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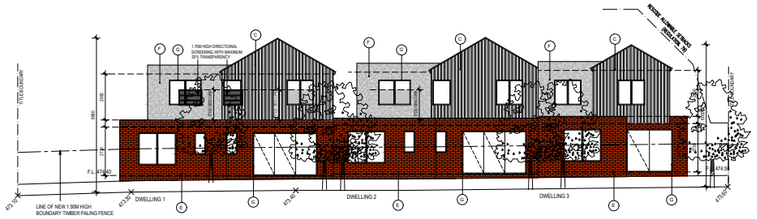

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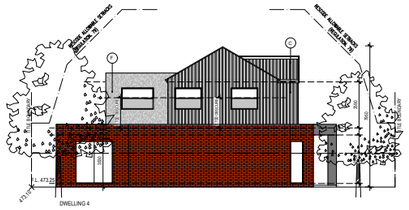

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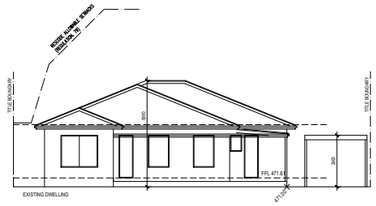

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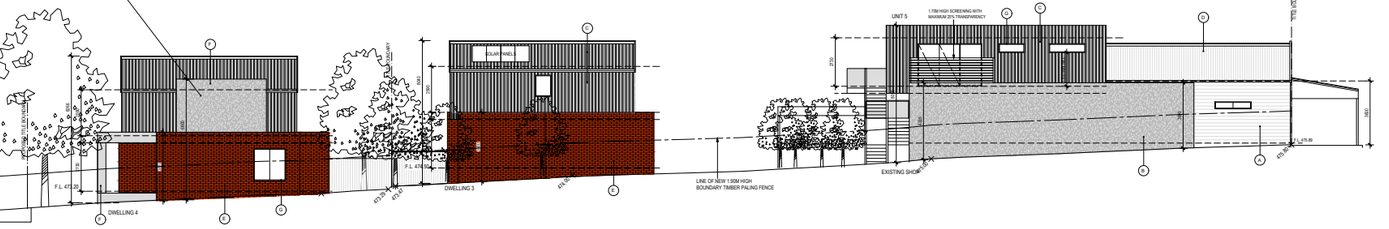
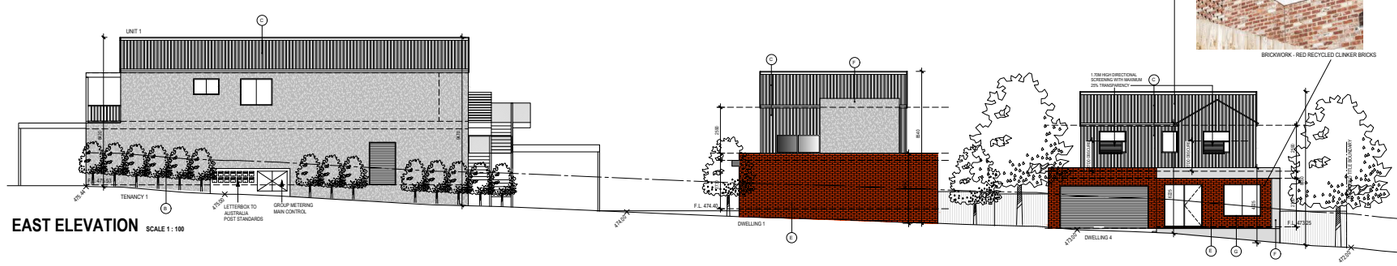
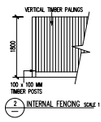


WEST ELEVATION SCALE 1 : 100



EAST ELEVATION SCALE 1 : 100



2 INTERNAL FENCING SCALE 1 : 50

MATERIALS SCHEDULE

A	EXISTING WEATHERBOARD CLADDING
B	CONCRETE PANEL
C	VERTICAL STANDING SEAM PROFILE CLADDING/ROOFING
D	EXISTING GALVANISED SHEET ROOFING
E	FACE BRICKWORK
F	RENDERED CLADDING
G	ALUMINIUM DOORS & WINDOWS THROUGHOUT

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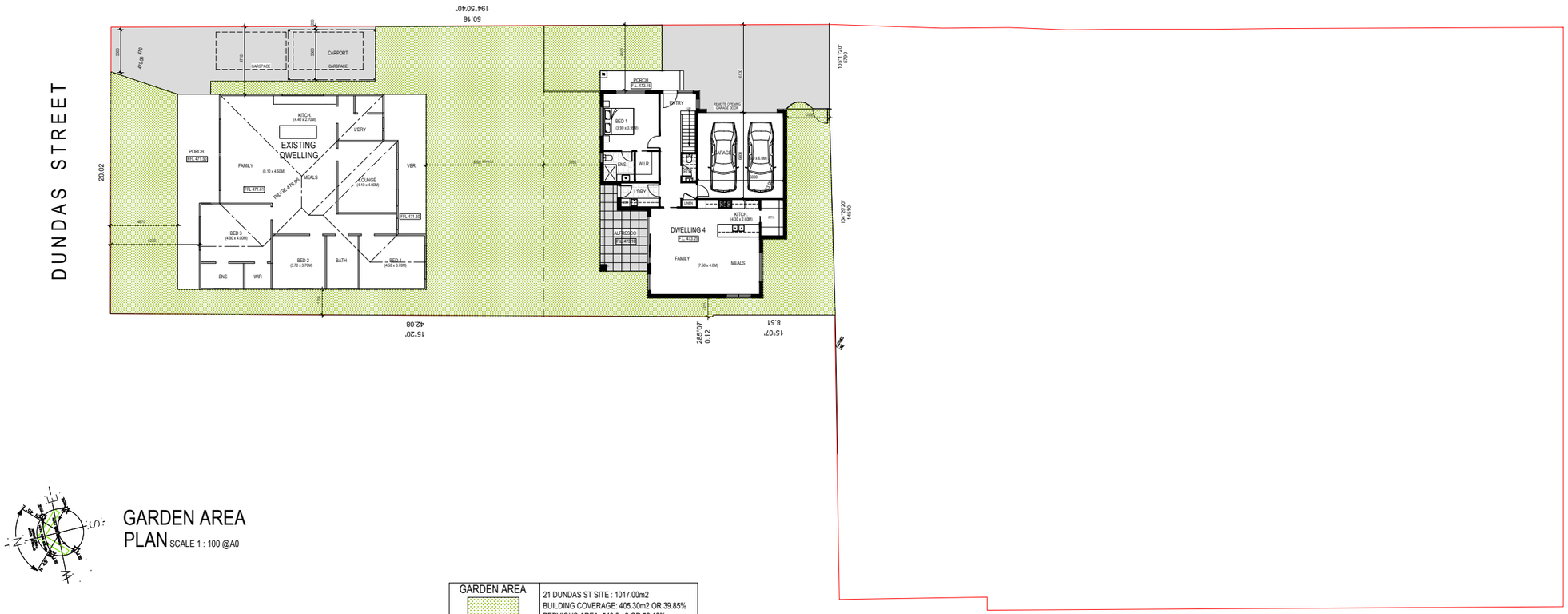
ELEVATIONS
SCALE: 1:100@ A0 | SHEET 7
DRAWN: JS | CHECKED: XX | DATE: 15/01/24

PROPOSED DEVELOPMENT
AT : 38 - 42 HIGH STREET
LANCEFIELD
FOR :

AMENDMENTS

Rev	Date	Description	Drawn
A	02.10.24	COUNCIL RFI UPDATES	
B	07.10.25	COUNCIL RFI UPDATES	



GARDEN AREA PLAN SCALE 1 : 100 @A0

GARDEN AREA	21 DUNDAS ST SITE : 1017.00m2 BUILDING COVERAGE: 405.30m2 OR 39.85% PERVIOUS AREA: 540.0m2 OR 53.10% GARDEN AREA: 468.0M2 OR 46.01%

JS DRAFTING & DESIGN
PH: 9078 2825 MOB : 0409 138 883

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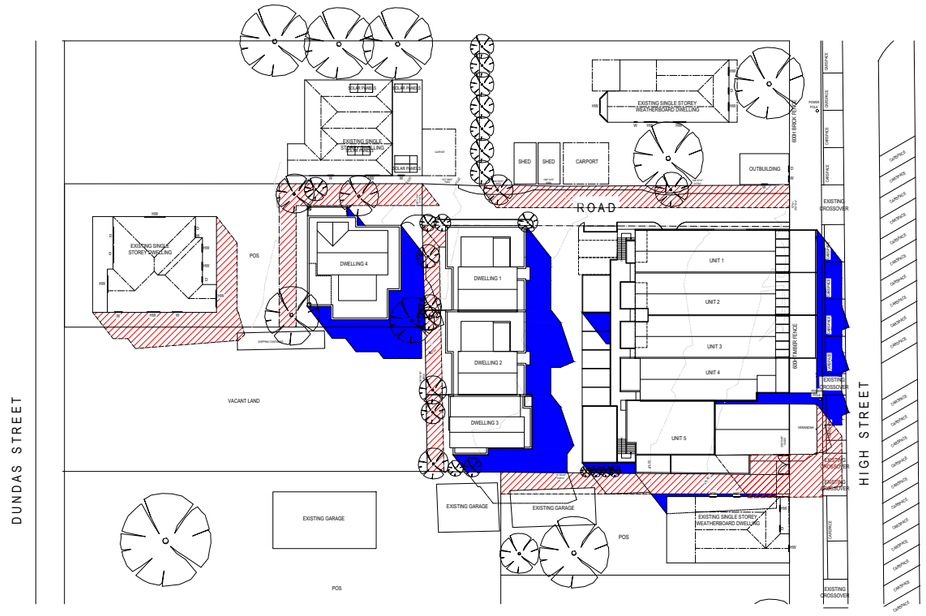
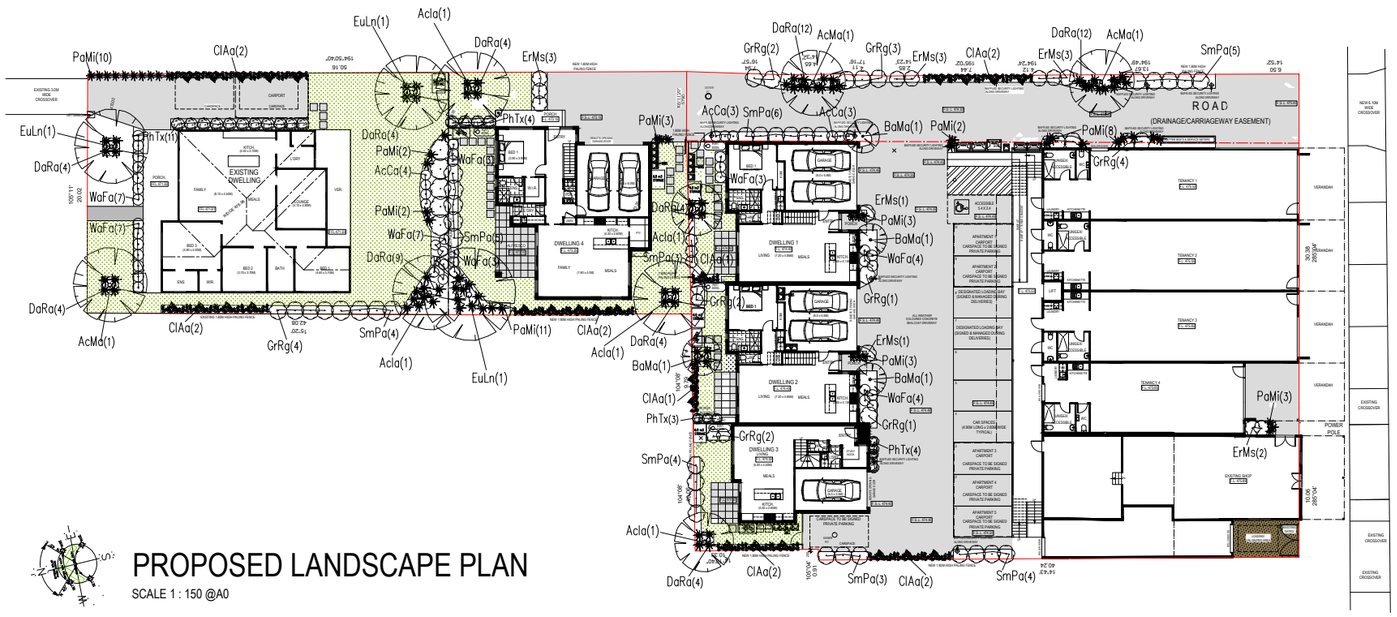
GARDEN AREA PLAN		
SCALE: 1:100@ A0		SHEET 8
DRAWN: JS	CHECKED: XX	DATE: 15/01/24

PROPOSED DEVELOPMENT
AT : 38 - 42 HIGH STREET
LANCEFIELD
FOR :

AMENDMENTS			
Rev	Date	Description	Drawn


DUNDAS STREET
HIGH STREET
ROAD
VACANT LAND
EXISTING SINGLE STOREY WEATHERBOARD DWELLING
EXISTING SINGLE STOREY WEATHERBOARD DWELLING
SHED
SHED
CARPORT
OUTBUILDING
DWELLING 1
DWELLING 2
DWELLING 3
DWELLING 4
UNIT 1
UNIT 2
UNIT 3
UNIT 4
UNIT 5
EXISTING GARAGE
EXISTING GARAGE
EXISTING GARAGE
POS
POS
EXISTING CROSSOVER
EXISTING CROSSOVER
EXISTING CROSSOVER



PROPOSED LANDSCAPE PLAN

SCALE 1 : 150 @A0

PLANTING LEGEND

- EXISTING TREE TO REMAIN
- NEW PROPOSED CANOPY TREE
- MEDIUM SHRUB
- SMALL SHRUB/GROUND COVER
- PROPOSED CONCRETE PATH/PAVING
- GRASS - KYKUYU, BUFFALO OR COUCH
- COMPACTED TUSCAN TOPPINGS OR SIMILAR
- CLOTHES LINE

NOTE:
THE DESIGNATED CANOPY TREES (AcLa, AcMa & EuLn) TO BE A MINIMUM HEIGHT OF 2000MM AT THE TIME OF PLANTING.

	PLANTING LEGEND				
	BOTANICAL NAME	COMMON NAME	HEIGHT X SPREAD	POT SIZE	NUMBER
	CLIMBERS, GRASSES & GROUND COVER				
DaRa	DIANELLA REVOLUTA	BLACK ANTHER FLAX LILY	700 X 700	14CM	61
PaMi	POA MORRISII	VELVET TUSSOCK GRASS	600 x 600	14CM	47
PhTx	PHORMIUM TENAX "BRONZE BABY"	NZ FLAX	1000 X 800	14CM	22
ClAa	CLEMATIS ARISTATA	AUSTRAL CLEMATIS	CLIMBER	14CM	14
WaFa	WESTRINGIA FRUTICOSA	COAST ROSEMARY	1200 X 1200	14CM	38
	SHRUBS				
GrRg	GREVILLIA 'ROBYN GORDON'	GREVILLIA CULTIVAR	2000 X 1500	20CM	19
SmPa	SYZYGIUM PANICULATA 'BACKYARD BLISS'	DWARF LILLY PILLY	3000 X 1000	20CM	34
AcCa	ACACIA COGNATA 'GREEN MIST'	ACACIA	1000 X 1000	14CM	10
ErMs	ERIOSTEMON MYOPOROIDES	WAX FLOWER	1500 X 1500	14CM	10
	CANOPY TREES				
BaMa	BANKSIA MARGINATA	SILVER BANKIA	4000 x 3000	40CM/1.0M	4
Acla	ACACIA IMPLEXA	LIGHTWOOD WATTLE	8000 x 5000	40CM/2.0M	5
EuLn	EUCALYPTUS LEUCOXYLON	YELLOW GUM	10000 x 6000	40CM/2.0M	3
AcMa	ACACIA MELANOXYLON	BLACKWOOD WATTLE	12000 x 6000	40CM/2.0M	3

CULTIVATION NOTES

Site Preparation: Prior to planting of garden beds remove all weeds either by hand or use Glyphosate in accordance with manufaturer's instructions.
Once weeds have died back, dig over area,wait 7 days and remove any emerging weeds.
Soil Improvement: Incorporate well-rotted organic matter or compost into existing soil at a rate of approx. 30 litres per sq.metre to a min depth of 250mm.
An application of a wetting agent such as Saturaid granules or similar to soils will minimise water runoff and reduce wastage.

Planting out: Water plants thoroughly before planting. Dig a hole 2-4 times wider than the root ball and as deep as pot, roughen surface of hole to encourage the roots to penetrate the soil. Water the hole and allow to drain. Carefully remove the plant by covering the soil with one hand and inverting the pot. Tease out roots if pot bound and trim off any that have been damaged. Position the plant vertically in the hole so that soil level is the same as it was in the pot. Mix 2 double handfulls of compost plus 1 teaspoon slow release granules per shrub into the backfill and firm in by hand making sure that the roots are in contact with the soil. Ensure compost is not dug down too deeply. Water in well using a solution of Plant Starter at a rate of 2.4ml/litre.

Watering: Water regularly until plants are well established and show signs of growth.Drought tolerant plants will also need regular watering during their establishment phase.

Mulching: Apply a 50-75mm layer of organic mulch (composted bark chips) to all garden beds after planting. Keep the stems clear of mulch. Re apply mulch annually.

Fertilizing: Feed in spring with slow release granules. Use only low phosphorus fertilizer or 'food for natives' on Australian plants.

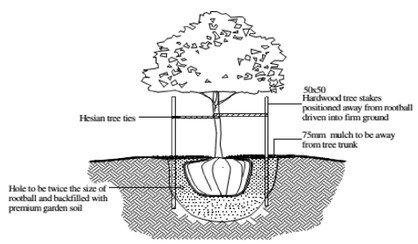
Ongoing Maintenance: Keep garden beds weed free. clip all hedges and prune shrubs after flowering to keep compact. Gardens to be maintained by the owner/resident or a qualified landscape contractor.

Plant Selection: At the of installation all plants should be healthy, well structured with adequately developed root systems not pot bound. Plants and trees should be free from pests, pathogens,disease and any physical damage

MATERIALS SCHEDULE

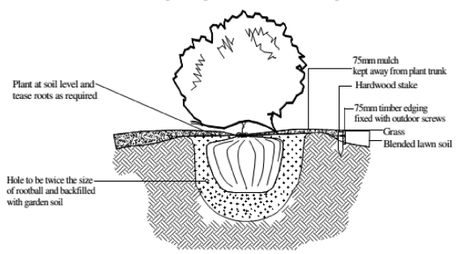
Stepping Stones	Concrete pavers usually 400 x 400 set on Mortar bed
Paved areas	400 x 400x 40 Concrete Pavers on compacted crushed rock and sand base with pavelock swept between the pavers and concrete mound on edges
Garden Beds	10mm Pine bark mulch to a depth of 75mm
Garden Edging	Flex Timber Edging screwed onto hardwood timber stakes
Driveway	All weather hard sealed driveway
Clothesline	Hills wall mounted clothesline or similar
Compacte Gravel	Compacted Tuscan Toppings or similar
Lawn areas	Quality lawn seeds sewn on 100mm lawn blended soil

Tree Planting Diagram



NOT TO SCALE

Planting Diagram & Timber Edge Detail



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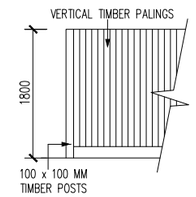
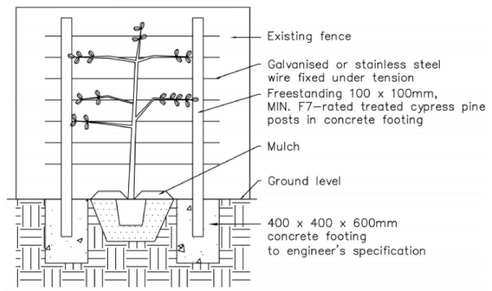


1 BOUNDARY & INTERNAL FENCING



JS DRAFTING & DESIGN
PH: 9078 2825 MOB : 0409 138 883

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LANDSCAPE PLAN		
SCALE: 1:150@ A0		SHEET 10
DRAWN: JS	CHECKED: XX	DATE: 15/01/24

PROPOSED DEVELOPMENT
AT : 38 - 42 HIGH STREET
LANCEFIELD
FOR :

AMENDMENTS

Rev	Date	Description	Drawn
A	02.10.24	COUNCIL RFI UPDATES	
B	07.10.25	COUNCIL RFI UPDATES	

COLOUR SCHEDULE

38-40 High Street, Lancefield

(G) Windows, Downpipes & spouting,: colorbond “white”

(E) Face brickwork – Red recycled clinker bricks

(B) Concrete tilt panels : Raw concrete colour

(C) Roofing & wall cladding: Vertical standing seam profile cladding: “white”

(F) Rendered cladding – Colour “Concrete”

driveway & paving (impermeable) “Grey mix concrete”

Waste Management Plan

38-42 High Street, Lancefield VIC

20/09/2024

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a part of Sustainability Tech Partners Pty Ltd

Frater Consulting Services Pty Ltd

Waste Management Plan (WMP)

Proposed Mixed-use Development

Table of Contents

Purpose of the Waste Management Plan 3
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Site Description 4
Proposed Development 4
Types of Waste Generated 5
Waste Generation Rates 5
Bin Types 8
Signage 11
Waste Storage 12
Waste Collection & Disposal 14
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Preventative Measures 17
Summary 17

DOCUMENT VERSION

Version	Date	Changelog	Author	Review
0	20/09/2024	Issued for Client Review	WZ	DG

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Frater Consulting Services Pty Ltd

PURPOSE OF THE WASTE MANAGEMENT PLAN

The purpose of the waste management plan (WMP) is to:

- Demonstrate the development of an effective waste management system that is compatible with the design of the development (residential or commercial) and the adjacent built environment. An effective waste management system is hygienic, clean and tidy, minimises waste going to landfills, and maximises recycling
- Provide a waste management system that is supported by scaled drawings to ensure the final design and construction are compliant with the WMP and are verifiable
- Form a document that achieves effective communication of the waste management system so that all stakeholders can be properly informed of its design, and the roles and responsibilities involved in its implementation
- Stakeholders are defined (but not limited to): owners, occupiers, body corporate, property managers/real estate agents, Council, neighbours and collection contractors
- Ensure residents of MUDs are not disadvantaged in their access to recycling and other responsible waste management options
- Avoid existing legacy issues that plague many MUD's due to poor design and insufficient consideration for waste management.

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INTRODUCTION

Frater Consulting Services has been engaged to undertake a Waste Management Plan for the proposed mixed-use development located at 38-42 High Street, Lancefield.

We have reviewed the plans for the proposed development and have, where necessary, undertaken research in the relevant field of waste management.

SITE DESCRIPTION

The proposed site is located at 38-42 High Street, Lancefield. The site is currently by 2 parts which are being assessed in this current report. The 2 lots are as per:

- The 1,017m^2 Lot (21 Dundas St) which is occupied by a house.
- The 2,043m^2 Lot which is occupied by an existing shop.

It is located approximately 73km north of the Melbourne CBD.

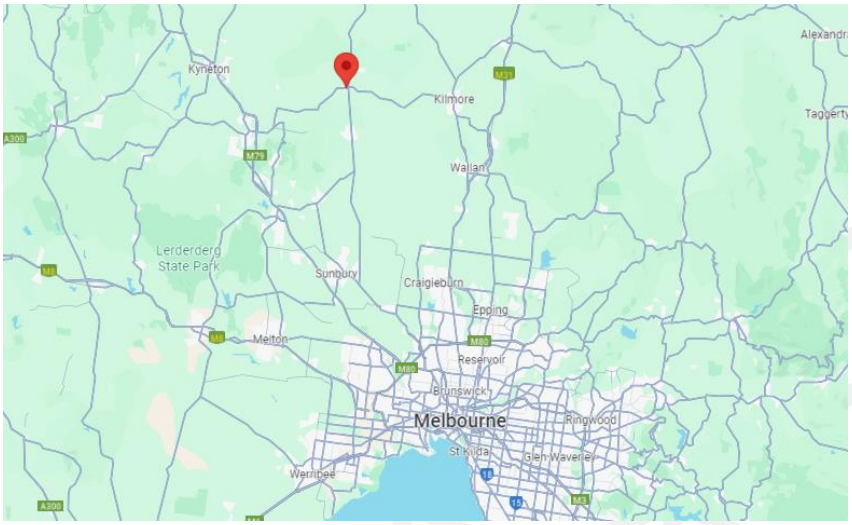

Figure 1: Location of the proposed development in Lancefield in relation to Melbourne CBD (Source: Google Maps)

PROPOSED DEVELOPMENT

The proposal consists of the development of the site into:

- Four Dwellings (1 x 4-bedroom & 3 x 3-bedroom).
- Four tenancies on the ground floor
- Four apartments (4 x 2 -bedroom) on top of the tenancies
- One apartment (1 x 2 -bedroom) on top of the existing shop

All dwellings will include an underground garage and the whole development will share a common driveway except for the existing dwelling which will have its individual driveway

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TYPES OF WASTE GENERATED

The following types of waste are most commonly generated within a mixed-use development:

- General landfill rubbish;
- Recyclables such as glass, paper, cardboard, cartons, plastics with ID Codes 1 to 7, steel & aluminium cans;
- Compostable organic material (food scraps);
- Hard rubbish such as broken furniture and large objects; and
- Sundry waste types such as electronic waste.

This list of waste types to be separately treated is expected to expand by 2030 in line with the Victoria State Government's Recycling Victoria Policy. This will include separate treatment of FOGO and glass waste for a 4-stream system.

WASTE GENERATION RATES

Listed below are the waste generation estimates for the development in accordance with the Sustainability Victoria guidelines based on Melbourne City generation rates. Melbourne city waste generation has been used for reference since Glen Eira does not have its own waste generation rates.

For each dwelling as per SV's guidelines and Melbourne City generation rates:

Space type	Rubbish Generation	Comingled Recyclables	FOGO Waste*
Indiv. Dwelling	78 L/week	120 L/week	42 L/week*
2-Bedroom	65 L/week	100 L/week	35 L/week
Shop	50 L per 100m^2 per day	50 L per 100m^2 per day	N/A**
Shop w/food	120 L per 100m^2 per day	30 L per 100m^2 per day	150 L per 100m^2 per day

The tenancies have been assumed to be running 7 days per week.

Half of the area of the tenancies will be assumed to have food generation. The allocation for one 1,100L bin for FOGO will be provided within the dedicated bin storage area.

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Separate Glass Waste

The development will also be provided with an allocation for a future glass stream service. This is to be in line with the State of Victoria's recycling targets for 2030. **The allocation for one future 660L glass waste bin for Apartment 1 – 5 & one future 80L glass waste bin for each Dwelling 1 – 4 will be provided within the dedicated bin storage area.** Glass collection services will be required to be provided once it is compulsory to start offering the service.

The waste generation/bins/storage will be separated in to two parts:

Shared bins and a common storage area is proposed for:

- Apartment 1 – 5

- Tenancy 1 – 4

Private individual bins stored in the individual POS is proposed for:

Dwelling 1 – 4

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The below table represents the waste generation based on the areas of:

- Apartment 1 – 5 of 567.5m^2
- Tenancy 1 – 4 of 594.6m^2

Total Development	Rubbish Generation	Comingled Recyclables	Food Waste
Apartment 1-5 (2 bedroom)	260L/week	400L/week	140L/week
Tenancy 1-4 (assumed with no food generation)	1,040L/week	1,040L/week	-
Tenancy 1-4 (assumed with food generation)	2,498L/week	625L/week	3,122L/week
Total	3,798L/week	2,065L/week	3262L/week
Proposed Bin Type	2 x 660L bins	1 x 660L bin & 1 x 80L bin	1 x 1,100L bin
Collection Frequency	Three times per week (Private collection)	Three times per week (Private collection)	Three times per week (Private collection)

The below table represents the waste generation based on:

- **Dwellings 1 - 4**

Total Development	Rubbish Generation	Comingled Recyclables	Food Waste
Dwelling 1 - 4	312L/week	480L/week 960L/fortnight	168L/week
Proposed Bin Type	1 x 80L bin per dwelling	1 x 240L per dwelling	1 x 80L bin per dwelling
Collection Frequency	Once per week (Private collection)	Once per fortnight (Private collection)	Once per week (Private collection)

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BIN TYPES

Below are the types of bins that the private contractor will provide for the **Apartment 1 – 5 & Tenancy 1 – 4** with the common dimensions:

Bin Storage Type	Capacity	Colour	Waste Type	Comments
	1 x 660L bin	Green body with yellow lid	Recyclables	The average dimensions are: Height 1.2m, Width 1.26m, Depth 0.78m Total floor area required: 0.98m²/bin
	1 x 80L bin	Green body with yellow lid	Recyclables	The average dimensions are: Height 0.84m, Width 0.45m, Depth 0.51m Total floor area required: 0.23m²/bin
	2 x 660L bin	Green body with red lid	General rubbish	The average dimensions are: Height 1.2m, Width 1.26m, Depth 0.78m Total floor area required: 0.98m²/bin
	1 x 1,100L bin	Green body with green lid	FOGO	The average dimensions are: Height 1.33m, Width 1.24m, Depth 1.07m Total floor area required: 1.32m²/bin

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Bin Storage Type	Capacity	Colour	Waste Type	Comments
	1 x 660Lbin	Green body with purple lid	Glass waste	The average dimensions are: Height 1.2m, Width 1.26m, Depth 0.78m Total floor area required: 0.98m²/bin

The private waste contractor once engaged will provide the bins for the development.

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Below are the types of bins that the private contractor will provide for the **4 dwellings** with the common dimensions:

Bin Storage Type	Capacity	Colour	Waste Type	Comments
	80L (1 per dwelling)	Green body with red lid	General rubbish	The average dimensions are: Height 0.84m, Width 0.45m, Depth 0.51m Total floor area required: 0.23m^2/bin
	240L (1 per dwelling)	Green body with red lid	Recyclables	The average dimensions are: Height 1.06m, Width 0.585m, Depth 0.73m Total floor area required: 0.42m^2/bin
	80L (1 per dwelling)	Green body and lid	FOGO	The average dimensions are: Height 0.84m, Width 0.45m, Depth 0.51m Total floor area required: 0.23m^2/bin
	80L (1 per dwelling)	Green body and purple lid	Glass	The average dimensions are: Height 0.84m, Width 0.45m, Depth 0.51m Total floor area required: 0.23m^2/bin

The private waste contractor once engaged will provide the bins for the development.

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SIGNAGE

Signage is required at bin storage areas to encourage correct recycling and reduce waste going to landfill. Appropriate signage will be made available by the private contractor for the Owners Corporation to install (such as on the underside of the bin's lid). These visual prompts (such as Figure 2 below) will assist in the proper disposal of the different types of waste.

Figure 2: Example signage from the Sustainability Victoria waste signage library.

Printable signage can be found on Sustainability Victoria's website: http://www.sustainability.vic.gov.au.

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WASTE STORAGE

The below is addressing the shared bins of Apartment 1 – 5 & Tenancy 1 – 4:

A shared waste storage area is located on the ground floor. The storage area will be screened to protect the visual amenities of the common areas.

The waste storage area will accommodate 2 x 660L bins for general rubbish, 1 x 660L & 1 x 80L bins for recycling, 1 x 1,100L bins for food/organics, and space provision for 1 x 660L bins for glass. All bins will be provided for development by a private contractor.

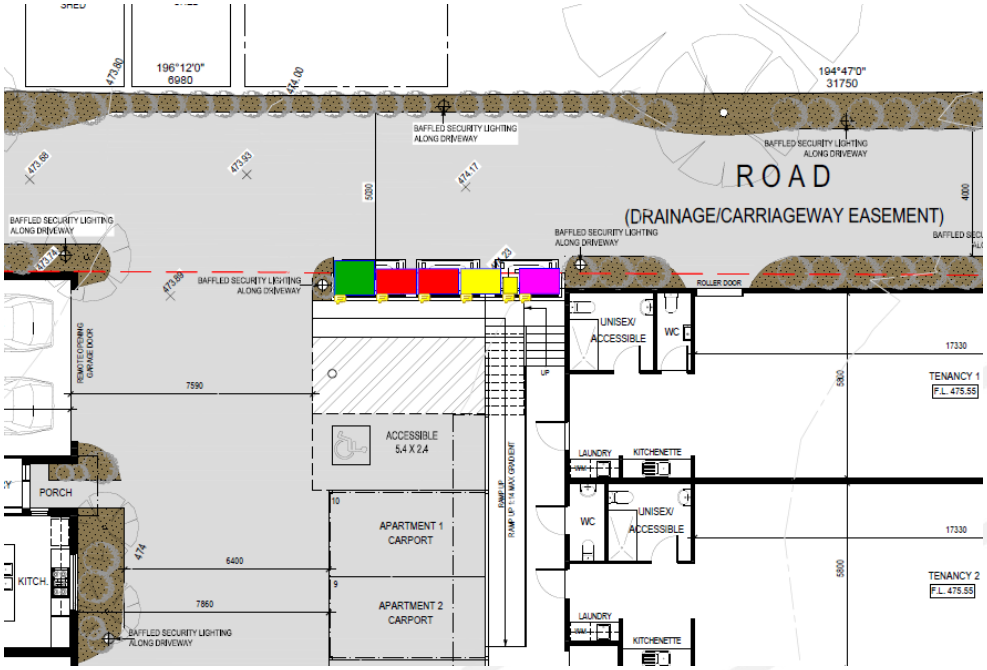

Figure 3: Bin storage areas

The bin storage area is outdoor and thus naturally ventilated which will help reduce odours related to the waste. The building manager/cleaner will ensure that the bin storage area remains clean and clear to avoid attracting vermin and maintain easy access.

Access to a hose for the bin wash-down will be provided in the storage area. Drainage outlets in the storage area must be connected to the **sewer** and be fitted with a litter trap/ filer installed to trap litter which can then be disposed of responsibly. The trap/filter is to be included on a regular cleaning and sanitising schedule and must be emptied regularly.

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The below is addressing the individual bins of dwelling 1 – 4:

4 x 80L bins for general rubbish, 4 x 240 bins for recycling, and 4 x 80L bins for FOGO will be provided for the development by the private contractor. Space provision for additional 4 x 80L bins for glass waste will also be provided.

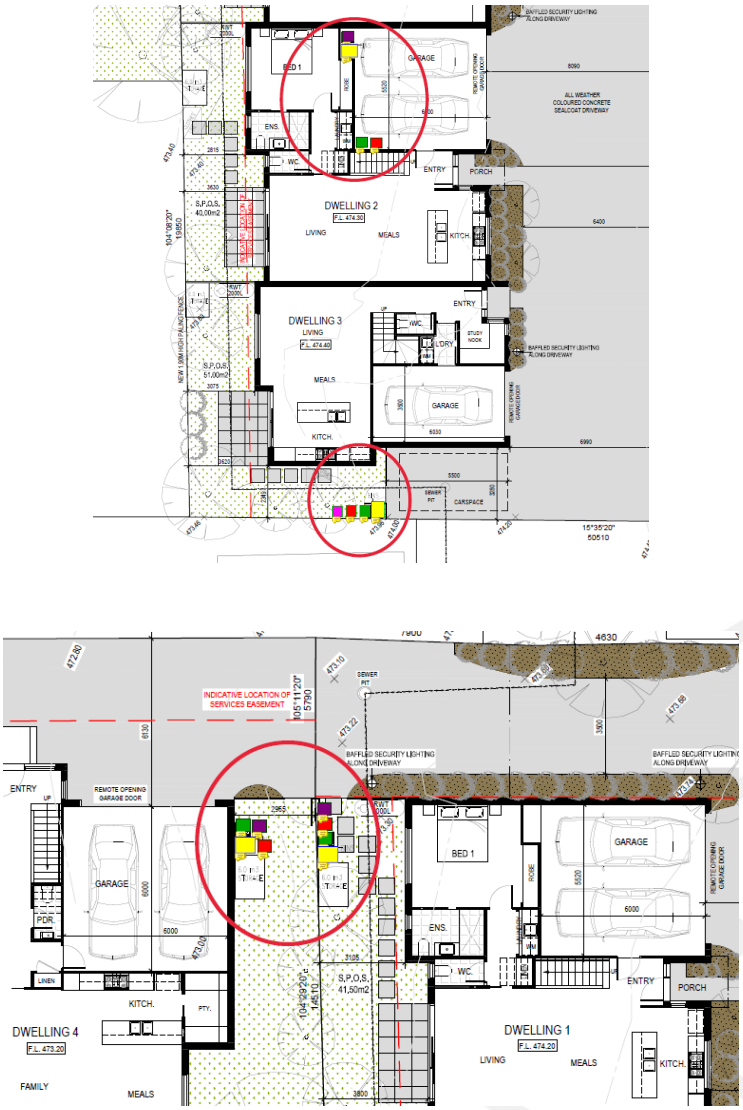

Figure 4: Bin location example within the dwellings.

All bin types will be stored in each townhouse's respective garage or POS. This will make it easy for the residents to store and roll out the bins to their respective collection point on the collection day. Occupants will not be permitted to store bins in front of the townhouses to protect the visual amenity of the common areas.

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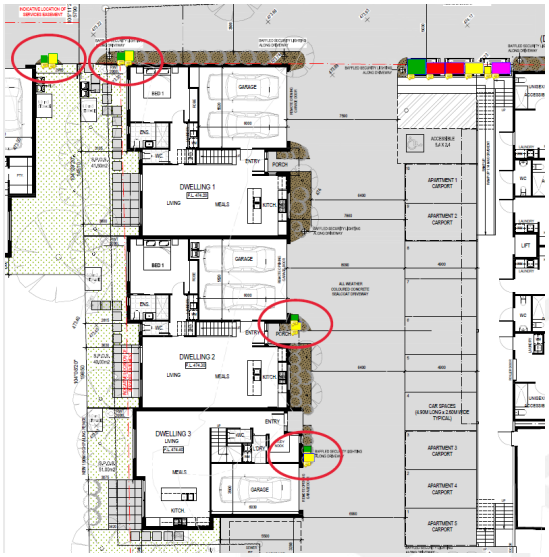
WASTE COLLECTION & DISPOSAL

The private collection is proposed for the development as the collection will occur from within the site. The private collection will be provided at the expense of the owner of the land.

The collection will be made directly from the driveway/carpark areas. The private waste contractor will park the waste truck near the bin storage and roll out the bins to the truck and put the bins back in the storage area once empty. The truck will then manoeuvre to exit the site in a forward direction. The building manager/ cleaner/ staff will therefore need to ensure that the private contractors have access to the bin store on collection day.

The bins for Dwellings 1 to 4 will be temporarily placed at the front of the units on collection day and will be promptly returned to their designated storage areas or garages afterward. This practice ensures that the amenity of the development remains unaffected. A total of 2 bins maximum will be presented for collection for each dwelling as recyclables will be collected every fortnight.



The collection will require three separate trucks, one each for general rubbish, recyclables and food waste

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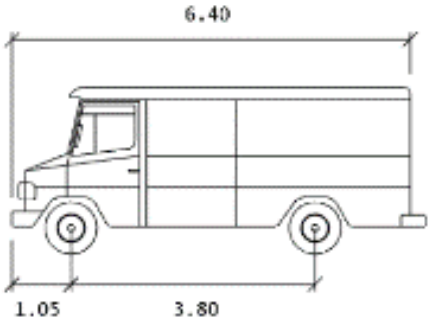

deg

	Meters
Width	: 2.30
Track	: 2.30
Lock to Lock Time	: 6.0 s
Steering Angle	: 38.0 deg

As collection of the bins is to be made on-site, it is proposed that a Small Rigid Vehicle (SRV) or similar vehicle is used for collection. The SRV is approximately 3.5m high, 6.4m long and 2.3m wide.

The collection will occur outside of peak traffic hours and will be in accordance with EPA and the Macedon Shire Requirements, to minimise any traffic disturbance for staff or visitors entering or exiting the site.

Collection frequency will be as per ;

Apartment 1 – 5 & Tenancy 1 – 4 shared bins

- General rubbish – 3 times a week
- Recyclables - 3 times a week
- FOGO - 3 times a week

Dwelling 1 – 4 individual bins

- General rubbish – once a week
- Recyclables – twice a week
- FOGO – once a week

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OTHER WASTE TYPES

The private contractor will provide hard waste collection. The method and frequency of collection will be confirmed once the private contractor is engaged.

E-Waste has been banned from landfill since 1st July 2019. Occupants will be required to dispose of their E-waste at their nearest drop-off point. The nearest e-waste recycling drop-off point can be found on Planet Ark's *Recycling Near You at* *https://recyclingnearyou.com.au/electrical*.

Other Recycling Options

The following recycling options may also be useful:

Waste Exchange Database: Allows communication between generators of waste and potential recyclers.

Ziilch: Simple online recycling of unwanted goods.

Freecycle: A non-profit portal for exchanging unwanted goods for free.

Reverse Art Truck Inc.: A non-profit organisation that collects seconds and factory offcuts for reuse as art materials. Free pick up.

Ozrecycle: Another way to give and get things for free instead of sending them to landfill.

FreeTreasure: Free Treasure is developing to become one of Australia's best communities to find free stuff.

The Sharehood: Helps you share resources within your neighbourhood.

Other recycling services such as St Vincent de Paul, Brotherhood of St Laurence, The Smith Family and The Salvation Army accept a range of household items.

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PREVENTATIVE MEASURES

Disposal Procedures

Residents/cleaners/staff/building managers are to ensure that all internal general rubbish bin bags are tied up securely before being placed in the bins. They will also ensure that recyclables are placed in the yellow-lidded bins in a way that minimises potential litter and overflow (for example crushing boxes, cans and plastic bottles).

Maintenance

As a minimum, residents/cleaners/staff/building managers will be required to keep the bins neatly placed in their garages. To further reduce the risk of litter, residents will be asked to make sure bins are not overfilled and to keep the lids closed. The above measures will minimise the dispersion of site litter and the risk of vermin. The Residents/cleaners/staff/building managers will be required to conduct periodic maintenance of their bins such as wash-downs and any necessary repairs/replacements will need to be organised with the private contractor.

SUMMARY

Correct implementation and resident induction to the WMP will ensure that all waste streams are correctly disposed of and sorted into their proper bins. Proper bin management will ensure that all waste is stored & collected efficiently and effectively without compromising the amenity, capacity and tidiness of the storage areas. The private contractor will supply the bins and will be responsible for bin collection with frequency as per:

Apartment 1 – 5 & Tenancy 1 – 4 shared bins

- General rubbish – 3 times a week
- Recyclables - 3 times a week
- FOGO - 3 times a week

Dwelling 1 – 4 individual bins

- General rubbish – once a week
- Recyclables – twice a week
- FOGO – once a week

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12 CORPORATE REPORTS

COR.1	**CONTRACTS TO BE AWARDED AS AT MARCH 2026**
Officer:	**Ilsa Melchiori, Coordinator Contracts**
Council Plan relationship:	**Our Performance**
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 26 November 2025. 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. **C26-127 Dixon Field Lighting Round 2**
2. **C26-128 Gisborne Futures Structure Plan - Gisborne Business Park**
3. **C26-125 Essential Safety Measures Service and Rectification**

Background information

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

Opportunity to review delegated authority

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

C26-127 Dixon Field Lighting Round 2

Council is seeking the services of qualified sporting lighting companies to submit proposals for the Supply, installation & commissioning of sports lighting at Dixon Field Oval 2 soccer pitch and associated works. This is in line with the long-term master plan developed for improvement of Dixon Field.

Compliance Requirements	Budget Impacts
Council's CEO has delegated authority to award this contract.	Budgeted Value (excl. GST) $344,955

C26-128 Gisborne Futures Structure Plan - Gisborne Business Park	
Council is seeking the services of a consultant to realise the vision, objectives and actions of "Section 7: Economic and Employment Strategy" of the *Gisborne Future Structure Plan*. This work will include finalising a proposal to expand the Gisborne Business Park to the south and east via planning scheme amendment.	
Compliance Requirements	**Budget Impacts**
Council's Director has delegated authority to award this contract.	Budgeted Value (excl. GST) $213,972

C26-125 Essential Safety Measures Service and Rectification	
Council is inviting tenders from suitably qualified and experienced contractors for the provision of testing and assessing all Essential Safety Measures responsible for inspecting, testing and maintaining the specified safety measures.	
Compliance Requirements	**Budget Impacts**
Council's Director has delegated authority to award this contract.	Budgeted Value (excl. GST) $221,959

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 and Probity Review – Contract Coordinator reviews of each contract before execution.
- Performance Monitoring – KPIs and regular reviews, milestone tracking and monitoring for compliance with grant requirements where applicable for each approved contract.
- Public Disclosure Requirements – Contract awards are published in Council's Annual Report.
- Delegation Limits – All approvals are per the Procurement Policy and clearly defined specific financial thresholds the CEO can approve.
- Regular Reporting – the CEO submits periodic reporting on contracts for monitoring.
- Procurement Compliance – Training, audits, and adherence to policies is undertaken for all officers and steps in the process.

Consultation and engagement

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

Collaboration

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

Innovation and continuous improvement

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

Relevant Law

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

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

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

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

Financial viability

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

Sustainability implications

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

Officer declaration of conflicts of interest

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

AI use disclosure

No AI tools were used in the preparation of this report.

Declaration – Human-in-the-Loop (HITL)

All judgements, decisions, and recommendations contained in this report were made by a human decision-maker. Any use of artificial intelligence tools was advisory only and did not replace human judgement. The final content and recommendations have been reviewed and approved by a Council officer in accordance with Council's AI policy, and governance, risk and accountability frameworks.

COR.2	**CEO EMPLOYMENT AND REMUNERATION COMMITTEE - APPOINTMENT OF INDEPENDENT ADVISOR**
Officer:	**Kate Kendall, Mayor**
Council Plan relationship:	**Our Performance**
Attachments:	**Confidential Attachment: Summary of Recruitment Process and Recommendation - Confidential (under separate cover)**

Summary

This report seeks Council endorsement of the appointment of an Independent Advisor to the CEO Employment and Remuneration Committee (the Committee).

The Independent Advisor provides expert, independent advice to support Council in fulfilling its statutory responsibilities in relation to the employment cycle of the Chief Executive Officer (CEO), including recruitment, performance review, contract management and remuneration.

The appointment has been undertaken in accordance with Council's CEO Employment and Remuneration Policy and the Committee Terms of Reference. The endorsement of this appointment will ensure the Committee is appropriately constituted and able to fulfil its governance role.

Recommendation

That Council:

1. **Endorses the appointment of (Name) as Independent Advisor to the CEO Employment and Remuneration Committee for a term of up to four years, commencing 26 March 2026 and concluding 26 March 2030 unless otherwise agreed.**
2. **Endorses the remuneration arrangements for the Independent Advisor as outlined in this report.**

Background

Council has established a CEO Employment and Remuneration Committee to support Council in fulfilling its responsibilities under section 45 of the Local Government Act 2020 in relation to the employment and performance review cycle of the CEO.

The Committee operates in an advisory capacity, providing recommendations to Council on matters including recruitment, performance review, remuneration, contract management and end of contract decisions.

Council's CEO Employment and Remuneration Policy requires Council to appoint an Independent Advisor with specialised expertise in executive employment matters to provide professional and independent advice to the Committee.

The Terms of Reference provide that the Independent Advisor must not be a Councillor or Council staff member and must have appropriate experience in executive employment, governance and leadership.

Discussion

The appointment of an Independent Advisor is a key governance requirement to support Council in fulfilling its statutory responsibilities and ensuring transparent, merit-based and objective decision making in relation to the CEO employment cycle.

Advertising for the Independent Advisor position was undertaken via Council's website over December 2025 to January 2026. At the conclusion of this period, Councillors participated in a shortlisting process and determined that further applications should be sought by the Committee to enhance the candidate pool of suitably qualified applicants.

A subsequent process was undertaken, with the position re-advertised for a further four-week period. A total of 11 applications were received and assessed by all Councillors through this process.

At the conclusion of this process, four applicants were shortlisted and interviewed by members of the CEO Employment and Remuneration Committee. Following this process, the Committee identified a preferred candidate and provided a recommendation to Council for endorsement.

A summary of the recruitment process, applicant assessment and recommendation is included as a confidential attachment to this Council Meeting Agenda.

The appointment of an Independent Advisor will ensure the Committee remains appropriately constituted and able to provide informed, independent advice to Council in accordance with legislative and policy requirements.

Remuneration Arrangements

In accordance with clause 5.3 of the CEO Employment and Remuneration Committee Terms of Reference, the Independent Advisor is ordinarily remunerated in line with Schedule C of the Victorian Appointment and Remuneration Guidelines (as amended from time to time), which provides for daily or half-daily rates.

It is proposed that the Independent Advisor be remunerated at a rate of $1,000 per meeting, in addition to reimbursement of reasonable costs, including travel at 88 cents per kilometre, and a professional fee of $275 per hour for any additional work required outside the scheduled meeting program.

This proposal was put to existing members of the CEO Employment and Remuneration Committee, who supported the rates outlined above.

While the proposed remuneration exceeds the rates outlined in the Victorian Appointment and Remuneration Guidelines, officers consider this appropriate, based on externa benchmarking, the significance and complexity of the role and the need to attract an Independent Advisor with the requisite executive employment, governance and remuneration expertise.

Benchmarking for proposed remuneration against comparable arrangements across councils of varying sizes, including information prepared by FinPro (a not-for-profit incorporate association that provides training and support to finance professionals in Local Government), and independent advisors across other committees, indicates that the proposed rates are fair, and reasonable and responsive to current market conditions.

Officers recommend the next review of the Terms of Reference of the Committee considers including flexibility regarding the remuneration of the advisor by resolution of Council.

Consultation and engagement

Consultation has been undertaken with members of the CEO Employment and Remuneration Committee and Councillors as part of the selection process.

The appointment process has been undertaken in accordance with Council's CEO Employment and Remuneration Policy and the Committee Terms of Reference.

Collaboration

This matter relates to Council's internal governance arrangements. No external collaboration was required.

Innovation and continuous improvement

The appointment of an Independent Advisor supports continuous improvement in Council's governance processes by ensuring independent expertise informs Council decision making and supports transparent, accountable and merit-based processes.

Relevant law

Council is required to establish governance arrangements to support the employment cycle of the CEO, including the appointment of an Independent Advisor to support the Committee as a requirement of the *Local Government Act 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

The remuneration payable will exceed the *Victorian Government Appointment and Remuneration Guidelines* as outlined in this report.

Relevant Council plans and policies

CEO Employment and Remuneration Policy which includes the CEO Employment and Remuneration Committee Terms of Reference

Climate Impact Assessment

This report relates to governance arrangements and has no impact on Council's energy usage or greenhouse gas emissions.

Financial viability

The Independent Advisors remuneration has been outlined in this report officers,

The costs associated with the appointment are accommodated within Council's existing operational budget.

Sustainability implications

There are no environmental, social or economic sustainability impacts arising from 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.3	**QUARTERLY FINANCIAL REPORT - OCTOBER TO DECEMBER 2025 AND MID YEAR BUDGET REVIEW 31 DECEMBER 2025**
Officer:	**Travis Harling, Manager Finance and Reporting**
Council Plan relationship:	**Our Performance**
Attachments:	**Nil**

Summary

The purpose of this report is to provide Council and the community with a report on the financial position of the Macedon Ranges Shire Council to 31 December 2025 for the 2025/2026 financial year (Quarter 2), in accordance with the requirements of the *Local Government Act 2020.*

Recommendation

That Council

1. **Receives the Quarterly Financial report as at 31 December 2025, in accordance with the requirements of the Local Government Act 2020.**
2. **Acknowledges no budget changes are required because of the mid-year budget review.**
3. **Adopts:**
   - **(a) the Reserve transfer correction of $15,000 for the Gisborne Fields Landscape Plan.**
   - **(b) the additional $40,000 Reserve transfer from the Community Facilities – West Reserve to fund the Woodend Kindergarten Gate and Fence.**
   - **(c) the cancellation of the identified projects in Table 1.**
   - **(d) the project adjustments for the listed projects in Table 3.**
   - **(e) the reduced loan borrowings included in the budget because of cancelling projects at point 3 (c).**
4. **Notes:**
   - **(a) the update on identified carry forwards as at 31 December 2025, and**
   - **(b) that the Chief Executive Officer acknowledges a revised budget is not required.**

Background

This report on Council's financial performance against budget has been prepared in accordance with Section 97 of the *Local Government Act 2020*, which states "as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public."

In January each year, a review of the actual financial performance for the first half of the year is undertaken and variances to the annual budget are identified. Generally, there will

be a range of budget variances both favourable and unfavourable as the budget is based on assumptions made prior to the commencement of the financial year.

Discussion

The Finance and Capital Management Report to 31 December 2025 provides an update on financial performance against the 2025/2026 budget, including the mid-year budget review.

The Income Statement reports an operating surplus of $35.25M for the six months to 31 December 2025 compared to the budget of $33.51M. In accordance with accounting standards, all rates income is recognised at the start of the financial year when the rates are struck. This results in Council reporting a large surplus at the start of the year which reduces as the year progresses, as expenditure is incurred evenly throughout the year.

Council's Income Statement as at 31 December 2025 is provided below with analysis of year-to-date material variances.

Income Statement - Year-to-Date (YTD) Key Actual vs Budget Variances

Operational Revenue

User Fees: The $768K unfavourable income in user fees is mostly due to the decrease in fees received at Council's three Resource Recovery Centres. User fees for the Aquatic and Fitness department are also unfavourable to budget.

Other Income: Actual income is $554K favourable, due to higher levels of investment interest $242K received and high levels of income from senior housing occupancy and a new lease for a communication tower commencing.

Operational Expenditure

Materials and services: Actual expenditure for the six months to 31 December 2025 is reported at $19.3M, coming in $993K under budget. This variance is primarily due to the timing of project expenditures across multiple units.

INCOME STATEMENT
For the 6 month period ended 31st December 2025

	2025/26 Dec YTD Budget $'000	2025/26 Dec YTD Actuals $'000	2025/26 Dec YTD Variance $'000
Income			
Rates and charges	66,858	66,755	(103)
Statutory fees and fines	1,485	1,789	304
User fees	4,709	3,941	(768)
Grants - operating	8,122	8,382	260
Grants - capital	7,073	6,807	(266)
Contributions - monetary	940	1,482	542
Other income	1,619	2,173	554
Total income	**90,806**	**91,329**	**523**
Expenses			
Employee costs	25,674	25,663	11
Materials and services	20,330	19,337	993
Depreciation and amortisation	9,242	8,846	396
Borrowing costs	464	428	36
Other expenses	1,735	1,846	(111)
Total expenses	**57,445**	**56,120**	**1,325**
Surplus/(deficit) excluding other adjustments	**33,361**	**35,209**	**1,848**
Other adjustments			
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	150	41	(109)
Total surplus/(deficit)	**33,511**	**35,250**	**1,739**

The Income Statement includes all sources of Council revenue and expenditure incurred in its day-to-day operations. It should be noted that expenditure listed in the Income Statement does not include the cost of asset purchases or sales, loan repayments, capital works expenditure or reserve funds. It does, however, include depreciation as an expense.

Overall the operating surplus of $35.2M is $1.7M favourable to budget. The financial summary provides an explanation of key variances to budget.

Capital Works

YTD Capital Works Statement reports $11.0M of works delivered to 31 December 2025 where the total budget including carry forwards for the 12-month period is $62.5M.

CAPITAL WORKS STATEMENT
As at 31st December 2025

	2025/26 Adopted Budget $'000	2025/26 Adopted Budget & C/FWD $'000	2025/26 YTD Budget $'000	2025/26 YTD Actuals $'000	*2025/26 YTD Variance $'000*
Property					
Land and land improvements	-	-	-	-	-
Buildings and building improvements	3,903	7,457	1,825	**1,448**	*377*
Total property	**3,903**	**7,457**	**1,825**	**1,448**	*377*
Plant and equipment					
Plant, machinery and equipment	1,535	2,270	1,135	**974**	*161*
Computers and telecommunications	485	496	254	**76**	*178*
Total plant and equipment	**2,020**	**2,765**	**1,389**	**1,050**	*339*
Infrastructure					
Roads	8,741	17,055	5,499	**4,796**	*703*
Bridges	500	1,389	108	**93**	*15*
Footpaths and Cycleways	1,633	12,168	2,093	**1,183**	*909*
Drainage	611	1,364	448	**188**	*261*
Recreational, leisure and community facilities	10,533	18,916	3,262	**2,055**	*1,207*
Parks, open space and streetscapes	80	105	50	**34**	*16*
Other infrastructure	463	1,254	231	**159**	*72*
Total infrastructure	**22,561**	**52,251**	**11,691**	**8,508**	*3,183*
Total capital works expenditure	**28,484**	**62,472**	**14,905**	**11,006**	*3,899*

Infrastructure expenditure totals $3.89M compared with an adopted budget of $14.91M, with the underspend largely attributable to delays in construction activity. Several major projects are contributing significantly to this variance, including Roads – Swinburne Avenue, Recreational, Leisure and Community Facilities – Macedon Ranges Sports Precinct Stage 2, and Footpaths – Shared Trail Project.

Investments

Investments held at 31 December total $37.76M. Investments are earning adequate interest, with 60% of investments held with institutions that do not lend to organisations linked with fossil fuel, compliant with the Investment policy requirement for at least 20%. Interest rates are expected to remain steady for the remainder of the financial year.

Loans

Budgeted loans have not yet been drawn down. As part of the mid-year budget review process, it was decided to extend the draw down period out to June 2026. The timing of

project delivery and current cash holdings has permitted the extension to the draw down date of the budgeted loan.

Reserves

The adopted 2025–26 Annual Budget incorrectly included a transfer from the Gisborne Development Contribution Plan. This was an error, as the funding should have been sourced from the Public Open Space Reserve – South.

The Woodend Kindergarten Gate and Fence project of $25,000 was included in the 2025/26 budget and was funded from the Community Facilities – West Reserve. Works for this project were required to be revised, and a complete fence and gate replacement is required, and the project requires an additional $40,000 to complete the project, it is recommended that the $40,000 be funded from the Community Facilities – West Reserve. There are sufficient funds in the Community Facilities – West Reserve to fund this additional allocation.

A transfer of $15,000 is proposed to correct fund required for the Gisborne Fields Landscape Plan. These funds ($15,000) were intended to be funded from the Open Space Reserve – South, however, the budget currently records the funding as coming from the Gisborne Development Plan Reserve. This adjustment will reallocate the amount to the correct reserve. There are adequate funds in the Open Space – South Reserve to fund this correction.

Mid-year Budget Review

Operations

During the mid-year budget review, Finance Officers meet with Department Managers to assess year-to-date performance and update financial forecasts for the remainder of the financial year. These meetings provide an opportunity to review actual expenditure and revenue against the adopted budget, identify variances, and discuss the operational or project-related factors driving those changes.

Small and immaterial budget variances were reviewed to ensure they reflected normal operational activity rather than emerging financial risks. Where these variances were minor in nature and did not materially affect service delivery or overall financial performance, managers were advised that they are expected to manage them within their existing budget allocations. This approach reinforces accountability for day-to-day budget management, avoids unnecessary adjustments to the forecast, and ensures that formal budget amendments are reserved for significant or genuine funding pressures.

A significant variance was identified at the Resource Recovery Centre, where revenue has tracked below budget year-to-date. Discussions with the manager confirmed that this shortfall is expected to persist through to year-end.

At present, the service model is undergoing a comprehensive review to assess current processes, operational workflows, and cost drivers, with the aim of identifying practical opportunities to enhance efficiency and service outcomes. This review is examining factors such as staffing levels, resource utilisation, customer demand patterns, and operational practices to determine where improvements can be made. The findings will help inform options for refining the service model, reducing financial pressures, and strengthening the long-term sustainability and performance of the Resource Recovery Centre.

Offsetting the variance at the Resource Recovery Centre is the ability to capture savings from under-utilised salary and wages budgets across the organisation. Each year, it is expected that a level of savings will naturally arise in these areas due to normal staff turnover, recruitment lead times, and periods where vacant positions remain unfilled. These

factors create temporary underspends that can be redirected to help mitigate emerging financial pressures. As part of the mid-year review, these salary-related savings have been identified and are available to partially offset the shortfall in revenue, supporting the overall financial position for the remainder of the financial year.

Council staff will continue to work diligently during the remaining months of the financial year to identify and further favourable results that will improve the forecast cash position.

Capital Works

Capital Works review has also identified several projects that have been identified as not progressing through to completion and officers recommend these projects be cancelled and removed from the capital works program. Projects include the following:

Table 1: Cancelled Projects

Project Title	Explanation	Amount Return to Capital Works program
Daylesford to Hanging Rock Rail Trail Shire wide (West and East Ward)	The scale of this project would require significant financial input from other levels of Government. Project requires further scoping.	**$1.467M made up of:** $500K (State Gov Grant) $500K (Hepburn Shire) $467K (Council)
Kyneton Town Hall Reimagined Kyneton (West Ward)	The scale of this project is also reliant on significant funding from other levels of Government. Project requires further scoping.	**$150K made up of:** $100k (Council cost) $50k (External contributions)
Kyneton Landfill – Biofilter * Kyneton (West Ward)	Additional work is being undertaken to explore alternate options to satisfy EPA requirements. It is recommended this project be cancelled until a more informed decision can be made to satisfactorily resolve the issue.	**$787K made up of:** $787K (Council)*
Gisborne Aquatic Centre – Boiler replacement Gisborne (South Ward)	Further work needs to be undertaken to further scope this project before inclusion in the budget.	**$1.5M made up of:** $750K (State Gov Grant) $750K (Council)*

** The funding for this project involves Council drawing down a loan to fund the project, with the cancellation of the project, the loan will no longer be required to be drawn down.*

Capital Works review has also identified a number of projects that have been identified early as requiring to be carry forward at 30 June 2026, the final amount to be carry forward will be calculated at 30 June. However, an indicative amount has been included as at 31 December 2025, projects are as follow.

Table 2: Identified Carry Forward Projects for 30 June 2026

Project Title	Explanation	Budget Amount
Woodend Community Centre Woodend (West Ward)	Council is awaiting the outcome of a grant application.	**$497K**
Tony Clarke Reserve Changerooms Macedon (South Ward)		**$80K**
Gilligan Reserve – LED Light project Gisborne (South Ward)		**$317K**
Kyneton Windmill Bridge Kyneton (West Ward)	Project required investigation prior to procurement to inform design and construction	**$426K**
Fersfield Road Drainage Gisborne (South Ward)	Cultural Heritage Management Plan requirements have delayed the commencement of this project	**$450K**
Chanter Lane Trentham East (West Ward)	Cultural Heritage Management Plan and Planning permit requirements have delayed this project.	**$1.16M** Includes $673K from Hepburn Shire
Macedon Ranges Sports Precinct – Stage 2 Gisborne (South Ward)	Works have commenced, due to the significant scale, works will take additional time to complete.	**$5M**
Shared Trails Shire Wide (All Wards)		**$4M**
Anslow Street Road Rehabilitation Woodend (West Ward)	The tender for this project is required to be re-issued	**$610K**

The review process has also identified several projects that have been removed from the current program of works and will be re-budgeted in future years. The projects are part of a

program of works and projects that are ready to proceed have been moved into the 2025/26 program of works.

Table3: Project adjustments

Project Title (Removed)	Cost	Project Title (Included)	Cost
Burke & Wills Track Baynton - South of Sidonia Rd (East Ward)	$539K	Swinburne Avenue Gisborne (South Ward)	$790K
Three Chain Road Carlsruhe – Institute Rd – Mowbrays Rd (East Ward)	$1.43M	Boundary Road Romsey (East Ward)	$418K
Noonan Grove Woodend (West Ward)	$711K	Gisborne Aquatics Centre – Energy Analysis Gisborne (South Ward)	$60K
Total	**$2.67M**		**$1.20M**

Loans

With the cancellation of projects in Table 1 above, two of these included planned loan funding. As a result of the decision to cancel the projects, these loan amounts will no longer be drawn down, and servicing costs will be removed from future budgets. The amounts are as follows:

Table 4: Budgeted loans no longer required to fund cancelled projects

Project Title (Removed)	Loan Borrowing Amount:
Kyneton Landfill – Bio Filter	$800K
Gisborne Aquatics – Boiler Replacement	$750K
Total	**$1.55M**

Consultation and engagement

Officers from across Council have contributed to the preparation of the Quarterly Financial Report.

Collaboration

Collaboration with other councils, governments and/or statutory bodies was not required.

Innovation and continuous improvement

The Quarterly Financial Report forms part of a legislative requirement, which assists Council to deliver on its priority of strong and reliable government, whilst achieving its vision by following good governance processes and providing transparency to the community. The

Quarterly Financial Report is reviewed by the Executive and incorporates feedback from various levels of management to enhance readability and allow for continuous improvement.

Relevant law

This report has been prepared in accordance with Section 97 of the *Local Government Act 2020* (Vic) and is compliant with these requirements. The financial statements have been prepared in accordance with Australian Accounting Standards.

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

Relevant Council plans and policies

Macedon Ranges Shire Council Financial Plan 2025-2035

Macedon Ranges Council Budget 2025/26

Financial viability

The Quarterly Financial Report provides information on Council's operating and financial performance for the quarter ending 31 December 2025.The financial statements within the report indicate that Council remains in a sound financial position.

Sustainability implications

The deferral of the two projects linked to loan borrowings has had a direct impact on the delivery of planned environmental sustainability initiatives.

Officers are proposing that the associated loan borrowings be cancelled, with a revised approach focused on identifying alternative, more financially sustainable options to achieve the required environmental outcomes. While this will delay the original delivery timeframes, it ensures Council can continue to meet its regulatory obligations and sustainability targets in a more cost-effective and considered manner.

Council will continue to work with the Environmental Protection Authority (EPA) in relation to the Kyneton Landfill to implement alternative solutions that meet compliance requirements.

The deferral of the Gisborne Aquatic Centre boiler upgrade has sustainability implications, as it temporarily delays planned emissions-reduction works while Council undertakes further analysis to ensure the chosen solution delivers genuine environmental benefit. This allows a more thorough assessment of technology options, lifecycle costs and operational energy impacts to avoid committing to a high-cost upgrade that may not provide the best emissions outcome. By taking this more considered approach, Council can better balance carbon-reduction goals with long-term financial sustainability, ensuring future investment achieves meaningful environmental gains alongside responsible use of resources.

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	**PETITION RESPONSE - TULLOHS LANE, SIDONIA - MAINTENANCE OF FENCES AND ROAD ACCESS**
Officer:	**Hayley Drummond, Coordinator Property and Valuations**
Council Plan relationship:	**Our Places** **Our Environment**
Attachments:	**Aerial Map of Tullohs Lane, Sidonia and adjoining Crown Land** ⇩

Summary

This report responds to a petition received from Nicholas White on behalf of residents regarding the maintenance of fences along Tullohs Lane, Sidonia, and the accessibility of the gazetted road reserve for the movement of stock, vehicles, and emergency services access.

It provides Council with information regarding the status of Tullohs Lane, Council's legislative responsibilities, and the powers available to Council in relation to maintenance, obstruction, and access. It also outlines officer investigations undertaken and recommended next steps.

Recommendation

That Council:

1. **Notes:**
   a. **the report in response to the petition regarding Tullohs Lane, Sidonia.**
   b. **that no further action will be taken by Council at this time in response to the petition.**
2. **Requests the Chief Executive Officer to provide correspondence to the lead petitioner and adjoining property owners outlining Council's position and relevant information in this report.**

Background

At its meeting on 18 December 2025, Council received a petition from Nicholas White on behalf of 31 signatories regarding the maintenance of fences along Tullohs Lane, Sidonia.

The petition requested that Council use its powers under Clause 5, Schedule 11 of the *Local Government Act 1989* to enforce the maintenance of fences to allow the movement of stock and vehicles through the gazetted road reserve. The petition also raised concerns regarding access for fire and emergency services.

Council resolved (Resolution 2025/163) to note the petition and request that the Chief Executive Officer prepare a report in response to the petition for consideration at a future Council meeting.

Discussion

Legal Status of the Road

Referenced in the petition is the accessibility of the gazetted road reserve along Tullohs Lane, Sidonia. Tullohs Lane is an unsealed road and is included on the title for Lot 1 on TP

102777E, running along the southern boundary as a Government Road. Part of Tullohs Lane is included on Council's Road Register.

Running in a westerly direction for approximately one kilometre is an unconstructed 'paper' road, also listed as a Government Road on title plans. This road is likely to have been created when the original Parish Plans were surveyed and land subdivided in the early 1900s. Although unconstructed, there is evidence to suggest it was historically used as a track for horse and cart access. The road is highlighted in yellow on the attached plan and remains in Crown ownership. Council is responsible for managing the road reserve on behalf of the Crown.

Council has obtained legal and technical advice which confirms that:

- the road is classified as a road under the *Local Government Act 1989* and a 'road' for the purposes of the *Road Management Act 2004*
- members of the public, and owners and occupiers of adjoining land, have a legal right to access the road, subject to any restrictions imposed under relevant legislation or exercised by Council in its capacity as road manager
- Council is not required to repair, maintain, or construct the road as a publicly accessible road, as it is not currently included on Council's Register of Public Roads
- Council has the power to require the removal of obstructions on the road reserve under Clause 5 of Schedule 11 of the *Local Government Act 1989*

Currently, there are several obstructions within the road reserve, including fencing, locked gates, and vegetation, which make the road impassable.

Enforcement action

To undertake formal compliance and enforcement, including removal of obstructions, Council is required to have full and accurate information. This includes obtaining a licensed land survey to accurately identify the location of the road reserve in relation to adjoining land parcels. The estimated cost of undertaking this survey is more than $20,000.

In an enforcement scenario, Council would also need to work with all adjoining landowners to install appropriate fencing to ensure the containment of stock and allow for safe and lawful access along the road reserve.

Officers have not obtained formal cost estimates for fencing works; however, it is expected that significant financial investment and agreement of all adjoining landowners would be required.

Statutory Process to open or register the road

To formally open the road for public access or include it on Council's Register of Public Roads, Council would be required to follow statutory processes under the *Local Government Act 1989* and relevant Council policies. This includes:

- undertaking compliance and enforcement action to remove obstructions within the road reserve, where appropriate, under Clause 5 of Schedule 11 of the *Local Government Act 1989*
- undertaking the statutory process under Section 204 of the *Local Government Act 1989* to determine whether to open the road and include it on the Register of Public Roads
- undertaking a public submission process in accordance with Section 223 of the *Local Government Act 1989* prior to Council making a final determination.

This process ensures procedural fairness and allows affected landowners and the community to provide input and ensure Councils meets the requirements under the various Acts.

Current status of access

Council has previously provided correspondence to adjoining landowners advising that, at this time, Council is not proposing to undertake enforcement action or open the road reserve.

This is consistent with our advice and position that while Council retains the power to require removal of obstructions within the road reserve, it is under no obligation to repair, maintain or construct the road.

Council has previously advised the adjoining landowners of steps they may choose to take if they wish to privately pursue this matter, noting that Council would consider any future request regarding this road in accordance with relevant legislative requirements and Council policy, and that taking further steps does not guarantee any road being added to the Council's road register in future.

Access for fire and emergency services

The Country Fire Authority has indicated that clear access may be beneficial in supporting emergency response where required. Without establishing the road through statutory and enforcement processes, this is not possible.

Consultation and engagement

Officers have previously investigated this matter and have provided correspondence to adjoining landowners outlining Council's position.

Collaboration

Officers have sought advice from relevant external agencies, including the Country Fire Authority and the Department of Energy, Environment and Climate Action, to confirm the legal status of the road and understand operational and emergency access considerations.

Innovation and continuous improvement

Not applicable to this report.

Relevant law

Council has powers and responsibilities relating to road management and enforcement under relevant legislation, including:

- *Local Government Act 1989*
- *Road Management Act 2004*
- *Local Government Act 2020*

Any enforcement action must follow due process, including investigation, engagement with affected landowners, and compliance with statutory requirements.

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

Not applicable to this report.

Climate Impact Assessment

Not applicable to this report.

Financial viability

Council currently has no allocated funding to undertake the survey, enforcement, or potential works required to open or make the road accessible.

The cost of a licensed survey alone is estimated to exceed $20,000, in addition to officer time, legal support if required, and potential fencing or infrastructure costs.

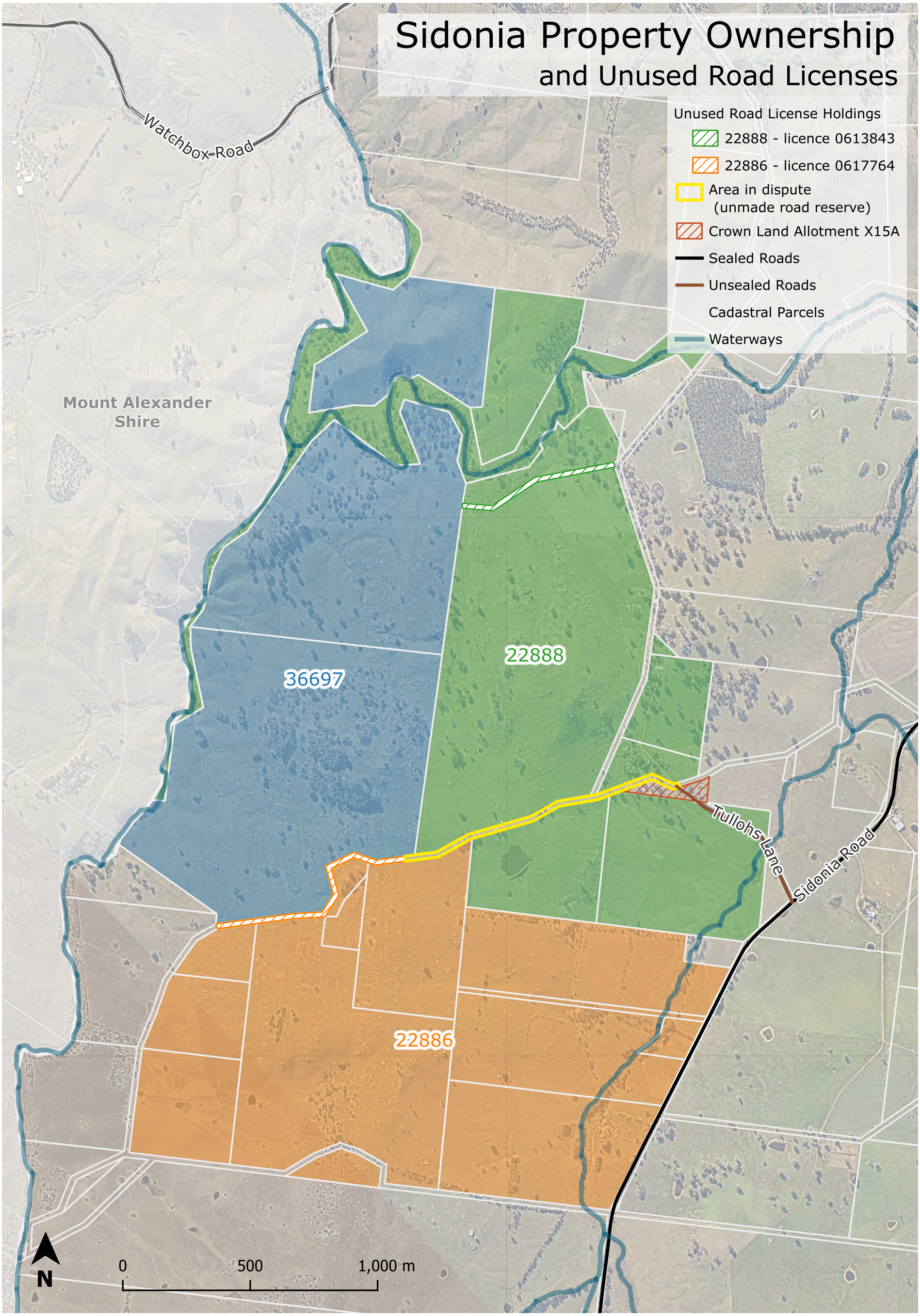
Sustainability implications

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.

The Chief Executive Officer has declared a conflict of interest in this matter. Therefore, the responsibility to action the recommendations and inform the adjoining property owners shall be delegated to Council staff.


Sidonia Property Ownership
and Unused Road Licenses
Unused Road License Holdings
22888 - licence 0613843
22886 - licence 0617764
Area in dispute
(unmade road reserve)
Crown Land Allotment X15A
Sealed Roads
Unsealed Roads
Cadastral Parcels
Waterways
Watchbox Road
Mount Alexander
Shire
36697
22888
22886
Tullohs Lane
Sidonia Road
N
0
500
1,000 m

COR.5	**KYNETON AIRFIELD - HANGAR SITES UPDATE ON LEASE NEGOTIATIONS**
Officer:	**Hayley Drummond, Coordinator Property and Valuations**
Council Plan relationship:	**Our Places** **Our Performance**
Attachments:	**Nil**

Summary

This report provides Council with a summary of the outcomes following the negotiation of ground leases for privately owned hangars at the Kyneton Airfield, in accordance with the resolution of Council at its meeting of 24 September 2025.

The report provides an update that the leases have been progressed in accordance with Council's resolution, Council's Lease and Licence Policy (2024), and relevant legislative requirements.

Recommendation

That Council notes the update and status of leases negotiations consistent with Council's resolution of 24 September 2025 and in accordance with Council's Lease and Licence Policy (2024).

Background

The Kyneton Airfield contains privately owned aircraft hangars located on Council-owned land. As previously reported to Council, historic lease arrangements varied significantly in tenure, rental calculation, and contractual terms, resulting in inconsistencies and administrative complexity.

At its meeting on 24 September 2025, Council resolved to authorise the Chief Executive Officer to enter into ground leases as follows:

That Council:

1. *Authorises the Chief Executive Officer to enter into a lease with the hangar owners as outlined in Appendix 1 to this report, on the following key 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

2. *Authorises the Chief Executive Officer to adjust the market rental in Item 1 above to a rate of $5.00 per square metre (ex GST).*

3. *Authorises the Chief Executive Officer to negotiate a lease termination period within a range of between two and five years, as part of finalising the lease terms.*

4. *Authorises the Chief Executive Officer to sign associated documentation in relation to the progress and execution of leases as proposed in this report.*

5. *Responds to all submitters in accordance with Council's Community Engagement Policy.*

6. *Requests the CEO provide a report to a future Council Meeting for noting, including a summary of lease outcomes, confirming consistency with Council's Leasing Policy, and addressing how community and stakeholder feedback has been considered, no later than March 2026.*

Discussion

Status of Lease Negotiations

Following Council's resolution, a revised lease was issued to all hangar owners incorporating the key terms as resolved by Council.

Officers provided hangar owners with the opportunity to attend an information session in November to support any outstanding requests for information or clarification. Following this session, officers consolidated questions raised by tenants and issued further correspondence providing clarification and a revised lease. This included minor wording amendments, such as updating the notice period for termination to reflect the resolution of between 2 – 5 years, and additional information regarding maintenance contribution fees, subletting and common area maintenance.

Officers also issued correspondence outlining responses to requests for information, together with supporting documentation and next steps to finalise lease execution. Following this additional information, the majority of tenants have confirmed their acceptance of the terms of the new lease and agreed to enter into the terms and conditions proposed.

At the time of preparation of this report, 25 of the 33 leases have been signed by all parties. This positive result provides a secure basis for tenants who now have a clear and transparent agreement with Council that is consistent between each hangar owner.

Of the remaining 8 tenants, Council officers have been advised that they have appointed a legal representative to act on their behalf. Council is yet to receive details on the nature of their concerns or the reasoning behind their reluctance to sign, further to matters already addressed in prior discussions. These tenants remain on their existing lease terms and are therefore on a month-to-month tenancy until negotiations are completed.

Officers have confirmed that to maintain consistency with those leases that have been signed, no changes will be made to the key terms under the lease as resolved by Council. Officers will continue to work with the remaining unsigned hangar owners to support lease execution and provide additional information where required.

Options for unsigned tenants

Council officers will endeavour to finalise negotiations with the unsigned tenants by the end of this financial year, working collaboratively to resolution where possible.

Until Council has received their submission it is difficult to identify the nature of their concerns, however it may be beneficial to appoint an independent mediator to assist with negotiations if the matters are unable to be resolved to satisfaction. Should negotiations be unsuccessful, and unable to reach a satisfactory conclusion in a timely manner then Council has the option of not progressing with a new lease. This may result in the effective termination of tenancy.

Each tenant has an overholding clause in their lease that provides Council with the process to end their agreement with appropriate notice. Should their lease agreements be

terminated in accordance with this clause, then consideration will need to be given to the future of the hangar on the site and its possible removal by the tenant at the end of the lease, together with any other considerations within individual agreements.

Officers are keen to support the continued practical use of these sites for community benefit in line with their existing use and support existing hangars to continue their occupancy to the extent reasonably possible.

Consideration of community and stakeholder feedback

Extensive consultation was undertaken in accordance with Section 115 of the *Local Government Act 2020* and Council's Community Engagement Policy.

Key stakeholder feedback themes included:

- concerns regarding rental affordability
- requests for certainty of tenure
- concerns regarding termination provisions
- requests for clarity regarding responsibilities under ground lease arrangements
- requests to recognise private investment in hangar infrastructure

Council considered this feedback and incorporated adjustments into final lease terms, including:

- reduction of rental rate from $6.00 to $5.00 per square metre (ex GST)
- clarification that leases apply to land only and not privately owned hangars
- refinement of lease termination provisions within the approved range
- improved clarity regarding maintenance responsibilities and operational requirements

These changes balanced stakeholder feedback with Council's statutory, financial, and governance responsibilities.

The leasing framework for airfield hangars now provides improved certainty and consistency for hangar owners while ensuring Council appropriately manages public land assets in accordance with policy and legislative requirements.

Ongoing management and execution of leases

Officers will continue to finalise outstanding lease execution and support airfield hangar owners through implementation.

As previously reported to Council on 24 September 2025, there are elements of the lease that remain non-negotiable. These requirements are necessary to ensure compliance with Council's Lease and Licence Policy, legislative obligations, insurance requirements, and Council's responsibilities as landowner.

The implementation of the standardised lease framework represents a significant improvement in governance, consistency, and transparency in the management of Council-owned land at the Kyneton Airfield.

Consultation and engagement

Community engagement was undertaken in accordance with the *Local Government Act 2020* and Council's Community Engagement Policy.

Officers have continued to engage directly with hangar tenants and stakeholders throughout the lease finalisation process. Feedback received has informed Council's decision-making and supported the transition to a consistent lease framework.

Collaboration

Officers have worked collaboratively with hangar owners, the Kyneton Aero Club, and relevant internal departments including Governance and Assets and Operations to support the implementation of the lease framework.

This collaborative approach has supported improved communication, transparency, and understanding of Council's obligations and decision-making processes.

Innovation and continuous improvement

The implementation of a standardised lease framework represents a significant improvement in the governance and management of Council-owned land.

This approach improves consistency, transparency, administrative efficiency, and equity across all tenants, and establishes a sustainable framework for future lease management.

Relevant law

The lease process complies with the *Local Government Act 2020*, including Section 115 requirements relating to public notice and community engagement.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to this report, as it relates to the implementation of a Council decision and contractual lease administration.

Relevant regional, state and national plans and policies

Not applicable.

Relevant Council plans and policies

- Lease and Licence Policy (2024)
- Community Engagement Policy
- Kyneton Airfield Master Plan (2019)
- Shaping the Ranges 2025-2035

Climate Impact Assessment

Lease agreements include provisions supporting Council's sustainability commitments and responsible land use.

Council will continue to monitor environmental impacts and support sustainable practices where appropriate.

Financial viability

The leases ensure fair and equitable market rental is applied and provide increased financial transparency and consistency.

Sustainability implications

The standardised lease framework supports the long-term sustainable management of Council-owned land and infrastructure.

Officer declaration of conflicts of interest

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

COR.6	**PROCUREMENT POLICY**
Officer:	**Ilsa Melchiori, Coordinator Contracts**
Council Plan relationship:	**Our Performance** **Our Economy** **Our People**
Attachments:	**Procurement Policy 2026 - for endorsement (under separate cover)**

Summary

To present the final Procurement Policy for Council endorsement following councillor briefing and detailed review. This report outlines the key changes, legislative requirements, options considered and recommended final settings.

Recommendation

That Council adopts the Procurement Policy 2026, including the following:

1. **The CEO's financial delegation at $1,000,000 (excl. GST).**
2. **Public Tender threshold at $200,000 (excl. GST).**
3. **An increased Manager (Group C) financial delegation, up to $80,000 (excl. GST).**

Background

Under the *Local Government Act 2020 (Vic),* Councils must maintain and periodically review a Procurement Policy (s108). The Policy must give effect to overarching governance principles (s9), value-for-money obligations (s109) and transparency requirements.

Councillor briefing was held on 3 February 2026 to discuss:

- Policy framing and readability
- Legislative and governance boundaries
- Delegations, transparency and risk management
- Public tender thresholds
- Councillor priorities relating to sustainability, fairness and assurance

Councillor feedback has been incorporated into the final policy.

Discussion

1. Readability and User Design Improvements

Council Staff undertook a full structural review of the policy, resulting in:

- Consistent plain-English wording
- Reorganised appendices (thresholds, delegations, exemptions, panel guidance)
- Simplified definitions and diagrams

- Clearer delineation of roles (Council governance vs. officer operations)

Why? These changes improve usability without altering legislative compliance.

2. Public Tender Threshold

Three options were presented

Option	Threshold	Impact Summary
1	$200k (current)	53 tenders over 18 months (0.47% of procurements). Supported and aligned with existing practice.
2	$300k	Would reduce tenders by 32% and save approx. 1360 hours.
3	$100k	Would almost double tenders; adds 4,000 hours and ~$250k workload.

Recommendation: Retain $200k.

Why?

- Supports governance visibility while maintaining efficiency.
- Preference for continuity rather than reform at this time.
- Avoids cost and workload increases associated with Option 3.
- Officers can revisit threshold in future if sector practice evolves.

3. CEO Financial Delegation

The Act requires Council to set delegations; CEO delegations must balance efficiency with governance oversight.

Option	Delegation	Impact
1	$1m (current)	Only 13 procurements >$1m in 18 months; endorsed Nov 2025; officers recommend maintaining.
2	$1.5m	Affects only 3 additional items; not supported due to recent delegation update.
3	$750k	Increases Council approvals by 23%; inefficient.

Recommendation: Retain the CEO delegation at $1m.

Why?

- Recent review (Nov 2025) already set this limit in the endorsed Instruments of Delegation.
- Only 0.11% of procurements exceed this delegation.
- Council already receives robust reporting for all high-value contracts.

4. Manager (Group C) Delegation

Increase from $75k to $80k.

Recommendation: Approve the increase to $80k.

Why? This lifts Manager authority to align with spend distribution data:

- Covers 98.88% of procurements
- Reduces escalations to Directors by 7.3%

- Improves workflow timeliness
- Aligns Group C Delegation limit with $25k-<$80k Procurement threshold
- Supported by annual refresher training and compliance monitoring

5. Updated Procurement Exemptions

Four new exemptions have been added to ensure operational efficiency while maintaining probity and auditability. Each exemption continues to require documentation and oversight.

5.1 Vehicle Purchase via State Government Contract (New)
Allows purchase of vehicles only when procured directly from the approved State Government Contract.

Why?

- These contracts are already publicly tendered by the Victorian Government.
- Ensures best-value pricing and reduced administrative effort.
- Industry-standard practice across Victorian councils.
- Reduces duplication of process while retaining full audit traceability.

5.2 Employment Contract to Fill Critical Vacancy (New)
Allows temporary engagement of a contractor to fill a vacancy for:

- CEO
- Director
- Manager
- Any role required by legislation

Why?

- Ensures Council can meet statutory, safety and service-delivery obligations.
- Recruitment for these roles can take extended periods; service continuity cannot be compromised.
- Provides a controlled exemption limited strictly to critical positions.

5.3 Labour-Hire for Short-Term or Temporary Needs (New)
Allows the use of labour-hire providers for:

- Temporary staffing
- Backfilling
- Seasonal or workload-related surges

(Not to be confused with the critical vacancy exemption above.)

Why?

- Necessary to manage fluctuating operational workloads
- Supports continuity of core services
- Labour-hire engagements are subject to established rates and industrial relations compliance
- Reduces administrative delay for routine, short-term staffing solutions

5.4 CEO Exemptions via Cumulative Expenditure Exemption Form (New)
Allows Council staff to apply to the CEO in writing for a procurement exemption using the Cumulative Expenditure Exemption Form.

Why?

- Clarifies and formalises an approval pathway that supports good governance and aligns with existing delegation principles.
- Ensures the process for managing cumulative, low-risk, low-value expenditure is explicitly documented within the policy.
- Strengthens transparency by providing a clear, auditable mechanism for rare circumstances where standard thresholds may not be the most efficient or practical option.
- Embeds consistency and accountability by ensuring all exemptions follow an approved and fully documented process.

Why these exemptions strengthen the policy?

- Remove redundant administrative burden
- Are narrowly defined and well controlled
- Improve service continuity without reducing probity
- Align the policy with sector benchmarks and operational realities
- Support better risk management by capturing and monitoring exceptions formally

6. Assurance, Transparency & Reporting Enhancements

Consistent with councillor feedback, Council Staff will strengthen:

- Panel usage dashboards
- Exemptions reporting
- KPI and performance reporting
- Conflict-of-interest documentation

This reinforces Council's governance role and provides greater confidence in procurement integrity.

7. Social and Environmental Procurement

The Policy maintains existing sustainability measures which:

- Align with the Local Government Act 2020
- Support Council's adopted sustainability and climate objectives
- Are clearly explained to reduce perceptions of cost or complexity

Next Steps

Option 1 – Endorse the policy (Recommended)

Endorses the final Draft Procurement Policy, including preferred thresholds and design improvements.

Option 2 – Request further amendments

Council may request specific changes and defer adoption, noting legislative obligation to maintain a current policy.

Consultation and engagement

Internal consultation was undertaken across the organisation during the development of the Procurement Policy. All staff were invited to provide feedback through internal communication channels, ensuring the opportunity for broad input and identifying areas where clarity, usability and operational alignment could be strengthened.

The Audit and Risk Committee also reviewed the draft policy and provided recommendations. These recommendations have been incorporated into the final draft to ensure strong governance controls and alignment with best-practice procurement assurance.

Councillors participated in a briefing, providing direction on policy priorities including threshold settings, delegations, exemptions, sustainability requirements and improved readability. Their feedback directly shaped the refinements now presented for adoption.

Collaboration

N/A

Innovation and continuous improvement

N/A

Relevant law

Local Government Act 2020 (Vic)

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

Based on findings from the gender impact assessment, to ensure positive outcomes, it is recommended that as far as practical, the policy continues to reinforce:

- Equitable access to procurement opportunities;
- Proactive support for diverse and inclusive supplier participation;
- Alignment with Council's Sustainable Procurement framework.

Specifically, it is recommended that:

- The Procurement Policy continues to be guided by transparent, ethical, and non-discriminatory procurement practices;
- Sustainable procurement considerations outlined in Appendix 2 remain central to implementation;
- Council monitor community outcomes related to equity, access and inclusion as part of broader procurement performance assessments.

This procurement policy will deliver an inclusive and accessible procurement framework for the local community and ensure alignment with legislative and good practice procurement expectations.

Relevant regional, state and national plans and policies

N/A

Relevant Council plans and policies

The Procurement Policy supports the delivery of the Council Plan by embedding principles of good governance, value for money, financial sustainability, transparency and responsible resource management.

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? The policy details Councils commitment to sustainable procurement in Clause 3.2 of the Policy, which when implemented, should support sustainable outcomes.

How will the recommendations mitigate risks posed by climate change to Council operations and services? Council staff will endeavour to procure goods, services or works which should assist to minimise any impact posed by climate change.

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

Financial viability

N/A

Sustainability implications

N/A

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.

AI use disclosure

Council officers are required to disclose any use of artificial intelligence tools in the preparation of this report. All content remains the responsibility of Council officers and has been reviewed for accuracy, relevance, bias and compliance with Council policies and legislative obligations.

AI tools were used for drafting assistance (for example, generating initial text, summaries, or alternative wording). All content was reviewed, edited, and approved by Council officers.

Declaration – Human-in-the-Loop (HITL)

All judgements, decisions, and recommendations contained in this report were made by a human decision-maker. Any use of artificial intelligence tools was advisory only and did not replace human judgement. The final content and recommendations have been reviewed and approved by a Council officer in accordance with Council's AI policy, and governance, risk and accountability frameworks.

COR.7	**ESTABLISHMENT OF INNOVATION WORKING GROUP**
Officer:	**Adele Drago-Stevens, Director Corporate**
Council Plan relationship:	**Our Performance**
Attachments:	**Draft Innovation Working Group - Terms of Reference ⇩**

Summary

The report recommends that Council endorse the establishment of an Innovation Working Group model, rather than a formal Committee, to provide a structured but flexible approach to exploring innovation opportunities.

The proposed model aligns with Council's governance framework, supports strategic discussion and avoids duplication of existing processes or additional administrative burden.

A draft Terms of Reference is attached for consideration by Council.

Recommendation

That Council:

1. **Endorses the establishment of an advisory Innovation Working Group as part of the Councillor briefing program, including an initial operating model as outlined in this report.**
2. **Requests the Chief Executive Officer finalise and circulate the Terms of Reference and initial workplan for the Innovation Working Group to Councillors.**
3. **Notes that Council may vary the Terms of Reference, operating model, or discontinue the Innovation Working Group at any time by agreement of the Mayor and CEO.**

Background

Council resolved in 2025 (2025/82) to explore the concept of an Innovation Committee and requested a report on potential models, including governance and operation. An update was provided to the October 2025 Council Meeting, where Council resolved that a further report be presented, no later than the end of February. Officers note that there was a delay, and this report now meets the objective of resolutions 2025/82 and 2025/132.

This work aimed to assess whether a structured approach to innovation could add value to Council without creating duplication, additional cost or governance risk.
Initial discussions identified a preference for a model that is:

- light touch and flexible
- focused on value and outcomes
- informed by external expertise where relevant
- aligned with existing Council processes.

Innovation in this context refers to exploring new ideas, approaches and pilot opportunities to improve services, efficiency and long-term planning outcomes.

Discussion

Councillor feedback consistently supported the creation of a structured space to explore emerging issues and future-focused opportunities.

Key themes included:

- a preference for a flexible, low-cost model that avoids additional bureaucracy
- a focus on high-impact issues rather than broad or unfocused agendas
- maintaining a strategic role for Councillors, with operational responsibility remaining with the Chief Executive Officer
- creating a safe environment to test ideas before they are developed into formal proposals

Councillors also identified priority areas that could form part of a future workplan, including:

- customer experience
- end-to-end digitisation
- benchmarking and transparency
- artificial intelligence and emerging technology
- long-term infrastructure planning
- organisation-wide efficiency opportunities

Proposed model

It is recommended that Council establish an Innovation Working Group, operating within the existing Councillor briefing structure.

The Working Group will:

- meet at least quarterly, aligned with the annual planning cycle
- focus on key topics in each session
- include Councillors, the CEO and relevant officers
- invite external expertise where relevant and no-cost
- operate as a discussion and exploration group, not a decision-making body

This model:

- maintains clear governance boundaries under the *Local Government Act 2020*
- avoids duplication of existing committees and processes
- enables structured but flexible exploration of innovation opportunities
- supports integration of outcomes into existing planning and budget processes

Resourcing

This approach uses existing briefing structures and avoids the need for formal committee resourcing.

Officer time will be required to prepare materials, coordinate inputs and support discussions. This is significantly less than the resourcing required for a formal committee.

Where required, external expertise may be sought on the basis that it has no associated costs to Council.

Consultation and engagement

Councillor feedback has been gathered through multiple briefings during 2025 and March 2026.

Further consultation will occur through development of the workplan, including opportunities to incorporate community and staff input into future topics.

Collaboration

The proposed model supports collaboration between Councillors, officers and external contributors.

It enables targeted engagement with experts, other councils and community members where relevant to specific topics.

Innovation and continuous improvement

The Innovation Working Group directly supports continuous improvement by creating a structured environment to explore new ideas, test concepts and identify opportunities for service improvement.

The model includes regular review after each session and a formal review after 12 months to ensure it remains effective and relevant.

Relevant law

The *Local Government Act 2020* outlines the roles and responsibilities of Councillors and the CEO.

The proposed model ensures:

- Councillors remain focused on strategic direction and decision-making
- operational responsibility remains with the CEO
- risks relating to misuse of position (section 125) are appropriately managed

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

Relevant regional, state and national plans and policies

The proposal aligns with broader public sector focus on innovation, service improvement and digital transformation across all levels of government.

Relevant Council plans and policies

The topics for the Committee will align with key opportunities and focus areas in the Shaping the Ranges 2025, and relevant Action Plans and Strategies. It will provide a structured framework to address key opportunities and ambitions in these Council Strategies and Pans.

Climate Impact Assessment

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

The recommendation does not have a direct impact on energy usage or emissions.

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

The Innovation Working Group may identify opportunities to improve resilience and sustainability through future topics and initiatives.

How will the recommendation help to prepare the community for future climate scenarios? The Working Group may explore innovation opportunities that support community adaptation and resilience as part of future workplans.

Financial viability

The proposed model is financially viable and low cost, as it leverages existing briefing structures and avoids the need for additional committee resourcing.

Sustainability implications

The Innovation Working Group may support improved sustainability outcomes by identifying innovative approaches to service delivery, infrastructure planning and environmental management over time.

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.

Innovation Working Group

Date of Adoption	March 2026		
Adoption Method	☒ Council	☐ CEO	☐ Other *(please specify)*
CEO Signature		**Date**	
Responsible Officer and Unit	Director Corporate		
Nominated Review Period	☒ Annually	☐ Every 4 years	☐ Other *(please specify)*
Last Endorsement Date	New		
Next Endorsement Date	March 2027		

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	1	September 2025	Director Corporate
Second Draft	1.1	17 March 2026	Director Corporate
Final Draft	1.2	25 March 2026	Director Corporate
Approval			

Terms of Reference

1. Purpose

The Innovation Working Group provides a structured setting for Councillors to explore strategic innovation opportunities that may improve service delivery, efficiency, customer experience and long-term community outcomes.

The Working Group operates as part of Council's Councillor Briefing program and is advisory only.

2. Role

The Working Group will:

- explore emerging ideas, trends and innovation opportunities relevant to Council's strategic priorities
- review benchmarking, research and sector practice
- consider opportunities for pilots, trials or new approaches
- provide strategic feedback to inform service reviews, planning and budget development
- draw on internal expertise and, where appropriate, external presentations or roundtables.

The Group will focus on future-focused opportunities and improvement-oriented topics, rather than operational decision-making.

3. Authority and Governance

The Working Group:

- has no delegated powers
- does not make decisions or direct staff
- operates within the framework of Council's approach to briefing sessions
- receives information through the CEO or delegated officers
- complements, and does not duplicate, existing Council or officer-led processes
- should not commission or request external advice or presentations that incur a cost to Council

Operational responsibility remains with the CEO in accordance with the *Local Government Act 2020.*

4. Membership and Chair

- The Mayor will Chair all meetings or nominate a delegate to Chair.
- Participation is open to all Councillors.
- The CEO (or delegate) will attend each session.
- Relevant Executive or Senior Officers will be invited to attend depending on the topic.
- External experts or community contributors may be invited where appropriate
- Other council staff may be invited where appropriate.

DRAFT

5. Meeting Frequency and Timing

The Working Group will meet four times per year, (quarterly, aligned to the planning cycle and the Council Plan). Each meeting will focus on a selected innovation themes or topics as determined in the workplan.

Additional meetings may be scheduled by agreement of the Chair and CEO, in consultation with Councillors.

6. Topics

Annual topics may be proposed by Councillors, the CEO, officers or through community, and confirmed in an annual workplan.

The topics will be included in advance in the annual workplan to be agreed between the Mayor and the CEO, to support appropriate preparation of information, external input, and community engagement.

7. Review

The operation of the Working Group will be reviewed after each meeting, and the overall effectiveness of the Working Group against its purpose will be reviewed at least once every 12 months.

Council may determine to amend the Terms of Reference, operating model or discontinue the Innovation Working Group at any time by agreement of the Mayor and CEO, in consultation with Councillors.

8. Reporting

Key insights from sessions will be summarised, and topics and actions will be included as Councillor briefing outcomes.

Where appropriate, matters may progress through the CEO to:

- Council reports
- service reviews
- strategic planning initiatives
- budget proposals.

A quarterly summary of the work of the group will also be included in Council's public Report of Operations, in the following period.

An annual report will form part of the 12-month review process, to be provided to Councillor Briefing for noting with recommendations.

Gender Impact Assessment

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

13 COMMUNITY REPORTS

COM.1	**RIDDELLS CREEK MEN'S SHED LAND / FACILITY REQUESTS**
Officer:	**Jayde McBurnie, Acting Manager Community Strengthening**
Council Plan relationship:	**Our People**
Attachments:	**Nil**

Summary

This report provides an update and recommendations on three interrelated matters regarding Riddells Creek Men's Shed advocacy for land and/or a facility in Riddells Creek.

The report provides recommendations to Council for next steps in supporting the group in their advocacy for suitable land for a facility.

Council is under no obligations and has no commitment to leasing land, nor contributing to the cost of building a facility on any identified land sites.

Recommendation

That Council:

1. **Provides the following response to Riddells Creek Men's Shed in relation to the petition received on 14 November 2025 requesting a lease of land within Riddells Creek Recreation Reserve:**

   'Thank you to the Riddells Creek Men's Shed members who took the time to prepare and submit this petition. It reflects a strong level of local interest and care for this issue. Council recognises the importance a designated space would hold for Riddells Creek Men's Shed members. Unfortunately, due to the current zoning of the Riddells Creek Recreation Reserve, the use of the land for the purpose of a Men's Shed is considered prohibited by Council's Statutory Planning Service."

2. **Advises Riddells Creek Men's Shed of the planning considerations outlined within this report, in relation to the former Riddells Creek CFA site.**
3. **Does not progress advocacy to the Victorian Government regarding the former Riddells Creek CFA site, given the complexities of planning considerations on the site.**
4. **Notes the findings of the targeted engagement, and writes to the community groups who engaged with targeted engagement regarding the former Riddells Creek CFA site, thanking them for their insights, and advising them of the agreed course of action, as noted above under items 3 and 4.**
5. **Provides in-principle support for direct negotiation of a lease with the Riddells Creek Men's Shed for the site known as the 'Police Paddock' (SPI 16H~2\PP2865) with an intention to resolve negotiations by November 2026.**
6. **Requests the CEO write a letter of support to the Riddells Creek Men's Shed to enter into lease negotiations with Council for the site, subject to the statutory and governance processes and requirements.**

Background

The three interrelated matters regarding Riddells Creek Men's Shed advocacy for land and/or a facility in Riddells Creek addressed within this report are:

(1) A petition was received on 14 November 2025 from Riddells Creek Men's Shed members seeking Council permission to lease a small area within Riddells Creek Recreation Reserve. The petition was tabled at the December 2025 Scheduled Council Meeting (Resolution 2025/134).

(2) At the October 2025 Scheduled Council Meeting, a report was considered in relation to the former CFA Station site at 67 Main Road, Riddells Creek.

Council Resolution 2025/134, item 3 requested that the CEO undertake brief targeted engagement in Riddells Creek (including Riddells Creek Men's Shed and Riddells Creek Lions Club) regarding this site, and report back to Council.

(3) An alternative site has been identified that could be viable for Riddells Creek Men's Shed and/or other community users.

This report intends to provide clarity on the most suitable land sites for the Riddells Creek Men's Shed's continued advocacy for a facility in Riddells Creek. It does not commit Council to leasing land, nor does it commit to contributing to the cost of a facility.

It is noted that the matter of land acquisition of the CFA site is not addressed within this report, rather this report focuses on Riddells Creek Men's Shed Advocacy for the site to State Government.

It is noted that State Government guidelines on surplus land acquisition notes that 'Land transactions with or between government agencies are conducted on the basis of valuations undertaken by the Valuer-General Victoria.'

and

'Land sales to the public are conducted through an open and competitive process (e.g. public auction.)

Discussion

(1) Petition

On 14 November 2025, Council received a 79-page petition from Riddells Creek Men's Shed members:

"Riddells Creek Men's Shed Members (RCMS), are asking the Macedon Ranges Shire Councillors to give permission for RCMS Inc. to obtain a lease on a small area of land, within the Riddells Creek Recreation Reserve."

Council's Statutory Planning service has advised that:

"The Riddells Creek Recreation Reserve site at 26-32 Sutherlands Rd, Riddells Creek is located within the Public Park and Recreation Zone (PPRZ). This land zone, in essence, designates areas intended for public recreation and open space.

Under the PPRZ, no planning permit is required for the use of the land as a restricted place of assembly subject to the use being conducted by or behalf of a public land manager, Parks Victoria or the Great Ocean Road Coast and Parks Authority (under several relevant Acts). This is because the land use falls within the category of 'Any other use not listed in Section 3'.

Given that the proposed use (Men's shed) is not by or on behalf of Council, ***this land use is prohibited in this location and as such cannot be considered."***

Considerations for Council regarding Statutory Planning advice:

- Council could consider re-zoning the land to make this use permissible on the site noting that this process is subject to final approval by the Minister for Planning.

Recommend next steps:

- Council provides the following response to the Riddells Creek Men's Shed

  'Thank you to the Riddells Creek Men's Shed members who took the time to prepare and submit this petition. It reflects a strong level of local interest and care for this issue. Council recognises the importance a designated space would hold for Riddells Creek Men's Shed members. Unfortunately, due to the current zoning of the Riddells Creek Recreation Reserve, the use of the land for the purpose of a Men's Shed is currently considered prohibited by Council's Statutory Planning Service."

- Council continues, in collaboration with Riddells Creek Men's Shed, to explore the vacant land adjacent to Riddells Creek Lion's Club Reserve (outlined later in this report) as an alternative site option.

(2) Council Resolution 2025/134 – CFA site

Brief targeted engagement in Riddells Creek was undertaken and the findings were as follows:

Seven local community groups and organisations were identified as part of the direct community consultation process for the Riddells Creek CFA site. Five groups provided feedback between 18 November 2025 – 4 January 2026. One group chose not to provide an official response, and one group was confirmed to no longer be in operation.

Note, the group that elected not to provide an official response (due to differing opinions within the group) was Riddells Creek Lions Club.

Overall, the groups broadly support the site being used as a community asset.

- Riddells Creek Men's Shed (RCMS) seek use of the space for their group and proposes a well-equipped, safe, and functional community facility with workshops, meeting and kitchen areas, storage, a local history display, and shared spaces.
- Riddells Creek Primary School (RCPS) encourages community use and collaboration with local organisations;
- Riddells Creek Scouts (RCS) does not seek to use the space themselves but supports its use by the local Men's Shed;
- Riddells Creek Farmers Market (RCFM) wish for the site to be maintained and reserved for organisations serving the Riddells Creek community, including a space for their own storage;
- Riddells Creek Netball Association seeks allocation of storage space at the site for sport and recreation, noting benefits for other sports clubs;
- Riddells Creek Lions Club declined to provide official feedback;
- Riddells Creek Historical Society is confirmed to no longer be in operation.

All groups who engaged emphasised strong community benefit through collaboration and shared use of the space and value ongoing partnerships to ensure the site remains a shared community resource. RCMS highlighted the importance of providing a welcoming "second

home" for older men that supports mental health, camaraderie, and community connection, while also contributing to broader community needs through projects, event catering (including ANZAC and Remembrance Day), engagement with schools, scouts and diverse community members, skills sharing across generations, health initiatives, and the potential use of the site as an emergency support point during disasters.

Some groups raised several practical and long-term considerations for the site. RCFM currently relies on free storage at the site for market equipment to remain financially viable, which RCMS supports continuing. RCMS outlined their anticipated site use, limiting their role to general maintenance while seeking external funding for any retrofits, and requesting site inspections to assess OH&S upgrades, service requirements, and space for existing and future equipment. RCMS also emphasised sustainability and accessibility of the site, highlighting the site's central location as vital for supporting a growing and ageing community, mental health, and ongoing hobby projects for older residents, with site scope for future expansion, while acknowledging alternative locations but identifying the CFA site as the preferred option.

Two groups (RCFM and RCMS) provided feedback on management structures, with both groups supporting a community-led management of the space in partnership with Council: RCFM proposes self-management by community groups with Council support, favouring a peppercorn lease or licence and reasonable, shared, and affordable outgoings, while RCMS supports a formal committee of management made up of user groups and shire representatives to oversee the facility.

In regard to this site, Council's Statutory Planning service has advised that:

"Under the PUZ1, no planning permit is required for the use of the land as a restricted place of assembly (which would be considered under 'any other use') if the use is for the purpose described in the table to Clause 36.01-6 (which in this instance is service and utility) and is carried out by or on behalf of the public land manager. In the instance that the site was managed by the Riddells Creek Men's Shed, neither of those requirements are met, which means that the use would be considered as a section 2 use (permit required).

As such, this land use is allowable in this zone subject to planning approval. It is important to note, however, that one of the stated purposes of the zone is to provide for associated uses that are consistent with the intent of the public land reservation or purpose. The use of the site is a Men's shed may not be considered consistent with this purpose, and may not be approved."

Recommend next step:

- Council advises the Riddells Creek Men's Shed of the current planning considerations of the site.
- Council does not progress advocacy to the Victorian Government regarding the site, given the current planning considerations.
- Council writes to the community groups who engaged with the targeted engagement, thanking them for their insights, and noting the agreed course of action regarding the site.
- Council continues, in collaboration with Riddells Creek Men's Shed, to explore the vacant land adjacent to Riddells Creek Lion's Club Reserve (outlined later in this report) as an alternative site option.

(3) Alternative site opportunity

Riddells Creek Lions Club Reserve (Vacant Land)

There is land not currently activated, that is adjacent to Riddells Creek Lions Club Reserve, that may be a viable alternative option for the Riddells Creek Men's Shed, as well as providing storage to support the continuation of the Riddells Creek Farmers Market and other community uses. This area is known locally as the 'Police Paddock'.

This option (the shaded area within the outlined parcel of land) was put forward by Riddells Creek Men's Shed, and officers propose that the site may be a viable option,but requires further investigation and negotiation including options for the provision of utilities to the site.

The land is maintained by Council, and its primary use is noted as 'Outdoor Park and Facilities'. Conversations to date with Council's Strategic Planning, Recreation and Open Space Planning teams identify that there are no current or future proposed plans for this site. Further investigations into the history of the site are underway.

In regard to this site, Council's Statutory Planning service has advised that:

"The site sits across two parts, each of which are zoned differently.

Under the PPRZ, no planning permit is required for the use of the land as a restricted place of assembly subject to the use being conducted by or behalf of a public land manager, Parks Victoria or the Great Ocean Road Coast and Parks Authority (under several relevant Acts). This is because the land use falls within the category of 'Any other use not listed in Section 3'.

Given that the proposed use (Men's shed) is not by or on behalf of Council, ***this land use is prohibited in this location (south-western part of the site, shown without the black lines within the yellow border above) and as such cannot be considered.***

Schedule 7 to the Public Use Zone is intended to be used for 'other public use'. It could be reasonably considered that a Men's shed could sit within this scope. ***Under the PUZ7, the use of the land (north-eastern part of the site, shown within the yellow border with black lines) for a restricted place of assembly is allowable subject to planning approval. It is important to note that the land use would have to be confined to this portion of the site. Public land manager consent would be required, along with access issues resolved.*** *"*

The parcel is 'landlocked' (there is no direct access to the site from a road, access would have to be obtained through an adjacent site), and therefore not currently activated by Council.

Conversations between the Men's Shed and the adjacent St Ambrose Catholic Church have progressed positively for access to the landlocked site.

Representatives of the Church have verbally committed to facilitate access but have noted that it is dependent on a letter from Council noting our commitment to lease the site to the Riddells Creek Men's Shed.

Our ability to provide this commitment is governed by Council's Leasing and Licensing Policy. While the policy gives preference to licence arrangements and shared use, it also provides that a lease may be offered where exclusive possession is in the best interests of the community, and allows direct negotiation for vacant properties where there are justifiable reasons, including significant community benefit, a specific need that cannot otherwise be met, and an absence of competition.

In this case, the proposed use is for the Men's Shed's exclusive operations, and the practical access arrangement available through the adjoining church is understood to be available only to that group.

Any in-principle support would remain subject to completion of the required policy, statutory and governance processes and requirements, including confirmation of the appropriate tenant classification under the policy, relevant planning and other approvals, completion of community engagement and public consultation where a lease term of 10 years or more is proposed, negotiation of key lease terms, and further reporting to Council for consideration and adoption where required under the LGA2020, the policy, and Council's delegations.

Recommend next step:

(1) Council provide in-principle support for direct negotiation of a lease with the Riddells Creek Men's Shed for the site known as the 'Police Paddock' (*SPI 16H~2\PP2865*)

(2) Council request the CEO write a letter of support to the Riddells Creek Men's Shed to enter into lease negotiations with Council for the site, subject to the statutory and governance processes and requirements.

Consultation and engagement

Seven local community groups and organisations were identified as part of the direct community consultation process regarding the Riddells Creek CFA site, five of which chose to provide input.

Council's Statutory Planning Service was consulted in the development of this report.

Collaboration

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

As noted in this report, ongoing collaboration with Riddells Creek Men's Shed is recommended.

Innovation and continuous improvement

There are no innovation and continuous improvement considerations in relation to this report.

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

Relevant Planning Scheme considerations have been noted throughout this report.

Relevant Council plans and policies

There are no Council plans or policies to be considered in relation to this report.

Climate Impact Assessment

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

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

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

Financial viability

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

Sustainability implications

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

Officer declaration of conflicts of interest

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

COM.2	**COMMUNITY SATISFACTION SURVEY ACTION PLAN**
Officer:	**Travis Fitzgibbon, Manager Communications and Advocacy**
Council Plan relationship:	**Our Performance**
Attachments:	**Community Satisfaction Survey Action Plan 2026 ⇩**

Summary

This report comes to Council to consider the actions included in the attached Community Satisfaction Survey Action Plan, as mechanisms to address community satisfaction scores.

Recommendation

That Council notes the Community Satisfaction Survey Action Plan and that these items will be reported on each year when the Community Satisfaction Survey results are brought to Council.

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 represented 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. 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.

Discussion

The Community Satisfaction Survey provides community-led insight into our performance and highlights areas of opportunity and growth.

At the July 2025 Scheduled Council Meeting, Community Satisfaction Survey results were presented to Council for their consideration.

An alternative motion was moved by Cr Anderson and carried, resolving that Council:

1. *Notes the results of the 2025 Community Satisfaction Survey and the responses from officers in this report.*
2. *Requests the CEO to work with Councillors and staff on potential mechanisms to improve community satisfaction scores.*
3. *Requests the CEO to provide a report to Council in March 2026 on what changes have been implemented or are proposed, including those for the 2026/27 budget process, with the aim of improving community satisfaction.*

Council officers have commenced the Community Engagement Framework Review and have had the engagement approach for Stream 1: Community Engagement Policy Review approved by Council's Executive Leadership Team.

The program will be delivered in three streams, with Stream 2 being a Community Engagement Practise Review and Stream 3 a project to implement and imbed.

The purpose of the Community Engagement Framework Program is to:

- Improve and strengthen meaningful engagement practices across Council;
- Strengthen relationships with community, partners and stakeholders;
- Identify opportunities to improve how Council designs and delivers best practice public engagement;
- Enable all members of the Macedon Ranges community to participate in the decisions that matter to them, in ways that suit them; and
- Continue to build Council staff engagement capacity and capability.

Key gains are being made in the Statutory Planning Department which has explored the potential application of Artificial Intelligence (AI) in Statutory Planning practices; reviewing planning enquiry tools available on the market.

The team have commenced the pre-application process review, with feedback having been sought from key stakeholders and a project plan developed. This project will focus on new internal processes and procedures and updating our website, with the goal of providing clear, consistent and timely advice to improve the quality of planning applications. This project is on track to be implemented with a review period prior to the end of this financial year.

A process to address the backlog of planning applications that are 12 months or older commenced in June last year, and remains a focus area. Since the start of the financial year the Planning Team have reduced this from 64 to 38 which results in a 40.6% reduction.

There have been notable improvements for the number of applications processed within the statutory 60 days, despite consistent staffing shortages and high workloads. For the 2025/26 financial year to date, 45.15% of standard applications have been decided within 60 days which is a 16% improvement on the last financial year. The overall output (in terms of number of decisions) has also increased. There has been a strong focus on creating efficiencies within the department, to support the timeliness of decisions, along with greater education for staff on how to best progress an application in a timely manner.

Similarly, there have been notable improvements for VicSmart applications having been decided within 10 days. For the 2025/26 financial year to date, 89.58% of VicSmart applications have been decided within the timeframe which is a 26.89% improvement on the last financial year. New internal processes have been implemented regarding how VicSmart applications are processed which has had positive effects.

In line with the July 2025 Council resolution, a Community Satisfaction Survey Action Plan is attached to this report.

Consultation and engagement

Consultation for the Action Plan was undertaken initially with the survey provider JWS Research, to understand the key priorities for action for Macedon Ranges Shire Council to improve perceptions of performance as well as high performing areas to sustain. Council's Senior Management Team were consulted on the compilation of the Action Plan ahead of presentations to the Executive Leadership Team and a Councillor Briefing session.

Collaboration

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

Innovation and continuous improvement

The Action Plan sets out key objectives for innovation and continuous improvement supported by a range of actions for each. The key objectives are:

- Improve satisfaction with the condition and maintenance of local roads by delivering transparent, prioritised, and community informed upgrades.
- Enhance customer experience, clarity, and transparency in planning services.
- Improve the safety, accessibility, and appearance of local streets and footpaths.
- Strengthen community trust by improving transparency, responsiveness, and engagement quality.
- Increase community confidence in Council's financial stewardship and strategic direction.
- Deliver clear, accessible, and targeted communication to ensure residents feel well informed.
- Design inclusive engagement activities and processes that give more people a voice in their community and support collaboration with Council to create meaningful change.
- Maintain strong performance in areas where Council already performs well.

Actions described in the plan which link to the objectives listed above will be further refined subject to financial considerations to be determined through the 2026/27 budget process.

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

This Action Plan and its advancement will relate to and impact on the following Council plans and policies:

- Community Vision
- Council Plan
- Community Engagement Policy
- Financial Plan
- Annual Budget

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? The recommendation will not have an 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 recommendation will not mitigate risks posed by climate change to Council operations and services.

How will the recommendation help to prepare the community for future climate scenarios? The recommendation will not help to prepare the community for future climate scenarios.

Financial viability

Any additional financial and/or resourcing implications of what needs to be addressed in the Action Plan will be subject to consideration in Council's Annual Budget process.

Sustainability implications

The Action Plan does not create any social, economic and/or environmental sustainability implications.

Officer declaration of conflicts of interest

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

Community Satisfaction Survey Action Plan

Strategic Action Plan: Improving Community Satisfaction

1. Upgrade Local Roads – Sealed and Unsealed

Objective

Improve satisfaction with the condition and maintenance of local roads by delivering transparent, prioritised, and community informed upgrades.

Key Actions

- Investigate a community led “Little Wins” project targeting road improvement projects that offer the greatest functional impact and value for the community.
- Develop and deliver a communications plan outlining upcoming works, timelines, and progress updates across social media, local newspapers, and Council’s website.
- Seek community input on worst affected areas to inform budget decisions, advocacy efforts, and State funding submissions.

Intended Outcomes

- Increased trust in road prioritisation decisions.
- Improved perception of Council responsiveness.
- Higher satisfaction with sealed and unsealed road conditions.

2. Improve Town Planning and Development Services Satisfaction

Objective

Enhance customer experience, clarity, and transparency in planning services.

Key Actions

- Develop an approach which incorporates the use of AI tools to provide a more time friendly pre-application service.
- Implement an enhanced pre-application process to improve application quality and reduce assessment delays.
- Significantly reduce backlog of applications that are 12 months old.
- Increase our planning performance for the number of applications processed within the statutory 60 days.
- Increase our planning performance for the number of VicSmart permits processed within the statutory 10 days.

Intended Outcomes

- Reduced frustration with planning processes.
- Improved customer satisfaction and application quality.

- Greater community confidence in growth and development decisions.

3. Address Local Streets and Footpaths

Objective

Improve the safety, accessibility, and appearance of local streets and footpaths.

Key Actions

- Promote reporting tools (like Snap, Send, Solve) and provide transparent tracking of improvement works, including notification to community members when their issue has been resolved.
- Integrate accessibility considerations into program planning.

Intended Outcomes

- Improved satisfaction with local streets and footpaths.
- Increased community reporting and engagement.
- More equitable and accessible public spaces.

4. Build Trust Through Better Decision Making and Consultation

Objective

Strengthen community trust by improving transparency, responsiveness, and engagement quality.

Key Actions

- Communicate clearly how community feedback affects decisions. This includes promoting parts of the Annual Report to specific interest groups and providing simple, accessible examples of how the community has been involved in past decisions, as well as highlighting and explaining the different ways community members and groups can take part in future decision-making processes. Review Council's Engagement Framework, prioritising these elements:
    - Implement "You said, we did" communication loops after consultations.
    - Engage residents early in major projects and strategies in line with the Community Engagement Policy.
    - Publish engagement summaries within consistent timeframes.

Intended Outcomes

- Increased trust in Council decision making.
- Higher satisfaction with consultation and engagement.
- Stronger community understanding of Council processes.

5. Improve Value for Money and Perceived Direction

Objective

Increase community confidence in Council's financial stewardship and strategic direction.

Key Actions

- Clearly communicate how rates are spent, highlighting outcomes in the Annual Budget, Annual Report, and media channels.
- Demonstrate alignment between Council goals and community priorities through a periodically updated Advocacy Priority Prospectus.
- Benchmark performance and efficiency against similar councils.

Intended Outcomes

- Improved perception of value for money.
- Greater understanding of Council's strategic direction.
- Stronger support for advocacy priorities.

6. Improve Informing the Community

Objective

Deliver clear, accessible, and targeted communication to ensure residents feel well-informed.

Key Actions

- Use clear, visual communication formats such as short videos and infographics.
- Review and refine Council's social media channels for relevance and reach.
- Develop Easy English materials where appropriate.
- Tailor messaging for key demographic segments, including older residents and families.
- Provide multilingual materials where relevant.

Intended Outcomes

- Increased satisfaction with Council communication.
- Improved accessibility and reach across diverse audiences.
- Stronger awareness of Council services and decisions.

7. Increase Opportunities for Civic Engagement

Objective

Design inclusive engagement activities and processes that give more people a voice in their community and support collaboration with Council to create meaningful change.

Key Actions

- Use preferred communication channels, such as print media, local papers, direct mail, and social media channels which best reflect the media profile of particular target groups.
- Highlight service improvements and initiatives that matter most to particular cohorts.
- Promote opportunities for people from all backgrounds to get more involved in community planning, volunteering, and other activities that benefit the community.
- Develop new approaches to engaging with targeted groups of people in the community who are often under-represented in traditional engagement activities.
- Share regular feedback from community engagement activities—not just the Community Satisfaction Survey—so that the views of different groups across the shire are heard and used to improve Council services.

Intended Outcomes

- Increased satisfaction among targeted groups.
- Stronger engagement with Council programs and services.

8. Sustain High Performing Areas

Objective

Maintain strong performance in areas where Council already performs well.

High Performing Areas

- Customer service
- Arts centres and libraries
- Waste management
- Public space appearance
- Recreational facilities
- Emergency management

Key Actions

- Maintain service standards through strong staff support, training, and resourcing.
- Promote these strengths in Council communications to reinforce trust and pride.
- Conduct periodic satisfaction pulse checks to ensure performance remains high.

Intended Outcomes

- Sustained high satisfaction in core service areas.
- Increased community confidence in Council’s overall performance.

14 ASSETS AND OPERATIONS REPORTS

AO.1	**MACEDON RANGES COMMUNITY EQUESTRIAN FACILITIES PLAN**
Officer:	**Daniel Trevillian, Coordinator Recreation**
Council Plan relationship:	**Our Places** **Our Environment** **Our Economy** **Our People**
Attachments:	**Macedon Ranges Community Equestrian Facilities Plan Final (under separate cover)**

Summary

To present the final Macedon Ranges Community Equestrian Facilities Plan (Attachment 1) to Councillors for adoption consideration.

Recommendation

That Council considers and adopts the final Macedon Ranges Community Equestrian Facilities Plan.

Background

Council previously engaged a consultant in December 2022 to develop a comprehensive roadmap for community equestrian facilities, including recommendations, defined responsibilities, and potential investment priorities to guide future developments.

An initial community consultation round in May 2023 included interviews with stakeholders including clubs, groups, Council officers, peak bodies and a community survey to evaluate current usage levels, venue utilisation and improvement priorities. This engagement helped guide the development of the draft plan.

In July and August 2024, the draft plan was presented to stakeholders and the community for consultation to review and provide input, a total of 83 submissions was received. A summary of this feedback was then presented at the 3 December 2024 Councillor Briefing.

As work continued on the Woodend Racecourse Reserve Masterplan during 2025, officers recommended presenting the final Macedon Ranges Community Equestrian Plan at the same time as the Woodend Racecourse Reserve Master Plan to ensure equestrian recommendations were aligned across both strategic documents.

Discussion

Finalising the Woodend Racecourse Reserve Masterplan has now allowed officers to update and align recommendations in the Macedon Ranges Community Equestrian Facilities Plan.

Specifically, the following pages:

- Pages 42, 43, 44: *Section 3.6 Woodend Racecourse Reserve*

- Page 45: *Info Graphic Map and Legend for Woodend Racecourse Reserve*
- Page 56: *Table. Actions / Timing / Priority for Woodend Racecourse Reserve*
- Page 61: *Macedon Ranges Demographic Profile (updated forecast).*
- Following Councillor Briefing on 10th March 2026 – feedback has also been received and further amendments have been made below to the final plan.
- Removal of all @Leisure consultant logos from the report except for the Acknowledgement Page (page 1).
- Page 3 – under heading 'Risk Management/Multi Use Venues' language has been adjusted to: *"To mitigate this risk, it is appropriate to review the co-location of these activities. "This plan will align with recommendations from Council's Domestic Animal Management Plan (DAMP) 2026-29 review for dog on lead / off lead locations."*
- Page 39 - Under heading 'Action Plan' language has been adjusted to "*Consider the future of the current off leash area in accordance with Council's Domestic Animal Management Plan 2026-2029 review.*"
- Page 43 & 56 (soccer / rugby) - removed references to rectangular pitch use.

Consultation and engagement

The development of the Macedon Ranges Community Equestrian Facilities Plan has been guided by consultation with equestrian stakeholders and the community to better understand expectations, challenges and opportunities for growth.

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

Stage One - May 2023 and included interviews with stakeholders such as clubs, groups, Council officers, peak bodies and a community survey to evaluate current usage levels, venue utilisation and improvement priorities. The survey, available on the Macedon Ranges 'Your Say' Page from 1 - 28 May 2023, helped guide the draft Plan's direction. Promoted through stakeholders, media releases and social media channels, the survey received a total of 441 responses.

Stage Two - July 2024 presented the draft Plan to stakeholders and community to review and provide input. The draft Plan and feedback form were available on the Macedon Ranges 'Your Say' Page from 25 July to 22 August 2024, it was promoted through stakeholders, media releases, social media channels and posters at equestrian facilities. A total of eighty-three (83) submissions were received which were presented to Councillor Briefing in Dec 2024 for feedback and further consideration in the development of the final plan.

The following methodology was applied to develop the Plan:

(1) Funding Advocacy: This project was made possible through a successful funding submission to Sport and Recreation Victoria (SRV) for $30,000 and a $15,000 Council contribution from the 2022/23 Council budget. (A final $3k milestone payment is outstanding from the SRV grant and is payable to Council once the final plan is adopted by Council).

(2) Project Brief: The project purpose and objectives were defined, and a consultant was engaged to develop the Plan.

(3) Stakeholder Engagement: Engagement with local clubs/groups, Council officers, relevant peak bodies, and the broader community to inform issues and opportunities.

(4) Site Analysis: An audit of existing community equestrian facilities was completed.

(5) Background Research: A review of existing strategies, demographic analysis, and participation trends.

(6) Strategic Development: Key issues and opportunities were identified, leading to the development of strategic directions and an action plan.

(7) Draft Plan: Development of the Draft Macedon Ranges Community Equestrian Facilities Plan.

(8) Further Stakeholder Engagement: Engagement with local clubs /groups, relevant peak bodies, Council officers and the wider community on the draft Plan.

(9) Final Plan: Development of the Final Plan and presentation to the Executive and Council.

Collaboration

Council collaborated with @Leisure consultancy, Kellett Cross Country, Sanja Van Huet (Deakin University) and equestrian peak bodies in the development of the final plan. All recommendations in the final plan have been achieved through engagement with key stakeholder groups including the community equestrian clubs and user groups that call the Macedon Ranges home. As well as the wider equestrian community that provided key input and responses through interviews, surveys, workshops and ongoing conversations. Council staff and Councillors (past and present) have also collaborated to provide key updates and amendments since December 2022 at the beginning of this plan.

Innovation and continuous improvement

Council has proactively supported the broader equestrian industry within the Shire through previous strategic work such as the Macedon Ranges Equine Strategy 2012-2016 and the Equine Centre Feasibility Study 2015. However, the development (and adoption) of a Community Equestrian Facilities Plan demonstrates a further commitment to 'best practice' facility management that will improve the sustainability of equestrian clubs and venues across the Shire. Without an adopted plan - equestrian facilities will continue to be managed in an 'ad hoc' manner which would represent a significant risk to both clubs and Council legally and financially.

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.

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

The Plan's implementation will enhance gender-equitable access to sports and recreation by improving the management and quality of community equestrian facilities. It will provide fair and accessible equestrian infrastructure throughout the municipality, creating safe and welcoming spaces that support diverse participation opportunities and promote respect, community cohesion, and healthy lifestyles.

Peak equestrian bodies recognise the Macedon Ranges as the second most active region for equestrian participation in Victoria, with a high proportion being adult females. The data highlights the value of equestrian activities in the shire and the meaningful opportunities they provide for women to participate, serve on committees, and volunteer.

Relevant regional, state and national plans and policies

- 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 state policies, strategies and plans were considered during the preparation of

- Macedon Ranges Council Plan 2021 – 2031
- Woodend Racecourse Reserve Master Plan 2026 (Draft)
- Municipal Public Health and Wellbeing Plan 2021 – 2025
- Macedon Ranges Council Fair Access Policy 2024
- Sport and Active Recreation Strategy 2018 – 2028
- Macedon Ranges Council Asset Plan 2025-2035
- Macedon Ranges Biodiversity Strategy 2018
- Macedon Ranges Domestic Animal Management Plan 2026-2029
- Macedon Ranges Heritage Strategy 2024-2034
- Macedon Ranges Open Space Strategy (Draft)

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? Adopting the Final Macedon Ranges Community Equestrian Plan is not anticipated to impact on Council's energy use or greenhouse emissions profile.

How will the recommendations mitigate risks posed by climate change to Council operations and services? Council will advocate for mitigating risks associated with extreme weather events by prioritising well-designed equestrian facilities and infrastructure that meet high standards for environmentally sustainable design. This will help reduce the need for costly upgrades and further maintenance in the future. This will include appropriate emissions controls and benchmarking when undertaking asset improvement or renewal.

How will the recommendation help to prepare the community for future climate scenarios? The physical locations of equestrian venues and clubs outlined in the Final Plan remain vulnerable to natural elements and future extreme climatic scenarios (e.g. fire/flooding). Council can actively prepare communities by promoting and advocating sustainable practices associated with managing facilities, land, vegetation, and biodiversity where equestrian venues occupy Council-owned and/or managed land.

Financial viability

A 10-year Action Plan has been developed, outlining recommendations with short, medium and long-term priorities. The plan includes a combination of planning, design and construction actions.

A central purpose of the Plan is to ensure that equestrian facilities provided by Council are financially and environmentally sustainable. The Plan provides clarity surrounding facility maintenance and development responsibilities. Occupancy (license) agreements are essential in establishing legal responsibilities and the responsibility for the costs of development, maintenance, and renewal of facilities, some of which may be provided by

Council while clubs may bear ongoing responsibility. Acknowledging also that any recommendations in the plan for Council expenditure are subject to annual budget consideration.

Sustainability implications

Several equestrian venues have environmentally and/or culturally sensitive areas, requiring a careful balance to manage equestrian activities within these landscapes. In certain locations, activity restrictions may be necessary to protect environmental and cultural values. The Plan emphasises the importance of strong partnerships between impacted groups and Council's environment team and recommends educational training opportunities for clubs to foster collaborative efforts in preserving these areas.

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.2	**WOODEND RACECOURSE RESERVE MASTER PLAN**
Officer:	**Daniel Trevillian, Coordinator Recreation**
Council Plan relationship:	**Our Places** **Our Environment** **Our Economy** **Our People**
Attachments:	**1. Woodend Racecourse Reserve Final Concept Plan ⇩** **2. Woodend Racecourse Reserve Master Plan Background Report Final (under separate cover)**

Summary

The purpose of this report is to present the final Woodend Racecourse Reserve Master Plan 2026 (Attachment 1) and associated Background Report (Attachment 2) to Council for adoption consideration.

Recommendation

That Council considers and adopts the Woodend Racecourse Reserve Master Plan.

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.

Most of the reserve is zoned Public Conservation and Resource Zone (PCRZ), which supports its current use for sport, recreation and environmental activities. It is also subject to several planning overlays, including Environmental Significance, Inundation, Vegetation Protection, Heritage (HO344) and Cultural Heritage. There is also a small section of the reserve under Council ownership that is Neighbourhood Residential Zone (NRZ).

Since the last horse race in 1982, WRR has evolved into a popular centrally located open space in the heart of Woodend, offering a range of formal sporting and informal recreational opportunities for residents and visitors. WRR includes amenities such as a sports 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 funded the development of the Woodend Racecourse Reserve Master Plan to provide 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;

- Provide fit for purpose infrastructure to support active, passive and informal recreational pursuits; and
- Estimate costs, timeframes and implementation responsibilities.

Work had commenced on the WRR Master Plan, however given the site's connection to equestrian activities, the Master Plan process was placed on hold toward the end of 2023, pending further development of the Macedon Ranges Community Equestrian Facilities Plan.

Following endorsement of the draft Macedon Ranges Community Equestrian Facilities Plan for community consultation in June 2024, development of the Woodend Racecourse Reserve Master Plan resumed with the preparation of an Issues and Opportunities Paper. Consultation for the Issues and Opportunities Paper occurred from 9 August to 5 September 2024, receiving 170 submissions.

In response to the public consultation phase, a community petition for a multi-use rectangular pitch/sports field in Woodend was presented at the 16 September 2024 Scheduled Council Meeting, where it was resolved to consider its development within the context of the Master Plan development.

Following discussion and feedback regarding options for the site at the 12 May 2025 Executive Leadership Team meeting, it was resolved to present the Issues and Opportunities Concept option of a shared equestrian and sports field layout. This option was considered to appropriately weigh up the current and future needs of all stakeholders.

In accordance with ELT's preferred concept option, a draft WRR Master Plan along with supporting background report was prepared and presented to Cr Briefing on 8 July 2025. Councillor feedback was received including consideration of the addition of the Woodend Men's Shed in the draft Master Plan public exhibition process.

On 23 July 2025, the draft WRR Master Plan and Background Report was endorsed by Council to be released for a four-week period of community consultation.

Discussion

Following Councillor Briefing feedback on 10th March 2026 – the following amendments have been made to the Master Plan background report –

- Removal of all @Leisure consultant logos from the report except for the Acknowledgements Page (page 1).
- Page 3. Removal of 'soccer/rugby' references and replaced with rectangular pitch.
- Page 16 – User Groups list. 'Wedge Tailed Eagles Football Club' (formerly Kyneton Women's Football Club) added.
- Page 25 – Table amended language to *"Review current dog off leash policy in accordance with Council's Domestic Animal Management Plan 2026-2029.* "
- Page 29 & 32 – Tables amended language to remove references to 'soccer/rugby' and replace with rectangular pitch.

Consultation and engagement

An online community survey via Macedon Ranges Shire "Your Say" page on the draft Woodend Racecourse Reserve Master Plan was open for a four-week period from 1-28 September 2025.

The "Your Say" page was promoted via:

- a news item on Council's website wrapping up key outcomes from the July 2025 Council Meeting, and distributed to local media outlets;
- Council's corporate social media pages (Facebook, Instagram and X), reaching close to 4000 users;
- Council's regular fortnightly paid advertisement in the Midland Express;
- an editorial submission to the September 2025 edition of the New Woodend Star;
- Flyers with a QR code were installed in key locations across Woodend Racecourse Reserve, including Buffalo Stadium;
- Flyers were provided to the Woodend Neighbourhood House and Woodend Library and fixed to the fence of the Gilbert Gordan Netball Courts and Cricket nets;
- An email with a link to the Your Say Page was sent to the Woodend Racecourse Reserve key user groups and stakeholders inviting them to provide feedback on the draft plan and offering to meet with them to discuss the draft Plan;
- An email with a link to the Your Say Page was sent to those who had previously provided feedback on the Woodend Racecourse Reserve Issues and Opportunities Paper inviting them to provide further feedback on the draft Plan; and
- An email with a link to the Your Say Page was sent to relevant local Associations and Leagues and State Sporting Associations inviting them to provide feedback on the draft Plan.

Two hundred and twenty (220) "Your Say" surveys were completed over the four-week consultation period. In addition to the 220 survey responses, 13 email submissions were received from a range of external stakeholders, reinforcing the level of interest in the future of the reserve.

Overview - Your Say Survey results

There was overwhelming support for the draft Concept Plan with 160 of the 220 respondents being fully supportive of the Plan (73%). A further 24% or 52 respondents were supportive of some elements of the Plan, leaving only 3% not supportive of what was proposed in the Plan.

Of the 160 (73%) respondents that fully supported the Concept Plan, there was significant support for the additional 2 basketball courts, the development of soccer facilities and the inclusion of the Woodend Men's Shed at the reserve.

There were 52 respondents (24%) who supported some elements. The feedback received was supportive of the Concept Plan, but either raised concerns about a particular element or flagged a potential opportunity to be included in Concept Plan. Items raised included, an additional playground, more netball courts, tennis courts, cricket nets and the importance of informal use whether it be walkers, joggers or dog walkers. Concerns were also raised about the lack of use of the equestrian facilities and the lack of acknowledgement of the rare and valuable grasslands.

There were only eight respondents that did not support the Concept Plan. Four of the eight respondents were equestrian users and their main concerns were:

- The Concept Plan did not clearly demonstrate how the needs of the Equestrian Clubs were going to be met such as float parking, location and size of their shed and the number and location of holding yards. Lack of understanding around how the reserve can be shared between ball sports and equestrian activities. Respondents suggesting

that the shown buffer between the activities is not sufficient and that only one activity can occur at any given time.

The concerns of the remaining 4 respondents, who didn't support the Concept Plan, included:

- it's an over development for Woodend; and
- The need to provide fitness equipment at the reserve.

Email responses -

As mentioned, 13 email submissions were received from a range of external stakeholders including State Sporting Bodies and residents. In general, submitters were supportive of the Master Plan but provided additional feedback by suggesting further opportunities for the site or flagging concerns for consideration during implementation of the Master Plan.

Changes to the draft Master Plan resulting from community consultation

In response to the feedback received, the following changes have been made to the Concept Plan, to create the final version for adoption:

- Woodend Grassland Reserve has been shaded and labelled to clearly show its relationship with the remainder of the reserve;
- The existing timed dog off leash areas have been shown;
- The proposed 7a Carpark has been extend to the edge of the netball courts;
- No. 29 – Men's Shed wording changed from 'proposed' to 'indicative' Men's Shed Location.
- No. 29 the indicative Men's Shed location has also been repositioned from its original location on Public Conservation & Resource Zone (PCRZ) land. A new indicative location has been proposed on the Council owned parcel of land. Council planning advice has confirmed that under the Neighbourhood Residential Zone (NRZ), planning permit conditions are more favourable where Men's Shed activity will receive greater consideration.
- An indicative fence line has been added for the sand-based arena equestrian facility (blue dash line);
- The future Pavilion has been drawn to scale and integrated with carpark (7e);
- New location for the playground;
- No. 25 Covered way and racecourse entry ticket box – Is to be retained subject to required building permits and heritage conditions - explore possibilities to incorporate this existing heritage structure into any future building projects at this location; and
- No.13 Retain/maintain in line with its heritage status – potential storage was removed as it is not seen as a practical option for storage given its location and dimensions.

Additionally, the following revisions have been made to the Master Plan Background Report:

- Page 8 - Updated to - acknowledgement of the industry trend of the growing number of active retirees;
- Page 17 - Table 5: Updated to include interval training/ running on the trail;
- Page 22 – revised #22 in the table to say, Decommission and remove, new toilets to be built at clubhouse #24;

- Page 22 – revised #24 in the table to say retain and install toilets;
- Page 24 has been updated with the 2025 club membership data;
- Page 25 – revised table 7 to include Woodend Men's Shed as a key stakeholder and their need for a new permanent location for their activities;
- Page 26 – Revised the text to say, "*the trail is highly valued with a high level of informal use, which could be improved if the existing trail looped and connected to the Five Mile Creek Trail.";* and
- Corrected general grammar and spelling errors.

Men's Shed Location

As mentioned previously Woodend Racecourse Reserve is primarily located within the Public Conservation and Resource Zone (PCRZ) on Crown Land, with a small portion of the land, (south-eastern corner) Council owned and located within the Neighbourhood Residential Zone (NRZ).

Under the PCRZ, no planning permit is required for the use of the land as a restricted place of assembly (which would be considered under 'any other use') if the use is carried out by or on behalf of the public land manager. The Men's Shed use is not considered by or on behalf of Council, which means that the use would be considered as a section 3 use (prohibited land use), therefore Council is unable to issue a planning permit for this use in this location.

Under the NRZ, a planning permit is required for the use of the land for a restricted place of assembly (Section 2 use). This means that Council can consider the Men's shed use in this location.

In response to this advice received from Council's Statuary Planning team, the 'indicative location' of the Men's Shed has been repositioned on the Concept Plan to sit within the Council owned parcel of land (NRZ) as this is an allowable land use subject to planning approval.

Council officers have met with representatives of the Woodend Men's Shed on 20 February 2026 and provided an update on this new location in the Master Plan. A letter outlining the new proposed location of the Men's Shed has also been sent to the two neighbouring residential properties at 31 Forest St and 17 Jeffreys Street on 24 February 2026 asking for feedback.

Collaboration

This document has been prepared in full collaboration with the Woodend community, user groups and clubs with support and endorsement from DEECA as the landowner.

Innovation and continuous improvement

This comprehensive plan reflects a strategic and staged approach to the future of the Woodend Racecourse Reserve, ensuring that the needs and aspirations of the community are considered. By working together, the Master Plan establishes a clear and shared vision that will guide the ongoing enhancement, sustainability, and use of this valued community asset.

Relevant law

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

that any future facility development (and subsequent programming opportunities) is planned in a way to provide equity of access for all current and future users.

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

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

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

Relevant regional, state and national plans and policies -

- 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 state policies, strategies and plans were considered during the preparation of

- Macedon Ranges Council Plan 2021 – 2031
- Municipal Public Health and Wellbeing Plan 2021 – 2025
- Macedon Ranges Council Fair Access Policy 2024
- Sport and Active Recreation Strategy 2018 – 2028
- Walking and Cycling Strategy 2014 – 2024
- Macedon Ranges Shire Skate and BMX Strategy 2023
- Macedon Ranges Community Equestrian Facilities Plan (Draft)
- Macedon Ranges Council Asset Plan 2025-2035
- Macedon Ranges Biodiversity Strategy 2018
- Macedon Ranges Domestic Animal Management Plan 2026-2029
- Macedon Ranges Heritage Strategy 2024-2034
- Macedon Ranges Open Space Strategy (Draft)
- Woodend Grassland Reserve Environmental Management Plan
- Macedon Ranges Planning Scheme

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 Master 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 Master Plan seeks to reduce environmental impact and operational vulnerabilities.

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

Increased shade provision throughout the site, including retention of the Racecourse Grandstand will assist in preparing for future climate scenarios. Also, it is recommended that the existing oval be upgraded to provide subsurface drainage and that the proposed rectangular pitch include drainage and irrigation.

Financial viability

An Implementation Plan has been prepared which outlines the priority for each Master Plan recommendation and a cost estimate in 2026 dollars.

Priority is listed as High (1-7 years), Medium (8-14 years) and Low (15+years).

The estimated cost is based on either an existing Opinion of Probable Cost for the project or a benchmark project cost, plus:

- 3% escalation per year to 2026
- 10% design (if no design completed)
- 7.5% Project Management Fee
- 20% Contingency for no design completed or 10% if design is completed.

Note – The estimated project costs outlined in Attachment 5 do not include ongoing operational costs.

The total estimated cost to implement all recommendations is $18.7 million (as of 2026), noting that Council expenditure and project timing are subject to capital works programming and annual budget consideration.

For major projects, such as the proposed new sporting facilities, external funding beyond council budget processes will be required.

Sustainability implications

The Woodend Racecourse Reserve Master Plan will support the conservation and enhancement of the biodiversity values of the reserve and help provide resilience to its endangered vegetation community.

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.

Draft Master Plan Concept
Racecourse Reserve Woodend

24.02.26

Note: This master plan is indicative only and requires detailed design consideration prior to commencement.

N

LEGEND

- Sealed carpark
- Gravel driveway
- Future pavilion
- New play space location
- Existing walking path & fitness stations
- New walking path
- Existing fence
- Extended pentaque area
- Proposed bench seating
- Proposed shade
- Proposed fence
- Council owned parcel
- Timed dog-off leash area

1. Proposed Heritage walking trail loop and linkages.
2. Oval - retain and upgrade
   a. Retain and upgrade
   b. Changerooms - upgrade
3. Proposed locations for shade
4. Pump shed and water tank - Retain
5. Buffalo Stadium
   a. Extend stadium by 2 additional courts.
   b. Community space and storage
6. Outdoor courts - Retain
7. Car parking and internal road network
   a. Extend existing stadium/ netball court parking
   b. Provide car parking at southern and western side of the oval.
   c. Formalise access to the car parking adjacent to pétanque piste.
   d. Upgrade the existing access point from Forest St
   e. Seal access road and construct car parking to service the proposed rectangle pitch and stadium extension.
8. Equestrian cross country area - Retain as an open space grassed area and potential overflow car park.
9. Equestrian sand arenas
   a. Retain and install seating at both arenas
   b. Replace sand arena with the proposed rectangular pitch
   c. Create buffer between sand areas (9a) and the proposed rectangular pitch
10. Proposed rectangular pitch
    a. Proposed rectangular pitch - Construct pitch to service soccer and or rugby
    b. Construct pavilion.
11. Grandstand - Retain and make good with appropriate repairs / beautification
12. Judges / Race callers tower - Retain and remove nearby shrubs to re-establish the relationship with racecourse alignment.
13. Vets room/swabbing box - Retain and Re-purpose as storage
14. Jockeys shed - Decommission and remove
15. Stewards tower - Retain and remove nearby shrubs to re-establish the relationship with racecourse alignment
16. Stewards tower (East) - Retain and remove saplings surrounding the tower.
17. Pétanque - Extend Piste to east
18. Storage building- Retain
19. Little Athletics storage shed - Decommission and remove.
20. Public toilet - Retain
21. Old kiosk - Decommission and remove.
22. Old toilet block - Decommission and remove.
23. Old ticket box - Retain as storage area in the short term.
24. Clubhouse - Retain and improve to include public toilets
25. Covered way - Decommission and remove.
26. Former Pigeon Club shed - Decommission and remove.
27. Former stables/existing storage shed - Replace storage in a more accessible location. Retain horse yards subject to demand.
28. 700 marker - Retain
29. Indicative Men's Shed location

Dog walkers
- More access to drinking water
- Timed dog off leash areas to remain on oval and open grass area.
- Provide additional signage to demonstrate on and off leash areas

Landscaping
- Tree planting, landscaping around stadium, east end of oval and pétanque area.
- Retain and protect mature trees along Forest St

15 NOTICES OF MOTION AND RESCISSION

No. 14/2025-26: NOTICE OF MOTION - MEMORIAL RESERVE

I, Councillor Janet Pearce, give notice that at the next Meeting of Council to be held on 25 March 2026, I intend to move the following motion:

That Council, in response to a request from the Kyneton Sub Branch of the Returned and Services League of Australia (RSL), writes to the Minister for Creative Industries expressing its support for the RSL's proposal to establish a Memorial Reserve, incorporating the existing World War I Memorial located on part of the grounds surrounding the former Kyneton State School; and that the Mayor and the Chief Executive Officer be authorised to sign the letter of support on behalf of Macedon Ranges Shire Council.

No. 15/2025-26: NOTICE OF MOTION - LANCEFIELD PARK PRECINCT

I, Councillor Daniel Young, give notice that at the next Meeting of Council to be held on 25 March 2026, I intend to move the following motion:

That Council:

1. **Requests the Chief Executive Officer to prepare a report within 3 months for Council consideration outlining a framework and process for Macedon Ranges Shire Council to assume the ongoing management of the Lancefield Park Precinct, which is currently managed by a Committee of Management appointed by the relevant State Government department.**
2. **The report is to include, but not be limited to:**
   - **(a) An assessment of the current governance and management arrangements for the Lancefield Park Precinct.**
   - **(b) An estimated ongoing operational and maintenance budget required should Council assume management responsibility.**
   - **(c) Identification of any required capital works, asset condition considerations, and associated financial implications.**
   - **(d) An advocacy strategy to the State Government as landowner, including alignment with Council's Priority Projects Prospectus and any relevant strategic documents.**
   - **(e) Legal, risk, insurance and liability considerations associated with a transfer of management.**
   - **(f) Any other relevant matters for Council's consideration, including stakeholder and community engagement requirements.**

16 URGENT BUSINESS

17 CONFIDENTIAL REPORTS

Nil