



**Macedon  
Ranges**  
Shire Council

# **ATTACHMENTS**

**Council Meeting  
Wednesday, 24 November 2021**



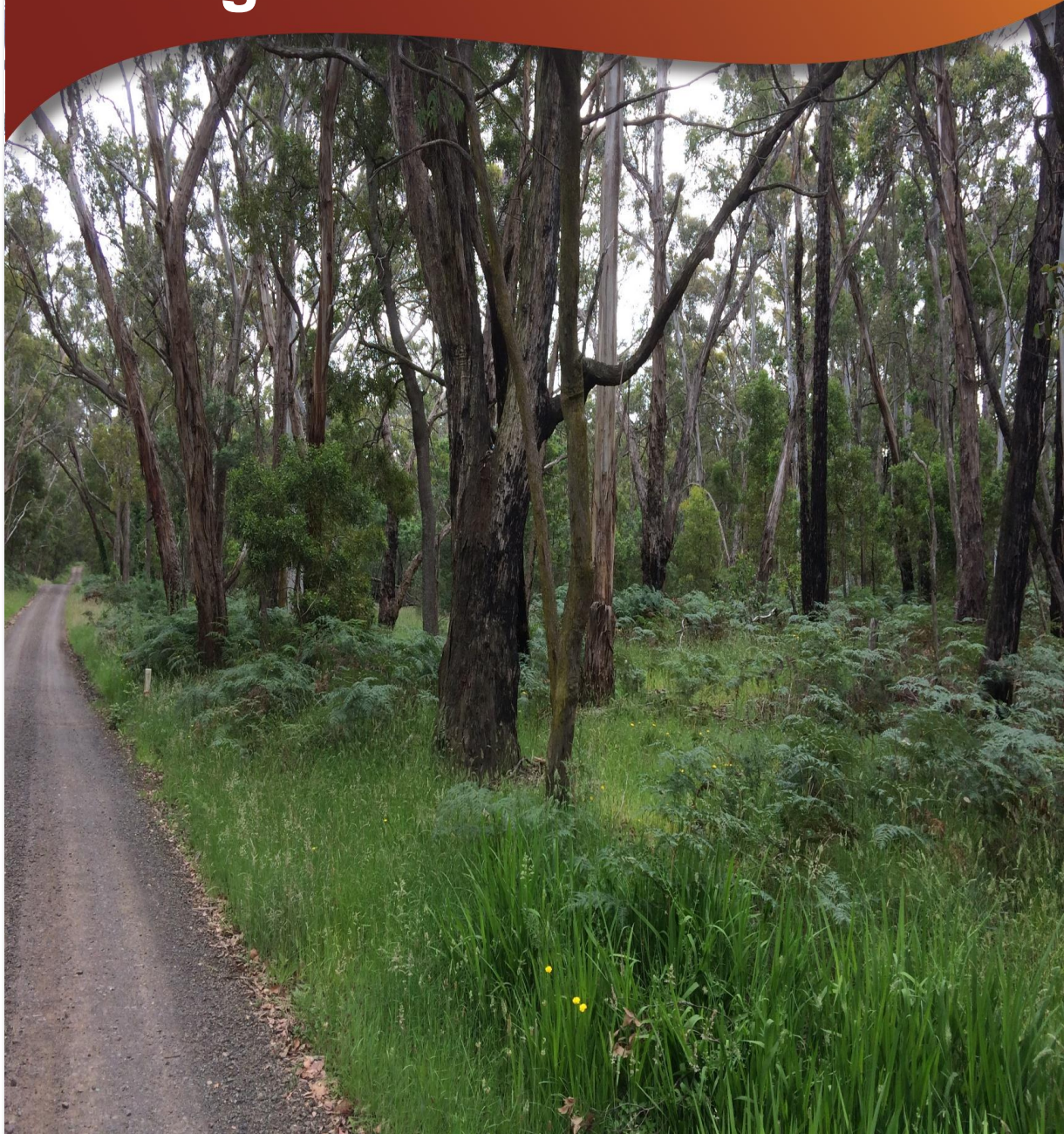
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# Roadside Conservation Management Plan 2021



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## Executive Summary

Within the Macedon Ranges Shire, road reserves account for some 7,000 ha of land. This equates to approximately 4% of the Shire. Within the road reserve, roadsides are the areas which are not used for motorised vehicle traffic. Assuming that, on average, more than half of the road reserve contains the road envelope itself, there remains over 3,000 ha of roadsides to manage. This is a considerable area - it is more than the Cobaw State Forest (2,220 ha) or Macedon Regional Park (2,379 ha).

Roadsides contain native vegetation that contribute significantly to Victoria's biodiversity. In many cases, native vegetation within the road network constitutes the only native vegetation remaining in the landscape, providing connection between fragmented and otherwise isolated patches. In some cases, native vegetation within roadsides is critical habitat for the survival of threatened flora and fauna.

The local community in the Macedon Ranges is proud of its roadside vegetation and maintains a strong interest in preserving a healthy environment across the Shire. Roadside vegetation provides ecosystem services and benefits such as carbon sequestration, oxygen, cooling, shade, habitat and biodiversity. It also contributes to the visual amenity of the shire, reduces noise, creates shelter belts and reduces rainfall runoff and soil erosion.

All roadside vegetation faces ongoing threats from a range of processes, including weed invasion, grazing pressure, vegetation clearance and roadworks. Due to the linear shape and proximity to roads, it is particularly vulnerable to edge effects and the processes of fragmentation.

Macedon Ranges Shire Council manages approximately 1,700km of roadsides for multiple outcomes – for protection and enhancement of biodiversity and habitat, to manage fire risks, and to ensure vehicle access and public safety. This is inevitably complex, requiring a balanced approach to decision making. However, with careful consideration and planning, practices like woody weed control can help meet goals for both fuel reduction and biodiversity protection.

With good management, the integrity and quality of the shire's high value roadsides can be enhanced. The Roadside Conservation Management Plan aims to protect the important ecological values within the road roadsides whilst ensuring appropriate fire risk mitigation and maintenance of road safety.

### Key Implementation Actions

#### Short term

- Assessments and mapping of threatened species and vegetation communities
- Internal staff training program and a new 'ute guide' for roadside management
- Update roadside conservation signage and introduce new 'marker poles'
- Promotion of a simplified 'Environmental Works on Roadsides Permit' System
- Update Council's Roadside Brochure
- Development of an ecological and cultural burn program
- Expanded weed control and vegetation management program

#### Medium-Long term

- Specific roadside actions plans
- Signpost wildlife crossing 'hot spots'
- Review Vehicle Hygiene Manual
- Standard Operating Procedure for drainage maintenance on high and medium conservation value roadsides
- Clear communications materials about roadside management for residents
- Roadside restoration program that introduces habitat trees in areas requiring greater habitat connectivity
- Restoration program of larger disused areas (eg. spoil sites)

# Part 1 - Background Information

## 1. Acknowledgement of Country

Macedon Ranges Shire Council acknowledges the Traditional Owners of this land, the Wurundjeri Woi Wurrung, Dja Dja Wurrung and Taungurung, as the caretakers and custodians of the lands now situated within the Macedon Ranges Shire. We recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

## 2. Purpose

The purpose of the Roadside Conservation Management Plan is to establish a set of standards and guidelines that ensure works within Council's roadsides protect any existing biodiversity values while meeting Council's fire management and road safety obligations.

The Plan also seeks to establish a communications and engagement program aimed at raising awareness amongst the community about the role of roadsides and their conservation values, permitted activities and relevant regulations.

## 3. Scope

This Plan applies to:

- All Council managed rural roadsides which are outside township boundaries.
- All Council managed roadsides with remnant native vegetation within township boundaries.

The Plan does not apply to:

- Roadsides in townships with no remnant native vegetation (nature strips)
- VicRoads managed roadsides
- Works in the roadway or road shoulder

## 4. Definition of a roadside

All road reserves contain two sections, as shown in figure 1:

1. The **road formation** – the road itself, the road shoulder and the table drain; and
2. The **roadside** – the land from the edge of the road formation to the boundary of the adjoining property. This includes all vehicle and pedestrian crossing from the road to an adjoining property.

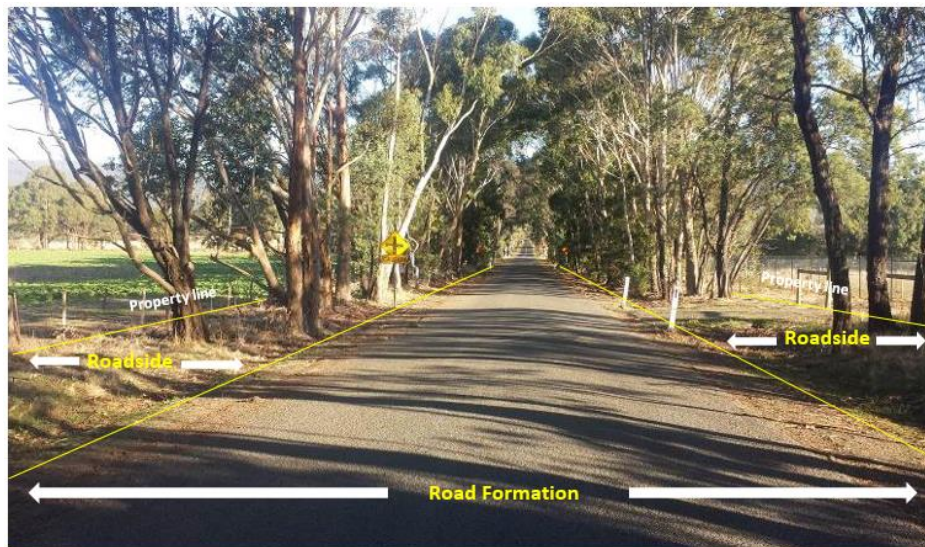


Figure 1:  
Defining  
the  
roadside



The *Road Management Act 2004* defines a roadside as:

*“any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed*

*Example: Any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside”*

## 5. Roadside Functions

Roadsides serve many important functions including:

### Environmental

- Supporting native vegetation which is often the only remnant native vegetation in the landscape and, therefore, can contain rare and threatened species
- Providing habitat corridors for wildlife

### Road safety

- Maintaining clear sight lines for vehicles
- Providing drainage to ensure the surface of the road formation is safe
- Providing for roadside furniture such as signs, guide posts and guard rails

### Fire prevention

- Minimising the risk of fires starting
- Supporting the maintenance of strategic fire breaks that assist with managing fires (under review)

### Aesthetic and cultural

- Contributing to the shire’s aesthetic qualities and rural feel
- Containing features of cultural heritage significance

### Recreation

- Providing space for recreation such as walking, cycling and horse riding

### Infrastructure

- Providing space for services and utilities such as powerlines, telecommunications, gas and water

## 6. Road Categories

Council managed local roads are split into six road categories. These categories are used to determine inspection frequency, maintenance regimes and standards for new construction.

Council is not responsible for the following roads within the shire

- Roads within state forests or national parks unless specifically agreed to by MRSC (these are managed by DELWP or Parks Victoria)
- Arterial Roads and Freeways (these are managed by Regional Roads Victoria)

Table 1 outlines the different local road categories as described in the *Macedon Ranges Road Management Plan 2017*.

**Table 1: Local Road Categories**

Category	Type	Description	Daily use
1	Sealed link	Sealed roads carrying high traffic volumes	>2000
2	Sealer collector	Sealed roads carrying low traffic volumes generally of a local nature. Provides access to properties on that particular road and adjoining roads.	1000-2000
3	Sealed Access	Sealed roads providing access to properties on that particular road	500-1000
4	Unsealed collector	Unsealed roads carrying low traffic volumes generally of a local nature. Provides access to properties on that particular road and adjoining roads.	200-500
5	Unsealed access	Unsealed roads providing access to properties on that particular road. Generally dead-end roads	50-200
6	Unsealed local	Roads deemed to be of reasonable public benefit that do not meet Category 5 standards	<50
FAT	Fire Access Track	Unformed roads used only for fire-fighting purposes	N/A

## 7. Roadside Management in Macedon Ranges Shire

### 7.1. Previous Roadside Management Plans

Macedon Ranges Shire Council formed in 1995 after the amalgamation of the Shire of Romsey, Shire of Gisborne, Shire of Newham and Woodend and the majority of the Shire of Kyneton. Prior to the amalgamation, two roadside management plans had been prepared to address roadside management issues across these former municipal areas, being the *Gisborne Roadside Management Plan, revised 1993* and the *Draft Roadside Management Plan for the Shires of Newham and Woodend, Kyneton and Romsey, 1994*.

These documents have been reviewed and, where appropriate, aspects have been incorporated into this Roadside Conservation Management Plan.

### 7.2. Previous roadside assessments

#### 1993 - 1994

The conservation values of roadsides within Macedon Ranges Shire Council were assessed and documented as a part of the preparation of the *Gisborne Roadside Management Plan, revised 1993* and the *Draft Roadside Management Plan for the Shires of Newham and Woodend, Kyneton and Romsey, 1994*. These plans used different criteria to classify roadsides as of “high”, “medium” or “low” conservation value.

#### 2006 - 2008

An assessment of roadsides in the shire was next undertaken between December 2006 and July 2008 as a part of the North Central Catchment Management Authority (NCCMA) Roadside Conservation Project. This project, commissioned in 2004, was one of the outcomes resulting from the 2003 annual NCCMA Native Vegetation/Biodiversity Forum, where it was identified that a consistent and coordinated approach to roadside conservation across the region was urgently required.

The roadside assessment methodology used to calculate the conservation value of the roadside vegetation was developed specifically for the purposes of completing the roadside assessments and is loosely based upon an earlier methodology formulated by the Victorian Roadsides Conservation Committee. The assessment is comprehensive and covers a broad range of attributes present on

roadsides, both values and threats, and utilises this information to attribute a final conservation score to the portion of the roadside being assessed.

### 2017 - 2018

A reassessment of the medium and high value roadside vegetation values was undertaken to inform the development of the Roadside Management Plan. Due to the robust nature of these earlier assessments, the methodology was repeated for the second round of assessments carried out specifically to inform this report. It was envisioned that by repeating the methodology it may be possible to identify trends or patterns that are occurring across the roadsides.

A summary of the roadside assessment methodology is provided in Section 10, with a comprehensive description of the method detailed in **Appendix 2**.

## 7.3 Current Roadside Management

Macedon Ranges Shire Council currently undertakes the following management on Council managed roadsides. Refer to **Appendix 6** for an outline of roadside management responsibilities in Council.

### Road safety

Council undertakes road safety works in accordance with the service standards set out in the *Road Management Plan 2017*. This includes:

- Annual assessments for encroachment of vegetation into the road maintenance envelope on Category 1 and 2 roads.
- Clearance / lopping of vegetation within the road maintenance envelope to enable the safe passage of vehicles. Proactive vegetation management occurs on an annual basis to implement the outcomes of the annual assessments. Reactive vegetation management also occurs when encroachment is identified by Council staff or the community.
- Clearance / lopping of vegetation to maintain clear sight lines
- Maintenance of table drains and mitre drains to remove water off the road formation
- Annual assessments and clearance of culverts.
- Installation and maintenance of guard rails, signs and guide posts

### Fire prevention

Council's fire prevention works are guided by the *Municipal Fire Management Plan 2020-2023*. These works include:

- Fuel reduction, including slashing and brush cutting, along Roadside Fire Breaks.
- Fuel reduction burns in select locations.
- Treatment of weeds on strategic roadsides.

### Environmental management

Council's environmental management works on roadsides include:

- Treatment of noxious weeds in accordance with the principles set out in Council's *Weed and Pest Animal Strategy 2014*.
- Facilitation of treatment of environmental weeds in partnership with Landcare under Council's Community Weed Partnership Program.
- Regulation of tree and vegetation clearance in accordance with the requirements of the *Macedon Ranges Planning Scheme*.
- Biodiversity monitoring as set out in the *Biodiversity Strategy 2018*, includes annual bird surveys, nest box monitoring and spotlight surveys along select roadsides.

## 8. Legislation

A number of pieces of state and federal legislation are applicable to roadside management activities. A brief summary of the main Acts likely to guide roadside management activities are included below, including the implications of these Acts for roadside management.

### Commonwealth Legislation

#### 8.1. *Environmental Protection Biodiversity and Conservation Act (1999)*

The *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act) is the primary piece of Commonwealth legislation relating to environmental conservation. The EPBC Act provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places—defined in the EPBC Act as matters of national environmental significance.

##### Implications for the Roadside Vegetation Management Plan

A number of EPBC Act protected ecological species and communities have the potential to occur on roadsides within the Macedon Ranges Shire. The following list of flora species and ecological communities are known to occur, or have the potential to occur, on roadsides throughout the shire.

##### Fauna species

- Golden Sun Moth, *Synemon plana*
- Swift Parrot, *Lathamus discolor*

##### Flora species

- Black Gum, *Eucalyptus aggregate*
- Basalt Peppergrass, *Lepidium hyssopifolium*
- Matted Flax-lily, *Dianella Amoena*
- Clover Glycine, *Glycine latrobeana*

##### Vegetation communities

- Grassy Eucalypt Woodland of the Victorian Volcanic Plain
- Grey Box (*Eucalyptus microcarpa*) Grassy Woodlands and Derived Native Grasslands of South-eastern Australia
- Natural Temperate Grassland of the Victorian Volcanic Plain
- Seasonal Herbaceous Wetlands (Freshwater) of the Temperate Lowland Plains
- White Box Yellow Box-Blakely's Red Gum Grassy Woodland and Derived Native Grassland

Works carried out on roadsides with the potential to impact any matters of national significance will require a referral to the relevant federal agency, and ultimately the responsible Minister.

### State Legislation

#### 8.2. *Road Management Act 2004*

The *Road Management Act 2004* delivers a coordinated management system for public roads throughout Victoria. The Act contains clear definitions, specifies responsible authorities for management of various parts of the road network, and provides for efficiency and safety. The *Road Management Act 2004* requires Local Government Authorities to (amongst other things):

- Prepare a Road Management Plan
- Establish a Register of Public Roads for which it is responsible
- Establish policies and processes to manage roads

The Act is closely tied to several Gazetted Codes of Practice, developed to provide practical guidance for road authorities and works and infrastructure managers in the performance of their functions and duties. Codes of Practice of particular relevance to roadside management include:

- *Operational Responsibility for Public Roads*
- *Road Management Plans*
- *Management of Infrastructure in Road Reserves*
- *Worksite Safety – Traffic Management*.

#### **Implications for the Roadside Conservation Management Plan**

The *Road Management Act 2004* sets out the requirements for Road Management Plans which establishes management and maintenance standards for different road classifications. The Roadside Conservation Management Plan needs to take into account the legislative requirement to achieve these standards when considering processes and procedures for roadside works and balancing conservation and road safety outcomes.

Exemption 17 of the Act states that a person is exempt from the requirement to obtain written consent for the mowing of any part of a roadside.

### **8.3. Flora and Fauna Guarantee Act 1988**

The *Flora and Fauna Guarantee Act 1988* (FFG Act) provides the key legal framework relating to the conservation of threatened species, threatened communities and management of potentially threatening processes on public land throughout Victoria. Over 700 species and communities and 42 threats are listed under the Act.

The role of the Act is to conserve all Victorian flora and fauna and sets out to achieve this via a range of mechanisms, including:

- listing threatened species, communities and threats to native species
- requiring an overarching strategy for Victoria's biodiversity
- enabling the declaration of habitat critical to the survival of native plants and animals
- placing a duty on public authorities to have regard to the objectives of the Act
- requiring permits for activities that could harm threatened plants and fish and communities.

Under the Act, a licence or permit is required to “*take, trade in, keep, move or process protected flora*” (Section 47(1)). This provision only applies to public land and private land declared to be “critical habitat”. No areas have been declared “critical habitat” in the Shire of Macedon Ranges.

The FFG Act was amended in 2019 emphasising actions that prevent a species from becoming threatened, adopts a national approach to the assessment and listing of a threatened species, improves enforcement powers and increases penalties for all offences.

#### **Implications for the Roadside Conservation Management Plan**

A permit from the Victorian Department of Environment, Land, Water and Planning may be required for removal of FFG Act listed flora species from a roadside in the shire as a part of any management or maintenance works. This requirement is independent and in addition to any permit that may be required under Macedon Ranges Planning Scheme.

A permit or license may be required to collect seed or conduct research on listed threatened species that occur on road reserves.

The Roadside Conservation Management Plan needs to take into account these permit requirements when determining processes and procedures for roadside works that may impact FFG Act listed species.

#### **8.4. Victorian Advisory Lists of Rare and Threatened Species**

Additional to the statutory lists of threatened taxa, communities and threatening processes contained within the FFG Act, the Victorian State Government also maintains the Victorian Advisory Lists of Rare and Threatened Species. Although there are no direct legal requirements associated with the inclusion of a species on this advisory list, taxa assessed as rare, vulnerable or endangered in this list are considered through native vegetation planning permit approval and offset processes under Victoria's Native Vegetation Regulations. As a part of the FFG Act review, the Advisory Lists and FFG Act list will be consolidated in the near future.

#### **8.5. Country Fire Authority Act 1958**

Section 43 of the *Country Fire Authority Act 1958* requires public authorities, including municipal councils and VicRoads, to take all practicable steps to prevent the occurrence of fires, and to minimise the danger from the spread of fires on or from land which the authority owns, manages or maintains.

Additionally, Section 55 of the Act states that:

- Each municipal council must prepare and maintain a Municipal Fire Prevention Plan in accordance with the advice and recommendation of the Municipal Fire Prevention Committee.
- The plan must
  - Identify areas which are at particular risk;
  - Specify how these are to be treated; and,
  - Specify who is responsible for treating those risks.

As required under the Act, the Macedon Ranges Municipal Fire Management Plan (2020) has been produced.

#### **Implications for the Roadside Conservation Management Plan**

The *Country Fire Authority Act 1958* sets out the requirements for Council's Municipal Fire Management Plan which, amongst other things, establishes a prioritised program for fuel management on Council managed roadsides. The Roadside Conservation Management Plan needs to take into account these legislative requirements when considering how to balance fire risk management and biodiversity conservation.

#### **8.6. Planning and Environment Act 1987**

The *Planning and Environment Act 1987* sets out the objectives for land use planning in Victoria and the legislative framework for achieving these objectives. The Act requires municipalities to prepare and administer local planning schemes that can include targeted policies and provisions related to native vegetation removal and protection of the natural environment. The Act also sets out processes for enforcing planning schemes and planning permits.

#### **Implications for the Roadside Conservation Management Plan**

The *Planning and Environment Act 1987* provides the legislative framework for the Macedon Ranges Planning Scheme which establishes permit requirements for native vegetation removal (amongst other things), including on roadsides. These permit requirements need to be taken into account when developing processes and procedures for works which impact roadside vegetation.

### 8.7. *Catchment and Land Protection Act (1994)*

The *Catchment and Land Protection Act 1994* (CaLP) sets out a framework for managing noxious weeds and pest animal matters to prevent degradation to catchments. The Act is applicable across all public and privately managed land throughout Victoria.

The Act provides a hierarchy by which invasive species can be ranked based on their potential to degrade landscapes, both agricultural and natural, and specifies management responsibilities for land managers.

Under the Act, all landowners are required to take all reasonable steps to conserve soil, protect water resources, eradicate regionally prohibited weeds and pest animals and avoid contributing to land degradation which causes or may cause damage to the land of another land owner.

In November 2013 amendments were made to the CaLP Act to introduce the opportunity for municipal councils to prepare roadside weed and pest animal management plans. These amendments were made to clarify responsibilities for roadside weed and pest animal control.

The Act also prohibits the transportation of listed noxious weeds without a permit in order to minimise the spread of weeds.

#### **Implications for the Roadside Conservation Management Plan**

The Roadside Conservation Management Plan needs to take into account Council's obligation to manage declared noxious weeds and established pest animals on Council managed roadsides. Council's approach to these works is set out in the *Weed and Pest Animal Strategy 2014*.

In addition, the requirement for permits to transport noxious weeds has implications for how Council treats and manages noxious weeds on roadsides – i.e. weeds treated with herbicide are generally left in situ to break down rather than transported elsewhere for disposal.

### 8.8. *Electrical Safety Act 1998*

The *Electricity Safety Act 1998* (Vic) (ES Act) provides that a municipal council must specify, within its Municipal Fire Prevention Plan:

- procedures and criteria for the identification of trees that are likely to fall onto, or come into contact with, an electric line (hazard trees); and
- procedures for the notification of responsible persons of trees that are hazard trees in relation to electric lines for which they are responsible.

Appendix C of the *Macedon Ranges Municipal Fire Management Plan 2020-2023* outlines processes and procedures in relation to identification and notification of hazard trees and nominates responsible authorities for electrical line clearance.

#### **Implications for the Roadside Conservation Management Plan**

The Roadside Conservation Management Plan needs to take into account the need to undertake tree management works near powerlines for risk mitigation.

### **8.9. Traditional Owner Settlement Act 2010, Aboriginal Heritage Act 2006, Recognition and Settlement Agreements and Land Use Activity Agreements**

These Acts set out the legislative obligations to Traditional Land Owner groups in relation to management of Victoria's resources. The *Aboriginal Heritage Act 2006* established the Dja Dja Wurrung, Taungurung, and Wurundjeri as Registered Aboriginal Parties for land that encompasses the Macedon Ranges Shire.

The *Aboriginal Heritage Act 2006* establishes processes and procedures to protect places and features of Aboriginal cultural heritage value. In particular, the Act establishes the approval processes for works deemed "high impact activities" in areas of cultural heritage sensitivity such as named waterways.

The Victorian Government has a program of negotiating "Recognition and Settlement Agreements" (RSAs) with groups of Traditional Owners under the *Traditional Owner Settlement Act 2010*. Within the Macedon Ranges, two of our three Traditional Owner groups have a RSA established. The RSA with Dja Dja Wurrung commenced on the 25 October 2013, and on the 11 August 2020 the RSA with Taungurung formally commenced.

A key component of RSAs is the requirement for Land Use Activity Agreements (LUAA). LUAA provide a process for managing activities on public land that may have an impact on the rights of the Traditional Owner groups. Different procedures are required depending on the impact on Traditional Owner rights. Basically, the greater the impact, the greater the level of procedural rights.

The LUAA applies to "public land" (often called Crown land). This includes unreserved Crown land, reserved Crown land, and reserved forests, national parks, nature reserves and state wildlife reserves. The LUAA does not apply to roads already built before 25 October 2013, unless the activity is upgrading the road. "Upgrades" could include lane widening, construction of rest areas, junction improvements, road realignments, road duplications, or construction of pedestrian or cyclist facilities.

Section 3 of the LUAA outlines procedural categories for activities undertaken on crown land. The categories, with an example of when they apply, are as follows:

- **Routine** - eg. *Maintenance of grounds, roads and tracks*. For routine activities there is no requirement to notify the Traditional Owner Corporation. The activity may proceed immediately.
- **Advisory** – eg. *Road improvement (from one class to another)*. Advisory activities require notification of the Traditional Owner Corporation and, depending on their response, an appropriate consultation process.
- **Negotiation** – eg. *Construction of new roads, tracks and bridges where there is no existing footprint*. Negotiation activities require notification of the Traditional Owner Corporation.
- **Agreement** – eg. *The sale or long-term commercial leasing of public land*. The Traditional Owner Corporation must provide its consent before an activity can proceed.

#### **Implications for the Roadside Conservation Management Plan**

For any road upgrade or construction of new roads, bridges or tracks, Council must ensure it adheres to the processes outlined in the LUAA. Compliance with the RSA and LUAA for Dja Dja Wurrung and Taungurung is legally binding and a whole of organisation responsibility. For Council staff, there are resources to help determine when a LUAA is required for works (found at <https://www.justice.vic.gov.au/your-rights/native-title>).

Preparation of a Cultural Heritage Management Plan may be required for works within the road reserve which are close to waterways or other registered sites of Aboriginal cultural heritage sensitivity.

Discovery of Aboriginal cultural heritage places or objects to be reported to Aboriginal Victoria.



## Local Legislation

### 8.10. Macedon Ranges Planning Scheme

The Macedon Ranges Planning Scheme sets out planning policies and permit requirements for development and works in the shire, including for vegetation removal. The Scheme includes state-wide provisions as well as local planning policies and overlays aimed at protecting locally significant environmental assets.

The key planning provisions and overlays relevant to roadside management are Clause 52.17 (Native Vegetation), Clause 42.01 (Environmental Significance Overlay), and Clause 42.02 (Vegetation Protection Overlay). A number of permit requirements and exemptions apply under these three provisions which are outlined below and summarized in Table 2.

**Clause 52.17 (Native Vegetation)** - State-wide provision relating to native vegetation removal which applies across Victoria. A permit is required for the removal, destruction or lopping of native vegetation, including dead vegetation. This clause does not apply:

- **Dead vegetation** – to dead vegetation with a trunk diameter of less than 40 centimetres at a height of 1.3 metres above ground level
- **Emergency works** – if the native vegetation presents an immediate risk of personal injury or damage to property.
- **Regrowth** – to regrowth that has naturally established or regenerated on land lawfully cleared of naturally established native vegetation and is less than 10 years old or within the boundary of a timber production plantation.
- **Road safety** – to maintain the safe and efficient function of an existing road managed by a public authority or municipal council in accordance with the written agreement of the Secretary of the Department of Environment, Land, Water and Planning (DELWP).
- **Fire prevention** – to native vegetation removal to carry out any of the fire protection activities such as fire fighting, planned burning, making or maintenance of a fire access or fuel break with a width of up to 6 metres, electrical line clearance and minimising the risk to life and property from bushfire on a roadside of a public road in accordance with the written agreement of the Secretary to the Department of Environment, Land, Water and Planning.

**Clause 42.02 (Vegetation Protection Overlay)** – State-wide provision aimed at protecting specific environmental assets which is applied to local areas requiring greater oversight of buildings, works and vegetation management that may impact local assets. A permit is required to remove, destroy or lop any vegetation specified in a schedule to the overlay. The Macedon Ranges Planning Scheme contains nine (9) schedules, each with different permit triggers for either specific species, all native species or all vegetation. Regardless of the schedules, the permit trigger does not apply:

- **Emergency works** – if the native vegetation presents an immediate risk of personal injury or damage to property.
- **Regrowth** - to regrowth that has naturally established or regenerated on land lawfully cleared of naturally established native vegetation within the boundary of a timber production plantation.
- **Road safety** – to maintain the safe and efficient function of an existing road managed by a public authority or municipal council in accordance with the written agreement of the Secretary of the Department of Environment, Land, Water and Planning (DELWP).
- **Fire prevention** – to native vegetation removal to carry out any of the fire protection activities such as fire fighting, planned burning, making or maintenance of a fire access or fuel break with a width of up to 6 metres, electrical line clearance and minimising the risk to life and property from bushfire on a roadside of a public road in accordance with the written agreement of the Secretary to the Department of Environment, Land, Water and Planning.

**Clause 42.01 (Environmental Significance Overlay)** – State-wide provision aimed at protecting vegetation which is applied locally to areas requiring greater oversight of vegetation management. A permit is required to remove, destroy or lop any vegetation, including dead vegetation. This does not apply:

- **Emergency works** – if the native vegetation presents an immediate risk of personal injury or damage to property.
- **Regrowth** - to regrowth that has naturally established or regenerated on land lawfully cleared of naturally established native vegetation within the boundary of a timber production plantation.
- **Road safety** – to maintain the safe and efficient function of an existing road managed by a public authority or municipal council in accordance with the written agreement of the Secretary of the Department of Environment, Land, Water and Planning (DELWP).
- **Fire prevention** - to native vegetation removal to carry out any of the fire protection activities such as fire fighting, planned burning, making or maintenance of a fire access or fuel break with a width of up to 6 metres, electrical line clearance and minimising the risk to life and property from bushfire on a roadside of a public road in accordance with the written agreement of the Secretary to the Department of Environment, Land, Water and Planning.

**Table 2 – Summary of permit requirements on roadsides under Clause 52.17, the Vegetation Protection Overlay and Environmental Significance Overlay**

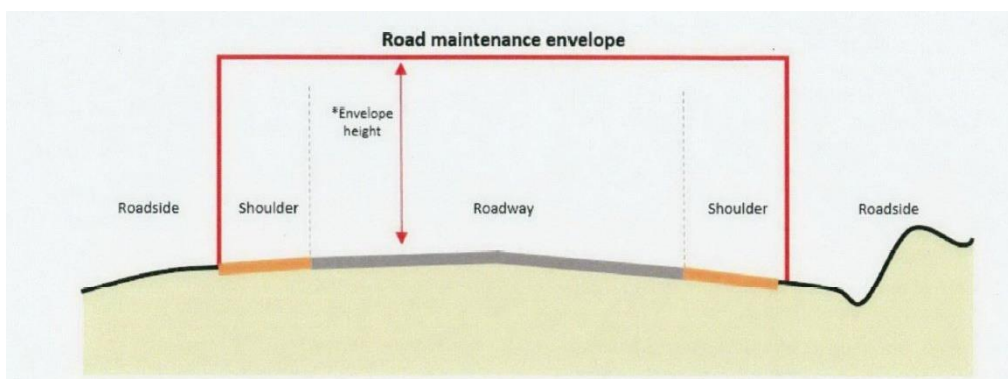
Works	CI 52.17	VPOs	ESOs
Remove a native tree, shrub or grasses	✓	✓	✓
Remove a non-native tree, shrub or grass	X	Except VPO1, VPO2 & VPO7	✓
Remove dead vegetation	✓ Other than trees with a trunk diameter of 40cm or more	✓	✓
Lop more than 1/3 of the canopy of a native tree	✓	✓	✓
Remove regrowth on land lawfully cleared	X Provided the vegetation is bracken or less than 10 years old	X Provided the vegetation is bracken or less than 10 years old	X Provided the vegetation is bracken or less than 10 years old
Remove planted native vegetation	X Other than vegetation planted using public funding	X	X
Emergency works – i.e. where the vegetation presents an immediate risk of personal injury or to property	X	X	X
Mowing / slashing native vegetation	X Provided grass maintained at 10cm or higher	X	X
Remove firewood for personal use	X	X	X
Remove vegetation to minimise fire risk	X With the written agreement of the DELWP Secretary	X With the written agreement of the DELWP Secretary	X With the written agreement of the DELWP Secretary
Remove vegetation associated with road safety and maintenance works	X With the written agreement of the DELWP Secretary	X With the written agreement of the DELWP Secretary	X With the written agreement of the DELWP Secretary

**Implications for the Roadside Vegetation Management Plan**

A permit is generally required for the removal, destruction or lopping of native vegetation, including dead vegetation. Council does have a written agreement with the Secretary of DELWP in relation to road safety and maintenance works which provides an exemption for requiring a permit in most circumstances. Council does not have a written agreement in relation to fire prevention works on roadsides. Therefore, the exemption listed under Clause 52.17, 42.01 and 42.02 does not apply and a permit is required.

**8.11. Road Management Plan 2017**

Council’s *Road Management Plan* was adopted by Council on 26 July 2017. The Plan establishes service standards aimed at providing a safe and efficient network of municipal roads in accordance with Council’s responsibilities under the *Road Management Act 2004*. Table 3 summarizes the maintenance standards for vegetation included in the Road Management Plan 2017. Figure 2 identifies the area that is defined as “the road maintenance envelope”.



**Figure 2: Road maintenance envelope**

**Table 3: Maintenance standards for vegetation**

Category	Type	Vegetation to be kept clear in the following space	Grass mowing / slashing
1	Sealed link	5m height over traffic lanes or trafficable portion of the shoulder.	Trees, shrubs and grasses that have grown to restrict design sight distance to intersections or restrict viewing of regulatory or warning signs.
2	Sealer collector	4m height over traffic lanes or trafficable portion of the shoulder.	
3	Sealed Access	4m height over traffic lanes or trafficable portion of the shoulder. 4.5 m where heavy vehicles are permitted.	
4	Unsealed collector	4m height over centre of road surface for the trafficable width. 4.5 m where heavy vehicles are permitted.	
5	Unsealed access	4m height over centre of road surface for the trafficable width. 4.5 m where heavy vehicles are permitted.	
6	Unsealed local	4m height over centre of road surface for the trafficable width. 4.5 m where heavy vehicles are permitted.	
FAT	Fire Access Track	4m height over centre of road surface for the trafficable width. 4.5 m where heavy vehicles are permitted.	

**Implications for the Roadside Conservation Management Plan**

Vegetation maintenance on roadsides must meet the standards set out in the Road Management Plan.

### 8.12. General Purposes and Amenity Local Law No 10, 2013

#### Vegetation management

Council's General Purposes and Amenity Local Law No 10 2013 includes the following General Requirement:

- (3) *Unless a use or activity is permitted on Council land or a road by this Local Law a person must not:*
- (a) *remove or add to, interfere with or cause damage to Council and or a road or to anything located on Council land such as fencing, infrastructure or vegetation including dead trees or fallen limbs from trees*

#### Firewood collection

Council's General Purposes and Amenity Local Law No 10 2013 includes the following requirement relating to collection of firewood:

12. *Permit for collecting firewood and planting on nature strips*

- (1) *A person must obtain a permit to collect and remove firewood, including dead trees and fallen branches from a road reserve.*

Note that when a planning permit is required for vegetation removal for road management, no permit under Council's General Local Law 10 is required.

#### Environmental Activity on Roadsides Permit

The Environmental Activity on Roadsides Permit was designed for residents who want to carry out any activity on rural roadsides and reserves or town native nature strips. The permit is applicable to activities that:

- impact on Council land, fencing and infrastructure, and/or
- involve the removal of firewood or vegetation, including removal of dead trees or fallen limbs from trees and weed control

#### **Implications for the Roadside Conservation Management Plan**

Under Local Law no. 10, landholders must apply to Council for a permit to undertake any activities on roadsides including firewood collection and removing dead trees and fallen branches.

### 8.13. Municipal Fire Management Plan 2020-2023

Fires start on roadsides due to hot vehicle exhausts, mechanical failures, collisions, cigarette butts and deliberate ignition, hence roadsides are important for the implementation of fire prevention programs. The CFA Roadside Fire Management Guide articulates both the importance of roadside fuel reduction and complexities often associated with this.

The *Municipal Fire Management Plan 2020-2023* was developed by the Municipal Fire Management Planning Committee (MFMP) to reduce the incidence and consequences of fire across the landscape. The Plan takes an all hazards approach to fire.

The Plan identifies a number of strategically located roads that meet fuel reduction objectives. These works aim to create a grid pattern across the municipality to achieve one or more of the following objectives –

- Prevent Roadside fire ignition (particularly on high traffic road corridors)
- Provide safe road corridors for the public and emergency service vehicles during a fire
- Provide a Control Line – a line where fire controllers can deliberately attempt to stop the spread of a fire
- Enable the Municipality to quickly return to normal following a fire event.

Council slashes high use roads, bus routes and roads that provide an exit in an emergency, to reduce the chances of these incidents resulting in a fire. Map C.4 in the plan outlines the Roadside Slashing Program and is provided in Appendix 5. This schedule of works has been approved by the MFMP.

Currently in the plan there is an agreed position on the required treatment of these roadsides to clear 3 meters minimum behind the traffic guide posts where practicable, to a maximum height of 100mm. It is the intention of the MFMP to undertake a science, risk based analysis of roadsides which will take into account the location, width and quality of treatments on roads identified as fire breaks. This information will then be analysed by the MFMP and the necessary amendments will be made to this current version of the MFMP.

#### Implications for the Roadside Conservation Management Plan

Management of roadsides need to take into account the Roadside Fire Breaks as articulated in the Municipal Fire Management Plan 2020-2023 and any subsequent work undertaken by the MRMPC in regard to Fire Breaks. Where a road is identified as a Roadside Fire Break, it is the intention of the plan for that road reserve to have the necessary annual treatments undertaken as a priority.

The Roadside Weed Control Program helps to target the strategic roads identified in the Fire Management Plan.

Control of Nassella species needs to occur prior to annual roadside slashing to prevent spread.

#### 8.14. Other Legislation

Various additional state or commonwealth legislation have the potential to impact on roadside management however are not considered likely to significantly impact on the implementation of this plan. These include:

- Aboriginal and Torres Straight Cultural Protection Act 1984
- AgVet Chemicals (Control of Use) Act 1992
- Australian Heritage Commission Act 1975
- Biological Control Act 1986
- Crown Land (Reserves) Act 1998
- Electrical Safety Act 1998
- Environment Effects Act 1978
- Environmental Protection Act 1970
- Fences Act 2014
- Forests Act 1958
- Heritage Act 1995
- Land Act 1958
- Mineral Resources Development Act 1990
- Pipelines Act 2005
- Road Management (Works and Infrastructure) regulations 2005
- Telecommunications Act 1997
- Transport Act 1983
- Wildlife Act 1975
- Regional Catchment Management Plans

## 9. Methodology

### 9.1. Public and stakeholder consultation

Development of this plan occurred over several years, during which time Council's processes and practices have changed.

Preliminary consultation was undertaken with a number of local groups in 2016-17 – including Bullengarook, Ashbourne and Newham Landcare, Kyneton, Woodend and Romsey CFA, the Municipal Fire Management Planning Committee and internal departments.

Key issues and ideas raised during this engagement include:

- **Drainage** - Road drainage is not effective – e.g. some mitre drains are poorly designed or located and the size of some culverts requires review
- **Encroaching vegetation** - Overhanging trees and vegetation that encroaches close to the road presents a danger to vehicles
- **Wildlife** - Need to raise awareness about wildlife on main roads, ensure there is a one metre clearance to enable wildlife to be seen, place speed limits on minor roads and map major animal corridors.
- **Weeds** – Implement vehicle hygiene to minimise the spread of weed seed, undertake weed audits or an “inventory” with the assistance of Landcare groups, engage community to treat their property when roadside weed spraying occurs.
- **Rubbish** - Rubbish dumping often occurs on roadsides, lobby for deposit legislation and plastic bag free towns, place bins at hot spot areas.
- **Education** - Conduct education with residents about environmental values of roadsides and what they can and can't do, signs need to be installed on roadsides with significant vegetation.
- **Fire Management** - Allow residents to remove firewood and fuel loads, undertake more controlled burns, enforce clean up notices, ensure buffers around townships, maintain fire access tracks.

In 2019 the Three Chain Road Fire Risk Mitigation Action Plan was developed in partnership with CFA, Landcare and local residents. While the plan focused on Three Chain Road, it also included recommendations for management and community engagement relevant across the shire.

Following the development of the Three Chain Road Fire Risk Mitigation Action Plan, an online approval system was developed called the Environmental Activity on Roadsides Permit.

In 2020, a series of workshops were held with internal teams and key community stakeholders to refine the plans objectives and proposed actions.

#### Review of draft Roadside Conservation Management Plan

The draft Roadside Conservation Management Plan was exhibited for public comment for six weeks from 26 April to 7 June 2021. In this time, the Council “Your Say” page received 720 page views, posts on Facebook reached 6,272 users, and Instagram reached 835 users. It attracted significant attention in the local media including seven letters to the editor.

Council received 87 responses to the online survey and 18 written responses. The feedback in the online surveys was evenly split between residents supporting a conservation focus to those wanting more of a focus on community safety by reducing vegetation cover. Most of the written submissions supported the general direction of the plan whilst offering suggestions for improvement.

In summary:

- 60% of respondents wanted the Plan to have a stronger conservation focus – 63 responses
- 40% of respondents wanted the Plan to have a stronger community safety and fire prevention focus – 42 responses

The draft plan has been updated to address the feedback from community and stakeholders. Comments and suggestions for management on individual roads has been passed onto relevant Council staff or, in some cases, Regional Roads Victoria.

The following actions were revised or added in response to community feedback:

- The following actions were revised or added in response to community feedback:
- Increased focus on Aboriginal cultural heritage protection and traditional owner engagement.
- Development of a new roadside ecological and cultural burn program.
- Expansion of the strategic weed program.
- Increased education about safe fire plans.
- Expansion of the road maintenance program to increase annual inspections and remove growth of saplings in the road verge, thereby preventing the need for tree removal in future years.
- Simplification of the 'Environmental Works on Roadsides Permit' system which enables landholders and community groups to work on roadsides.
- Inclusion of a section about post storm and fire roadside clean up works.

The final plan has been reviewed internally by all relevant Council departments.

## 9.2. Roadside assessments methodology

In 2004, roadside assessments were carried out on Local Government managed road reserves throughout the shire. These assessments were repeated between October 2016 and August 2018 focusing on roadsides that were originally assessed as having medium to very high conservation values. This represented about half of the roadsides in the shire.

The methods used for the 2016/17 roadside assessments were identical to those implemented in 2004. However, some additional data was added for the 2016/17 assessments including recommendations for future management and identification of recreational uses.

The roadside assessment is used to:

- Map the assessment sections
- Score the condition of roadside vegetation
- Identify other conservation values to further refine the final roadside conservation value
- Provide a useful management resource for Council

The roadside assessment method has five major components:

- Identity: delimits roadside sections
- Assessment: indicates the condition of roadside vegetation including disturbance, weed cover, canopy continuity, regeneration and adjoining vegetation.
- Assets and threats: records the assets and threats which contribute to, or detract from, the roadside's conservation value
- Points of interest: interesting features and observations made in each section.
- Species noted: including important threatened flora or fauna species observed

A detailed overview of the assessment process for these components is provided in **Appendix 2**.

The final roadside conservation score is determined through the combination of roadside status and condition information. In applying these methods, the final score provides a comprehensive representation of asset values. This allows strategic management, comparable results, and clearly identifies whole of landscape priorities.

## 9.3. Conservation categories

Each roadside section is attributed a conservation value of "low", "medium", "high" or "very high" depending on its roadside conservation value score out of 60. In some instances, roadsides that

received a low score require special management – e.g. due to their grassland qualities (the scoring matrix preferences the presence of trees), the presence of a threatened species or the presence of high threat grassy weeds. These roadsides were categorized as “special” and are listed in **Appendix 4**.

**Table 4: Conservation categories**

**Low**

Score Range:  
1 to 10 (out of 60)

Description:

- Substantially disturbed
- High cover of exotic species, including exotic pasture grasses
- Generally no native understory, shrub layer or canopy
- Some large old trees may be present
- Few habitat values present

Incorporates the ‘*exotic / degraded treeless vegetation*’ classification used in 2006-08.



Roadside section 1414 - Cowells Road, Newham. Score 7/60. Indigenous vegetation absent or virtually absent. Cypress hedge (on neighbouring property) and scattered mature Pine trees the only significant features.



Roadside section 13329 – Three Chain Road, Cobaw. Dominated by pasture grasses. Utilised by adjoining landholder for grazing.



Medium

Score Range:  
11 to 34 (out of 60)

Description:

- Low to moderate soil disturbance
- Some indigenous ground flora
- Either mid-storey and/or canopy species present
- Exotic species never dominant, however they may exclusively represent a strata – for example patches of woody weeds under an indigenous canopy
- Large trees generally absent
- Some, but not all habitat values present



Roadside section 1465 - Straws Lane, Newham. Score – 32/60. Low levels of soil disturbance as evidenced by ground flora present. Absence of mid-story / shrub layer.



Roadside Section 1114 - Colwells Road, Newham (left) Score 27/60. Roadside Section 1417 – Colwells Road, Newham (right)

High

Score Range:  
35-54 (out of 60)

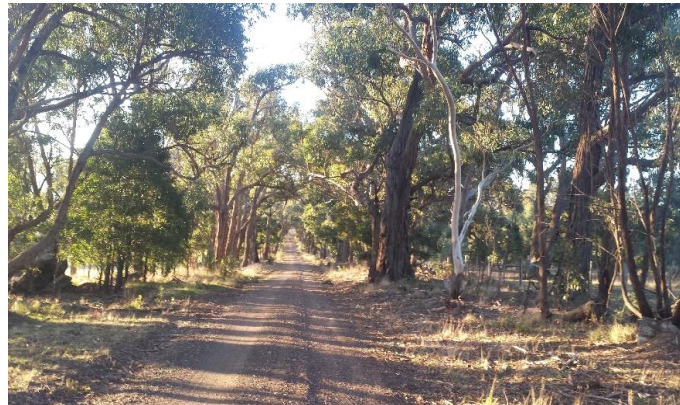
Description:

- Limited or minimal soil disturbance.
- Native ground flora always present.
- Typically less than 25% weed cover
- Large trees may or may not occur
- Typically a range of habitat values present such as



Roadside Section 13432 – Bryces Lane, Hesketh. Score 38/60. Canopy, midstorey and groundstorey layers all present although not necessarily continuous. Some woody weeds present however not high cover. Woody debris and leaf litter present.

woody debris, surface rock,  
tree hollows or stumps



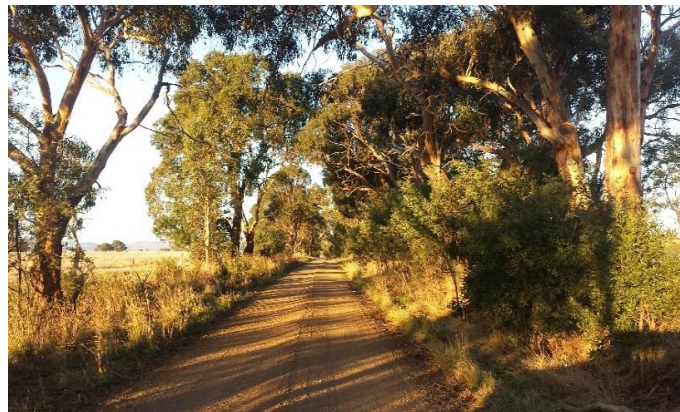
Roadside Section 13434 – Bolgers Lane, Hesketh. Score 35/60. Canopy, midstorey and groundstorey layers all present although not necessarily continuous. Large trees absent however many other habitat values present. Low to moderate levels of soil disturbance contributing to minimal weed cover.

### Very High

Score Range:  
55-60 (out of 60)

Description:

- Soil disturbance near natural
- Weed cover < 5%.
- Large old trees generally present
- Evidence of natural regeneration
- Most if not all habitat values present



Roadside Section 13368 – Monument Road, Lancefield. Score 56/60. All three layers of the strata present, including multiple age classes of shrubs indicating mid-storey recruitment. Abundant ground-storey vegetation is evident and there is a virtual absence of all exotic species. Large trees are present, as well as the associated key habitat features of woody debris and leaf litter.

### Special

Score Range: Any

Description:

- Grasslands
- Wetlands
- EPBC or FFG Act listed species or communities
- Nassella species sometimes present which requires special management.



Roadside Section 4548 – Heaths Lane, Clarkefield. Score 38/60. Significant grassland community. Dense Kangaroo Grass.

## 10. Conservation value of roadsides in the Macedon Ranges

### 10.1 Macedon Ranges Shire conservation values

Macedon Ranges Shire has a high conservation value. The landscape is very diverse, with contrasting features such as the mountainous areas of the Great Dividing Range including Mount Macedon, volcanic eruption points at Hanging Rock, Camels Hump, Bald Hill, Mount Gisborne, Magnet Hill, Mount Aiken and Mount Bullengarook, and the grassy, flat volcanic plains around Kyneton, Gisborne and Lancefield.

Despite large-scale clearance of vegetation for farming and settlements, the Macedon Ranges retains significant native vegetation in relative good condition, much of it on private land.

Consolidated areas of native vegetation occurs across the ranges from Mount Macedon to the Lerderderg National Park and across the Cobaw Range to the north of the municipality. Intact native vegetation is also present along ridgelines and rocky outcrops.

There are some 138 flora and fauna species listed as rare or threatened within the shire, many of which occur on roadsides. Floristically, the Shire has 68 rare and threatened species including 10 listed under both the FFG and EPBC Acts and an additional 9 species listed under the FFG Act. In terms of fauna, the shire has 70 rare and threatened species, including 19 species listed under both the EPBC and FFG Acts and an additional 26 species listed under the FFG Act.



**Figure 3: EPBC listed, the Golden Sun Moth, has been found on a number of roadsides in the Shire including Portwines Rd in Lauriston and Kings Drove in Lancefield.**

Photo: William Terry

### 10.2 Roadside conservation values

In Victoria, roadsides are widely recognised as significant refuges for flora and fauna as well as providing connectivity across the landscape. This is particularly the case for relatively fertile grassy landscapes, where the land has been heavily cleared, degraded and fragmented for agricultural use. Roadside vegetation often supports some of the best remaining examples of remnant native vegetation due to their history of protection from grazing and cropping practices. As a result, it often supports endangered vegetation communities and threatened species which are not found elsewhere.

This is very much the case for the Macedon Ranges. Across the Shire, intact native vegetation along waterways and roadsides provides important habitat and connectivity to otherwise fragmented patches of vegetation.

Native vegetation helps stabilise road infrastructure by reducing erosion. It also provides buffers and filter strips that can reduce sediment entering waterways. In addition to environmental values, this native vegetation may also provide aesthetic and cultural value.

Many stretches of roadside vegetation in the Shire are noted for their significant plant and animal species. A flora survey in 2016 of high value roadside reserves throughout Newham and surrounding areas listed 232 that are indigenous species, five of which are listed under the Victorian Advisory List and one of these is also listed as threatened under the EPBC Act and FFG Act (Just, 2016).

In partnership with Newham Landcare, Council completed spotlight surveys along significant roadsides throughout the Cobaw Biolink. The surveys found that the region contains very rich habitat for a range

of fauna. 467 observations from 21 species of mammals, birds and frogs were recorded including Brush-tailed Phascogale, Feather-tailed Glider, Sugar Glider, Koala and a range of night birds including Boobook Owls and Barn Owls. These are significant findings, especially if compared to similar spotlight surveys undertaken around the Wombat State Forest and Mount Macedon. Averaged out, 93.4 animals per km were observed on roadsides in the Cobaw Biolink, compared to 10.37 records per km in surveys completed on Mount Macedon and in the Wombat State Forest.

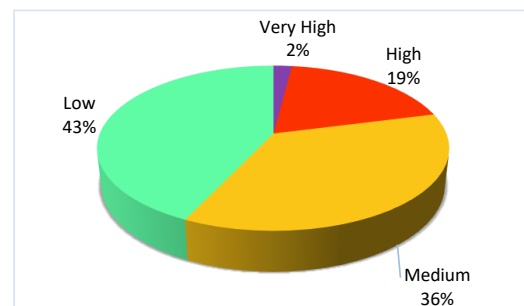
Many of roadside vegetation patches also contain high quality remnant plant communities that are poorly represented in the regional conservation reserve system. For example, Scoria Cone Woodland with *Eucalyptus pauciflora* (Snow Gum) and a herb-rich ground-layer, a vegetation type that is exceedingly rare in Victoria, survives along Hennebergs Road. Nearby Three Chain Road, Sheltons Road and Bolgers Lane host large areas of woodland and forest containing rare herb-rich groundflora with a high cover of lilies, daises and other herbs (Just 2016).



Figure 4: Significant natural values of roadsides

The roadside assessments determined that 21% of the roadsides in the Macedon Ranges have high to very high conservation value. A further 36% scored medium. These conservation values are derived from the presence of trees, mid-storey shrubs and ground cover.

All of these components play an important role through the provision of food and shelter for native animals, birds and insects. A roadside with only one of these strata is still vital from a conservation perspective.



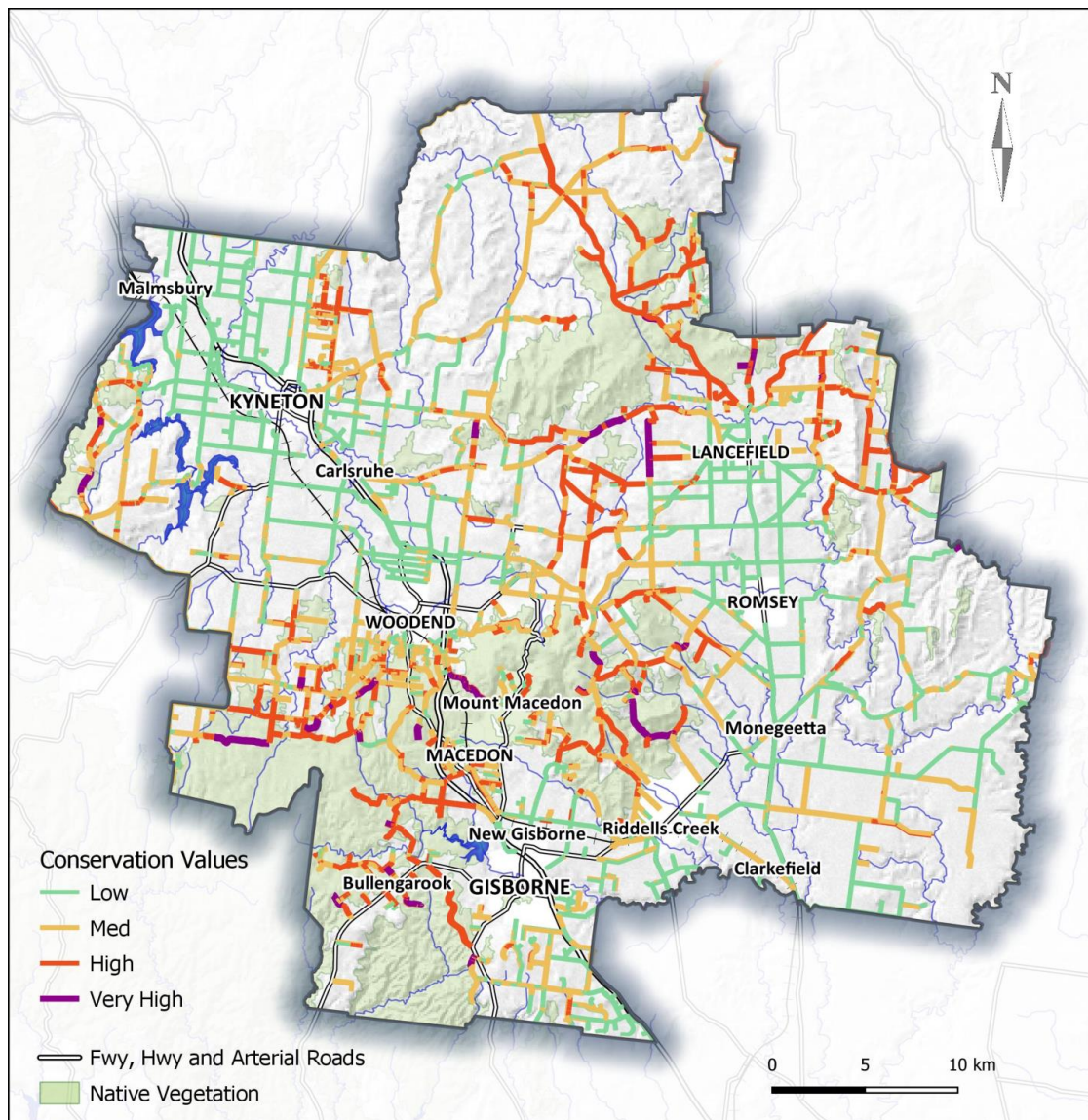


Figure 5: Map of roadside conservation values across the Macedon Ranges Shire.

### 10.3 Threats to roadside vegetation

All roadside vegetation faces ongoing threats from a range of processes, including weed invasion, grazing pressure, vegetation clearance and roadworks. Due to the linear shape and close proximity to roads, they are particularly vulnerable to edge effects and the processes of fragmentation.

The degradation of roadside vegetation is often an incremental process, whereby the gradual loss of small areas to activities such as roadworks or mowing by adjoining landholders in time accumulates into major degradation of high value areas. Without due care and management the integrity and quality of the shire high value roadsides are at risk.

The following images highlights some of the key threats to significant roadside vegetation. A comprehensive list of threats is provided in **Appendix 2**. These activities are predominately not due to negligence or deliberate intent. They can be addressed through the identification of high value roadsides and the implementation of policies and procedures that aim to have minimal impact of roadside vegetation.



Grading for drainage lines. Photo: Newham Landcare



Dumping of spoils Photo: MRSC



Mowing and clearance Photo: Newham Landcare



Driving and parking Photo: Newham Landcare



Woody Weeds Photo: MRSC



Tree Removal Photo: MRSC

**Climate Emergency**

Roadside vegetation is more vulnerable than ever due to climate change. It will be impacted by hotter and drier conditions and more frequent storm and fire events. Native vegetation such as Snow Gums and the wet forests of Mount Macedon are particularly at risk.

On 24 March 2021, Council declared a state of Climate Emergency. By doing so, Council acknowledges that urgent action is required to address the causes and impacts of climate change. The community needs to build resilience to more heat waves and increased emergencies.

In response to the climate emergency, roadside vegetation plays an important role in carbon sequestration and temperature regulation as well as landscape connectivity for native animals.

## Part 2 - Roadside Conservation Management Plan

## 11. Vision

The conservation values of roadsides in Macedon Range Shire are protected and enhanced whilst maintaining community safety.

## 12. Themes and Objectives

The Roadside Conservation Management Plan has the following six themes and related objectives.

**Table 5: Roadside Conservation Management Plan - Themes and Objectives**

Theme	Objectives
<b>Conservation</b>	<ul style="list-style-type: none"> <li>• <b>Protect</b> remnant native vegetation on roadsides, including threatened species and communities.</li> <li>• <b>Improve</b> the condition of native vegetation on roadsides.</li> <li>• <b>Connect</b> roadside habitat through strategic revegetation on low conservation value roadsides</li> <li>• <b>Monitor</b> change in roadside conservation values.</li> <li>• Protect known and potential cultural heritage values on roadsides</li> </ul>
<b>Fire risk management</b>	<ul style="list-style-type: none"> <li>• Minimise the chance of ignitions and ensure that fires that start on or close to the road are more likely to be contained whilst preventing negative impacts to native vegetation.</li> <li>• Prevent the spread of weed seed by slashing contractors</li> </ul>
<b>Drainage and road maintenance</b>	<ul style="list-style-type: none"> <li>• Fulfil Council's obligations under the Road Management Plan to maintain a clear road envelope for the safe passage of vehicles and adequate sight lines for traffic while minimising ecological impacts.</li> <li>• Fulfil Council's obligations under the Road Management Act to allow for the safe passage of vehicles while minimising ecological impacts of road widening and reconstructions.</li> <li>• Ensure drains operate effectively to maintain road safety while minimising ecological impacts</li> <li>• Reduce the impact of roadworks on roadsides by maintaining a limited number of spoil and stock pile sites across the Shire.</li> <li>• Respond to fallen trees in a timely and considered manner, ensuring safe passage along roadsides while reducing impact on native vegetation.</li> </ul>
<b>Services and utilities</b>	<ul style="list-style-type: none"> <li>• Seek to avoid or minimise impacts on native vegetation while ensuring community safety and delivery of essential services.</li> </ul>
<b>Recreation</b>	<ul style="list-style-type: none"> <li>• Allow for walking, cycling or riding on appropriate roadsides whilst protecting high value and significant vegetation.</li> </ul>
<b>Adjoining landholders, licenses and permits</b>	<ul style="list-style-type: none"> <li>• Enable land owners to lawfully conduct fuel management on rural roadsides while maintaining biodiversity values.</li> <li>• Reduce illegal native vegetation removal and unauthorised works on roadsides</li> <li>• Prevent inappropriate collection of firewood and maintain appropriate levels of log litter for habitat and environmental functions.</li> <li>• Manage local resident use of roadsides ensuring minimal impact on native vegetation.</li> </ul>

In this plan, each theme highlights the current activities, relevant issues and opportunities. It then sets out clear objectives, guiding principles and actions. The actions, where relevant, include policy and regulatory responses, internal protocols and community engagement.



### 13. Guiding Principles

The following series of principles should help to guide works on roadsides according to the assessed roadside conservation value.

**Table 6: Roadside Conservation Management Plan – Guiding Principles**

Roadside Conservation Value	Goal	Guiding principles
<b>High and Very High</b>	<p>Conservation value of very high value roadsides is maintained.</p> <p>Conservation value of high value roadsides is improved</p>	<ul style="list-style-type: none"> <li>Retain current quality of roadside vegetation</li> <li>Retain logs and stags as habitat</li> <li>Maintain species diversity</li> <li>Remove key threats such as noxious and environmental weeds</li> <li>Work within the road maintenance envelope only</li> <li>Leave large logs and stumps, but remove limbs and branches that have been cleared or have fallen.</li> <li>Avoid slashing or limit to 3m</li> <li>Re-use the same mitre drains and maintain them</li> <li>Remove spoils off-site to designated dump sites</li> <li>Designate work zones and ‘no go’ areas</li> <li>Limit impacts from recreational use</li> <li>Fuel management not permitted unless required to meet EVC benchmarks for logs and leaf litter.</li> </ul>
<b>Medium</b>	<p>Conservation value of roadside is improved.</p>	<ul style="list-style-type: none"> <li>Encourage the transition of understory vegetation from exotic species to indigenous species</li> <li>Encourage natural regeneration</li> <li>Reduce weeds to elevate fire risk and reduce competition</li> <li>Limit slashing to 3m</li> <li>Prioritise restoration and revegetation in biolink areas and strategic habitat links.</li> <li>Fuel management may be permitted if the nature of the works minimises detrimental biodiversity impacts.</li> </ul>
<b>Low</b>	<p>Strategically restore habitat values to increase landscape connectivity and reduce threats.</p>	<ul style="list-style-type: none"> <li>Monitor for new weed species.</li> <li>Prioritise Nassella species control</li> <li>Prioritise revegetation on low conservation roadsides within identified biolink areas and strategic habitat links.</li> <li>Undertake annual fuel management.</li> </ul>



**Figure 6: High value roadside vegetation along Sheltons Road, Newham** Photo: Karl Just

## 14. Conservation

### Current activities

- **Roadside weed control** - annual roadside weed control program and annual audit of weed percentage cover.
- **Environmental planning** - protection of native vegetation through implementation of state government native vegetation regulations and local Vegetation Protection Overlays.
- **Review of Overlays** - review of roadside Vegetation Protection Overlays (in progress).
- **Biodiversity monitoring** - annual biodiversity monitoring program, including bird surveys, nest box checks and spotlight surveys at monitoring sites. Targeted threatened species surveys (ad hoc).
- **Permit process** – administration of an Environmental Activity on Roadsides Permit Process

### Issues

- **Knowledge** - lack of awareness of the value of roadside vegetation amongst Council staff and community members or how to identify high value areas.
- **Threatened species** – little knowledge of species nor location of threatened species on our roadsides by Council or community.
- **Landscape function** – lack of continuity in vegetation impacting habitat connectivity.
- **Wildlife crossing** – resident concerns that roadside vegetation conceals wildlife, especially Kangaroos and Wallabies, and results in wildlife collisions.
- **Declared noxious weeds** - weed invasion, including from machinery, vehicles, horses and other users. High priority declared noxious weeds include:
  - Grassy weeds – Serrated Tussock, Chilean Needle-grass and Texan Needle-grass.
  - Woody weeds - Gorse, Blackberry, Cape Broom and English Broom.
- **Environmental weeds** – invasive grasses and herbs such as Sweet Vernal Grass, Blue Periwinkle (*Vinca major*) and Ragwort that outcompete native species.
- **Pest animals** – unknown extent and impact of pest animals on roadsides.

### Opportunities

- **Landscape function** - Develop a restoration / revegetation program along strategic roadsides and old spoil sites to enhance landscape connectivity.
- **Wildlife crossing** - Partner with the Macedon Ranges Wildlife Network to explore innovative approaches to wildlife signage, crossings and barriers at identified hot spots.
- **Awareness raising** – Including:
  - Encourage community members to play an advocacy role for roadsides in their area.
  - Review and update “significant roadside vegetation” signage.
  - Use roadside vegetation as a means of elevating public awareness about the shire’s conservation values.
  - Use coloured stickers on guide posts for brush down point, noxious weeds, and areas of high conservation significance.
  - Update intramaps with the roadside conservation value mapping and known locations of threatened species.
  - Work with customer service and operations to update processes in order to identify roadside conservation value to trigger appropriate response.
  - Raise awareness about the permits for collection of native seed from roadsides
- **Weeds** – Expand the annual roadside weed control program to include treatment of environmental weeds in medium to very high conservation areas. Ensure on-site signage so community members are aware of spraying, particularly of Blackberry.
- **Monitoring** – Continue long-term monitoring program which encompasses many roadside vegetation locations to better understand the use of roadsides and change over time. Share results broadly with internal staff and the community.

Conservation - Objectives, Principles and Actions

Objective	Guiding Principle	Regulatory Response	Internal Protocols and Actions	Community Engagement
<p><b>Protect remnant native vegetation on roadsides, including threatened species and communities.</b></p>	<p>Maintain high and very high conservation value roadsides and improve medium value roadsides through:</p> <ul style="list-style-type: none"> <li>Retaining logs and stags as habitat</li> <li>Maintaining species diversity</li> <li>Remove key threats such as noxious and environmental weeds</li> <li>Working within road envelope only</li> </ul>	<p>Update existing roadside Vegetation Protection Overlays (in progress)</p> <p>Ensure compliance with the EPBC Act and FFG Act in the event that threatened species or communities may be impacted by maintenance or construction works.</p> <p>Ensure presence of listed threatened species triggers a detailed assessment and/or management plan if works planned for roadside.</p> <p>Advocate for the ability to set lower speed limits on unmade roads and reduce speed limits in wildlife crossing areas.</p>	<p>Implementation of EPBC and FFG Act – Develop an internal engagement/education program that ensures all staff and contractors are aware of listed threatened species, their locations and Council’s obligations for compliance.</p> <p>Known locations of listed threatened species from VBA are mapped and available on Intramaps, updated annually.</p> <p>Develop a program targeting specific threatened species and communities. Actions to include monitoring, inclusion in VPO, dedicated signage, ecological burns for grasslands.</p> <p>Install marker pole stickers for Council Operations staff to identify:</p> <ul style="list-style-type: none"> <li>High and very high roadsides (no dumping, no turning, no slashing)</li> <li>Brush down points</li> <li>Spoil dumping areas</li> </ul> <p>Develop a “ute guide” for Council staff and contractors about roadside management, map of conservation value, guide to the markers, contacts, and key threatened species.</p>	<p>Review and update the Significant Roadside signage. Criteria for placement:</p> <ul style="list-style-type: none"> <li>High and very high conservation value and;</li> <li>Roadsides over 10m wide; or</li> <li>Higher use roads; or</li> <li>Roadsides where conservation values are not self-evident</li> </ul> <p>Hold annual roadside information sessions and walks in different locations covering topics such as:</p> <ul style="list-style-type: none"> <li>Vegetation and fire risk</li> <li>What’s on my roadside?</li> <li>Weed control</li> </ul> <p>Work with Wildlife Network to identify ‘hot spots’ for collisions and ensure these locations are sign posted.</p> <p>Include native seed collection in the Environmental Activity on Roadside Approval process.</p> <p>Require contractors to install on-site signage where Blackberry spraying has occurred.</p>

Objective	Guiding Principle	Regulatory Response	Internal Protocols and Actions	Community Engagement
<p><b>Improve the condition of native vegetation on roadsides.</b></p>	<p>Improve roadsides and encourage the transition of understory vegetation to indigenous species through:</p> <ul style="list-style-type: none"> <li>Encouraging natural regeneration.</li> <li>Reduce weeds to elevate fire risk and reduce competition.</li> </ul>	<p>Review the Weed and Pest Animal Strategy to reflect priorities in the biodiversity strategy and roadside management plan. Priorities to include strategic fire management roads, med/high conservation significance, biolink areas, controlling spread of Nassella species, previous investment and community concern</p>	<p>Develop a roadside cultural and ecological burn program to be delivered with a focus on high use, medium conservation value grassland and plains grassy woodland roadsides. Investigate partnering treatments of chemical control with ecological burns. Refer to list of sites in Appendix 4 as a priority.</p> <p>Expand the strategic weed program to include treatment of environmental weeds in medium to very high conservation areas targeting major thoroughfares where it is difficult to slash to reduce biomass eg. pasture grasses (subject to resourcing).</p> <p>Continue to send letters to neighbouring properties where infestations are impacting on high and very conservation value roadsides.</p>	<p>Continue to support community groups to undertake weed control on local roadsides through the Community Weed Partnership Program.</p> <p>Involve Traditional Owners, Landcare, CFA and adjoining landholders in the burn program to increase knowledge and understanding of role and use of fire in the landscape.</p>
<p><b>Connect roadside habitat through strategic revegetation on medium and low conservation roadsides</b></p>	<p>Prioritise revegetation on low conservation roadsides within identified biolink areas and strategic habitat links.</p>		<p>Develop a Roadside Restoration Program that identifies priority locations for revegetation in biolink areas and strategic habitat links as identified in the Biodiversity Strategy (appendix 8). Target low use local roads that are not identified in the municipal fire plan or likely to be developed into the future. Initially focus on introducing scattered native canopy trees. Investigate potential for replacement of exotic grasses with native understory.</p>	<p>Engage community groups in local roadside restoration projects.</p> <p>Support revegetation by private land owners and community groups on low conservation roadsides provided:</p> <ul style="list-style-type: none"> <li>Sight lines are maintained</li> <li>Locally indigenous species are used</li> </ul>

Objective	Guiding Principle	Regulatory Response	Internal Protocols and Actions	Community Engagement
			Implement a restoration program of larger disused areas (eg. spoil sites) to reduce weeds and create important habitat patches across the landscape.	
<b>Monitor change in roadside conservation values.</b>	<p>Implementation of long-term fauna monitoring program focusing on rural roadsides in biolink areas.</p> <p>Roadside conservation significance to be re-assessed every 10 years.</p>	Record all threatened species observations in the VBA	<p>Undertake pre and post fire monitoring assessments where possible.</p> <p>Undertake annual roadside audits to inform implementation of the Strategic Weed Program.</p> <p>Review the roadside assessment and mapping process prior to next assessment round.</p>	Engage community members in monitoring events and citizen science.
<b>Protect known and potential cultural heritage values on roadsides</b>	Aboriginal and other cultural values often intersect with natural values on roadsides and require separate management responses pursuant to legislation and processes.	<p>For any road upgrade or construction of new roads, bridges or tracks, adheres to the processes outlined in the LUAA and Aboriginal Heritage Act.</p> <p>Follow protocols and check registers to meet heritage obligations for state and local heritage listed monuments and trees.</p>	<p>Preparation of a Cultural Heritage Management Plan may be required for works within the road reserve which are close to waterways or other registered sites of Aboriginal cultural heritage sensitivity.</p> <p>Discovery of Aboriginal cultural heritage places or objects to be reported to Aboriginal Victoria.</p>	Traditional Owner groups encouraged to be involved in the on ground implementation of plan including the ecological and cultural burns, weed program and slashing program.

## 15. Fire Risk Management

### 15.1. Fire Risk Management by Council

#### Current activities

- **Council's fire prevention works** - guided by the Municipal Fire Management Plan 2020-2023, works include fuel reduction and treatment of weeds on strategic roadsides.
- **Slashing program** - Council slashes high use roads, bus routes and roads that provide an exit in an emergency, to reduce the chances of fires starting on roadsides. In 2021-22, the roadside slashing budget increased due to the changing landscape and developments throughout the shire. The schedule of works is provided in the Municipal Fire Management Plan. A map of the slashing program as set out in the Municipal Fire Management Plan is provided in **Appendix 5**.
- **Weed Control** – Weed control is conducted for biomass reduction ensuring that large patches of treated woody weeds are groomed or mulched to reduce fire risk
- **Vehicle hygiene** – Council's Vehicle Hygiene Manual aims to provide information on the prevention of weed spread relevant to Macedon Ranges Shire staff and contractors. The manual outlines:
  - The importance of vehicle hygiene in preventing weed spread
  - The legal responsibilities in relation to weed spread prevention
  - Practical steps and procedures that can be taken to reduce the likelihood of weed spread
  - Vehicle hygiene protocols
- **Three Chain Road Fire Risk Mitigation Action Plan** - This plan sets out a range of roadside management actions aimed at mitigating fire risk while protecting and enhancing roadside conservation values along the length of Three Chain Road from Carlsruhe to Lancefield.
- **CFA Community Education** – The CFA offers community information guides, practical bushfire planning workshops, community fireguard, and Fire Ready meetings to support landholder prepare for the fire season.
- **Fire Prevention Notices** - In the lead up to, and during summer, Council conducts property inspections to check for fire hazards. If a fire hazard is identified, a Fire Prevention Notice is issued outlining the work you need to do and by when.
- **Fire access tracks** – Ongoing maintenance as identified in the Municipal Fire Management Plan. Map of Fire Access Tracks provided in **Appendix 5**.
- **Permits for fire risk management activities** – See table 7 detailing the permission required for residents wishing to undertake fire risk management activities on roadsides.

**Table 7: Permits required for fire risk management activities.**

Activity	Permission required
Removal of logs and leaf litter	Local Laws Permit via online Environmental Activity on Roadsides Form
Brush-cut understory	Local Laws Permit via online Environmental Activity on Roadsides Form
Mowing or slashing grass to less than 10cm	Planning Permit
Lopping more than 1/3 of the canopy of a native tree	Planning Permit
Removal of native vegetation, including dead vegetation	Planning Permit
Removal of non-native vegetation	Planning Permit (in ESO4, ESO5, VPO3, VPO4, VPO5, VPO6, VPO8 and VPO9)
Reduce fuel loads / address fire risk through removal of native vegetation, i.e. Thinning works, creations of fuel breaks or fire access tracks over 6m wide	Planning Permit (unless in accordance with a written agreement with DELWP)

## Issues

- **Fuel loads** - Large areas of woody weeds or robust grassy weeds contribute to fuel loads
- **Fuel loads** - When chemically treated, large patches of woody weeds can create a fire risk.
- **Slashing program** – Continually slashing high conservation value roadsides trims native herbs and low shrubs and prevents them from flowering, seeding and dispersing. Ongoing slashing may drastically change the structure and composition of bushland, and if native species are damaged it is likely to favour the growth of weeds.
- **Slashing program** – If undertaken during wet conditions or with blades set too low, slashing can damage soil and vegetation layer.
- **Slashing program** - Slashing weed-infested roadsides can spread weed seed. This is particularly a problem for Nassella grasses which produce seeds that mature around late November through to December, coinciding with the high fire danger period when slashing occurs.
- **Vegetated roadsides** - Long sections of well-vegetated roadsides without fuel breaks influences the speed, intensity and spread of fire and the capacity of emergency services to control fires.
- **Vegetated roadsides** - Most Council Managed strategic firefighting roads are in forested areas and cannot be maintained to the CFA's control line standard. There is currently a statewide review taking place regarding strategic firebreaks.
- **Vegetated roadsides** - Vegetation may increase fire hazard in the landscape if land adjoining the road reserve is unmanaged.
- **Safety** - Trees with unstable trunk or limb structures may fall during fires and high wind events and block road access or impact powerlines.
- **Tree management post fires** - community response suggests that either not enough is being done to ensure road safety post fire or storm, or that too many trees are removed.

## Opportunities

- **Slashing program** - Appropriate timing has the potential to assist in suppressing flowering and seeding of exotic species whilst reducing biomass and favouring indigenous species.
- **Slashing program** - In areas that support significant ground flora, opportunity exists to mark or fence off areas that contain the best values which will reduce impacts to native vegetation without compromising the objective of reducing fire risk.
- **Vehicle hygiene** – Improved implementation of the vehicle hygiene manual will reduce weed spread.
- **Controlled burning** - Controlled burning could provide comprehensive fuel management consistent with the objectives of the slashing program whilst providing opportunities for recruitment of fire adapted indigenous species.
- **Ecological thinning** - selective thinning can provide ecological benefits in addition to fuel reduction outcomes. This is recommended for further investigation within areas of dense post-fire vegetation to provide a break in fuel load continuity.
- **Community education** - Ensure messaging focuses on appropriate home preparation and reduces the emphasis on roadside management.
- **Community education** – Increase the understanding of the limitations of a linear roadside reserve for fire mitigation given the broader landscape factors that influence fire behaviour.
- **Community education** – Communicate suitable access and egress options in the event of an emergency.
- **Permits and agreements** – If required, enter into a written agreement with DELWP that enables Council to remove native vegetation for fire risk management purposes without the need for a planning permit as guided by the Municipal Fire Management Plan.

**Fire Risk Management - Objectives, Principles and Actions**

Objective	Guiding Principles	Regulatory Response	Internal Actions	Community Engagement
<p><b>Minimise the chance of ignitions and ensuring that fires that start on or close to the road are more likely to be contained whilst preventing negative impacts to native vegetation.</b></p>	<p>Slashing program aims to limit impacts on populations of national, state or regionally significant flora species, or where native vegetation is of high quality and/or significance include:</p> <p>High value roadside – Avoid or limit to 3 metre slash where necessary.</p> <p>Medium value roadside- Limit to a 3 metre roadside slash where necessary.</p> <p>Low value roadside – Slash all other roadsides in accordance with Council’s Fire Management Plan*.</p>	<p>If required, develop an agreement with DELWP that exempts any native vegetation removal on roadsides to achieve the objectives of the Municipal Fire Management Plan or roadside specific action plans from requiring a planning permit for removal.</p>	<p>Update Council’s internal mapping system (Intramaps) to include maps of:</p> <ul style="list-style-type: none"> <li>- Council’s strategic fire management roads</li> <li>- Roadside conservation value</li> <li>- High conservation value grasslands</li> <li>- Known locations of EPBC and FFG listed species</li> </ul> <p>Ensure the Municipal Fire Management Plan is developed in consultation with the Environment Unit.</p> <p>Develop roadside action plans for:</p> <ol style="list-style-type: none"> <li>1. High and medium conservation value grasslands that addresses the timing of slashing, ecological burns and threatened species monitoring.</li> <li>2. Strategic fire management roadsides with forest or woodland vegetation that addresses fuel reduction, access for firefighting, ecological management and road safety.</li> </ol> <p>Internal training of staff on biodiversity and flora identification and minimising environmental impacts of roadside works</p>	<p>Upload maps of Council’s strategic fire management roads to Council’s external mapping system (Pozimaps).</p> <p>Prepare communications about:</p> <ul style="list-style-type: none"> <li>- Council’s slashing program and its rationale.</li> <li>- Vegetation types and fire risk</li> <li>- Council’s Environmental Activity on Roadside approval process</li> </ul> <p>Continue education on safe fire plans reiterating that fire prevention works around house is the important action residents can take and leaving early is the safest option on high fire risk days.</p> <p>Continue to issue Fire Prevention Notices to private properties that present a fire risk.</p> <p>Consult with relevant community groups, residents and the CFA in the development of specific roadside action plans.</p>



Objective	Guiding Principles	Regulatory Response	Internal Actions	Community Engagement
<p><b>Prevent the spread of weed seed by slashing contractors</b></p>	<p>Contractors to work within Council's control areas for Chilean and Texan Needle Grass and Serrated Tussock and / or brush down before moving from an infested area to a non-infested area.</p> <p>Slashing of Serrated Tussock and Chilean Needle Grass infested roadsides occurs after treatment.</p>	<p>N/A</p>	<p>Upload maps of Nasalla infested areas to Council's internal mapping system (Intramaps) and update the maps as new infestations are found.</p> <p>Emergency Management Unit to liaise with the Environment Unit prior to slashing roadsides with mapped infestations.</p> <p>Include vehicle hygiene processes and procedures in Council's slashing contract.</p> <p>Ensure brush-down locations are signposted and regularly treated with herbicide to prevent the spread of weed seed.</p> <p>Review Council's Vehicle Hygiene Manual, incorporate main principles into 'ute guide', and consider turning it into an adopted policy</p> <p>Brief Council's slashing contractors annually about Council's vehicle hygiene manual and protocols.</p> <p>Ensure slashing program is carefully timed to allow for treatment of Nasalla species, suppressing flowering and seeding of exotic species, reducing biomass and favouring indigenous species.</p>	<p>Upload maps of Nasalla infested areas to Council's internal and external mapping systems (Pozimaps) and update the maps as new infestations are found.</p>

## 15.2. Roadside burning

Burning practices can be for cultural, ecological or fuel reduction purposes, or a combination of all three. According to the CFA Roadsides Fire Management Guidelines, fuel reduction burning should be carried out in accordance with ecological principles. In general terms, this involves burning vegetation in small patches, or mosaics, roughly every five years.

### Current activities

- **Register** - Roadside burns can be registered with DELWPs Joint Fuel Management Program for fuel reduction burns which will enable them to be delivered by the CFA or DELWP.
- **Roadside burns** – In recent years, roadside burns have been conducted on Websters Road and Heaths Lane in partnership with the CFA.

### Issues

- **Resources** - Burning requires dedicated resources to undertake the required planning, public notification and collaboration with relevant stakeholders.
- **Environmental impact** - Burning at frequent intervals, high intensities or at the wrong time of year can negatively impact biodiversity and wildlife.
- **Impact of burns** - There is a limitation to the scale and success of burns required to control fire risk.

### Opportunities

- **Environmental impact** - Burning of vegetation can have beneficial environmental and fuel reduction outcomes, reducing biomass, stimulating native seed growth and providing the conditions for effective follow up weed control.
- **Monitoring** – Regular flora and fauna monitoring will help evaluate the environmental benefits of roadside burns conducted for environmental or fuel reduction purposes
- **Training** - Small burns can contribute to CFA brigade training, if undertaken by or in partnership with brigades.
- **Traditional Owners** - Planned burns can contribute to a Traditional Owner group's connection to country, if undertaken by Traditional Owner natural resource management teams.
- **Policy** - Finalise Council's Burn Policy which outlines Council's process for implementing planned burns on Council managed land.

**Roadside Burning - Objectives, Principles and Actions**

Objective	Guiding Principles	Regulatory Response	Internal Actions	Community Engagement
<p><b>Utilise fire as a management tool where it can achieve fuel reduction and ecological benefits.</b></p>	<p>Only use fire as a management tool where it will result in ecological benefits.</p>	<p>Ensure Traditional Owner groups are notified of roadside burns in accordance with relevant Land Use Activity Agreements.</p>	<p>Develop a cultural and ecological burn program for Council managed roadsides.</p> <p>Prepare Burn Plans for the roadsides identified in Appendix 4.</p> <p>Utilise Council's Burn Policy when implementing planned burns on roadsides</p> <p>Conduct pre and post burn flora and / or fauna monitoring</p>	<p>Prepare communications about ecological burns, highlighting the environmental and fuel reduction benefits if undertaken appropriately.</p> <p>Ensure CFA, nearby landowners and residents are informed about proposed ecological roadside burns as appropriate.</p>

## 16. Road Maintenance

### 16.1. Road Maintenance Envelope

#### Current activities

- **Road maintenance envelope** - Council is required to maintain the road maintenance envelope as outlined in Road Management Plan.
- **Annual assessments** - Council undertakes annual assessments for encroachment of vegetation into the road maintenance envelope on Category 1 and 2 roads.
- **Annual maintenance program** – Based on the annual inspections, clearance or lopping of vegetation within the road maintenance envelope is required to enable the safe passage of vehicles and maintain sight lines.
- **Regulation** - All pruning or removal that are permitted must be accordance with Australian Standard 4373 and Council's Tree Management Policy 2019.
- **Reactive vegetation management** - this occurs when encroachment is identified by Council staff or the community and immediate response is requires to maintain safety.

#### Issues

- **Loss of vegetation** - Many forested roadsides have native vegetation encroaching into the road maintenance envelope, including mature trees and shrubs.
- **Loss of vegetation** - Some road maintenance techniques can damage native vegetation – e.g. use of the reach mower
- **Smothering of native vegetation** - Where lopping or removal of trees is required for road safety works, this can generate more log litter than necessary or desirable for local ecosystems. Leaving branches on roadsides can create a significant fire risk and can smother native vegetation.
- **Adherence to vegetation protection laws** - Some vegetation removal may require a planning permit or compliance with the DELWP Road Safety Agreement, however this is not always clear to staff.
- **Street signs** – there is a lack of clarity about vegetation clearance around street signs.

#### Opportunities

- **Annual internal training for relevant staff** - Cover native vegetation planning regulations, including the application of the DELWP Road Safety Agreement.
- **Record keeping and reporting** - Record vegetation removed in accordance with the DELWP Road Safety Agreement and provide this to DELWP.
- **Proactive maintenance** - Remove of small saplings and re-growth within the maintenance envelope to avoid extensive removal of mature vegetation in the future.
- **Reactive maintenance** - Develop internal principles and checklist relating to reactive maintenance aimed at mitigating risk. This checklist could outline trigger points for removal, safety assessment processes, permit requirements and officers responsible.
- **Tree felling along roadsides** - If trees are to be removed they should be felled into the construction zone, not into undisturbed native vegetation.
- **Removing trees and limbs** - On high value conservation areas, when removing fallen trees and limbs chip smaller branches and remove debris from site and leave stump and larger logs for habitat.
- **Recycling felled material** - On medium and low conservation areas, chipping and returning to site is acceptable as long as a layer of mulch is not left on the ground/flora that will result in smothering of vegetation. Consider stockpiling allowing free firewood collection for residents.

### Storm and fire recovery guidelines for roadsides

On 10 June 2021, the Macedon Ranges was impacted by a major storm resulting in tree debris covering roads and damaging powerlines across most of the shire. Efforts to clear roads took weeks and resulted in significant impacts on roadside vegetation.

The following recommendations provide a guide for future recovery works:

- Minimise impact of heavy vehicles on soil.
- Remove heads of fallen trees to reduce biomass.
- Continue to leave larger logs for habitat.
- Consider minimal impact methods to remove biomass on high and very high value roadsides.
- Continue to make firewood and mulch available to community members in safe locations.
- Ensure regular contractor communication and education including proper induction and work audits.
- Ensure compliance of these guidelines through regular contractor audits
- Ensure strong collaboration within council departments in response.
- Instigate follow-up restoration in areas of severe impact and monitoring for weed control where soil disturbance has occurred.

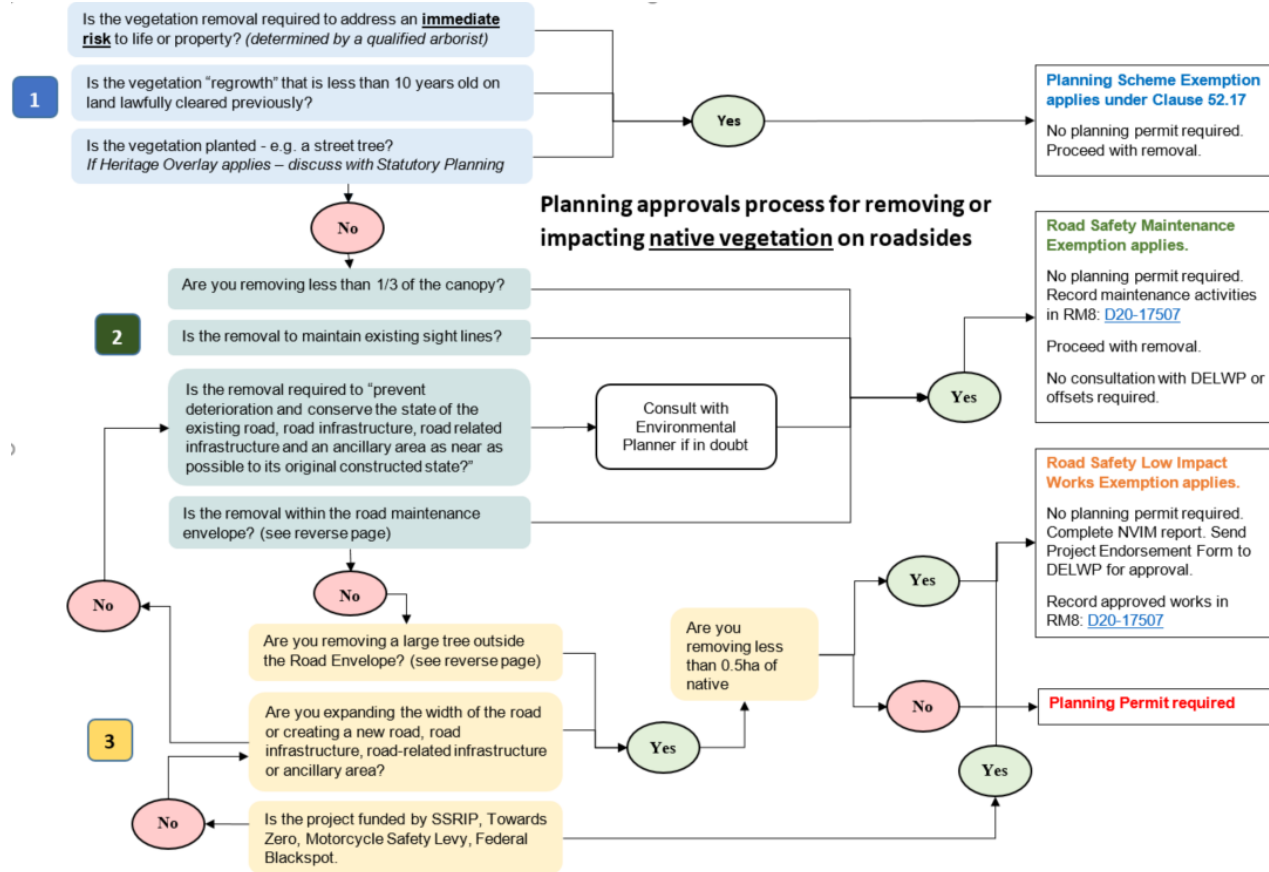


**Figure 7: Ashbourne Road, Woodend, following 10 June storm event**  
Photo: Krista Patterson-Majoor

Maintenance Envelope - Objective, Principles and Actions

Objective	Guiding Principle	Regulatory Response	Internal protocols and actions	Community Engagement
<p><b>Fulfil Council's obligations under the Road Management Plan to maintain a clear road envelope for the safe passage of vehicles and adequate sight lines for traffic while minimising ecological impacts.</b></p>	<p>When removing fallen trees and limbs, the following principles apply:</p> <p>High value conservation areas: chip smaller branches and remove debris from site and leave stump and larger logs for habitat. Retain stumps for habitat and left 600mm (approx.) above ground level. Stumps are only to be removed if it's a safety issue.</p> <p>Medium and low conservation areas: chip and return to site provided mulch does not smother native vegetation.</p>	<p>Council's obligations are specified in the Road Management Act and Road Management Plan.</p> <p>Adhere to the Road Safety Exemption agreement with DELWP which provides permit exemptions for removal of vegetation for road safety and maintenance purposes.</p> <p>Record vegetation loss exempted under the DELWP agreement and report to DELWP.</p> <p>Engage with Council's Environmental Planner to ensure Council is meeting the vegetation removal guidelines.</p> <p>Follow the approval process for removing native vegetation on roadsides (see Figure 8).</p>	<p>Provide internal training on application of the DELWP Road Safety agreement – e.g. through Council's Environment Unit attending regular "toolbox" or monthly meetings with Operations staff.</p> <p>Expand annual road maintenance envelope inspections to meet requirements set out in the Road management Plan.</p> <p>Conduct proactive maintenance in response to the audit outcomes including expanding the reach mower program to remove growth of saplings growing in road verge.</p> <p>Ensure roadside signage is visible either by moving the sign or removing branches blocking the sign as a first preference. Any tree removal triggers the need for a permit.</p> <p>Develop a criteria to determine what is a "habitat tree" and the process for ongoing maintenance when tree removal is deemed necessary.</p>	<p>Provide information to local landholders, Landcare and Friends groups explaining the need to clear of saplings and regrowth within the road maintenance envelope.</p>

**Figure 8: Internal Council planning approvals process for removing or impacting native vegetation on roadsides**  
Note that this process applies to Council operations. Residents must contact Council if they wish to remove native vegetation within a roadside.



## 16.2. Road widening and reconstruction

### Current activities

- **Road Management Plan** - Road reconstructions and the development of new roads have set specifications and practices that must be met by council. Widths can vary from 4 to 8m depending on the volume of traffic and category of road.
- **Road Inspection Template** - Operations use a Road Inspection Template to help determine future works
- **Job Sheets** – These detail the specific road works to be undertaken.
- **Native vegetation removal** - In accordance with the Memorandum of Understanding for Road Safety Exemption, the Planning Compliance Officer applies for exemption permits for roadworks and any permitted losses are recorded.

### Issues

- **Grading** - Grading is considered by some residents to be too narrow or too wide.
- **Native vegetation removal** - Some past road maintenance and widening works have resulted in unauthorised vegetation removal.
- **Stock piles** - In high value areas, discarded materials or soil stock piles can smother native vegetation and cause erosion or weed invasion
- **Guardrails** - Trees close to guardrails may affect the rail's stability in the future requiring vegetation removal in the future.
- **Vehicles on roadsides** - Parking, turning and manoeuvring of vehicles can damage roadside vegetation.

### Opportunities

- **Road Inspection Template** - Update Council's Road Inspection Template used by Operations to include the conservation value of roadsides.
- **Job Sheets** - List the roadside conservation value on the corresponding job sheet to ensure crews are aware of the environmental sensitivity of the site.
- **Planning projects** - Consult the Environment Unit on future works plans to check overlays, permit and inspection requirements. Undertake a "pre design vegetation inspection tour" to ensure potential native vegetation losses can be identified and if possible avoided.
- **Budgets** - Ensure the costs of necessary consultant reports and vegetation removal offsets are accounted for in road project budgets.
- **Permits** - Ensure all vegetation removal exempted under the Road Safety Exemption is recorded.
- **Identification** - Identify all high value roadsides through guidepost stickers so crews are aware of the values when they are working out on site.
- **On-site protection** - On site, utilise maker tape to highlight 'no go zones' around high value vegetation and tree protection zones. Identify appropriate areas with low conservation value and outside of the drip line of roadside vegetation for parking or manoeuvring vehicles.



**Road widening and reconstruction - Objectives, Principles and Actions**

Objective	Guiding Principles	Regulatory Response	Internal protocols and actions	Community Engagement
<p><b>Fulfil Council’s obligations under the Road Management Act to allow for the safe passage of vehicles while minimising ecological impacts of road widening and reconstructions.</b></p>	<p>Minimise vegetation damage through actions such as limiting road widening in high value roadsides, and utilising existing turn-around locations.</p>	<p>Consult the Environment Unit on future works plans to check overlays, permit and inspection requirements. Undertake a “pre design vegetation inspection tour” to ensure potential native vegetation losses can be identified and if possible avoided.</p> <p>Ensure implementation of the Planning Scheme and the DELWP Road Safety Agreement.</p> <p>Ensure all vegetation removal exempted under the Road Safety Exemption is recorded.</p> <p>Ensure the cost of necessary consultant reports and native vegetation removal offsets are accounted for in road project budgets.</p> <p>Ensure external contractors or internal staff who are undertaking construction works protect native vegetation in accordance with the guidelines outlined in the consultant report or relevant permit condition</p>	<p>Update Council’s Road Inspection Template used by Operations to include the conservation value of roadsides.</p> <p>List the roadside conservation value on the job sheets to ensure crews are aware of the environmental sensitivity of the site.</p> <p>Undertake detailed flora surveys prior to any road widening or reconstruction occurring on high and medium value roadsides.</p> <p>Identify all medium and high value roadsides through guidepost stickers so crews are aware of the values when they are working out on site.</p> <p>On site, utilise maker tape to highlight ‘no go zones’ around high value vegetation and tree protection zones.</p> <p>Adhere to vehicle hygiene manual to reduce weed spread.</p>	<p>Notify adjoining residents about road widenings and reconstruction projects, including likely impacts to roadside vegetation, as per Council’s Consultation and Engagement Framework.</p>

### 16.3. Drainage works and drain maintenance

#### Current activities

- **Assessment** - Annual assessments and clearance of culverts
- **Maintenance** - Maintenance of table drains and mitre drains to remove water off the road formation.

#### Issues

- **Mitre drains** - Planned and reactive drainage works can result in the removal or damage to native vegetation, including through the installation and maintenance of mitre drains.
- **Mitre drains** - Mitre drains can change existing hydrological regimes, resulting in weed invasion and tree or shrub death
- **Spraying** - Spraying open drains with herbicide can result in negative environmental impacts including erosion, contamination of waterways and destruction of native understorey.
- **Spoils** - Spoils, debris and sediment from drainage works often damages or smothers native understorey species and can increase fire risk (piles of bark etc).
- **Vehicles on roadsides** - Machinery parking or manoeuvring on roadsides can damage or remove native understorey and spread invasive weeds and pathogens.
- **Trees in drains** - Trees growing in culverts and drainage lines can impact the drainage of the road, but are also at risk of root damage resulting from drain maintenance works.
- **Re-active maintenance** - Reactive processes for drain maintenance does not enable sufficient time to assess and mitigate impacts on native vegetation.
- **Drainage channels** - Significant damage to high value roadside vegetation can occur when reforming drainage channels

#### Opportunities

- **Pro-active management** - Work towards a pro-active drainage inspection and maintenance program that identifies conservation values and other environmental values (e.g. large trees) as part of the assessment program.
- **Diversion drains** - avoid damage to roots, bark and limbs through working outside the drip line of trees.
- **Reduce impacts** - medium to high value roadsides, reduce impacts from works through;
  - Working within the road maintenance envelope only
  - Re-using the same mitre drains and maintaining them
  - Removing spoils off-site to designated dump sites
  - Designate work zones that identify low conservation areas for vehicle parking and manoeuvring and mark 'no go' areas of high-value vegetation.
  - Seek approval for new diversion drains from Council's Environment Department.
- **Reach mover program** - Implement an annual reach mower program that addresses the issue of vegetation establishing in drainage lines and reduces spraying open drains.
- **Communication** - Ensure local residents are advised of significant works in advance, so the opportunity is available to comment.
- **Stormwater management** - Where possible and appropriate, identify alternative means to stormwater management such as using semi-aquatic indigenous vegetation in some locations to slow water flow, reduce erosion and prevent sediment entering streams.

**Drainage works and maintenance - Objectives, Principles and Actions**

Objective	Guiding Principles	Internal protocols and actions	Community Engagement
<p><b>Ensure drains operate effectively to maintain road safety while minimising ecological impacts</b></p>	<p>For high and medium conservation value roadsides:</p> <ul style="list-style-type: none"> <li>• Work within the road maintenance envelope only</li> <li>• Re-use the same mitre drains and maintain them</li> <li>• Remove spoils off-site to designated dump sites</li> <li>• Designate work zones that identify low conservation areas for vehicle parking and manoeuvring and mark 'no go' areas of high-value vegetation.</li> </ul>	<p>As part of the annual drainage assessment program record the conservation value of the roadside and other important natural values (eg. large trees or native grasses). In turn, list these values in the internal work orders.</p> <p>Reduce spraying open drains with herbicide and expand the annual reach mower program that will address the issue of vegetation establishing in drainage lines.</p> <p>Seek approval for new diversion drains from Council's Environment Department in medium and high value roadsides.</p> <p>Where possible and appropriate, identify alternative means to stormwater management such as using semi-aquatic indigenous vegetation in some locations.</p> <p>Provide mapping, training, guidepost markers and ute guide to help crews identify all medium and high value roadsides.</p> <p>Adhere to Council's vehicle hygiene manual to reduce weed spread.</p>	<p>Ensure local residents are notified of significant works in advance so the opportunity is available to comment, as per Council's Consultation and Engagement Framework.</p>

## 16.4. Stock and spoil piles

### Current activities

- **Roadside works** – Road maintenance and construction activities typically result in the need to manage large quantities of stock, spoils, debris and sediment.
- **Spoil sites** - Debarking rural roadsides and clearing drainage lines can create a huge amount of debris that needs to be dealt with. Depending on resources available, these spoils are either taken to multiple designated locations throughout the shire or left on the roadside.

### Issues

- **Smothering native vegetation** - Stock, spoils, debris and sediment left on roadsides can damage or smother native understorey and increase fire risk (piles of bark etc).
- **Maintaining spoil sites** - Spoil sites have on-going maintenance issues such as pest plants and animals.
- **Contaminated soil** - Roadside soil contains large amounts of weed seed, engine oil and other unwanted material.
- **Spreading weeds** - Moving debris from roadsides can spread weeds.

### Opportunities

- **Spoils** - In medium and high conservation areas, spoils from roadworks should be removed from site and not dumped onto native vegetation. In low conservation areas, spoils can be spread or stored on roadside.
- **Transporting spoils** - If resources allow, allocate the removal of spoils to a designated Operations team who can operate in conjunction with the road crews.
- **Stockpile sites** - Stockpile sites should be located in areas of low conservation value and beyond the drip line of trees to avoid root compaction.
- **Spoil sites** - Conduct annual maintenance of spoil sites – e.g. spray weeds once or twice a year.
- **Restoration of disused sites** - Implement a weed control and revegetation program for disused stock pile and spoil sites. Restore disused sites, establishing a series of habitat patches across the landscape.
- **Identification of sites** – Identify designated locations for stockpiles and spoil sites and display these on internal mapping. Update Councils internal mapping and utilise marker guide posts to identify dedicated stock and spoil sites.
- **Vehicle hygiene** - Adhere to vehicle hygiene manual to reduce weed spread.

**Stock and spoil piles - Objectives, Principles and Actions**

Objective	Guiding Principles	Internal protocols and actions	Community Engagement
<p><b>Reduce the impact of roadworks on roadsides by maintaining a limited number of spoil and stock pile sites across the Shire.</b></p>	<p>On medium and high value conservation roadsides, remove spoils and relocate to designated sites.</p> <p>Locate stock and spoil pile sites in areas of low conservation value.</p>	<p>Identify designated locations for stockpiles – show on intramaps</p> <p>Annual maintenance program for stock and spoil piles – weeds to be treated two times per year.</p> <p>Adhere to Council’s Vehicle Hygiene Manual</p> <p>Implement a restoration program including weed control and revegetation program for disused sites.</p> <p>If resources allow, have an operations team who is dedicated to the removal of spoils and can operate in conjunction with the road crews.</p> <p>Utilise marker guide posts to identify medium to high value conservation areas and dedicated stock and spoil sites.</p>	<p>Consider engaging local Landcare groups or school in the planting and enhancement of old spoil sites.</p>

## 16.5. Fallen trees

### Current activities

- **Re-active responses** - Council's arborist team responds to customer requests as they arise.

### Issues

- **Uncertainty about responsibility** - Trees often fall over neighbouring fences from the road reserve. There is sometime a lack of clarity about who is responsible for the repairs.
- **Smothering of native vegetation** - Branches from fallen trees left on roadsides can smother native vegetation and create a fire risk.
- **Climate change** - With climate change creating more adverse weather and fires, fallen trees on roads and fences will become a bigger issue.

### Opportunities

- **Removing debris** - When removing fallen trees and limbs in medium to high value conservation areas, chip smaller branches and remove debris from site and leave stump and larger logs for habitat.
- **Communications** – Update website to inform residents that Council is responsible for removing fallen trees to the fence-line. The landholder is responsible to remove any timber than has fallen on their land.

**Fallen trees - Objectives, Principles and Actions**

Objective	Guiding Principles	Regulatory Response	Internal protocols and actions	Community Engagement
<p><b>Respond to fallen trees in a timely and considered manner, ensuring safe passage along roadsides while reducing impact on native vegetation.</b></p>	<p>When removing fallen trees and limbs, the following principles apply:</p> <p>High value conservation roadsides: avoid smothering native vegetation with debris through removing smaller branches and retaining stump and larger logs for habitat. Stumps should be clearly visible (left at 600cm high) and removed only if it's a safety issue.</p> <p>Medium and low conservation roadsides: chip and return to site provided mulch does not smother native vegetation.</p>	<p>Ensure compliance with Planning Scheme requirements which allows clearance of native vegetation adjoining fences "to the minimum extent necessary to enable the operation or maintenance of an existing fence".</p>	<p>When removing fallen trees and limbs on medium and high conservation value conservation roadsides, chip smaller branches and remove debris from site and leave stumps and larger logs for habitat in accordance with the EVC benchmarks.</p>	<p>Ensure information about landowner responsibility for fallen trees on their side of the fence is clearly available on Council's website.</p>

## 17. Services and Utilities

### Current activities

- **Vegetation management** - Vegetation around powerlines is currently managed by electricity distributors in rural areas and Council in urban areas as an important part of bushfire mitigation. Section 84 of the Electricity Safety Act 1998 specifies who is responsible for the maintenance of electric lines.
- **Regulations** - Service providers and utility companies are exempt from native vegetation removal controls under Clause 52.17 of the Planning Scheme for maintaining a utility installation, and for construction of a utility installation as long as they comply with the appropriate code of practice approved by the Secretary of DELWP
- **Regulations** - Macedon Ranges Shire Council conforms to the Electricity Safety (Electric Line Clearance) Regulations 2015. This is the Code of Practice for Electric Line Clearance and prescribes that:
  - Councils and electrical distribution companies are exempted from requiring a permit to remove native vegetation if it is in accordance with the Code of Practice prepared under Section 65 of the State Electricity Commission Act 1958. (SPP, Clause 52.17, Exemptions).
  - The Code identifies habitat trees under the Flora and Fauna Guarantee Act 1988 with particular requirements for management.
  - Activities outside of the Code require a planning permit.
- **Regulations** - Utility providers are required to obtain consent from the coordinating road authority for works impacting on roads and provide notification of the installation on infrastructure.
- **Council's Electric Line Clearance Management Plan** – this plan details the procedures required to inspect, manage and maintain clearance of vegetation from electric lines in accordance with safety regulations, while maintaining Council's tree assets.
- **Regulations** - In addition, all pruning or removal that is permitted will be in accordance with Australian Standard 4373 and Council's Tree Management Policy 2019.

### Issues

- **Impact on native vegetation** - Digging up of roadsides to install / access piping or install electrical or telecommunications can impact on native vegetation.
- **Excessive impact on native vegetation** - Severe tree pruning and unnecessary disturbance to native vegetation has occurred by Powercor in the past.

### Opportunities

- **Compliance** - Council can report poor practices of contractors to Powercor and fine contractors if practices are not adhering to the Australian Standards.



Services and utilities - Objectives, Principles and Actions

Objective	Guiding Principles	Regulatory Response	Internal protocols and actions	Community Engagement
<p><b>Ensure community safety and delivery of essential services while minimising impacts to native vegetation.</b></p>	<p>Minimise impacts on native vegetation for service installation and maintenance.</p> <p>Ensure contractor practices adhere to the Australian Standards.</p>	<p>All pruning or removal that is permitted will be in accordance with Australian Standard 4373 and Council's Tree Management Policy 2019.</p> <p>Council to adhere to the Electricity Safety (Electric Line Clearance) Regulations 2015. Activities outside of the Code require a planning permit</p>	<p>Utility providers are required to obtain consent from the coordinating road authority for works impacting on roads and provide notification of the installation of infrastructure.</p> <p>Ensure utility installation projects are referred to Council's Environmental Planner to confirm permit exemptions apply and to facilitate avoidance and minimisation of native vegetation removal.</p> <p>Report poor practices of contractors to Powercor. Fine contractors if practices are not adhering to the Australian Standards.</p> <p>Advocate to power companies and state and federal governments for increased undergrounding of services.</p>	

## 18. Recreation

### Current activities

- **Informal walking and cycling tracks** - Many of the roadsides within the shire are already being utilised for recreational activities with informal tracks common throughout more densely populated areas.
- **Horse riding** - Horse riding tracks are present in areas with a high resident horse population and surrounding equestrian centres.

### Issues

- **Walking and cycling** - Worn tracks from walking and cycling can damage understorey and lead to soil compaction and erosion. Walkers and bikes can also spread weed species.
- **Horses** - unmitigated horse riding can create trails that destroy native ground flora, create soil compaction or pugging and expose areas to weed invasion.

### Opportunities

- **High conservation value areas** - Discourage walking, cycling and horse riding on high conservation value roadsides.
- **High conservation value areas** - Divert horse riders away from high quality and significant areas (such as grasslands) and engage them about making efforts not to widen tracks.
- **Low / Medium Conservation Value areas** - Allow use on low value roadsides. Minimise impact of trails on medium roadsides. In order to be considered appropriate for these activities and associated infrastructure if required, the roadside would typically possess little or no indigenous ground storey vegetation likely to be impacted by a constructed path, low traffic volumes and / or generous widths providing a safer distance from vehicle traffic.
- **Community education** - Install significant roadside and interpretive signs to notify both walkers and riders about important areas and to educate the public about ways of protecting and preserving native vegetation. Develop a guide to horse trails in the shire.

Recreation - Objectives, Principles and Actions

Objective	Guiding Principles	Regulatory Response	Internal protocols and actions	Community Engagement
<p><b>Allow for walking, cycling or riding on appropriate roadsides whilst protecting high value and significant vegetation.</b></p>	<p>Recreational use should be limited on high conservation value or significant roadsides. Allow moderate use on low-medium value roadsides.</p>		<p>Divert horse riders away from high quality and significant areas (such as grasslands) and engage them about making efforts not to widen tracks.</p> <p>Work with Tourism to develop a Horse Trail Guide to identify appropriate trails in the shire, including along specified roadsides.</p>	<p>In high use areas, install significant roadside and interpretive signs to notify both walkers and riders about important areas and to educate the public about ways of protecting and preserving native vegetation.</p>

## 19. Adjoining landholders, permits and licenses

### 19.1. Mowing and vegetation management by land owners

#### Current Activities

- **Permits** - Community members and groups apply for a Environmental Activity on Roadsides permit to undertake any works on roadsides
- **Regulation** - Burn piles or creating fires on roadsides without a permit is not allowed under clause 32 of Local Law No. 10.
- **Funding** - Council grants are available for Landcare groups to undertake weed control on roadsides.

#### Issues

- **Community interest** - Desire from community to supplement Council's fuel reduction and roadside weed program with voluntary works.
- **Removal of logs and ground litter** – this can negatively impact the health of ecosystems. Decaying timber contributes to soil nutrients, provides habitat for native animals such as reptiles, promotes fungi and other micro-organisms that are important for soil health and which support invertebrates and other food sources for local fauna.
- **Slashing or mowing** – this activity on high conservation roadsides by land owners can prevent native seed from maturing and dispersing.
- **Personal safety** - risks associated with conducting works on a roadside, particularly on busy and / or narrow roads.
- **Impact on threatened species** - Works by land owners could negatively impact state and federally listed species and vegetation communities, resulting in breaches to the FFG and EPBC acts.
- **Lack of policy** - Council lacks a clear policy to guide its decision about whether a local laws permit should be issued for vegetation management on roadsides.
- **Lack of understanding** - Differentiating between the different requirements and expectations for nature strips in towns and rural roadsides or roadsides with native vegetation in townships.
- **Planning permits** - requirements for the removal of exotic vegetation differ in different parts of the Shire depending on what vegetation protection or environmental significance overlays apply. This is confusing for residents.
- **Other impacts from landholders** - planting of potentially invasive species, installing fencing, tree and branch removal (more than 1 meter from fence), planting of cypress pine hedges that smoother native vegetation on roadsides, weed seed from private vehicles and equipment.

#### Opportunities

- **Local law** - Consider reviewing Council's local law to target permit requirements to roadsides where environmental oversight is required.
- **Planning permits** - Remove unnecessary planning permit requirements for fuel reduction works that will not impact local biodiversity (eg. removal of non-native vegetation permit triggers in areas covered with a VPO and/or ESO).
- **Community education** - Improve the information available to the public about permit requirements for roadside vegetation management.
- **Policy guidelines** - Develop a policy to guide the issuing of local laws permits for environmental works on roadsides. This policy could encourage local residents to restrict roadside mowing to weedy areas, avoid negative impacts to native understorey plants resulting from high frequency mowing, and avoid potential implications under the FFG and EPBC Acts.

**Mowing and vegetation management by landowners - Objectives, Principles and Actions**

Objective	Guiding Principles	Regulatory Response	Internal protocols and actions	Community Engagement
<p><b>Enable land owners to lawfully conduct fuel management on rural roadsides while maintaining biodiversity values.</b></p>	<p>High – fuel management not permitted unless required to meet EVC benchmarks for logs and leaf litter.</p> <p>Medium – Fuel management may be permitted if the nature of the works minimises detrimental biodiversity impacts.</p> <p>Low – fuel management permitted.</p>	<p>Enforce the Road Management Act and Council’s Local Law by requiring residents to obtain an Environmental Activity on Roadside Permit.</p> <p>Enforce the Planning Scheme for vegetation removal proposed by land owners that triggers a planning permit.</p> <p>Work with DELWP to exempt removal of exotic vegetation from requiring a planning permit on roadsides where one is currently required, e.g. under some ESOs and VPOs.</p>	<p>Simplify the permit application system to make it more straight forward for landholders to apply.</p> <p>Ensure all permit applications for vegetation management on rural roadsides are referred to the Environment Unit for comment.</p>	<p>Update Council’s “Maintain our roadsides” brochure to reflect the Roadside Vegetation Management Plan policies and to include information about Environmental Activity on Roadside Approval process.</p> <p>Deliver workshops, podcasts and other media about the habitat values of roadsides and the real and perceived fire risk presented by different vegetation.</p>
<p><b>Reduce illegal native vegetation removal and unauthorised works on roadsides</b></p>		<p>When vegetation removal has been undertaken without a permit, Councils compliance officer to provide a notice to comply. Issue fines if required.</p>	<p>Local laws address unauthorised works that don’t require a planning permit</p>	

### Environmental Works on Roadsides Permit Process

The permit system is a process to allow and manage landholder works on roadsides. It provides the opportunity to ensure safety of residents and that works do not have an adverse impact on significant flora and fauna. This will enable Council to meet legal requirements for vegetation protection under state planning provision.

Any works on roadsides by landholders require a permit application. The application process will be simplified and will remain at no cost to landholders. The permit application process is to be managed by the Environmental Unit in partnership with Community Safety.

**Table 8: Guide to allowable and not permitted activities through the Environmental Works on Roadsides Permit.**

Activity	Permit information		
	High Conservation Value Roadsides	Medium Conservation Value Roadsides	Low Conservation Value Roadsides
<b>Weed control</b>	✓ Allowed, with specification	✓ Allowed, with specification	✓ Allowed
<b>Revegetation</b>	? Negotiation - Site visit required to confirm the location and species are appropriate	? Negotiation - Site visit required to confirm the location and species are appropriate	? Negotiation - Site visit required to confirm the location and species are appropriate
<b>Slashing / mowing</b>	X Discouraged	? Negotiation - Site visit required	✓ Allowed
<b>Removal of debris</b>	? Negotiation (to EVC benchmark) - Site visit required	? Negotiation - Site visit required	✓ Allowed, with specification
<b>Ecological burning</b>	? Negotiation - Site visit required	? Negotiation - Site visit required	? Negotiation - Site visit required
<b>Removal of native vegetation</b>	X Planning permit required	X Planning permit required	X Planning permit required
<b>Removal of fallen timber</b>	? Negotiation (to EVC benchmark) - Site visit required	? Negotiation - Site visit required	? Negotiation
<b>Grazing</b>	X Not permitted	? Local Laws Permit required	? Local Laws Permit required
<b>New entrances / driveways</b>	? Asset Protection Permit required	? Asset Protection Permit required	? Asset Protection Permit required
<b>Firewood collection</b>	X Not permitted	X Not permitted	X Not permitted

## 19.2. Firewood collection

### Current Activity

- **Permits** - Community members are required to apply for a Environmental Activity on Roadsides permit to undertake any works on roadsides

### Issues

- **Firewood collection from roadsides** - Removal of logs and ground litter can negatively impact the health of ecosystems. This dead and decaying timber contributes to soil nutrients, provides habitat for native animals such as reptiles, promotes fungi and other micro-organisms that are important for soil health and which support invertebrates and other food sources for local fauna.
- **Safety risk** - Unregulated collection of firewood by the public can create a safety risk, particularly on narrow roads or where sight lines are limited.
- **Loss of habitat** - Hollow timber takes many years and is a limited resource for wildlife, and therefore should not be collected for firewood unless a safety risk.

### Opportunities

- **Promote alternative firewood collection locations** – these areas are provided by DELWP in State Forest.
- **Enhance community awareness** – increase understanding that vegetation on roadsides is valuable and logs on roadsides presents a lower fire risk than perceived by the community. An Environmental Activity on Roadsides permit is required to undertake any works on roadsides.
- **Fire wood availability** - Where appropriate, identify and utilise suitable locations for firewood collection resulting from tree safety works.

Firewood collection - Objectives, Principles and Actions

Objective	Guiding Principles	Regulatory Response	Internal protocols and actions	Community Engagement
<p><b>Prevent inappropriate collection of fire wood and maintain appropriate levels of log litter for habitat and environmental functions.</b></p>	<p>Generally do not allow collection of firewood unless the existing log litter exceeds that required for the site's ecosystem functions and EVC benchmark.</p>	<p>Enforce Council's Local Law by requiring permits for private firewood cutting and collection through the Environmental Activity on Roadsides approval process.</p> <p>Amend Council's Local Law to not require a permit for collection of firewood from designated piles of lawfully cut timber by Council staff or contractors.</p>	<p>Address firewood collection in the policy to guide decision making about applications under Council's Environmental Activity on Roadsides Approval process.</p> <p>Refer all Local Laws permit applications for firewood collection to the Environment Unit for comment.</p> <p>Promote alternative firewood collection locations, such as those provided by DELWP in State Forest.</p> <p>Make free firewood available from tree safety works and following adverse weather events in appropriate locations for collection by local residents.</p>	<p>Prepare a brochure about fire wood collection that includes information about the legislative requirements relating to firewood collection as well as the ecological function of log and leaf litter.</p> <p>Deliver workshops about the habitat values of roadsides and the importance of fallen timber.</p> <p>Media and website to clearly articulate when firewood is or isn't allowed to be removed.</p>



### 19.3. Other landholder roadside impacts

#### Issues

- **Grazing** – Legal or illegal grazing of roadsides can destroy native vegetation through trampling, soil compaction, consumption and weed spread.
- **Excavation, digging and storage of materials** - can impact on native vegetation.
- **Illegal dumping** - illegal dumping of waste and garden debris regularly occurs on roadsides. Illegal dumping can range in scale from a single bag of household rubbish to large household items such as TVs, appliances and electronic waste, furniture, mattresses, industrial wastes, construction and demolition materials, garden waste, packaging, tyres, old cars and soil. This has a detrimental impact on the environment, green waste typically contains weed seed and plant propagules (eg. bulbs, corms, and rhizome) that can propagate and spread.
- **Boundary plantings** – the planting of large non-native windbreak trees (such as cypress trees) very close to boundary fences encroach and compete with native vegetation on the roadside.

#### Opportunities

- **Grazing** - A general permit for grazing of livestock on Council land may be approved in certain circumstances through Local Laws. Permits should only be approved for low conservation value roadsides and must be referred to the Environment Planner for consideration.
- **Excavation, digging or temporary storage of materials** - Requires an Asset Protection Permit. Permits should only be approved for low conservation value roadsides and must be referred to the Environment Planner for consideration.  
Any damage to Council's assets are the owner's/permit holder's responsibility.
- **Illegal dumping** – Littering is illegal and offenders can be prosecuted under the Environment Protection Act 1970. Council monitors known 'hot spots' for illegal dumping and follows-up with fines where required/possible.
- **Illegal dumping** - Community members can report dumping of household rubbish to Council. Industrial scale illegal dumping to be referred to the EPA (1300 372 842).
- **Boundary plantings** – encourage use of native species for all boundary plantings through education and in land management plans which are required for planning permits.

Other landholder roadside impacts - Objectives, Principles and Actions

Objective	Guiding Principles	Regulatory Response	Internal protocols and actions	Community Engagement
<p><b>Manage local resident use of roadsides ensuring minimal impact on native vegetation.</b></p>	<p>Permits for grazing should only be approved for low conservation value roadsides.</p>	<p>A general permit for grazing of livestock on Council land may be approved in certain circumstances under Local Laws No. 10.</p> <p>Excavation, digging or temporary storage of materials on a road reserves requires an Asset Protection Permit. Any damage to Council's assets are the owner's/permit holder's responsibility.</p>	<p>Permit applications for grazing must be referred to the Environment Planner for consideration.</p> <p>Asset Protection Permits should only be approved for low conservation value roadsides and must be referred to the Environment Planner for consideration.</p> <p>Council to monitor known 'hot spots' for illegal dumping and follow-up with fines where requires.</p> <p>Consider introducing physical blocks in locations where dumping regularly occurs.</p>	<p>Community members encouraged to report illegal dumping to the EPA (1300 372 842).</p>

## Part 3 – Implementation Plan

### 20. New initiatives

Many of the actions in this plan guide internal processes and approaches for various units within Council. However some actions require extra resources for their delivery. This section helps to prioritise and cost these additional actions and guide implementation. The implementation of these actions is subject to Councils annual budget processes.

**Table 9: Implementation plan**

Key for Resources Required

- \$ <\$5000
- \$\$ \$5,000-\$25,000
- \$\$\$ \$25,000-\$50,000
- \$\$\$\$ \$50,000-\$100,000
- \$\$\$\$\$ >\$100,000
- Existing – Existing Resources

Project	Lead Department	Resources Required
<b>Short term – Action in 1-2 years.</b>		
1. Allocate a dedicated staff member in the Environment Unit to roadside management, responsible for overseeing implementation of this plan and the annual weed program.	Environment	Existing
2. EPBC Assessments of roadsides listed in Appendix 4	Environment	\$\$
3. Ensure that the location of EPBC and FFG Act species and vegetation communities are mapped on Council's internal mapping system, Intramaps	Environment	Existing
4. Develop an internal staff training program covering biodiversity on roadsides, threatened species and compliance and application of the DELWP Road Safety agreement.	Environment	Existing
5. Review and update the Significant Roadside Vegetation signage.	Environment	\$\$
6. Develop communications materials about: <ul style="list-style-type: none"> <li>- 'Environmental Activity on Roadsides Permit' system</li> <li>- Council's slashing program and its rationale.</li> <li>- Vegetation and fire risk</li> <li>- Ecological burns, highlighting the environmental and fuel reduction benefits if undertaken appropriately</li> <li>- Who is responsible for fallen trees</li> <li>- Firewood collection, including legislative requirements as well as the ecological function of log and leaf litter.</li> </ul>	Emergency Management/ Environment	Existing
7. Install marker pole stickers for Council Operations staff to identify high value conservation reserves. Eg. green with leaf symbol = high value conservation area = no dumping, no turning, no slashing, yellow =brush-down points, red = spoil dumping areas.	Environment	\$\$
8. Develop a "ute guide" for Council staff and contractors about roadside management, including a guide to the markers, key threatened species to help with identification and key internal and external contacts.	Environment	Existing
9. Update Council's internal and external mapping systems (Intramaps and Pozimaps) to include maps of:	GIS	Existing

<ul style="list-style-type: none"> <li>- Council's strategic fire management roads, when these are incorporated into Council's Municipal Fire Management Plan</li> <li>- Roadside conservation values</li> <li>- High conservation value grasslands</li> <li>- Known locations of EPBC and FFG listed species</li> <li>- Nassella species infested areas</li> </ul>		
10. Develop a written agreement with DELWP that exempts any native vegetation removal listed in Council's Fire Management Plan from requiring a planning permit.	Emergency Management/ Environment	Existing
11. Update Council's Road Inspection Templates used by Operations to include the conservation value of roadsides. In turn, include the roadside conservation value on the corresponding job sheet and works orders to ensure crews are aware of the sensitivity of the site.	Road Maintenance	Existing
12. Develop a policy to guide decision making about applications under Council's Environmental Activity on Roadside Approval process.	Environment	Existing
13. Develop an ecological and cultural burning program for roadsides.	Environment	\$\$
14. <b>Expand annual road maintenance envelope inspections to meet requirements set out in the Road management Plan.</b>	Tree Operations	\$\$\$\$\$
15. <b>Develop a criteria to determine what is a "habitat tree" and the process for ongoing maintenance when tree removal is deemed necessary.</b>	Tree Operations	Existing
<b>Medium term – Action in 2-3 years</b>		
16. Review Council's Vehicle Hygiene Manual and consider turning it into an adopted policy	Environment / Operations	Existing
17. Establish a Standard Operating Procedure for drainage maintenance that includes the following for high and medium conservation value roadsides: <ul style="list-style-type: none"> <li>- Working within the road maintenance envelope only</li> <li>- Re-using the same mitre drains and maintaining them, rather than establishing new ones.</li> <li>- Removing spoils off-site to designated dump sites and not dispersing them on roadsides.</li> <li>- Designating work zones that identify low conservation areas for vehicle parking and manoeuvring if required and also marking 'no go' areas of high-value vegetation.</li> </ul>	Road Maintenance	Existing
18. Work with the Wildlife Network to ensure wildlife crossing 'hot spots' are sign posted.	Environment	\$\$
19. Resource an operations team dedicated to the removal of spoils to appropriate locations.	Road Maintenance	\$\$\$\$ (annually)
20. Work with DELWP to remove planning permit requirements for removal of exotic vegetation where this permit trigger is not required.	Environment	Existing
<b>Long term – Action in 3+ years</b>		
Update Council's Roadside Brochure to include information about the Environmental Activity on Roadside Approval process	Environment	\$
Review Council's Weed and Pest Animal Strategy to reflect the priorities Council's Biodiversity Strategy and Roadside Conservation Management Plan. Priorities should include strategic fire management roads, medium and high conservation value roadsides, biolink areas, controlling spread	Environment	Existing

of Nassella species, previous investment and community interest.		
Implement a roadside restoration program of larger disused areas (eg. Spoil sites) creating important habitat patches across the landscape.	Road Maintenance	\$\$
Investigate implementation of a roadside restoration program that introduces habitat trees in biolinks and strategic habitat links as identified in the Biodiversity Strategy.	Environment	\$\$\$\$
In high use areas, install interpretive signs for walkers and cyclists about roadside vegetation values.	Environment	\$\$
Review the assessment process and re-assess roadside conservation significance in 10 years.	Environment	\$\$
Review RCMP in 10 years	Environment	\$\$
<b>Staged Implementation over several years</b>		
Community engagement activities as outlined in Section 21 below.	Environment	Existing
Develop roadside action plans for: 1. High and medium conservation value grasslands that addresses the timing of slashing, ecological burns and threatened species monitoring. 2. Strategic fire management roadsides with forest or woodland vegetation that addresses fuel reduction, access for firefighting, ecological management and road safety.	Environment	\$\$

## 21. Community engagement – annual program

The RCMP makes many recommendations for community engagement. To assist with implementation, table 10 outlines the annual activities recommended. Implementation of these activities is possible with existing Council resources.

**Table 10: Community engagement – annual program**

Engagement Activity	Responsible Department
<b>Conservation</b>	
Hold regular roadside information sessions and neighbourhood road walks in different locations covering topics such as: - Habitat values of roadsides - What's on my roadside? Native vegetation - Vegetation and fire risk - Weed identification, awareness and control	Environment
Continue Council's Community Weed Partnership Program and liaise with groups to ensure they enact measures to prevent spread of weed seed.	Environment
Engage community groups in local roadside restoration projects.	Environment
Engage community members in monitoring events and citizen science.	Environment
Media and website to clearly articulate when firewood is or isn't allowed to be removed.	Environment
Include updated roadside management brochure in new resident kits	Environment
<b>Fire Risk Management</b>	
CFA Fire Ready Meetings and communications about fire season planning.	Emergency Management
Issue Fire Prevention Notices to private properties that present a fire risk.	Emergency Management

Consult with relevant community groups, residents and the CFA in the development of specific roadside action plans.	Emergency Management/ Environment
Ensure CFA, nearby landowners and residents are informed about proposed ecological roadside burns as appropriate.	Emergency Management/ Environment
<b>Road Maintenance</b>	
Ensure local residents and Landcare groups are notified of significant works in advance, as per the Consultation and Engagement Framework. Includes: <ul style="list-style-type: none"> <li>- Road widening and reconstruction</li> <li>- Significant drainage works</li> <li>- Significant clearing of saplings to maintain road envelope.</li> </ul>	Road Maintenance  Tree Operations

## References

Draft Roadside Management Plan for the Shires of Newham & Woodend, Kyneton and Romsey, 1994  
Flora Assessment of High Value Roadside Reserves in Newham, Karl Just, 2016  
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Macedon Ranges Habitat Quality and Conservation Significance, June 2004  
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Three Chain Road Fire Risk Mitigation Action Plan, Ranges Environmental Consulting, 2019  
Damaging Activities Threatening Significant Roadside Vegetation at Newham, Karl Just, 2016.

# Appendices



## Appendix 1: Acronyms

CALP Act – Catchment and Land Protection Act

CFA – Country Fire Authority

DELWP – Department of Environment, Land, Water and Planning

DEDJTR – Department of Economic Development, Jobs, Transport and Resources

EPBC Act – Environment Protection and Biodiversity Conservation Act

FAT – Fire Access Track

FFG Act – Flora and Fauna Guarantee Act

MRSC – Macedon Ranges Shire Council

NCCMA – North Central Catchment Management Authority

PPWCMA – Port Phillip and Westernport Catchment Management Authority

RCMP – Roadside Conservation Management Plan

RMP – Road Management Plan

VBA – Victorian Biodiversity Atlas

VEAC – Victorian Environment Advisory Council

## Appendix 2: Detailed Methodology of the Roadside Assessment Method

### Outline of the Roadside Assessment Method

The roadside assessment method has five major components:

- Identity
- Assessment
- Assets and threats
- Points of interest, and
- Species noted

This information is used to:

- Map the assessment sections
- Score the condition of roadside vegetation
- Identify other conservation values to further refine the final roadside conservation value, and
- Provide a useful management resource for Local Government and regional vegetation managers and planners.

### Roadside identify

This section captures information used to delimit roadside sections. The road name, side of road being assessed and travel direction are recorded. Under the map point field a map point code is created and GPS location coordinates collected. A map point code combines the road name, location and unique number, e.g., TYSONS ROAD GOORNONG0001. Although points could be named anything, this combination is used to provide a meaningful way for the assessor to keep track of multiple points and sections. Map points are required for the start and end of every section. The information collected here is used by the mapping software to delimit roadside sections.

### Roadside assessment

The roadside assessment contains condition indicator fields that must be completed for every section. These fields include disturbance, weed cover, canopy continuity, regeneration and adjoining vegetation. This information is used to indicate the condition of roadside vegetation. Other information collected here includes roadside width, unnatural regeneration, revegetation (roadside), revegetation (adjoining property), canopy overhang and wildlife corridor potential. This information is important, however, is not used to determine condition.

Attributes used to determine vegetation condition are listed below.

#### Disturbance

This is an assessment of the general disturbance of the section with particular reference to soil disturbances. The criteria used are; highly degraded, substantially modified, moderate disturbance and near natural. Many indigenous species such as lilies and orchids are highly intolerant of even moderate levels of soil disturbance. Although disturbance can be a precursor to regeneration and recruitment events, in the context of linear, fragmented roadside remnants through typically agricultural landscapes, exotic species are often best placed to take advantage of disturbed ground. As a result, the soil disturbance score made the biggest contribution to the site's overall conservation value.

- A section considered **near natural** would have little evidence of soil disturbance. The ground layer should reflect a minimally disturbed state. Ground flora may be reduced in diversity, but still be well represented in composition and cover. Weed cover is assessed separately, however, this can be a good indicator of soil disturbance (i.e. the type and extent of weeds)

present). Understorey species (if required) should still be present in minimally viable populations, although, may be significantly reduced in abundance. Overstorey should be at least the minimal cover required, although the structure may be altered (i.e. trees may be re-growth). Near natural does not mean undisturbed or pristine, rather, that the site is as natural as likely to be seen today. Near natural should be used only for the most intact sites assessed.

- **Moderate disturbance** also has minimal soil disturbance. However, soils may exhibit some minor evidence of compaction processes, such as, light stock movement, but not other disturbances, i.e. ripping or ploughing. Other structural elements of the site will have undergone some change. For example, many trees may have been removed and are now regrowth. Shrubs may be reduced in abundance and not present in viable populations. The ground layer flora may be significantly reduced in diversity through grazing, etc. Most sections will have had moderate disturbance.
- **Substantially modified** refers to soil disturbance considered to be more than minor and up to moderate in extent and severity. Significant changes to other structural elements will be present. Moderate soil disturbances include some livestock impacts, vehicle movement, some ploughing or ripping, etc. Two structural elements may be completely missing or all are considerably altered. At least one structural element must still be present, even if significantly degraded.
- **Highly degraded** sites generally have no natural soil values remaining. Significant soil degrading processes have taken place, such as, ploughing, grading, soil removal and continued compaction or pugging from stock movement. All structural elements will generally be completely removed or all are significantly degraded.



Figure 9: Some sites may be difficult to easily place within a disturbance category. This site may have been considered near natural prior to this disturbance (raking up leaf litter and mulch). Now the site would be moderate disturbance.

### Weed Cover

Weed invasion has the potential to rapidly degrade roadside remnants, and, as such, is a key indicator of conservation value of an area. All non-indigenous species were treated equally, regardless of being considered high threat or low threat, however high threat weeds were addressed in greater detail during a different part of the assessment with species information and individual cover attributes recorded.

Weed cover assessed as a percentage cover of all weed species for the entire section length. There are four categories <25%, 25% – 50%, 50% - 75% and >75% cover. The assessment is a general assessment of weed cover regardless of the type of weeds present, i.e., grassy weeds or shrubby weeds within the section. Further information regarding the species of weeds and their respective cover or extent is recorded under the species noted or point of interest fields if required.

### Regeneration

The regeneration capacity of a roadside is key to the long term viability of the area, with the replacement of trees and shrubs over time critical to maintaining vegetation structure and to replacing individuals lost over time. Since regeneration is strongly correlated with disturbance, many “near natural” areas will have a low regeneration score recorded.

This component of the assessment refers to the extent of regenerating trees and/or shrubs. Grasses and other herbs are not included under regeneration. Regeneration refers to immature specimens of overstorey or understorey (shrub) species. Revegetation (planted native indigenous species) is not part of this measure, this is considered separately. The criteria used are none, slight, moderate and extensive. Unnatural regeneration is discussed under the other information section.

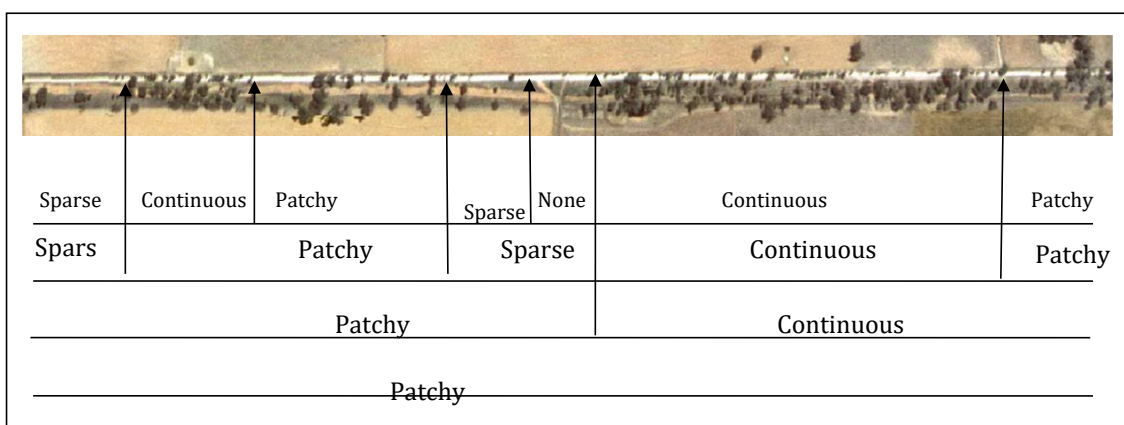
- Where **no regeneration** is observed, the criteria – none is used.
- **Slight regeneration** refers to less than 10% of the section has regenerating trees and shrubs present. They may be clumped or spread out.
- **Moderate regeneration** is up to as much as 50% of the site contains regenerating trees or shrubs. Generally this should be over the section length and not clumped.
- **Extensive regeneration** is any regenerating trees and/or shrubs that cover over 50% of the section length. This should be over the section length and not clumped.

Species diversity or regeneration health is not part of the assessment, however, may be recorded as a comment if required. Regenerating trees refers to juvenile specimens. The DELWP guidelines defines a canopy tree as a mature tree (i.e. it is able to flower) that is greater than 3 metres in height and is normally found in the upper layer of the relevant vegetation type. A juvenile specimen will therefore be less than this. Regeneration in shrubs is more variable, however, the assessment still requires juvenile specimens to be present. Attention needs to be paid to the type of species being assessed and what might be reasonably considered as regeneration. Many near natural sections will have low regeneration recorded.

### Canopy Continuity

This is a key attribute used to determine the potential for the roadside to act as a wildlife corridor. This measure assesses the linear connectivity of overstorey species canopy. The criteria used are continuous (90%-100%), patchy (10% – 90%), sparse (<10%) and none (no canopy). Interpreting this measure requires the assessor to identify the most appropriate criteria to be used. Some configurations of vegetation may be ascribed to more than one criterion depending on the length of the section. In these situations the assessor needs to make a judgment as to the most effective and meaningful way to determine sections.

- Canopy is **continuous** when not spaced by more than three meters length way along the road section. Up to 10% of the section length may be areas of less connected canopy or small gaps.
- **Patchy vegetation** refers to section where the canopy is spaced by more than three metres. Lengthways gaps in the canopy can range from 4 meters up to 70 meters. Longer gaps (>70 m) should be assessed as a separate section with no canopy.
- **Sparse vegetation** is where less then 10% of the section has canopy present. The longer the section the more canopies that will be able to occur within in the section before patchy must be used. This measure refers more to isolated trees and small clumps of trees.
- Sections with no trees and hence no canopy are recorded with **none**.



In the above example the different application of canopy continuity criteria demonstrates the flexibility of these different terms. The scale at which the assessment sections are created will in part determine the final value used. In this example only the possible uses of canopy continuity are demonstrated, however, many other assessment criteria may have also determined assessment sections. The shorter more representative sections are more useful in determining condition and management opportunities. For example, the sparse and none sections recorded in the middle of the road strip would be strategic locations to replant with trees to enhance the corridor potential and increase the overall patch size of the remnant. If the strip was assessed as only patchy it would be difficult/impossible to determine this information effectively.

### Adjoining Vegetation

This provides a general assessment of the composition of vegetation directly adjoining the roadside section. This measure has been divided into four categories, exotic herbaceous vegetation, indigenous herbaceous vegetation, indigenous vegetation including woody vegetation and non-indigenous trees. This assessment is not referring to the condition, diversity or management of the adjoining vegetation. This assessment refers to vegetation directly adjoining the roadside section. As only one value can be attributed to the section there may be times when a conflict occurs between them, e.g. a narrow strip of indigenous herbaceous vegetation adjoins the roadside and the rest of the paddock is exotic herbaceous. Many other combinations occur. The procedure, for this example, is to record it as indigenous herbaceous vegetation and make a note in the general roadside comment section that the rest of the adjoining vegetation is exotic. You may also note the width of the adjoining herbaceous section. For woody adjoining vegetation the trees and/or shrubs should be within 50 meters of the roadside. Where they are outside this they are not considered to be adjoining the assessment section. Where adjoining vegetation changes lengthways (along a road) a new section

should be created. Photos of adjoining vegetation are generally not required, however, where there are significant values this may be done, i.e. grassland, and woodland remnants.

- **Exotic herbaceous vegetation** refers to crops and improved pastures. Paddocks with a small amount of native species (grasses and/or herbs) present should be recorded as exotic.
- **Indigenous herbaceous vegetation** refers to areas that are partly or mostly comprised of native species. As the assessor will not be closely examining the adjoining vegetation other than from the roadside, key indicators are required to be identified for this measure to be reliably and rapidly applied. Native grasses are one such indicator. The presence and patterning of these need to be understood to identify if this is the correct criterion to be used. The composition of herbaceous vegetation is required to be at least 40% native species. Cover is not part of this assessment, i.e., if adjoining vegetation is mostly native species (>40% native composition), but only 25% ground cover and 75% bare ground, the assessment is still indigenous herbaceous.
- **Indigenous vegetation** including woody vegetation refers to situations where shrubs and/or trees are also present. Some situations may be encountered where only trees occur and the associated understorey and ground layer is exotic. This is recorded as woody. Where highly scattered or isolated trees/shrubs adjoin the roadside and the ground layer is under the herbaceous vegetation threshold it should be recorded as exotic. If the assessor is of the opinion that there is a significant reason for recording it as woody (or herbaceous) they may do so, but are required to make notes.
- **Non-indigenous trees** adjoining the roadside section refers to pine plantations, blue gum timber plantations etc or inappropriate revegetation efforts. Inappropriate revegetation is any planted vegetation which does not conform to generally accepted quality standards. A guide to this is that the species used do not occur in the area or that they would not occur in that location. If more than 30% of the planting is not appropriate, it is not considered revegetation and would be recorded as non-indigenous.

In the example below, the first section has been assessed as exotic because the trees are more than fifty meters from the road. This may be indigenous herbaceous, however, in this example it has been cropped and is therefore exotic. The second section has trees closer to the road and is assessed as woody vegetation. This represents the lowest cover of trees required, if assessed as woody, where the ground layer is exotic.



Exotic Adjoining

Woody Adjoining

This is an example of the lowest extent of trees required to be assessed as woody adjoining. In the exotic section the trees are more than 50 meters from the roadside

### Width

This is the actual width of the roadside section from the edge of the road to the fence. The edge of the road may need to be derived from the following options; the edge of the road formation, the extent of

current or historical works, from or behind the white guide posts, the outer edge of the table drain or where vegetation begins of some value that is to be included in the assessment section. Where there is no road or track the roadside width should be the center of the reserve to the fence with a note made in the roadside width notes section.

#### Other Information

Other criteria included under assessment are canopy overhang, unnatural regeneration, revegetation present (roadside), revegetation present (adjoining property) and wildlife corridor potential. These are not compulsory; however, they are required to be completed as observed and may determine sections.

- **Canopy overhang** refers to the presence of overstorey canopy that has grown over the road formation. The road formation has been defined through the roadside width component. Canopy overhang is considered to be present if it extends over the road formation by more than 1 meter. Canopy overhang can be used for continuous, patchy or sparse canopy continuity.
- **Unnatural regeneration** is where regeneration is present on the road formation. It may be extending from the roadside into drains or onto the road verge. Some species of *Acacia* and *Allocasuarina* form thickets of suckering regeneration after disturbance, e.g. grading, that may be considered unnatural.
- **Revegetation (roadside)**. This is present if the assessor considers that the quality of the work is sufficient to consider it revegetation. A general guide to this is if the species used are appropriate for the area and location planted. If the planting comprises more than 30% incorrect (non-indigenous) species it should not be recorded as revegetation. The threat, non-indigenous species planted, is then used to record this.
- **Revegetation (adjoining road section)**. The criteria used to identify if this is present is the same as the adjoining vegetation and revegetation (roadside) sections. That is, the revegetation must be within 50 metre of the roadside and be the correct species for that location and area.
- **Wildlife corridor** potential refers to the potential of a section to be a wildlife corridor currently or in the future. For the purpose of these assessments a wildlife corridor is considered to be a link in the landscape that connects more or less isolated patches. Roadsides which travel through forest areas are not generally considered corridors. Wildlife crossings may be present but the road reserve is probably not a corridor as such. Wildlife crossings points should be recorded in the point of interest; habitat feature, section. The width of the roadside will not, at this stage, determine the potential for a wildlife corridor. The section or sections do not have to have continuous canopy. The length between remnant patches should not be more than 2 kilometers.

#### Roadside assets and threats

For each roadside section, assets and threats were recorded which contribute to, or detract from the roadside's conservation value. The following tables highlight some of the key assets and threats to roadsides.

Not recording any habitat assets or threats is appropriate, if there are none to be recorded. Some assets like ground flora may be present even if the section is assessed as highly degraded with more than 75% weed cover. These are generally recorded as present (if selected) or not present (not selected).

In some instances the threats identified may in fact be a management action carried out to improve the quality of roadside vegetation. For example, slashing is identified as a threatening process in areas containing indigenous vegetation, however appropriately timed slashing may in fact be assisting the maintenance of biodiversity values on roadsides with low and moderate conservation value and those

containing grasslands. Therefore, discretion was used when recording threatening processes to ensure only circumstances where the action is having a detrimental effect to the roadside vegetation was recorded. The same principle applies to fuel reduction burning which, in some circumstances, can be beneficial to grassland vegetation communities.

**Table 11: Assets which contribute to a roadsides conservation value.**

Asset	Example
Hollows in trees or logs	Hollows include tree hollows, basal or stump hollows and hollows in logs on the ground. Sites with high numbers of hollows were noted with a qualifier or comment.
Ground flora	Includes all grassy and herbaceous plants that are generally less than 40 centimeters in height excluding very small shrubs. Some grasses may be up to 1.5 meters in height and are also included in this asset.
Biotic soil crust	The biotic soil crust was considered present if any elements were observed. This asset refers to soil lichens and bryophytes. Often these were difficult to observe from the vehicle.
Trees	Generally a tree is any specimen over six meters in height and under the large tree benchmark for the vegetation type being assessed. Only one tree needed to be present for this asset to be recorded.
Old, large trees	Any specimen which meets or exceeds the large tree benchmark for the vegetation being assessed. The presence of extremely old specimens was noted.
Rocks	Rocks were recorded if they were observed throughout a section or in a part of it.
Leaf mulch and litter	This refers to material deposited by trees and shrubs. No minimum amount was required to consider this asset present, however, very scattered or sparse litter was generally not recorded.
Woody debris	Woody debris is large (over 10cm diameter) woody material. Present if any was observed within a section.
Wetland	Where the section forms part of a wetland this was recorded. The origin of the wetland, either naturally formed or as a result of altered hydrology was recorded. Dry wetlands were recorded as wetland. <i>Note: where the roadside section crosses a creek or river it was typically recorded as a wetland due to this feature not being captured in other areas of the assessment. This may be different to how this attribute was recorded during the 2006-2008 assessments.</i>
Cracks and crevices	Recorded if observed. Generally this asset is present in cracking clays and is evident if present.
Shrubs	Recorded if present within a section. Only a few shrubs needed to be present to record this asset. Shrubs, over large parts of the landscape, are scarce and, as such, are of high importance.
Mistletoe	Recorded if observed by the assessor. Excessive mistletoe was recorded as a threat. This is defined as when there is more mistletoe foliage than host tree foliage, or the tree is dying. Listed mistletoe ( <i>Amyema linophylla subsp. orientalis</i> ) was recorded as an asset.
Non-weedy site	This refers to sites with no observable weeds present at the time of the assessment.

**Table 12: Threats detracting from a roadsides conservation value.**

Threat	Example
Altered hydrology	Drainage of wetlands and/or the flooding of dry land
Animal pests (other than rabbits or livestock)	Hares, Indian Mynas or other feral species.



Threat	Example
Burning	Raking up leaf litter and mulch into piles, repeated or inappropriately timed burning off
Channel	Associated with irrigation water transport
Cultivation	For crops or pasture, only if sown (may be a firebreak)
Drain	Associated with water runoff management, typically involving mechanical earth works to facilitate water movement away from the road surface.
Dieback – in canopy but not dead	Refers to evidence of poor canopy health and where the tree canopy may be in decline, however not dead.
Dieback – leading to tree death	Observed canopy death, generally more than one tree suggesting external influences in canopy tree attrition.
Dumping of fill	Earth or road making materials
Erosion	Removal of soil from roadside by water or wind
Fence construction	Sections where old fences will be replaced and that activity will threaten roadside assets, i.e. many threatened species grow in or through fences. May also be used to record fence lines that have undergone recent replacement and damage has resulted. Recorded as present or future threat in comments
Fertiliser application/nutrient run-on	Over application of super phosphate, uncontrolled run-on from intensive agricultural operations.
Firebreak construction	Ploughing or ripping. Slashing of firebreaks is covered within the Mowing/Slashing threat.
Fuel reduction burn	Evidence of intentional fuel management utilizing fire.
Gardening/horticulture	Planting and/or cultivating introduced species for show or food.
Grazing	Typically sheep, cattle, or goats.
Herbicide application	Along road verge or along channels, etc. Off target damage from weed control works onto indigenous species.
Invertebrate pests	White snails or exotic millipedes. May be recorded in conjunction with canopy dieback where the cause of the dieback can be reasonably attributed to an invertebrate species.
Livestock pugging, trampling, compaction	Including horse riding, inappropriate or repeated stock movement across or along roadsides.
Mistletoe (damaging infestation)	Criteria for excessive; there is more mistletoe foliage than host tree foliage, dead or dying trees.
Motorbikes	Evidence of track formation as a result of motorbike activity, or observing motorbikes using the road reserve.
Mowing/Slashing	When more than just the road verge for traffic/fire safety.
Non-indigenous species introduction	Planting / revegetation with non-local species.
Other Utility construction	<u>Not</u> power lines, pipe lines, underground cabling, drains or channels. Other utilities, i.e., Telecom or gas.
Pesticide application	Spraying for locusts or white snails.
Pipe line	Above or underground.
Power line	Power lines along the section length, but not power lines that cross the section.
Pine Plantation	Typically observed adjacent to plantations where planting or natural recruitment has resulted in encroachment on the road reserve.
Rabbit infestation	Warrens, scats present, scratching or grazing evident.
Raking	Common, relates to the stockpiling of organic matter on the roadside for the purposes of burning or removal.
Ripping	For tree lines, trenching.
Road construction/maintenance activity	Borrowing material (soil) from roadside, spoil pushed over roadside, excessive widening or turning points.

Threat	Example
Rubbish dumping	Excessive litter, household rubbish and garden refuse dumped.
Salinity	Salt scalds and/or poor tree health or death.
Sedimentation/siltation	Deposition of soil, etc, via erosion processes.
Soil, sand, gravel or rock removal/ extraction	Builders sand (from sandy areas), volcanic rocks (from volcanic areas), derocking.
Timber removal (fallen)	Firewood collection.
Tree/shrub Lopping/pruning/felling/removal	Clearing for large vehicle movement, power line clearing.
Underground cabling	Telecom, Gas, Power etc.
Vehicle parking /compaction / tracking	Single vehicle tracks beside main road, motorbike tracks.
Water logging (Induced)	Drain construction that leads to un-natural pooling or irrigation overflow.
Wildfire	Evidence of wildfire having impacted the area.

### Assessment scores

Table 13: The values placed on attributes have been modified to account for the different structural characteristics of various vegetation types. The maximum possible score is 60.

ROADSIDE VEGETATION ASSESSMENT							
Attribute	Assessment Criteria	Score					
<b>SOIL DISTURBANCE (20)</b>	Highly degraded	0					
	Substantially modified	3					
	Moderate disturbance	10					
	Near natural	20					
<b>WEED COVER (11)</b>	>75%	0					
	50-75%	1					
	25-50%	4					
	<25%	7					
Non-weedy site	<5%	11					
		<b>EVC Groups</b>	<b>Forest</b>	<b>Woodland</b>	<b>Grassland*</b>	<b>Mallee</b>	<b>Shrubland*</b>
<b>HABITAT VALUES (10)</b>	Biotic soil crusts	1	2	3	1	1	
	Ground flora	4	4	5	4	4	
	Shrubs	4	3	2	4	4	
	Trees	1	1	-	1	1	
<b>REGENERATION (3)</b>	Nil	0	0	-	0	0	
	Slight	1	2	-	1	1	
	Moderate	3	3	-	3	3	
	Extensive	2	1	-	2	2	
<b>CANOPY CONTINUITY (4)</b>	None 0%	0	0	-	0	2	
	Sparse between 0 to 20%	1	1	-	1	2	
	Patchy between 20 to 90%	2	4	-	2	4	
	Continuous 90 to 100%	4	2	-	4	4	
<b>HABITAT VALUE (5)</b>	Old, large trees	5	5	-	5	-	
<b>HABITAT VALUE (3)</b>	Leaf mulch / litter	3	3	-	3	3	
<b>HABITAT VALUE (2)</b>	Woody debris	2	2	-	2	2	
<b>ADJOINING VEGETATION (2)</b>	Exotic herbaceous vegetation	1	1	1	1	1	
	Herbaceous (non-woody) indigenous vegetation	1	1	2	1	1	
	Woody indigenous vegetation	2	2	1	2	2	
	Non-indigenous trees	1	1	1	1	1	
<b>Total Score = 60</b>		* = Score standardized					

Table 14: The Roadside Conservation Value is the outcome of combining Bioregional EVC status, vegetation condition and other values.

<b>DETERMINING ROADSIDE CONSERVATION VALUES</b>				
<b>ROADSIDE CONSERVATION VALUE (Significance)</b>	<b>BIODIVERSITY ATTRIBUTES</b>			
	<b>VEGETATION TYPES</b>		<b>Or THREATENED SPECIES (sections)</b>	<b>Or SIGNIFICANT POINTS</b>
	Conservation Status	Condition Range/Score		
<b>HIGH</b> (Very high)	Endangered	≥0.4	Roadside sections with threatened species recorded	Significant point (assume 25m buffer)
	Vulnerable	≥0.5		
	Rare	≥0.5		
	(High)	Endangered		
<b>MEDIUM</b>	Vulnerable	0.3 - <0.5	Degraded Treeless sections with threatened species recorded	
	Rare	0.3 - <0.5		
	Depleted	≥0.5		
	Least Concern	≥ 0.5		
	Depleted	< 0.3		
<b>LOW</b>	Least Concern	< 0.5		
	Depleted	< 0.3		
(Scattered trees)	- (all)	N/A		
<b>Degraded Treeless Vegetation</b>	- (all)	N/A (no trees recorded)		

### Appendix 3: List of high value roadsides to consider for signage

Significant Roadside signage and markers identifies areas of conservation significance and makes management actions clear.

Criteria for Significant Roadside signage placement include:

- High conservation value
- Sites where conservation values are not self-evident (eg. Grasslands).
- Roadsides over 10m wide.
- Category 1-4 roads.

The high and very high value roadsides listed below will be assessed for roadside signs and markers taking into account this criteria. It is typically only certain sections of these roads that are considered high or very high value and require signage or markers.

Note that some medium value roadsides have signage such as Mumfords and Websters which contain important grassland remnants (see special roadsides – Appendix 4).

There are currently 63 known significant vegetation roadside signs across the shire. The location of these are noted in table 15.

**Table 15: List of high value roadsides to consider for significant roadside signage**

Refer to table 1 for descriptions of road types.

Road Name	Road type	Locality	Conservation Score	Road Type	Existing sign?
AHERN	ROAD	WOODEND	High	5	
ALPINE	AVENUE	MACEDON	High	5	
ANNEK	LANE	BAYNTON	High	5	
ANZAC	ROAD	MOUNT MACEDON	High	5	
ASHBOURNE	ROAD	ASHBOURNE	Very High	1	
ASHWORTH	ROAD	LANCEFIELD	High	4	
BAILEY	ROAD	MACEDON	High	1	
BAMBUGA	LANE	MACEDON	Very High	nil	
BARRINGO	ROAD	MACEDON	High	5 and 1	
BAWDEN	ROAD	MACEDON	Very High	4 and 2	
BAYNTON	ROAD	LANCEFIELD	High	4 and 2	
BEATTIES	ROAD	TRENTHAM EAST	High	5	
BIRANES	ROAD	ASHBOURNE	High	5	
BLACK HILL	ROAD	GISBORNE SOUTH	High	1	
BLACK RANGE	ROAD	ROMSEY	High	4	
BLACKHILL	ROAD	KYNETON	High	4 and 1	Yes x 1
BLACKHILL SCHOOL	ROAD	EDGEcombe	High	5	Yes x 2
BLACKWOOD	ROAD	MACEDON	High	1	
BLACKWOOD	ROAD	BULLENGAROOK	High	4	
BOLDISONS	ROAD	WOODEND	High	4	
BOLGERS	LANE	COBAW	High	4 and 2	Yes x 2
BOUNDARY	ROAD	WOODEND	High	5	
BOUNDARY	ROAD	MOUNT MACEDON	High	5	

BOUNDARY	ROAD	PIPERS CREEK	Very High	5	Yes x 1
BOWENS	ROAD	HESKET	High	5 and FAT	Yes x 1
BREHERTON	LANE	COBAW	High	5	
BRICK KILN	ROAD	WOODEND	High	5 and FAT	
BRIDIES	LANE	LANCEFIELD	High	5	
BRYCES	LANE	HESKET	High	3	
BUCKLEYS	ROAD	SPRINGFIELD	High	5	
BUDDS	LANE	BAYNTON	High	5	
BULLARD	ROAD	GISBORNE	Very high	5	
BURKE AND WILLS	TRACK	BENLOCH	Very high	1	Yes x 4
CAROLLS	LANE	BULLENGAROOK	Very high	5 and 3	
CEMETARY	ROAD	TYLDEN	High	5	
CENTRAL	ROAD	TYLDEN	High	1	
CHAMBERS	ROAD	ASHBOURNE	High	4	
CHEROKEE	ROAD	CHEROKEE	Very high	4	
CHRISTOPHER	CRESCENT	WOODEND	High	3	
COFFEY	ROAD	BULLENGAROOK	High	2	
COLIBAN	ROAD	SPRING HILL	High	4	
COORAMINTA	CRESCENT	NEW GISBORNE	High	3	
CROMBIE	ROAD	MACEDON	High	4	
CURRAWONG	ROAD	ASHBOURNE	High	nil	
DANIELS	ROAD	ASHBOURNE	High	5	
DARLINGTON	ROAD	BAYNTON	High	4	
DAYS	TRACK	HESKET	High	5	
DETTMANNS	LANE	KYNETON	High	3 and FAT	
DEVONSHIRE	LANE	MOUNT MACEDON	High	4	
DINEEN	ROAD	BULLENGAROOK	High	5	
DIXON	ROAD	BULLENGAROOK	High	4	
DOHERTYS	ROAD	NEWHAM	High	4	
DONALDS	ROAD	WOODEND	High	4 and 2	
DOUGLAS	ROAD	MOUNT MACEDON	High	4 and 2	
DUNNE	ROAD	BULLENGAROOK	High	5	
EATONS	ROAD	KERRIE	Very High	5	
EGANS	LANE	NEWHAM	High	2	
EINSPORNS	ROAD	ASHBOURNE	High	5	
ELLANDEE	CRESCENT	MACEDON	High	4	
EMMINS	ROAD	ASHBOURNE	High	5	
ENNIS	ROAD	EDGECOMBE	High	5	Yes x 1
FAGANS	LANE	GOLDIE	High	5 and FAT	
FALLOONS	ROAD	ASHBOURNE	High	4	
FENNEYS	LANE	BAYNTON	High	5 and 4	
FINGER POST	ROAD	WOODEND	Very High	5	
FITZGERALD	ROAD	BULLENGAROOK	High	4 and 2	
FLANAGANS	ROAD	ASHBOURNE	High	6	
FORBES	ROAD	MACEDON	High	4	
FORDES	LANE	EDGECOMBE	High	5	Yes x 1
FOREST	ROAD	NEWHAM	High	4	
FOXES	LANE	EDGECOMBE	High	5	Yes x 1

FROSTS	ROAD	BAYNTON	High	5 and FAT	
GAP	ROAD	CHEROKEE	High	4	Yes x 1
GIBBS ACCESS	ROAD	TRENTHAM EAST	Very High	5	
GISBORNE-KILMORE	ROAD	MONEGETTA	High	RRV	
GLEN DROUITT	ROAD	MOUNT MACEDON	High	2	
GLENDEVON	DRIVE	WOODEND	High	5 and 3	
GLENLYON-SPRING HILL	ROAD	SPRING HILL	High	RRV	
GOLDIE MINE	ROAD	WILLOWMAVIN	High	nil	
GOLF HOUSE	ROAD	LANCEFIELD	High	3	
GORMAN	ROAD	BULLENGAROOK	High	3	
GOVAN	ROAD	GISBORNE	High	4	
GRADY	LANE	CHEROKEE	High	5 and FAT	
GRAHAMS	TRACK	LANCEFIELD	High	5	Yes x 1
GRAMMAR	ROAD	MACEDON	High	5	
GRANITE HILL	LANE	KYNETON	Med (High?)	5	
GREEN	AVENUE	MOUNT MACEDON	Very high	5	
GREENS	LANE	BAYNTON	High	5	
HAIRES	ROAD	BULLENGAROOK	High	4	
HALLORANS	LANE	KYNETON	High	3	
HALPERN	ROAD	WOODEND	High	5	
HAMILTON	ROAD	NEW GISBORNE	High	3	
HARDINGS	ROAD	LANCEFIELD	High	nil	
HARPERS	ROAD	ASHBOURNE	High	4 and FAT	
HASSED	ROAD	BULLENGAROOK	Very high	4	
HEATHs	LANE	CLARKEFIELD	High	5 and 4	Yes x 1
HEATHER	ROAD	GISBORNE	High	3	
HEDDLE	ROAD	LANCEFIELD	High	3	
HENNEBERGS	ROAD	COBAW	High	5 and FAT	Yes x 2
HESKET BOUNDARY	ROAD	HESKET	High	4	
HICKEYS	ROAD	TRENTHAM EAST	High	5	
HIRSTS	LANE	GOLDIE	High	5	
HOBBS	ROAD	GISBOURNE SOUTH	High	4 and 2	Yes x 6
HOCKINGS	LANE	GOLDIE	High	5	
HOGAN	COURT	KYNETON	High	3	
HONEYSUCKLE	ROAD	LAURISTON	High	2	
HYLANDS	ROAD	HESKET	High	5	
ISAAC	LANE	LAURISTON	High	Nil	
ISLAND FARM	ROAD	WOODEND	High	5 and FAT	
JACKIES	LANE	BENLOCH	High	5	
JIM	ROAD	NEWHAM	High	5 and 2	Yes x 1
JOCKS GULLY	ROAD	ASHBOURNE	Very High	5 and FAT	
JOYCES	ROAD	SPRINGFIELD	High	2	
KELLETTS	TRACK	ASHBOURNE	Very high	FAT	
KENNEDYS	LANE	BOLINDA	High	FAT	
KENT	ROAD	KERRIE	High	5 and FAT	
KERRIE	ROAD	ROMSEY	Very High	4	
KERRIE VALLEY	ROAD	KERRIE	High	1	
KEYES	ROAD	ASHBOURNE	High	5	

KING	DRIVE	LANCEFIELD	High	5	
KINSELLAS	LANE	WOODEND	High	5	
KITCHENHAMS	ROAD	BENLOCK	High	5	Yes x 1
KYNETON-BAYNTON	ROAD	KYNETON	High	1	
KYNETON-SPRINGHILL	ROAD	SPRING HILL	High	1	
LAINGS	LANE	GOLDIE	High	5	
LANCEFIELD-KILMORE	ROAD	SPRINGFIELD	High	1	RRV
LANCEFIELD-TOOBORAC	ROAD	LANCEFIELD	Very high	1	RRV
LAURISTON	ROAD	LAURISTON	Very high	1	
LAVENDER FARM	ROAD	WOODEND	High	5	
LAWSON	ROAD	MACEDON	High	4 and FAT	
LONG RYANS	ROAD	BENLOCK	High	5	
MAHONEYS	ROAD	WOODEND	High	4 and 3	
MALONES	ROAD	COBAW RANGE	High	5	
MALONEYS	LANE	LANCEFIELD	High	4	
MCBEAN	AVENUE	MACEDON	High	1	
MCEACHERN	LANE	GOLDIE	High	5	
MCGIFFORDS	ROAD	ASHBOURNE	High	5	
MCGRATHS	LANE	SPRINGFIELD	High	FAT	
MCKINLEY	TRACK	LANCEFIELD	Assessment required	5	
MCPHERSONS	LANE	KYNETON	High	5	
MILLERS	LANE	NEWHAM	High	5 and 3	
MISSION HILL	ROAD	BAYNTON	High	1	
MONTAGUE	STREET	MACEDON	High	5	
MONTAGNA	ROAD	BULLENGAROOK	High	5	
MONUMENT	ROAD	LANCEFIELD	Very High	2 and 4	
MONUMENT CREEK	ROAD	ROCHFORD	High	5	Yes x 2
MOONEYS	LANE	LANCEFIELD	High	5 and FAT	
MOUNT ELIZA	ROAD	KERRIE	High	1	
MOUNTAINS	ROAD	CHEROKEE	Very High	5	
MT CHARLIE	ROAD	CHEROKEE	Very High	5 and FAT	
MT MACEDON	ROAD	WOODEND	High	1	
MT ROBERTSON	ROAD	NEW GISBORNE	High	2	
MT ST MARYS	LANE	KYNETON	High	5 and FAT	Yes x 2
MT TENERIFFE	ROAD	RIDDELLS CREEK	High	5	
MT WILLIAM	ROAD	GOLDIE	High	4	
MULCAHY	ROAD	BULLENGAROOK	High	5	
MUSK GULLY	ROAD	LANCEFIELD	High	5	
NICHOLLS	LANE	BENLOCK	High	Nil	
NORTON	ROAD	MACEDON	High	4	Yes x 3
OAKLEYS	LANE	LANCEFIELD	High	5 and FAT	
OCONNELLS	ROAD	TRENTAM EAST	High	4	
O'DONNELL	ROAD	TYLDEN	High	5 and FAT	
ODONNELLS	ROAD	LAURISTON	High	5	
OLD ASHBOURNE	ROAD	WOODEND	High	5	

OLD KILMORE-LANCEFIELD	ROAD	SPRINGFIELD	High	5	Yes x 2
OSULLIVANS	LANE	HESKET	High	5	
OUTAWOOD	RISE	GISBORNE	High	3	
PASCALS	LANE	ROCHFORD	Very High	5	Yes x 2
PATTERSONS	LANE	GOLDIE	High	5 and FAT	
PATTONS	ROAD	BAYNTON	High	5	
PERC BOYER'S	LANE	PASTORIA	Very high	5	
PIPERS CREEK	ROAD	KYNETON	High	1 and 4	
PORKERS	LANE	ASHBOURNE	High	5	
PORTWINES	ROAD	LAURISTON	High	5	
PREMIER MINE	ROAD	KYNETON SOUTH	High	5	
PRENDERGASTS	LANE	PASTORIA	High	5	
PYALONG	ROAD	LANCEFIELD	High	1	
RED GAP	ROAD	GOLDIE	High	4 and FAT	
ROBERTS	ROAD	WOODEND	High	3	
ROCHFORD	ROAD	LANCEFIELD	High	1	
ROMSEY	ROAD	ROMSEY	High	1	
ROYAL	PARADE	RIDDELLS CREEK	Very High	5 and FAT	
SAILISBURY	ROAD	SPRING HILL	High	5	
SANDY CREEK	ROAD	CHEROKEE	High	5 and FAT	
SANGSTERS	ROAD	MOUNT MACEDON	High	5	
SAUNDERS	ROAD	COBAW	High	5 and FAT	
SAWYERS	ROAD	WOODEND	High	5	
SCRUBBY CAMP	ROAD	BAYNTON EAST	High	nil	
SHANNONS	ROAD	MOUNT MACEDON	High	2	
SHELTONS	ROAD	NEWHAM	High	5	Yes x 4
SHEPHERDS HILL	ROAD	LAURISTON	Very High	2	
SHERWOOD	COURT	LANCEFIELD	High	5	
SHORT	ROAD	GISBORNE	High	3	
SHOWLERS	ROAD	BENLOCK	High	3	
SIMON HILL	ROAD	DARRAWEIT GUIM	High	4	
SINCLAIRS	LANE	GOLDIE	Very High	FAT	
SLATELY CREEK	ROAD	WOODEND	High	5 and FAT	
SOUTH	LANE	KYNETON	High	5 and FAT	
SPENCER	ROAD	WOODEND	Very High	3	
SPRINGFIELD	ROAD	SPRINGFIELD	High	4	
STAFFORDS	LANE	LANCEFIELD	High	4	
STRANGES	ROAD	ROMSEY	High	5	
SYD SMITHS	LANE	BENLOCK	High	5	
SYNDICATE	ROAD	MOUNT MACEDON	High	2	
TALBOT	TRACK	LANCEFIELD	High	5	
TAYLOR	ROAD	ASHBOURNE	High	5 and FAT	
THREE CHAIN	ROAD	NEWHAM	High	1	Yes x 5
TOOBORAC-BAYNTON	ROAD	BAYNTON EAST	High	nil	
TROTT	ROAD	BULLENGAROOK	High	4	
TUCKETTS	ROAD	MOUNT MACEDON	Very High	4 and 2	
TUNNEL CREEK	ROAD	CHEROKEE	High	5	



<b>TURNER</b>	AVENUE	MOUNT MACEDON	High	5	
<b>VINNIECOMBES</b>	ROAD	HESKET	High	5	
<b>WALKERS</b>	ROAD	WOODEND	Very High	5	
<b>WALSH</b>	ROAD	BULLENGAROOK	High	5	
<b>WASHINGTON</b>	LANE	WOODEND	Very High	4 and 3	
<b>WATERLOO FLAT</b>	ROAD	BULLENGAROOK	High	4 and 2	
<b>WATERWORKS</b>	ROAD	NEWHAM	Med - High	5	
<b>WATTS</b>	ROAD	MACEDON	High	5	
<b>WEBB</b>	ROAD	BULLENGAROOK	Very High	4	
<b>WEST GOLDIE</b>	ROAD	LANCEFIELD	High	4	
<b>WESTCOTT</b>	LANE	BENLOCH	High	5	
<b>WHALANS</b>	TRACK	LANCEFIELD	High	5	
<b>WHEELRIGHTS</b>	ROAD	RIDDELLS CREEK	High	5	
<b>WHITE</b>	ROAD	BULLENGAROOK	High	5	Yes x 2
<b>WHITEBRIDGE</b>	ROAD	ROCHFORD	High	5 and FAT	
<b>WILLEYS</b>	ROAD	MACEDON	High	5 and 3	
<b>WILLIAM</b>	ROAD	BULLENGAROOK	High	5	
<b>WOODLAND</b>	DRIVE	GISBORNE	High	3	
<b>YOUNGS</b>	ROAD	BAYNTON	High	5	
<b>ZIG ZAG</b>	ROAD	MOUNT MACEDON	High	5	

### Appendix 4: List of 'special' roadsides

Table 16 highlights the additional roadsides that require EPBC assessment, signage, action planning for conservation and fire prevention or the introduction of the cyclic program of burning and/or slashing and resting. This was based on assessments undertaken in 2016-18. Additional roadside may be added based on new knowledge.

**Table 16: List of 'special' roadsides**

Road	Locality	Rational	Recommendations
<b>Baynton Rd</b>	Baynton	High conservation value and high use road	Action plan for conservation and fire prevention
<b>Burke and Wills Track</b>	Sidonia	High conservation value and high use road	Action plan for conservation and fire prevention
<b>Cherrington Drive</b>	Clarkefield	High conservation value.	EPBC Assessment
<b>Dixons Road</b>	Gisborne	Mostly high value grassland.	Ecological burn or slashing for native grasses
<b>Doolins Rd</b>	Clarkefield	Medium-High, Grassland	EPBC Assessment
<b>Flints Rd</b>	Darraweit Guim	High	EPBC Assessment
<b>Heaths Lane</b>	Clarkefield	Medium-High, Grassland	EPBC Assessment. Cyclic program of burning, slashing and resting.
<b>Hennebergs Rd</b>	Newham	High, Scoria Cone Woodland	Scoria Cone Woodland VPO
<b>Hillview Drive</b>	Clarkefield	High Potential EPBC	EPBC Assessment.
<b>Kennedys Ln</b>	Bolinda	High	EPBC Assessment. Ecological burn
<b>King Drive</b>	Lancefield	Very High. Native grassland and orchid diversity. Presence of Golden Sun Moth	EPBC Assessment. Ecological Burn Signage/education to limit slashing. Grassland VPO
<b>Lawson Rd</b>	Macedon	High to Very high	Ecological burn for Kangaroo and Stipa Grasses
<b>Markham Rd</b>	Riddells Creek	Medium-High, EPBC Listed Grasslands	Change mowing regime. Signage. Grassland VPO
<b>McIntyre Lane</b>	Bolinda	Medium	Ecological Burn
<b>McPhersons Lane</b>	Kyneton	Medium	Plains Grassy Woodland VPO
<b>Portwines Rd</b>	Lauriston	High. Presence of Golden Sun Moth	Signage of Golden Sun Moth locations
<b>Quayles Rd</b>	Darraweit Guim	Medium	EPBC Assessment. Ecological Burn
<b>Shannons Rd</b>	Lancefield	Medium	EPBC Assessment
<b>Sheltons Rd</b>	Newham	High, Scoria Cone Woodland	Scoria Cone Woodland VPO
<b>Simon Hill Rd</b>	Darraweit Guim	High to Very High	EPBC Assessment. Weed management. Ecological Burn
<b>Showlers Lane</b>	Lancefield	High	Grassland VPO
<b>Southerlands Rd</b>	Riddells Creek	Medium-High	Plains Grassy Woodland VPO

<b>Talbots Lane</b>	Lancefield	Very High. High quality grassland	EPBC Assessment
<b>Three Chain Rd</b>	Carlsruhe	Medium-High. High quality grassland sections	Implementation of Action Plan, Grassland VPO
<b>Websters Rd</b>	Riddells Creek	Medium. Grassland.	Ecological Burn. Has sign.
<b>West Goldie Rd</b>	Lancefield	Medium - Very High	EPBC Assessment

### Appendix 5: Roadside Slashing Program and Fire Access Tracks

Maps as provided in the Municipal Fire Management Plan 2020

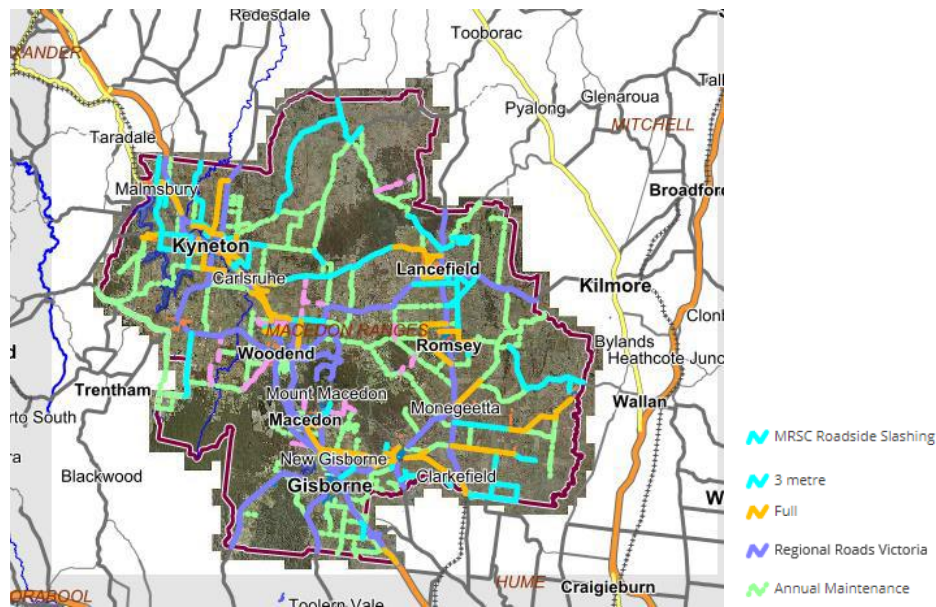


Figure 10: Municipal Roadside Slashing Program

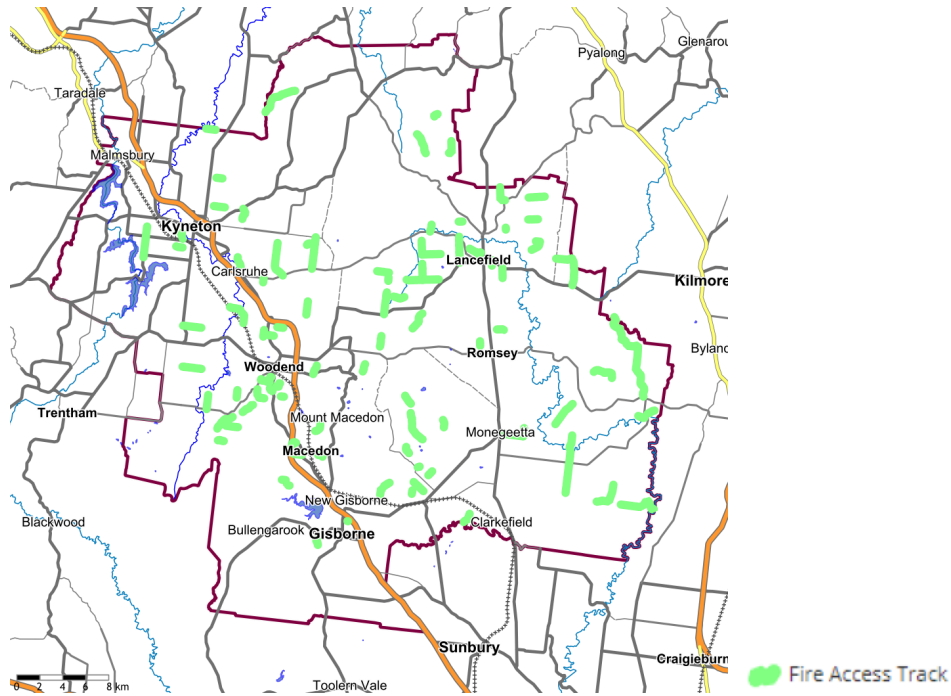


Figure 11: Fire Access Tracks

## Appendix 6: MRSC Roadside Management Responsibilities

Table 17 outlines who is responsible in Council for different elements of roadside management.

**Table 17: MRSC Roadside Management Responsibilities**

Issue	Department	Contact
<b>Weed control program, roadside vegetation management</b>	Strategic Planning and Environment	Roadside Conservation Officer
<b>Works on roadsides permits, firewood collection</b>	Strategic Planning and Environment	Roadside Conservation Officer
<b>Community weed partnership program</b>	Strategic Planning and Environment	Roadside Conservation Officer
<b>Biodiversity monitoring program</b>	Strategic Planning and Environment	Biodiversity Projects Officer
<b>Vegetation removal planning permits, asset protection permits</b>	Strategic Planning and Environment	Environmental Planner
<b>Fire prevention, fuel management</b>	Regulatory Compliance	Fire Prevention Officer
<b>Grazing licenses, illegal dumping,</b>	Regulatory Compliance	Coordinator Local Laws
<b>Planning compliance, illegal vegetation removal</b>	Statutory Planning	Planning Compliance Officer
<b>Maintenance of parks and gardens, township nature strips</b>	Open space and recreation	Senior Team Leader Horticulture
<b>Mowing</b>	Open space and recreation	Team Leader Playground and Assets
<b>Tree safety, street trees, powerline clearance</b>	Open space and recreation	Senior Team Leader Tree Operations
<b>Asset protection permits</b>	Engineering and resource recovery	Coordinator Civil Infrastructure Construction
<b>Drainage, road maintenance</b>	Engineering and resource recovery	Coordinator Road Maintenance
<b>Property boundaries</b>	Finance and Reporting	Property Officer

Appendix 7: Maps - Vehicle Hygiene and Nassalla

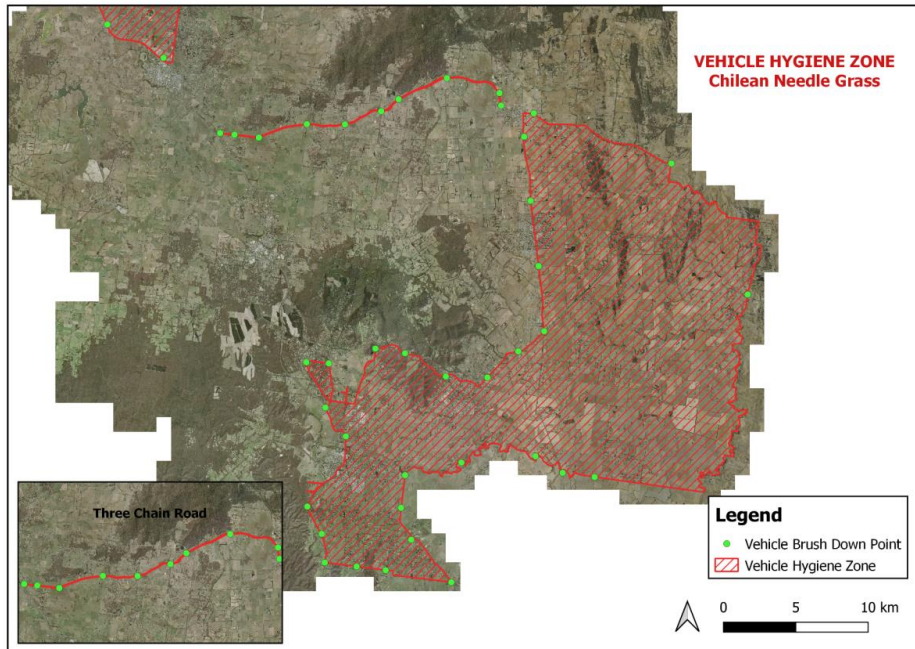


Figure 12: Vehicle Hygiene Zone for Chilean Needle Grass

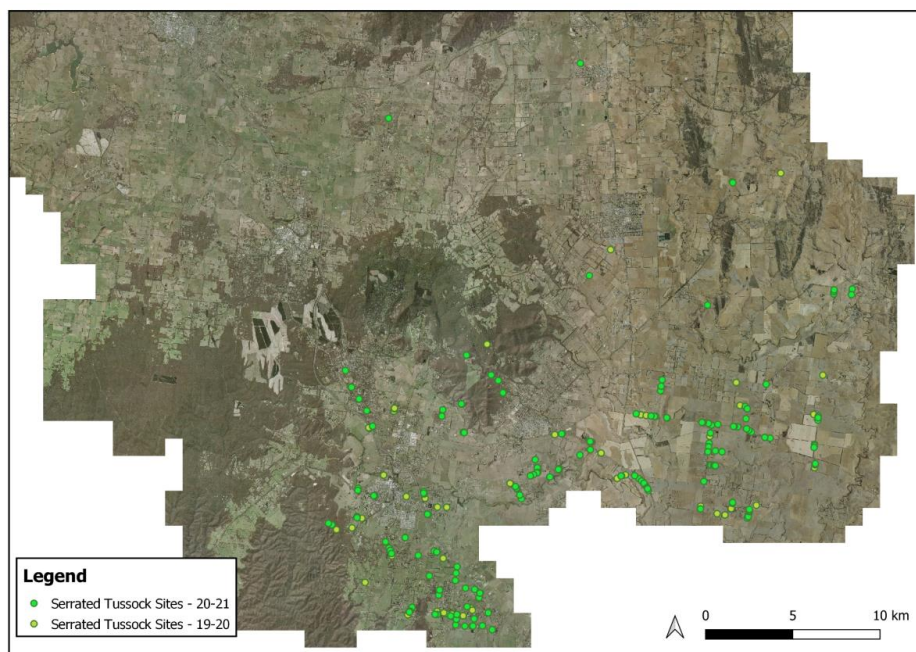


Figure 13: Known locations for Serrated Tussock

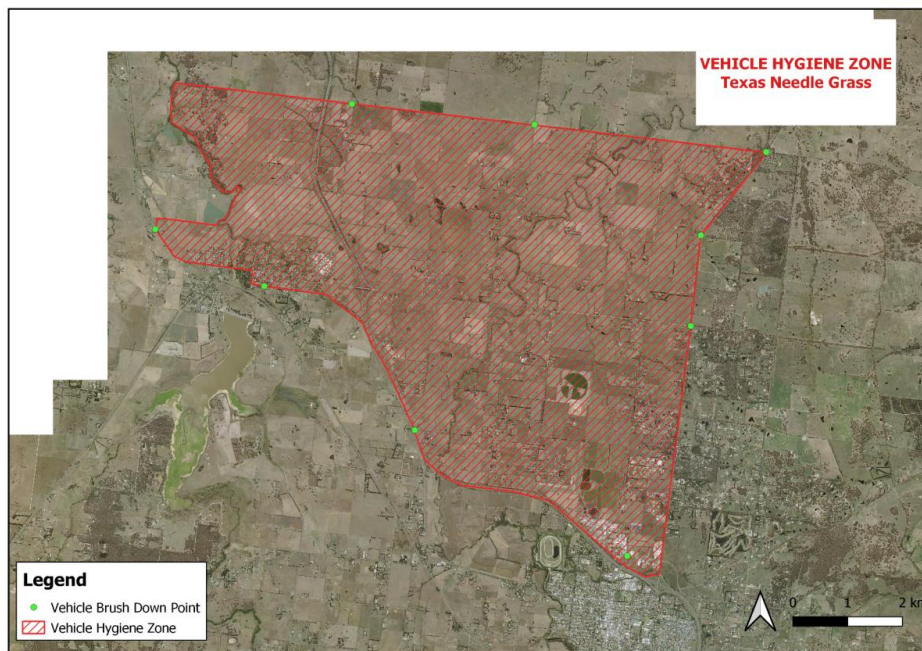


Figure 14: Vehicle Hygiene Zone for Texas Needle Grass

Appendix 8: Map - Priority biolink areas and strategic habitat links

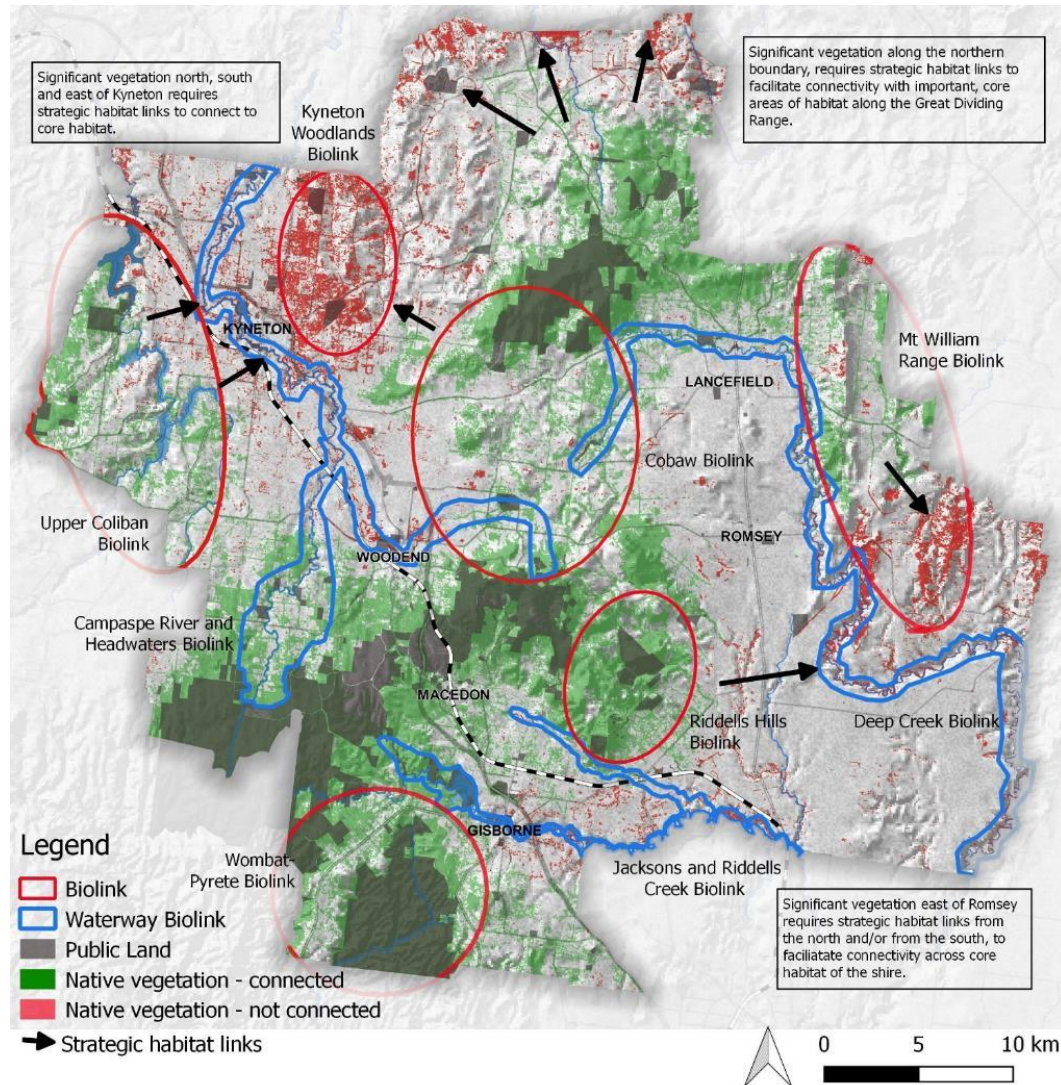


Figure 15: Priority biolink areas and strategic habitat links from 2018 Biodiversity Strategy.





DRAFT

# Domestic Animal Management Plan

2021 - 2025





DOCUMENT HISTORY	Version	Date	Author
Draft DAMP	1		
Draft DAMP	2		
Final DAMP	Final		
Approved			

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## 1 Introduction

### 1.1 What is a Domestic Animal Management Plan?

All Victorian Councils are required by the *Domestic Animals Act 1994* (the Act) to prepare and implement a four-year Domestic Animal Management Plan (DAMP) to guide decision making regarding animal management for dogs and cats.

This four-year DAMP builds on the DAMP 2017-2021. It provides a framework for the planning, development, and evaluation of animal management services and programs delivered by Macedon Ranges Shire Council to comply with the requirements of the Act.

It is a legislative requirement that the DAMP addresses the following:

- Set out a method for evaluating whether animal control services provided by the council are adequate to give effect to the requirements of the Act and regulations
- Outline programs for the training of authorised officers
- Outline programs, services and strategies to:
  - Promote and encourage responsible pet ownership of dogs and cats;
  - Ensure that people comply with the Act, regulations and other relevant legislation;
  - Minimise the risk of attacks by dogs on people and animals;
  - Address over-population and high euthanasia rates for dogs and cats;
  - Encourage the registration and identification of dogs and cats;
  - Minimise the potential for dogs and cats to create a nuisance; and
  - Effectively identify all dangerous, menacing and restricted breed dogs and ensure these dogs are kept in compliance with the Act and regulations.
- Provide for review of existing orders and Local Laws made under the Act
- Provide for the review of any other matters related to the management of dogs and cats.
- Provide for periodic evaluation of the plan

## **1.2 Why have a plan?**

Council recognises that pets play an important role in many peoples day – to- day lives in our community, providing companionship and benefiting overall health and wellbeing. Council strives to support pet owners and promote the health and social benefits of responsible pet ownership. This is done in conjunction with ensuring that our environment and lifestyle are protected from any potential negative impacts of domestic animals.

The Macedon Ranges Domestic Animal Management Plan aims to ensure that people and pets can live harmoniously in our community. The plan recognises and carefully balances the needs of pets, pet owners and those who don't own pets. The plan is designed to respond strategically to community needs as a whole, and help protect the natural environment that makes the Macedon Ranges such a special place to live and work.

## **1.3 How does the plan fit with the Council Plan?**

When preparing this draft Domestic Animal Management Plan 2021 – 2025, Council was finalising the Council Vision and Council Plan for adoption. Therefore, this section will be updated in the final DAMP to reflect alignment with the broader strategic directions of the council outlined in the adopted Council Plan.

## **1.4 Other relevant legislation that guides animal management**

- *Planning and Environment Act 1987*
- *Prevention of Cruelty to Animals Act 1986, associated Regulations, and Codes of Practice*
- *Domestic Animals Act 1994, associated Regulations, and Codes of Practice*
- Macedon Ranges Shire Council General Purposes and Amenity Local Law No.10 of 2013

## **1.5 How does the plan fit with State Policy objectives?**

In developing this plan, careful consideration was given to the Victorian State Government's strategic priorities and policy objectives, including the Victorian Animal Welfare Action Plan and the anticipated introduction of a new animal welfare Act.

## 2 Our Framework

### 2.1 Vision for the next four years

**In partnership with the Macedon Ranges community, provide for the best possible interactions between pets, people, and the environment.**

The following principles will guide our work:

- **We recognise the physical, mental and social benefits that pets bring.**

Our activities recognise the importance of pets in our community and their positive role in our overall health and wellbeing. We support and encourage residents to enjoy the companionship of their pets.

- **We balance the needs of pets, pet owners and those who don't own pets**

We consider the different needs of those who own pets and those who don't, and strike a fair balance in activities and actions relating to animal management.

- **We protect the environment from any negative impacts from domestic pets**

Our activities aim to protect our native fauna and flora by reducing the impacts of pets on the natural environment.

- **We promote a high standard of animal welfare**

We will educate and raise awareness in our community about pet owners' responsibility to ensure a high standard of animal welfare for all animals in their care.

- **We work in partnership with the community, agencies and organisations to enhance and promote responsible pet ownership.**

We partner with a range of agencies and organisations that work with pet owners or deliver services in our community to promote responsible pet ownership.



### 3 Our Shire

Macedon Ranges Shire is approximately 60km north-west of Melbourne and covers an area of 1,747 square kilometres. Macedon Ranges Shire is on the land of three traditional owners, the Dja Dja Wurrung, Taungurung and Wurundjeri peoples.

The Macedon Ranges population is spread across nine towns and a number of smaller settlements. The largest towns are Gisborne, Kyneton, Lancefield, Romsey and Woodend. About 35% of people in Macedon Ranges live outside a town boundary in a rural setting. Over the next 10 years, the Macedon Ranges population is expected to increase by approximately 18.3% to reach 60,362 by 2031. Most of this population growth is projected to occur in the south and south-east of the shire.

The Macedon Ranges Shire is renowned for its rural character, semi-rural lifestyle, landscapes and forests, and unique natural features such as Hanging Rock and Mount Macedon.

As the shire grows and urban areas spread into rural areas, there will be increasing pressure to protect the natural environment and preserve rural lifestyles. Community expectation for services and facilities is changing as the population grows. Residents moving into rural areas are not always aware of the impacts that pets can have on wildlife and livestock, and those living closer to townships want to see more facilities and services that support residents with pets. Our animal services, programs, and infrastructure must continue to evolve and improve to meet these challenges.

## 4 How we developed this plan

### 4.1 Review of the previous plan

In developing this plan, we started by looking at what had been achieved in the Domestic Animal Management Plan 2017 - 2021 and what initiatives have been successful.

Of the activities listed in the previous plan, most were delivered. However, the delivery of some activities was impacted by the COVID-19 pandemic, and were reconsidered for inclusion in the next DAMP.

Key initiatives delivered as part of the 2017 – 2021 DAMP included:

- A review of how dogs and cats are managed in public spaces resulted in the introduction of the Council Dog and Cat Order 2019. The order requires dogs to be on leash except in designated off leash areas, introduced over 50 off leash areas across the Shire, introduced five prohibited areas for pets to protect sensitive environmental areas, established effective control requirements for dogs, and brought in a sunset to sunrise cat curfew.
- Introduced free 1<sup>st</sup> year registration for desexed cats to increase cat identification and improve the number of lost cats reunited with owners.
- Improved information available for cat containment options and transitioning outdoor cats to being contained.
- Implemented online pet registration making it easier to register new pets or register when moving into the shire.
- Introduced eNotices for pet registration renewals to be delivered via email, making renewals faster and easier, while being better for the environment.
- Reviewed our cat shelter services, partnered with a new shelter provider, and built a dedicated Council operated temporary holding facility. Council can hold cats and dogs for up to 24 hours while rangers try to identify and contact owners.
- Implemented emergency pet welfare boarding for vulnerable members of the community who may be experiencing family violence or other personal crisis where support is needed.

While not an action in the previous plan, improving data capture and the ability to

report on outcomes for impounded animals was another key priority delivered.

## 4.2 Community Consultation

Central to the development of this plan is input from the community. A consultation plan was developed to guide how we would consult with the community on this plan. There are two stages of community consultation planned.



## 4.3 What you told us

In the first stage of consultation, a range of themes emerged as priorities from the community, as summarised below:

- A want for improved dog friendly infrastructure in open space – securely fenced off leash area options, more poo bag dispensers and bins for off leash areas and heavily used dog walking paths, better signage, and dog drink stations.
- Strong support for dedicated purpose built off leash dog parks.
- The most prevalent concern with dogs is poo not picked up in public places.
- Some owners do not adhere to leash requirements or do not have effective control of dogs.
- Select comments about the suitability of specified existing designated off leash areas and requests for additional off leash areas.
- Only moderate levels of compliance with the sunset to sunrise cat curfew.
- Ongoing concerns about the impact of cats on wildlife and the environment.

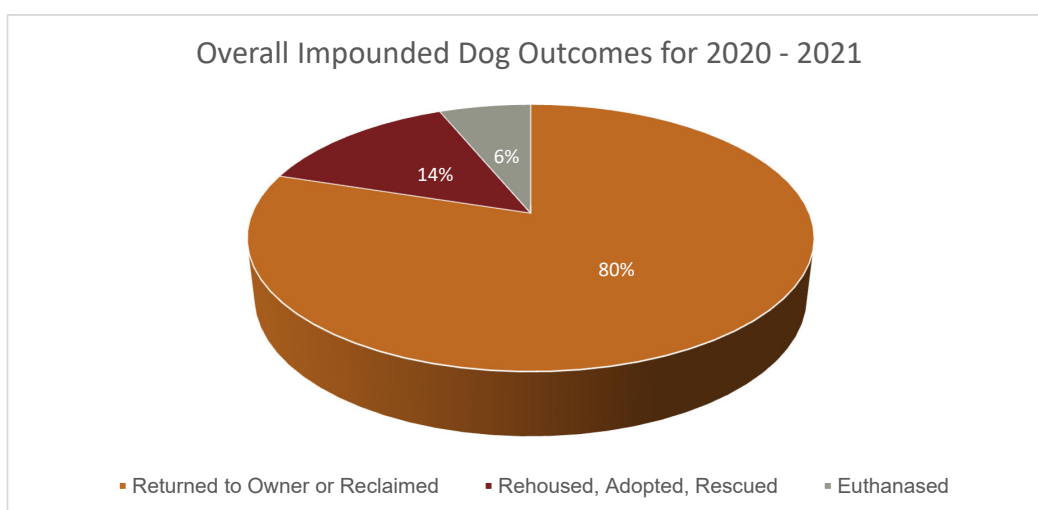
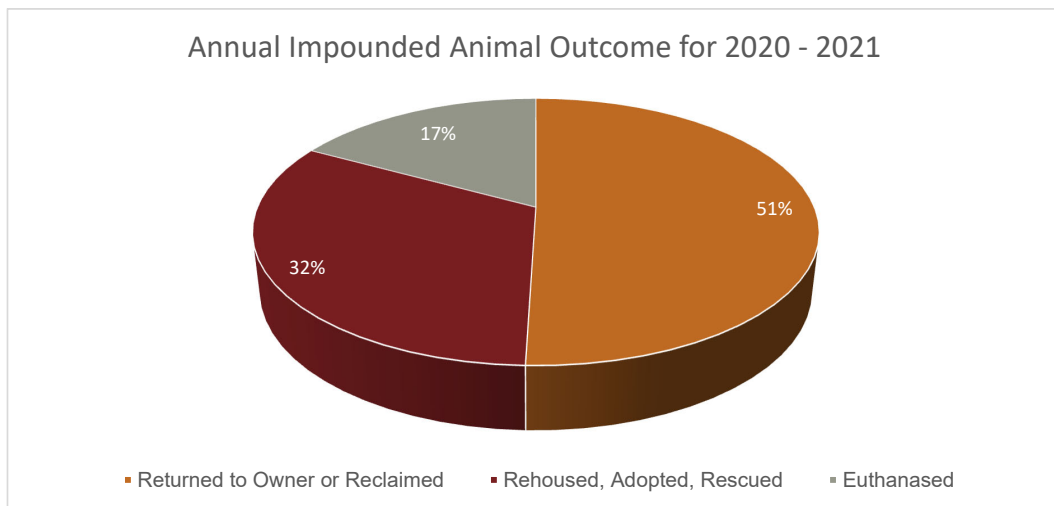
- Strong support for Council offering subsidised low cost cat desexing to reduce the number of unwanted cats and better protect the environment.
- Concerns about a perceived lack of localised services for lost pets – vets not able to return pets directly, no local pound/shelter (pound provider being in North Melbourne).

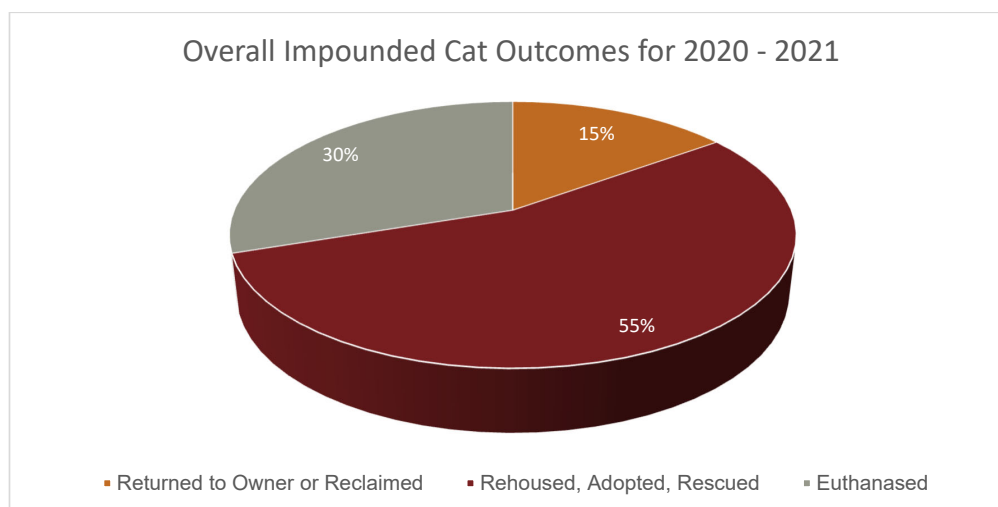
These themes helped shape the plan's objectives and activities in the relevant area of focus, with some themes crossing over into more than one focus area.

#### 4.4 The current status – 1 July 2020 – 30 June 2021

	2020/21
<b>Dogs</b>	
No. of Registered Dogs	10,322
No. of Registered Declared Dangerous and Menacing Dogs	11
No. of dog reports officers responded to	1,185
No. of dogs impounded	224
No. of dogs returned to owner by a Ranger	112
No. of dogs reclaimed from Council	26
No. of dogs reclaimed via Lost Dogs' Home	41
No. of dogs rehoused/adopted/rescued via Lost Dogs' Home	31
No of dogs euthanised	14
<b>Cats</b>	
No. of Registered Cats	3,212
No. of cat reports officers responded to	704
No. of cats impounded	186
No. of cats returned to owner by a Ranger	17
No. of cats reclaimed from Council	6
No. of cats reclaimed via Lost Dogs' Home	5
No. of cats rehoused/adopted/rescued	102
No of cats euthanised	56

No. of cat traps hired	33
No. of registered Domestic Animal Businesses	12
<ul style="list-style-type: none"> <li>• Breeding and rearing</li> <li>• Pet shops</li> <li>• Training establishment</li> <li>• Shelters and pounds</li> <li>• Boarding and establishments</li> </ul>	<p>0</p> <p>1</p> <p>4</p> <p>1</p> <p>6</p>





#### 4.5 Animal Management Staffing and Structure

Animal management is the responsibility of the Local Laws Unit at Council as part of the Safer Communities Department. Animal management makes up about 70% of the work undertaken by the unit. There are four fulltime Local Laws Officers (Ranger), a Team Leader and a Coordinator who undertake operational and enforcement activities. In addition, a Senior Local Laws Support Officer and two EFT Business Support Officers provide administrative and customer support. Casual and agency support staff are also utilised as required to meet operational demands.

The Local Laws Unit provides an emergency after-hours service throughout the year. As part of the after-hours service, Officers are on call to attend emergencies such as threatening dogs, dog attacks and injured animals. Additionally, Officers provide phone support for lost and found pets to reunite pets with owners quickly, and attend to collect found animals between 8.30am to 5.30pm when Council cannot contact owners.

## 5 Training of Authorised Officers

Legislative Context – *Domestic Animals Act 1994*, Section 68A(2)(b) - Outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of the *Domestic Animals Act 1994* in the Council's municipal district.

### 5.1 Current Situation

Due to the size of the shire, officers are allocated service areas that incorporate both rural and urban areas. Officers are required to have a sound understanding and knowledge of a range of acts and laws, including Council's General Purposes and Amenity Local Law No.10 and apply this knowledge to various situations. Apart from administering and enforcing these laws, officers need to communicate, educate and support community members effectively, diffuse difficult situations, safely handle animals, assess animal welfare and perform many other duties. A wide range of training is offered and provided to all officers. Training ensures they are equipped to respond to the demands of their roles.

### 5.2 Current and Ongoing Training Activities

Macedon Ranges Shire Council's current officer training and future development activities are developed in consultation with staff and designed to ensure all officers have the necessary training and qualifications to undertake their role.

Training needs are individually assessed for each officer and included in an annual staff development plan. Regular training is provided in a variety of formats. It provides industry-based training such as certificate courses, webinars and workshops, Occupational Health and Safety training, self-defence training, First Aid and CPR training, and annual corporate e-learning such as conflict of interest training, privacy training, and bullying and harassment training.

Council is committed to providing training for officers for new and emerging areas such as family violence.

### 5.3 Our Plans

**Objective:** Ensure Local Laws officers have the skills necessary to support the community and effectively perform their regulatory role.

Activity	When	Evaluation / Outcome
Provide updated training to Local Laws officers in application of the <i>Domestic Animals Act 1994</i> and the <i>Prevention of Cruelty to Animals Act 1986</i> .	ongoing	Local Laws staff will undertake training for continuous improvement in line with legislative changes.
Ensure all Local Laws Officers (permanent staff) have current membership with the Australian Institute of Animal Management.	2021 and ongoing	Local Laws Officers will have access to industry resources and webinars to expand knowledge in best practice animal management and welfare.
Ensure all Local Laws staff attend Mental Health First Aid training or undertake a refresher course.	2022 and ongoing	New staff will undergo training within 12 months of employment, and all staff will have refresher training every two years.
Local Laws staff will complete a minimum of one workshop, training session or webinar annually relevant to animal management or welfare.	ongoing	Annual development plan will include a workshop, training session or webinar with outcomes recorded.



Activity	When	Evaluation / Outcome
Ensure all Local Laws staff complete available training to create awareness about signs of abuse situations towards people and animals (Eg. family violence, child abuse, elder abuse).	Ongoing	New staff undergo training within 12 months of employment.

## 6 Registration and Identification

Legislative Context – *Domestic Animals Act 1994*, Section 68A(2)(c)(v) - Outline programs, services and strategies to encourage the registration and identification of dogs and cats. Other Sections addressed are 68A(2)(a),(c)(ii),(d), and (f).

### 6.1 Current Situation

Council's priority is to ensure all lost dogs and cats can be returned quickly to their owner. Registration and microchipping is essential in enabling this to occur. The quick return of a pet reduces stress on the owner and pet, while also helping prevent a potential nuisance or injury occurring. Generally, there is a high compliance rate of pet owners registering their dogs in the shire. However, many lost dogs that are impounded each year do not have current Council registration.

The number of cats registered in the shire is slowly increasing, but remains much lower than the number of dogs registered. The much lower rate of registrations results in very low identification and reunification rates for impounded cats. Despite most cats entering our pound being friendly, most are not reclaimed by owners and need to be rehomed. Cat identification and registration remains a key priority to improve reunification rates.

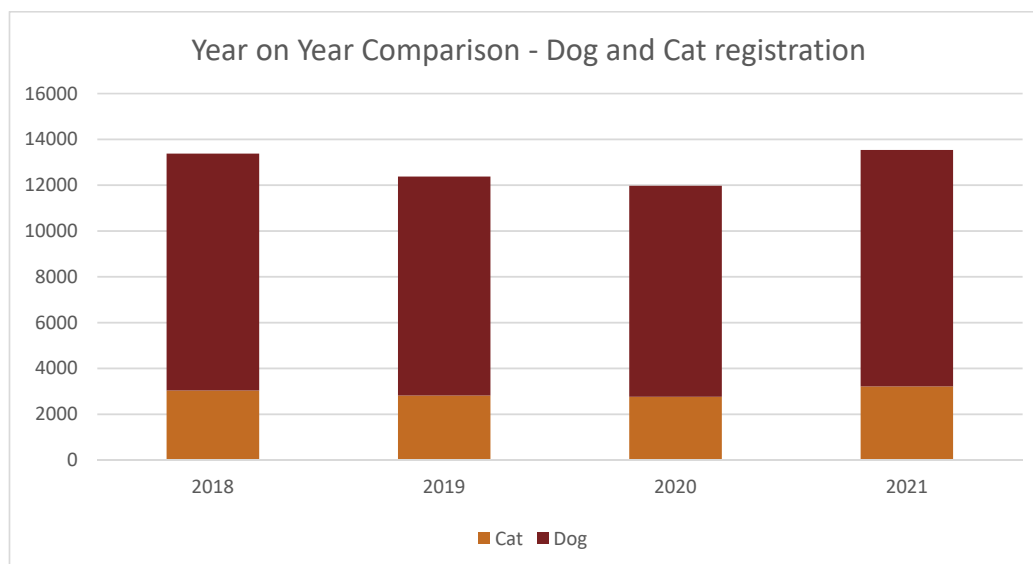
Council has a 24-hour holding facility within the municipality for any dogs and cats that cannot be re-united with their owner immediately. Officers aim to return as many dogs and cats as possible in the field without these animals entering a pound. Where a direct return is not possible, animals are generally held for 24 hours (except on weekends, public holidays, and high fire risk days) while Officers try to locate an owner to reclaim directly from Council.

Council partners with the Lost Dogs Home to provide shelter care and rehoming

services for pets that Council have not successfully been reunited with owners locally.

## 6.2 Registration History

Data for the number of dog and cat registrations for the last four years.



## 6.3 Our Orders, Local Laws, Council Policies and Procedures

### 6.3.1 Local Law:

General Purposes and Amenity Local Law No. 10 of 2013 – Division 3 Animal Control – Clause 42 regulates the number of dogs and cats that can be kept at a property without a permit depending on the land size.

### 6.3.2 Council Policies and Procedures

- Annual registration renewal and reminder notices, including the setting of fees.
- Legislative requirement for registration of dogs and cats at the age of three months.
- A mandatory fee structure is set out in the *Domestic Animals Act 1994* as a legislative requirement, and Council sets the fee amount through its annual budget process.

## 6.4 Current Education and Promotion Activities

- Promotion of registration requirements through various communication methods, including Shire Life newsletter, local papers, community newsletters, council's website and social media channels.

- Mailing / emailing out animal registration renewal and reminder notices annually to currently registered animals, follow up phone calls, and property visits.
- Reduced registration incentive for owners who purchase dogs and cats from registered animal shelters.
- First year free desexed cat registration incentive.
- Information in new resident's kits.
- New pet registrations and registration renewals available online.

### **6.5 Current Compliance Activities**

- Requiring unregistered impounded animals to be microchipped and registered prior to release.
- Following up with owners who have adopted or purchased new pets.
- Investigating complaints.
- Issuing notices for animals found unregistered.
- Issuing infringements for animals found unregistered
- Prosecuting owners of unregistered animals where infringements remain unpaid and/or animals remain unregistered.
- After hours animal emergency service.

### **6.6 Summary**

Macedon Ranges Shire Council's priority is to return lost pets to their owners as quickly as possible. Council aims to increase the number of animals registered across the shire, emphasising increasing the number of cats registered. Council will continue working with key partners to promote the benefits of pet registration and introduce further incentives to encourage registration.

## 6.7 Our Plans

**Objective:** Develop strategies in partnership with other agencies and organisations to increase Council registration and identification of dogs and cats.

Activity	When	Evaluation / Outcome
Continue first year free registration initiative for desexed cats.	ongoing	Encourage cat desexing and registration by waving first year registration fees for desexed cats.
Introduce "1 <sup>st</sup> free ride home" program.	2022 and ongoing	Develop and implement a fee waiver incentive program for impounded pets with current Council registration (conditions apply).
Partner with local veterinarians and other pet care providers to promote the benefits of pet registration.	2023	Develop information materials about Council's lost/found pet services and pet registration incentives for use by local veterinarians, dog trainers, and other pet care professionals servicing the community.
Pet registration enforcement checks via phone and home visits.	2022 - 2025	Annual dedicated pet registration compliance checks targeting non-renewals and randomised door knocks for unregistered pets – aimed at increasing compliance with pet registration requirements.
Outreach activities to promote pet registration and responsible pet ownership	2022 – 2025	Develop and implement a face-to-face outreach program for Officers to promote responsible pet ownership and benefits of pet registration.  (Eg. at markets, dog training locations, events)

## 7 Responsible Pet Ownership and Reducing Nuisance

Legislative Context – *Domestic Animals Act 1994*, Section 68A(2)(c)(i) - Outline programs, services and strategies to promote and encourage the responsible ownership of dogs and cats. - also addresses 68A(2)(a),(c)(ii),(c)(vi),(d),(f)

### 7.1 Current situation

The purpose of the *Domestic Animals Act 1994* is to promote animal welfare, the responsible ownership of dogs and cats, and the protection of the environment. The Act contains regulatory provisions to address dog and cat nuisances relating to noise, trespassing and wandering animals. The Macedon Ranges Shire's Local Law also has provisions that control animal nuisances such as limiting the number of cats and dogs that can be kept on any one property. The Local Law also defines, how any additional animals must be housed and the requirement for dog walkers to pick up their dog's waste when in public places.

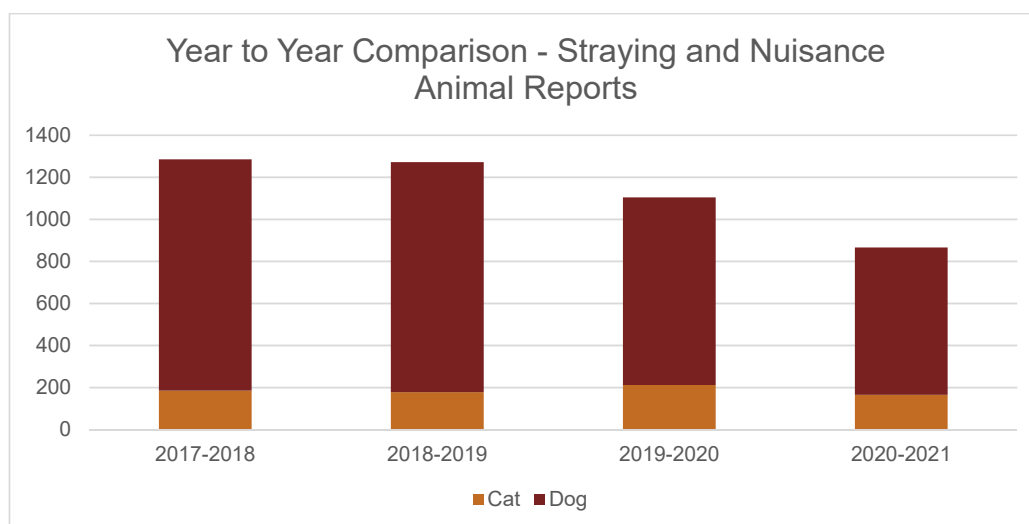
Reports about nuisance issues from dogs and cats have decreased over the past four years. The sharpest decrease was over the past two years, which may be attributable to the COVID-19 pandemic and associated restrictions on movement. Simply, more pet owners were home with their pets, enabling better supervision and management of problem behaviours. However, through the community consultation for this plan, concerns about dog poo in public places and dogs not under effective control remain issues for the community. In addition there are still significant concerns about the impact of cats on wildlife.

Dog on leash and effective control requirements came into operation from 1 January 2020, and the sunset to sunrise cat curfew from 1 July 2020 as part of the Council Dog and Cat Order 2019. While there is a high awareness of the new requirements, community feedback indicates there is still non-compliance being observed by dog and cat owners.

Due to shifting priorities responding to the COVID-19 pandemic, Council did not progress the second stage of implementation involving the installation of additional signs and a community education program. As we move into COVID normal, activities to support the implementation of the Order are planned. We also plan to review designated off leash and prohibited areas to determine suitability and opportunities for alterations.

The community has consistently called on Council to provide a 'pet friendly shire' with improved facilities for dogs as part of open spaces. This plan identifies the need for dedicated off leash dog parks and additional shared off leash areas to be considered as part of strategic open space planning.

With an emphasis on recognising the physical, mental and social benefits that pets bring, it is important to find the right balance in resolving nuisance issues. Education remains a high priority to encourage responsible pet ownership and help community members solve nuisance issues early without the need for Council intervention.



## 7.2 Our Orders, Local Laws, Council Policies and Procedures

### 7.2.1 Council Order and Local Law

Council Dog and Cat Order 2019 made under sections 25 and 26(2) of the *Domestic Animals Act 1994* came into operation from 2020 – establishes dog leashing and effective control requirements, designated off leash areas, the sunset to sunrise cat containment requirement, and designated prohibited areas for cats and dogs.

### General Purposes and Amenity Local Law No. 10 of 2013 – Division 1 – General Requirements

Clause 7 (1) A person using Council land or a road must comply with any conditions of use applied to that land or road by the Council and notified by way of signs e.g. dogs on lead signs

### Division 3 – Animal Control

Clause 41 regulates how animals are kept to ensure amenity and prevent nuisance issues from occurring.

Clause 42 regulates the numbers of dogs and cats that can be kept at a property without a permit depending on the land size.

Clause 43 Animal Excrement – requires a dog owner to carry a litter device and collect and dispose of any animal excrement when on a road or council land.

### 7.3 Current Education and Promotion Activities

- Education about dealing with nuisance issues through various communication methods, including Shire Life newsletter, local papers, community newsletters, Council's website and social media channels.
- Extensive dog on and off leash area information available on Council's website, and printed maps at Council operated service and information centres.
- Promoting the cat trapping program.
- Providing information relating to cat containment and enrichment.
- Providing advice to owners and recommending they seek advice from professional dog trainers and animal behaviourists about dealing with nuisance issues such as barking, anxiety, and escaping.
- Encouraging the desexing of cats and dogs to reduce wandering.



#### **7.4 Current Compliance Activities**

- Investigating nuisance complaints and ensuring minimal timeframes.
- Sending out barking dog formal complaint statements and barking dog logs.  
Deploying barking monitoring devices to corroborate the existence of a nuisance.
- Issuing notices to comply, notices of objection and infringements where necessary.
- Periodic targeted patrols at bushland reserves and off leash areas.
- Providing cat trapping programs to residents.
- Impounding wandering dogs and working with owners to address causes.
- Providing dog poo bags in key parks and reserves.

#### **7.5 Summary**

Council aims to reduce nuisance issues in the shire by developing a range of programs, services and initiatives that support those who have pets enjoy the benefits they bring but also support the safety and amenity of all residents.

## 7.6 Our Plans

**Objective 1:** Improve cat care and welfare to reduce nuisances and environmental impacts caused by cats.

Activity	When	Evaluation / Outcome
Continue to raise public awareness about the benefits of containing cats for their welfare and protecting the environment.	2022 - 2024	Develop and implement a dedicated communications plan aimed at educating the community about responsible cat ownership, cat containment, understanding cat behaviour, and improving cat welfare.
Promote anti-predation devices for cats (E.g. Birdsafe cat collars, cat bibs).	2022 – 2023	Direct promotion to cat owners to increase use of anti-predation collar additions for outdoor cats.
Review and update information materials for the cat trap hire program.	2022	Improve information materials provided with cat trap hire to ensure effective and humane use of Council provided traps.
Explore opportunities for interactive education with bushland reserve users. (E.g. user information boards, interactive signs, QR Codes to cat information)	2023 - 2025	Identify bushland reserves for targeted education about cats and the environment.
Work in partnership with industry stakeholders to develop and introduce a low cost cat desexing and microchipping program.	Ongoing from 2022	Offer Council subsidised low-cost cat desexing and microchipping programs annually, and targeted discount vouchers throughout

Activity	When	Evaluation / Outcome
		the year aimed at reducing feral / semi-owned cats.

**Objective 2:** Balance the needs of dog owners and the community to ensure community wellbeing, amenity and safety are enhanced.

Activity	When	Evaluation / Outcome
Continue to raise awareness about the Dog and Cat Control Order 2019 requirements for dogs in public places.	2022 - 2023	Review and improve community signage for on leash, off leash, and effective control requirements. Patrols increased in selected areas.
Review schedules one and two of the Dog and Cat Control Order 2019.	2022-2023	Conduct a review of designated off leash and prohibited areas – adjustments to be considered by Council for the Order
Review and update information materials for addressing dog barking nuisance.	2022 - 2023	Improve information materials about Council's barking nuisance process and self-help guidance for resolving barking issues.
Improve provisions for dogs in Council open spaces.	2022 - 2024	Review off leash areas and frequently used dog walking trails to map existing dog friendly infrastructure - poo bag dispensers, bins, and dog drink stations. Identify areas of need and prioritise for future dog friendly infrastructure provisions.
Improve existing designated fenced off leash areas.	2022 - 2024	Review designated off leash areas where there is existing fencing to identify and

		prioritise where the addition of gates or minimal fencing improvements can create secure off leash use.
Implement strategies to reduce the impact of dog poo on amenity and the environment.	2023	Develop and implement a dedicated communications plan aimed at educating the community about responsible collection and disposal of dog poo and the impacts of dog poo on the environment.
Explore opportunities to build purpose built dedicated dog parks.	2023 - 2025	In Council's Open Space Strategy, identify and prioritise suitable open spaces for development as purpose built dog parks.  Ensure purpose built dog parks are considered in Precinct Structure Plans.  Consider allocation of open space for purpose built dog parks in Development Plans for new estates.  Prepare plans and capital works submissions for two dog parks if suitable locations are identified.
Enhance in field education and enforcement capabilities.	2022	Expand mobile Pinforce capabilities to issue on-the-spot warnings and infringements for animal

		offences.
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## 8 Dog Attacks

Legislative Context – *Domestic Animals Act 1994*, Section 68A(2)(c)(iii) - Outline programs, services and strategies to minimise the risk of attacks by dogs on people and animals

- also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

### 8.1 Current Situation

Council Authorised officers are primarily responsible for investigating dog attacks on people and animals within Council's jurisdiction and legislative authority. Other state authorities may have investigation responsibilities in the circumstances involving attacks related to hunting, attacks on wildlife, intentionally setting a dog to attack, or where attacks occur in State or National Parks.

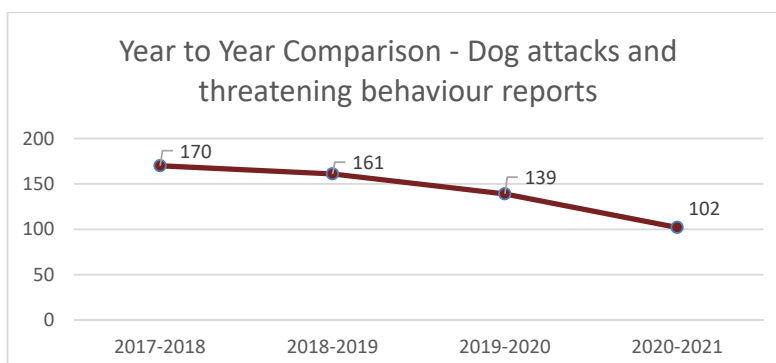
Minimising the risk of dog attacks is a key priority for Council as the safety of all members of the community is paramount. Council is committed to protecting and enhancing the community safety in relation to aggressive and inappropriately behaved dogs.

Officers respond to reports relating to dog attacks/rushes and aggressive wandering dogs as a matter of urgency 24-hours a day, every day throughout the year. Dog attacks are investigated thoroughly and officers are trained to collate all evidence relating to an attack to formulate a brief, which includes obtaining statements, photographs/video evidence, DNA evidence (where required) and vet/medical reports.

Through the active promotion of responsible pet ownership and early intervention for problem dogs, council has seen a continued reduction in the number of dog attacks over the last four years. However, dog attacks on livestock and wildlife continue to be a problem in rural areas.

There is a clear link between dogs that are not adequately secured to the owner's property and dog attacks. The majority of attacks occur when a dog is outside its property. In most cases, owners indicate their dog had never shown aggression before.

Responsible pet ownership practices are critical in minimising dog attacks and keeping our community safe for all.



## 8.2 Our Orders, Local Laws, Council Policies and Procedures

### 8.2.1 Council Order and Local Law:

Council Dog and Cat Order 2019 made under sections 25 and 26(2) of the *Domestic Animals Act 1994* came into operation from 2020 – establishes dog leashing and effective control requirements

General Purposes and Amenity Local Law No. 10 of 2013 – Division 3 Animal Control – Clause 42 regulates the numbers of dogs and cats that can be kept at a property without a permit depending on the land size

Council Policies and Operational Procedures – Authorised Officers prioritise dog attack responses accounting for immediate and ongoing risks, and the need to preserve evidence. Initial contact from a Local Laws team member occurs the same day of the report to triage and determine an appropriate operational response.

### 8.3 Current Education and Promotion Activities

- Education about minimising dog attacks through various communication methods, including Shire Life newsletter, local papers, community newsletters, council's website and social media channels.
- Providing information at Council offices and to new residents.
- Promoting the effective confinement and control of dogs.
- Promoting puppy/dog socialisation and obedience training.



#### **8.4 Current compliance activities**

- Responding to all stray/wandering/unsecure dog reports throughout the Shire.
- After hours response to all reports of dogs attacking or showing aggression.  
Investigating all alleged dog attacks and rushes.
- Ensuring suspected attacking dog/s are effectively secured or seized pending investigation/prosecution outcome.
- Impounding wandering/unsecured dogs and working with owners to resolve the cause.
- Issuing warnings/infringements for wandering or unsecured dogs.
- Prosecuting and/or declaring dogs that bite or attack.
- Recording data of reported dog attacks in the municipality.

#### **8.5 Summary**

Minimising the risk of dog attacks on people and animals in the shire is a key community safety program.

## 8.6 Our Plans

**Objective:** To minimise the incidence of dog attacks in the community

Activity	Commence	Evaluation / Outcome
Promote prosecution outcomes for dog attacks to act as a general deterrent.	ongoing	Work with Council's communications team to ensure timely and broad communication of prosecution outcomes to the community.
Continue to pursue formal declarations and/or court prosecutions for dogs involved in serious or repeated instances of rushes or attacks.	ongoing	Using a risk based enforcement approach, take appropriate legal action to ensure specific deterrence and that dogs involved in attacks are effectively controlled and contained.
Local Laws Officers will work directly with owners of higher risk dogs to reduce escalation of behaviours leading to dog bites/attacks.	2023 and ongoing	Further, develop and implement early intervention strategies and tools for use by Officers to directly support dog owners in addressing behavioural issues that can lead to attacks.

## **9 Dangerous, Menacing and Restricted Breed Dogs**

Legislative Context – *Domestic Animals Act 1994*, Section 68A(2)(c)(vii) - Outline programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations.

- also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

### **9.1 Current situation**

Council has five declared menacing dogs, and six declared dangerous dogs currently registered within the Shire. There are no restricted breed dogs registered.

Declared menacing dogs are those that have been declared by Council due to inflicting a non-serious bite to a person or animal, or having rushed up to a person or chased a person in an aggressive manner.

Owners of menacing dogs must abide by conditions specified by Council, being the dog is muzzled and leashed when outside the premises of its owner at all times.

Declared dangerous dogs are those that have been declared by Council due to biting or attacking and causing serious injury to an animal or person, or a dog that was declared menacing and its owner did not comply with the imposed requirements on two or more occasions. A dog that is kept for guarding non-residential premises is also defined as a dangerous dog.

Owners of dangerous dogs must abide by specific regulations in particular; secure enclosures, secure perimeter fencing for guarding dogs, warning signs on premises, wearing its prescribed dangerous dog collar at all times and being muzzled and on leash in public.

Council carefully considers whether to declare a dog menacing or dangerous. The declaration depends on the incident(s) that the dog has been involved in and the risk that the dog poses to the community. Fees for menacing and dangerous dogs are set considerably higher than other dog registration fees.

## **9.2 Our Orders, Local Laws, Council Policies and Procedures**

Owners of dogs that are proposed to be declared menacing or dangerous are entitled to provide a written submission or appear in person to be heard by an independent panel of council officers. Terms of reference are in place to establish consistency and procedural fairness in how declaration hearings are conducted.

## **9.3 Current Education and Promotion Activities**

- Information provided at Council offices and website.
- Liaise with dog owners relating to legislation requirements and any changes/updates.

## **9.4 Current compliance activities**

- Investigate and respond promptly to complaints about menacing or dangerous dogs.
- Ensuring all declared dogs are registered on the Victorian Dangerous Dog Registry
- Conducting annual inspections on premises housing declared dogs to ensure compliance
- Dog declarations made where applicable
- Prosecution/Infringements issued for any determined breach

## **9.5 Summary**

Council's priority is to protect the community from menacing and dangerous dogs.

## 9.6 Our Plans

**Objective:** Ensure declared dogs are compliant to relevant legislation and regulations.

Activity	When	Evaluation / Outcome
Pro-active engagement approach with owners of declared dangerous dogs to support them in meeting their legal obligations	ongoing	Continue annual audits for declared dangerous dogs as part of the registration renewal process, ensuring owners understand compliance requirements, non-compliance issues are detected and rectified, and enforcement action taken for offences.
Pro-active engagement approach with owners of declared menacing dogs to encourage behaviour modification and improve management.	2023	Develop incentive program for owners of declared menacing dogs to undertake a tailored behaviourist training program and management plan.

## 10 Overpopulation and high euthanasia

Legislative Context – *Domestic Animals Act 1994*, Section 68A(2)(c)(iv) - Outline programs, services and strategies to address any over population and high euthanasia rates for dogs and cats.

- also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

### 10.1 Current Situation

Council's initial priority is to return all animals to their owner so they can avoid a trip to the pound. We have had great success in returning dogs home, while cats have relatively low owner return rates due to lack of identification.

Council is committed to re-homing dogs and cats that are not claimed by their owners and works with a range of partners to provide these animals with a second chance. When it is not possible to return the animal and it is not reclaimed from the pound, then all attempts are made to re-home the animal. As a result rehoming rates remain consistent, and euthanasia rates are very low. Cat re-homing rates and euthanasia rates are slowly improving.

Providing information about the benefits of desexing, microchipping, registration and containing dogs and cats are key components in reducing the numbers of unwanted cats and dogs.

Overpopulation of cats and unowned community cats continue to be of concern in the shire and are priority areas for council to address. Feedback from the consultation process confirms this with strong support from the community to introduce a council subsidised low cost desexing program for cats. However, there is less concern regarding the overpopulation of dogs in the shire. Therefore, this is not considered an issue that council needs to prioritise for dogs, except for when there are compliance/welfare issues.

<b>Year on Year Comparison of Dogs Rehomed and Dogs Euthanased*</b>				
<b>Year</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Returned to Owner, Reclaimed	252	277	228	179
Rehomed, Adopted, Rescued	45	28	32	31
Euthanased	13	17	16	14

<b>Year on Year Comparison of Cats Rehomed and Cats Euthanased*</b>				
<b>Year</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Returned to Owner, Reclaimed	33	42	40	28
Rehomed, Adopted, Rescued	106	85	87	102
Euthanased	109	134	108	56

\*Further work is underway to present this data in the final plan.

## **10.2 Our Orders, Local Laws, Council Policies and Procedures**

### **10.2.1 Local Law**

General Purposes and Amenity Local Law No. 10 of 2013 – Division 3 - Animal Control – Clause 42 regulates the numbers of dogs and cats that can be kept at a property without a permit depending on the land size.

**10.3 Current Education and Promotion Activities**

- Promoting benefits of desexing and encouraging through registration incentives.
- Promoting adoptions and encouraging through registration incentives.
- Promoting appropriate pet selection.
- Promoting cat containment and enrichment.
- Promote Council's cat trapping program.

**10.4 Current compliance activities**

- Cat trapping program.
- Investigating unregistered breeding establishments and animal hoarding issues.
- Enforcing the Local Law relating to the number of cats/dogs on a property.
- Assessing excess animal permit applications, factoring in the number of entire/desexed animals.

**10.5 Summary**

Council is committed to reducing the number of unwanted cats and dogs in the community by reducing incoming numbers and improving reclaim and adoption outcomes.



**10.6 Our Plans**

**Objective:** Reduce the number of unwanted cats and dogs in the community by reducing incoming numbers and improving reclaim and adoption outcomes.

Activity	Commence	Evaluation / Outcome
Work in partnership with industry stakeholders to develop and introduce a low cost cat desexing and microchipping program.	Ongoing from 2022	Offer Council subsidised low-cost cat desexing and microchipping programs annually, and targeted discount vouchers throughout the year aimed at reducing unwanted cats and associated impound rates.
Work with local veterinarians and pet owners to help reunite lost pets quickly.	Ongoing	Enhance partnerships with veterinary practices to aid in contacting pet owners to retrieve identifiable lost pets, and providing support to owners with addressing repeated escaping.
Continue program to prioritise reclaims and release of pets locally.	Ongoing	Officers will make every effort to identify owners to return pets home or arrange reclaim from Council facilities (conditions apply).
Ensure photos and information about stray pets impounded with Council's pound contractor are publically	Ongoing	Ensure it is a condition for contracted pound services that the provider has

Activity	Commence	Evaluation / Outcome
available to aid owners with locating lost pets.		photos of impounded pets publically available online.  Ensure Council's lost pet information provides a link to the contractor's impounded pet pages.

## 11 Domestic Animal Businesses

Legislative Context – *Domestic Animals Act 1994*, Section 68A(2)(c)(ii) - Outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation.

- also addresses 68A(2)(a),(c)(i),(d),(f)

### 11.1 Current situation

Domestic Animal Businesses (DABs) are animal shelters, pet shops, animal breeding and/or rearing establishments, boarding and/or training facilities. There are 12 registered Domestic Animal Businesses in the Shire. Registered domestic animal businesses are audited annually as well as on receipt of complaints.

Council is committed to a high standard of animal welfare and aims to ensure that all domestic animal businesses comply with relevant standards and codes. Council is also committed to identifying unregistered Domestic Animal Businesses operating within the shire and taking appropriate regulatory action to ensure compliance is achieved.

Legislative changes and the introduction of the Victorian Pet Exchange Register (PER) provide greater transparency for breeders operation in the shire. Council Authorised Officers are responsible for regulating breeding activities to ensure they are operating lawfully and must report to the Victorian Government about Domestic Animal Businesses annually.

## **11.2 Our Orders, Local Laws, Council Policies and Procedures**

Enforcement of the legislative requirements of the Domestic Animals Act 1994 and relevant Codes of Practice.

### **11.2.1 Local Law and Planning**

General Purposes and Amenity Local Law No. 10 of 2013 – Division 3 Animal Control – Clause 42 regulates the numbers of dogs and cats that can be kept at a property without a permit depending on the land size.

*Planning and Environment Act 1987* and the Macedon Ranges Shire Council Planning Scheme – regulates the use and development of land (including land used to keep, breed, board, or train domestic animals)

## **11.3 Current Education and Promotion Activities**

- Providing information to registered domestic animal businesses.
- Promoting Victorian Government information and codes of practices.
- Advertising new legislation amendments.

## **11.4 Current compliance activities**

- Annual registration of Domestic Animal Businesses.
- Annual and random auditing of Domestic Animal Businesses, both scheduled and unscheduled.
- Investigating suspected or reported unregistered domestic animal businesses.
- Liaison between Local Laws and Statutory Planning Officers to assist with permit requirements and ensure planning conditions are adhered to.
- Issuing/enforcing of infringement notices/notice to comply, or prosecuting for offences.

## **11.5 Summary**

Council is committed to protecting the welfare of animals through working with Domestic Animal Businesses to comply with the relevant standards and effective enforcement for non-compliant businesses.

**11.6 Our Plans**

**Objective:** Ensure all domestic animal businesses are compliant with relevant legislation and codes of practice

Activity	Commence	Evaluation / Outcome
Continued pro-active engagement with owners / proprietors of registered Domestic Animal Businesses to support them in meeting their legal obligations.	ongoing	Annual provision of self-audit tools for registered DABs as part of renewal process. Regular audits by Local Laws Officers aimed at ensuring proprietors understand compliance requirements, non-compliance issues are resolved, and offences are pursued legally.
Improved surveillance and targeted enforcement activities focused on unregistered and non-compliant Domestic Animal Breeding and Rearing Businesses.	2021 - 2025	Deter illegal breeding activities in the Shire through interdepartmental and interagency collaboration in permit processing, investigation, and compliance activities. Monitor Pet Exchange Register data, dog and cat advertisements, and share intelligence with other agencies to detect illegal breeding in the Shire.
Ensure dog training establishments are registered as Domestic Animal Businesses.	2022	Reach out to local dog trainers and puppy pre-schools to ensure registrations are current (if required).

## **12 Other Matters – Supporting the Community in Emergencies**

Legislative Context – *Domestic Animals Act 1994*, Section 68A(2)(e) - Provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks is necessary

### **12.1 Current Situation**

Council recognises the physical, mental and social benefits that pets bring and the link between enabling pet owners to keep their pets close to them or knowing that they are safe when confronted with a crisis. These situations include emergency incidents such as a house fire or bushfire, family violence or health issues. Council is committed to supporting community members through these situations by thorough emergency management planning, partnering with relevant agencies to prevent family violence and working with established networks to enable community members to remain living independently in their homes.

Council can support community members in times of crisis by working with our partners to coordinate the transport of animals, temporary boarding of animals and veterinary care if required. We know that by doing this residents can focus on other important issues knowing that their pet is safe.

Council has an Emergency Animal Plan that may be enacted in larger emergencies that helps residents and emergency personnel manage pets and livestock.

Council can temporarily accommodate pets at Emergency Relief Centres, and Local Laws officers are trained to assist residents and their pets at these centres. In addition, the council has programs in place to assist vulnerable members of the community with their pets when experiencing family violence or other personal crises.

### **12.2 Our Orders, Local Laws, Council Policies and Procedures**

Emergency Animal Plan is a sub-plan of the Municipal Emergency Management Plan.

### **12.3 Current Education and Promotion Activities**

Council provides education and promotion about including pets in personal fire plans through various communication methods such as Shire Life newsletter, local papers, community newsletters, council's website and social media channels.

## 12.4 Summary

Council is committed to providing support to community members in times of need so that their pets are safe and well cared for.

## 12.5 Our Plans

**Objective 1:** Support community members who in times of need require assistance in providing care for their pets

Activity	When	Evaluation / Outcome
Continue to support vulnerable members of the community with temporary animal boarding and care.	ongoing	Provide individualised support and/or facilitate temporary boarding for animals to assist pet owners experiencing an emergency, personal crisis, or family violence situation (single incident).
Building emergency preparedness – planning for pets in emergencies		Develop a communications plan aimed at building community capabilities to plan for pets in emergencies.
Review Council's Emergency Animal Plan	2023	Review and update Council's Emergency Animal Plan to ensure pet owners are supported during emergency events.

### 13 Other Matters – Promoting Council’s Animal Services

Legislative Context – *Domestic Animals Act 1994*, Section 68A(2)(e) - Provide for the review of any other matters related to the management of dogs and cats in the Council’s municipal district that it thinks is necessary

#### 13.1 Our Orders, Local Laws, Council Policies and Procedures

Council does not currently have any policies or communication plans specifically promoting responsible animal ownership and Council’s animal services in the community.

#### 13.2 Current Education and Promotion Activities

Education and promotion about responsible animal ownership and services are done on an ad-hoc basis without an over-arching communications plan to drive behaviour change. Communications are currently done through the Shire Life newsletter, local papers, community newsletters, council’s website and social media channels. Local Laws Officers also do direct education with residents and pet owners through service interactions. However, feedback indicates there is a lack of information available through Council, leading to a lack of knowledge, or in some cases a misunderstanding, about animal services provided.

#### 13.3 Summary

Through improved communications to the community, Council has an opportunity to increase transparency about its animal services, enhance Council’s reputation in leading good animal welfare and management practices, and improve responsible pet ownership outcomes.

#### 13.4 Our Plans

**Objective 2:** Improve Council’s public education and communications about responsible animal ownership and animal services

Activity	When	Evaluation / Outcome
Raise community awareness about Council’s animal services, responsible pet ownership, pet behaviour, and animal	2022 - 2025	Develop and implement a dedicated pet communications plan with

Activity	When	Evaluation / Outcome
welfare.		regular and consistent messaging using a variety of platforms and methods shown to drive behaviour change. Ensure a variety of mediums to enable broad community reach.

#### 14 Annual Review of Plan and Annual Reporting

Legislative Context – *Domestic Animals Act 1994*, Section 68A(3) Every Council must—

- (a) review its domestic animal management plan annually and, if appropriate, amend the plan
- (b) provide the Department of Economic Development, Jobs, Transport and Resources Secretary with a copy of the plan and any amendments to the plan
- (c) publish an evaluation of its implementation of the plan in its annual report.



### 14.1 Our Plans

**Objective:** Review the Domestic Animal Management Plan to ensure it is current and meets the needs of the community

Activity	Commence	Evaluation
Review the plan annually and amend where necessary	Annually	Annual review conducted and amendments made where necessary.
Include information in the council annual report about activities implemented	Annually	Information included in annual report

## 15 Appendix 1 – General Purpose and Amenity Local Law No. 10

### Division 1 – General Requirements

#### 7. General Requirements applying to the use of Council Land and Roads

- (1) A person using Council land or a road must comply with any conditions of use applied to that land or road by the Council and notified by way of signs, conditions of entry or conditions of membership.

### Division 3 – Animal Control

#### 41. Keeping Animals

- (2) A person keeping animals on land must not allow any animal to:

- (a) cause a nuisance to any other person because of noise, smell or any other condition;
- (b) damage any flora or fauna on the land;
- (c) pollute any drain, gutter, watercourse or water catchment on or through that land; or
- (d) cause the invasion or spread of noxious or environmental weeds on or from that land.

**Penalty: 10 Penalty Units**

- (3) A person providing housing for animals kept on land must ensure that a nuisance or offensive condition is not caused to adjoining land and that:

- (a) animal housing is:
  - (i) constructed and maintained to the satisfaction of the Authorised Officer;
  - (ii) kept clean and sanitary at all times;
  - (iii) located at a distance from dwellings on other land to the satisfaction of the Authorised Officer;
  - (iv) located at a distance from any property boundary to the satisfaction of the Authorised Officer;
- (b) food is kept in fly and vermin proof buildings or containers other than baled, rolled, sheaf hay or silage; and
- (c) the land is kept free of materials, refuse and vegetation that may harbour or attract rats, mice or other vermin.

**Penalty: 10 Penalty Units**

- (4) A person must not feed or encourage the presence of feral, stray or pest animals or allow such animals access to food on the land on which animals are kept.

**Penalty: 5 Penalty Units**

**42. Limits on Numbers of Animals**

(5) A person must obtain a permit to keep animals in excess of the numbers permitted or to keep animals on land less than the area prescribed as follows:

**Dogs and cats**

- On land up to 4,000 square metres (1 acre) - 2 dogs and 2 cats
- On land greater than 4,000 square metres (1 acre) - 4 dogs and 4 cats.

**Roosters**

- Less than 4,000 square metres (1 acre) - 0.

**Pigs or piglets**

- Less than 10,000 square metres (2.5 acres) – 0.

**Farm animals**

- Less than 2,000 square metres (0.5acre) – 0 unless sub-clause (2)(c) applies.

**Penalty: 20 Penalty Units**

(6) The requirement to obtain a permit under sub-clause (1) does not apply if:

- (a) the number of animals to be kept on land is because of a commercial undertaking on the land and the use is authorised under the Planning Scheme or a permit has been obtained under the Planning Scheme;
- (b) the dogs are kept for working stock on farm land which is greater than 40 hectares; or
- (c) farm animals are on the land for not more than 1 month and are being used for fire prevention or weed management purposes.

**43. Animal Excrement**

- (7) A person in charge of an animal must not allow any part of that animal's excrement to remain on any road or Council land and must immediately collect and dispose of the excrement.

**Penalty: 10 Penalty Units**

- (8) A person in charge of an animal on any road or Council land must carry sufficient litter devices to collect and dispose of animal excrement and must produce them on request to an Authorised Officer.

**Penalty: 5 Penalty Units**

**44. Effective fencing and confinement of farm animals**

- (9) An owner or occupier of land must ensure that the land on which a farm animal is kept is adequately fenced or confined in a satisfactory condition to ensure that the type of farm animal kept on the land cannot escape from it.

**Penalty: 10 Penalty Units**

- (10) If a farm animal is found at large outside the land of the owner or not securely confined to the owner's land between sunrise and sunset, the owner is guilty of an offence.

**Penalty: between sunrise and sunset - 10 Penalty Units**

- (11) If a farm animal is found at large outside the land of the owner or not securely confined to the owner's land between sunset and sunrise, the owner is guilty of an offence.

**Penalty: between sunset and sunrise - 20 Penalty Units**



	<ul style="list-style-type: none"> <li>• Span the whole life cycle of an acquisition and take sustainability and environmental benefit considerations into account;</li> <li>• Achieve demonstrable Value for Money;</li> <li>• Are conducted in, and demonstrate, an impartial, fair and ethical manner;</li> <li>• Seek continual improvement through innovative and technological initiatives, and</li> <li>• Generate and support Local Business through inclusion wherever practicable.</li> </ul>																								
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	<p><b>Loddon Mallee Procurement Network (LMPN)</b></p>	<p>The 10 Councils comprising the LMPN, being the Buloke Shire Council, Campaspe Shire Council, Central Goldfields Shire Council, City of Greater Bendigo, Gannawarra Shire Council, Loddon Shire Council, Macedon Ranges Shire Council, Mildura Rural City Council, Mount Alexander Shire Council and Swan Hill Rural City Council.</p>
<p><b>Preferred Supplier Panels</b></p>	<p>Panels of suppliers or vendors who are able to supply goods, works or services. Panels are based on categories such as trade services and plant hire. Panels mean that Council staff are able to request a quotation (from suppliers on the panel) without publically inviting tenders (noting that the number of quotations requested still needs to be compliant with the policy). Preferred Supplier Panels are also known as Approved Supplier Lists or Approved Contractor Lists.</p>	
<p><b>Principles</b></p>	<p>Procurement principles are the fundamental propositions or forces that serve as the foundation for the policy and will govern procurement practices and decision making.</p>	
<p><b>Probity</b></p>	<p>Within government, the term "probity" is often used in a general sense to mean "good process". A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation, are established, understood, and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.</p>	
<p><b>Procurement</b></p>	<p>Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.</p>	
<p><b>Public Advertising</b></p>	<p>Public Advertising is online/digital through Councils eTender Portal</p>	
<p><b>Schedule of Rates Contract</b></p>	<p>A standing offer arrangement based on a Schedule of Rates contract that sets out rates for goods and services which are available for the term of the agreement but without a commitment to purchase a specified value or quantity of goods or services.</p>	
<p><b>Social Economic Benefit</b></p>	<p>The positive impacts on people, places or communities generated through procurement practices in the MRSC and Loddon Mallee Region.</p>	
<p><b>Suppliers</b></p>	<p>Any organisation which supplies goods or services to Council including but not limited to, contractors, subcontractors, manufacturers, wholesalers, retailers and consultants.</p>	
<p><b>Sustainability</b></p>	<p>Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.</p>	
<p><b>Tender Process</b></p>	<p>The process of inviting parties from either a select list or via public advertisement to submit an offer by tender followed by evaluation of submissions and selection of a successful bidder or tenderer in accordance with pre-determined evaluation criteria.</p>	

	<b>Total Contract Sum</b>	The potential total value of the contract including: <ul style="list-style-type: none"> <li>• costs for the full term of the contract, including any options for either party to extend the contract;</li> <li>• applicable goods and services tax (GST);</li> <li>• anticipated contingency allowances or variations, and</li> <li>• all other known, anticipated and reasonably foreseeable costs.</li> </ul>
	<b>Value for Money</b>	Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> <li>• non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, service and support, and</li> <li>• cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.</li> </ul>
<b>References:</b>	Macedon Ranges Shire Council Suppliers Code of Conduct	
<b>Related Policies:</b>	See Appendix 4 of this Policy	
<b>Related Legislation:</b>	<u>Local Government Act 2020</u> Competition and Consumer Act 2010	



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This Policy applies to all procurement activities at the Council and is applicable to Councillors and Council Staff.

It is recognised this will enhance achievement of the Council's objectives such as sustainable and socially responsible procurement, supporting local economies and obtaining Value for Money, leading to a better result in the provision of goods, services and works for the benefit of the community.

This Policy provides direction on the conduct of procurement activities throughout the sourcing, management and disposal phases. It does not extend to the related accounts payable processes.

The Council must comply with this Procurement Policy before purchasing. Or entering into a contract for, the purchase of goods, services or the carrying out of works.

## 1. Application of GST

All monetary values stated in this policy **exclude GST** unless specifically stated otherwise.

## 2. Effective Legislative and Policy Compliance and Control

### 2.1 Ethics and Probity

#### 2.1.1 Requirement

The Council's procurement activities shall be performed in an open, transparent and ethical manner with demonstrated integrity, fairness and accountability that meets relevant legal requirements.

All tender processes shall be conducted in accordance with the requirements of this Procurement Policy and any associated procedures, relevant legislation, relevant Australian Standards, Commercial Law and *the Act*.

#### 2.1.2 Conduct of Councillors and Council Staff

Councillors and Council Staff shall at all times conduct themselves in ways that are in accordance with the Councillor Code of Conduct or the Staff Code of Conduct respectively, will perform their duties ethically and with integrity and must:

- Treat potential and existing suppliers with equality and fairness;
- Not use their position to seek or receive personal gain in procurement matters;
- Maintain confidentiality of Commercial in Confidence information;
- Present the highest standards of professionalism and probity;
- Afford suppliers and tenderers with the same information and an equal opportunity to tender or quote for goods, services and works contracts;
- Be able to account for all decisions and demonstrate and provide evidence of the processes followed;
- Not perform any work under any Council contracts they are supervising i.e. Council Staff cannot also work for the relevant supplier;
- Query incidents, decisions or directions that appear to contradict or deviate from Council's standards of ethics or probity or established policies and procedures; and
- Ensure that this Procurement Policy and Council's Procurement guidelines are adhered to in relation to any expenditure of Council funds.

### 2.1.3 Conflict of Interest

Councillors and Council Staff shall at all times avoid situations which may give rise to an actual or perceived conflict of interest. A conflict of interest may be a 'general' or a 'material' conflict of interest.

A person has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

A person has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit or loss may be direct or indirect and pecuniary or non-pecuniary. Affected persons include, among others, the member of Council Staff and their family members.

Council Staff involved in the procurement process, in particular preparing tender documentation, writing tender specifications, opening tenders, participating in tender evaluation panels, preparing a recommendation report; and Councillors and Council Staff awarding tenders must:

- **Avoid** conflicts of interest, whether material or general or actual, potential or perceived;
- **Declare** if they have a conflict of interest in respect of the procurement. Council Staff participating in tender evaluation panels must complete a Conflict of Interest declaration. Council Staff must declare any actual or perceived conflicts in line with Council's internal processes for reporting conflicts of interest; and
- **Observe** prevailing Council and Government guidelines on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information whether or not for personal gain.

### 2.1.4 Fair and Honest Dealing

All prospective contractors and suppliers must be treated impartially and afforded an equal opportunity to tender or submit a quotation.

Any suspected improper conduct, including suspected fraud, corruption, substantial mismanagement of public resources, risk to public health and safety, risk to the environment, or detrimental action should be managed in accordance with Council's internal policies and processes.

### 2.1.5 Probity, Accountability and Transparency

Accountability in procurement means being able to justify and provide evidence of the process followed. An independent third party must be able to see clearly that a process has been followed and that the process was fair and reasonable.

Council Staff must be able to account for all procurement decisions and ensure all procurement activities leave an audit trail for monitoring and reporting purposes.

### 2.1.6 Gifts and Benefits

Any gift or benefit offered to a Councillor or Council Staff will be managed in accordance with Council's internal policies and processes.

Councillors and Council Staff, particularly contract supervisors:

- must not knowingly engage a Council supplier for private benefit, unless that engagement is on proper commercial terms.

#### 2.1.7 Disclosure of Information

Commercial in Confidence information received by the Council must not be disclosed and is to be stored in a secure location.

Councillors and Council Staff must take all reasonable measures to maintain confidentiality of:

- Information disclosed by organisations in tenders, quotation or during tender negotiations; and
- Commercial in Confidence information.

Councillors and Council Staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre-contract negotiations.

#### 2.1.8 Complaints & Reporting suspicious activities

##### Complaints Handling

Members of the public and suppliers are encouraged to report known or suspected incidences of improper conduct to the CEO. Councillors and Council Staff will report and manage complaints in accordance with Council's internal policies and processes.

##### Reporting Suspicious Activities

All Councillors, Council Staff and Council suppliers are required at all times to act honestly and with integrity and to safeguard the public resources for which they are responsible. Council is committed to protecting all revenue, expenditure and assets from any attempt to gain illegal benefits (financial or otherwise).

Council will take all reasonable steps to protect those who assist Council by providing information about suspected fraud. This will include confidentiality of identity and protection from harassment, to the extent possible.

Suspected improper conduct, offers of bribes, commissions and any other irregular approaches from suppliers, prospective suppliers or other individuals will be investigated and reported in accordance with Council's internal policies and processes.

The CEO must notify IBAC of any matter they suspect on reasonable grounds to involve corrupt conduct occurring or having occurred in accordance with mandatory reporting requirements under the Independent Broad-based Anti-corruption Commission Act 2011.

## 2.2 Governance

### 2.2.1 Structure

Council has delegated a range of powers, duties and functions to the CEO in relation to procurement. The delegation aims to ensure that the Council's procurement structure operates according to processes that:

- Are flexible enough to procure in a timely manner the diverse range of goods, works and services required by Council;
- Guarantee that prospective contractors and suppliers are afforded an equal opportunity to tender or submit a quotation; and
- Encourage competition,
- Encourage collaboration,

### 2.2.2 Methods

The Council's standard methods for procuring goods, services and works shall be by any of the following:

- Purchase order that represent best Value for Money under the quotation process from suppliers for goods or services under the thresholds adopted by the Council. An approved purchase order must be created prior to committing expenditure on behalf of Council;
- Under contract following a quotation or tender process;
- Under a Preferred Supplier Panel as described in Appendix 8
- Using Collaborative Procurement Arrangements;
- Multi-stage tenders commencing with an EOI followed by a tender process;
- Under a sole-sourcing arrangement in line with the conditions contained in section exemptions from tendering;
- Purchasing Cards;
- Petty Cash

unless other arrangements are authorised by Council or under appropriate delegated authority on an 'as needs' basis as required by abnormal circumstances such as emergencies.

### 2.2.3 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities. Accordingly, to give effect to this principle, the availability of existing funds within an approved budget or source of funds shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

## 2.3 Procurement Thresholds and Competition

In every procurement activity all practicable efforts will be made to consider the sustainable procurement considerations as listed in Section 3.2.

Council will invite offers from the supply market for goods, services, and works in accordance with the thresholds listed in Appendix 1.

### 2.3.1 Procurement Principles

Council will apply the following fundamental best practice principles to procurement, irrespective of the value and complexity of that procurement:

- Value for Money;
- Sustainability (social, economic and environmental);
- Open and fair competition;
- Accountability;
- Risk management, and
- Probity and transparency.

### 2.3.2 Procurement Methodology

Section 108 of the Act details that each Council will set the public tender threshold above which tenders or expressions of interest for contracts must be publicly invited.

A public tender process must be used for all procurements valued at \$200,000 and above (excl. GST) for goods, services or works.

For procurements valued under \$200,000 (excl. GST), the procurement methodology and thresholds detailed in Appendix 1 will apply.

#### 2.3.2.1 Contract Variations

All contract variations must be assessed to determine whether they are properly characterised as variations, or whether they are in effect a new contract. This will depend on factors like:

- The monetary value of the proposed variation, i.e. the value of the variation in the context of the thresholds fixed by the Procurement Policy; and
- The subject matter of the proposed variation, and whether it is consistent with the scope of the original contract.

### 2.3.3 Public Tender Requirements

All public tenders invited by the Council will be published via Council's eTendering Portal and may be advertised in the media.

Information regarding Current Tenders and Awarded Tenders will be published on Council's eTendering Portal.

#### 2.3.3.1 Tender Evaluation

A tender evaluation panel will be established to evaluate each tender submission against the tender's selection criteria. Tender evaluation panels can include external personnel in order to ensure the best outcome for a procurement activity and must comprise of at least 3 persons as well as a chairperson.

A detailed Tender Evaluation Plan shall be developed, approved and strictly adhered to by that panel.

The Tender Evaluation Plan should be completed and signed off prior to the tender or quotation being issued.

#### 2.3.3.2 Evaluation Criteria

The Council may include the following evaluation criteria categories to determine whether a proposed contract provides Value for Money:

- Mandatory Compliance criteria (e.g. ABN registration, OH&S, Fair Work Act, risk and conflict of interest);
- Tendered price;
- Capacity of the Tenderer to provide the goods and/or services and/or works;
- Capability of the Tenderer to provide the goods and/or services and/or works; and
- Demonstration of sustainability.

#### 2.3.3.3 Probity Advisor

A formal probity plan should be developed, and a probity advisor appointed in the following circumstances:

- Where the proposed Total Contract Sum exceeds \$10 million over the life of the contract or for a lesser value set by Council from time to time; or
- Where a proposed contract is considered by Council or the CEO to be particularly complex, of a high risk or controversial nature, and requiring a high level of public confidence.

A probity advisor may be appointed to any tender evaluation panel and may be appointed to oversee the evaluation process.

#### 2.3.3.4 Shortlisting and Negotiations

Council may conduct a shortlisting process during EOI, tender and quotation processes. Shortlisting must be based on the advertised selection criterion.

Shortlisted tenderers may be invited by the Council to submit a best and final offer in relation to all or certain aspects of their respective tenders.

Once one or more preferred tenderers are selected, negotiations can be conducted in order to obtain the optimal solution and commercial arrangements within the original scope and intent of the tender. Probity requirements apply to all negotiations.

#### 2.3.4 Collaborative Procurement

In accordance with section 108 (3)(c) of the Act, the Council will first give consideration to collaboration with other Councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works in order to take advantage of economies of scale.

Council Staff must consider any opportunities for Collaborative Procurement in relation to a procurement process undertaken by Council. Any Council report that recommends commencing a procurement process must set out information relating to opportunities for Collaborative Procurement, if available, including:

- The nature of those opportunities, if any, and the councils or public bodies with which they are available; and
- Why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

When collaborating with the LMPN, Council will do so in accordance with the following:

- The LMPN will develop a consolidated contract register to identify joint procurement projects on an annual basis;
- Council contracts with a minimum value of \$1 million per annum (per Council), for the ongoing supply of goods or provision of services or works, other than projects that are unique to an individual Council (e.g. unique construction or works projects), will be included in the consolidated contract register for collaboration consideration;
- Other contracts which, due to the subject matter, nature or scope, are likely to deliver operational efficiencies if procured in collaboration with the LMPN, must be included in the consolidated contract register for consideration as a possible joint procurement opportunity;
- Where Collaborative Procurement is to be pursued:
  - A pre-market approval submission will be submitted to each Council and the LMPN prior to commitment to collaboration, seeking delegation of contract approval to CEOs;
  - The LMPN will establish a Heads of Agreement that gives authority for a lead council to act as each Council's agent in the Collaborative Procurement;
  - Each of the Councils who participate will be able to enter into a contract with the preferred supplier identified through the Collaborative Procurement process, or may choose as a group to enter into a contract using "jump in/opt-in" contract provisions during the contract term, or with the Council which conducted the public tender; and
  - Each participating council must be involved in:
    - The initial decision to undertake the Collaborative Procurement;
    - Preparation of, and agreement to, the specifications and evaluation criteria;
    - Ensuring probity for the Collaborative Procurement; and
    - The acceptance of tender(s) and awarding of contract(s).

Furthermore, Council may collaborate with other Councils or other agents such as MAV Procurement or Procurement Australasia Ltd to procure goods, services or works, or utilise existing Collaborative Procurement Arrangements for the procurement of goods, services or works established through a public tender process where it provides an advantageous, Value for Money outcome for the Council.

The following principles will be applied when utilising procurement agents (e.g. MAV Procurement and Procurement Australasia Ltd) and whole of government contracts:

- Council will use an agent where potential cost savings exist.
- The use of procurement agents must not eliminate the ability of suppliers locally and within our region to submit a quotation or tender.

Any Federal or State Government grant funded projects may be excluded from collaborative procurement if required as part of the funding agreement.

#### **2.4 Delegation of Authority**

Delegations define the limitations within which Council Staff are permitted to commit Council to the procurement of goods, services or works and the associated costs. The Financial



Delegation allows specified Council Staff to undertake certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Council has delegated responsibilities relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotations and tenders and for contract management activities to the CEO. The CEO has further delegated some of those responsibilities to other members of Council Staff, subject to specified conditions and limitations see Appendix "6" Financial Delegations.

### **2.5 Internal Controls**

The CEO will install and maintain a framework of internal controls over procurement processes that will ensure:

- More than one person is involved in and responsible for the authorisation and management of a transaction from end to end;
- Transparency in the procurement process;
- A clearly documented audit trail exists for procurement activities;
- Appropriate authorisations are obtained and documented;
- Systems are in place for appropriate monitoring and performance measurement; and
- A process is in place for escalation, where appropriate, of procurement matters (including procedural non-compliance) to the Executive Leadership Team, the Audit and Risk Committee and Council.

### **2.6 Risk Management**

Council is committed to the practice of effective risk management to provide improved stakeholder confidence and trust, and to support improved compliance and better corporate governance. Risk management is to be appropriately applied at all stages of procurement activities including:

- Standardisation of contracts including current and relevant clauses
- Requiring security deposits where appropriate
- Referring specifications to relevant industry experts
- Ensuring contractual agreements are in place before the commencement of works
- Use of and enforcement of delegated authorities
- Use of or reference to relevant Australian Standards (or equivalent)
- Effectively manage the contract through ongoing monitoring to ensure the required performance is being achieved

To protect the interests of Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to this requirement exposes Council to risk.

Contracts are to be proactively managed by Council staff responsible for the delivery of the project/contract. Each should be assessed equivalent to size, type, complexity, duration and value to determine the level of risk. This will then determine the level of management of the particular project / contract and forms an integral part of good contract management.

Risk assessments are a vital part of the procurement planning process, particularly for significant contracts. Risks will be identified for each part of the sourcing, transition, delivery and finalisation stages of procurement. Appropriate risk avoidance and mitigation strategies will be employed whenever practicable and appropriate.

### **2.7 Endorsement**

Council Staff must not publicly endorse any products or services without the permission of the relevant Director or the CEO.

### **2.8 Dispute Resolution**

Where relevant, all Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes escalating to legal action.

### **2.9 Contract Management**

In order to continually improve its procurement and contract management processes and outcomes, Council will evaluate and seek to improve on all aspects of procurement and contract management, in accordance with its documented procurement processes and Contract Management Guidelines.

Good contract management ensures goods, services and works are delivered to the required standards of quality and quantity as intended by the contract through:

- Establishing a system monitoring and achieving the responsibilities and obligations of all parties under the contract;
- Providing a means for the early recognition of issues and performance problems and the identification of solutions;
- Adhering to the Council's risk management framework and relevant Occupational Health and Safety and sustainability requirements.

Council contracts are to include contract management requirements commensurate with the complexity of the procurement. Furthermore, contracts are to be proactively managed by the member of Council Staff responsible for the delivery of the contracted goods, services or works to ensure the Council, and therefore the community, receives Value for Money.

Council awards some contracts that are strategically critical and of relatively high value. Council will provide additional senior oversight to the management of such significant contracts.

### **2.10 Training**

All staff with duties that involve the purchasing of good and services will undertake procurement training when they commence employment. In order to ensure existing staff are up-to-date with the latest requirements of this policy they should participate in refresher training every two years. Staff that breach the policy will be required to undertake refresher training immediately and may be subject to disciplinary action.

## **3. Demonstrate Sustained Value**

### **3.1 Achieving Value for Money**

#### **3.1.1 Requirement**

The Council's procurement activities will be carried out on the basis of obtaining Value for Money. This means minimising the total cost of ownership over the lifetime of the

requirement consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinant of Value for Money. (refer Appendix 2 Local Business Preference)

### 3.1.2 Approach

This will be facilitated by:

- Achieving continuous improvement in procurement activity in accordance with the direction set out in the Council's Strategic Procurement Plan;
- Developing, implementing and managing processes that support the co-ordination and streamlining of activities throughout the procurement lifecycle;
- Effective use of competition;
- Using existing Council contractual arrangement or Collaborative Procurement Arrangements where appropriate;
- Identifying and rectifying inefficiencies in procurement processes;
- Developing cost efficient tender processes;
- Council Staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements; and
- Working with suppliers to create relationships that are professional, productive, and are appropriate to the value and importance of the goods, services and works being acquired.

## 3.2 Sustainable Procurement

### 3.2.1 Sustainable procurement definition

Sustainable procurement involves decision making that has the most positive environmental, social and economic impacts possible across the entire lifecycle of goods, services and works. The United Nations Environment Programme defines sustainable procurement as a "process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves Value for Money on a whole of life basis in terms of generating benefits not only the organisation, but also to society and the economy whilst minimising damage to the environment."

### 3.2.2 Applying sustainable procurement in Council

Sustainability will be embedded in the Council's work. All Council Staff will have a clear and shared understanding about what it means and how they can apply it to their daily tasks. The Council commits to applying the principles of sustainability to its decision-making and activities.

Council demonstrates sustainable procurement by:

- Being accountable for its impacts on society, the economy and the environment including the impacts of the organisation's supply chain;
- Examining anticipated organisational, project and/or community needs;
- Continually improving sustainability specifications, practices and outcomes, and
- Planning and undertaking sustainability evaluations as part of contracting activities.

### 3.2.3 Principles and objectives

In its Sustainable Procurement Policy as detailed in Appendix 2, Council commits to

- Applying specific principles of sustainability to its decision-making and activities, and

- Focusing on specific Economic, Environmental and Social objectives.

The following economic, environmental and social objectives have been determined in line with these principles.

Area	Principles	Objectives
<p><b>Economic</b></p>	<p>Council is committed to procurement that supports Local Business and economic diversity in the LMPN. Where practicable and applicable Council will give preference to goods manufactured or produced in Australia and will actively seek quotations and tenders from Local Businesses in the Loddon Mallee Region.</p> <p>Council's Sustainable Procurement Policy (as detailed in Appendix 2) will be underpinned by the following principles:</p> <ul style="list-style-type: none"> <li>• Ensuring accountability and transparency;</li> <li>• Ensuring Value for Money outcomes;</li> <li>• Ensuring open and effective competition, and development of competitive Local Business and industry;</li> <li>• Fostering innovation and emerging sectors; and</li> <li>• Considering life cycle costs.</li> </ul>	<p>Council's economic sustainability approach aims to:</p> <ul style="list-style-type: none"> <li>• Achieve Value for Money on a whole of life (including disposal) basis, rather than just initial cost;</li> <li>• Consider broader life cycle impacts of products procured;</li> <li>• Ensure probity and accountability in the procurement process;</li> <li>• Commit to sourcing locally as detailed in Appendix 2;</li> <li>• Build relationships with Local Business and encourage procurement from them to help build their capacity; and</li> <li>• Increase local employment.</li> </ul> <p><i>Appendix 2 details the policy by which Council will achieve the above objectives.</i></p>

Area	Principles	Objectives
<p><b>Environmental</b></p>	<p>Where applicable Council will purchase goods, services and works that reduce air, water and soil pollution, greenhouse gas emissions, waste production, natural resource depletion and biodiversity depletion whenever they present an acceptable Value for Money outcome, and in some cases where they might not.</p> <p>Council's sustainable procurement strategies (as detailed in Appendix 2) will be underpinned by the following principles:</p> <ul style="list-style-type: none"> <li>• Considering a product's or asset's lifecycle;</li> <li>• Promoting circular economy participation;</li> <li>• Managing demand to reduce procurement requirements;</li> <li>• Encouraging innovation through specifications; and</li> <li>• Engaging suppliers who are also committed to reducing their environmental impact.</li> </ul>	<p>Council's environmental sustainability and approach aims to:</p> <ul style="list-style-type: none"> <li>• Improve energy efficiency;</li> <li>• Reduce greenhouse gas emissions and contribution towards Council's carbon footprint;</li> <li>• Minimise waste production;</li> <li>• Improve water efficiency;</li> <li>• Reduce air, water and soil pollution;</li> <li>• Reduce biodiversity impacts; and</li> <li>• Increase the use of recycled materials to:</li> <li>• Reduce demand for raw materials and non-renewable resources; and</li> <li>• Close the loop on kerbside recycling.</li> </ul> <p><i>Appendix 2 details the policy by which Council will achieve the above objectives.</i></p>

Area	Principles	Objectives
<p><b>Social</b></p>	<p>Council is committed to building stronger communities and meeting social objectives which benefit the municipality and commits to integration of measures in its procurement processes and documentation which promote improved social outcomes.</p> <p>Council's sustainable procurement (as detailed in Appendix 2) will be underpinned by the following principles:</p> <ul style="list-style-type: none"> <li>• A thorough understanding of the socio-economic issues affecting the community;</li> <li>• Creation of training and employment opportunities for unemployed or disadvantaged residents and ratepayers in Council's municipality, and marginalised job seekers in Council's municipality, to address local socio-economic issues;</li> <li>• Promotion of equity, diversity and equal opportunity; and</li> <li>• Respect for human rights, the rule of law and international norms of behaviour.</li> </ul>	<p>Council's social sustainability approach aims to:</p> <ul style="list-style-type: none"> <li>• Ensure vendors do not exploit workers and provide fair wages, including inclusive business practices;</li> <li>• Maintain a social procurement program to increase social procurement spend across the LMPN;</li> <li>• Ensure sourced products are accessible by all segments of the community;</li> <li>• Increase employment opportunities for indigenous people, people with a disability, disadvantaged people and long term unemployed;</li> <li>• Improve gender equity; and</li> <li>• Prevent, detect and remove modern slavery from Council's supply chain.</li> </ul> <p><i>Appendix 2 details the strategies by which Council will achieve the above objectives.</i></p>

#### 4. Build and Maintain Supply Relationships

##### 4.1 Managing Suppliers

Council recognises the importance of effective and open working relationships with its suppliers and is committed to managing existing suppliers via performance measurements to ensure the benefits negotiated through contracts are delivered.

##### 4.2 Supply Market Development

A wide range of suppliers are encouraged to compete for Council work. The focus for new work need not always be with the larger more familiar businesses. Other types of organisations offering business diversity include:

- Green suppliers;
- Local, small to medium sized enterprises (SMEs) and Social enterprises;
- Ethnic and minority businesses (e.g. Indigenous Business); and
- Volunteer and community organisations.

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## APPENDICES

All policy requirements contained within these Appendices Sections are only applicable to Macedon Ranges Shire Council.

- Appendix 1 Procurement Methodology Thresholds
- Appendix 2 Sustainable Procurement
- Appendix 3 Performance KPI's
- Appendix 4 Council Plans, Strategies and Policies
- Appendix 5 Exemptions from the Policy
- Appendix 6 Financial Delegations
- Appendix 7 Evaluation Criteria
- Appendix 8 Preferred Supply Panels

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**Appendix 1 Procurement Methodology Thresholds**

(Refer Clause 2.3) Council will invite tenders, proposals, quotes and expressions of interest from the supply market for goods, services and works in accordance with these thresholds:

Note - Expenditure Exclusive of GST	<\$1K	\$1K to <\$5K	\$5K to <\$25K	\$25K to <\$80K	\$80K to <\$200K	\$200K +
Verbal Quote	1	1	N/A	N/A	N/A	N/A
Collaborative Arrangement	Yes	Yes	Yes	Yes	Yes	Yes/Public Tender
Written Quotes	N/A	N/A	1	2	3	N/A
Contract Number	N/A	N/A	N/A	N/A	YES	YES
Public Tender	N/A	N/A	N/A	N/A	Potential	YES
Approved Method	PO Corp. Card	PO	PO	PO	PO/ Contract	Contract
Local Supplier Quote	1*	1*	1*	1*	1*	N/A
Supporting Documents	Invoice	Invoice	Quotes	Quotes	CMS	CMS
Written Specification	N/A	N/A	N/A	Potential	YES	YES
Evaluation Criteria	N/A	N/A	N/A	Potential	YES	YES

N/A

Not Applicable

\*

If available locally

CMS

Contract Management System (nimblex)

PO

Purchase Order

Potential

Depending on the risk of the procurement it may be more beneficial to tender. Refer to the Public Tender Process.

Quotation  
Summary Form

RM8 document link [Template Quotation Summary Form Exemption](#)

## Appendix 2 Sustainable Procurement

### Environmental Benefit

Council Staff will endeavour to procure goods, services and works, which minimise environmental impact over their life cycle. All green spend is categorised according to the following options:

- Reduce waste to landfill by purchasing goods which include recycled content and/or are recyclable.
- Avoid or minimise the use of non-recyclable plastics, hazardous materials and chemicals.
- Reduce greenhouse gas emissions by purchasing goods which have been manufactured using low emissions technology or renewable energy.
- Reduce water consumption and waterway contamination by procuring construction and maintenance works from contractors who manage water responsibly.
- Procure goods, services and works from suppliers who actively employ sustainable practices in their operations.
- Avoid adverse impact on biodiversity values

Council's tendering process provides further guidance on the requirements regarding the assessment of environmental impact. A mandatory minimum weighting of 5% will be applied to the environmental benefit criteria for all public tenders.

Further details on Council's environmental principles can be found in the Macedon Ranges Shire Council Environment Strategy.

### Socially Responsible Procurement

The principle of socially responsible procurement means that Council Staff will endeavour to procure goods, services and works, which support (a) the Goals and Objectives in the Council Plan, (b) ethical and fair trade (c) local employment and (d) social enterprises.

Wherever possible staff will engaging social enterprises and Aboriginal and Torres Strait Islander suppliers for procurement activities where appropriate, and in line with any Reconciliation Action Plan adopted by Council.

Social procurement is a mandatory criteria to be applied for all public tenders.

### Local Business Preference

Council is prepared to consider paying more for goods, services and works from a local business rather than a non-local business provided that –

- the price is no more than 10% higher than the preferred supplier's price; and
- the price difference does not exceed \$10,000; and
- the evaluation reveals that the local business's goods, services or works are of equal or better quality than the preferred suppliers quote/tender from a non-local business.

### Appendix 3 Performance KPIs

To help maximise the achievement of best value the Macedon Ranges Shire Council has set the following performance indicators and targets. We will seek to improve procurement performance by capturing and analysing data on these key performance indicators.

Key Performance Indicator	Target
New Collaborative Procurement contracts	At least 1 annually
New preferred supplier (panel) contracts	At least 1 annually
The number of Local Businesses engaged to the proportion of local spend;	1% increase annually
Level of compliance for all purchases greater than \$5K, all quotes obtained are to be attached to the Purchase Order raised.	100%
Level of compliance Purchase Orders to be raised prior to supplier's invoice date .	90%
Level of compliance Suppliers invoice to contain our Purchase Order number on their tax invoice.	90%

A memorandum detailing actual performance against these indicators will be presented to ELT quarterly.

### Other Internal Controls

All Staff members involved in procurement activities shall ensure that clearly documented purchase orders and appropriate authorisations are obtained as follows:

- Documentation in relation to quotes sought, received and accepted shall be recorded by the Staff member making the purchase. All quotes obtained shall be kept as an electronic attachment to the purchase order in Council's supply chain system (currently "TechnologyOne CiA"). Any other related information should be retained consistent with Council's record keeping requirements.
- For audit purposes reasons for quotation exemption on purchase orders requiring quotes as per the Procurement Process Manual must be attached to the purchase order in Technology One CiA.
- Tenders shall be kept on the contract file in the records management system (currently "RM8").
- When there is a variation to a purchase order the total expenditure to be committed on that order must be considered when determining who will approve the variation in terms of the required delegation, i.e. the delegation is based on the total expenditure not the variation on its own. For example if an initial purchase order was approved for \$45,000 and a variation of \$10,000 was required, then the delegation for the approval is based on \$55,000.
- Any variation should be completed on the original purchase order.
- Cumulative expenditure with any one supplier will be checked over a 12 month period against the public tendering threshold.

#### Appendix 4 Council Plans, Strategies and Policies

This section lists the additional Council plans, policies and strategies that have clear linkages to this Procurement Policy.

- Environment Strategy
- Macedon Ranges Shire Council Staff Code of Conduct
- Public Tendering Process
- Staff Expenditure Reimbursements Policy and Procedure
- Procurement Process Manual (to be developed)
- Councillor Code of Conduct
- Complaints Handling Policy
- Disciplinary Policy and Procedures
- Privacy Policy

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## Appendix 5 Exemptions from the Policy

The following circumstances are exempt from the general publicly advertised tender, quotations and expression of interest requirements.

The CEO may approve ad-hoc exemptions in exceptional circumstances where it can be demonstrated that it is in the best interests of the community to do so.

The public tender threshold and related exemptions also apply to collaborative procurements.

Exemption Name	Explanation, limitations, responsibilities and approvals
1. A contract made with the approval of the CEO because of genuine emergency or hardship	<ul style="list-style-type: none"> <li>Where the Council has resolved that the contract must be entered into because of an emergency (e.g. to provide immediate response to a natural disaster, declared emergency, etc.)</li> </ul>
2. A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party	<ul style="list-style-type: none"> <li>This general exemption allows engagements:               <ul style="list-style-type: none"> <li>With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or</li> <li>In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australia (PA). or LMPN</li> </ul> </li> </ul>
3. Extension of contracts while Council is at market to replace that contract.	<ul style="list-style-type: none"> <li>Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected.</li> <li>This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.</li> </ul>
4. Professional services unsuitable for tendering	<ul style="list-style-type: none"> <li>Legal Services.</li> <li>Insurance.</li> </ul>
5. Novated Contracts	<ul style="list-style-type: none"> <li>Where the initial contract was entered into in compliance with <i>the Act</i> and due diligence has been undertaken in respect to the new party.</li> </ul>
6. Information technology resellers and software developers	<ul style="list-style-type: none"> <li>Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software who holds the intellectual property rights to the software.</li> </ul>
7. Regional Waste and Resource Recovery Groups	<ul style="list-style-type: none"> <li>Situations where a Regional Waste and Resource Recovery Group constituted under the <i>Environment Protection Act 1970</i> had already conducted a public tender for and on behalf of its member councils.</li> </ul>
8. Statutory Compulsory Monopoly Insurance Schemes	<ul style="list-style-type: none"> <li>Motor vehicle compulsory third party</li> <li>WorkCover</li> </ul>

Exemption Name	Explanation, limitations, responsibilities and approvals
9. Operating Leases	<ul style="list-style-type: none"> <li>Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.</li> </ul>
10. Plant and Equipment Servicing	<ul style="list-style-type: none"> <li>Where it is required to maintain a valid warranty,</li> <li>Where works needs to be carried out by recognised suppliers using genuine parts. To achieve this Council utilises servicing by the manufacturers from whom the plant and equipment was originally purchased. Spare parts from specific manufacturers can be purchased to complete works on a plant and equipment in Council's workshop.</li> </ul>
11. Artworks, Statues and Monuments	<ul style="list-style-type: none"> <li>It is not practical to obtain quotes for artworks, statues and monuments as each piece of work is unique. Please note that if an artwork is commissioned to be created then this exemption does not apply and quotations or tenders must be sought.</li> </ul>
12. Shop Supplies	<ul style="list-style-type: none"> <li>Units of Council that operate a retail outlet that are required to purchase stock for resale to the public. This is due to the nature of the goods that are offered for resale, which may be of a unique nature.</li> </ul>
13. Performers	<ul style="list-style-type: none"> <li>Units of Council that engage performers as part of their performance program are exempt.</li> </ul>
14. Specialist knowledge and skills	<ul style="list-style-type: none"> <li>if Council requires advice from a supplier who offers specialist knowledge. An exemption to complying with minimum number of quotes form must be completed for these purchases.</li> </ul>
15. Sole Supplier (Core Service)	<ul style="list-style-type: none"> <li>The Council deals with a number of core service sole suppliers. There is no market to test and obtain multiple quotations. Examples of core service sole suppliers are: Water, Telstra, PowerCor, Professional membership payments (relating to positions held at Council), where the supplier is the sole source of intellectual property e.g. Facebook, Google , Advertising (newspapers, magazines, IT equipment (apple or microsoft products and the like)</li> <li>Conferences, Seminars, Information Forums and the like.</li> </ul>

Exemption Name	Explanation, limitations, responsibilities and approvals
16. Directors Discretion	<p>In the event of –</p> <ul style="list-style-type: none"> <li>• an unforeseen urgency; or</li> <li>• a strong preference for continuity of supply; or</li> <li>• goods, services or works being of such a specialised nature that there are insufficient known Suppliers from which to seek the required number of quotes</li> </ul> <p>the relevant Director or CEO may, upon receiving a satisfactory written explanation from the relevant Manager, approve an exemption to this policy.</p> <p>It is important to note that Directors' Discretion does not apply to expenditure (cumulative or otherwise) above the public tendering thresholds.</p> <p>In the event of any irregularities in regard to the application of the Directors' discretion, the Director Corporate and Community and the relevant Director will intervene to take any corrective action required.</p>
17. Training Courses	<ul style="list-style-type: none"> <li>• Individual training only. Group in-house training sessions are still bound to obtain quotes.</li> </ul>
18. Other Councils	<p>Contributions to cross municipality infrastructure projects that are led by neighbouring Councils, e.g. a road upgrade that is part in the Macedon Ranges Shire and part in a neighbouring Shire.</p>

**Appendix 6 – Financial Delegations**

Financial Delegations permit the Council Staff specified below to accept a quote or tender, award a contract, approve a purchase order and authorise a payment without prior referral to Council – subject to the conditions below.

Delegated Level (excluding GST)	Group	Delegate	Conditions
Up to \$1,000,000	Group A	CEO	1. In the case of a project, the expenditure shall be in accordance with approved budget allocation for the project and if the expenditure exceeds the project budget by 5% or more, then a written request shall be prepared for, and written approval shall be obtained from, the relevant Manager, Director or CEO (as appropriate). 2. If any purchase will exceed the level of delegation granted to the CEO then a report and recommendation shall be prepared by the relevant Manager or Director for Council's consideration. 3. Expenditure shall be in accordance with the restrictions imposed by Council's Procurement Policy. 4. If the expenditure needs to be publicly tendered the tendering process shall be undertaken in accordance with Council's Public Tendering Process. 5. IT hardware and software purchases shall be discussed with and shall receive prior approval from the Manager Information and Communications before a purchase order is raised.
Up to \$300,000	Group B	Director and the Executive Manager	
Up to \$75,000	Group C	Manager	
Up to \$25,000	Group D	Team Leaders, Supervisors and Coordinators that report directly to a Manager or Director.	
Up to \$10,000	Group E	Building Projects Officer. Executive Assistants. Hanging Rock Senior Ranger. Coordinator Aquatics and Fitness Workshop Mechanic. Store Person. Strategic Planners. Team Leaders, Health Broker Supervisors and Coordinators, who do NOT report directly to a Manager or Director.	

Procurement in excess of \$1M shall be approved by Council. The CEO and Director Corporate or similar position title shall have (TechnologyOne) system delegation up to \$20M to authorise purchase orders and payments, which are over \$1M, which have either been approved by Council or are payments required to be made to meet legislative obligations.



## Appendix 7 Evaluation Criteria

Council has adopted the following mandatory tender evaluation criteria–

- Price
- Relevant Experience
- Methodology
- Compliance to the Specification
- Environmental Benefit 5% mandatory minimum weighting.
- Social Procurement

Pass / Fail Criteria

- Workplace Health and Safety
- Risk and Insurance
- Conflict of Interest

The application of weighting for all mandatory criteria will be at the discretion of the tender evaluation panel with the exception of environmental benefit criteria.

In addition to the mandatory evaluation criteria Council Staff may include additional evaluation criteria that are appropriate and reflect the requirements of the particular contract. The discretionary criteria include:

Discretionary Criteria	Description
Australia and New Zealand Content	Product or service with 100% content from Australia or New Zealand
Current Resources and Capacity	Current work force and equipment.
Past performance	Have they successfully completed similar work in the past?
Technical Skills	What are the qualifications of those employed to carry out the work?
Management Skills and Systems	Effective management systems that can be utilised.
Customer Service	Demonstration and awareness of strong customer focus
Industrial Relations	Compliance with current regulations and legislation.
Quality systems	Systems to maintain a quality standard throughout the performance of the contract.
Local Employment	A business address in the Shire and/or businesses who employ local residents.
Social Benefit	Fair trade labelled products, product/service from social enterprises
Compliance to Conditions of Contract	Requests to change contract clauses should be reviewed by legal experts.

More information on the Mandatory and Discretionary criteria and how to evaluate is available on Councils intranet.

The way in which the collected vendor information is used to make the evaluation decision will be at the discretion of the evaluation panel, and the determined evaluation matrix.

## Appendix 8 Preferred Supply Panels

Council recognises the importance of effective and open working relationships with its suppliers and is committed to maintaining Preferred Supplier Panels, which provide Council with efficiency, transparency, compliance and potential savings in quote-based procurement from preferred suppliers.

Contactors are appointed to a "Preferred Supplier Panel" after successfully participating in a tender process and being assessed as compliant with requirements. Whilst a panel provides benefits in the procurement process, staff should still consider the specific works and goods or services being sought and confirm the approach is going to get the best value outcome.

Prior to the conclusion of the tender evaluation process to appoint a supply panel, an assessment will be made to determine the level of local business representation on the supplier panel. Where the local business representation is less than 25%, consideration will be given to adding local businesses to the final approved supply panel on the following grounds:

- Additional suitably qualified local business exist and were eligible to be considered as part of the tender evaluation process to select the supplier panel.
- Their tender submissions to be on the supplier panel were compliant and met Councils Pass/Fail criteria.
- The order of adding any additional local suppliers to the panel to achieve the minimum 25% representation of local suppliers is done on the basis of the relative scoring that occurred in the evaluation process to appoint the supplier panel.
- Additional local suppliers will not be added to the supplier panel to achieve a minimum 25% representation where the local supplier has a documented record of non-satisfactory performance.

Council staff may obtain quotes by contacting preferred suppliers and inviting them to provide a quote to supply goods, services or works, within the requirements of Appendix 1 of this policy which outlines requirements regarding the number of and formats of quotations. Whichever supplier provides the best value for money quote shall be accepted.

Preferred Supplier Panels should not be supplemented with additional non-panel providers when a public tender process is triggered, as such an approach will constitute a selective tender and be non-complaint. If additional suppliers outside of a Panel are required, the process should immediately become a public tender for expenditure above the threshold.

Notably, once a preferred supplier panel is appointed, not all preferred suppliers on the panel need to be sought for quotations. At a minimum, the number required quotations consistent with Appendix 1 of this policy, should be sought. In seeking quotes from a preferred supplier panel, officers should seek quotations from all suppliers on the panel throughout the life of the arrangement, noting that being on the panel does not create any obligation from Council that the supplier will be selected.

Currently, Council uses a secure internet based system known as "VendorPanel". For access to VendorPanel please contact the Co-ordinator Contracts. For the purpose of engaging a supplier on a Supply Panel, it is mandatory for staff to use VendorPanel for all procurement over \$5,000.

When engaging a supplier with a schedule of rates the above process does not apply. However, staff must ensure that Council is getting value for money and that the suppliers are all given the opportunity to provide services.

Council will make available its supply panels to other Councils in the LMRPN.



# Quarterly Report

1 July to 30 September 2021



The Quarterly Report is presented for Council's consideration and information. The Quarterly Report presents summary financial statements and a series of other progress reports on matters that will inform both Council and the Community on the organisational and governance performance of Council in the preceding three months.

The Quarterly Report comprises the following sections.

- SECTION 1 Financial Statements**
- SECTION 2 Capital Works Progress Report**
- SECTION 3 Council Plan Actions - Progress Report**
- SECTION 4 Risk Management Report**
- SECTION 5 Implementation of Council Resolutions**
- SECTION 6 People Culture & Performance Report**
- SECTION 7 Governance Schedule**
- SECTION 8 Councillor Expenditure**
- SECTION 9 Councillor Activities in the Community**



Quarterly Report – July to September 2021

# SECTION 1

## Financial Statements

*Included in this section are the following financial statements:*

<i>Summary of Financial Results</i>	<i>Commentary on budget variances for operational revenue and expenditure and capital revenue and expenditure</i>
<i>Income Statement</i>	<i>Summary of year to date financial performance against budget</i>
<i>Balance Sheet</i>	<i>Balance of assets, liabilities and equity as at the reporting date</i>
<i>Capital Works Statement</i>	<i>Summary of year to date capital expenditure by asset type</i>
<i>Financial Reserves</i>	<i>Summary of balances and movement in Council reserves</i>
<i>Investments</i>	<i>Summary of investments by institution with rate and maturity date</i>

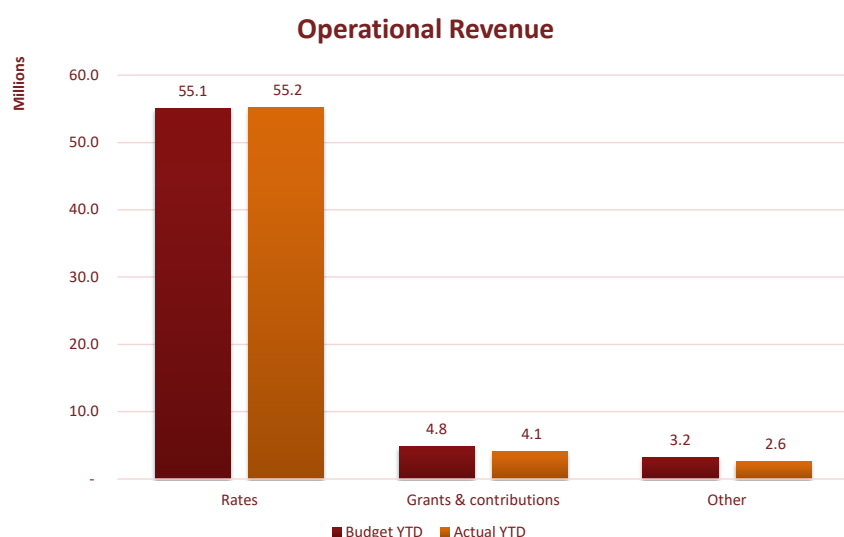
## Summary of Financial Results 3 months ended 30 September 2021

The Income Statement shows that an operating surplus of \$27.98m was recorded for the three months of the financial year to 30 September 2021. 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 having a large surplus at the start of the year which reduces as the year progresses, as expenditure is incurred more evenly throughout the year.

Overall the operating surplus for the quarter is \$12.87m unfavourable to budget. This is due mainly to the expenditure of \$12.7m on contractors for the June 2021 storm. Capital expenditure totalled \$5.18m for the first quarter of the year which was \$1.7m under budget.

The Council remains in a strong financial position for the financial year to 30 September considering the potential outlay of over \$15m on the June 2021 storm recovery.

Below is a summary of the income and capital works statements compared to budget. Please see the financial statements on the following

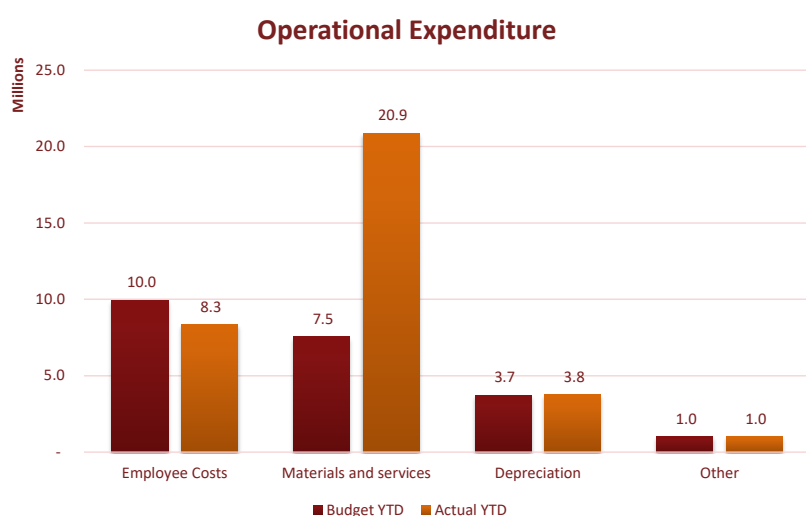


**Key budget variances:**

**Rates and charges:** Actual income of \$55.2m is in line with budget for the three months to 30 September 2021.

**Grants & Contributions:** Income is \$0.7m ahead of budget for the 3 months to September 2021. This is due to the timing of the receipt of grant funding.

**Other:** Planning and Engineering fees were higher than anticipated offsetting lower user fees from Arts & Culture and Aquatics.



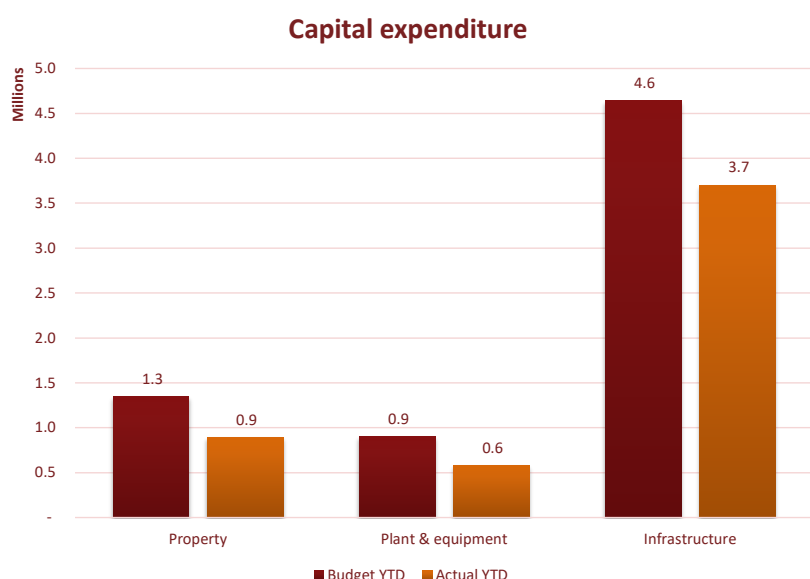
**Key budget variances:**

**Employee costs:** Expenditure of \$8.3m is less than budget for the three months to 30 September 2021 due to vacant positions throughout the organisation.

**Materials and services:** Expenditure of \$20.9m is unfavourable to budget for the three months to 30 September 2021 due mainly to the June storm event (\$12.7m). These costs are in the process of being reimbursed from the Victorian State Government.

**Depreciation:** Depreciation of \$3.8m is slightly higher than budget due to revaluation increases at June 2021.

**Other:** Other expenditure is within budget for the three months to 30 September 2021.



**Key budget variances:**

**Property:** Expenditure of \$0.9m is under budget of \$1.3m as most projects are in the planning phase of delivery.

**Plant and equipment:** Plant purchases of \$0.6m lower than budget of \$0.9m due to the lack of availability of new replacement plant during Covid.

**Infrastructure:** Expenditure of \$3.7m is below the budget of \$4.6m, as works are still being delayed due to Covid-19 and the availability of contractors and materials.

## INCOME STATEMENT

### 3 months ended 30 September 2021

	2021/22 September YTD Adjusted Budget* \$'000	2021/22 September YTD Actuals \$'000	2021/22 September YTD Variance \$'000
<b>Income</b>			
Rates and charges	55,083	55,230	147
Statutory fees and fines	951	1,503	552
User fees	1,793	467	(1,326)
Grants - operating	2,492	2,964	472
Grants - capital	2,269	1,085	(1,184)
Contributions - monetary	49	74	25
Other income	464	598	134
<b>Total income</b>	<b>63,101</b>	<b>61,921</b>	<b>(1,180)</b>
<b>Expenses</b>			
Employee costs	9,951	8,324	1,627
Materials and services	7,544	20,886	(13,342)
Depreciation and amortisation	3,729	3,751	(22)
Borrowing costs	16	15	1
Other expenses	1,009	1,005	4
<b>Total expenses</b>	<b>22,249</b>	<b>33,981</b>	<b>(11,732)</b>
<b>Surplus/(deficit) Ex other adjustments</b>	<b>40,852</b>	<b>27,940</b>	<b>(12,912)</b>
<b>Other adjustments</b>			
Contributions - non monetary	-	-	-
Fair value adjustments for investment property	-	-	-
Share of net profits/(losses) of Regional Library	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	41	41
(Increase)/decrease in provision for landfill liability	-	-	-
<b>Total surplus/(deficit)</b>	<b>40,852</b>	<b>27,981</b>	<b>(12,871)</b>

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 \$27.98m is \$12.87m unfavourable to budget. There main reason for this variance is the cost of clean up for the June 2021 storm event \$12.7m, most of this expenditure will be reimbursed by the Victorian State Government. The financial summary provides an explanation of key variances to budget.

\* This column represents the adjusted budget which is the adopted budget.

## BALANCE SHEET

### As at 30 September 2021

	2021/22 September Adjusted Budget* \$'000	2021/22 September Actuals \$'000	2021/22 September Variance \$'000
<b>Current assets</b>			
Cash and cash equivalents	27,192	26,700	(492)
Trade and other receivables	52,869	50,142	(2,727)
Other financial assets	5,000	5,000	-
Right of use assets	357	357	-
Other assets	12	49	37
<b>Total current assets</b>	<b>85,430</b>	<b>82,248</b>	<b>(3,182)</b>
<b>Non-current assets</b>			
Other financial assets	21	21	-
Investment in Regional Library	1,223	1,353	130
Property, infrastructure, plant and equipment	1,142,278	1,143,711	1,433
Right of use assets	583	583	-
Investment property	2,856	2,566	(290)
Intangible assets	354	578	224
<b>Total non-current assets</b>	<b>1,147,315</b>	<b>1,148,812</b>	<b>1,497</b>
<b>Total assets</b>	<b>1,232,745</b>	<b>1,231,060</b>	<b>(1,685)</b>
<b>Current liabilities</b>			
Trade and other payables	4,700	12,018	(7,318)
Trust funds and deposits	8,057	10,139	(2,082)
Provisions	6,223	7,452	(1,229)
Interest-bearing loans and borrowings	508	508	-
<b>Total current liabilities</b>	<b>19,488</b>	<b>30,117</b>	<b>(10,629)</b>
<b>Non-current liabilities</b>			
Provisions	5,012	5,230	(218)
Interest-bearing loans and borrowings	4,383	3,390	993
<b>Total non-current liabilities</b>	<b>9,395</b>	<b>8,620</b>	<b>775</b>
<b>Total liabilities</b>	<b>28,883</b>	<b>38,737</b>	<b>(9,854)</b>
<b>Net assets</b>	<b>1,203,862</b>	<b>1,192,323</b>	<b>(11,539)</b>
<b>Equity</b>			
Accumulated surplus	679,143	686,483	(7,340)
Reserves	524,719	505,841	18,878
<b>Total Equity</b>	<b>1,203,862</b>	<b>1,192,324</b>	<b>11,538</b>

The Balance Sheet is a snapshot of the financial situation of the organisation. It shows what Council owns and controls as assets and what it owes as liabilities.

The total equity at 30 September 2021 is \$1,192m which is \$11.5m lower than budget. This is due to higher liabilities than anticipated at this time of the year.

*\* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2020/21 and approved changes from the mid-year budget review.*



## CAPITAL WORKS STATEMENT

### 3 months ended 30 September 2021

	2021/22 September Adjusted Budget* \$'000	2021/22 September Actuals \$'000	2021/22 September Variance \$'000
<b>Property</b>			
Land and land improvements	0	0	0
Buildings and building improvements	1,347	890	457
<b>Total property</b>	<b>1,347</b>	<b>890</b>	<b>457</b>
<b>Plant and equipment</b>			
Plant, machinery and equipment	825	480	345
Computers and telecommunications	76	96	(20)
<b>Total plant and equipment</b>	<b>901</b>	<b>576</b>	<b>325</b>
<b>Infrastructure</b>			
Roads	1,819	1,370	449
Bridges	178	111	67
Footpaths and Cycleways	731	475	256
Drainage	15	77	(62)
Recreational, leisure and community facilities	370	317	53
Parks, open space and streetscapes	60	38	22
Other infrastructure	1,466	1,314	152
<b>Total infrastructure</b>	<b>4,639</b>	<b>3,702</b>	<b>937</b>
<b>Total capital works expenditure</b>	<b>6,887</b>	<b>5,168</b>	<b>1,719</b>

Capital works expenditure is under budget by \$1.7m at 30 September 2021.

\* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2020/21.

## FINANCIAL RESERVES

### As at 30 September 2021

	Balance 01 July 2021	Transfers to Reserve	Transfer from Reserve	Balance 30 September 2021
<b>Discretionary Reserves</b>				
Plant Replacement	1,477,851	374,215	438,869	1,413,197
Asset Conversion	744,372	-	-	744,372
Commercial Development	3,236,848	-	-	3,236,848
Gravel Pit Operations	673,875	-	-	673,875
Hanging Rock	427,099	-	-	427,099
Maintenance Senior Citizens Accommodation	275,894	-	-	275,894
Debt Repayment	491,470	400,000	-	891,470
<b>Total Discretionary Reserves</b>	<b>7,327,409</b>	<b>774,215</b>	<b>438,869</b>	<b>7,662,755</b>
<b>Statutory Reserves</b>				
Public Open Space - South	1,743,943	80,000	-	1,823,943
Public Open Space - East	900,564	191,000	-	1,091,564
Public Open Space - Central	1,008,933	37,500	-	1,046,433
Public Open Space - West	98,863	45,000	-	143,863
<b>Public Open Space</b>	<b>3,752,303</b>	<b>353,500</b>	<b>-</b>	<b>4,105,803</b>
Community Facilities - South	-	-	-	-
Community Facilities - East	222,042	-	-	222,042
Community Facilities - Central	17,697	-	-	17,697
Community Facilities - West	158,306	193,214	-	351,520
<b>Community Facilities</b>	<b>398,045</b>	<b>193,214</b>	<b>-</b>	<b>591,259</b>
Car Parking	135,600	-	-	135,600
Planning Roadworks	531,180	-	-	531,180
Drainage	699,157	8,042	-	707,199
Gisborne Development Contributions Plan	1,038,867	170,894	-	1,209,761
Romsey Development Contributions Plan	58,547	17,560	-	76,107
Planning Footpath Works	142,362	-	-	142,362
<b>Total Statutory Reserves</b>	<b>6,756,061</b>	<b>743,210</b>	<b>-</b>	<b>7,499,270</b>
<b>GRAND TOTAL</b>	<b>14,083,470</b>	<b>1,517,425</b>	<b>438,869</b>	<b>15,162,026</b>

## INVESTMENTS HELD

As at 30 September 2021

Institution	Non Fossil fuel *	Percentage of Total investments	Investment Type	Investment Amount	Interest Rate	Commencement Date	Maturity Date
<b>At call investments</b>							
NATIONAL AUSTRALIA BANK LTD	No	71.79%	At Call Account	\$ 12,726,706	0.30%		
<b>Short term investments</b>							
MEMBERS EQUITY BANK	Yes	11.28%	Term Deposit	\$ 2,000,000	0.40%	26/03/2021	27/10/2021
MEMBERS EQUITY BANK	Yes	5.64%	Term Deposit	\$ 1,000,000	0.45%	6/04/2021	6/04/2022
MEMBERS EQUITY BANK	Yes	11.28%	Term Deposit	\$ 2,000,000	0.40%	25/03/2021	23/11/2021
<b>Total Investments</b>				<b>\$ 17,726,706</b>			
<b>Total % of Non Fossil Fuel Lending Institutions</b>					<b>28%</b>		

\* The Council's Investment Policy requires that preference will be given to investing its funds in banks and financial institutions that do not invest in or finance the fossil fuel industry, providing that they meet the other policy criteria of safeguarding council's investments and maximising investment returns.

## SECTION 2

### Capital Works Progress Report

*Capital works are the financial investments that Council makes in the assets and infrastructure that it controls and provides for use by the community. Capital works primarily include public buildings, transport infrastructure, public space, recreational facilities and environmental infrastructure.*

*Annually, in conjunction with the adoption of the budget, Council adopts its Capital Works Program that sets out the projects that will be delivered in the next year.*

*This section provides an update on our progress towards achieving each project.*

## Capital Works Progress Report

September 2021

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
<b>PROPERTY - Land</b>					
Gisborne Open Space purchase	250,000	-	-	-	Purchase of new open space land in Gisborne. Negotiations are continuing with the owner.
<b>TOTAL PROPERTY - Land</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>PROPERTY - Buildings</b>					
Council building demolition	167,000	-	4,785	(4,785)	
Council building renewal program	6,545,492	516,919	496,417	20,502	This is the parent project for 41 building renewal projects. Most projects are currently in the preplanning/scoping stage.
Dixon Field pavilion no2	37,920	37,920	32,945	4,975	Works completed.
Kyneton Museum renewal	409,935	409,935	5,694	404,242	Timber Shed works complete. Project being rescoped to consider feedback from Heritage Advisor.
47 Victoria Street Macedon renewal	22,496	22,496	(1,560)	24,056	The negative balance is due to the accrual of an invoice at 30 June 2021. This will be corrected when the invoice is paid.
Macedon netball & umpires changerooms	125,000	-	-	-	This project was not successful for grant funding. Further funding is being investigated.
Seniors units renewal	80,000	20,000	24,527	(4,527)	Request for quote being prepared.
Kyneton early learning centre	1,580,000	-	563	(563)	Project is due for completion in November 2021, to be operational for commencement of school year in 2022.
Swinburne Kindergarten Extension	-	-	3,000	(3,000)	Additional costs for previous year project.
Woodend Buffalo Reserve Toilet Block	39,568	39,568	29,507	10,061	Works completed.
Building energy & water efficiencies	125,329	-	-	-	Request for quote being prepared.
Building design	90,000	-	-	-	Budget for the design of proposed 2022/23 projects.
Gisborne Aquatic Centre modular change room	225,000	-	-	-	Site meeting scheduled for October 2021.
Dixon Field pavilion sewer upgrade	60,000	-	-	-	Site inspection conducted. Tender documents to be prepared.
Malmsbury Recreation Reserve design	20,000	-	-	-	Site meeting scheduled to inform design in October 2021.
Kyneton Museum roof works	348,000	-	-	-	Heritage Architect appointed. Unable to attend site due to COVID construction restrictions, preparation of tender documents commencing.
Malmsbury Mechanics design	30,000	-	-	-	Request for quote to be completed in October.
Kyneton Town Hall Theatre refurb scoping	50,000	-	-	-	Works on hold pending outcome of the 'Fast Track' grant application.
Riddells Creek modular pavilion	40,000	-	-	-	Meeting with project sponsor to be scheduled to discuss scope of works.
Kinder & MCH renewal	86,400	-	-	-	Works currently in design stage.
Buffalo Stadium - Change Rooms Upgrade	280,000	-	-	-	Works currently in preplanning stage in preparation to tender.
Lady Brooks renewal	135,898	-	-	-	Works delayed due to contractor availability.
Woodend Golf Club clubhouse	322,450	-	-	-	Fabric and safety audit underway to inform immediate and long term requirements.
Kyneton Town Hall renewal	665,024	300,000	273,873	26,127	Construction commenced. Practical completion expected October 2021 pending COVID restrictions.
<b>TOTAL PROPERTY - Buildings</b>	<b>11,485,512</b>	<b>1,346,838</b>	<b>869,750</b>	<b>477,088</b>	
<b>TOTAL LAND AND BUILDINGS</b>	<b>11,735,512</b>	<b>1,346,838</b>	<b>869,750</b>	<b>477,088</b>	
<b>INFRASTRUCTURE - Roads</b>					
Bitumen resurfacing program	1,884,375	160,000	129,399	30,601	Asphalt program commenced. Inspections being undertaken to prepare for spray seal program.
Black Spot road funding	660,860	150,000	144,766	5,234	Delays occurred due to guardrail supply and weather. Works are scheduled to recommence mid-October and be completed by the end of November.
Gisborne Business Park roads upgrade	700,000	-	-	-	Sauer Road Reconstruction - design complete. Works are scheduled to commence in March 2022.
Gravel road renewal program	925,000	450,000	362,755	87,245	Gravel Road renewal program has commenced.

## Capital Works Progress Report

September 2021

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Guardrail program	163,534	40,000	46,500	(6,500)	Two guardrail replacements have been completed. Awaiting outcome of storm recovery claim approval before any more guardrails replacements are completed under this program.
Intersection upgrade and renewal program	126,000	20,000	-	20,000	Works being scoped.
Kerb and channel program	173,000	23,000	5,123	17,877	One small project complete, one project tendered, others to be scoped.
Kyneton bluestone heritage kerb renewal program	95,919	95,919	107,751	(11,832)	Works complete.
Minor road stabilisation program	262,000	2,000	-	2,000	Program to be scoped for tender in November.
Minor roadworks program	73,541	13,541	-	13,541	Works will be undertaken as they arise.
Minor traffic management works	48,000	5,000	-	5,000	Inspections to be undertaken and works scoped.
Road construction program	5,812,805	809,666	514,904	294,762	This is a parent project for the Road Reconstruction Program. There are 11 road projects within the program, eight are currently in the design, investigation and procurement stage, one road is currently under construction with two others in the preconstruction stage.
Intersection upgrade Templeton & Brooke Sts Woodend	65,000	-	-	-	Design and investigation currently underway.
Chintin Road Monegeeta	594,000	-	-	-	This project is currently in procurement stage, with works scheduled to be completed by the end of January 2022.
Road Design Program	50,000	50,000	59,510	(9,510)	Road Design and Planning for 2022/23 underway.
<b>TOTAL INFRASTRUCTURE - Roads</b>	<b>11,634,034</b>	<b>1,819,126</b>	<b>1,370,707</b>	<b>448,419</b>	
<b>INFRASTRUCTURE - Footpaths</b>					
Footpath construction program	1,422,589	329,753	262,885	66,868	This is a parent project for the Footpath Construction Program. There are 12 footpath projects within the program which are currently in the design, investigation or procurement stage.
Footpath renewal program	434,712	221,712	113,054	108,658	Program commenced with some further works to be scoped and tendered.
Woodend to Hepburn rail trail - Stage 1	500,000	-	-	-	This project has been unsuccessful for grant funding. Applications for funding will be when grants are available.
Black Hill Reserve	55,847	15,000	9,957	5,044	Works substantially complete. Some minor delays experienced due to the storms in June 2021 and the wet weather experienced over winter. Project to be completed by November 2021.
Pram ramp compliance / safety	100,000	15,000	8,890	6,110	This project is currently in design and investigation stage.
Five Mile Creek Footpath and footbridge	100,000	-	-	-	This project is currently in procurement stage.
Baynton Street Kyneton active transport link	297,000	-	-	-	This project is currently in design and investigation stage.
Macedon Ranges Shared Trail	10,787,161	150,000	80,590	69,410	Investigations continuing including Cultural Heritage Management Plan and Detailed Ecological Assessment. The design and construction for Stage 1B & Stage 2 is out for tender, closing in October 2021. Stage 1A construction is 50% complete but has been delayed pending a response from Dja Dja Wurrung. The overall project will not be completed by the original completion date of 30 June 2022. Main cause of delay is COVID travel restrictions hampering key field investigation works. A revised completion date is being discussed with funding body Regional Development Victoria.
<b>TOTAL INFRASTRUCTURE - Footpaths</b>	<b>13,697,309</b>	<b>731,465</b>	<b>475,376</b>	<b>256,089</b>	
<b>INFRASTRUCTURE - Bridges</b>					
Bridge Renewal Program	1,456,267	177,527	111,262	66,265	This is a parent project for the Bridge Renewal Program. There are six bridges/culverts within the program. Four projects are currently out to tender for design and construction, bridge consultants are being sources for structural reports on the other two bridges.
Footbridges	486,000	-	-	-	This project is currently in design and investigation stage. Currently in negotiations with Melbourne Water regarding the works.
<b>TOTAL INFRASTRUCTURE - Bridges</b>	<b>1,942,267</b>	<b>177,527</b>	<b>111,262</b>	<b>66,265</b>	
<b>INFRASTRUCTURE - Drainage</b>					
Minor drainage works	964,500	15,000	77,147	(62,147)	One project has been completed, with other projects in the design and investigation stage.
Fersfield Road drainage contribution	18,417	-	-	-	Payment was made in 2020/21 for initial stage of works. Final payment will be made when agreed works have been completed, during the 2021/22 financial year.

## Capital Works Progress Report

September 2021

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
<b>TOTAL INFRASTRUCTURE - Drainage</b>	<b>982,917</b>	<b>15,000</b>	<b>77,147</b>	<b>(62,147)</b>	
<b>INFRASTRUCTURE - Recreational, Leisure and Community Facilities</b>					
Minor capital works program at recreational facilities	50,000	10,000	7,340	2,660	Planning for program currently underway.
Playground renewal	82,550	-	-	-	In the process of obtaining quotes to replace playground at Ash Wednesday Park, Macedon. Other priority works for playground renewals are currently being considered.
Sports ground drainage adjacent to ground	39,020	-	-	-	Tenders have been evaluated which are over budget. Works currently being rescope.
Howey Reserve Gisborne irrigation	91,693	-	1,565	(1,565)	Design completed, procurement underway.
Aquatic and Leisure equipment renewal	40,000	10,000	8,139	1,861	Works being scoped and will be completed over the outdoor pool season.
Kyneton Barkly Square Field	750,000	-	-	-	Grant application currently being developed for World Games funding.
Lancefield Park Lighting	350,000	-	3,180	(3,180)	Tender inspections unable to occur whilst COVID construction restrictions in place. Will occur once restrictions lifted.
Gardiner Reserve Carpark and landscaping works	264,000	-	-	-	Site inspection scheduled.
Romsey Oval drainage	221,300	-	-	-	Turf specialist appointed to undertake design of on-field drainage system.
New Gisborne tennis court lights	35,000	-	-	-	Site assessment being undertaken to establish scope.
Kyneton Skate Park	10,000	-	-	-	Risk assessment audit conducted. In process of engaging contractor.
Gisborne Tennis court lighting renewal	280,000	-	-	-	Preplanning works have commenced.
Manna Gum playground	195,100	-	-	-	Grant to be signed. Consultant contacted to provide final pricing.
Kinder playground equipment program	30,000	-	-	-	Program being developed.
Gisborne Skate Park concept design	30,000	-	-	-	Quotations for specialist skate park consultants close in October 2021.
Gilbert Gordon Netball Courts	360,000	-	-	-	Design completed. Site location being finalised.
Macedon Ranges Regional Sports Precinct	6,977,793	350,000	296,638	53,362	Detailed design completed. Preparing tender documentation. Barringo Road and Hamilton Road intersection consultation completed and being assessed.
<b>TOTAL INFRASTRUCTURE - Recreational, Leisure and Community Facilities</b>	<b>9,806,456</b>	<b>370,000</b>	<b>316,862</b>	<b>53,138</b>	
<b>INFRASTRUCTURE - Parks, Open Space and Streetscapes</b>					
Ash Wednesday park landscaping	143,420	-	-	-	Planning and procurement underway.
Botanical Gardens improvements	23,500	-	-	-	Grant application received. Final scope and procurement underway.
Fitness Equipment - regional	36,040	-	-	-	Contractor availability and supplies have delayed progress. This will be delivered later in the financial year.
Gisborne Fields open space development	500,390	30,000	18,870	11,130	Design currently in progress.
Hanging Rock DELWP funding	36,315	-	273	(273)	Continuation of works throughout 2021/22.
Hanging Rock projects	70,189	-	3,490	(3,490)	Updated Environmental Management Plan (EMP) completed. Community consultation completed. Updated EMP and consultation outcomes to be presented at the 27 October Council Meeting.
Healthy heart of Victoria	286,905	-	-	-	Working with Department of Health regarding approval of projects for completion this financial year.
Parks infrastructure renewal	80,000	-	-	-	Currently reviewing assets that require updating to develop renewal program. Works to commence in February - June 2022
Kyneton Botanic Gardens	60,000	-	-	-	Working with Friends groups to agree on priorities in line with adopted Master Plan. Work programs to commence early 2022.
Gisborne Botanic Gardens	97,680	-	-	-	Design complete, currently undertaking construction procurement.
Street tree planter boxes	25,000	-	-	-	Currently seeking quotes for a design.

## Capital Works Progress Report

September 2021

Project Name	Full Year Budget*	YTD Budget	YTD Actual	Variance	Comments
Riddells Creek fence replacement	10,000	-	-	-	These works will be carried out with the Main Road Pedestrian Bridge works. Works scheduled to be completed in the second half of the financial year.
Wyralla Crescent landscaping	113,179	-	-	-	Stage 2 and 3 are in various stages of procurement and pre-construction. Landscaping works scheduled to commence prior to Christmas.
Romsey Ecotherapy Park Stage 2	946,050	20,000	10,282	9,718	Contractor appointed. Works have commenced on site.
Hobbs Road Bushland Reserve and Bullengarook Closed Landfill Security Upgrade	2,892	-	-	-	Works to be completed in October 2021.
Romsey Five Mile Creek Stage 1	69,079	10,000	5,484	4,516	These works will be carried out with the Main Road Pedestrian Bridge works. Works scheduled to be completed in the second half of the financial year.
<b>TOTAL INFRASTRUCTURE - Parks, Open Space and Streetscapes</b>	<b>2,500,639</b>	<b>60,000</b>	<b>38,398</b>	<b>21,602</b>	
<b>INFRASTRUCTURE - Other Infrastructure</b>					
Kerbside bin replacement	264,361	80,000	77,554	2,446	Currently investigating areas to be identified for a bulk new bin rollout.
Kyneton Landfill rehabilitation	125,094	90,000	90,988	(988)	Leachate pumping system installed and operational August 2021. Leachate storage area to be upgraded by mid November 2021.
Kyneton Livestock Exchange	1,117,117	950,000	915,669	34,331	Works underway. Pending variation approval to construct new truck wash water tank base due to unfavourable conditions.
RV disposal site	38,494	-	-	-	The project is on hold pending decision on site allocation.
Street/park bin renewal program	42,120	8,120	227	7,893	Locations for installation of waste and recycling bins identified.
Kyneton Pound - Dog Holding Facility	25,000	25,000	19,840	5,160	Works completed.
Kyneton Saleyards Gantry	450,000	-	-	-	Construction underway.
Streetlight replacements	688,954	197,254	163,925	33,329	Works are currently in pre-construction stage. Awaiting advice from contractor on installation dates.
EV Charging stations	115,560	115,560	62,881	52,679	All works onsite are now complete. Final invoice and handover yet to be completed.
School Bus Shelter - Romsey	107,990	-	1,096	(1,096)	This project is currently in the procurement stage.
<b>TOTAL INFRASTRUCTURE - Other Infrastructure</b>	<b>2,974,690</b>	<b>1,465,934</b>	<b>1,332,179</b>	<b>133,755</b>	
<b>TOTAL INFRASTRUCTURE</b>	<b>43,538,312</b>	<b>4,639,052</b>	<b>3,721,932</b>	<b>917,120</b>	
<b>PLANT AND EQUIPMENT - Plant and Equipment</b>					
Plant replacement program	3,312,000	825,000	479,556	345,444	Purchases will be made progressively throughout the year.
<b>TOTAL PLANT AND EQUIPMENT - Plant and Equipment</b>	<b>3,312,000</b>	<b>825,000</b>	<b>479,556</b>	<b>345,444</b>	
<b>PLANT AND EQUIPMENT - Computers and Telecommunications</b>					
Cultural venue system	16,000	-	-	-	Integration with Council financial systems is in progress. Venue seating maps have been developed to ensure patron spacing requirements due to pandemic restrictions.
Aquatic & Leisure software	7,000	-	-	-	Part of phase 2 of the project. It will fund the integration into Council's corporate systems. Expected commencement is March 2022.
Project Lifecycle Management Project	188,395	-	-	-	Project commenced with completion scheduled for April 2022.
IT infrastructure renewal	338,133	75,583	95,524	(19,941)	The server backup upgrade and increased storage capacity have been completed. Other purchases will be made over the remainder of the financial year.
Kyneton Town Hall equipment renewal	25,000	-	-	-	Equipment renewal prioritisation is underway. Replacements will be subject to progress on the Town Hall theatre and meeting room refurbishment project.
<b>TOTAL PLANT AND EQUIPMENT - Computers and Telecommunications, furniture</b>	<b>574,528</b>	<b>75,583</b>	<b>95,524</b>	<b>(19,941)</b>	
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>3,886,528</b>	<b>900,583</b>	<b>575,080</b>	<b>325,503</b>	
<b>Total</b>	<b>59,160,352</b>	<b>6,886,473</b>	<b>5,166,761</b>	<b>1,719,712</b>	

\* This column represents the adjusted budget which is the adopted budget plus Council approved budget carry forwards from 2020/21.



## SECTION 3

### Council Plan Actions – Progress Report

*Under Section 90 of the Local Government Act 2020, Council is required to adopt a new Council Plan by 31 October 2021. For Quarter 1 of the 2021-22 year, actions have been reported on from the draft Council Plan that was adopted subsequently after the first quarter period ended. Council adopted the Council Plan on 27 October 2021.*

*Council reviews the Council Plan annually and establishes actions across its four priority areas:*

*Connecting Communities;*

*Healthy Environment, Healthy People;*

*Business and Tourism; and*

*Deliver strong and reliable government.*

*The actions are specific activities that will be undertaken within the financial year to support the achievement of the priority areas.*

*This section provides a quarterly update on progress towards achieving the actions.*

COUNCIL PLAN ACTIONS								
STRATEGIC OBJECTIVE - 1 CONNECTING COMMUNITIES								
We will maintain our built environment – including roads, paths, buildings, open space and other assets – in a fiscally, environmentally and socially sustainable way. This includes effective land-use planning, which has a direct impact on the liveability of our shire.								
We will provide support for volunteers, community groups and organisations in recognition of their work in contributing to social connections.								
Strategic Priority - Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Continue to improve continuous accessible paths of travel to key destinations, such as recreation and community facilities, through the funding of the Footpath Construction Program	Deliver	In Progress	10%	10%	Council's adopted footpath construction program has commenced and is expected to be successfully completed by the fourth quarter of this plan.	Manager Engineering and Resource Recovery	30/06/2022	
• Continue the delivery of the Macedon Ranges Shared Trails project	Deliver	In Progress	10%	10%	Stage 1b and stage 2 were released for tender in the first quarter of this reporting period. COVID-19 site access restrictions are continuing to delay investigative field work.	Manager Major Project Management Office	30/06/2022	
• Advocate to the Victorian Government for improvements to bus and rail public transport services	Advocate	Planning	0%	0%	The opportunity to advocate for improved bus and public transport services has not been provided during the period July - September. Officers will consider the best approach moving forward.	Manager Finance and Reporting	30/06/2022	
• Develop and adopt an Asset Plan to meet the requirements of the Local Government Act 2020	Deliver	In Progress	25%	25%	Development of the Asset Plan is progressing successfully, meeting the requirements of the Local Government Act 2020. The Plan is required to be adopted by 30 June 2022.	Manager Engineering and Resource Recovery	30/06/2022	
• Undertake the Woodend corridor study to investigate the movements of pedestrians, cyclists and vehicles within Woodend's main road corridor, identifying areas of concern and possible solutions	Deliver	In Progress	25%	25%	Community consultation for this study will commence in the second quarter of the 2021/22 year of the plan and the investigation recommending improvement actions is expected to be completed by quarter four. Note the study is now referred to as the Woodend Integrated Transport Management Study.	Manager Engineering and Resource Recovery	31/03/2022	
Strategic Priority - Integrate land-use planning, and revitalise and protect the identity and character of the shire								
• Progress the Kyneton Town Centre Urban Design Framework (UDF) to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	25%	25%	Consultation has occurred in relation to the Kyneton UDF in early 2021. A draft framework is expected to be presented for consultation in the third quarter of the plan.	Manager Strategic Planning and Environment	30/06/2022	

Strategic Priority - Integrate land-use planning, and revitalise and protect the identity and character of the shire (cont)								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Progress the Gisborne Structure Plan incorporating the Neighbourhood Character Study and Town Centre Urban Design Framework Plan to Council for decision and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	50%	50%	Officers are continuing to work through submissions with Councillors in order for consultation report/response to submissions to be considered at a future Scheduled Council Meeting. This is a multi year project.	Manager Strategic Planning and Environment	30/06/2022	
• Progress the Romsey Structure Plan to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	10%	10%	A consultant has been appointed to assist the development of the Structure Plan. This is a multi year project.	Manager Strategic Planning and Environment	30/06/2022	
• Progress the Planning Scheme Amendment to incorporate the heritage study for Woodend, Lancefield, Macedon and Mount Macedon into the Macedon Ranges Planning Scheme	Deliver	In Progress	60%	60%	Amendment C127mac was exhibited between 3 June and 16 July 2021. 15 submissions have been received. A decision of Council is required to progress to the next step in the Amendment Process.	Manager Strategic Planning and Environment	30/06/2022	
• Enhance planning protection of the shire's heritage assets. The Macedon Ranges Shire Thematic Environmental History will guide Council's strategic approach to identifying and protecting the shire's heritage, done systematically, within a contextual understanding of land-use development over time	Deliver	Not Started	0%	0%	Project to commence in the second quarter of the 2021/22 year of the plan.	Manager Strategic Planning and Environment	30/06/2022	
• Progress the review of Council's Developer Contributions Plans (Gisborne and Romsey) and consider any future changes to the Macedon Ranges Planning Scheme recommended by its findings	Deliver	Not Started	0%	0%	Project to commence in the second quarter of the 2021/22 year of the plan. This review will be a multi year project	Manager Strategic Planning and Environment	30/06/2022	

Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate in a financially responsible way

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Progress the development of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	10%	10%	A consultant has been appointed to assist the development of the Strategy. This is a multi year project.	Manager Strategic Planning and Environment	30/06/2022	
• Commence construction on stage 1 of the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery	Deliver	In Progress	25%	25%	Design documentation completed in September as scheduled. On target for the tender release for the main works construction in November 2021 to achieve target contractor engagement by 30 June 2022.	Manager Major Project Management Office	30/06/2022	
• Deliver the annual capital works program	Deliver	In Progress	20%	20%	Work is well underway with the annual capital works program.	Manager Facilities and Operations	30/06/2022	
• Update the Kyneton Showground precinct Master Plan	Deliver/Partner	Planning	0%	0%	Work is scheduled to commence in the third quarter of the plan.	Manager Open Space and Recreation	30/06/2022	
• Update the Romsey Sports precinct Master Plan	Deliver/Partner	Planning	0%	0%	Work is scheduled to commence in the third quarter of the plan.	Manager Open Space and Recreation	30/06/2022	
• Commence the Macedon Ranges skate park strategy	Deliver/Partner	Planning	0%	0%	Work is scheduled to commence in the fourth quarter of the plan. This is a multi-year project.	Manager Open Space and Recreation	30/06/2022	
• Continue implementation of the funded Romsey Ecotherapy Park. Deliver stage 2 and 3 projects with Regional Development Victoria and the community	Deliver	In Progress	25%	10%	Construction has commenced but has delayed due to the COVID-19 metro construction restrictions. It is still expected to have the project completed by 30 June 2022.	Manager Open Space and Recreation	30/06/2022	

Target community needs through development programs and grants

• Engage and consult with the community, groups and organisations to better understand community needs and program design	Facilitate/Partner	Planning	10%	10%	Council Officers have ongoing relationships with a number of community groups. Some early concepts are being developed to determine how best Council can engage and consult with community groups meaningfully. The need for a community development strategy is being investigated.	Manager Community Economic Development Arts Events	30/06/2022	
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ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Promote community centres and their programs	Deliver	In Progress	25%	25%	Officers continue to provide support to community centres across the shire. Further detail will be provided in the second quarter report.	Manager Finance and Reporting	30/06/2022	
• Continue Council's grants programs	Deliver	In Progress	25%	25%	All funding agreements as part of the 2021/22 Community Funding Scheme have been distributed, returned and payments to community groups have been made. A review of the 2021/22 program is nearing completion to inform the next year's grant program. initial planning has commenced for the promotion and delivery of the 2022/23 program.	Manager Community Economic Development Arts Events	30/06/2022	
• Build connections between volunteers and volunteer organisations	Facilitate	In Progress	10%	10%	Council Officers continue to liaise with key Volunteer organisations, such as Volunteering Central Vic, to build connections between volunteers and community organisations	Manager Community Economic Development Arts Events	30/06/2022	
• Promote the library programs of the Goldfields Library Corporation to engage the community	Deliver/Partner	In Progress	25%	25%	Council continues to engage with the community and promote the programs of the Goldfields libraries. This is a key element of Council's business as usual with regards to library services	Manager Customers, Communication & Engagement	30/06/2022	
• Review Council's role in supporting playgroups and toy libraries, and develop opportunities to strengthen the connections between users of early years and maternal and child health programs	Facilitate	In Progress	25%	25%	Council continue to partner and enable connections between users of early years and MCH	Manager Children and Family Services	30/06/2022	
• Explore the development of a youth projects funding program to support young people applying to Council for community funding	Deliver/Facilitate	In Progress	50%	50%	Youth team are launching refreshed approach to Youth Ambassador program at youth awards to be implemented for 2022.	Manager Children and Family Services	30/06/2022	

Continue to deliver improved outcomes for and recognition of our First Nations People

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Advance Indigenous reconciliation through working with First Nations People on the implementation of Council's Reconciliation Action Plan	Deliver/Partner	In Progress	25%	25%	The Reconciliation Action Plan (RAP) was presented to Council for noting in September. The final design and planning to launch the RAP has commenced. Conversations have been initiated with First Nations People through the RAP working group and the Traditional Owner Groups regarding the implementation of the RAP. Council officers and Taungurung Land and Waters Corporation have begun discussions regarding the potential to develop a MOU between the Corporation and Council.	Manager Community Economic Development Arts Events	30/06/2022	
• Celebrate and participate in National Reconciliation Week by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander Peoples and other Australians	Deliver/Partner	Planning	10%	10%	Planning has commenced in preparation for participating in Reconciliation Week. Council officers have commenced scoping different ideas with a view to connecting with community members early in 2022.	Manager Community Economic Development Arts Events	30/06/2022	
• Develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy that is integrated into Council's Learning and Development Strategy	Deliver/Partner	Planning	10%	10%	Early planning has been undertaken with respect to determining organisational needs and exploring opportunities to partner with Traditional Owner Groups to commence delivery of this important work.	Manager Community Economic Development Arts Events	30/06/2022	

Promote a more inclusive community by supporting community groups and vulnerable groups

• Continue to support targeted initiatives for young people of diverse backgrounds that enable them to express their identities, such as raising the Rainbow Flag on International Day Against Homophobia, Biphobia, Intersexism and Transphobia	Deliver	In Progress	25%	25%	The first initiative of the plan has been delivered. "Wear it Purple Day" was supported within in Council during August. Work is ongoing to deliver further initiatives under this action.	Manager Children and Family Services	30/06/2022	
• Continue to demonstrate leadership in advancing gender equality through the implementation of Council's Gender Equality Action Plan, including delivery of year one actions	Deliver	In Progress	10%	10%	Gender Workforce Audit is complete and due for submission with the Commission for Gender Equality in the Public Sector in December 2021. Gender Equality action plan is in development and due for submission with the Commission for Gender Equality in the Public Sector in March 2022 before implementation and delivery commences.	Manager People and Wellbeing Operations	30/06/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Construct a designated modular change room at the Gisborne Aquatics Centre, which will enable Council to meet Child Safe requirements, and improve service provision and accessibility	Deliver	Planning	10%	10%	Construction of this project is scheduled to commence in October 2021	Manager Facilities and Operations	30/06/2022	
• Provide referral services through our Neighbourhood House programs and increase funding for 2021/22	Facilitate/Partner	In Progress	25%	25%	An additional \$3,000 per house has been distributed to 6 neighbourhood houses. Work continues as part of Council's support of the Neighbourhood House Network, through the Neighbourhood House Policy. A range of projects have been undertaken in partnership and relationships continue to be strengthened.	Manager Community Economic Development Arts Events	30/06/2022	

**Explore opportunities for affordable and social housing in the shire**

• Prepare an interim social and affordable housing policy	Deliver	In Progress	50%	50%	Draft interim policy to be presented at the scheduled October meeting of Council	Manager Community Care	30/06/2022	
• Work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire	Advocate	In Progress	25%	25%	Reports presented to scheduled Council meetings in August, September and October 2021. Engagement started with Homes Victoria.	Manager Community Care	30/06/2022	
• Commit to participating in the development and, where relevant, the implementation of the Loddon Mallee Regional Housing Action Plan	Partner	In Progress	25%	25%	Officers attended first workshop hosted by RDV to inform the development of the LM Regional Housing Action Plan	Manager Strategic Planning and Environment	30/06/2022	

**STRATEGIC OBJECTIVE - 2 HEALTHY ENVIRONMENT, HEALTHY PEOPLE**

We will contribute to positive health and wellbeing in our community by proactively supporting mental health, the prevention of violence against women, healthy lifestyles for all ages and abilities, social connection and inclusion, community safety, and arts and culture.

We will protect our natural environment through proactive environmental planning, advocacy and policy to address climate change, support biodiversity and enhance water catchment quality. The Macedon Ranges Shire declared a Climate Emergency in 2021.

We will take action to reduce waste in order to protect public health and the environment.

**Protect the natural environment and enhance biodiversity**

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Continue the healthy landscapes for healthy livestock project	Deliver	In Progress	25%	25%	New webinar series and workshop program has been developed and published to run in the second quarter. Three webinars were run, on farm advice provided to multiple landowners and farmer discussion groups were facilitated during the quarter.	Manager Strategic Planning and Environment	30/06/2022	
• Finalise the review of the Hanging Rock Environmental Management Plan and commence implementation of priority actions	Deliver	In Progress	50%	80%	A draft of the updated Hanging Rock Environmental Management Plan has been released for public feedback. The updated plan is scheduled to be presented to Council at the October Council meeting for adoption.	Manager Strategic Planning and Environment	31/12/2021	
• Finalise the Roadside Conservation Management Plan that aims to enhance the conservation value of Council-managed roadsides, while mitigating fire risk and maintaining road safety	Deliver	In Progress	50%	80%	Work on the Roadside Conservation Management Plan has progressed, recommendations from the community consultation process have been analysed and the draft plan updated. The Plan is to be presented to Council for adoption at the November Council Meeting.	Manager Strategic Planning and Environment	31/12/2021	
• Protect, preserve and enhance bushland and biodiversity	Deliver	In Progress	10%	10%	Council's conservation and roadside works program in progress. Contractors have been engaged for spring and summer works. Protection of native vegetation through the planning system is ongoing.	Manager Strategic Planning and Environment	30/06/2022	



Lessen the severity of climate change through actions that enable Council and the community to reduce greenhouse gas emissions								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Review and adopt Council's Environment Strategy	Deliver	Completed	10%	100%	Council Adopted the updated Environment Strategy 2021 at its scheduled meeting held on 27 October 2021	Manager Strategic Planning and Environment	30/06/2022	
• Implement a suite of environmental upgrades to Council buildings to enhance energy efficiency and environmental performance	Deliver	In Progress	10%	10%	Sustainability Officer position has been filled (position included in 21/22 budget) who will be overseeing these works. Request for quotes is being prepared.	Manager Strategic Planning and Environment	30/06/2022	
• Replace all remaining standard street lights with energy-efficient lights through the Central Victorian Greenhouse Alliance Lighting the Regions Project	Deliver	In Progress	10%	10%	This project has commenced, the lighting design is completed. Energy efficient lights (LEDs) have been ordered and a contract has been entered into with a contractor to install the lights.	Manager Strategic Planning and Environment	30/06/2022	
• Continue delivery of a program of community climate change action plans across the shire's townships	Deliver	In Progress	10%	10%	Preliminary planning has commenced. The method for delivery of the program is to be confirmed internally in early October.	Manager Strategic Planning and Environment	30/06/2022	
• Continue to support phase 2 of Sunbury and Cobaw Community Health's Human Code project through the Healthy Masculinities Partnership Grant	Deliver	In Progress	50%	50%	A member of the Youth Services team is on the working group for this project and is working across The Shire in partnership with key stakeholders.	Manager People and Wellbeing Operations	30/06/2022	
• Research ways for Council to support the use and uptake of electric vehicles across the shire	Facilitate/Deliver	In Progress	10%	10%	Some research has been completed into funding options for electric vehicle charging stations. Further work will occur to review Council's fleet transition plan as a part of preparation of the Zero Net Emissions Plan.	Manager Strategic Planning and Environment	30/06/2022	

Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Commence implementation of actions to phase out single-use plastics, based on the audit findings and action plan	Deliver	In Progress	25%	25%	Commenced implementation of actions.	Manager Engineering and Resource Recovery	30/09/2021	
• Actively promote the use of reusable nappies through the Maternal and Child Health Service	Deliver	In Progress	25%	25%	MCH has commenced the promotion of cloth nappies and will continue to undertake this throughout the year.	Manager Children and Family Services	30/06/2022	
• Commence the implementation of the actions identified in the Waste Management and Resource Recovery Strategy 2021–2026	Facilitate	Planning	10%	10%	The strategy will be presented for adoption at the December Council Meeting, although implementation of actions highlighted in the strategy will be actioned on an ongoing basis in line with the State and National policy direction.	Manager Engineering and Resource Recovery	31/01/2022	
• Decrease tonnes of waste to landfill per capita	Deliver	In Progress	25%	25%	An ongoing decrease in the tonnages per capita is on track with 5 year targets to be met as per the recommendations of the Waste Management and Resource Recovery Strategy.	Manager Engineering and Resource Recovery	30/06/2022	

Provide opportunities to experience open space and bushland reserves								
• Work towards amending the Planning Scheme to introduce new policy and planning controls to implement the Significant Landscapes Study	Deliver	In Progress	50%	50%	C133macr was given Ministerial Authorisation to proceed with a Planning Scheme Amendment on 25 May 2021 subject to five conditions. The conditions can not be satisfied until the new format planning scheme is gazetted, which is expected in late 2021. The amendment is unable to proceed at this time. The amendment is a multi year project with a Planning Panel now expected in late 2022.	Manager Strategic Planning and Environment	30/06/2022	
• Commence implementation of recommended master plan actions at the Gisborne, Kyneton and Malmsbury Botanic Gardens, including the delivery of an entry garden (western entrance) at the Gisborne Botanic Gardens	Deliver	Planning	0%	0%	Works are scheduled to commence in the second quarter of the 2021/22 year of the plan.	Manager Open Space and Recreation	30/06/2022	
• Riddells Creek Street tree planter boxes – determine a solution to retain the existing trees while providing new planter boxes developed with a different construction methodology	Deliver	In Progress	20%	20%	Background scoping work has been completed with initial engineering and Arboriculture requirement specified.	Manager Open Space and Recreation	31/03/2022	

Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Commence priority waterway restoration works that implement adopted waterway environmental plans, which includes completing the master plan of the Woodend Five Mile Creek, and continued delivery on the implementation of the Romsey Five Mile Creek Master Plan.	Deliver	Planning	10%	10%	Waterway restoration works scheduled for contractors to commence work in spring / summer.	Manager Strategic Planning and Environment	30/06/2022	
• Continue the waterway conservation works program	Deliver	Planning	10%	10%	Waterway restoration works scheduled for contractors to commence work in spring / summer.	Manager Strategic Planning and Environment	30/06/2022	

Maintain systems, capacity and capability to manage, respond to and lead recovery after emergency events								
• Monitor and mitigate key emergency risks	Deliver	In Progress	25%	25%	Contracts for Township Hazard Protection and Roadside Slashing have been executed and work will begin in November. The Municipal Fire Prevention Officers have started an in-depth review of strategic fire hazard mitigation with the Country Fire Authority and Rural Roads Victoria.	Manager Safer Communities	30/06/2022	
• Leverage partnerships with key agencies and community groups to improve response to and recovery from emergency events	Facilitate/Partner	In Progress	25%	25%	Council has been working with Bushfire Recovery Victoria, Cobaw Sunbury Health, the Australian Red Cross and not for profit groups as part of recovery activities from the June 2021 storm event.  With regard to the ongoing COVID-19 pandemic, Council has been working with the Dept. of Health, other State Government departments and Australian Red Cross to provide emergency food relief packages for affected persons/families as required.	Manager Safer Communities	30/06/2022	
• Contribute to Municipal Emergency Management Planning	Facilitate/Partner	In Progress	25%	25%	Macedon Ranges Shire Council Chair the Municipal Emergency Management Planning Committee. Work on updating the Municipal Emergency Management Plan as required under the new legislative requirements has not begun.	Manager Safer Communities	30/06/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Learn from emergency management response to improve future responses	Partner	In Progress	25%	25%	Officers held an internal debrief of the June 2021 storm event in July 2021. This debrief provided valuable insight into our processes and improvements that can be made. Council continues to receive feedback from the community as we progress storm recovery activities across affected parts of the Shire.	Manager Safer Communities	30/06/2022	

Encourage active and healthy lifestyles for people of all ages and abilities								
• Optimise accessibility and usage of open space and facilities through a program of development and renewals for open space, playgrounds and sporting infrastructure	Deliver	Planning	25%	25%	Officers are currently scoping opportunities for the program of development and renewal of open space, playgrounds and sporting infrastructure.	Manager Open Space and Recreation	30/06/2022	
• Work in partnership with health, education and community organisations, including sporting clubs and community groups, to enhance opportunities for improved health, and participation in passive and active recreation	Partner	In Progress	25%	25%	Working with local groups to enhance opportunities. In partnership with Get Skilled Access a 0.6 FTE position (funded by Get Skilled Access) has been recruited to assist clubs and schools in developing inclusion plans for people with limited ability. Health Broker role engaged until June 2022. The Healthy Broker position is funded by the lead council (City of Greater Bendigo).	Manager Open Space and Recreation	30/06/2022	
• Adopt the Municipal Public Health and Wellbeing Plan 2021-2025	Deliver	In Progress	80%	80%	The draft plan has been prepared and Community consultation recently concluded for this plan. This plan will be presented to Council for adoption in October 2021.	Manager Community Care	31/10/2021	
• Adopt the Disability Action Plan 2021-2025	Deliver	In Progress	80%	80%	The draft plan has been prepared and Community consultation recently concluded for this plan. This plan will be presented to Council for adoption in October 2021.	Manager Community Care	31/10/2021	
• Continue to deliver the actions for Elevate – Council’s Youth Strategy 2018–2028	Partner	In Progress	25%	25%	Work has commenced in delivering actions of the Elevate - Council's Youth Strategy 2018-2028.	Manager Children and Family Services	30/06/2022	
• Facilitate/partner with health service providers within the community	Deliver/Partner	In Progress	25%	25%	Council's Health Broker officer is exploring opportunities with community health service providers on how best to partner moving forward.	Manager Open Space and Recreation	30/06/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Participate in the Healthy Heart of Victoria (HHV) initiative to improve health and wellbeing outcomes in Macedon Ranges and advocate for ongoing funding	Deliver/Partner	In Progress	25%	25%	Council's Health Broker officer is partnering with community health service providers and exploring opportunities for the Shire. Advocacy to continue funding the initiative has commenced also at a regional level with HHV.	Manager Open Space and Recreation	30/06/2022	

Engage families to promote the importance of early childhood education and health								
• Work with the Department of Education to support current education reforms, such as the rollout of three-year-old kindergarten in the Macedon Ranges Shire and School Readiness Funding.	Facilitate/Partner	In Progress	25%	25%	This work has commenced and is on track, partnerships are established with The Department of Education and other providers in The Shire. A Macedon Ranges Provider Network has been established by Council and meets regularly to progress 3 year old roll out readiness and school readiness funding.	Manager Children and Family Services	30/06/2022	
• Provide and support access to quality kindergarten programs across the shire	Deliver	In Progress	25%	25%	The provision of a quality kindergarten service will be provided across the 12 months of this plan. Service provision for the first quarter of the plan has been delivered.	Manager Children and Family Services	30/06/2022	
• Improve social connection for children and families with barriers to social engagement	Facilitate	In Progress	25%	25%	This work is facilitated in each of the program areas of Maternal Child Health, Early Years and Youth and in partnership with key stakeholders. Supported Playgroups have an adapted model to accommodate for restrictions as a result of COVID-19.	Manager Children and Family Services	30/06/2022	
• Deliver the first-year actions for Council's Early Years Plan – CREATE	Deliver	In Progress	25%	25%	The provision of Council's Early Years Plan - CREATE will be provided across the 12 months of this plan. Service provision for the first quarter of the plan has been delivered.	Manager Children and Family Services	30/06/2022	
• Strengthen municipal planning of early years' services	Facilitate/Partner	In Progress	25%	25%	Work is being led via Early Years Service Planner and is in progress and on track. Finalisation of service modelling and planning is underway to ensure all 3 and 4 year old children are able to access a funded kindergarten space within The Shire.	Manager Children and Family Services	30/06/2022	
• Explore feasibility of Macedon Ranges becoming a child friendly community	Facilitate	Not Started	0%	0%	This is planned to be undertaken in the third quarter of the Council Plan.	Manager Children and Family Services	30/06/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Continue to deliver maternal and child health, and early childhood services and programs, including immunisation and supported playgroups	Deliver	In Progress	25%	25%	The provision of maternal and child health, and early childhood services will be provided across the 12 months of this plan. Service provision for the first quarter of the plan has been delivered.	Manager Children and Family Services	30/06/2022	

**Support our community to ensure better access and connection for facilities and services**

• Continue to monitor the implication of aged care reform on Council's role in supporting older people	Deliver	In Progress	10%	10%	Officers are providing updates to Councillors as information becomes available from the Australian Government	Manager Community Care	30/06/2022	
• Become members of the Every Age Counts coalition and take the pledge to address ageism	Partner	Planning	0%	0%	Work is expected to be undertaken in the second and fourth quarter of the plan.	Manager Community Care	30/06/2022	
• Advocate for access to health services locally	Facilitate/Partner	In Progress	25%	25%	100% of My Aged Care Regional Assessments completed within KPI timeframes, 100% of referrals accepted (September)	Manager Community Care	30/06/2022	

**Assist to improve mental wellbeing within the community**

• Continue to increase community awareness and resilience in relation to mental health through initiatives such as Live4Life.	Facilitate	In Progress	25%	25%	Council continue to work with and enable activities within the Macedon Ranges that increase community awareness of mental health. This is a core component of all the Council's youth services and advocacy work with partner organisations, such as Live4Life Inc.	Manager Children and Family Services	30/06/2022	
• Support and promote mental health by continued training of mental health first aid sessions through Live4Life and the Older Person Mental Health First Aid course	Facilitate/Deliver	In Progress	25%	25%	The Older Person Mental Health First Aid program was delivered over four three hour sessions (August and September). The program started with 10 registered participants. Delivery was suspended due to lock down and ran into school holidays which impacted retention. Four participants completed all sessions. MHFA and officers are exploring accreditation to provide a blended online course.	Manager Children and Family Services	30/06/2022	
• Work with Commonwealth and state governments to advocate for the establishment of a youth mental health service in the Macedon Ranges Shire	Partner	In Progress	25%	25%	Council has consulted with stakeholders and work is underway to establish a formal advocacy group which will assist to inform next steps.	Manager Children and Family Services	30/06/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Continue to support phase 2 of Sunbury and Cobaw Community Health's Human Code project through the Healthy Masculinities Partnership Grant	Partner	In Progress	25%	25%	Council officers continue to enable this work with partners, phase 2 is on track with events occurring in the community.	Manager Children and Family Services	30/06/2022	
• Continue delivering Live4life in secondary schools and the wider community across our shire	Partner	In Progress	25%	25%	Live4Life is continued to be delivered and engagement with young people and CREW occurring via COVID safe platforms	Manager Children and Family Services	30/06/2022	
• Develop and deliver a primary school-based mental health and wellbeing model for grade 5 and 6 students across our Shire	Deliver	In Progress	25%	25%	This work is on target, a Project brief has been completed and Steering Group established to help guide mental health support program to grade 5 and 6 aged children.	Manager Children and Family Services	30/06/2022	

**STRATEGIC OBJECTIVE - 3 BUSINESS AND TOURISM**

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

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

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
<ul style="list-style-type: none"> <li>Subject to Council adoption, commence implementation of actions contained in Year 1 of Council's Economic Development Strategy</li> </ul>	Implement/Facilitate	In Progress	25%	10%	The process to finalise the draft Economic Development Strategy 2021-2031 progressed with a view to adoption at the October Council Meeting. A number of actions outlined in the draft implementation plan have moved forward including providing support to the Lancefield Brewery project (growing local jobs), actively supporting the UNESCO City of Gastronomy project (enhancing links to primary producers) and by continuing to promote the Buy Local First message (retaining local expenditure).	Manager Community Economic Development Arts Events	30/06/2022	
<ul style="list-style-type: none"> <li>Progress the Events Strategy 2021–2025, including development of the Autumn Festival</li> </ul>	Deliver	In Progress	25%	25%	Year 1 of the Events Strategy is on-track, including deliver of the following actions: <ul style="list-style-type: none"> <li>Draft event survey completed</li> <li>Part way through delivery of event management webinar series.</li> <li>Website updates with new event planning templates underway.</li> <li>Online event approval form nearing completion.</li> </ul> The second year of Autumn Festival progressing to plan. <ul style="list-style-type: none"> <li>Event structure all in place and information updated on Council website.</li> <li>Engagement phase is well underway and receiving registrations.</li> <li>New festival website (sub-site to visitmacedonranges.com) is 70% complete, and due for launch in December.</li> </ul>	Manager Community Economic Development Arts Events	30/06/2022	



ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Progress the Rural Land Use Strategy (incorporating the 'In the Farming Zone Strategy') to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme	Deliver	In Progress	50%	50%	The draft Rural Land Use Strategy was on public consultation from 19 July 2021 to 17 September 2021. 160 submissions have been received, over 65 enquiries and 11 one on ones were conducted. The next step is for Council to consider submissions at a future Planning Delegated Committee Meeting. This is a multi year project.	Manager Strategic Planning and Environment	30/06/2022	
• Continue delivering actions from the Arts and Culture Strategy 2018–2028	Deliver	Planning	25%	25%	An audit of possible locations for cultural events across the Shire has commenced, a Coil Weaving workshop series led by artist Marilyn Nicholls was completed in September. Officers have reconvened the Central Victorian Culture and Art Network. An exhibition at the Museum which raises awareness of local endangered species is being prepared and set up. Submission of an application to the Investment Fast-Track Fund 2021 to progress Town Hall renovation planning.	Manager Community Economic Development Arts Events	30/06/2022	

Support local industry sectors that align with our vision strategies								
• Continue to support local Business and Tourism Associations (BATAs) and industry-sector peak bodies, and look to have geographic and industry sector coverage	Partner	In Progress	25%	25%	A regular business and industry key stakeholder meeting was convened/hosted by Council and has been well received. This has enhanced links between Council, local business and tourism associations and industry sector peak bodies and has enabled a strong focus on business Covid-19 recovery and advocacy needs. A mechanism to improve communication and engagement with the key main street businesses based in Malmsbury was established and is being utilised on an as needed basis.	Manager Community Economic Development Arts Events	30/06/2022	
• Continue to increase the engagement of the business community with the Macedon Ranges Shire Council Business Awards	Deliver	In Progress	25%	25%	Nominations for the Josh's Rainbow Eggs Macedon Ranges Business Excellence Awards closed Friday 20 August 2021 with a total of 47 applications received across the 9 categories. Social and print media campaigns got underway supporting and promoting the Awards. Planning for the Gala Awards Night progressed with time spent on developing an online delivery option should COVID-19 restrictions require it.	Manager Community Economic Development Arts Events	30/06/2022	

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
<ul style="list-style-type: none"> <li>Continue to provide a package of support measures for the community and local businesses to assist the shire's recovery from the COVID-19 pandemic</li> </ul>	Deliver	In Progress	25%	25%	Identify need and planning for the delivery of 2021/2022 COVID recovery actions and initiatives got underway as well as recruitment of a fixed term Business Continuity and Recovery Officer. This State Government funded role will assist in awareness raising, education and advice for businesses navigating COVIDSafe operating requirements. Businesses registered on Council's Economic Development database were kept informed on a weekly basis via targeted emails, that focus on current COVIDSafe operating updates, funding opportunities and advice on other dedicated COVID-19 support.	Manager Community Economic Development Arts Events	30/06/2022	

Support small business and the local economy								
<ul style="list-style-type: none"> <li>Deliver obligations under Small Business Friendly Charter:</li> <li>Deliver 14-day payments to local suppliers</li> <li>Engage with businesses</li> <li>Streamline business applications</li> <li>Help set up and support local business networks</li> </ul>	Deliver	In Progress	25%	25%	The concept of and obligations associated with the Small Business Friendly Councils Charter were presented to the Managers forum with a view to establishing which units/teams are responsible for delivery of each element of the charter. Helping to set up and support local business networks progressed well. The desire to pay local suppliers within the 14 day timeframe outlined in the Charter was achieved.	Manager Community Economic Development Arts Events	30/06/2022	
<ul style="list-style-type: none"> <li>Support the local economy by encouraging procurement to be undertaken locally</li> </ul>	Facilitate	In Progress	25%	25%	Strong advocacy to ensure local suppliers were given every chance to provide services during the storm clean-up activities was undertaken with internal Council departments and Bushfire Recovery Victoria (BRV). Local suppliers on existing Council panels were well positioned to take up opportunities. Others were encouraged to apply via the process overseen by BRV.	Manager Community Economic Development Arts Events	30/06/2022	

Engage with emerging technology solutions and initiatives to increase the liveability of the shire								
ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Advocate for improved communications infrastructure	Advocate	In Progress	25%	25%	Officer participation on the steering committee for the 100 Gig City Region project continues. Submissions were made to the Federal Regional Telecommunications Review 2021 and Victorian Connecting Victoria program. Liaison with NBN and Telecommunications providers included presentations to Councillor briefings.	Manager Community Economic Development Arts Events	30/06/2022	

**STRATEGIC OBJECTIVE - 4 DELIVER STRONG AND RELIABLE GOVERNMENT**

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

**Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services**

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Develop and implement a new Risk Strategy and Strategic Risk Register	Deliver	In Progress	90%	90%	Final Drafts of the Risk Register and Risk Strategy completed and being reviewed by ELT and have been given to our Internal Auditor for comment.	Manager Legal and Corporate Governance	31/12/2021	
• Develop and implement a new procurement policy (for adoption by or before 31 December 2021)	Deliver	In Progress	75%	75%	A new procurement policy that ensures Council complies with the LG Act 2020 is progressing. Feedback has been received and the policy is scheduled to be presented to Council for adoption at the October Council meeting. Following the adoption of the policy training will be provided to staff to ensure the policy is fully operational by 31 December.	Manager Finance and Reporting	31/12/2021	
• Regularly review and update long-term financial and infrastructure planning to guide our budget decisions to ensure they are responsible and sustainable	Deliver	In Progress	10%	10%	A review of the Long Term Financial Plan will commence during October and November to incorporate the audited year end result at 30 June 2021. This review will provide relevant information for the commencement of the 2022/23 budget process to ensure that Council remains in a financially sustainable position moving forward.	Manager Finance and Reporting	30/06/2022	
• Deliver a new project management framework and software for delivery of capital work projects	Deliver	In Progress	25%	25%	Configuration of the Project Lifecycle Management (PLM) module by Techone will continue from November 2021 with go live including training of the module targeted before end June 2022.	Manager Major Project Management Office	30/06/2022	

**Enhance strategy, policy and plan development, and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs**

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Develop and adopt a Workforce Plan to meet the requirements of the Local Government Act 2020	Deliver	In Progress	20%	20%	Workforce plan in development, data gathering and consultation with Directorates taking place.	Manager People and Wellbeing Operations	31/12/2021	
• Continue to identify and implement agreed actions from employee surveys	Deliver	In Progress	20%	20%	An action plan to implement agreed actions from employee surveys has been created. The action plan has been communicated with staff, implementation of the plan has commenced.	Manager People and Wellbeing Operations	30/06/2022	
• Provide appropriate training and development of staff to ensure continuous improvement and access to the required skills	Deliver	In Progress	70%	70%	An annual Corporate Training calendar has been created. Council's new E-learning platform is scheduled to be implemented in October 2021, this platform will manage the training modules provided to staff.	Manager People and Wellbeing Operations	30/11/2021	
• Support and resource the effective operation of Council's Audit and Risk Committee	Deliver	In Progress	25%	25%	Support continues to be provided to the Audit and Risk Committee to ensure the Committee is able to undertake the requirements of its Charter. Officers have been assisting in the process of filling the independent position on the Committee during the first quarter of the plan.	Manager Finance and Reporting	30/06/2022	
• Develop and adopt a suite of new governance related policies and procedures as required by the Local Government Act 2020	Deliver	In Progress	25%	25%	Support continues to be provided to the Audit and Risk Committee to ensure the Committee is able to undertake the requirements of its Charter. Officers have been assisting in the process of filling the independent position on the Committee during the first quarter of the plan.	Manager Finance and Reporting	30/06/2022	

**Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders**

• Actively participate in community and government networks and regional alliances	Facilitate/Partner	In Progress	25%	25%	Council routinely engages with regional alliances and networks to enhance knowledge sharing and assist in the development of Council Plans, Policies and Procedures. Further details to be included in second quarter report.	Manager Finance and Reporting	30/06/2022	
• Establish a Child and Family Services Network	Facilitate/Partner	Planning	20%	20%	Planning component of this work has commenced and planning is underway for the first meeting to occur in early 2022.	Manager Children and Family Services	31/03/2022	

**Enhance customer experience through the transformation of our services to ensure they are easy to access, and provide seamless transactional and interational experiences**

ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
• Review Council's Complaints Handling Policy to ensure a flexible approach that assists people with varying abilities to outline their concerns in a variety of ways	Deliver	In Progress	25%	25%	Work has commenced with the Complaint's Handling Policy currently in draft form. The draft Policy has been presented to the Audit and Risk Committee for feedback.	Executive Manager People, Culture and Performance	31/12/2021	
• Develop and implement the Customer Experience Strategy	Deliver	Not Started	0%	0%	Scheduled to commence in a Councillor Workshop Quarter 3.	Executive Manager People, Culture and Performance	30/06/2022	
• Develop and implement the Community Engagement Framework	Deliver	Not Started	0%	0%	Currently reviewing policies and planning to address the framework.	Executive Manager People, Culture and Performance	30/06/2022	
• Council will pilot web chat software to enhance the customer experience	Deliver	In Progress	50%	50%	The trial rollout of webchat (Zendesk) on Council's website launched on Monday, 20 September 2021. The trial will run for four months until Friday, 21 January 2022, at which point a quantitative and qualitative review of the pilot will be undertaken.	Manager Customers, Communication & Engagement	31/12/2021	
• Improve our digital platforms, ensuring they are fully accessible for all residents and ratepayers	Deliver	Not Started	0%	0%	Works are scheduled to commence on this action in the third quarter of the plan.	Manager Customers, Communication & Engagement	30/06/2022	

**Support transparent and evidence-based decision making through sharing Council data and clear reporting on our measures of success to the community**

• Ensure compliance with legislative external reporting and disclosure obligations, and ensure internal reporting frameworks are delivered to demonstrate transparency to the community	Deliver	Not Started	25%	25%	The Annual Financial Statements has been submitted to the Minister within prescribed timeframes. The quarterly report for the period July - September will be prepared and presented for adoption at the Council Meeting in November. The Annual Report for the 12 months ended 30 June 2021 will be presented to Council at the October Council Meeting.	Manager Finance and Reporting	30/06/2022	
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ACTION	COUNCIL ROLE	STATUS	TARGET % COMP.	ACTUAL % COMP.	PROGRESS COMMENTS	KEY CONTACT	COMP. DATE	PROGRESS
<ul style="list-style-type: none"> <li>Strengthen community engagement practice and relationships with the implementation of a Community Engagement Policy and procedures</li> </ul>	Deliver	Not Started	0%	0%	Presentation of the updated Community Engagement Policy is scheduled for April 2022. This timing will enable community consultation to be undertaken, which will inform the review and update.	Executive Manager People, Culture and Performance	30/06/2022	

## SECTION 4

### Risk Management Report

*The Audit and Risk Management Committee has adopted a conservative attitude to risk, seeking to minimise risk to the lowest level reasonably possible having regard to Council resolutions, policies and decisions.*

*Council's Risk Management Policy and Framework was endorsed on 27 November 2019 and forms part of a suite of risk management documents which guide Council's risk management, including Corporate Risk and Business Continuity. The Risk Management Framework is implemented through a dedicated Risk & OHS Management system.*

*This section provides a high level overview of key risk matters for the quarter.*



### **Risk Management Framework**

At the time of the preparation of this report, the Risk Management Strategy (the Strategy) for embedding the Risk Management Framework is scheduled for approval by the Executive Leadership Team (ELT) at a meeting on 15 November 2021. Discussions are underway with the Internal Auditor to ensure it addresses their recommended actions. The Strategy is a three year plan to embed a risk awareness culture and ensure risk management is part of regular consideration at all levels of management. The Strategy takes into account the changed organisational structure and continues to develop the risk management framework established prior to the interruption by the COVID pandemic. The Strategy includes a timetable for actions and milestones.

The ELT has also reviewed the Risk Management Policy and this will be forwarded to the Audit and Risk Committee for recommendation to Council for adoption.

### **Risk Management Audit Recommendations – Update**

See Above

### **Strategic Risk\*1**

A set of strategic risks, identified by the 2019 Internal Audit and developed in an Executive workshop in July 2019 have been collated and compiled in a Strategic Risk Register. This register will be reviewed by the Internal Auditor to ensure it addresses their report recommendation that ‘.....management should finalise the profiling of strategic and organisational risks’.

When finalised, the Strategic Risk Register will be the subject of regular assessment and quarterly reporting to the Audit and Risk Committee and to Council.

### **Operational Risk**

The operational risk registers have been completed after discussions with each business unit. The operational risk registers will now be subject to quarterly review of the risks they identify and the assessed level of each risk for the previous quarter.

The Risk Unit has introduced a monthly internal email reminding risk owners about risk awareness and to facilitate the embedding of an operational risk culture.

### **Insurance**

#### **1. General**

The challenges linked to the Covid-19 pandemic are common across the local government sector. The Council’s insurers provide regular updates on the impact that the pandemic is having on the insurance market. In particular they are monitoring the impact on public liability insurance and the changing situation in relation to vaccine roll out and its requirements.

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*\*1 Strategic risks consist of external risks that may challenge or impact on Council achieving its strategic goals. Typically, these include the impact caused by climate change, political change, collapse of financial markets, and other events that are beyond Council’s control. The other strategic risks are those internal risks identified as derived from a whole of organisation perspective and that affect directly the Council’s five main priorities as outlined in the Council Plan. Internal strategic risks are controlled and treated with enterprise wide policy, practice and procedures. Key to the monitoring and management of internal strategic risk is control and treatment of operational risks, including fraud, occupational health and safety and cyber security.*

## 2. Claims

During the quarter, Council received approximately 42 notifications of potential new insurance claims. Of those, 22 were considered and declined and 20 are still the subject of investigation at the time of this report.

From the previous quarter (to June 30), 71 claims were finalised with Council denying liability in 61 of those matters.

Of the 71 claims finalised, 33 were claims arising from the June 9-10 2021 super storm. Seven matters were settled without a claim being lodged as they were below the policy excess.

In relation to the super storm, damage to Council assets for an insurance claim is now estimated to be in excess of \$67,000 with 21 properties being damaged. At the time of this report final quotes/invoices for damage to facilities at Hanging Rock were still pending. In agreement with Councils insurer JMAPP, we are consolidating all damage costs into a single claim.

Other insurance matters worth noting are:

- Council assets - two related to acts of vandalism were settled.
- There was one large insurance matter relating to 9-10 June 2021 storm which is close to finality.
- No asset damage was identified following 22 September 2021 earthquake
- Three claims involving a Hanging Rock boom gate malfunction. Two of the three have been settled as under excess matters.
- Five new motor vehicle claims were lodged including one vehicle written off as a total loss claim.
- Three claims involving our Woodend and Kyneton transfer stations – one in which Council was at fault and two were not-at-fault incidents involving a member of the public and Council waste contractor.
- Four potential public liability claims were lodged with LMI. One was in response to a claim received from lawyers relating to a Workcover incident dating back to 2015. The claimant is an employee of another organisation. Council has joined in the litigation between the claimant and the other organisation as the injury is alleged to have occurred on Council managed property. The matter is with LMI's lawyers who are liaising with Council staff to prepare their case.

## SECTION 5

### Implementation of Council Resolutions

*The implementation of Council decisions without undue delay is a fundamental function and responsibility of the Chief Executive Officer. In practical terms this responsibility is delegated to the relevant Council Officers.*

*This report provides a progress report on the actions undertaken by staff to implement the decisions made by Council at Ordinary and Unscheduled Council Meetings during the quarter and includes any previous decisions of Council that are yet to be completely implemented.*

Council Resolutions—Quarterly Report October–December 2020 as at 31 December 2021

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
PE	27-Feb-19	Ordinary	PE.2 Planning Scheme Review project: Bring a report back to a future Council meeting outlining the implementation plan for the planning scheme review	171005	A report is expected to be presented to a Council meeting no later than December 2021.	Executive Assistant, Planning and Environment	In progress	80%
AO	27-Feb-19	Ordinary	Notice of Motion No. 10/2018-19 – Councillor Jennifer Anderson It was moved by Cr Anderson seconded by Cr Gayfer that Council refer to the budget process the development of a policy for management of bluestone assets owned and/or managed by Council.	171041	Draft guidelines currently with the Heritage Advisor following internal consultation. Scheduled for completion by March 2022.	Manager Engineering and Resource Recovery	In progress	95%
AO	27-Mar-19	Ordinary	AO.2 Discontinuance of Council road reserve in Newry Drive, New Gisborne	172885	Property and Valuations currently reviewing valuation to finalise sale price and will then finalise agreement with purchaser.	Coordinator Property and Valuations	In progress	60%
AO	24-Apr-19	Ordinary	AO.2 Introducing Food Organics Garden Organics (FOGO) service	174836	Resolution 4 - Investigation for provision of commercial FOGO has commenced and a report will be provided to Executive by August 2022. All other resolutions are complete.	Manager Engineering and Resource Recovery	In progress	90%
AO	26-Jun-19	Ordinary	Notice of Motion No. 24/2018-19 – Councillor Jennifer Anderson It was moved by Cr Anderson seconded by Cr Radnedge that officers provide information to Councillors at a future Councillor Briefing regarding: 1. The current use of recycled products in construction projects (including the purchase of materials and equipment) and current involvement in trial projects for the use of recycled material; and 2. Additional resources that may be required to: a. understand current industry recommendations, practices and cost implications of implementation of an increase in use of the recycled products; and b. participate in or undertake trial projects in the use of recycled products. with a view to this information being used to help inform future policy and budget decisions about the use of recycled products in Council projects.	178619	Council officers are exploring potential grant opportunities to fund investigation of the application of locally sourced material with the use of recycled materials. The overall project will take place over a 12 month period and following the application of recycled material mixed with road construction material. Council will then develop guidelines on the adequate use of recycled materials. External agencies such as ARRB have commenced the development of guidelines, however there is no completion date known at this stage.	Manager Engineering and Resource Recovery	In progress	80%
PE	28-Aug-19	Ordinary	PE.5 Proposed changes to flood mapping in Kyneton – Request to proceed with a Planning Scheme Amendment	183347	30/09/2021 - There is no further progress of this action - 66% complete	Executive Assistant, Planning and Environment	In progress	66%
CS	28-Aug-19	Ordinary	CS.6 Proposed land swap and boundary realignment at Walshes Road, Woodend	183362	Transfer in progress. Land transferred and plans certified. Final agreement to be signed by new property owner. Final amendments and updates have been made to the agreement with signing to occur ASAP	Executive Assistant, Corporate and Community	In progress	85%
PE	23-Oct-19	Ordinary	PE.5 Recreation vehicle facilities	186425	Further detailed site analysis is being undertaken, an update will be provided at a Councillor Briefing in February 2022.	Executive Assistant, Planning and Environment	In progress	95%
AO	27-Nov-19	Ordinary	AO.1 Proposed traffic alteration at Farrell and Station Street, New Gisborne That Council: 1. Resolve not to close Farrell Street New Gisborne. 2. Direct that traffic movements through Farrell Street New Gisborne are monitored before and after the Regional Roads Victoria intersection upgrade. 3. Direct that the first named petitioner and submitters be advised that Farrell Street New Gisborne will remain open. 4. Direct that the Farrell Street, New Gisborne footpath be listed as a high priority in the Shire-Wide Footpath Plan.	188633	1. Resolution of Council not to close Farrell Street New Gisborne noted. 2. Officers continue to monitor traffic movements through Farrell Street New Gisborne during the Regional Roads Victoria intersection upgrade works and have been in contact with residents during these works. 3. The first named petitioner and submitters have been advised of Council's resolution and that Farrell Street New Gisborne will remain open. 4. The Farrell Street New Gisborne footpath has been listed as a high priority in the Shire-Wide Footpath Plan and draft schematic designs are being completed.  Resolution 1 - Complete Resolution 2 - Open - Work is expected to be completed in early 2022. Resolution 3 - Complete Resolution 4 - Complete	Manager Engineering and Resource Recovery	In progress	80%
PE	27-Nov-19	Ordinary	AO.4 Dog and cat control order That Council: 1. Make the Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2) as per section 25 and 26(2) of the Domestic Animals Act 1994; 2. Give public notice of the making of the 'Council Dog and Cat Order 2019 – Domestic Animals Act 1994 (incorporating Schedules 1 and 2)' by publishing it in the Government Gazette and in newspapers circulating in the municipal district of the Council in accordance with Section 26(3) of the Domestic Animals Act 1994; 3. Direct the Chief Executive Officer to commence the process with the Department of Land, Water and Planning (DELWP) to revoke and dissolve existing Government Gazetted regulations at the eight sites identified in this report, managed by Council and owned by DELWP; 4. Direct the Chief Executive Officer to commence a process with DELWP to formally appoint Council as the Committee of Management for the sections of the Campaspe River Walk in Kyneton that are currently unreserved Crown land; 5. Receive a further report at a future Council meeting on the progress of recommendations 3 and 4; 6. Refer the resourcing for the second stage implementation of the Order and for the introduction of a Council subsidised cat desexing and microchipping scheme to the 2020/21 budget process; and 7. Direct the Chief Executive Officer to review Schedule 1 and Schedule 2 of the Council Dog and Cat Order 2019 as a first year r action in Council's Domestic Animal Management Plan 2022 – 2026.		Resolution 1 - Complete Resolution 2 - Complete Resolution 3 - Council continues to work with DELPW to progress Resolution 4 - Council continues to work with DELPW to progress Resolution 5 - Not commenced, reliant on resolutions 3 and 4 Resolution 6 - Referred to 20/21 budget process. Not funded due to COVID-19 community support packages. Second stage implementation partially funded through 21/22 Operational budget. Subsidised cat desexing and microchipping scheme to be included in Council's Domestic Animal management Plan 2021 – 2025. Resolution 7 - In progress – the Domestic Animal Management Plan is currently being drafted and consulted on with the community.	Coordinator Local Laws	In progress	60%
AO	18-Dec-19	Ordinary	AO.4 Kyneton Movement Network Study update That Council: 1. Direct that work on the Kyneton Movement Network Study be suspended, pending the completion of the Kyneton Urban Design Framework. 2. Direct that work on the Kyneton Movement Network Study will recommence on completion of the Kyneton Urban Design Framework. 3. Direct that traffic and parking investigations are undertaken to support and inform the Kyneton Urban Design Framework. 4. Resolves to suspend work on the Kyneton South Framework Plan, until the completion of the Kyneton Urban Design Framework.	189843	Work on the Kyneton Movement Network Study has been suspended pending completion of the Kyneton Urban Design Framework. Engineering officers are working with strategic planning officers to identify suitable studies to assist in informing the development of the Kyneton Urban Design Framework.  Resolution 1 - Noted Resolution 2 - Noted Resolution 3 - Noted Resolution 4 - Noted	Manager Engineering and Resource Recovery	Completed	100%

Council Resolutions—Quarterly Report October–December 2020 as at 31 December 2021

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
AO	1-May-20	Special	AO.4 Kyneton Saleyards – Feasibility update That Council: 1. Direct that the works as identified in the financial year 2019-2020 budget for the Kyneton Saleyards cease; 2. Direct that works to address occupational health and safety and mandatory environmental items at the Kyneton Saleyards be completed, utilising funding from the Kyneton Saleyards project in this year's budget; 3. Direct that funding opportunities from alternate sources be sought to assist in offsetting the cost to Council; and 4. Direct that further review be undertaken of the works planned at Kyneton Saleyards, as per the Kyneton Saleyards Plan, 2016 and the resolution of the Ordinary Council Meeting of Wednesday, 22 June 2016.	200052	Resolution 1 - Complete Resolution 2 - Works are well underway with the new gantries now installed and other work, - including Truckwash to be completed early November 2021 Resolution 3 - Complete Resolution 4 - Complete	Manager Facilities & Operations	In progress	90%
PE	24-Jun-20	Ordinary	PE.3 Draft Gisborne Futures Structure Plan, Urban Design Framework and Neighbourhood Character Study It was moved by Cr Mees, seconded by Cr Twaits	203577	In accordance with resolution of Council at its Scheduled Council Meeting on 25 November 2020, the Gisborne Futures Council Project Group met in July and August 2021 to discuss Gisborne Futures progress. There was no meeting held in September.	Executive Assistant, Planning and Environment	In progress	80%
PE	24-Jun-20	Ordinary	AO.1 Mobile Trading Guidelines	203597	AO.1 Mobile Trading Guidelines That Council: 1. Note that the Mobile Trading Guidelines were drafted and community consultation undertaken in March 2020, however the ability to consult with the community and businesses was hindered by COVID-19, resulting in low engagement. 2. Defer further consultation on the draft Mobile Trading Guidelines for up to 12 months, pending the lifting of COVID-19 restrictions. Deferred for 12 months – COVID 19 restrictions continued beyond 12 months so consultation deferred further until May 2022 3. Defer the introduction of mobile trading permits and associated fees from 1 July 2020, until such time as further community consultation is undertaken and the Mobile Trading Guidelines are adopted by Council. Deferred – no action required until after May 2022 4. Direct that the Roadside and Footpath Trading Policy 2019 be amended to remove the sentence on page 26 that states, "It is proposed that mobile trading will be permitted from 1 July 2020." – Completed and updated on Council website 5. Direct that these changes are communicated to the community. Changes communicated via media release and Council website 6. Direct that a further report be presented to Council by no later than the end of June 2021, proposing a timeline to recommence the public consultation process for the draft Mobile Trading Guidelines. Report presented to Councillors September 2021 proposing further deferral until May 2022 – recommendations endorsed at August 2021 Ordinary Council meeting	Executive Assistant, Planning and Environment	Completed see new September 2021 resolution 2021/82	100%
CX	22-Jul-20	Ordinary	Notice of Motion No. 2/2020-21 – Councillor Anderson It was moved by Cr Anderson seconded by Cr Twaits that Council direct the Chief Executive Officer to: 1. Consult with the Stanley Park Committee of Management to establish interim arrangements for the management of Stanley Park from 1 September 2020; 2. Develop an appropriate community consultation process to gauge community preferences for the management of Stanley Park; and 3. Following consultation prepare a report for Council recommending options for the ongoing management of Stanley Park.	205291	1. Completed 2. Completed 3. Community consultation has taken place and a report will be presented to the October Council Meeting with a recommendation for the future management of Stanley Park.	Coordinator Governance	In progress	60%
CX	26-Aug-20	Ordinary	CX.6 Council Support and Expenses Policy That Council: 1. Adopt the revised Council Support and Expenses Policy and publish the policy on Council's website; and 2. Undertake further work to consider options for the reimbursement of bona fide expenses incurred by members of Council's current (and future) advisory committees and community asset committees.	208409	Item 1: Completed - Adopted Policy on Council's website. Item 2: Work In progress.	Coordinator Governance	In progress	40%
CC	26-Aug-20	Ordinary	CC.7 Proposal to sell 20 Jacobs Avenue, Kyneton	208419	Resolution in progress	Executive Assistant, Corporate and Community	In progress	10%
CX	16-Dec-20	Scheduled	CC.6 Proposal to name part of an unnamed Kyneton laneway "Turners Lane"	215519	1. Completed 2. Completed 3. Council's decision to name the unnamed section of the laneway is being reviewed by Geographic Names Victoria following community objections.	Coordinator Governance	In progress	80%
CC	16-Dec-20	Scheduled	CC.7 Update on the proposed transfer of East Paddock, Hanging Rock	215522	Resolution in progress.	Executive Assistant, Corporate and Community	In progress	10%
AO	16-Dec-20	Scheduled	AO.3 Consideration of a request for inclusion of road onto the Public Road Register – Lowe Street, Tylden That Council: 1. Resolve to include a 125 metre section of road extending from Maxwell Street, Tylden and known as Lowe Street, Tylden onto the Register of Public Roads subject to the rectification of defects by the requester prior to 16 December 2021. 2. Resolve that the requester be advised of this Council resolution.	215525	Council Officers have noted the Council resolution, and a response has been provided to the requester together with a copy of the Council minutes.  Resolution 1 - Complete - Requestor has advised that he does to wish to undertake the required works. Resolution 2 - Complete	Manager Engineering & Resource Recovery	Completed	100%

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Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
AO	16-Dec-20	Scheduled	Notice of Motion No. 8/2020-21 – Councillor Neil It was moved by Cr Neil seconded by Cr Ridgeway That Council 1. Undertake an audit of school bus stops to ascertain what steps are required to provide weather relief to students; which should include prioritisation of when shelters may be installed, interested parties (including schools, Public Transport Victoria (PTV) and Regional Roads Victoria (RRV)) and potential opportunities for advocacy and funding. This audit to be presented as a report at a future Council meeting; and 2. Seek a report, no later than the February Council Meeting, to install a bus bay and shelter in the vicinity of Reynolds Grove and Melbourne-Lancefield Road Service Road, Romsey. This report should include potential funding options and detail time lines to finalise design, seek relevant approvals and deliver the project before May 2021.	215535	Resolution 1: In Progress Resolution 2: Completed	Manager Engineering & Resource Recovery	In progress	75%
PE	27-Jan-21	Scheduled	PE.3 Community information guides	218577	30/09/21 There is now up to date information on the CFA website on local area information and advice.	Manager Regulatory Compliance	Completed	100%
AO	27-Jan-21	Scheduled	AO.1 Draft Malmsbury Botanic Gardens Masterplan That Council: 1. Endorse the Draft Malmsbury Botanic Gardens Masterplan for the purpose of public consultation for a period of 42 days; and 2. Receive a further report following the public exhibition period to consider and adopt the 2021 Malmsbury Botanic Gardens Masterplan.	218583	Resolution 1: Complete Resolution 2: Complete  Malmsbury Botanic Gardens Master Plan adopted at the 28 July 2021 Scheduled Council Meeting	Manager Open Space and Recreation	Completed	100%
CC	24-Feb-21	Scheduled	CC.1 Contracts to be awarded as at 24 February 2021	221207	Resolution noted. Council report to be prepared and presented following completion of tender evaluation process.	Executive Assistant, Corporate and Community	In progress	50%
AO	24-Feb-21	Scheduled	AO.2 Report on current planning and management of roads for reduction of wildlife road trauma That Council receives a comprehensive report outlining opportunities to improve wildlife safety on roads across the shire at its October 2021 Scheduled Council Meeting.	221220	Resolution: Complete - Report included in the October 2021 Scheduled Council Agenda.	Manager Engineering and Resource Recovery	Completed	100%
CX	24-Mar-21	Scheduled	CC.5 ANZAC Day commemorations and Australia Day Grant	222660	Completed	Manager Legal and Corporate Governance	In progress	100%
AO	24-Mar-21	Scheduled	AO.1 Draft Waste Management and Resource Recovery Strategy 2021-2026 update That Council: 1. Endorse the release of the draft Waste Management and Resource Recovery Strategy 2021 – 2026 for a six-week period of public consultation; 2. Consider all submissions received in finalising and updating the draft Waste Management and Resource Recovery Strategy 2021 – 2026; and 3. Consider the adoption of final version of the draft Waste Management and Resource Recovery Strategy 2021 – 2026 at a future scheduled Council Meeting.	222661	Council resolution noted by officers.  Resolution 1: Public consultation on the draft Waste Management and Resource Recovery Strategy 2021-26 has been undertaken. Resolution 2: Submissions received have been considered in finalisation of the Strategy Resolution 3: A report will be tabled at the November Scheduled Council meeting seeking adoption of the final version of the strategy.	Manager Engineering and Resource Recovery	In progress	90%
AO	24-Mar-21	Scheduled	AO.2 Romsey Ecotherapy Park – Stage 2 design That Council: 1. Endorse the landscape design for stage 2 of Romsey Ecotherapy Park; and 2. Refer funding for maintenance resources to a future budget process.	222662	Resolution 1: Noted Resolution 2: Open being referred to the 2022/23 budget process.	Manager Open Space and Recreation	In progress	90%
AO	24-Mar-21	Scheduled	Cr Pearce tabled a petition signed by 54 residents requesting Council to prohibit heavy vehicles using Old Lancefield Road for access to and from the Industrial Estate and Shire Depot in Woodend North. It was moved by Cr Pearce, seconded by Cr Ridgeway that the petition be accepted and referred to the Director Operations and Assets for investigation and reporting back to Council.	223222	A report has been provided for inclusion in the October 2021 Scheduled Council meeting.	Manager Engineering and Resource Recovery	Completed	100%
PE	28-Apr-21	Scheduled	PE.5 Macedon Ranges Residential land demand and supply assessment – Response to Notice of Motion 14/2021	226202	30/9/21 - Officers are waiting on the outcomes of the urban development program that is currently assessing land supply and demand for Gisborne and Kyneton.	Executive Assistant, Planning and Environment	In progress	75%
PE	28-Apr-21	Scheduled	14. NOTICES OF MOTION NOTICE OF MOTION NO. 15/2020-21 – CR NEIL It was moved by Cr Neil seconded by Cr West that Council: 1. Requests the CEO to present a report to a Scheduled Council Meeting regarding the provision of Christmas decorations to our towns. 2. Requests that the report details the costs involved, types of decorations available, suitability to current town streetscapes, infrastructure required and other associated matters.	226215	As at 30 September, this item has been listed for the 24 November Council Meeting.	Executive Assistant, Planning and Environment	In progress	50%
PE	26-May-21	Scheduled	PE.7 Woodend Community Centre Master Plan and Business Case	227007	All actions are complete. The documents with typos and corrections are now available on councils website.	Executive Assistant, Planning and Environment	Completed	100%
PE	26-May-21	Scheduled	NOTICE OF MOTION NO. 18/2020-21 – CR NEIL It was moved by Cr Neil seconded by Cr Ridgeway that Council request the Chief Executive Officer to bring a report to Council within two (2) Scheduled Council Meetings outlining: 1. Options for Council in pursuing a change to the provisions and/or wholesale removal of Lancefield's Development Plan Overlay, Schedule 24 (DPO24). 2. Options to Council in how Council could assist affected land owners in complying with the DPO24 provisions. These options to include: a. Approximate costs if Council was to prepare Development Plans for the three (3) areas within the DPO24 areas. b. Approximate costs if Council was to prepare and make available the technical documents which are needed to underpin prepare of a Development Plan by individual land owners.	227012	Council considered a report at the 28 July 2021 Scheduled Council Meeting that addressed the Notice of Motion - 100% complete	Executive Assistant, Planning and Environment	Completed	100%
AO	26-May-21	Scheduled	NOTICE OF MOTION NO. 19/2020-21 – CR RIDGEWAY It was moved by Cr Ridgeway seconded by Cr Pearce that Council request the Chief Executive Officer to prepare a costing and feasibility report on the development of new council operated toilet facilities in Piper Street, Kyneton – preferably at the rotunda end of the street by August 2021.	227013	Report included in the Agenda for the August 2021 Scheduled Council meeting.	Manager Facilities & Operations	Completed	100%
CX	26-May-21	Scheduled	NOTICE OF MOTION NO. 21/2020-21 – CR PEARCE It was moved by Cr Pearce seconded by Cr Death that Council requests that the Chief Executive Officer prepare a report for a future Councillor Briefing in relation to the possible amendment of Section 42 of Council's Governance Rules in relation to petitions and joint letters, including but not limited to the acceptance of electronic petitions, to enable more efficient and effective ways for our communities to advocate to Council on local issues.	227015	Council briefed on an update to the Governance Rules on 5 October. A review of the Rules proposes changes in relation to petitions and electronic petitions. A draft of the Rules incorporating Councillor feedback will go to community consultation before being adopted by Council in February 2022.	Manager, Legal and Corporate Governance	In progress	20%

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Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
PE	26-May-21	Scheduled	NOTICE OF MOTION No. 22/2020-21 – CR WEST It was moved by Cr West, seconded by Cr Neil that Council directs the Chief Executive Officer to: 1. Begin work – within existing resources - on a site specific Planning Scheme Amendment to correct the zoning map line error affecting No.12 Noel Street, Lancefield. 2. Bring a report back to Council, by August 2021 Scheduled Council Meeting, containing a recommendation as to whether Council should seek authorisation to formally commence the Planning Scheme Amendment process. 3. Refer to budget deliberations any additional resources that may be required in order to facilitate such an Amendment	227017	In accordance with Council Resolution a report was presented to Council at its Scheduled Council Meeting held on 25 August 2021. All actions now completed.	Executive Assistant, Planning and Environment	Completed	100%
PE	23-Jun-21	Scheduled	PE.1 SMALL PROJECT GRANT	Resolution 2021/8	Funding distributed to MRSG.	Executive Assistant, Planning and Environment	Completed	100%
PE	23-Jun-21	Scheduled	PE.2 DRAFT ECONOMIC DEVELOPMENT STRATEGY 2021-2031	Resolution 2021/9	1. Noted 2. Draft EDS was published for consultation from 28 June to 9 August 2021. 3. All submissions were considered and a response to Councillors was provided via the dashboard 4. Final EDS has been submitted to the October Council meeting for consideration.	Executive Assistant, Planning and Environment	In progress	95%
CX	23-Jun-21	Scheduled	CC.4 PROCUREMENT POLICY 2021	Resolution 2021/17	Policy adopted and implemented	Manager Legal and Corporate Governance	In progress	100%
AO	23-Jun-21	Scheduled	AO.1 MACEDON RANGES REGIONAL SPORTS PRECINCT - RECOMMENDED SCOPE FOR STAGE 1 DELIVERY That Council: 1. Approves the detailed design scope for Stage 1 of the Macedon Ranges Regional Sports Precinct, noting potential value management decisions on reducing the Sports Hub and Pavilion roof height, the signalisation of Hamilton and Barringo Roads and delayed delivery of the spectator mound. 2. Notes that, pending further appropriate consultation, potential value management decisions are required, including reducing the Sports Hub and Pavilion roof height, the signalisation of Hamilton and Barringo Roads and the delayed delivery of the spectator mound. 3. Approves the finalisation of the Stage 1 design and tendering of the project for construction. 4. Directs the CEO to continue to advocate for Federal Government and other agencies for Stage 2 funding. 5. Directs the CEO to prepare and execute a funding agreement with Sport and Recreation Victoria and AFL Victoria. 6. Notes that these decisions commit Council funding to future budget consideration in the 2022/23 financial year.	Resolution 2021/19	Resolution 1: Noted - Complete Resolution 2: Noted - Complete Resolution 3: Noted - Complete Resolution 4: The project team is still targeting a federal election commitment and the advocacy efforts are working towards this goal. Resolution 5: This is in progress with Sport and Recreation Victoria. Resolution 6: Noted - Complete	Manager Major Projects	In progress	60%
PE	23-Jun-21	Scheduled	NO. 23/2020-21: NOTICE OF MOTION - AMENDMENT TO PLANTATIONS ACT – MACEDON RANGES ENERGY PARK That Council directs the CEO to write a letter on behalf of Council to The Hon MaryAnne Thomas MP, Minister for Agriculture and Regional Development, and to The Hon Lily D'Ambrosio MP, Minister for Energy, Environment and Climate Change, calling on the State Government to consider an amendment to the Victorian Plantations Corporation Act 1993 to enable forestry land to be used for other purposes such as the creation of a community-based renewable energy park.	Resolution 2021/21	Letters sent in accordance with Notice of Motion on 22 July 2021	Executive Assistant, Planning and Environment	In progress	100%
CC	23-Jun-21	Scheduled	NO. 24/2020-21: NOTICE OF MOTION - KINDERGARTEN AT GISBORNE SOUTH That Council directs the Chief Executive Officer to provide a Councillor briefing on the implications of pursuing an opportunity to express an interest in running a new kindergarten at South Gisborne, including the associated budgetary and resourcing implications.	Resolution 2021/22	Completed. Report prepared at Councillor Briefing on 6 July 2021.	Executive Assistant, Corporate and Community	In progress	100%
PE	23-Jun-21	Scheduled	NO. 26/2020-21: NOTICE OF MOTION - AMESS ROAD PRECINCT STRUCTURE PLAN That Council requests the Chief Executive Officer to bring a report to the August 2021 Scheduled Council Meeting outlining: 1. An update on the progress of the Amess Road Precinct Structure Plan 2. Options available to Council regarding the planning for the Amess Road precinct. These options to include: a. Progression of the current developer-led precinct structure plan process for the Amess Road precinct. b. Commencement of a Council-led precinct structure plan process for the Amess Road precinct. c. Not progressing a precinct structure plan for the Amess Road precinct until: i. A review of the Riddells Creek Structure Plan is undertaken with a specific focus on the quantum of land identified for future residential development and the community infrastructure required to support the future growth of Riddells Creek. ii. The Riddells Creek Movement Network Study (Gap Analysis) is completed	Resolution 2021/24	Report presented to 25 August Scheduled Council meeting in accordance with Notice of Motion	Executive Assistant, Planning and Environment	In progress	100%

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CC	23-Jun-21	Scheduled	NO. 27/2020-21: NOTICE OF MOTION - FINANCIAL RESERVES POLICY REVIEW That Council requests the Chief Executive Officer to provide a report to a Councillor briefing prior to the end of July 2021, regarding the approved use of funds section associated with the Public Open Space reserve section of Council's Financial Reserves Policy currently under review and; 1. Brings the briefing report and a summary of any Councillor discussions on this item to the August 2021 Audit and Risk committee meeting. 2. Ensures the report includes but is not limited to: a. Clarity about how Council interprets the wording from the Subdivision Act 1988 as "land set aside in a plan or land in a planned zone or reserve under a planning scheme for public recreation or public resort; or as parklands; or for similar purposes"; b. Whether the preparation of a master plan for future improvements of public open space can be included; c. Whether unrestricted or restricted club and sporting facilities can be funded from this reserve; and d. How passive public open space could be prioritised over facilities referred to in point c of this motion.	Resolution 2021/25	Officers preparing information to be presented to future briefing.	Executive Assistant, Corporate and Community	In progress	25%
AO	23-Jun-21	Scheduled	NO. 28/2020-21: NOTICE OF MOTION - APPRECIATION FOR ASSISTANCE DURING STORM That Council: 1. Formally thanks its staff, the State Emergency Service (SES) and other emergency services, Powercor, associated organisations, volunteers and members of the community who assisted during the storm event that badly affected the Macedon Ranges on 9 June 2021 and in the days that followed. In giving our appreciation, Council acknowledges the many hours of work that went into clearing roads of fallen trees and debris, restoring power and mobile coverage and the community spirit of helping to make Macedon Ranges liveable again. It is acknowledged that there is still much work to be undertaken to recover from this event. 2. Requests the Chief Executive Officer to issue suitable communications to spread Council's acknowledgement and appreciation of the many and various actions undertaken during the storm event and afterwards.	Resolution 2021/26	Resolution 1: This has occurred both in the Council meeting and in the media (radio/press). Resolution 2: Complete	Manager Engineering and Resource Recovery & CEO	In progress	75%
CC	29-Jun-21	Unscheduled	6. ADOPTION OF ANNUAL BUDGET 2021/22	TBA	Completed. Annual Budget adopted by 29 June 2021 and final copy was provided to Minister on 22 July 2021.	Executive Assistant, Corporate and Community	Completed	100%
CC	29-Jun-21	Unscheduled	7. ADOPTION OF REVENUE AND RATING PLAN	TBA	Completed. Document finalised and available for the public on Council's website.	Executive Assistant, Corporate and Community	Completed	100%
CX	28-Jul-21	Scheduled	RECORD OF MEETING That Council receives and notes the record of meetings of Councillors and Council staff, as outlined in this report with the following changes: 1. At item 1, Councillor briefing on 1 June 2021, Mich Thornton and Ryan Henry are to be listed as being from the Community Vision Assembly, not from consultant i.e. community 2. At item 3, Councillor briefing on 15 June 2021, the item Willowbank Road Development is to be deleted. 3. At item 7, Councillor briefing on 13 July 2021, under planning matters, PLN/2020/356 – 267 Station Road and 11 Stern Way, New Gisborne is to be added.	Resolution 2021/29	Received and noted. Changes noted.	Governance	Completed	100%
PE	28-Jul-21	Scheduled	PE.1 RECOMMENDATIONS FOR COMMUNITY FUNDING SCHEME AND COVID SUPPORT That Council: 1. Confirm funding at \$241,000, including consideration of the addition of \$15,000 at the six monthly budget review. 2. Redirect an additional \$25,419 of unspent funds from the 2020-2021 Small Project Grants to the 2021-2022 Community Funding Scheme. 3. Approve the 2021-2022 Community Funding Scheme allocations as described in Table 1 of this report. 4. Should the additional \$15,000 become available: a. Increase funding to the Gisborne SES application to the full amount requested b. Confirm additional successful applications, to the limit of the funding allocation, from the next highest ranked eligible applications assessed 5. Approve the COVID-19 support fund allocations as described in Table 2 of this report 6. Notify all applicants in writing of the outcome of their grant application and provide the opportunity to receive feedback on their application.	Resolution 2021/33	1. Budget review process yet to happen - \$15k will be included in this process 2. A request to carry forward dollars was made – although his doesn't seem to have happened 3. – 4. TBA  5. All recipients advised with funding agreements sent out.	Executive Assistant, Planning and Environment		25%
PE	28-Jul-21	Scheduled	PE.2 MACEDON RANGES EVENTS AND FESTIVAL GRANT PROGRAM 2021-2022 That Council: 1. Receives the 2021-2022 Events and Festivals Grant Program Assessment. 2. Endorses the Assessment Panel recommendations in this report and allocates: a. \$75,300 to the Events and Festivals Grant Program budget; b. In-kind support; and c. Two Tier 2 Triennial Agreements. 3. Writes to all applicants thanking them for submitting an application and advising them of the outcomes.	Resolution 2021/33	All resolution actions have been completed.	Executive Assistant, Planning and Environment		100%



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PE	28-Jul-21	Scheduled	PE.3 ENVIRONMENT STRATEGY UPDATE That Council endorses the draft Environment Strategy 2021, as per Attachment 1, for the purpose of community consultation.	Resolution 2021/34	Consultation was undertaken and closed on 10/09/2021	Executive Assistant, Planning and Environment		100%
PE	28-Jul-21	Scheduled	PE.4 OPTIONS FOR DEVELOPMENT PLAN OVERLAY 24 - LANCEFIELD DEVELOPMENT PLAN AREAS  That Council: 1. Requests the Chief Executive Officer to engage an external facilitator to assist Council with a meeting with interested landowners who are within the Development Plan Overlay Schedule 24 area in Lancefield. The purpose of the meeting is to enable a discussion about Development Plan Overlay Schedule 24 and enable landowners to seek clarity on any matters regarding the Development Plan Overlay.  The meeting will be run by an external facilitator and attended by the Chief Executive Officer, planning staff and Councillors as appropriate. Minutes from the meeting will be recorded and presented to Council at a future Councillor briefing session. The meeting to be held within 3 months of 28 July 2021. 2. Notifies all landholders within the Schedule 24 to the Development Plan Overlay of this decision.	Resolution 2021/35	Due to COVID-19 restrictions a meeting in accordance with Council's resolution has been postponed and a report is to be presented to Council at their October 2021 Scheduled Council Meeting to outline options to progress a meeting. Letters were sent to all landholders within DPO24 area as required	Executive Assistant, Planning and Environment		50%
PE	28-Jul-21	Scheduled	11 PE.5 EXPLORATION LICENCE APPLICATION EL007460  That Council notes the submission made to Earth Resources Regulation regarding Exploration Licence Application EL007460.	Resolution 2021/36	No Action required	Executive Assistant, Planning and Environment		100%
PE	28-Jul-21	Scheduled	PE.6 LOCAL GOVERNMENT WORKING GROUP ON GAMBLING  Moved: Cr Anne Moore Seconded: Cr Rob Guthrie That Council: 1. Commits to participation in the Local Government Working Group on Gambling. 2. Nominates Councillor Death as a delegate to attend the Local Government Working Group on Gambling. 3. Nominates Councillor Anderson and Councillor Pearce as alternative delegates. 4. Confirms the outcomes of this resolution, and delegates, with the Victorian Local Governance Association.	Resolution 2021/37	The Local Government Working Group on Gambling have been informed that Cr Death is the nominated MRSC Cr rep and that Cr Pearce and Mayor Anderson are the secondary nominations. Cr Death attended the last working Group meeting with Leanne Carlon.	Executive Assistant, Planning and Environment		100%
CX	28-Jul-21	Scheduled	CX.1 UPDATE TO INSTRUMENTS OF DELEGATION Resolution 2021/38 Moved: Cr Geoff Neil Seconded: Cr Rob Guthrie That Council: 1. In the exercise of the powers conferred by section 11(1)(b) of the Local Government Act 2020, resolves that: a. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation – Council to Chief Executive Officer (S5), subject to the conditions and limitations specified in that Instrument. b. The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor. c. On the coming into force of the Instrument, the previous Instrument of Delegation – Council to Chief Executive Officer (S5) is revoked. d. The duties and functions set out in the Instrument must be performed and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt. 2. In the exercise of the powers under section 437(2) of the Environment Protection Act 2017 (EP Act) and the Instrument of Delegation of the Environment Protection Authority under the EP Act dated 4 June 2021, resolves that: a. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached S18 Instrument of Sub-Delegation to Members of Council staff, the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in the Instrument. b. The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor. c. The duties and functions set out on the Instrument must be performed and executed in accordance with the powers and functions set out in the Instrument of Direction of the Environment Protection Authority dated 4 June 2021.	Resolution 2021/38	The instruments of delegation have been signed by the CEO and the Mayor and are in force.	Governance	Completed	100%

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Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
CX	28-Jul-21	Scheduled	CX.2 CONTRACTS TO BE AWARDED - JULY 2021 Resolution 2021/39 Moved: Cr Mark Ridgeway Seconded: Cr Dominic Bonanno That Council: 1. Notes that the following contracts will be awarded by Council officers under delegated authority: a. C22.1110 Supply Panel HVAC Services b. C22.1111 Supply Panel Landscaping Services c. C22.1112 Supply Panel Roof Plumbing Services d. C22.1113 Supply Panel Painting Services e. C22.1114 Supply panel Floor Finish Services	Resolution 2021/39	Noted. Tender process currently underway.	Contracts Coordinator	Completed	100%
CX	28-Jul-21	Scheduled	CX.3 COMMUNITY CONSULTATION FOR THE MANAGEMENT OF STANLEY PARK, MOUNT MACEDON Resolution 2021/40 Moved: Cr Anne Moore Seconded: Cr Rob Guthrie That Council: 1. Notes the options set out in the report for the future management of Stanley Park, Mount Macedon. 2. Endorses community engagement on the proposed options for the management of Stanley Park, as outlined in the officer report, along with the option of forming a delegated committee. 3. Reports back to the September Scheduled Council Meeting on the outcomes of community consultation and a recommended option for the future management of Stanley Park, including a draft of any formal documents required to give effect to that option.	Resolution 2021/40	1. Noted 2. Community consultation undertaken 3. Report presented to September 2021 Scheduled Council Meeting, with further report scheduled for October 2021 Scheduled Council Meeting	Governance	In progress	90%
CC	28-Jul-21	Scheduled	CC.1 DRAFT MUNICIPAL EARLY YEARS PLAN CREATE 2021-2025 Resolution 2021/41 Moved: Cr Janet Pearce Seconded: Cr Annette Death That Council: 1. Notes that a considerable amount of community consultation has informed the development of the draft Municipal Early Years Plan. 2. Resolves to place the draft Municipal Early Years Plan CREATE 2021-2025 on public exhibition for a period of four weeks, with the following changes to be made prior to exhibition: • Page 39 (Action 2.6 1 what success looks like) to be amended to read Breastfeeding rates improve in the shire and remain consistently above the state average • Page 44 (Action 3.1 what success looks like) to be amended to read: It is proposed to employ an Early Years Planner on an ongoing basis subject to feasibility and budget. 3. Notes that following community consultation, officers will report back to a Council Meeting with a summary of community feedback and the final plan for adoption.  CARRIED	Resolution 2021/41	Completed. Municipal Early Years Plan CREATE 2021-2025 presented to September Council Meeting for adoption with summary of community consultation.	Executive Assistant, Corporate and Community	Completed	100%
AO	28-Jul-21	Scheduled	AO.1 MALMSBURY BOTANIC GARDENS - MASTER PLAN 2021 That Council: 1. Adopts the Malmsbury Botanic Gardens Master Plan 2021 with the following amendments; • Construction of one (1) fenced unlit tennis court within the footprint of the existing courts and positioned without impact to existing trees and their root systems • Limit Town Hall works to demolition and reconstruction of the existing public toilets, treatment to the facade of the red brick extension and resolving soil level and drainage issues • Adjust the Master Plan costs to reflect the above amendments 2. Places the master plan on Council's website for public access; and 3. Writes to community members to thank them for their participation in the consultation process and advising of the adoption the Malmsbury Botanic Gardens Master Plan 2021.  CARRIED	Resolution 2021/42	Resolution 1: Complete Resolution 2: Complete Resolution 3: Complete	Manager Open Space and Recreation	Completed	100%
PE	28-Jul-21	Scheduled	NO. 29/2021-22: NOTICE OF MOTION - REGIONAL ROADS VICTORIA - ROUNDABOUT IN GISBORNE Resolution 2021/43 Moved: Cr Jennifer Anderson Seconded: Cr Rob Guthrie That Council directs the Chief Executive Officer to prepare a report for the 25 August 2021 Scheduled Council Meeting regarding the proposed Regional Roads Victoria (RRV) intersection works at Melbourne Road and Kilmore Road in Gisborne. This report is to include any RRV updates on the project including in the context of Council's decision on this matter.  CARRIED	Resolution 2021/43	Completed	Executive Assistant, Planning and Environment	Completed	100%

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Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
PE	28-Jul-21	Scheduled	NO. 30/2021-22: NOTICE OF MOTION - PLN/2019/131/B 39 WILLOWBANK ROAD, GISBORNE  Moved: Cr Rob Guthrie Seconded: Cr Anne Moore That Council: 1. Notes the submission heard at the Planning Delegated Committee on 14 July 2021 in relation to planning application PLN/2019/131/B and notes that officers are preparing a report, based on all relevant information including the submission received. 2. Refers the decision on this planning application to officers to make under delegated authority on the condition that the applicant formally amends the application to include the construction of a footpath in Stage 5 as opposed to stage 4, which was originally proposed in this application by Collie Pty Ltd on 14/7/2021 on behalf of the permit applicant. 3. As a consequence of part 2 (above), notes that this planning application will not come to the 11 August 2021 Planning Delegated Committee for a decision. 4. Notes that this Council resolution supersedes the resolution of the Planning Delegated Committee of 14 July 2021 in relation to this planning application. CARRIED	Resolution 2021/44	Noted, completed	Executive Assistant, Planning and Environment	Completed	100%
PE	28-Jul-21	Scheduled	NO. 31/2021-22: NOTICE OF MOTION - PLN/2020/356 - STATION ROAD AND STERN WAY, NEW GISBORNE Resolution 2021/45 Moved: Cr Anne Moore Seconded: Cr Rob Guthrie That Council: 1. Notes the submission heard at the Planning Delegated Committee on 14 July 2021 in relation to planning application PLN/2020/356 and notes that officers are preparing a report, based on all relevant information including the submission received. 2. Refers the decision on this planning application to officers to make under delegated authority. 3. As a consequence of part 2 (above), notes that this planning application will not come to the 11 August 2021 Planning Delegated Committee for a decision. 4. Notes that this Council resolution supersedes the resolution of the Planning Delegated Committee of 14 July 2021 in relation to this planning application. CARRIED	Resolution 2021/45	Noted, completed	Executive Assistant, Planning and Environment	Completed	100%
CX	28-Jul-21	Scheduled	NO. 32/2021-22: NOTICE OF MOTION - PROCUREMENT POLICY 2021 Resolution 2021/46 Moved: Cr Janet Pearce Seconded: Cr Dominic Bonanno That Council: 1. Directs the Chief Executive Officer to provide information for consideration and evaluation for the inclusion of a minimum mandatory weighting criteria (selection criteria) for social procurement as part of all tender evaluations in the development of the Macedon Ranges Shire Council's Procurement Policy review required under the Local Government Act 2020 (due by 31 December 2021); and 2. Directs the Chief Executive Officer to provide information for consideration and evaluation for options for local procurement. CARRIED	Resolution 2021/46	Noted. Options to be presented at Councillor Briefing 12 October 2021.	Contracts Coordinator	Completed	50%
CX	28-Jul-21	Scheduled	NO. 33/2021-22: NOTICE OF MOTION - RURAL COUNCILS VICTORIA (RCV) Resolution 2021/47 Moved: Cr Janet Pearce Seconded: Cr Mark Ridgeway That Council: 1. Directs the Chief Executive Officer to write to Rural Councils Victoria (RCV) asking it to consult with member councils about the impact of changes in Victorian grant funding streams requiring increased work effort and complexity of supporting grant documents to be successful. 2. Notes that this additional work can include the provision of completed schematic drawings, quantity surveyors cost estimates and geotechnical and other land studies which potentially puts a challenging burden on regional and rural councils, as previously some of these costs would be included within the grant sum. Some councils may not have the human and financial resources to undertake this work. 3. Should this be confirmed, asks RCV to advocate and raise this issue with relevant levels of the Victorian Government and agencies. CARRIED	Resolution 2021/47	Resolution 1: Letter prepared for dispatch and discussions to occur with RCV Resolution 2: As above Resolution 3: As above	Chief Executive Officer	In progress	80%

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CX	28-Jul-21	Scheduled	Resolution 2021/48 Moved: Cr Rob Guthrie Seconded: Cr Annette Death That pursuant to section 66(1) and (2)(a) of the Local Government Act 2020, Council closes the meeting to the public to consider the confidential report(s) listed below, which are confidential on grounds provided in Section 3(1) of the Local Government Act 2020: 17.1 Macedon Ranges Regional Sports Precinct – Intersection CARRIED This matter is considered to be confidential under Section 3(1) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.	Resolution 2021/48	Meeting closed.	Coordinator Governance	Completed	100%
CX	25-Aug-21	Scheduled	MAYOR'S REPORT - AUGUST 2021 Resolution 2021/49 Moved: Cr Anne Moore Seconded: Cr Mark Ridgeway That Council receives the Mayor's report and notes the following: 1. There were more than 2,000 registrations for free firewood reclaimed from trees that came down in the recent storms; 2. A Councillor delegate attended the Central Victorian Greenhouse Alliance meeting on 19th August; 3. The Mayor and CEO met with Rob Mitchell MP Federal Member for McEwen on Wednesday 18th August; 4. East Ward Councillors and the Mayor met with representatives of the Lancefield Romsey Lions Club regarding seniors housing; and 5. Michelle Betson, an independent member of the Audit & Risk Committee has resigned due to increasing work commitments. Council thanks Michelle for her dedicated service, and notes that it will be proceeding to publicly advertise to fill the vacancy for an independent Committee member. Residents with requisite skills are encouraged to apply. CARRIED	Resolution 2021/49	Received and noted. Changes noted.	Governance	Completed	100%
CX	25-Aug-21	Scheduled	Petitions Resolution 2021/50 Moved: Cr Mark Ridgeway Seconded: Cr Janet Pearce That Council: 1. Receives and notes the petition. 2. Refers it to the Manager Legal and Corporate Governance for investigation and reporting back to Council by December 2021. 3. Notifies the petition organisers accordingly. CARRIED	Resolution 2021/50		Governance	Pending	0%
CX	25-Aug-21	Scheduled	Resolution 2021/52 Moved: Cr Annette Death Seconded: Cr Mark Ridgeway That Council receives and notes the record of meetings of Councillors and Council staff, as outlined in this report with the following changes: 1. To record that some officers attended the Councillor Briefing on 17 August via Zoom. 2. A minor typographical correction to the statement made by Cr Guthrie at the Councillor Briefing on 17 August 2021.	Resolution 2021/52	Received and noted. Changes noted.	Governance	Completed	100%
PE	25-Aug-21	Scheduled	PE.1 AMENDMENT C151MACR - CORRECT ANOMALY AT 12 NOEL STREET AND 39-45 RAGLAN STREET, LANCEFIELD Resolution 2021/55 Moved: Cr Rob Guthrie Seconded: Cr Anne Moore That Council: 1. Acknowledges the work completed by staff to date to research a potential planning zone mapping error affecting properties at 12 Noel Street and 39-45 Raglan Street, Lancefield. 2. Acknowledges that Council has previously tried to resolve this potential mapping error as part of Amendment C134macr but the Department of Environment Land Water and Planning (DELWP) did not support the correction as it believed Council had not demonstrated that an obvious or technical error has occurred and therefore could not be considered under section 20A of the Planning and Environment Act, 1987 and was subsequently not included in the approved Amendment C134macr. 3. Note the officer's report includes a preferred option to seek an exemption from the Minister for Planning under section 20(2) in regards to the full notice requirements specified under the Planning and Environment Act, 1987. If this exemption is not approved by the Minister for Planning then the officer's recommendation is that a full exhibition process for the amendment would be undertaken. 4. Note that if this proposed amendment were to proceed to panel it would cost rate payers an estimate of \$5000 to \$8000. 5. Refer the work done thus far on this site to a future combined amendment process in order to reduce costs to council of having it as a single amendment.	Resolution 2021/55	Work done to date will be referred to a future amendment process as resolved by Council	Executive Assistant, Planning and Environment		100%

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PE	25-Aug-21	Scheduled	PE.2 REGIONAL ROADS VICTORIA INTERSECTION WORKS AT MELBOURNE ROAD AND KILMORE ROAD IN GISBORNE Resolution 2021/56 Moved: Cr Rob Guthrie Seconded: Cr Anne Moore That Council: 1. Notes the updates provided within this report and continues to advocate for the protection of the heritage fabric of the Bluestone bridge and channel, and trees. 2. Requests the Chief Executive Officer to resolve the conditions of authorisation and progress Planning Scheme Amendment C143macr to exhibition as soon as practical.  CARRIED	Resolution 2021/56	Conditions of authorisation have been resolved and public exhibition of Amendment C143macr planned to commence in early October 2021	Executive Assistant, Planning and Environment		100%
PE	25-Aug-21	Scheduled	PE.3 APPLICATION FOR PLANNING PERMIT PLN/2020/540 - BOWEN STREET, MALMSBURY Resolution 2021/57 Moved: Cr Rob Guthrie Seconded: Cr Mark Ridgeway That Council issue a Notice of Decision to grant planning permit for re-subdivision of twenty-nine (29) lots into twenty-nine (29) lots in three (3) stages, alter access to a Road Zone Category 1 and removal of native vegetation for the land at Bowen Street, Malmsbury subject to the following conditions: see minutes	Resolution 2021/57	Planning Permit Approval was issued on 5 October 2021.	Executive Assistant, Planning and Environment	Completed	100%
PE	25-Aug-21	Scheduled	PE.4 APPLICATION TO AMEND PLANNING PERMIT PLN/2014/243/A - 386 YOUNGS ROAD, MALMSBURY Resolution 2021/58 Moved: Cr Anne Moore Seconded: Cr Rob Guthrie That Council issue a Notice of Decision to Refuse to Grant an Amendment to a Permit PLN/2014/243/A to change the use of a farm shed to a dwelling with associated works for the land at Crown Allotments 289A, 289B and 289C P/Lauriston 386 Youngs Road, Malmsbury VIC 3446, on the following grounds: see minutes	Resolution 2021/58	Refusal to Amend a Planning Permit was issued on 2 September 2021	Executive Assistant, Planning and Environment	Completed	100%
PE	25-Aug-21	Scheduled	PE.5 OPTIONS FOR THE AMESS ROAD PRECINCT Resolution 2021/59 Moved: Cr Annette Death Seconded: Cr Geoff Neil That Council: 1. Notes the options outlined in this report. 2. Notes that the Victorian Planning Authority will not become the planning authority on this matter 3. Adopts option one in the report as the approach to progress and implement the Amess Road Precinct Structure Plan 4. Notify all landowners within the Amess Road precinct of this decision. 5. Ensure the Riddells Creek community is provided quarterly updates on the progress of the Amess Road Precinct Structure Plan. 6. Request the Chief Executive Officer to explore opportunities for the Victorian Planning Authority to provide assistance that supports the progress and implementation of the Amess Road Precinct Structure Plan through its Streamlining for Growth program or other available grants, including, but not limited to funding and providing technical assistance with the Riddells Creek Movement network study (gap analysis) and a review of the Riddells Creek structure plan with a specific focus on the quantum of land identified for future residential development and the community infrastructure required to support the future growth of Riddells Creek. 7. That before any application for assistance to the Victorian Planning Authority is submitted that a report be presented to a Scheduled Council Meeting or Planning Delegated Committee for Council to consider the request. 8. Requests the Chief Executive Officer to bring a report to the November 2021 Scheduled Council meeting outlining the current status of the Riddells Creek Movement Study as funded in the FY21 Budget. CARRIED	Resolution 2021/59	Council's CEO and Director Planning and Environment met with the Victorian Planning Authority on 30/09/2021 to discuss options to support Amess Road PSP. A report is listed to be presented to Council at the November Scheduled Council Meeting in accordance with item 8 of the resolution.	Executive Assistant, Planning and Environment	In progress	80%
PE	25-Aug-21	Scheduled	PE.6 REGIONAL ADVANCED MANUFACTURING COOPERATIVE RESEARCH CENTRE Resolution 2021/60 Moved: Cr Janet Pearce Seconded: Cr Rob Guthrie That Council: 1. Commits to entering into a non-binding Affiliate Partner arrangement in the Regional Advanced Manufacturing Cooperative Research Centre initiative 2. Requests the Chief Executive Officer to notify Deakin University of this resolution and to complete any necessary registrations and declarations CARRIED	Resolution 2021/60	1. Noted Council committed to be involved 2. Deakin emailed and advised of resolution. Deakin advised there are no registrations or declaration required at this time.	Executive Assistant, Planning and Environment		100%

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Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
CX	25-Aug-21	Scheduled	<p>CX.1 CONTRACTS TO BE AWARDED AUGUST 2021 Resolution 2021/61 Moved: Cr Mark Ridgeway Seconded: Cr Bill West That Council: 1. Notes that the following contracts will be awarded by Council officers under delegated authority: (a) C22.1116 Roadside Slashing Program (b) C22.1117 Township Hazard Reduction (c) C22.1118 Open Space Mowing (d) A22.1131 Provision of Natural Gas 2. Grants delegated authority to the Chief Executive Officer to award the following contracts: (a) C22.1123 Design and Construct Shared Trail Project CARRIED</p>	Resolution 2021/61	Noted. Tender process currently underway.	Contracts Coordinator	Completed	100%
CX	25-Aug-21	Scheduled	<p>CX.2 MEDIA POLICY REVIEW 2021 Resolution 2021/62 Moved: Cr Rob Guthrie Seconded: Cr Mark Ridgeway That Council adopts the Media Policy 2021. CARRIED</p>	Resolution 2021/62	Adopted	Executive Manager People, Culture and Performance	Completed	100%
CC	25-Aug-21	Scheduled	<p>CC.1 COMMUNITY VISION AND COUNCIL PLAN Resolution 2021/63 Moved: Cr Mark Ridgeway Seconded: Cr Annette Death That Council 1. Endorses the draft Community Vision 2021 – 2031 and the draft Council Plan 2021 – 2031 for the purpose of public display; 2. Undertakes community engagement and consultation in accordance with the Local Government Act 2020 and Council's Community Engagement Policy; 3. Notes that following hearing from submitters at a meeting of the Submitters Delegated Committee, a report and recommendations will be presented to a Scheduled Meeting of Council on 27 October 2021, to enable Council to consider the submissions and adopt the Community Vision 2021 – 2031 and Council Plan 2021 – 2031. CARRIED</p>	Resolution 2021/63	In progress. Document placed on public display from 26 August to 23 September 2021. Submitters Committee Meeting scheduled for 13 October. Report to be presented to Council for adoption at is October 27 meeting, including a summary of community consultation. at 27 October	Executive Assistant, Director Corporate and Community	In progress	50%
CC	25-Aug-21	Scheduled	<p>CC.2 DRAFT FINANCIAL PLAN 2022-2031 Resolution 2021/64 Moved: Cr Geoff Neil Seconded: Cr Dominic Bonanno That Council: 1. Endorses the draft Financial Plan 2022-2031, prepared in accordance with Section 91 of the Local Government Act 2020, for the purpose of public display. 2. Endorses the draft Financial Plan 2022-2031 be placed on public display on Council's website and at the Council Offices from Thursday 26 August 2021 and remain on public display until Thursday 26 September 2021. 3. Notes that following hearing from submitters at a meeting of the Submitters Delegated Committee, a report and recommendations will be presented to a Scheduled Meeting of Council on 27 October 2021 to enable Council to consider submissions and to adopt the Financial Plan 2022-2031 with or without amendment. 4. Authorises the Chief Executive Officer to carry out all administrative procedures necessary to enable Council to carry out its functions under the Local Government Act (1989 and 2020), in relation to the finalisation and publication of the Financial Plan.  CARRIED</p>	Resolution 2021/64	In progress. Document placed on public display from 26 August to 23 September 2021. Submitters Committee Meeting scheduled for 13 October. Report to be presented to Council for adoption at is October 27 meeting, including a summary of community consultation.	Executive Assistant, Director Corporate and Community	In progress	50%
CC	25-Aug-21	Scheduled	<p>CC.3 DRAFT MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN Resolution 2021/65 Moved: Cr Mark Ridgeway Seconded: Cr Anne Moore That Council: 1. Resolve to place the draft Municipal Public Health and Wellbeing Plan 2021-2025 on public exhibition for a period of no less than twenty eight days 2. Note that following community consultation, including hearing from submitters at a meeting of the Submitters Delegated Committee, officers will report back to a Council meeting with a summary of community feedback and draft plan for adoption.</p>	Resolution 2021/65	In progress. Document placed on public display for period not less than 28 days. Submitters Committee Meeting scheduled for 13 October. Report to be presented to Council for adoption at is October 27 meeting, including a summary of community consultation.	Executive Assistant, Director Corporate and Community	In progress	50%

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Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
CC	25-Aug-21	Scheduled	CC.4 DRAFT DISABILITY ACTION PLAN Resolution 2021/66 Moved: Cr Anne Moore Seconded: Cr Geoff Neil That Council: 1. Resolves to place the draft Disability Action Plan on public exhibition for a minimum period of twenty eight days. 2. Notes that following community consultation, including hearing from submitters at a meeting of the Submitters Delegated Committee, officers will report back to a Council meeting with a summary of community feedback and a final plan for adoption	Resolution 2021/66	In progress. Document placed on public display for period not less than 28 days. Submitters Committee Meeting scheduled for 13 October. Report to be presented to Council for adoption at is October 27 meeting, including a summary of community consultation.	Executive Assistant, Director Corporate and Community	In progress	50%
CC	25-Aug-21	Scheduled	CC.5 QUARTERLY REPORT FOR THE PERIOD ENDED 30 JUNE 2021 Resolution 2021/67 Moved: Cr Rob Guthrie Seconded: Cr Dominic Bonanno That Council notes the Quarterly Report for the period ended 30 June 2021.	Resolution 2021/67	Resolution noted.	Executive Assistant, Director Corporate and Community	Completed	100%
CC	25-Aug-21	Scheduled	CC.6 AFFORDABLE HOUSING Resolution 2021/68 Moved: Cr Anne Moore Seconded: Cr Annette Death That Council directs the Chief Executive Officer to: 1. Commence development of a high level Affordable Housing Policy for consideration at the October 2021 Council Meeting 2. Engage with Homes Victoria about opportunities under Victoria's Big Housing Build 3. Include affordable housing as a priority in the draft Council Plan 2021-2031	Resolution 2021/68	Resolution in progress. Report scheduled to be presented to Council at is October meeting, officers continue to engage with Homes Victoria. Council plan has been prepared for adoption at October meeting.	Executive Assistant, Director Corporate and Community	In progress	50%
AO	25-Aug-21	Scheduled	AO.1 NATURE STRIP LANDSCAPING POLICY - REVIEW That Council: 1. Seeks community feedback on the Draft Nature Strip Landscaping Policy 2021 through a six-week consultation period; and 2. Receives a report at the February 2022 Scheduled Council Meeting to consider the feedback received and the effectiveness of the 2019 Policy since its inception and to adopt the reviewed Policy.	Resolution 2021/69	Resolution 1: Open, pending actions Resolution 2: Open, pending actions	Manager Open Space and Recreation	In progress	25%
AO	25-Aug-21	Scheduled	AO.2 PUBLIC TOILET FEASIBILITY STUDY - KYNETON That Council: 1. Requests a business case be prepared for consideration in the 2022/23 financial year budget to design and plan a new toilet block providing a unisex All Abilities toilet and two other toilets with services and connecting pathways at St Agnes Place Kyneton. 2. Requests a business case be prepared for consideration in the 2022/23 financial year budget to design and plan a new toilet block providing a unisex DDA toilet and two other toilets, services and connecting pathways at Quarry Reserve Kyneton. 3. Requests a business case be prepared for consideration in the 2022/23 financial year budget for sealing Campaspe Crescent, Kyneton to address the expected increase of traffic to the park, due to recommendation 2 above. 4. Requests the presentation of the draft Public Toilet Strategy to Council at the February 2022 Scheduled Council Meeting for consideration, noting this will inform recommendations 1,2 and 3 above.	Resolution 2021/70	Resolution 1: Open, pending budget processes Resolution 2: Open, pending budget processes Resolution 3: Open, pending budget processes Resolution 4: Open, report being prepared for February 2022 Scheduled Council Meeting.	Manager Facilities & Operations	In progress	25%
CX	25-Aug-21	Scheduled	NO. 34/2021-22: NOTICE OF MOTION - REGIONAL TELECOMMUNICATIONS REVIEW 2021 Resolution 2021/71 Moved: Cr Jennifer Anderson Seconded: Cr Dominic Bonanno That Council: 1. Notes the content of the Regional Telecommunications Review 2021 - Issues paper 2. Requests the CEO to prepare a submission to the Regional Telecommunications Review 2021 and; (a) Present the draft submission to the September Scheduled Council Meeting for endorsement and; (b) Submit Council's endorsed response to the Regional Telecommunications Review 2021 by the deadline of 30 September 2021. CARRIED	Resolution 2021/71	Completed - submission presented to September 2021 Council meeting	Chief Executive Officer		100%

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PE	25-Aug-21	Scheduled	NO. 35/2021-22: NOTICE OF MOTION - ICAN (INTERNATIONAL CAMPAIGN TO ABOLISH NUCLEAR WEAPONS) Resolution 2021/72 Moved: Cr Annette Death Seconded: Cr Anne Moore That Council: 1. Puts on record its deep concern about the grave threat that nuclear weapons pose to communities throughout the world. Council firmly believes that our residents have the right to live in a world free from this threat. Any use of nuclear weapons, whether deliberate or accidental, would have catastrophic, far-reaching and long-lasting consequences for people and the environment. 2. Welcomes the adoption of the Treaty on the Prohibition of Nuclear Weapons by the United Nations in 2017. 3. Requests the Mayor write to Senator the Hon Marise Payne, Minister for Foreign Affairs, to call on Australia to sign and ratify the Treaty without delay. 4. Requests the Chief Executive Officer to issue a media release announcing that Council has joined the call for the Federal Government to sign and ratify the UN Treaty on the Prohibition of Nuclear Weapons. 5. Directs that the Chief Executive Officer must initiate a review of Council's investment in a financial institution if it is brought to the Chief Executive Officer's attention that the financial institution invests in the production of nuclear weapons. 6. Recognises the ICAN (International Campaign to Abolish Nuclear Weapons) Cities for Peace Appeal and acknowledges the large number of cities and shires across Australia that have committed to this appeal. In Favour: Crs Jennifer Anderson, Mark Ridgeway, Annette Death, Rob Guthrie, Anne Moore and Janet Pearce Against: Crs Dominic Bonanno, Geoff Neil and Bill West CARRIED 6/3	Resolution 2021/72	Item 1 - Noted Item 2 - Noted Item 3 - Letter from Mayor sent to Senator the Hon Marise Payne, Minister for Foreign Affairs on 10 September 2021. Item 4 – Media release to be prepared Item 5 – CEO noted (as the Chief Executive Officer will initiate a review of Council's investment in a financial institution if it is brought to the Chief Executive Officer's attention that the financial institution invests in the production of nuclear weapons) Item 6 - Noted.	Chief Executive Officer		90%
CX	22-Sep-21	Scheduled	6.1 MAYOR'S REPORT - SEPTEMBER 2021 That Council receives and notes the Mayor's report.	Resolution 2021/73	Received and noted.	Coordinator Governance	Completed	100%
CX	22-Sep-21	Scheduled	8 ADOPTION OF MINUTES That Council confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on 25 August 2021, as circulated.	Resolution 2021/74	Confirmed	Coordinator Governance	Completed	100%
CX	22-Sep-21	Scheduled	9.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - AUGUST TO SEPTEMBER 2021 That Council receives and notes the record of meetings of Councillors and Council staff, as outlined in this report.	Resolution 2021/75	Received and noted	Coordinator Governance	Completed	100%
CX	22-Sep-21	Scheduled	10 DEPUTATIONS AND PRESENTATIONS TO COUNCIL That Council suspends standing orders to hear deputations, presentations and public questions.	Resolution 2021/76	Suspended	Coordinator Governance	Completed	100%
CX	22-Sep-21	Scheduled	10 DEPUTATIONS AND PRESENTATIONS TO COUNCIL That Council resumes standing orders to consider the remaining items on the agenda.	Resolution 2021/77	Resumed	Coordinator Governance	Completed	100%
PE	22-Sep-21	Scheduled	PE.1 SUSTAINABLE BUILDINGS POLICY That Council adopts the Sustainable Buildings Policy, as attached.	Resolution 2021/78	Adopted	Coordinator Environment	Completed	100%
PE	22-Sep-21	Scheduled	PE.2 CLIMATE CHANGE PLEDGE PROGRAMS FOR LOCAL GOVERNMENT That Council joins the Cities Power Partnership program, in demonstration of its commitment to climate action	Resolution 2021/79	Letter signed by the Mayor and sent to CPP on 1/10/21 in line with Council resolution	Coordinator Environment		100%
PE	22-Sep-21	Scheduled	PE.3 APPLICATION FOR PLANNING PERMIT PLN/2020/331 - USE AND DEVELOPMENT OF THE LAND FOR A RESIDENTIAL AGED CARE FACILITY - LOT 2 MELBOURNE LANCEFIELD ROAD, ROMSEY	Resolution 2021/80	VCAT Consent Orders was issued on 14/10/21 to grant planning permit PLN/2020/331	Coordinator Statutory Planning	Completed	100%
PE	22-Sep-21	Scheduled	PE.4 SMALL PROJECT GRANTS - CONSIDERATION OF GRANT APPLICATIONS That Council approves the awarding of the: 1. Woodend Men's Shed's Small Project Grants application of \$910 for the purchase of fire safety equipment. 2. Kyneton and Districts Poultry Club's Small Project Grants application of \$1,500 for the purchase of foldable tables.	Resolution 2021/81	1. Funding Agreement has been sent to recipient for signing. Payment will be dispersed upon the return of the signed funding agreement. 2. Funding Agreement has been sent to recipient for signing. Payment will be dispersed upon the return of the signed funding agreement.	Coordinator Community Development		80%
PE	22-Sep-21	Scheduled	PE.5 DRAFT MOBILE TRADING GUIDELINES That Council notes that due to the ongoing economic uncertainty for many local businesses, brought about by the COVID-19 pandemic and the associated restrictions on free movement, a further report will be presented to Council by no later than May 2022 to propose recommencement of public consultation on the draft Mobile Trading Guidelines	Resolution 2021/82	Noted. The report has been requested to be listed on the 2022 forward planner for the May SCM.	Manager Safer Communities		25%
PE	22-Sep-21	Scheduled	PE.6 RECONCILIATION ACTION PLAN 1. Notes the final MRSC Reconciliation Action Plan (RAP). 2. Requests the Chief Executive Officer to arrange a launch of the RAP.	Resolution 2021/83	1. Noted. 2. The final document is being prepared to print Conversations with all three Traditional Owners/Custodians have commenced to determine the most appropriate format and venue to launch the RAP.	Coordinator Community Development		75%
PE	22-Sep-21	Scheduled	PE.7 REGIONAL TELECOMMUNICATIONS REVIEW 2021 That Council endorse the Draft Submission to the Regional Telecommunications Review 2021.	Resolution 2021/84	Councils endorsed submission was provided to the Regional Telecommunications Review prior to the deadline of 30 September 2021. Confirmation that the submission is being considered by the Committee has been received.	Manager Community and Economic Development, Arts and Events	Completed	100%
CX	22-Sep-21	Scheduled	CX.1 HANGING ROCK STRATEGIC PLAN UPDATE That Council receives and notes this report as an update from the Hanging Rock Ministerial Advisory Group.	Resolution 2021/85	100% complete	Chief Executive Officer	Completed	100%



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CX	22-Sep-21	Scheduled	CX.2 MANAGEMENT OF STANLEY PARK 1. Notes the update on the progress of community consultation as outlined in the report. 2. Requests that the Chief Executive Officer report back to the October Scheduled Council Meeting on the outcomes of community consultation and a recommended option for the future management of Stanley Park, including a draft of any formal documents required to give effect to that option.	Resolution 2021/86	Item scheduled for October 2021 Scheduled Council Meeting	Manager Legal and Corporate Governance	In progress	20%
CX	22-Sep-21	Scheduled	CX.3 CONTRACTS TO BE AWARDED AS AT SEPTEMBER 2021 1. Notes that the following contracts will be awarded by Council officers under delegated authority: (a) C22.1119 Sankey Reserve Pavilion Upgrade (b) C22.1125 Kyneton Closed Landfill Civil Works (c) C22.1132 Design and Construction Footbridge Five Mile Creek 2. Grants delegated authority to the Chief Executive Officer to award the following contracts: (a) C22.1126 Leachate Extraction and Disposal	Resolution 2021/87	Tender Process currently underway	Contracts Coordinator	Completed	100%
CX	22-Sep-21	Scheduled	CX.4 COMMUNITY SATISFACTION SURVEY FINDINGS That Council notes the findings of the 2021 Community Satisfaction Survey.	Resolution 2021/88	Noted	Manager Customers, Communication and Engagement	Completed	100%
CX	22-Sep-21	Scheduled	CX.5 OCTOBER SUBMITTERS DELEGATED COMMITTEE DATE That Council reschedule the October meeting of the Submitters Delegated Committee from Wednesday 13 October 2021 to Thursday 14 October 2021.	Resolution 2021/89	Committee Meeting rescheduled.	Manager Legal and Corporate Governance	Completed	100%
CC	22-Sep-21	Scheduled	CC.1 MUNICIPAL EARLY YEARS PLAN CREATE 2021-2025 1. Adopts the Municipal Early Years Plan CREATE 2021-2025. 2. Writes to community members to thank them for their participation in the consultation process and advising them of the adoption of the Municipal Early Years Plan CREATE 2021-2025.	Resolution 2021/90	Resolution in progress.	Manager Children Youth and Family Services	In progress	25%
CC	22-Sep-21	Scheduled	CC.2 CARRY FORWARDS FOR YEAR ENDED 30 JUNE 2021 That Council: 1. Notes the budget carry forwards as attached. 2. Notes the net budget result for 2020/21 after carry forwards is a surplus budget. 3. Notes the \$285,311 surplus balance be included in the 2021/22 mid-year budget review.	Resolution 2021/91	Resolution in progress. Surplus balance to be included as part of the 2021/22 mid-year budget review.	Manager Finance and Reporting	In progress	75%
CC	22-Sep-21	Scheduled	CC.3 FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021 That Council 1. On the recommendation of the Audit and Risk Committee approves 'in principle' the Financial Statements for the year ended 30 June 2021. 2. Authorise the Principal Accounting Officer to make any non-material changes to the Financial Statements that may arise as a result of the final review; 3. Notify the Chair of the Audit and Risk Committee of any changes proposed to be made to any of the Financial Statements so that it may be decided whether the Audit and Risk Committee needs to meet further to consider such proposed changes 4. Delegates to its Audit and Risk Committee representatives, Cr Ridgeway and Cr Neil, authorisation to certify the Financial Statements in their final form, after they have been reviewed and signed off by the Victorian Auditor General's Office. 5. Forward a copy of the Financial Statements in their final form to the members of the Audit and Risk Committee. 6. Upon certification, the Financial Statements be submitted to the Minister and	Resolution 2021/92	Resolution noted. Financial Statements provided to the Minister of Local Government on 30 September 2021.	Manager Finance and Reporting	Completed	100%
CC	22-Sep-21	Scheduled	CC.4 PERFORMANCE STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021 1. On the recommendation of the Audit and Risk Committee approves 'in principle' the Performance Statement for the year ended 30 June 2021. 2. Authorise the Principal Accounting Officer to make any non-material changes to the Performance Statement that may arise as a result of the final review; 3. Notify the Chair of the Audit and Risk Committee of any changes proposed to be made to any of the Performance Statement so that it may be decided whether the Audit and Risk Committee needs to meet further to consider such proposed changes 4. Delegates to its Audit and Risk Committee representatives, Cr Ridgeway and Cr Neil, authorisation to certify the Performance Statement in their final form, after they have been reviewed and signed off by the Victorian Auditor General's Office. 5. Forward a copy of the Performance Statement in their final form to the members of the Audit and Risk Committee. 6. Upon certification, the Performance Statement be submitted to the Minister and included in the Annual Report.	Resolution 2021/93	Resolution noted. Performance Statements provided to the Minister of Local Government on 30 September 2021.	Manager Finance and Reporting	Completed	100%
CC	22-Sep-21	Scheduled	CC.5 GROWING SUBURBS FUND That Council: 1. Endorses the Chief Executive Officer to submit an application to Round 3 of the Growing Suburbs Fund in priority order as follows: (a) Riddells Creek Leisure Centre Multi-Purpose Room (expansion) (b) Manna Gum playground upgrades as per the design plans 2. Requests that community stakeholders are contacted and notified of Council's intention to apply for funding through this program and seek letters of support	Resolution 2021/94	Resolution in progress. Application currently being prepared. Stakeholders to be consulted.	Director Corporate and Community	In progress	25%

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CC	22-Sep-21	Scheduled	CC.6 PROPOSAL TO LEASE LAND FOR AN NBN ANTENNA AT RIDDELLS CREEK RECREATION RESERVE That Council: 1. Authorises the Chief Executive Officer to enter into a lease with NBN Co. for the site at Riddells Creek Recreation Reserve on the following terms: (a) The lease term is proposed to be for nine years; (b) The rental is proposed to be \$10,000 per annum plus GST; (c) Rental reviews are proposed at 2.5% per annum. 2. Notes that the lease is subject to final approval from: (a) The Department of Environment, Land, Water and Planning (DELWP) as the Riddells Creek Recreation Reserve is on Crown land and therefore will require a 17 D Crown Land Lease. (b) Telstra as the NBN antenna is proposed to be located on an existing Telstra telecommunications tower. 3. Notes that NBN Co. shall be issuing a LAAN (Land Activity Access Notice) to enable construction to commence as soon as possible on the site. 4. Authorises the Chief Executive Officer to sign any associated documentation in relation to the proposed lease.	Resolution 2021/95	Resolution in progress. Documentation being prepared.	Coordinator Property and Valuations	In progress	25%
PE	22-Sep-21	Scheduled	NO. 36/2021-22: NOTICE OF MOTION - MAV EMERGENCY MANAGEMENT COMMITTEE That Council: 1. Submits an expression of interest nominating Councillor Anne Moore to the Municipal Association of Victoria (MAV) Emergency Management Board Advisory Committee. 2. Nominates Councillor Mark Ridgeway as the substitute Councillor member should Councillor Moore's nomination be successful. 3. Notes that the Chief Executive Officer will submit an expression of interest for a staff member (including a nominated substitute) from Macedon Ranges Shire Council to become a member of the MAV Victoria Emergency Management Board Advisory Committee.	Resolution 2021/96	Completed: CEO wrote to MAV to confirm nomination of Angela Hughes and substitute Monica Bartels to this Committee. The first committee meeting was held on 15 October 2021 and attended by Cr Moore and Monica Bartels.	Director Planning & Environment	Completed	100%
CX	14-Jul-21	Planning Delegated Committee	SUSPENSION OF STANDING ORDERS That the Committee suspends standing orders to hear from submitters regarding items on the agenda.		Standing orders suspended	Governance	Completed	100%
CX	14-Jul-21	Planning Delegated Committee	RESUMPTION OF STANDING ORDERS That the Committee resumes standing orders in order to consider officers' recommendations regarding items on the agenda.		Standing orders resumed	Governance	Completed	100%
PE	14-Jul-21	Planning Delegated Committee	PLANNING PERMIT PLN/2019/131/B Subdivision of the Land into Six Hundred and Fifteen (615) Lots, Staged Subdivision (16 Stages) and Development of Eleven (11) single dwellings on lots less than 300m <sup>2</sup> (Amendment sought to change conditions 11c, 14, 83 and 84) 39 Willowbank Road, Gisborne 1. That the Planning Delegated Committee notes the submission received in relation to Application for a Planning Permit, Application PLN/2019/131/B for the Subdivision of the Land into Six Hundred and Fifteen (615) Lots, Staged Subdivision (16 Stages) and Development of eleven (11) single dwellings on lots less than 300m <sup>2</sup> (Amendment sought to change conditions 11c, 14, 83 and 84); and 2. That recommendations be prepared, based on all relevant information, including the submission received, for consideration and determination at the next Planning Delegated Committee Meeting on 11 August 2021.		Completed: The amended planning permit has been issued after the councillor briefing of 20 July 2021.	Director Planning & Environment	Completed.	100%
PE	14-Jul-21	Planning Delegated Committee	PLANNING PERMIT PLN/2014/243/A Buildings and works to construct a building associated with the agricultural use of the land (farm shed) (Amendment Sought to Change the Use of Farm Shed to a Dwelling with Associated Works and to Amend the Conditions) 386 Youngs Road, Malmsbury 1. That the Planning Delegated Committee notes the submissions received in relation to Application for a Planning Permit Application PLN/2014/243/A – Buildings and works to construct a building associated with the agricultural use of the land (farm shed); and 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 11 August 2021.		1. Noted 2. Report scheduled for PDC Meeting on 11 August, deferred, considered and determined at 25 August 2021 Scheduled Council Meeting	Director Planning & Environment	Completed	100%
PE	14-Jul-21	Planning Delegated Committee	PLANNING PERMIT PLN/2020/540 Re-Subdivision of 29 lots into 29 lots in three (3) stages, alter access to a Road Zone Category 1 & removal of native vegetation Bowen Street, Malmsbury That the Planning Delegated Committee notes the submissions received in relation to Application for Planning Permit, Application PLN/2020/540 for the Re-Subdivision of 29 lots into 29 lots in three (3) stages, alter access to a Road Zone Category 1 & removal of native vegetation; and 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 11 August 2021.		1. Noted 2. Report scheduled for PDC Meeting on 11 August, deferred, considered and determined at 25 August 2021 Scheduled Council Meeting	Director Planning & Environment	Completed	100%
PE	14-Jul-21	Planning Delegated Committee	PLANNING PERMIT PLN/2020/356 Re-subdivision of Two (2) Lots into Three (3) Lots with associated common property, extension to existing dwelling and development of one (1) additional dwelling 267 Station Road and 11 Stern Way, New Gisborne 1. That the Planning Delegated Committee notes the applicant's submission in relation to Planning Permit Application PLN/2020/356 – Re-subdivision of two (2) Lots into three (3) lots with associated common property, extension to an existing dwelling and development of one (1) additional dwelling. 2. That recommendations be prepared, based on all relevant information, including the applicant's submission, for consideration and determination at the next Planning Delegated Committee Meeting on 11 August 2021.		Completed: The amended planning permit has been issued after the PDC held on 14 July 2021.	Director Planning & Environment	Completed.	100%

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CX	11-Aug-21	Planning Delegated Committee	That the Committee appoints Deputy Mayor, Cr Mark Ridgeway, to chair the meeting at any time at which the Mayor is not present.		The amended planning permit has been issued after the councillor briefings.	Governance	Completed	100%
CX	11-Aug-21	Planning Delegated Committee	ADOPTION OF MINUTES That the Committee confirms the minutes of the Planning Delegated Committee Meeting held on Wednesday 14 July 2021, with an amendment to the motion by Cr Guthrie that standing orders be resumed in order to consider officers' recommendations regarding items on the agenda.		Confirmed	Governance	Completed	100%
CX	11-Aug-21	Planning Delegated Committee	PLN/2020/540 – BOWENS STREET, MALMSBURY That Council defer making a decision on the application until the Scheduled Council Meeting on 25 August 2021.		Deferred - report heard at 25 August 2021 Scheduled Council Meeting	Governance	Completed	100%
CX	11-Aug-21	Planning Delegated Committee	PLN/2014/243/A – 386 YOUNGS ROAD, MALMSBURY That Council defer making a decision on the application until the Scheduled Council Meeting on 25 August 2021.		Deferred - report heard at 25 August 2021 Scheduled Council Meeting	Governance	Completed	100%
CX	11-Aug-21	Planning Delegated Committee	That the Committee suspends standing orders to hear from submitters regarding items on the agenda.		Suspended	Governance	Completed	100%
CX	11-Aug-21	Planning Delegated Committee	That the Committee resumes standing orders in order to consider officers' recommendations regarding items on the agenda.		Resumed	Governance	Completed	100%
PE	11-Aug-21	Planning Delegated Committee	1. That the Planning Delegated Committee note the submissions received in relation to Application for a Planning Permit for Application PLN/2019/571 – Development of land for Trade Supplies/Restricted Retail Premises, Display of Business Identification Signage, Removal of Native Vegetation, and Creation and Alteration of Access to a Road Zone - Category 1; and 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 8 September		1. Noted 2. Report considered and determined at Planning Delegated Committee Meeting on 8 September 2021	Director Planning & Environment	Completed	100%
PE	11-Aug-21	Planning Delegated Committee	1. That the Planning Delegated Committee note the submissions received in relation to Application for a Planning Permit Application PLN/2019/572 – Use and Development of the Land for a Service Station and Development of a Restaurant, Alteration of Access to a Road Zone, Category 1 and Display of Business (Illuminated) Identification Signage; and 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 8 September 2021		1. Noted 2. Report considered and determined at Planning Delegated Committee Meeting on 8 September 2021	Director Planning & Environment	Completed	100%
CX	8-Sep-21	Planning Delegated Committee	That the Committee appoints Deputy Mayor, Cr Mark Ridgeway, to chair the meeting at any time at which the Mayor is not present due to technical difficulties		Noted, no further action required	Governance	Completed	100%
CX	8-Sep-21	Planning Delegated Committee	ADOPTION OF MINUTES That the Committee confirms the minutes of the Planning Delegated Committee Meeting held on Wednesday 11 August 2021, as circulated with the inclusion of a note that Cr Geoff Neil experienced technical difficulties during the meeting.		Confirmed	Governance	Completed	100%
PE	8-Sep-21	Planning Delegated Committee	PLN/2019/571 – Edgecombe Road, Kyneton That the Committee refuse the application on the following grounds: ...		Completed: The planning permit application has been refused at the PDC held on 11 August 2021. The application has been appealed and we are awaiting the VCAT hearing.		Completed.	100%
PE	8-Sep-21	Planning Delegated Committee	PLN/2019/572 – Edgecombe Road, Kyneton That the Committee: Resolve that the application is not supported and that it would have been refused if the VCAT appeal had not been made for the Use and Development of the Land for a Service Station and Development of a Restaurant, Alteration of Access to a Road Zone, Category 1 and Display of Business (Illuminated) Identification Signage at Lot 1, PS 331532T, Edgecombe Road, Kyneton on the following grounds: ...		Completed: The planning application has been refused at the PDC meeting held on 11 August 2021. The application has been appealed and we are awaiting the VCAT hearing.		Completed.	100%
CX	8-Sep-21	Planning Delegated Committee	That the Committee suspends standing orders to hear from submitters regarding items on the agenda.		Suspended	Governance	Completed	100%
CX	8-Sep-21	Planning Delegated Committee	That the Committee resumes standing orders.		Resumed	Governance	Completed	100%
CX	8-Sep-21	Planning Delegated Committee	PLANNING PERMIT APPLICATION PLN/2021/331–Lot 2 Melbourne Lancefield Road, Romsey 1. That the Planning Delegated Committee note the submissions received in relation to Application for Planning Permit, Application PLN/2020/331, for the Use and development of the land for a residential aged care facility; and 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Council Meeting on 22 September 2021.		1. Noted 2. Report considered and determined at Scheduled Council Meeting on 22 September 2021	Director Planning & Environment	Completed	100%
PE	8-Sep-21	Planning Delegated Committee	PLANNING PERMIT APPLICATION PLN/2021/115 – 48 Brantome Street, Gisborne 1. That the Planning Delegated Committee note the submissions received in relation to Application for a Planning Permit Application PLN/2021/115 – Development of one (1) office and four (4) dwellings; and 2. That recommendations be prepared, based on all relevant information, including the submissions received, for consideration and determination at the next Planning Delegated Committee Meeting on 13 October 2021.		Completed: The planning application was refused at the PDC meeting held on 13 October 2021. The application has been appealed and we are awaiting the VCAT hearing.	Director Planning & Environment	Completed	100%

Council Resolutions—Quarterly Report October–December 2020 as at 31 December 2021

Directorate	Date	Meeting type	Report link	Request number	Comment (Council resolution update)	Actioning officer	Status description	% completed
PE	8-Sep-21	Planning Delegated Committee	PLANNING SCHEME AMENDMENT C127macr That the Planning Delegated Committee: 1. Note the submissions received in relation to Planning Scheme Amendment C127macr regarding the implementation of the Macedon Ranges Shire Heritage Study: Woodend, Lancefield, Macedon and Mount Macedon (2019). 2. Determine the next step in the Planning Scheme Amendment process at a future meeting.		No further action required	Director Planning & Environment	Completed	100%

## SECTION 6

### People Culture & Performance Report

*This summary provides an overview of Council's People, Culture and Performance operations in relation to risk management and potential impact on Council. The statistical information supporting areas such as Worker's Compensation, Council's Pandemic response (internal), Customer Service responsiveness and Transformation's Service delivery update.*

## General Update 2021-2022 Quarter 1

### **Pandemic response**

The People, Culture and Performance team continues to monitor and guide employees on COVIDSafe practices and support remote working within the State Government directions.

The impact of lockdowns in Metropolitan Melbourne and Regional Victoria continues to be a focus for Council staff and services. Greater number of procedures and processes have been created as the pandemic has continued providing Council Officers with a clearer, more consistent approach to the State-wide announcements.

QR Codes have been allocated to all Council sites and all community visitors and staff have been signing in and out as per guidelines.

### **General Occupational Health and Safety**

The Safety & Wellbeing team have been working together with various work units to identify and manage hazards and risks in the workplace. People and Wellbeing have placed a Safety and Wellbeing Improvement Officer at the Woodend Operations Centre. This position will continue to work together with all stakeholders at the depot, and across the organisation, to proactively support safety and to provide clear guidance, information and assistance as required.

Managing safety in the current Covid environment has been a significant challenge in terms of the sheer volume of information needed to be sourced and distributed across the organisation in a timely fashion.

### **WorkCover and Return to Work**

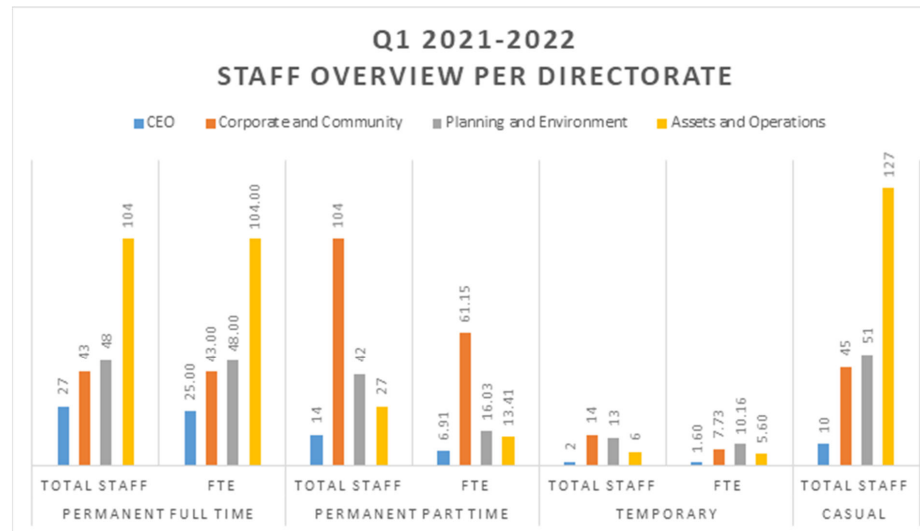
People and Wellbeing are working with our insurer to address the longer term or serious injuries increasing the total Statistical Case Estimate (SCE). The SCE is used by WorkSafe to estimate what might be paid on a claim throughout its lifetime. In the early stages of a claim, the SCE can far outweigh the actual payments. For this reason, People and Wellbeing are working to better address claims as they arise and focussing on returning employees to the workforce as quickly as medically safe. A quick return has also been proven to benefit the employee's mental health.

## People & Wellbeing

### People & Culture

Staff overview per Directorate

Table 1: Staff numbers as at 30 September 2021



Turnover percentage during the quarter was **4.50%**. This is based on the Local Government Performance Reporting Framework (LGPRF) model for reporting turnover and does not include fixed term staff of 6 months or less or casual employees.

**Injury and illness management**

Three claims received during the quarter.

**Table 2 – Claims received 1 June – 30 September 2021\***

Agent Received Date	Liability Accepted	Medical Liability Accepted	Accident Type Group Description
16/07/2021	Y	Y	Psychological Injury
10/08/2021	Y	Y	Minor Injury
16/07/2021	Y	Y	Injury

\*Based on date claim is received by agent

\*Data is released mid-month and does not cover the full quarter.

Three claims have been opened during this quarter.

- One claim has been closed.
- One claim is back to work full time with no limitations.
- One claim is back at work on reduced hours and restricted duties

Ten active claims are currently being managed as at 30 September 2021. Seven out of the ten claims have returned to work at either full hours or reduced hours. Three of the seven claims are currently working at a reduced capacity, with three claims returning to full duties and full hours.

- Two employees currently have no capacity to work.
- During this quarter, two cases were closed.
- Currently, one claim is pending.



**Table 3 - Worker compensation claims cost data as at 10 September 2021\***

ARD FY	Paid Amt	SCE Amt	Total Incurred	Paid Day Ct	No. of Claims
2016-2017	\$123,417.47	\$309,165.00	\$431,824.14	289	9
2017-2018	\$353,095.83	\$30,567.00	\$385,128.48	1810	11
2018-2019	\$96,180.58	\$52,412.00	\$382,941.83	183	12
2019-2020	\$213,178.53	\$313,619.00	\$148,592.58	841	17
2020-2021	\$170,385.67	\$784,798.00	\$524,529.53	989	14
2021-2022	\$4,640.00	\$0.00	\$954,964.26	16	10

*\*Data is released mid-month and does not cover the full quarter.*

### Wellbeing

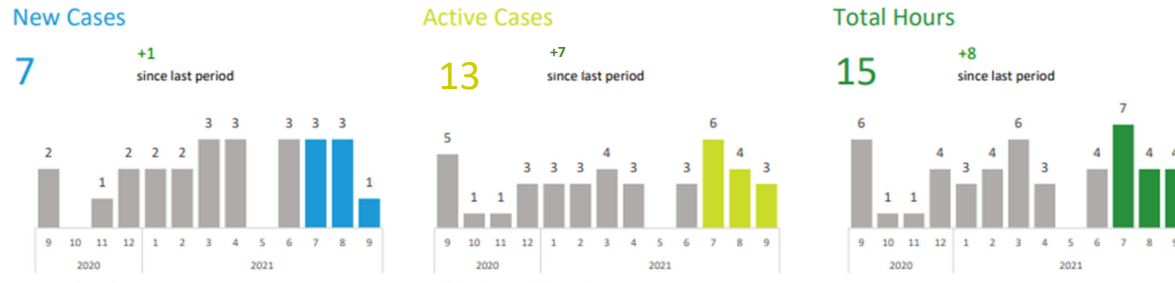
Staff wellbeing continues to be a focus as both regional and metro-based staff experience lockdowns due to the COVID-19 Pandemic. Regular reminders are provided to staff in relation to the Employee Assistance Program (EAP) through Converge.

There have been seven new service referrals during the quarter.

Council provided a critical incident response session for our Early Years Team.

De-identified EAP access statistics for the quarter are provided below. There has been a rise in statistics in comparison to last quarter, however, we still have a lower-than-average utilisation rate. Our EAP provider Converge International, provide statistics using a comparison of all their clients within the Public Administration and Government industry. The other organisations may be larger, smaller or a similar size so this may affect the usefulness of this data. The comparison is a useful indicator for us to evaluate the efficiency of the EAP service and communication of the service.

Table 4 – Employee Assistance Program statistics as at 30 September 2021

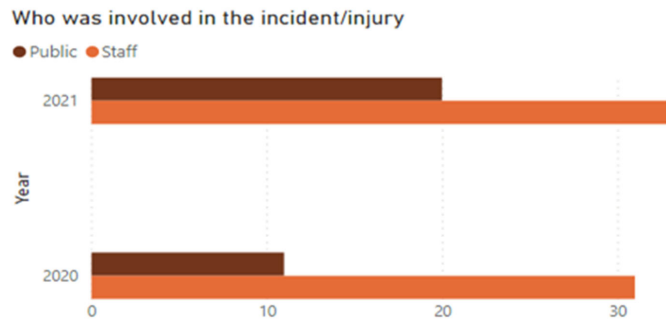


**Safety & Wellbeing**

**Quarterly Report – Quarter 1 2021/2022 Incidents and Hazards.**

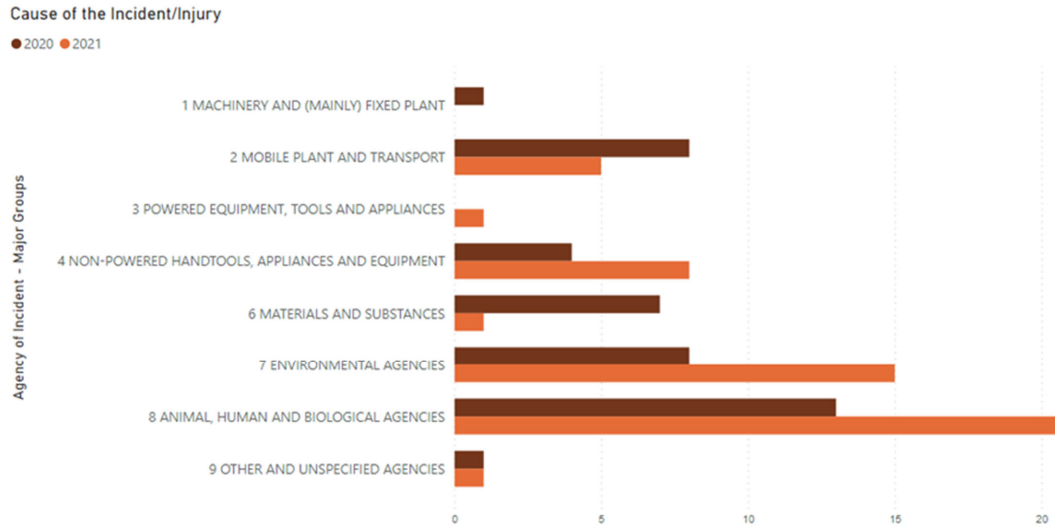
In quarter 1 2021/2022, we have had a total of 53 reports of incidents/hazard identifications. Compared to quarter 1 2020/2021 which had 42 reports.

Table 5: Who was involved in incident.



In Q1 2021/2022, staff made up 33 of the report incidents/hazards, public were involved in 20 incidents. In quarter 1 2020/2021, 31 incidents/hazards were reported by staff with 11 incidents involving the public.

**Table 6: Cause of the Incident Q1 – 2021/2022**



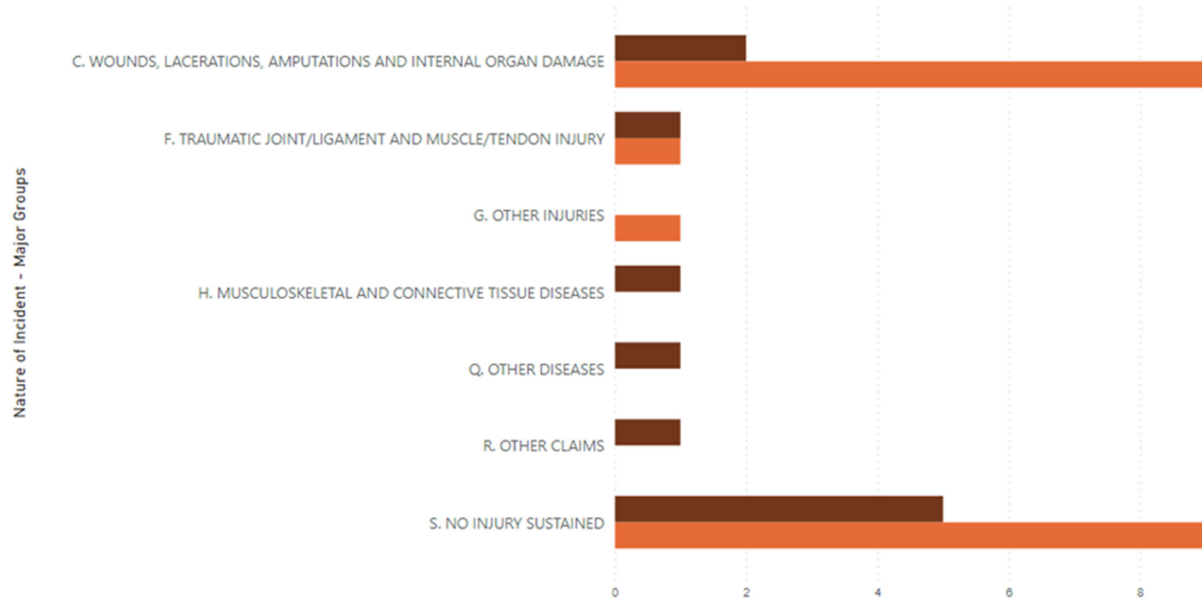
In Q1 2021/2022 the largest cause of reports was with Animal, Human and Biological Agencies (22) followed by Environmental Agencies (15). The 22 incidents caused by Animal, Human and Biological Agencies involved:

- 16 incidents that concluded human error and/or judgment was involved,
- 2 due to Kangaroos causing damage to a vehicle,
- 1 incident was caused by a bird,
- 1 incident was due to the condition of the person, and
- 1 involved a child between 5 and 15 years of age.
- Of the 15 reported incidents where it was determined the cause was Environmental Agencies, 8 were due to man-made bodies of water.

**Table 7: Public incident reporting data Q1 - 2021/2022**

Types of Injury/Incident

● 2020 ● 2021



There have been 20 public injury/illness type incidents reported this quarter as compared to 11 for Q1 2020/2021. This was due to the closures in place across Victoria as a result of the Covid-19 pandemic. Public facilities had been placed into lock-down during Q1 2021/2022. Of the 20 incidents/injuries that have been reported, 9 did not sustain an injury (including near misses, vehicle accidents or sporting related incidents), 9 also resulted in Wounds, Laceration, Amputation and Internal Organ Damage (5 being bruising to a particular area of the body and 4 being cuts to particular parts of the body).

**Learning & Development**

Due to COVID-19 restrictions, the delivery of all training this quarter was online via Microsoft Teams or Zoom. Therefore, in-person training such as the mandatory training in first aid and CPR was postponed. A large uptake in first aid and CPR training is expected for Q2 – 2021/22.

**Table 8 - Professional development training Q1 - 2021/2022**

Course Name	Workshop Date/s	Attendees	No. of participants
Workplace Manslaughter Legislation Briefing	23 July, 2021	Mandatory for Senior Leadership Team & Operational Leadership Team, open to rest of organisation.	8
Workplace Manslaughter Legislation Briefing	11 August, 2021	Mandatory for Senior Leadership Team & Operational Leadership Team, open to rest of organisation.	9

**Table 9 – Internal training Q1 - 2021/2022**

Internal training sessions are still being conducted over Zoom or Microsoft Teams as many staff continue to work from remote locations.

Course Name	Sessions held	No. of participants
Ci Anywhere – Supervisor's Overview	6	10
Pathway – Customer Requests Module	4	12
Ci Anywhere – Officer's Overview	6	35
My Core Financials – TechOne	3	5
P2P My Procurement and Supply Chain	3	12
Corporate Induction	4	38

**E-learning**

As of end Q1 – 2021/22, the new e-learning platform (ELMO) is in the final stages of implementation. All of the user data from previous e-learning platform (Kineo) has been exported and this will be uploaded into the new platform to ensure consistency in learning data. This quarter has seen the completion of the following:

- 16 core compliance courses created, reviewed and ready for publishing. These courses overlap with and then exceed the core modules that existed on Kineo.
- Four additional vocational courses created and ready for publishing.
- Automatic Inbound Integration completed with the user import process occurring on a daily basis to reflect staffing changes.
- Single Sign-on configuration underway – to be completed early October 2021. This final step greatly increases accessibility for all teams in the organisation.

All office-based employees, regardless of employment type, will be activated and able to access their learning in October 2021. All other staff will continue to read, acknowledge and sign to confirm they understand our core policy bundle annually until they are activated within the system at a later date. All new staff adhere to the same protocol regarding our core policies prior to commencing their employment and receive a link to an OH&S module for them to complete on LinkSafe. With these measures in place, we are confident that our obligations to staff are met.

Once office-based employees have been activated in ELMO, new staff in office-based roles will be assigned core compliance e-learning courses upon their commencement – other new staff that are not in office-based roles will complete the OH&S module on LinkSafe as normal.

**Internal training evaluation and feedback**

Learning and Development have commenced requesting feedback from all employees that attend internal training sessions. The employee is asked to rate each question out of 5.

5 – Strongly Agree

4 – Agree

3 – Neutral

2 – Disagree

1 – Strongly Disagree

**Table 10 - Internal training evaluation and feedback average scores Q1 – 2021/2022**

Feedback from staff regarding the delivery and content of the internal training sessions remains positive. A summary of the feedback is provided to each internal trainer on a monthly basis allowing them to monitor trends and make any adjustments as required.

	Contributed to my knowledge and skill	Relevant to my responsibilities and needs	Discussions supported the learning process	Course materials were accurate & relevant (if applicable)	Session duration is appropriate	Good knowledge of the subject matter and content	Provided practical examples & applied in a relatable manner	Effective presentation skills, and the ability to interact & engage with attendees	Appropriate manner, attitude and professionalism
Corporate Induction	4.37	4.22	4.41	4.39	4.46	4.68	4.59	4.63	4.70
Budget Training	4.00	4.00	4.57	4.00	4.00	4.57	4.57	4.43	4.57
My Core Financials	4.13	4.21	4.08	4.00	3.71	4.42	4.38	4.38	4.58
Pathway-Customer Requests	4.40	4.28	4.48	4.33	4.32	4.76	4.68	4.84	4.88
Procure to Pay	4.05	4.15	4.00	4.22	3.65	4.70	4.45	4.25	4.60
GIS	4.33	4.00	4.67	4.67	4.33	4.67	4.67	4.33	4.33

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# Customers, Communications & Engagement

## Customer service

### Webchat

The trial rollout of webchat (Zendesk) on Council's website launched on Monday, 20 September 2021. The trial will run for four months until Friday, 21 January 2022, at which point a quantitative and qualitative review of the pilot will be undertaken.

### Customer service standards

Customer service standards are used to measure the quality of customer service, and are defined in Council's Customer Service Charter. Customer service standards set the timeframes (standard of responsiveness) for responding to phone calls, emails, requests for service, correspondence and complaints. The timeframes are:

<b>Method of contact</b>	<b>Response time</b>
Telephone	Calls to 5422 0333 all calls answered within 30 seconds
Mail (including fax)	Respond within 10 working days
Request for service	Respond within 10 working days
Complaints	Respond within 10 working days

### Measuring our performance – mail, complaints and requests for service

To help staff meet this standard of responsiveness, Council software systems which register mail and record requests for service have been configured to measure how we respond to customers.

### Standard of Responsiveness

The following table and charts record our standard of responsiveness for the quarter. Any reference to time (actioned on time, actioned late, not actioned - not due and not actioned - overdue) refer to the respond within 10 working days standard. The information is for the whole organisation, and is not just the Customer Service Team.



Table 11 – Pathway Customer Requests v. Responsiveness Q1, 2021/2022

Requests v. Responsiveness														
REQUESTS RECEIVED	Total Requests Received		Actioned Total		Actioned Completed On Time		Actioned Completed Late		Not Completed Total		Not Completed & Not Due		Not Completed & Overdue	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
1 July 2021 to 30 September 2021														
<b>TOTAL</b>	8,292	100%	5,147	62.07%	3,405	66.16%	1,742	33.84%	3,145	37.93%	336	10.68%	2,809	89.32%

Table 12 – Calls Received and Abandonment Rates Q1, 2021/2022

Calls Received and Abandonment Rates						
PHONE CALLS - QUEUES	Total Calls Received		Total Calls Answered		Total Calls Customer Abandoned	
Customer Service Team	18,629	81.30%	16,871	90.56%	1,758	9.44%
Other Departments	4,285	18.70%	3,641	85.00%	644	15.00%
<b>TOTAL</b>	22,914	100%	20,512	89.52%	2,402	10.48%

Calls for the Planning Team are received via Customer Service. Calls to other departments will often overflow to Customer Service.

**This quarter’s call metrics compared to last quarter**

Total calls received by Customer Service this quarter (18,629) were higher than Quarter 4, 2020/2021 (17,056). Total calls answered improved (90.56% compared to 88.27% in Quarter 4) despite Quarter 1 calls being impacted by the customer response to the free firewood offer.

If the firewood offer response had not been so significant, we anticipate that total calls answered would have been even higher (and therefore total calls abandoned inversely lower). The positive results for Customer Service were also reflected in overall results, when taking into account the performance of all other departments across Council.

## Communications

### Community Satisfaction Survey

Macedon Ranges Shire Council participated in the 2021 Community Satisfaction Survey, which is undertaken by Department of Jobs, Precincts and Regions across the Victorian Local Government Sector. The independent survey was conducted in February 2021 and March by JWS Research.

Council's 2021 survey results, which are benchmarked against a state-wide average and other large rural shires, can be viewed in full at [mrrsc.vic.gov.au/About-Council/Our-Council/Community-Satisfaction-Survey](https://mrrsc.vic.gov.au/About-Council/Our-Council/Community-Satisfaction-Survey)

Our top three performing service areas were COVID-19 response, emergency and disaster management, and appearance of public spaces. We improved our results for both family and disadvantaged support services. Our lowest scores were for population growth, and planning and building permits.

### COVID-19 Engagement Grant

Council has been approved to receive a \$20,000 extension in funding through the Community Engagement Grants COVID-19 Vaccination Engagement Program. This funding has been provided to raise awareness and engage with our local community about COVID-19 vaccination and its benefits.

The Community Engagement Grants program aims to support the COVID-19 vaccine roll out by addressing vaccine hesitancy and misinformation in the Victorian community, as well as supporting local pathways to vaccination. The funds provided to council are to engage communities and support them to understand the importance of getting vaccinated for COVID-19.

The funding can be used for communication and engagement activities that:

- Promote and increase awareness of the program and pathways to vaccination
- Increase the circulation of trusted, credible vaccine information
- Enhance culturally appropriate engagement
- Dispel myths and addresses community concerns about vaccines through an evidence-based approach to communications
- Increase health literacy.

Since receiving confirmation of the funding, Council have been working alongside the Department of Health and various local community health providers, to ensure key vaccination messages are distributed to all residents across the shire.

To date, this has included:

- The addition of vaccine information on our MRSC website, including a banner on the homepage directing users to this page.
- Regular updates to this website content as changes and updates occur
- Regular social media messaging (Facebook and Instagram) on vaccination program updates and COVIDSafe related messaging.

Council also worked with Central Highlands Rural Health, Hepburn Shire Council, and Sunbury and Cobaw Community Health to endorse a co-designed campaign titled 'Get the Jab Done'.

Due to the ongoing changes and developments with the vaccination rollout from a Federal Government level, the execution of our communications plan has been adapted to suit the constantly changing nature of the program and subsequent timelines.

#### **Get the Jab Done campaign**

The 'Get the Jab Done' campaign has been designed to ensure community members have consistent and trusted vaccination messaging across the region.

To date, the campaign has included the development of combined design assets and collateral consisting of:

- Logo
- Pop up banners – located in MRSC Gisborne and Kyneton administration foyers, as well as additional partnership locations
- Posters – distributed locally to MRSC offices, neighbourhood houses, libraries and other partnership locations
- DL flyers – available for pick up at Council offices and currently being distributed to Neighbourhood houses, libraries and other partnership locations
- Badges – currently being distributed to MRSC community facing staff (and partnership staff)
- Email signature banner and Zoom background (for staff).

We are currently working on local based vaccination videos featuring a range of key locals stating their reason for getting the jab, why others should get the jab, what they are looking forward to, as well as some key COVIDSafe messaging. The videos are intended for use on social media platforms within the partnership group.

A locally based poster has also been produced, featuring artwork by local artist Chris Roy Taylor. The poster's key message being "Get the Jab Done. Together we can keep our community safe and get back to doing the things we love".



For further information and to book your vaccine appointment visit [coronavirus.vic.gov.au/vaccine](https://coronavirus.vic.gov.au/vaccine) or call 1800 675 398

## SECTION 7

### Governance Schedule – Statutory Compliance Obligations

*There are numerous statutory obligations imposed upon Councils, Councillors and staff under the Local Government Act 1989 and the Local Government Act 2020 (the 'Act') with varying frequency of actions and reporting requirements.*

*To ensure that Council fulfils its obligations under the Act, a 'Governance Schedule' has been developed as an internal monitoring and reporting tool. The schedule acts as a reminder of key dates throughout the year of actions to be completed. The schedule will also assist in a 'whole of organisation' approach to achieving and maintaining good governance and in supporting responsible officers in completing the obligations.*

MACEDON RANGES SHIRE COUNCIL - STATUTORY OBLIGATIONS

Statutory Obligations are imposed upon Council, Councillors and Council Officers under the *Local Government Act 1989*. On 24 March 2020, the *Local Government Act 2020* received Royal Assent. This report notes a number of the new provisions that took effect during the period.

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	LAST COMPLETED DATE / STATUS	NEXT DUE BY
1	Coordinator Governance	Reimbursement of expenses of Councillors and members of a delegated committee		40(1)	A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses Council must provide details of reimbursements to the Audit and Risk Committee	Ongoing	Ongoing	Ongoing
2	Executive Manager People Culture and Performance	Adopt complaints policy		107	Council to adopt complaints policy	By 31 December 2021	Ongoing	31-Dec-21
3	Coordinator Governance	Lodging of an initial personal interests return		133	<b>Specified person</b> must lodge an initial personal interests return with the CEO.	Within 30 days of taking oath/affirmation or of appointment	As required when nominated officers begin employment with Council	As required
4	Coordinator Governance	Lodging of biannual personal interests return		134	<b>Specified person</b> who continues to be a specified person must lodge biannual personal interests return with CEO twice yearly.	Twice yearly in March and September	30-Sep-21	01-Mar-22
5	Coordinator Governance	Publish summary of personal interest on Council's internet		135	CEO to publish summary of personal interests on Council's internet website.	Twice yearly in April and October	N/A	31-Oct-21
6	Chief Executive Officer	Elect the Mayor and Deputy Mayor		26 & 27	Council must elect the Mayor and Deputy Mayor	Annually unless Council resolves otherwise	23-Nov-20	24-Nov-21
7	Executive Manager People Culture and Performance	Code of Conduct	95AA		The CEO must maintain a Code of Conduct for Council Staff	Executive review every three years	10-Mar-21	10-Mar-24
8	Executive Manager People Culture and Performance	Develop and implement Code of conduct for members or Council staff	95AA	49	A CEO must develop and implement a code of conduct for members of Council staff.	By 1 January 2022	10-Mar-21	01-Jan-22
9	Coordinator Governance	Keep delegations register		11(8)	The Council must keep a register of its delegations	Ongoing	Ongoing	Ongoing
10	Coordinator Governance	Conduct delegations review		11(7)	Council must review all delegations in force within 12 months after a general election	Review within 12 months after a general election	28-Jul-21	As required
11	Coordinator Governance	Keep register of delegations		47	The CEO must keep a register of delegations	Ongoing	Ongoing	Ongoing

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	LAST COMPLETED DATE / STATUS	NEXT DUE BY
12	Coordinator Governance	Right to make Submission	223		Where a person is given a right to make a submission Council must publish a public notice specifying the matter, prescribed details, submission date and the right to be heard in person	Council should provide not less than 28 days for submissions to be received	As required	As required
13	Manager Finance and Reporting	Adopt Council Plan		90	Council must adopt the Council Plan	By 31 October 2021	Ongoing	31-Oct-21
14	Manager Finance and Reporting	Adopt Financial Plan		91	Council must adopt the Financial Plan	By 31 October 2021	Ongoing	31-Oct-21
15	Manager Finance and Reporting	Adopt budget		94	Council must adopt its budget	By 30 June each year	29-Jun-21	30-Jun-22
16	Manager Finance and Reporting	Adopt revised Budget (where necessary)		95	Council must prepare a revised budget if circumstances arise which cause a material change in the budget which affect the financial operations of Council	As soon as practicable after the Council becomes aware of a change in the budget	As required	As required
17	Executive Manager People Culture and Performance	Adopt CEO Employment and Remuneration Policy		45	Council must adopt CEO Employment and Remuneration Policy	By 31 December 2021	Ongoing	31-Dec-21
18	Executive Manager People Culture and Performance	CEO responsibilities		46, 48 & 49	CEO must adopt Workforce plan, Recruitment Policy and Staff Code of Conduct	By 31 December 2021	Ongoing	31-Dec-21
19	Manager Finance and Reporting	Adopt Community Vision		88	Council must adopt the Community Vision	By 31 October 2021	Ongoing	31-Oct-21
20	Manager Finance and Reporting	Preparation and adoption of Annual Report		98 & 99	Council must prepare and adopt the Annual Report (including the performance and financial statements)	By 30 November 2021 - Extension provided by Local Government Victoria	Ongoing	31-Oct-21
21	Manager Finance and Reporting	Performance Statement		99	Council must submit the performance statement and financial statements to the auditor	As soon as is reasonably practicable after each financial year	06-Sep-21	As soon as is reasonably practicable after 30 June 2022
22	Manager Finance and Reporting	Performance Statement		99	Council must submit the statement to its auditor for reporting on the audit	After passing a resolution giving approval to the performance statement and financial statements	22-Sep-21	As required
23	Manager Finance and Reporting	Performance Statement		99	The auditor must prepare a report on the performance statement	Once every financial year	29-Sep-21	As required
24	Manager Finance and Reporting	Performance Statement		99	Council must ensure that the performance statement and financial statements, in their final form, after any changes have been made, are certified by two Councillors authorised by the Council	After changes recommended or agreed by the auditor have been made	22-Sep-21	As required

NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	LAST COMPLETED DATE / STATUS	NEXT DUE BY
25	Manager Finance and Reporting	Performance Statement		99	The auditor must provide the Council and the Minister with a copy of the report on the performance statement	As soon as is reasonably practicable (the auditor is required to report on the financial statements to the Council within 4 weeks and give a copy of the report to the Minister)	30-Sep-21	As required
26	Manager Finance and Reporting	Annual Report		100	Council must consider the Annual Report at a meeting of the Council as soon as practicable but within the time required by the regulations	Under the Local Government (Planning and Reporting) Regulations 2014 Council must hold a meeting to consider the Annual Report: s.22 (1) Within one month after submitting the Annual Report to the Minister. s.22 (2) In the year of a general election no later than the day before the election	Ongoing	27-Oct-21
27	Director Corporate and Community	Meet to consider annual report		100	The Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting.	In the year of a general election on a day not later than the day before an election day; and in any other year, within 4 months of the end of the financial year	N/A	31-Oct-22
28	Manager Finance and Reporting	CEO to present Quarterly Statements		97	CEO must ensure that a statement comparing budgeted and actual revenue and expenditure is presented at an open Council meeting	At least every 3 months	30 June 2021 presented to Council on the 22 September 2021	30 September 2021 due to go to Council on 24 November
29	Manager Finance and Reporting	CEO to present quarterly budget report		97	CEO to ensure that quarterly budget report is presented to the Council at a Council meeting open to the public	As soon as reasonably practicable at the end of each quarter of the financial year	25-Aug-21	24-Nov-21
30	Manager Finance and Reporting	Land Valuation	157(2)		Council must publish public notice of a decision to change its system of valuation	Promptly	N/A	As required
31	Manager Finance and Reporting	Rates & Charges	158(1)		Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges	At least once every financial year declare by 30 June	29-Jun-21	30-Jun-22



NO.	RESPONSIBLE OFFICER	OBLIGATION	LGA 1989	LGA 2020	REQUIREMENTS	TIMELINE	LAST COMPLETED DATE / STATUS	NEXT DUE BY
32	Manager Finance and Reporting	Rates & Charges	Part 8A		Under Section 10E(1)(a) of the Essential Services Commission Act 2001, the Essential Services Commission (ESC) has a responsibility to monitor and review Councils compliance with the caps set under Part 8A of the Local Government Act 1989.	Annually	23-Sep-21	30-Sep-22
33	Manager Finance and Reporting	Adopt Revenue and Rating Plan		93	Council must adopt the Revenue and Rating plan	By 30 June after a general election for a period of the next 4 financial years	29-Jun-21	30-Jun-25
34	Director Assets and Operations	Adopt Asset Plan		92	Council to adopt Asset Plan	By 30 June 2022	In progress	30-Jun-22
35	Coordinator Contracts	Prepare and adopt Procurement Policy		108	Council must prepare and adopt a Procurement Policy	By 1 January 2022 - Council must then review the Policy at least once every 4 year term of the Council	N/A	31-Dec-21
36	Manager Finance and Reporting	Publish notice of intention to sell land		114	Before selling or exchanging land Council must publish notice of its intention at least 4 week prior to the sale via Council's internet website and undertake the community engagement process	Ongoing from 1 July 2021	As required	As required
37	Manager Finance and Reporting	Include any proposal to lease land in the financial year budget		115	Council must include any proposal to lease land in a financial year in the budget where the lease is for one year or more and for a value of \$100,000 or more per year and the current market rental value is \$100,000 or more per year; and for 10 years or more	Ongoing from 1 July 2021	As required	As required
38	Coordinator Governance	Register of Authorised Officers	224(1A)		Maintain a register that shows all people appointed as authorised officers	Ongoing	Ongoing	Ongoing
39	Coordinator Governance	Authorised Officers	224(2)		Council must issue an identity card to each authorised officer	Ongoing	As required	As required

**Note**

- Next general election is assumed to be held on 26 October 2024.
- Dates reflect the statutory timeframe for completion of the outcome.

## SECTION 8

### Councillor Expenditure

*The Councils' Councillor Support Policy defines the level of resources that shall be provided to Councillors to assist in the performance of their roles.*

*In the interest of transparency and accountability the policy requires that the collective Councillor expenses incurred via reimbursement or paid directly by Council be reported on a quarterly basis in relation to:*

- travel and accommodation*
- car mileage*
- family care*
- information, communication and technology*
- conference and training (individual and collective)*

Quarter 1 and Year to Date 2021-22 Councillor Expenditure excluding allowances and Mayoral vehicle

1st quarter and YTD	Travel	Car mileage	Family care	I&CT	Events & Conferences (Representative)	Training & Development (Individual)	Training & Development (Collective)
Cr Jennifer Anderson	\$41	\$0	\$0	\$131	\$371	\$0	\$0
Cr Janet Pearce	\$0	\$0	\$0	\$131	\$167	\$85	\$0
Cr Mark Ridgeway	\$0	\$2,367	\$0	\$87	\$196	\$0	\$0
Cr Annette Death	\$0	\$0	\$0	\$131	\$0	\$0	\$0
Cr Geoff Neil	\$0	\$971	\$0	\$42	\$0	\$0	\$0
Cr Bill West	\$0	\$0	\$0	\$131	\$0	\$0	\$0
Cr Dominic Bonanno	\$0	\$262	\$0	\$59	\$0	\$0	\$0
Cr Rob Guthrie	\$0	\$314	\$0	\$108	\$0	\$0	\$0
Cr Anne Moore	\$0	\$0	\$0	\$112	\$0	\$0	\$0
	<b>\$41</b>	<b>\$3,914</b>	<b>\$0</b>	<b>\$931</b>	<b>\$734</b>	<b>\$85</b>	<b>\$0</b>

## SECTION 9

### Councillor Activities in the Community




*Councils' Councillor Support Policy defines the level of resources that shall be provided to Councillors to assist in the performance of their roles.*

*In conjunction with the reporting to Council on Councillor Expenses the policy requires that Councillors be provided the opportunity to submit a summary of their activities in the community over the preceding quarter and this be incorporated in to the quarterly reporting regime.*




*The following report includes the attendances of Councillors at Ordinary and Special Council Meeting and Assemblies of Councillors during the preceding quarter. The report additionally lists the external and internal committees / working groups and organisations to which each Councillor is currently appointed.*






Councillor activity report: 1 July – 30 September 2021

<p><b>Cr Jennifer Anderson</b> West Ward</p>	<p><b>Council meetings attended:</b> (including scheduled, unscheduled and Delegated Committees)</p>	<p><b>6</b></p>	<p><b>Assemblies of Councillors attended:</b></p>	<p><b>14</b></p>
	<p><b>Appointments to internal/external committees and groups:</b> Chief Executive Officer Performance Appraisal Advisory Group, Gisborne Futures Council Project Group, Health and Wellbeing Advisory Committee, Submitters Delegated Committee, Central Victorian Greenhouse Alliance (CVGA) (sub), Municipal Association of Victoria (MAV)</p> <p><b>Specific activities highlighted by Councillors:</b></p> <ul style="list-style-type: none"> <li>• Attended the Mt Macedon and District Horticultural Society Meeting</li> <li>• Attended the Annual Report and Presentations (ARAP) for three of our regions Scouting associations: 1st Riddells Creek, 1st Kyneton and 1st Gisborne</li> <li>• Attended the Romsey region dinner: Celebrating Creativity</li> <li>• Spoke at the Macedon electorate State Government Youth Council meeting</li> <li>• Spoke at the awareness campaign launch for the Loddon Mallee 'Move it' program to increase the activity of senior residents in the region</li> </ul>			
<p><b>Cr Janet Pearce</b> West Ward</p>	<p><b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)</p>	<p><b>6</b></p>	<p><b>Assemblies of Councillors attended:</b></p>	<p><b>14</b></p>
	<p><b>Appointments to internal/external committees and groups:</b> Gisborne Futures Council Project Group, Health and Wellbeing Advisory Committee, Macedon Ranges Agribusiness Forum, Submitters Delegated Committee, Municipal Association of Victoria (MAV) (sub), Rural Councils Victoria Inc (RCV) (sub)</p> <p><b>Specific activities highlighted by Councillors:</b></p> <ul style="list-style-type: none"> <li>• Woodend Rotary Changeover event</li> <li>• Victory in the Pacific and Vietnam Veterans Observance Ceremonies Kyneton RSL</li> <li>• Macedon Ranges Community Online Roundtable event</li> <li>• Council and Department of Health Online Community Forum on COVID situation</li> <li>• Macedon Ranges Community Funding Scheme and Events and Festivals Online Grant Celebrations</li> </ul>			
<p><b>Cr Mark Ridgeway</b> West Ward</p>	<p><b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)</p>	<p><b>6</b></p>	<p><b>Assemblies of Councillors attended:</b></p>	<p><b>14</b></p>
	<p><b>Appointments to internal/external committees and groups:</b> Audit and Risk Committee, Gisborne Futures Council Project Group, Health and Wellbeing Advisory Committee, Submitters Delegated Committee, Annual Meeting of Braemar College Ltd, Macedon Ranges Local Safety Committee</p> <p><b>Specific activities highlighted by Councillors:</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Wellbeing Advisory Committee meeting on 21 July</li> <li>• Victory in the Pacific Day Commemoration - Kyneton RSL on 15 August</li> <li>• Apple Grafting Workshop - Kyneton Scouts on 21 August</li> <li>• Shire Festival &amp; Grants Scheme community presentation on 23 September</li> <li>• Community Forum and COVID Update – 24 September</li> </ul>			



<b>Cr Annette Death</b> East Ward	<b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)	<b>5</b>	<b>Assemblies of Councillors attended:</b>	<b>11</b>
	<b>Appointments to internal/external committees and groups:</b> Chief Executive Officer Performance Appraisal Advisory Group, Gisborne Futures Council Project Group, Central Ranges Local Learning and Employment Network (LLEN) Board (sub)			
<b>Specific activities highlighted by Councillors:</b> <ul style="list-style-type: none"> <li>• 1st Riddells Creek Scout Group Annual Report and Presentations (ARAP)</li> <li>• 1st Romsey Scout Group ARAP</li> <li>• Riddells Creek Farmers Market stall</li> <li>• VLGA Local Government Working Group on Gambling</li> </ul>				
<b>Cr Geoff Neil</b> East Ward	<b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)	<b>6</b>	<b>Assemblies of Councillors attended:</b>	<b>13</b>
	<b>Appointments to internal/external committees and groups:</b> Audit and Risk Committee, Gisborne Futures Council Project Group, Submitters Delegated Committee, Annual Meeting of Braemar College Ltd Committee (sub), Rural Councils Victoria Inc (RCV)			
<b>Specific activities highlighted by Councillors:</b> <ul style="list-style-type: none"> <li>• Meeting with Romsey Country Women’s Association (CWA)</li> <li>• Meeting with Rural Roads Victoria (RRV) re: Melbourne-Kilmore Roads intersection</li> <li>• Romsey Region Business And Tourism Association dinner</li> <li>• Virtual meeting with More Australian Solar Homes (MASH) about domestic solar/battery options</li> <li>• Attended Lancefield Park Committee meeting</li> </ul>				
<b>Cr Bill West</b> East Ward	<b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)	<b>6</b>	<b>Assemblies of Councillors attended:</b>	<b>13</b>
	<b>Appointments to internal/external committees and groups:</b> Gisborne Futures Council Project Group, Submitters Delegated Committee, Calder Highway Improvement Committee, Goldfields Library Corporation Board			
<b>Specific activities highlighted by Councillors:</b> <ul style="list-style-type: none"> <li>• Chaired election of office-bearers at Romsey Men’s Shed Annual Meeting</li> <li>• Met with representatives of Lancefield and Romsey golf clubs</li> <li>• Attended meeting about possible future aged care housing needs</li> <li>• Attended two Lancefield Park Committee meetings</li> <li>• Attended a training session in Romsey of Macedon Rangers Soccer Club</li> </ul>				



<b>Cr Dominic Bonanno</b> South Ward	<b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)	6	<b>Assemblies of Councillors attended:</b>	13
	<b>Appointments to internal/external committees and groups:</b> Gisborne Futures Council Project Group, Macedon Ranges Agribusiness Forum, Submitters Delegated Committee, Local Government Waste Forum  <b>Specific activities highlighted by Councillors:</b> <ul style="list-style-type: none"> <li>• Attended the extraordinary meeting for the Agribusiness forum</li> </ul>			
<b>Cr Rob Guthrie</b> South Ward	<b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)	6	<b>Assemblies of Councillors attended:</b>	13
	<b>Appointments to internal/external committees and groups:</b> Chief Executive Officer Performance Appraisal Advisory Group, Gisborne Futures Council Project Group Submitters Delegated Committee, Goldfields Library Corporation Board (proxy), Local Government Waste Forum (sub), Macedon Ranges Heritage Council, Workspace Australia  <b>Specific activities highlighted by Councillors:</b> <ul style="list-style-type: none"> <li>• Attended a special Workspace Board meeting on Zoom</li> <li>• Attended a Workspace Board meeting in Bendigo</li> <li>• Attended a Loddon Mallee Waste and Recovery Group Forum on Zoom</li> <li>• Attended three CEO Performance Appraisal Advisory Committee meetings</li> <li>• Seymour Cottage funding photo shoot with the Hon Mary-Anne Thomas MP</li> </ul>			
<b>Cr Anne Moore</b> South Ward	<b>Council meetings attended:</b> (including scheduled, unscheduled and Submitters Committee)	6	<b>Assemblies of Councillors attended:</b>	11
	<b>Appointments to internal/external committees and groups:</b> Gisborne Futures Council Project Group, Submitters Delegated Committee, Calder Highway Improvement Committee (sub), Central Victorian Greenhouse Alliance (CVGA), Macedon Ranges Heritage Council, Macedon Ranges Local Safety Committee (sub)  <b>Specific activities highlighted by Councillors:</b> <ul style="list-style-type: none"> <li>• Attended a global live forum on child friendly cities and communities on 15 September</li> <li>• Attended a Community Forum on COVID on 24 September</li> </ul>			







## Draft Township Street and Park Tree Management Policy

<b>Scope</b>	<p>This Policy applies to all planted trees within MRSC's townships and immediate surrounds. This includes all trees on nature strips and in all parks and recreation reserves.</p> <p>This Policy does not apply to:</p> <ul style="list-style-type: none"> <li>• Trees on private land</li> <li>• Conservation or bushland reserves which are managed in accordance with adopted environmental/conservation management plans.</li> <li>• Remnant native vegetation on roadsides which is managed in accordance with Council's Roadside Conservation Management Plan 2021 and Road Management Plan 2021.</li> </ul>
<b>Background / Reasons for Policy:</b>	<p>The Policy has been developed to enable consistent and effective management of the Shire's important public tree assets.</p>
<b>Definitions:</b>	<ol style="list-style-type: none"> <li>1. <b>Suitably Qualified Arborist</b> – An arborist who holds recognised qualifications in arboriculture, appropriate to the task they are undertaking as per the appropriate legislation or Australian Standard.</li> <li>2. <b>Tree</b> – a long lived woody perennial plant with one or relatively few stems or trunks</li> <li>3. <b>Diversity</b> – the inclusion of individual trees representing a variety of genetic family, species and age class to build resilience from disease and climate change and ensure continuous canopy cover through succession.</li> <li>4. <b>Immediate Risk</b> - a qualified Arborist has determined that the structural integrity of the tree is in such poor condition that it creates a risk of failure in the near future and may cause injury to the public or damage to property.</li> <li>5. <b>TPZ</b> - Tree Protection Zone</li> <li>6. <b>SRZ</b> - Structural Root Zone</li> <li>7. <b>ULE</b> - Useful Life Expectancy</li> <li>8. <b>DBH</b> - Diameter at Breast Height</li> <li>9. <b>Significant trees</b> - trees worthy of protection due to unique, historical, rare, age, size or environmental importance</li> <li>10. <b>Urban Boundary</b> - is a concentrated population settlement within the surrounding rural district and in planning terms is area zoned for urban land use. These zones include the residential, commercial and industrial zones.</li> <li>11. <b>WSUD</b> – Water Sensitive Urban Design</li> </ol>
<b>References:</b>	<p>Tree valuation fact sheet. City of Melbourne</p> <p>Pruning of amenity trees. AS 4373–2007.</p>

**Draft Township Street and Park Tree Management Policy**

	Protection of trees on development sites. AS 4970–2009. Tree stock for landscape use. AS 2303:2015. Preferred Tree Species List
<b>Related Policies:</b>	Biodiversity Strategy – 2018 Electric Line Clearance Management Plan (Annual Plan) Road Management Plan 2021 Roadside Conservation Management Plan – 2021
<b>Related Legislation:</b>	Macedon Ranges Planning Scheme



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## 1 Context

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

## 2 Policy Statement

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

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

As trees are long-lived assets, decisions concerning tree management must be considered over the long term and should not benefit one particular outcome at the expense of the multiple benefits provided by a tree into the future.

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

## 3 Strategic Direction

The Township Street and Park Tree Policy is divided into the following key areas:

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

### 3.1 Tree Protection

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



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**Draft Township Street and Park Tree Management Policy**

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

### 3.2 Tree Planting

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

- The Shire's tree planting program is generally carried out between May and September, though subject to seasonal conditions planting may be approved



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**Draft Township Street and Park Tree Management Policy**

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outside this period. New trees must not be planted outside this period unless approved by the Open Space Unit with a tree establishment and management plan

- The Shire aims to plant at least one tree in front each property, additional trees will be planted where there is appropriate space and site conditions
- All tree stock will be grown in accordance with AS 2303 *Tree Stock for Landscape Use*
- The Shire will plant the most appropriate tree species for a given location based on site suitability, aesthetic, functional and environmental attributes, diversity and resilience and the potential to contribute to the predominant or preferred landscape character. Tree species will generally be selected from the Preferred Species List (available on Council's website). This list is periodically updated to reflect the latest information regarding tree selection and climate change to ensure future planted trees are best suited to the intended planting location
- In order to maximise the environmental benefits that trees provide, large canopy trees will be planted wherever conditions allow
- All new tree planting requires a maintenance and establishment period of 24 months post planting
- Resident requests for planting will be assessed and if the site is suitable, planting will be scheduled for a future planting season subject to budget constraints
- Residents are not permitted to plant trees on Council owned and managed land.

### **3.3 Tree Management and Maintenance**

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

- Best arboriculture practices must be applied at all times to promote a healthy and safe tree population. All pruning will be undertaken by a suitably qualified arborist in accordance with AS 4373 Pruning of Amenity Trees
- Inspections and pruning of township street trees and park trees will be undertaken routinely to improve tree health and safety, and to provide clearance for paths, roads, buildings and other essential infrastructure. All condition data will be recorded in Council's Tree Inventory and Geographical Information System (GIS)
- Trees will be inspected and pruned to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020 (as amended from time to time) and other relevant statutory requirements



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**Draft Township Street and Park Tree Management Policy**

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- Trees will not be pruned to facilitate views, provide solar access or to reduce the impact from tree litter, wildlife waste or noise
- As trees are living organisms there will be some degree of leaf and other plant litter as these are shed as part of the natural life cycle. It is not unreasonable to expect residents to undertake home maintenance activities as part of having trees within our townships.
- Trees in areas of environmental significance will be managed to promote safety, the environmental values of the site and habitat opportunities for wildlife
- The Shire will monitor and treat pest and disease incursions that threaten street and park trees as appropriate and as resources permit
- Where developers maintenance periods are involved, all tree management and maintenance activities must be to the relevant Australian Standard.

### **3.4 Tree Roots and Infrastructure**

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

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

### **3.5 Tree Removal**

Trees, like all living things grow, age and eventually die. The Shire will monitor and manage all street and parks trees throughout their lifecycle, and remove and replace them as appropriate. Tree removal is a last resort management option, however, public safety always take priority.



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**Draft Township Street and Park Tree Management Policy**

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- The removal of individual street and park trees will only be approved when:
  - removal is the only option to mitigate a high or extreme risk; or
  - the tree is dead or in decline and unlikely to recover; or
  - the tree is causing damage to infrastructure or property and there is no reasonable option to otherwise resolve the issue; or
  - the tree is affected by development and all alternate design options have been exhausted. Removal will occur if the applicant (internal or external) agrees to pay all costs, including removal, replacement and the value of the tree being removed as calculated by the Shire's methodology (Tree Valuation in MRSC). All monies collected will be used to improve street and park tree amenity; or
  - the tree is unable to be maintained to meet Electricity Safety (Electric Line Clearance) Regulations 2020 (as amended from time to time) and other relevant statutory requirements; or
  - the removal of the tree is required to facilitate renewal of a street or park and all design options have been exhausted
  - A tree's form and health are not performing to expectation and that this is not the outcome of interference by external parties, ie. damaging a tree to facilitate its removal
- Where a tree has been removed and the site is suitable for replanting, a replacement tree will be established in future planting seasons
- Where a park tree is recommended for removal, consideration will be given to its suitability for retention as a habitat tree, subject to required safety pruning
- The tree causes a severe allergy that substantially diminishes quality of life:
  - The applicant must supply medical evidence from a specialist dermatologist or clinical immunologist/allergy specialist demonstrating the cause and effect between the tree and the allergy
  - It must also be demonstrated that the tree is the sole cause of the allergy and that removal of the tree would prevent the reaction
- In some cases street trees may be removed to facilitate a whole street upgrade which will result in a net increase in or improvement to the streetscape that could not be achieved by retention of existing trees.

### 3.6 Community Engagement

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





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**Draft Township Street and Park Tree Management Policy**

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



#### 4 Appendix A: Tree Valuation in Macedon Ranges Shire Council

Where a Council owned or managed tree is approved for removal or required by Council to be removed for development, construction, or works. The associated cost of the tree's removal, replacement and amenity valuation shall be paid by the developer (internal or external) or their representative prior to its removal. The same method applies to trees that have been damaged or vandalised and their retention is no longer viable. The parties responsible for the damage will be required to pay all costs.

The costs associated with removal of a public tree in the Macedon Ranges Shire include:

<b>A – Amenity Value</b>	Calculated in accordance with the Council's adopted Amenity Value Formula
<b>B - Removal Costs</b>	The sum of the fees incurred by the Council for physically removing the tree
<b>C – Re-instatement Costs</b>	The cost of all works required to replace the loss of vegetation from the landscape

##### A – Amenity Value

The following formula has been prepared to assist with calculating the monetary amenity value of a tree in the Macedon Ranges Shire Council. This formula is based on the City of Melbourne's Amenity Value Formula and has been modified for application in the Macedon Ranges.

$$\text{Amenity Value} = \text{Basic Value (\$)} \times \text{Species (S)} \times \text{Aesthetics (A)} \times \text{Locality (L)} \times \text{Condition (C)}$$

##### Base Value (\$)

The basic monetary value of a tree was taken from the internationally accepted table of values devised by the American Council of Tree and Landscape Appraisers and the International Society of Arboriculture, which in the base year of 2018 is \$AUD 14.07 per square centimetre of trunk basal area. Young trees with a trunk diameter of less than 6 centimetres do not attract an amenity value charge. Base value will increase annually in line with CPI.

Note: A tree amenity value will not be charged in the following circumstances:

- Trees that are dead, except in cases of intentional vandalism or poisoning
- Trees that have a useful life expectancy of less than 3 years
- Where a tree is a declared weed species in a particular location
- Trees proven to be causing damage to private infrastructure or services where all interventions to retain the tree have been exhausted.



## Draft Township Street and Park Tree Management Policy

## 2018 Base Values

DBH (cm)	Base Value	DBH (cm)	Base Value	DBH (cm)	Base Value	DBH (cm)	Base Value
<6	NA	54	\$ 27,092.40	103	\$ 98,567.65	152	\$ 214,658.02
6	\$ 334.47	55	\$ 28,105.11	104	\$ 100,490.87	153	\$ 217,491.76
7	\$ 455.26	56	\$ 29,136.41	105	\$ 102,432.68	154	\$ 220,344.08
8	\$ 594.62	57	\$ 30,186.28	106	\$ 104,393.07	155	\$ 223,214.98
9	\$ 752.57	58	\$ 31,254.74	107	\$ 106,372.04	156	\$ 226,104.46
10	\$ 929.09	59	\$ 32,341.78	108	\$ 108,369.60	157	\$ 229,012.53
11	\$ 1,124.20	60	\$ 33,447.41	109	\$ 110,385.73	158	\$ 231,939.18
12	\$ 1,337.90	61	\$ 34,571.61	110	\$ 112,420.45	159	\$ 234,884.41
13	\$ 1,570.17	62	\$ 35,714.40	111	\$ 114,473.75	160	\$ 237,848.22
14	\$ 1,821.03	63	\$ 36,875.77	112	\$ 116,545.63	161	\$ 240,830.61
15	\$ 2,090.46	64	\$ 38,055.72	113	\$ 118,636.09	162	\$ 243,831.59
16	\$ 2,378.48	65	\$ 39,254.25	114	\$ 120,745.14	163	\$ 246,851.15
17	\$ 2,685.08	66	\$ 40,471.36	115	\$ 122,872.76	164	\$ 249,889.29
18	\$ 3,010.27	67	\$ 41,707.06	116	\$ 125,018.97	165	\$ 252,946.01
19	\$ 3,354.03	68	\$ 42,961.33	117	\$ 127,183.76	166	\$ 256,021.31
20	\$ 3,716.38	69	\$ 44,234.19	118	\$ 129,367.13	167	\$ 259,115.20
21	\$ 4,097.31	70	\$ 45,525.64	119	\$ 131,569.09	168	\$ 262,227.66
22	\$ 4,496.82	71	\$ 46,835.66	120	\$ 133,789.62	169	\$ 265,358.71
23	\$ 4,914.91	72	\$ 48,164.26	121	\$ 136,028.74	170	\$ 268,508.34
24	\$ 5,351.58	73	\$ 49,511.45	122	\$ 138,286.44	171	\$ 271,676.56
25	\$ 5,806.84	74	\$ 50,877.22	123	\$ 140,562.72	172	\$ 274,863.35
26	\$ 6,280.68	75	\$ 52,261.57	124	\$ 142,857.59	173	\$ 278,068.73
27	\$ 6,773.10	76	\$ 53,664.50	125	\$ 145,171.03	174	\$ 281,292.68
28	\$ 7,284.10	77	\$ 55,086.02	126	\$ 147,503.06	175	\$ 284,535.22
29	\$ 7,813.69	78	\$ 56,526.12	127	\$ 149,853.67	176	\$ 287,796.35



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DBH (cm)	Base Value	DBH (cm)	Base Value	DBH (cm)	Base Value	DBH (cm)	Base Value
30	\$ 8,361.85	79	\$ 57,984.79	128	\$ 152,222.86	177	\$ 291,076.05
31	\$ 8,928.60	80	\$ 59,462.06	129	\$ 154,610.63	178	\$ 294,374.34
32	\$ 9,513.93	81	\$ 60,957.90	130	\$ 157,016.99	179	\$ 297,691.20
33	\$ 10,117.84	82	\$ 62,472.32	131	\$ 159,441.93	180	\$ 301,026.65
34	\$ 10,740.33	83	\$ 64,005.33	132	\$ 161,885.45	181	\$ 304,380.69
35	\$ 11,381.41	84	\$ 65,556.92	133	\$ 164,347.55	182	\$ 307,753.30
36	\$ 12,041.07	85	\$ 67,127.09	134	\$ 166,828.23	183	\$ 311,144.49
37	\$ 12,719.31	86	\$ 68,715.84	135	\$ 169,327.49	184	\$ 314,554.27
38	\$ 13,416.13	87	\$ 70,323.17	136	\$ 171,845.34	185	\$ 317,982.63
39	\$ 14,131.53	88	\$ 71,949.09	137	\$ 174,381.77	186	\$ 321,429.57
40	\$ 14,865.51	89	\$ 73,593.58	138	\$ 176,936.78	187	\$ 324,895.09
41	\$ 15,618.08	90	\$ 75,256.66	139	\$ 179,510.37	188	\$ 328,379.20
42	\$ 16,389.23	91	\$ 76,938.32	140	\$ 182,102.54	189	\$ 331,881.89
43	\$ 17,178.96	92	\$ 78,638.57	141	\$ 184,713.30	190	\$ 335,403.15
44	\$ 17,987.27	93	\$ 80,357.39	142	\$ 187,342.64	191	\$ 338,943.01
45	\$ 18,814.17	94	\$ 82,094.80	143	\$ 189,990.56	192	\$ 342,501.44
46	\$ 19,659.64	95	\$ 83,850.79	144	\$ 192,657.06	193	\$ 346,078.45
47	\$ 20,523.70	96	\$ 85,625.36	145	\$ 195,342.14	194	\$ 349,674.05
48	\$ 21,406.34	97	\$ 87,418.51	146	\$ 198,045.81	195	\$ 353,288.23
49	\$ 22,307.56	98	\$ 89,230.25	147	\$ 200,768.05	196	\$ 356,920.99
50	\$ 23,227.37	99	\$ 91,060.56	148	\$ 203,508.88	197	\$ 360,572.33
51	\$ 24,165.75	100	\$ 92,909.46	149	\$ 206,268.29	198	\$ 364,242.25
52	\$ 25,122.72	101	\$ 94,776.94	150	\$ 209,046.29	199	\$ 367,930.76
53	\$ 26,098.27	102	\$ 96,663.00	151	\$ 211,842.86	200	\$ 371,637.84



## Draft Township Street and Park Tree Management Policy

**Species Factor (S)**

A tree is assessed according to its known natural life span and its rate of growth in a particular environment. For example, a long-lived tree will be scored higher than a short-lived tree. Significant features of the tree will also modify how the tree is scored. Judgement regarding species factors must consider how that species performs in the Macedon Ranges and must be made by a qualified arborist.

Group	Characteristics	Example Species	Score
1	<ul style="list-style-type: none"> <li>trees of short life span (less than 50 years)</li> <li>fast growth rate</li> </ul>	<i>Acacia, Callistemon</i>	0.5
2	<ul style="list-style-type: none"> <li>trees of short life span (less than 50 years)</li> <li>slow growth rate</li> </ul>	<i>Pyrus</i>	0.6
3	<ul style="list-style-type: none"> <li>trees of medium life span (50–150 years)</li> <li>fast growth rate</li> </ul>	<i>Populus, Liquidambar, Fraxinus, Eucalyptus spp., Corymbia, Angophora, Grevillea, Melaleuca, Casuarina, Hakea, Syzygium</i>	0.7
4	<ul style="list-style-type: none"> <li>trees of medium life span (50–150 years)</li> <li>slow growth rate</li> </ul>	<i>Brachychiton, Jacaranda, Zelkova, Schinus, Phoenix, Melia, Lophostemon, Agonis</i>	0.8
5	<ul style="list-style-type: none"> <li>trees of long life span (more than 150 years)</li> <li>fast growth rate</li> </ul>	<i>Cupressus, Platanus, Ficus, Pinus, Celtis, Eucalyptus camaldulensis</i>	0.9
6	<ul style="list-style-type: none"> <li>trees of long life span (more than 150 years)</li> <li>slow growth rate</li> </ul>	<i>Ulmus, Quercus, Sequoia, Ginkgo, Araucaria, Agathis</i>	1.0
Modifiers	<ul style="list-style-type: none"> <li>noxious or environmental weeds in the Macedon region</li> </ul>	<i>Olea, Prunus, Malus, Pittosporum undulatum, Robinia pseudoacacia, Acacia baileyana, Fraxinus angustifolia, Populus, Pinus radiata, Acacia longifolia, Acer pseudoplatanus, Salix spp.</i>	-0.1
	<ul style="list-style-type: none"> <li>listed as a 'significant tree' on the National Trust register</li> <li>listed under a schedule of the Macedon Ranges planning scheme</li> <li>a large hollow bearing tree <ul style="list-style-type: none"> <li>a rare species in the locality</li> <li>a special cultivated variety</li> </ul> </li> <li>has special historical, cultural or other significance</li> </ul>		+0.1
*Trees named are supplied only as examples in Macedon Ranges conditions			<b>Species Factor (S)</b>



## Draft Township Street and Park Tree Management Policy

**Aesthetics (A)**

The aesthetic value of a tree is determined by the impact on the landscape if the tree were removed. This category is closely tied to the locality factor (L).

<b>Aesthetic Factor</b>	<b>Score</b>
Contributes little to the landscape	0.5
One of a group of close plantings	0.6
Wide plantings	0.7
Irregular spacing between trees; regular spacing one side	0.8
Street or pathway plantings, regular spacing both sides	0.9
Solitary feature specimen tree	1.0

**Locality (L)**

The locality factor is determined by the tree's geographical situation. Trees within an urbanised environment score highest because of the stressful growing environment in which it must survive. As the location becomes more rural, the significance of the tree diminishes.

<b>Locality Factor</b>	<b>Score</b>
In rural areas (outside of townships)	0.50
In a bushland reserve or public open space within a township	0.75
Residential or commercial street in a township	1.00
In a neighbourhood park or garden	1.25
Part of an avenue planting in a township	1.50
Part of a key boulevard or town entrance planting; Park or garden in a town centre	1.75
Primary location within a town centre, main street, or civic space	2.00
<b>Locality (L)</b>	



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**Tree Condition (C)**

The tree condition value is determined by the corresponding total score of the assessment criteria.

Assessment Criteria	Criteria Condition	Score
Trunk	- solid and sound	5
	- sections of bark damaged/ missing	3
	- extensive decay, hollow trunk	1
Growth	- >15 cm twig elongation this season	3
	- 5–15 cm twig elongation	2
	- <5 cm twig elongation	1
Structure	- healthy, stable and sound	5
	- some deadwood and dead limbs	3
	- extensive dieback and deadwood	1
Pests and Diseases	- no pest/disease infestation	3
	- minor symptoms of infestation	2
	- advanced symptoms of infestation	1
Canopy Development	- full and balanced canopy	5
	- full but unbalanced canopy	3
	- unbalanced and lacking full canopy	1
Life Expectancy	- >50 years	5
	- 10–50 years	3
	- <10 years	1
<b>Total Condition Score</b>		

Total Score	Tree Condition	Factor
6–9	Very Poor	0.2
10–13	Poor	0.4
14–18	Fair	0.6
19–22	Good	0.8
23–26	Excellent	1.0
<b>Condition Factor (C)</b>		

<b>Amenity Value = Basic Value (\$) x Species (S) x Aesthetics (A) x Locality (L) x Condition (C)</b>
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**B – Removal Costs**

Costs will be based on the current costs of tree removal. It includes the physical removal of the tree and the stump.

**C – Re-instatement Costs**

The level of reinstatement required will be determined by Council and will consider the location, significance, biodiversity provision and the amenity of the removed tree. Reinstatement costs will



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**Draft Township Street and Park Tree Management Policy**

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also include a 24-month tree establishment fee and any treatment or Water Sensitive Urban Design (WSUD) measure deemed necessary to establish suitable replacement trees or vegetation.

**Total Costs**

<b>A. Amenity Value</b>	
<b>B. Removal Costs</b>	
<b>C. Re-instatement Costs</b>	
<b>Total Costs (A+B+C) =</b>	



**5 Appendix B: Requirements under Council's Road Management Plan 2021****Extract from Intervention Criteria for Sealed Roads and Parking Bays – Schedule 1 – Table 1.1 of the Road Management Plan**

**Activity:** Removal and/or trimming back of vegetation to allow clear access by vehicles along the carriageway.

**Defect Repair time**

Reactive inspection: As soon as possible and within 48 hours of being notified.

Category 1 defect repair time: 14 days

Category 2 defect repair time: 28 days

Category 3 defect repair time: 42 days

**Activity:** Mowing / slashing of grass on roadsides, verges and parklands  
– *where trees that have grown to restrict design sight distance to intersections or restrict viewing of regulatory or warning signs.*

**Defect Repair time**

Reactive inspection: As soon as possible and within 48 hours of being notified.

Category 1 defect repair time: 14 days

Category 2 defect repair time: 30 days

Category 3 defect repair time: 48 days

**Extract from Intervention Criteria for Unsealed Roads– Schedule 2 – Table 2.1 of the Road Management Plan**

**Activity:** Removal and/or trimming back of vegetation to allow clear access by vehicles.

**Defect Repair time**

Reactive inspection: As soon as possible and within 48 hours of being notified.

Category 4 defect repair time: 28 days

Category 5 defect repair time: 36 days

Category 6 defect repair time: 42 days

**Activity:** Mowing / slashing of grass on roadsides, verges and parklands  
– *where trees that have grown to restrict design sight distance to intersections or restrict viewing of regulatory or warning signs.*

**Defect Repair time**

Reactive inspection: As soon as possible and within 48 hours of being notified.

Category 1 defect repair time: 28 days

Category 2 defect repair time: 36 days

Category 3 defect repair time: 42 days