



**Macedon
Ranges**
Shire Council

ATTACHMENTS

**Council Meeting
Under Separate Cover**

Wednesday, 24 September 2025

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DRAFT FOR
CONSULTATION



Macedon Ranges **Open Space Strategy**

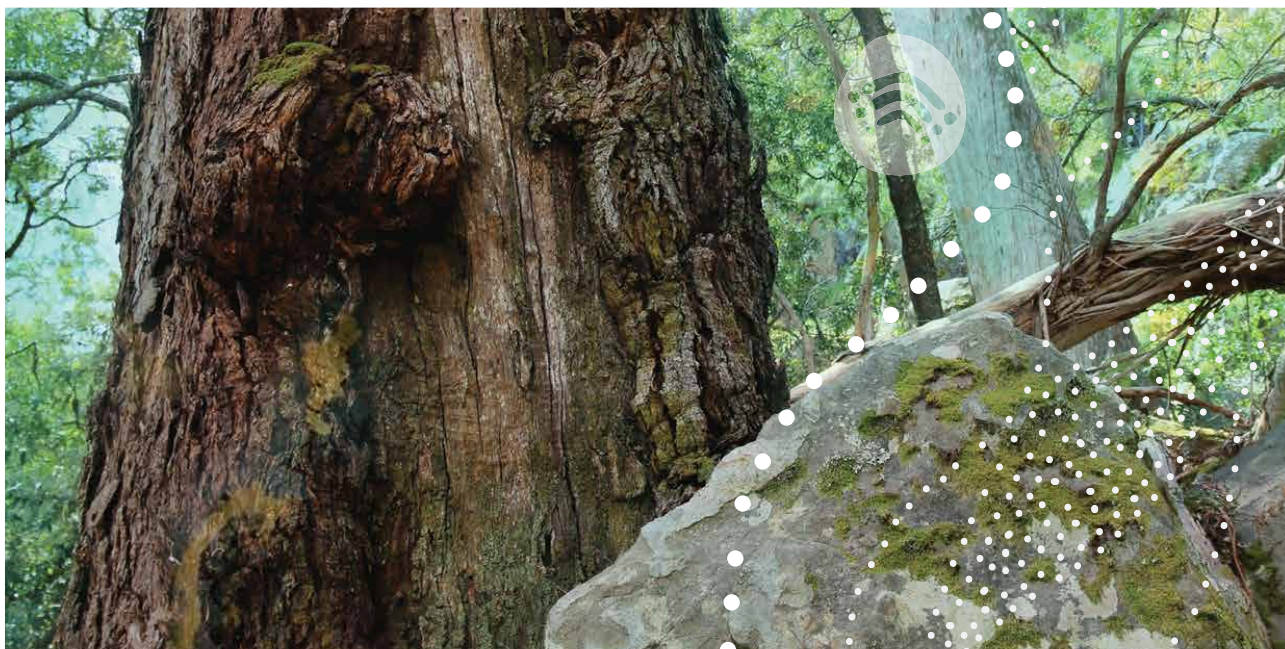
Acknowledgement of Country

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

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

Artwork by Taungurung artist Maddi Moser. Artwork used with permission.

"[The artwork talks about] our connection, connection to Country, connection to places and connection to each other. This is signified by the whimsical circles that form the 'rivers'; that wrap around our lands and ourselves. It reminds us that we should look out for one another."



Executive Summary

Public open space is at the heart of Macedon Ranges communities and townships in all its diverse forms, from curated gardens to sports fields, to large conservation areas. Across Macedon Ranges, these spaces shape the area's distinctive character, heritage, culture and vibrancy.

This draft Open Space Strategy (the Strategy) builds on the existing Open Space Strategy 2013, which has now reached the end of its 10-year lifespan. A new Strategy is key to providing strategic direction on the planning, delivery, and management of open space over the next 10-year period.

Council owns and manages over 900 hectares of open space including public parks, waterways, recreation reserves and bushland conservation reserves.

Due to the sheer size of these areas, there are considerable cost implications of management and maintenance. This Strategy assists Council to take a strategic approach to ensure its resources are used in a way that optimises community benefit.

Key priorities for the Strategy were informed by a Community Assembly facilitated in 2022, where a group of 27 members of the Macedon Ranges community identified the following key concerns, which have been woven into the Strategy's principles and focus:

- Suitable types of open space to meet people's needs
- Physical accessibility of open spaces
- Provision of pathways for walking and rolling

- Protecting and enhancing biodiversity
- The standard of maintenance of open spaces

The Strategy begins by presenting an analysis of demographic changes and key issues for open space in Macedon Ranges. It recommends standards for the provision of quality open space that is accessible to people's homes. It also guides how decisions should be made on future investment in open space to achieve an equitable network for the community within Council's resources. It includes an analysis of each township with place-specific recommendations, and a 10-year implementation plan.

A Background Report accompanies the Strategy and contains a supporting analysis that includes:

- Community feedback to date
- State and local policy context
- Review of demographic change
- Review of existing open space provision and distribution
- Performance assessments of parks across Macedon Ranges
- Township specific analysis

The Background Report provides the foundation for the Strategy's principles, approach, township-specific actions and implementation plan.

Building on community feedback and the Background Report, the Strategy broadly finds that there are opportunities for new and upgraded parkland across Macedon Ranges to respond to changing community needs, as well as improved approaches to management and maintenance.

Glossary of Terms

Table 1. Glossary of terms

Term	Meaning
Community Assembly	A group of 27 members of the Macedon Ranges community that provided key insights that informed the preparation of draft Open Space Strategy, through consultation sessions.
Council	Macedon Ranges Shire Council.
Developer contribution	A contribution made by a property developer to public infrastructure or open space.
Encumbered open space	Public land designated as open space, but its use or development is restricted by another purpose, such as infrastructure or utility easements.
In kind works	A form of developer contribution where a developer creates a public asset such as a park as part of a development, rather than providing a financial contribution to Council to carry out the works to create the asset.
Low density housing	Detached dwellings on private properties on large blocks (over 1000sqm).
Master plan	A master plan for a park is a long-term, detailed plan that guides its future development, management, and improvement. Preparation of a master plan includes consideration of matters such as the relationship to adjoining land areas and master plans, land form, access, safety, equity, and integrated water management.
Medium density housing	Units or townhouses of 1 to 3 storeys, which are often attached or semi-detached buildings. Average density is generally around 35-50 dwellings per net developable hectare.
Park performance assessment	An assessment of how a park is performing, which looks at factors such as asset provision, accessibility, sense of place, functionality, and safety and comfort.
Passive surveillance	This is an urban design concept that refers to the natural observation of public spaces by people in surrounding buildings and areas, which can deter crime and make public spaces feel safer.
Residential catchment	The area of residentially zoned land that can reasonably be expected to access a particular open space.

Term	Meaning
Residential land/ property	Land in a Neighbourhood Residential Zone, General Residential Zone, Residential Growth Zone, or Township Zone
Rolling	Movement on shared paths using wheeled vehicles, e.g. bicycles, skateboards, e-scooters, and other e-vehicles.
(The) Strategy	This draft Open Space Strategy.
Structure Plan	A strategic document that guides the future development of an area, outlining the preferred layout of land use, infrastructure, and public spaces, and guiding economic development.
Unencumbered open space	Open space land that is free from any restrictions or encumbrances that would prevent its use for its intended purpose.
Urban Design Framework	A strategic document that provides a long-term vision and guidelines for the future development of an area, with a focus on urban design of buildings and public spaces.



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1 Introduction

1.1 What is an Open Space Strategy?

An open space strategy sets out a council's vision, objectives and framework for open space over a ten-year period. It expresses the values and priorities of the council and the community for open space, and guides its planning, delivery, and resourcing.

An open space strategy assesses the current open space network to determine gaps in current and future needs and seeks to address these. It seeks to plan for appropriate quantity, quality, and diversity of open spaces to meet the needs of the community over its ten-year lifespan.

1.2 Council's Role in Open Space

Councils have multiple roles in relation to public open space, as follows:

Service provider

Designs, constructs, and maintains local parks and open spaces.

Partner and planner

Works with other government agencies, the community, neighbouring councils, developers and private land-owners to provide open space that meets the needs of the community.

Facilitator

Brings together relevant stakeholders to address park, sport, recreation and environmental issues.

Advocate

Advocates to state and federal governments for investment in open space and recreation projects.

1.3 Why Do We Need an Open Space Strategy?

Council has an existing Open Space Strategy from 2013 which is now outdated. Since 2013, Macedon Ranges has experienced changes such as an increase in housing pressures and urban growth in some townships, and changes to community perceptions and expectations of open space. Changes have created new issues and challenges, but also opportunities for improvement and innovation.

A new open space strategy is essential to ensure planning and investment in open space is coordinated between all stakeholders, public and private. It is a public facing document that provides direction to a variety of other plans, such as township structure plans, park master plans, and recreation strategies. It also guides the contributions of private developers to the public open space network.

An open space strategy involves considerable public consultation, which provides opportunity to listen to community attitudes to open space issues and investment, and to address these.

Without an approved strategy in place, there is a risk of uncoordinated approaches to open space planning and investment.

1.4 What is Public Open Space?

Public open space is land that is set aside for:



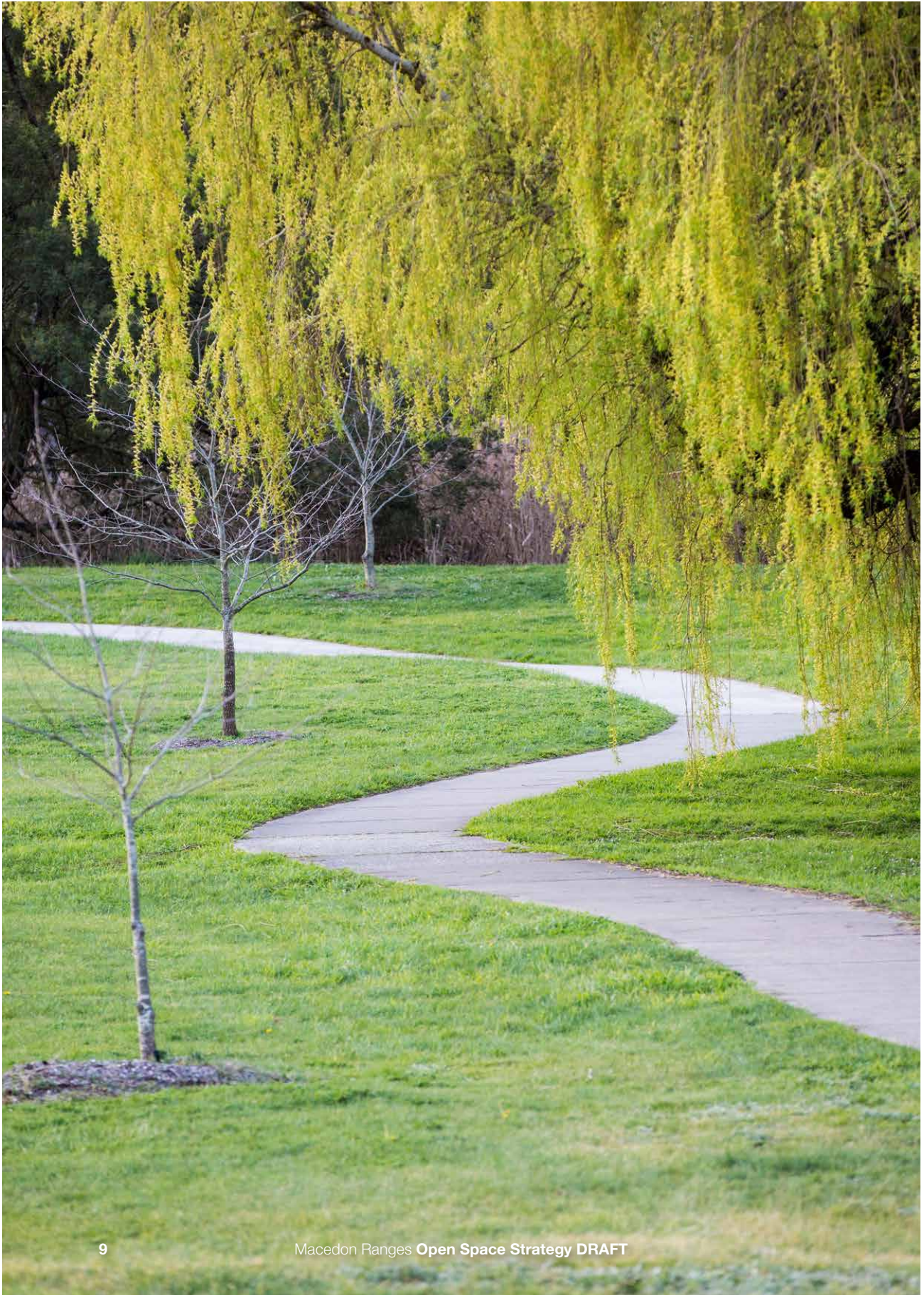
Sport and recreation



Preservation of natural environments



Green space and landscape values



Open space comes in many forms such as local parks, sports reserves, public gardens, playgrounds, walking and cycling paths, bushland areas, waterway corridors, and landscape amenity spaces.

1.5 The Benefits of Open Space

Open spaces are fundamental to people being able to participate in recreation, sporting and social activities. They also create desirable neighbourhoods that lead to healthy and attractive places to live and visit.

Public open space contributes to:

- **Physical health** – by providing opportunities for physical activity and children's play in parks, sportsgrounds, playgrounds and along walking and cycling paths.
- **Mental health** – by providing opportunities to undertake informal activities such as relaxing and being in natural environments.
- **Social capital and community connections** – by providing socialising opportunities in parks, playgrounds and sport venues.
- **Stimulated and sustainable economies** – by providing a venue for a variety of community, tourism and commercial activities, which in turn generate employment.
- **Environmental sustainability and conservation** – by protecting biodiversity and mitigating the urban heat island effect.
- **Culture and heritage** – by providing venues for community, sporting and cultural events and festivals, which contribute to the diversity and liveliness of urban areas and celebrate heritage.

1.6 The Scope and Focus of this Strategy

Scope

This Strategy sets out standards and recommendations for the amounts and type of open space needed to meet the changing needs of the community, and the

basic features that open space will have. For detailed planning of future assets within open space areas, such as play spaces, sporting facilities, or other assets, Council has specific strategies, such as a Play Space Strategy (under development), and the Sport and Active Recreation Strategy 2018-2028.

Detailed recommendations for paths and trails are included in Council's Walking and Cycling Strategy 2014, including for regional trails. However, this strategy comments on paths and trails where upgrade or improvement is needed to create improved connectivity to specific open space areas.

The primary aim of this Strategy is to create a strategic framework for open space in Macedon Ranges for the first time, accompanied by a detailed action plan.

Focus

The Strategy applies to the whole of Macedon Ranges; however, its focus is on the areas of change such as townships like Gisborne, Kyneton, Romsey and Riddells Creek. In these areas, demographic and housing changes are altering the types and amount of open space needed to meet community needs. Demand for open space is increasing in these change areas because new housing typically has smaller lot sizes and higher site coverage, with less space for outdoor activities.

The focus of the Strategy is on Council owned and managed open space, but it recognises land that is managed by other public land managers as this has important functions in the open space network. In some cases, it may be beneficial for Council to engage in partnerships, such as with other government agencies, or community groups and committees of management. This may involve sharing resources, expertise, and responsibilities through strategies like joint management agreements or community engagement initiatives.

The Strategy focuses on achieving quality open space as a priority. Macedon Ranges already has a relatively high quantity of open space.

1.7 How was the Draft Open Space Strategy Developed?



2022

Initial community engagement was undertaken in 2022 with a Community Assembly, followed by consultation with the broader community through surveys, drop-in-sessions and other activities.

2023-2024

A review of current open space quantity and quality was undertaken by consultants, including localised township assessments

2024-2025

Relevant Council departments were consulted over the draft Open Space Strategy



2025

The above inputs were used to shape the draft Open Space Strategy for public consultation

community (The selection process is explained in the Background Report to this Strategy, Section 5.2).

The feedback received from these stages has informed Council on community expectations for the location, diversity, and quality of open spaces. The natural feel of open spaces is highly valued, and in particular landscape views and the preservation of biodiversity. Walking, cycling and running are the most common forms of physical activity, reinforcing the importance of quality paths and trails.

Adding to this, consultation on key Council documents such as the Council Plan in 2024-2025 included feedback on public open space issues. This highlighted the role of open space in facilitating mental wellbeing and fostering community connections, and emphasised the importance of improving the connectivity of open spaces and bushland reserves. This feedback has also been considered as part of developing this Strategy.

From community feedback to date, a summary of the main themes and values are:

- Protect biodiversity, significant vegetation, and waterways, and build resilience in the face of a changing climate
- High quality of amenities and facilities, and well-maintained parks
- Open spaces that enhance the character and identity of local areas
- Open space that recognises Traditional Owners, such as through design or naming
- Connected active movement networks for walking and rolling
- Open spaces suited to improving health and being active
- Inclusive and accessible open spaces for all ages and abilities
- Equitable open spaces that meet the community's needs
- Improved governance and transparency of decision making.

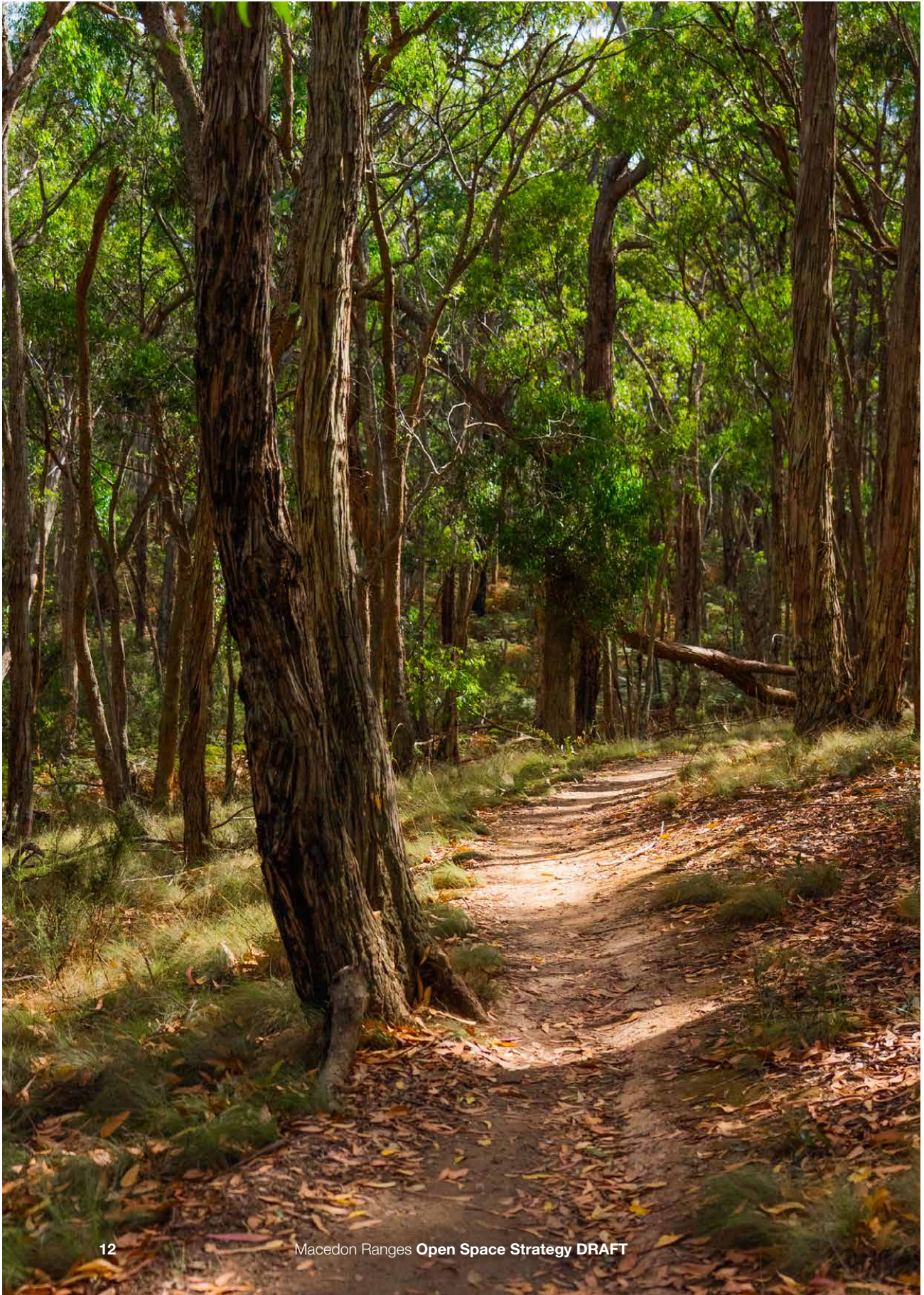
1.8 What Have We Heard?

Community engagement to date has been undertaken over three stages, as follows:

Stage 1: November-December 2021 – A series of park intercept user surveys seeking to record visitor expectations, satisfaction and behaviour for specific parkland areas.

Stage 2: February-April 2022 – Online survey seeking information on community preferences, perceptions and values related to how people use open space.

Stage 3: May 2022 – Sessions run with a Community Assembly made up of 27 members that were randomly selected to form a representative sample of the Macedon Ranges



2 Vision and Objectives

2.1 Vision

The following vision statement has been written to reflect the initial feedback from the community on open space issues, as set out in Section '1.8' on page 11:

Open spaces reflect the values, history, needs, and unique character of communities, towns, ecosystems and landscapes. By being welcoming, equitable and diverse, the parks and recreation network enhances community, culture, health and wellbeing. At the heart of all open space decisions is an objective to enhance the natural environment.

2.2 Priorities

Priorities for the project have been informed by the Community Assembly, which arrived at the following priorities:

- Suitable types of open space to meet people's needs
- Physical accessibility of open spaces
- Provision of pathways for walking and rolling
- Protecting and enhancing biodiversity
- The standard of maintenance of open spaces

2.3 Principles

The priorities in Section '2.2' on page 13 are the foundation of the of the following principles underlying the Strategy:



Provide a suitable quantity and quality of open space to meet the needs of the community

Ensure that open spaces match the needs of our growing community by delivering spaces that are safe, fit for purpose, attractive and well-maintained. Investment in open space will be strategic, with resources focused on providing the greatest community benefit.



Improve equity and inclusion

Provide open space appropriately across all our communities and ensure that people of all ages, abilities and means can access and enjoy public open space without barriers to use or participation.

Provide multi-functional open spaces that meet the needs of multiple user groups.



Improve accessibility and safety

Ensure open spaces are easy to access by providing accessible pathways, amenities, parking and design to our open spaces. People should feel comfortable and safe in these spaces.

**Achieve a diversity of open spaces**

Deliver a variety of open space types to meet our diverse community's needs including for outdoor socialising, active recreation, and connecting with nature.

**Respect Traditional Owner values**

Acknowledge and respect the connection of the Traditional Owners of the Macedon Ranges Shire by ensuring cultural values, languages and histories are present in the use and interpretation of open space.

**Improve sustainability and climate change resilience**

Ensure the design and management of open space helps to adapt to climate change by providing for urban cooling, water sensitive design and resilient landscaping. Open space design will respond to environmental risk, including flood, bushfire and drought.

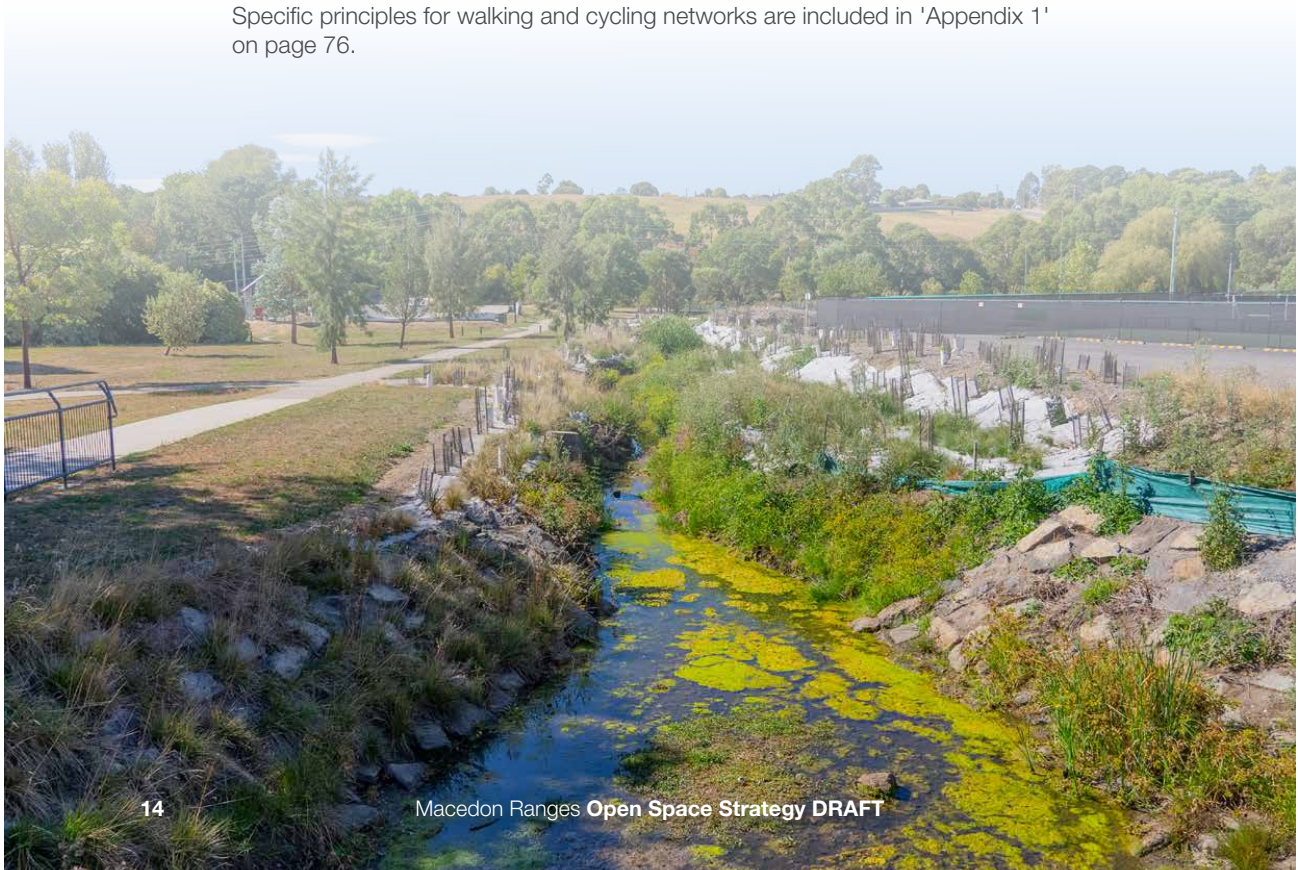
**Protect biodiversity and conservation**

Ensure open space helps enhance and protect native habitats and provides for local biodiversity and ecological corridors within township areas. Open spaces should provide access to nature and promote awareness and appreciation of local biodiversity values and habitat.

**Improve connectivity**

Achieve a well-connected network of open spaces with paths and linear connections, including along waterways.

Specific principles for walking and cycling networks are included in 'Appendix 1' on page 76.



3 Strategic Context

The Strategy is informed by state and local policies and strategies, which provide the strategic context for its vision and directions.

A thorough review of the policy context was carried out as part of the development of the draft Open Space Strategy, and is available in the Background Report.

'Figure 1' below, shows a summary of the relationships of the Open Space Strategy to a hierarchy of other Council plans and strategies.

Figure 1. Council plans and strategies



4 Where are We Now?

4.1 Key Drivers in Macedon Ranges

Urban growth and change

As new housing trends toward larger dwellings on smaller lots, access to adequate public open space is increasingly important, particularly in townships experiencing growth.

In considering new development, Council needs to assess the impacts on the open space network, and opportunities to improve it.

Equity

Some groups such as people with limited mobility, or people of specific ages such as teenagers, may experience a sense of exclusion due to design, signage, access, perceived lack of safety, or other issues. As Macedon Ranges' communities change demographically, these issues need to be understood and addressed.

Multifunctional Open Spaces

Open spaces can support numerous functions at the same time, such as recreation, habitat connectivity, stormwater management, and active transport, which is a good way to maximise the value of open space. However, this requires careful management and design to avoid conflicting demands between different functions, such as between habitat conservation and recreational use. This can mean increasing management and maintenance costs.

Open spaces in Macedon Ranges host numerous community buildings, but increasing demand for facilities such as kindergartens and sports pavilions can strain the already limited parkland. It's crucial that any new developments respect the original purpose of these spaces and preserve their value and accessibility. Too often, open spaces are wrongly viewed as unused land, resulting in unsuitable development proposals. As a general principle, allowing single use buildings or facilities to establish in public open spaces can compromise Council's aim to maximise the

value of these areas for a variety of uses and user groups.

Developer Contributions

There is need to use developer contributions from new development to fund open space acquisition and infrastructure improvements. As townships grow, so must the quantity and quality of public open spaces.

Climate Adaptability

Challenges associated with climate change include drought, flooding, heatwaves, storm events, bushfire, and ecological decline in habitats and biodiversity. There is a need to plan wisely for the resilience of open spaces. Some ways to approach this are through seeking to enhance native vegetation and canopy cover to support biodiversity and mitigate the urban heat island effect, and through water sensitive urban design.

Place Identity and Cultural Expression

There is an opportunity to reflect local identity and history through cultural storytelling, and particularly through including Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung narratives of place and environmental management.

Community Activation and Stewardship

Open spaces have a role in accommodating public events, which are key to community connection and vibrancy.

Volunteer programs, local partnerships, and community-led initiatives offer ideal opportunities to activate and maintain open space.

Habitat Fragmentation

As development increases, habitat is at risk of fragmentation. This is particularly challenging in semi-rural areas of Macedon Ranges with sensitive environments. Where possible, biodiversity linkages along waterways, drainage corridors, and roadsides need protection.

New Patterns in the Use of Open Space

As the community and the environment change, there are new implications for open space use and design, which includes:

- An aging population, with a priority to encourage physical activity levels in older adults;
- Increasing popularity of walking and cycling paths and trails;
- Increasing awareness of equity issues, as new park developments are increasingly embellished.

4.2. Townships Experiencing Growth

New residential areas need to have sufficient open space of the correct types to meet needs of growing communities and to reflect local character.

The townships that are expected to accommodate the majority of the Shire's growth are set out in its Statement of Planning Policy 2019, and structure plans for Gisborne and Romsey. They include:

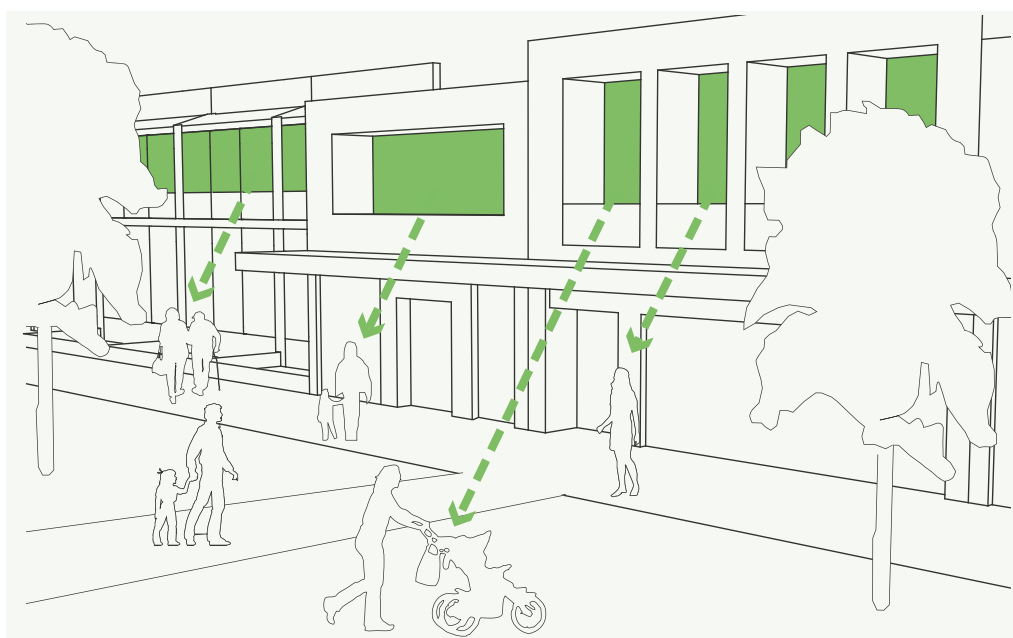
Table 2. Townships experiencing growth

Township	Growth area
Gisborne	<ul style="list-style-type: none"> • New Gisborne • The southern urban area
Kyneton	<p>South of the Campaspe River there is:</p> <ul style="list-style-type: none"> • A medium-term growth investigation area, and • A long-term growth investigation area
Romsey	The southern urban area
Riddells Creek	<ul style="list-style-type: none"> • The Amess Road Precinct Structure Plan area • South of the railway line there is a growth investigation area
Woodend	There is potential future urban development land to the east of Old Lancefield Road within the Statement of Planning Policy's Protected Settlement Boundary
Lancefield	Land affected by the Development Plan Overlay Schedule 24

Basic principles for open spaces in new urban areas include:

- Social recreation open space should be no less than 1 hectare, and no less than 8 hectares for active open space.
- Open spaces should be provided unencumbered.
- Waterways should be acquired as linear open space corridors with shared path connections where possible.
- Urban development should provide active frontages to an open space with either a public road or the doors and windows of buildings fronting the boundaries of an open space, as indicated by 'Figure 2' below.

Figure 2. Active frontages to open space¹



Further guidelines for the planning and design of open space in these areas can be found in:

- The Precinct Structure Planning Guidelines: New Communities in Victoria:
vpa.vic.gov.au/project/psp-guidelines
- The Urban Design Guidelines for Victoria:
planning.vic.gov.au/guides-and-resources/guides/urban-design-guidelines-for-victoria/public-spaces/public-spaces-principles

¹ Urban Design Guidelines for Victoria

These principles also serve as good guidance for planning and design of open space in established residential areas of townships.

The Macedon Ranges Planning Scheme provides the means for the implementation of the above outcomes in new urban areas.

Development contributions are required from property development to ensure the growth and improvement of the open space network keeps pace with the rate of urban growth and change.

New open spaces must adhere to Council's engineering standards and guidelines, which address a range of considerations such as drainage and access, and can be found on Council's website (Subdivision and engineering guidelines).



5 Where are We Going?

5.1 Demographics

Population and Urban Change

Between 2021 and 2036, the population of Macedon Ranges Shire is forecast to increase by 12,985 people (25.17 per cent), at an average annual change of 1.51 per cent (.id consultants).

The majority of this growth is expected to be in the Gisborne, Kyneton, Romsey and Riddells Creek districts where there will be an increase of 10,543 new residents, equating to 81 per cent of growth (.id consultants).

Approximately 12% of housing built in Gisborne, Kyneton, Romsey and Riddells Creek between now and 2036 is expected to be medium density housing, which is an increase of about 3% from current trends. Kyneton will see slightly more medium-density housing constructed than other towns over the next decade at 15%, compared to 10% for the other centres.

New homes will add 17 per cent to the existing housing stock by 2036. In keeping with recent patterns of urban development, newly subdivided blocks of land will generally be smaller with less outdoor space. Because of this, it will be important to ensure all residents, both new and existing, have good access to parks and open spaces.

Working from Home

According to 2021 census data, the COVID-19 lockdowns led to 24% more people working from home. While many have now returned to offices, some still work from home part of the time. The percentage of managers, professionals and clerical/admin workers in Macedon Ranges is relatively high at 52% compared to the average for regional Victoria

of 44%, which suggests there will be high demand for day-time use of walking trails as people look to relax or exercise on lunch breaks. This will create a larger focus on maintenance in these areas, particularly in townships.

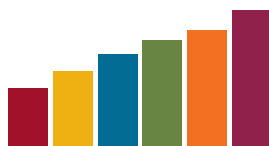
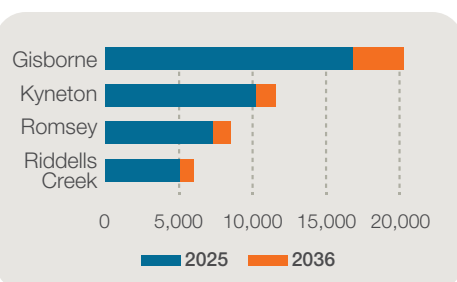
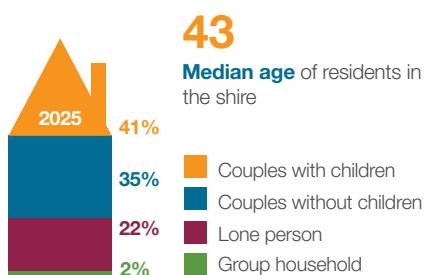
Household types

The Shire is forecast to remain a popular place for families with school-aged children, and for people aged 65 and above. A diversity of parks and open spaces should be planned with a focus on the needs of these groups. This includes play areas for children and their carers, welcoming open space areas for teenagers, and comfortable places for older people.

Figure 3. Demographics overview

Population size**56,073**

residents live in the shire

Population expected to grow
to **64,565** by 2036The greatest growth
(+187%) will occur
for those **aged 85+**The largest number of new
residents will be **parents
and homebuilders****Population growth by township****Macedon Ranges****Household types****Employment****24%** increase in people **working from home** in 2021 as a result of COVID-19 lockdowns.

Statistics are current as of April 2025, References:

forecast.id.com.au/macedon-ranges | forecast.id.com.au/macedon-ranges/population-age-structure | 2021 census data

6 Open Space Framework

6.1 Analysis Approach

This section introduces standards for the amounts of open space to be provided across Macedon Ranges, and how open space of varying types will be embellished.

6.1.1 Establishing an open space hierarchy

The hierarchy is determined by the number of users it serves, the size of the area, and the range of facilities available.

Destination

These open spaces draw visitors from across the municipality and beyond. They cater for a high level of visitation, may include a unique attraction of some kind, and are often visited for extended periods of time. They are well embellished with facilities and features for a variety of users.



Examples: Hanging Rock Reserve (pictured), Macedon Ranges Sports Precinct (New Gisborne), Kyneton Botanic Gardens.

Community

Community open spaces service a town, and sometimes beyond. Most people would ride or drive a short distance to visit. They may offer some amenities which are intended to meet the

needs of the entire town, such as a grassed area or playing surface. They are moderately embellished with facilities and amenities such as seats, play spaces, picnic areas, and other features.



Example: Woodend Children's Park (pictured).

Local

Open spaces that are within walking distance and intended to serve a local area. They may be used for daily recreation like walking a dog, and they have limited features, such as a play space and seating.



Example: Patricia Way Reserve, Woodend (pictured).

When creating new open spaces, the following size and access characteristics should be followed, as a guide:

Table 3. Open space hierarchy size and access

Open space level	Indicative size	Indicative access from residential areas
Destination	Over 5 hectares	2km
Community	1-5 hectares	1km
Local	0.2-1 hectare	400m

Council has an extensive network of existing open spaces which may not meet the standards in Table 3. For instance, large conservation reserves will often be over 5 hectares, however, are not classified as 'Destination' as they have limited features and embellishment.

6.1.2 Classifying open space by function

The function of an open space refers to its primary use and activities.

Parks and gardens, social recreation

These parks serve multiple uses such as for playgrounds, gardens, picnic facilities, event spaces, walking paths, and often have supporting features like toilets. They meet the needs of multiple user groups and ages.



Example: Malmsbury Botanic Gardens (pictured).

Organised sport

These areas are used mostly for organised sport, with a variety of sporting infrastructure

like pavilions and playing fields. However, they may also be multi-use, particularly in smaller townships where the football oval can be central to the community. They are typically used heavily on weekends.



Example: Romsey Park Sports Precinct (pictured).

Conservation

These are areas managed primarily for environmental conservation and biodiversity values. They may have basic public amenities such as walking tracks or seating.



Example: Bald Hill Reserve, Kyneton (pictured).

Linear

Linear open spaces can be landscape corridors like road or creek reserves, or landscaped pathways connecting residential to commercial areas. These public spaces support various functions and values, ranging from biodiversity and managing water quality to enabling active recreation and transport.



Example: Woodend Five Mile Creek

Civic space

These are open spaces in town centres that may feature paved areas, street furniture and formal landscaping. They can be used for gathering or event purposes.



Example: Kyneton Mechanics Institute (pictured).

Landscape amenity

These areas provide a sense of landscape relief from urban forms of buildings, or between adjoining land uses where they can provide a visual or noise buffer. They are usually undeveloped and may have grassed areas, remnant trees or shrubs.

Example: Malmsbury Racecourse Road Reserve.

Drainage and wetlands

The primary purpose of these areas is to manage water flows in urban areas, but they may serve secondary roles such as landscape amenity, or as linear path connections.

Example: Willowbank Drainage Reserve, Gisborne

Special purpose

These areas accommodate a specific use such as golf courses, cemeteries, or racecourses. They may have public access and secondary open space functions, such as for social recreation or nature conservation.



Example: Woodend Golf Club



6.1.3 Amount of open space

To identify the right amount of open space across Macedon Ranges, the Strategy uses the requirements of the Macedon Ranges Planning Scheme as a guide. Planning scheme Clause 56 is generally intended to apply to new urban subdivisions rather than to established urban areas. These standards must be considered alongside other factors such as the location, type, function and quality of open space in a given area. The intention is to ensure a high-quality network of multi-functional and well-distributed parkland that is equitable.

Macedon Ranges Planning Scheme, Clause 56.05-2 (Public Open Space Provision Objectives):

This part of the planning scheme sets out the following standards for providing open space:

- Local parks within 400 metres safe walking distance of at least 95 per cent of dwellings.
- Local parks generally 1 hectare in area.
- Active open space of at least 8 hectares in area within 1 kilometre of 95 per cent of all dwellings.
- Linear parks and trails within 1 kilometre of 95 per cent of all dwellings.
- In applying these standards, the planning scheme also sets out the following qualitative considerations:
- Provide a network of quality, well distributed, multi-functional and cost-effective public open space that includes local parks, active open space, linear parks and trails and links to regional open space.
- Provide a network of public open space

that caters for a broad range of users.

- Encourage healthy and active communities.
- Provide adequate unencumbered land for public open space and integrate any encumbered land with the open space network.
- Ensure land provided for public open space can be managed in an environmentally sustainable way and contribute to the development of sustainable neighbourhoods.
- In referring to these standards, qualitative factors need consideration, due to complexities like:
- The amount of open space does not indicate quality or experience;
- Multiple small pocket parks in proximity should be avoided, as these do not offer opportunities for multi-functional use that larger spaces have;
- Planning for open space in new subdivisions is simpler than planning for established areas where addressing undersupply issues can be challenging due to established land ownership.

Provision per township

Due to the different sizes and roles of Macedon Ranges townships, open space expectations will vary across these areas. Table 4 sets out expectations based on anticipated population growth over the 10-year lifespan of the Strategy.

Table 4. Open space expectations according to township scale to 2036¹

Size of township (population)	Centres	Population 2021/2036 forecast	Recommended open space provision	Total size requirement	Current provision (in hectares, excluding conservation areas)
10,000-100,000	Gisborne (together with New Gisborne)	10,999/ 17,544	<ul style="list-style-type: none"> • 2 Destination • 2 Community • 2 Local 	10 hectare +	69.04
6,000-10,000	Romsey	4,934/ 7,666	<ul style="list-style-type: none"> • 1 Destination • 1 Community • 2 Local 	10 hectare +	42.91
	Woodend	4,663/ 7,440			86.74
	Kyneton	5,151/ 6,393			111.12
2,000 - 6,000	Macedon & Mt Macedon	4,376/ 5,099	<ul style="list-style-type: none"> • 1 Community • 2 Local 	Under 8 hectares	77.31
	Riddells Creek	3,574/ 4,703			51.1
	Lancefield	1,691/ 2,623			28.17
500 - 2,000	Malmsbury	736/ 971	<ul style="list-style-type: none"> • 1 Community • 1 Local 	Under 3 hectares	48.96
Up to 500	Various settlements	Limited growth	1 Local	Under 1 hectare	Various

¹ ABS census data 2021, projected ahead to 2036 using 2011-2021 growth rates.

Population projections to 2036

No townships are forecast to grow beyond their classification in Table 4 by 2036, with the potential exception of Riddells Creek.

Population growth in Riddells Creek may be higher than that shown in Table 4 pending a decision from the Minister for Planning on the Amess Road Precinct Structure Plan. Estimates are that this may add a population of 4,270 to the town by the expected completion of development in 2046 (K2 Planning). Within the 10-year timeframe of the Open Space Strategy, this may elevate Riddells Creek into the 6,000-10,000 population category, with higher expectations for open space. Future urban growth is also possible south of the railway line. This may mean there is a need for a new Destination-level open space in the town. This potential need will be addressed by an Action of the Strategy.

6.1.4 Development level of service

The 'development level of service', refers to the amount and diversity of features of an open space, such as lighting, picnic facilities, car parking, and other features. The appropriate level of service for a particular open space is determined by the space's classification, as described in this Strategy in Section '6 Open Space Framework' on page 22:

- Hierarchy – whether the open space is classified as a Destination Park, Community, or Local;
- Function – the primary use of the open space, such as for social recreation, organised sport, or other.

These classifications reflect the anticipated length of stay, distance visitors generally travel, and the quality of experience offered. The reserve's primary function then guides the type of infrastructure required, such as for sport, social recreation, or otherwise.

These standards help to ensure equitable standards of open space across Macedon Ranges.

A detailed description of development level of service is included at 'Appendix 2' on page 78, which aligns to the open space classifications used in Section '6 Open Space Framework' on page 22 of this Strategy.

Encumbered Open Space

Some open space has other functions such as being a road reserve, having underground infrastructure, or being a drainage reserve. While these areas may be used for recreation purposes, their encumbered status restricts their use and limits whether and how these areas will be improved by Council over time.

Pocket Parks

Throughout many residential areas there are small 'pocket parks' that often do not meet the ideal minimum size or level of service standards of a local park, as set out in the Strategy.

Council's approach to these areas will be:

- They are often too small to accommodate a diversity of uses and user groups, and there is a preference for larger, more adaptable open spaces.
- They may be suitable for rationalisation, subject to the criteria described in Section '6.4' on page 64, with any revenue from sale of public land reinvested into the improvement of the open space network.
- The level of service and maintenance will be limited.

6.1.5 Maintenance level of service

To clarify expectations for different levels and types of open space, Council will develop a public-facing guide for maintenance levels of service, which is aligned to the Open Space Strategy classifications of open space hierarchy and function.

This will be an action of the Strategy and will be used to inform ongoing maintenance operations.

6.1.6 Dog off-leash areas

Council has an on-leash requirement for dogs across the Shire, unless they are within legally designated dog off leash areas. Council currently has 52 designated areas, including fenced and unfenced. These spaces are mostly in unfenced and partially fenced open spaces, where they share the use of these spaces with other users, such as in sports reserves. They are regularly reviewed.

Recommended locations for fenced dog off leash areas are shown in 'Appendix 2 (Development Levels of Service)' on page 78 of this Strategy.

Future reviews of dog off leash areas will need to be aligned to the Strategic Framework in this Strategy, and an action of this Strategy is to develop a policy to inform the use of open spaces for dogs and people for off-leash exercise.



6.2 Township Analysis

Based on the previous sections, this section provides recommendations for future open space across Macedon Ranges townships. The assessment is based on:

- The principles of this Strategy for open space
- The standards for the amount of open space needed
- The classification of the open space hierarchy and function

6.2.1 Gisborne



Overview

Gisborne, including New Gisborne, is Macedon Ranges' largest town. Gisborne had a population of 10,999 people in the 2021 Census, anticipated to grow to 17,544 by 2036. The town sits within the Jacksons Creek valley, and views to the hills and ridgelines together with generous open spaces all contribute to Gisborne's unique sense of place.

Gisborne's future growth will occur through new residential development in the Willowbank Road area, the Ross Watt Road development, in New Gisborne, as well as through infill development in some established areas.

Gisborne's key open spaces are found on and around the Jacksons Creek corridor, with smaller parks distributed throughout the township. Opportunities exist to upgrade these smaller open spaces to better serve residential communities and provide more social recreation open space. More amenities are needed for children and youth at Community and Destination parks.

There are a series of waterways connecting to Jacksons Creek, where opportunities exist to create improved connections and paths into the town centre.

New Gisborne

New Gisborne is located north of the Calder Freeway and spatially separated from the Gisborne township. This area is expected to accommodate the majority of future population growth under the adopted Gisborne Futures Structure Plan. Macedon Ranges' key active regional sports facility, the Macedon Ranges Sports Precinct, is situated close to the train station and this is an area that has been identified to experience significant residential and commercial development in the future.

Growth in New Gisborne provides an opportunity to plan well-designed and connected new open spaces to complement future development near the train station, including the enhancement of creek corridors.

Figure 4. Map of Gisborne

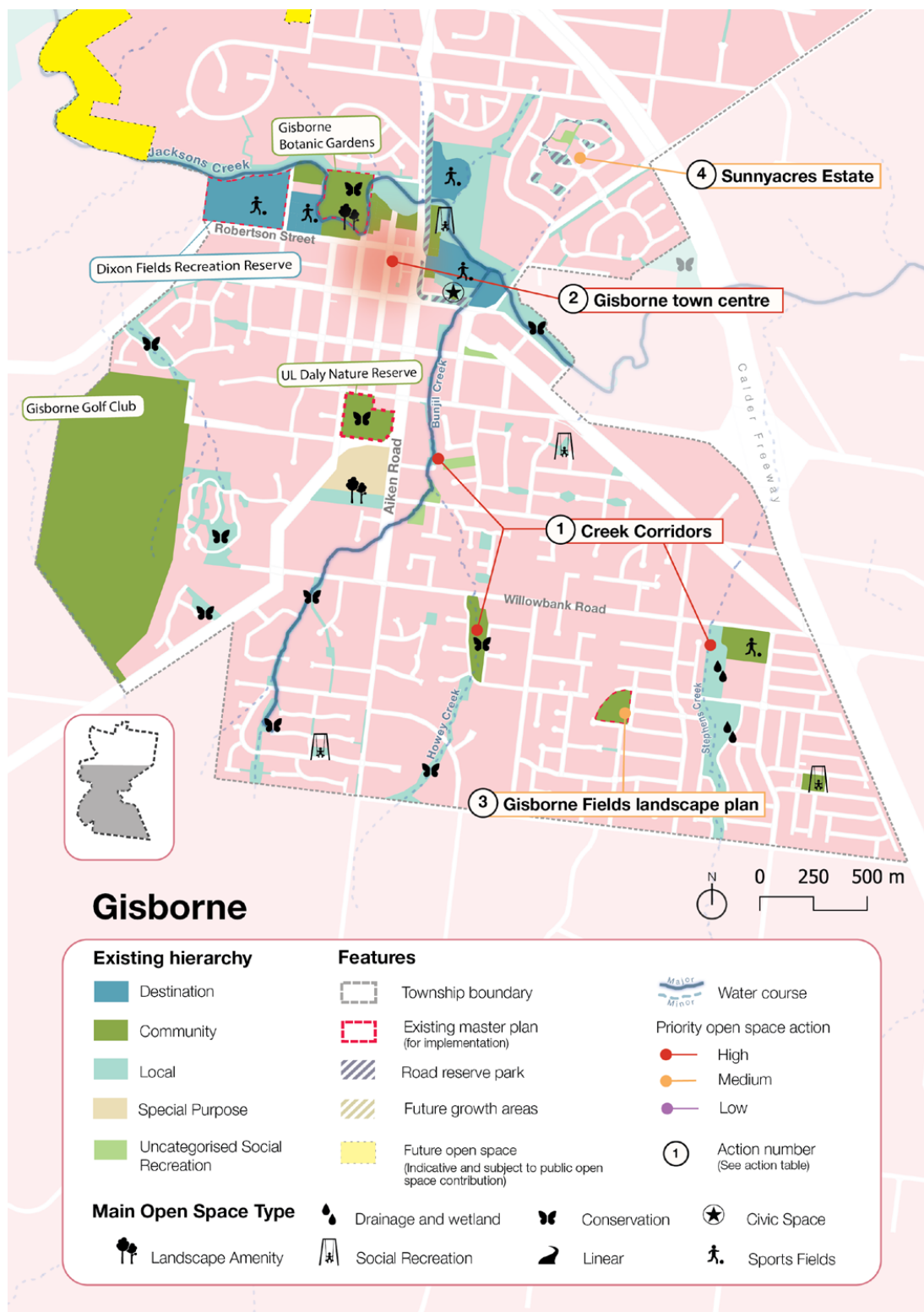


Table 5. Gisborne Actions

Action		Rationale	Responsibility	Priority level
1	Continue to enhance the Stephens, Bunjil, and Howey creek corridors to provide open space access to southern parts of Gisborne. This should include continued public acquisition of segments of the creeks to connect missing links where possible through residential development, and new shared path connections and social recreation facilities in adjacent open spaces.	Enhancement opportunities are identified in the Gisborne Development Contributions Plan, the development plans for the Willowbank and Fersfield Road areas, and the Environmental Management Plan for Bunjil and Howey Creek. Strategic acquisition of areas of the creek currently in private ownership would provide open space access and active transport benefits.	Property and Valuations (land acquisition); Parks, Recreation and Depot Operations (paths); Environment (Environmental Management Plans)	High
2	Develop and implement an urban design framework (UDF) for the Gisborne town centre, including identification of civic open space and social gathering opportunities in the central commercial precinct.	There is a lack of civic space in the Gisborne town centre.	Strategic Planning (Development of UDF); Facilities and Aquatics (project delivery); Parks Recreation and Depot Operations (Implementation of UDF)	High
3	Update the Gisborne Fields Landscape Plan (master plan) to address the addition of open space land to the west of the existing site, in accordance with the standards for a Community-level social recreation open space.	Through subdivision of adjoining land, the park size will increase to include additional land to the west, which will need to be integrated into park design and planning.	Parks, Recreation and Depot Operations	Medium
4	Investigate opportunities to improve access to social recreation open space in the Sunnycres Estate (land bounded by Calder Freeway, Kilmore Road, The Boulevard, and Black Avenue) by upgrading one of the existing open spaces to meet the standards of a Local open space.	The estate currently includes a number of unembellished open spaces but none provide adequate social recreation access for residents of the estate.	Strategic Planning (rezoning if required); Parks, Recreation and Depot Operations	Low

Figure 5. Map of New Gisborne



Table 6. New Gisborne Actions

Action		Rationale	Responsibility	Priority level
1	Develop open spaces in the New Gisborne growth precinct in accordance with the Gisborne Futures Structure Plan. These spaces will include active, social and civic spaces, as well as protection of the creek environs as drainage, recreation and biodiversity corridors.	The Gisborne Futures Structure Plan sets out areas for the development of residential, commercial/employment and community uses. These new urban areas should be supported by well-planned open spaces to serve the needs of both new and existing communities.	Parks, Recreation and Depot Operations	Medium
2	Provide social recreation amenities at the Zeal Street Reserve consistent with standards for a Local open space.	The Reserve has excellent access and visibility from surrounding streets but currently has no infrastructure or amenities to support day-to-day visitation. Upgrade of this park would fill an access gap in this part of New Gisborne for social recreation.	Parks, Recreation and Depot Operations	Medium



6.2.2 Kyneton



There are opportunities for improved path connections, especially along the Campaspe River, potentially linking to Post Office Creek in the north-west of the town.

Space for social recreation is well distributed. Some parks such as Bluestone Rise Park, Gasworks Park, and Hurry Reserve (Kyneton Velodrome) have the potential to offer improved social recreation outcomes. There is a need for improvement to civic open space in the town centre.

Overview

Kyneton is a historic rural town which had a population of 5,151 people in the 2021 Census, anticipated to grow to 6,393 by 2036. Potential new urban areas are identified to the south of the existing township.

The Kyneton Botanic Gardens are the largest open space in Kyneton and are valued for their social recreation and conservation values. The Kyneton Showgrounds and Barkly Square are Community-level open spaces with an organised sport function, which both have master plans now being implemented to provide for their improvement.

Figure 6. Map of Kyneton

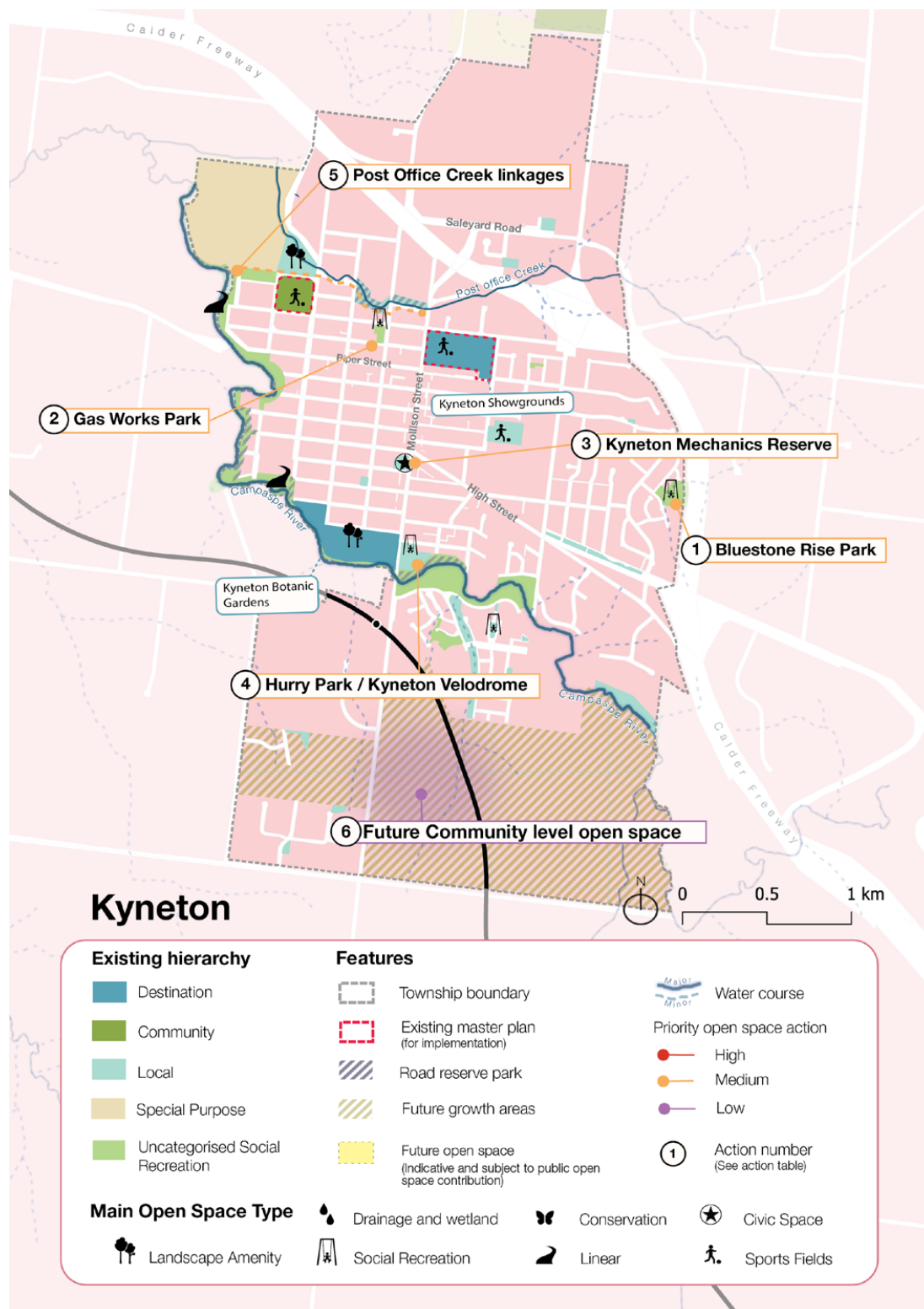


Table 7. Kyneton Actions

Action		Rationale	Responsibility	Priority level
1	Investigate providing a Community-level open space at Bluestone Rise Park.	There is a lack of social recreation open space in this area of east Kyneton, which can be addressed by a Community-level open space.	Strategic Planning (rezoning if required), Property and Valuations (land acquisition if required); Parks, Recreation and Depot Operations (master planning and implementation)	Medium
2	Undertake a performance assessment of Gasworks Park to investigate upgrading the park to a Local-level social recreation open space.	There is an opportunity to provide improved access to passive recreation for the surrounding residential catchment in this location.	Parks, Recreation and Depot Operations	Medium
3	Upgrade the urban design and infrastructure at the Kyneton Mechanics Reserve, in accordance with the Kyneton Urban Design Framework 2025.	The site presents an opportunity to deliver improved civic open space outcomes, addressing an identified shortfall, and integrate with the Old Kyneton Primary School redevelopment.	Strategic Planning (urban design); Facilities and Aquatics (project delivery); Parks Recreation and Depot Operations	Medium
4	Investigate alternate uses for Hurry Reserve as it is an underutilised asset.	Identify opportunities to better utilise the site to meet the evolving community needs.	Parks, Recreation and Depot Operations	Medium
5	Investigate opportunities for improving social recreation and trail linkages along Post Office Creek to connect Mollison Street, Barkly Reserve, and the Campaspe River Trail.	There is an opportunity to strengthen connections between key open spaces and expand social recreation opportunities through improved off-road trails.	Parks, Recreation and Depot Operations	Medium

Action		Rationale	Responsibility	Priority level
6	Seek provision of a Community-level open space as part of the development of new urban areas south of the Campaspe River.	Future development plans should be coordinated to include the provision of a well-connected, Community-level social and active recreation space to meet the future open space needs of this area.	Parks, Recreation and Depot Operations	Low
7	Liaise with the Victorian Government to ensure the redevelopment of the Old Kyneton Primary School site includes quality open space and strong connections to nearby public spaces.	A master plan for the site has been prepared by the Victorian Government, and there is a need for good connections to surrounding open spaces.	Communications and Advocacy; Parks, Recreation and Depot Operations	Ongoing

6.2.3 Romsey



Overview

Romsey had a population of 4,934 people in the 2021 Census, anticipated to grow to 7,666 by 2036. The town's largest open space is the Romsey Park Sports Precinct, which provides a central active open space reserve including football, netball, cricket, tennis, bowls, athletics, soccer and golf. Five Mile Creek Reserve provides a central green corridor and

off-road linkages. Romsey Eco-therapy Park is the newest open space reserve and aims to provide an accessible, sensory experience focussing on engagement with nature. It also provides social recreation opportunities. Other reserves throughout the established urban area are generally less embellished and provide for local needs.

There are opportunities to improve linkages between open spaces and improve walkability, and to increase access to social recreation open space. There is a need for a civic open space.

There are existing master plans for Five Mile Creek and Romsey Park Sports Precinct which are now being implemented to improve these parks and their connectivity, which is a key short-term focus.

Figure 7. Map of Romsey

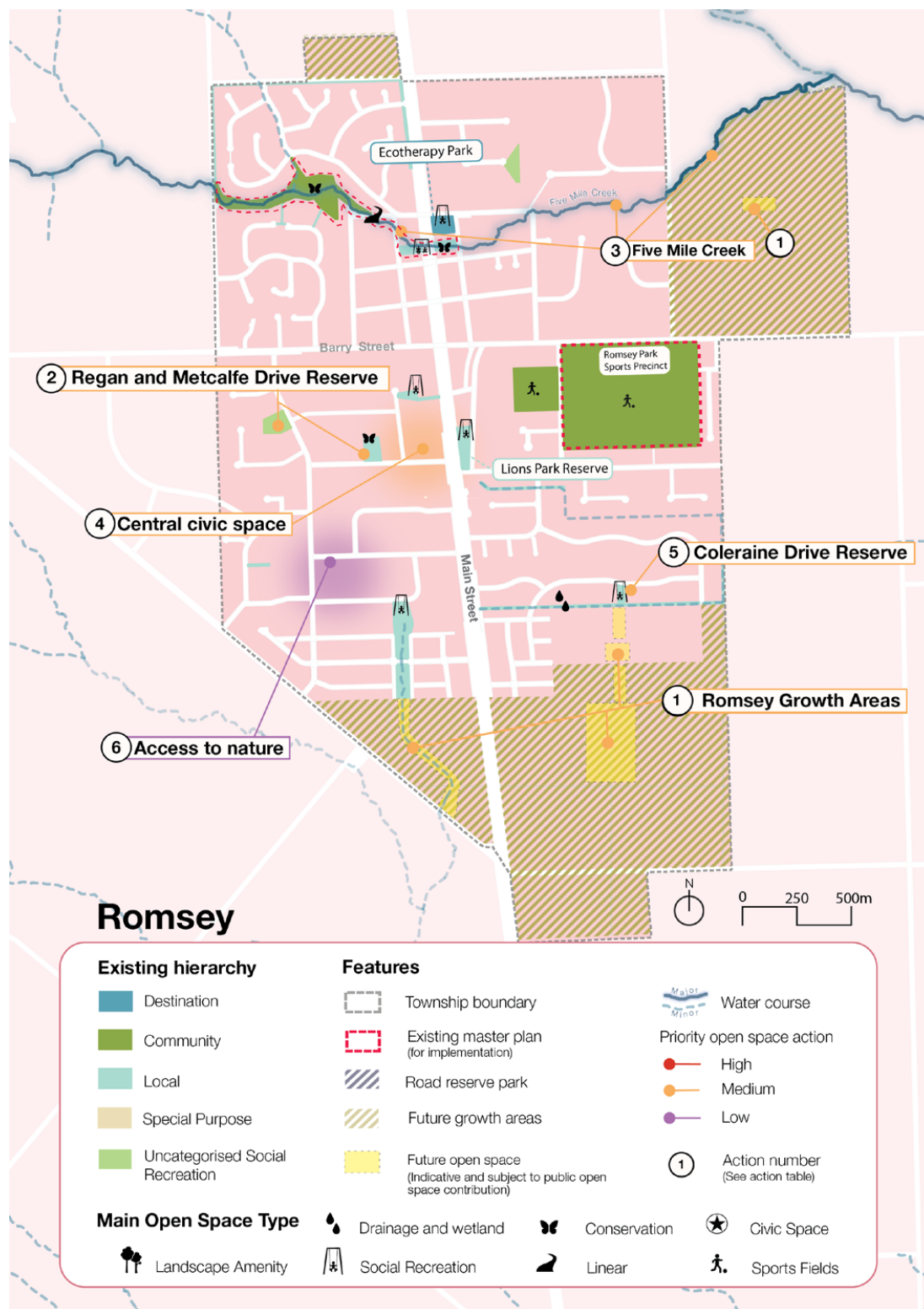


Table 8. Romsey Actions

Action		Rationale	Responsibility	Priority level
1	Develop open spaces in Romsey growth areas in accordance with the Romsey Structure Plan. These spaces will include active, social and civic spaces, as well as protection of the waterway environs to provide drainage, recreation and biodiversity corridors.	The Romsey Structure Plan sets out areas for the development of residential, commercial/employment and community uses. These new urban areas should be supported by well-planned open spaces to serve the needs of both new and existing communities.	Parks, Recreation and Depot Operations	Medium
2	Investigate whether either Regan Drive Reserve or Metcalfe Drive Reserve may be embellished to serve a Local-level social recreation function.	There is a lack of social recreation open space in this area on the west side of Main Street.	Parks, Recreation and Depot Operations	Medium
3	<p>Through future subdivision processes, investigate acquiring additional reserve land:</p> <ul style="list-style-type: none">Along Five Mile Creek east of Main Street to create a linkage to Tickawarra Road and to potential urban growth east of Tickawarra Road.Through properties on Pohlman Street to create a linkage between Lions Park and Five Mile Creek Reserve.	Opportunity for high value linkages into the town centre.	Parks, Recreation and Depot Operations; Property and Valuations (land acquisition)	Medium
4	Investigate acquiring a civic open space in the town centre, through future urban development processes.	There is an identified need for a civic open space.	Parks Recreation and Depot Operations; Property and Valuations (land acquisition)	Medium

Action		Rationale	Responsibility	Priority level
5	Seek an expansion of the Coleraine Drive Reserve social recreation open space through a contribution of additional land as part of new residential development to the south.	Opportunity to expand the reserve as part of future residential development. This could provide additional road frontage to the Reserve.	Statutory Planning (lead); Parks, Recreation and Depot Operations	Medium
6	In the south of Romsey, explore opportunities to increase access to nature in open space planning and design.	There is a lack of this in south Romsey.	Statutory Planning (future development negotiations); Property and Valuations (land acquisition), Parks, Recreation and Depot Operations	Low

6.2.4 Riddells Creek



Overview

Riddells Creek had a population of 3,574 people in the 2021 Census, which is currently anticipated to grow to 4,703 by 2036.

However, this figure may be higher pending a decision by the Minister for Planning over the Amess Road Precinct Structure Plan, as explained in Section '6.1.3 Amount of open space' on page 26. The town's open space reserves are located centrally around the Riddells Creek Recreation Reserve, Lions Park and Walter J Smith Reserve.

Additional reserves along Riddells Creek (waterway) and Dry Creek have been acquired and there is a need to improve connectivity between these reserves and a wider open space network. This may lead to improved opportunities for walking and cycling in the town.

There is a need for more social recreation open space in the town, particularly north of Main Road, and a need for a civic open space.

New development along Amess Road will provide additional open space for local needs. Existing, centrally located reserves will play a larger open space role as the town grows.

Figure 8. Map of Riddells Creek

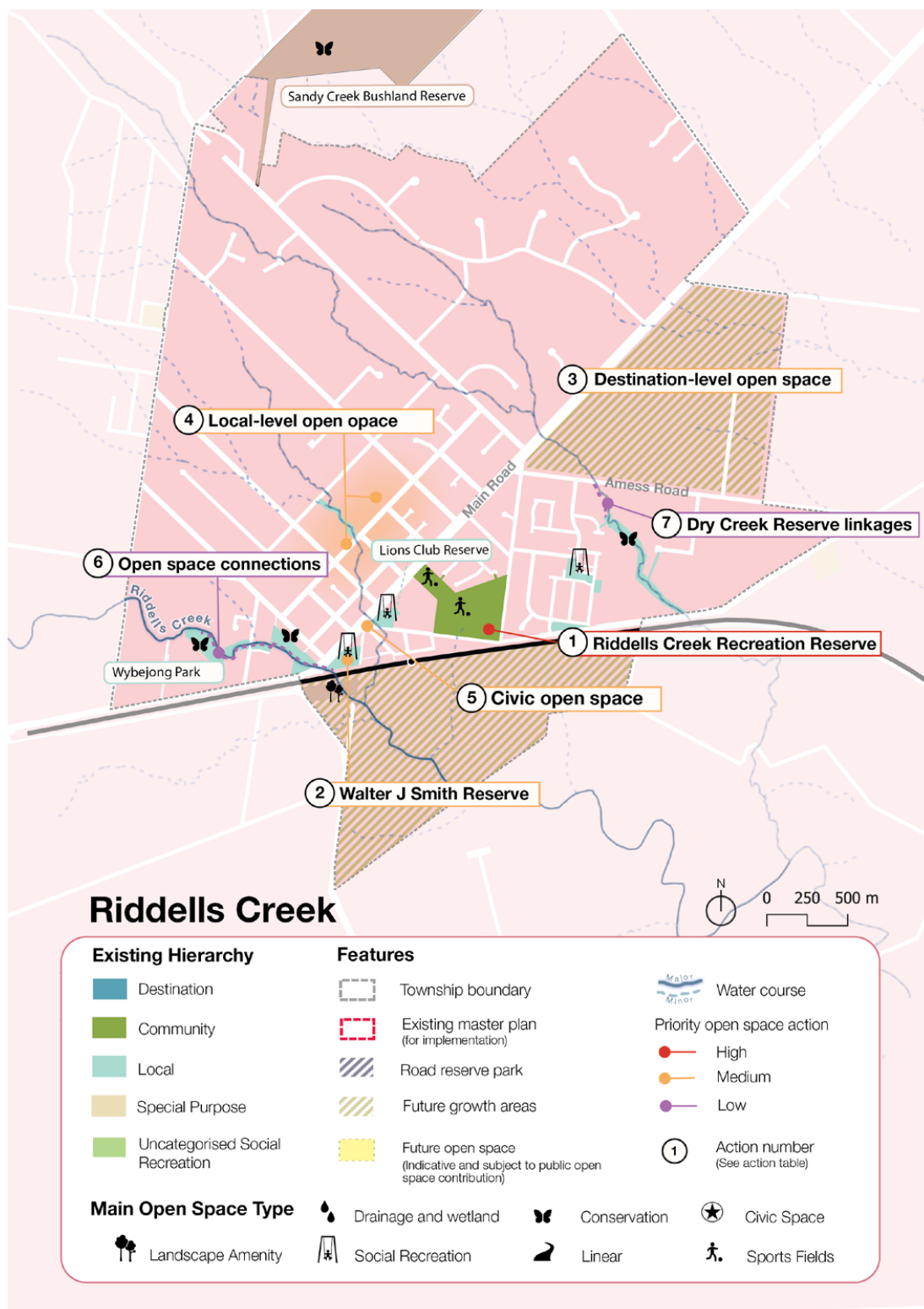


Table 9. Riddells Creek Actions

Action		Rationale	Responsibility	Priority level
1	Undertake a master plan for Riddells Creek Recreation Reserve and ensure future social recreation upgrades align with its function as a Community-level open space.	Upgrades to the park will be subject to development contributions from the Amess Road Precinct Structure Plan. A master plan is needed (with community input) to formalise how development contributions will be spent.	Parks, Recreation and Depot Operations	High
2	Undertake a performance assessment of Walter J Smith Reserve as a Local-level social recreation open space, to inform potential upgrades.	There is a lack of social recreation open space, and opportunity to address this need.	Parks, Recreation and Depot Operations	Medium
3	Monitor the need for a Destination-level open space as the township grows.	Urban growth may mean that the township becomes a Large District Town over the next 10 years. This would create a need for a Destination-level open space.	Parks, Recreation and Depot Operations	Medium
4	Investigate opportunities for a further Local-level social recreation open space to be provided north of Main Road.	There is a lack of social recreation open space in this area.	Strategic Planning; Property and Valuations (land acquisition if required); Parks, Recreation and Depot Operations	Medium
5	Investigate opportunities for a civic open space to be provided as part of an existing open space area.	There is a need for a civic open space	Property and Valuations (land acquisition); Parks Recreation and Depot Operations	Medium

Action		Rationale	Responsibility	Priority level
6	Seek to acquire land for an open space connection from the former Smiths Nursery along Riddells Creek to Wybejong Park as a linear waterway reserve as development of adjoining land makes this possible.	Possibility to create a linear waterway connection, building on reserves previously acquired, to connect to Walter J Smith Reserve and to potential urban growth land to the south of the railway.	Strategic Planning; Property and Valuations (land acquisition)	Low
7	Investigate acquiring an access reserve along Dry Creek Reserve if the opportunity arises through subdivision or other means, through 60 Amess Road, to link the Amess Road Precinct Structure Plan area with the train station.	Potential for a high value linkage, that may also connect to a future urban development area south of the railway line.	Strategic Planning; Property and Valuations (land acquisition)	Low

6.2.5 Woodend



Overview

Woodend had a population of 4,663 people in the 2021 Census, which is anticipated to grow to 7,440 by 2036. The township sits within a valley surrounded by forest and bushland areas, with significant views of Mount Macedon, Golf Course Hill and Hanging Rock. The area contains a strong mix of conservation reserves and parkland. Five Mile Creek

provides a key spine of open space in the town, and incorporates a number of parkland areas of diverse functions. A master plan exists for Five Mile Creek which is now being implemented, and aims to provide accessible paths, seating, and picnic areas, and to provide diverse experiences such as wide open spaces, forested areas, and opportunities to access the water's edge.

There is a shortage of social recreation open space, particularly south of the railway line. There is a need to increase connectivity to the open space network, including within the Five Mile Creek corridor.

Figure 9. Map of Woodend

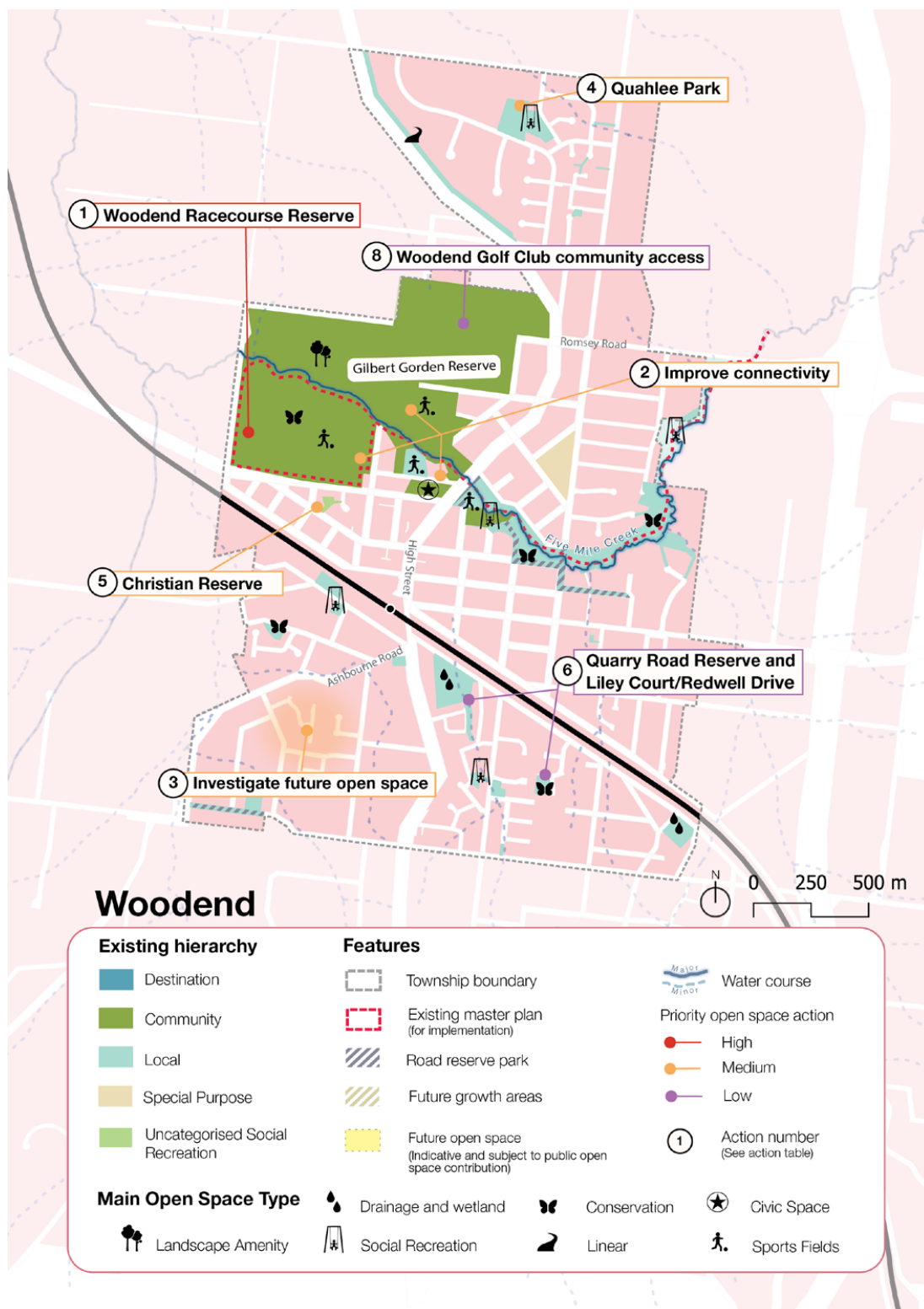


Table 10. Woodend Actions

Action	Rationale	Responsibility	Priority level
1 Complete a master plan for the Woodend Racecourse Reserve.	The open space is well connected to other open spaces and a master plan is needed to guide future planning, design, and facility upgrades.	Parks, Recreation and Depot Operations	High
2 Investigate improving the connectivity of open space land uses near the library (the skate park, tennis club, swimming pool, and Children's Park) through paths and wayfinding improvements.	Provide pedestrian and wayfinding improvements to support its role as Community-level civic space. This will be guided by the Five Mile Creek Master Plan and the Community Centre redevelopment.	Strategic Planning (urban design); Facilities and Aquatics (project delivery); Parks, Recreation and Depot Operations	Medium
3 Investigate opportunities for a further Local-level social recreation open space to be provided south of the railway line, west of High Street.	There is a lack of social recreation open space in this area of Woodend.	Parks, Recreation and Depot Operations	Medium
4 Should land on Old Lancefield Road be rezoned for residential purposes, investigate an upgrade of Quahlee Park from a local to a Community-level open space to support this, with potential assistance from developer contributions.	The park is key to open space access in the north of Woodend and has potential to serve a further residential catchment should land on Old Lancefield Road be rezoned.	Parks, Recreation and Depot Operations	Medium
5 Undertake a performance assessment of Christian Reserve to inform a decision on its future viability as an open space.	The park lacks passive surveillance and quality urban design and is located very nearby larger parkland at the Racecourse Reserve and Five Mile Creek.	Strategic Planning (urban design), Property and Valuations; Parks, Recreation and Depot Operations	Medium

Action	Rationale	Responsibility	Priority level
6 Investigate use of either the Quarry Road Reserve, or the Lilley Court/Redwell Drive Reserve for social recreation purposes, alongside the primary functions of these open spaces as drainage and conservation respectively.	There is a lack of social recreation open space in this area of Woodend.	Parks, Recreation and Depot Operations	Low
7 Should the town's population pass 6,000 people, investigate upgrade of an existing park to a Destination-level open space.	For a town of 6,000 people, a Destination-level open space should be provided as per Table 3 of this Strategy.	Parks, Recreation and Depot Operations	Low
8 In collaboration with the Woodend Golf Club, seek to continue community access, improve environmental management close to Five Mile Creek, and improve access to surrounding areas such as the creek and Gilbert Gordon Reserve.	The site can add value to the network of open spaces along Five Mile Creek.	Parks, Recreation and Depot Operations	Low

6.2.6 Lancefield



Overview

Lancefield had a population of 1,691 people in the 2021 Census, which is anticipated to grow to 2,623 by 2036. Some modest population growth is expected due to likely future development on large sites within the township boundary.

The town has wide, tree-lined avenues and a relatively high amount of open space per person. Lancefield Park Recreation Reserve is the town's primary active open space, supporting a wide range of uses including cricket, AFL, lawn bowls, equestrian activities, netball, and tennis. Implementation of the master plan for the site will enhance these existing facilities and provide additional social recreation uses. The park is currently managed by a volunteer-led Committee of Management

and owned by the Victorian Government. Council provides ongoing support including through annual maintenance budget contributions, recognising that the park is an important community asset.

Additional open space is provided at High Street Reserve, which offers more informal recreation opportunities, and some smaller local open spaces.

Opportunities exist to establish a dedicated civic space in the town centre and ensure smaller open spaces are well-connected and effective in delivering social recreation for surrounding neighbourhoods.

Figure 10. Map of Lancefield

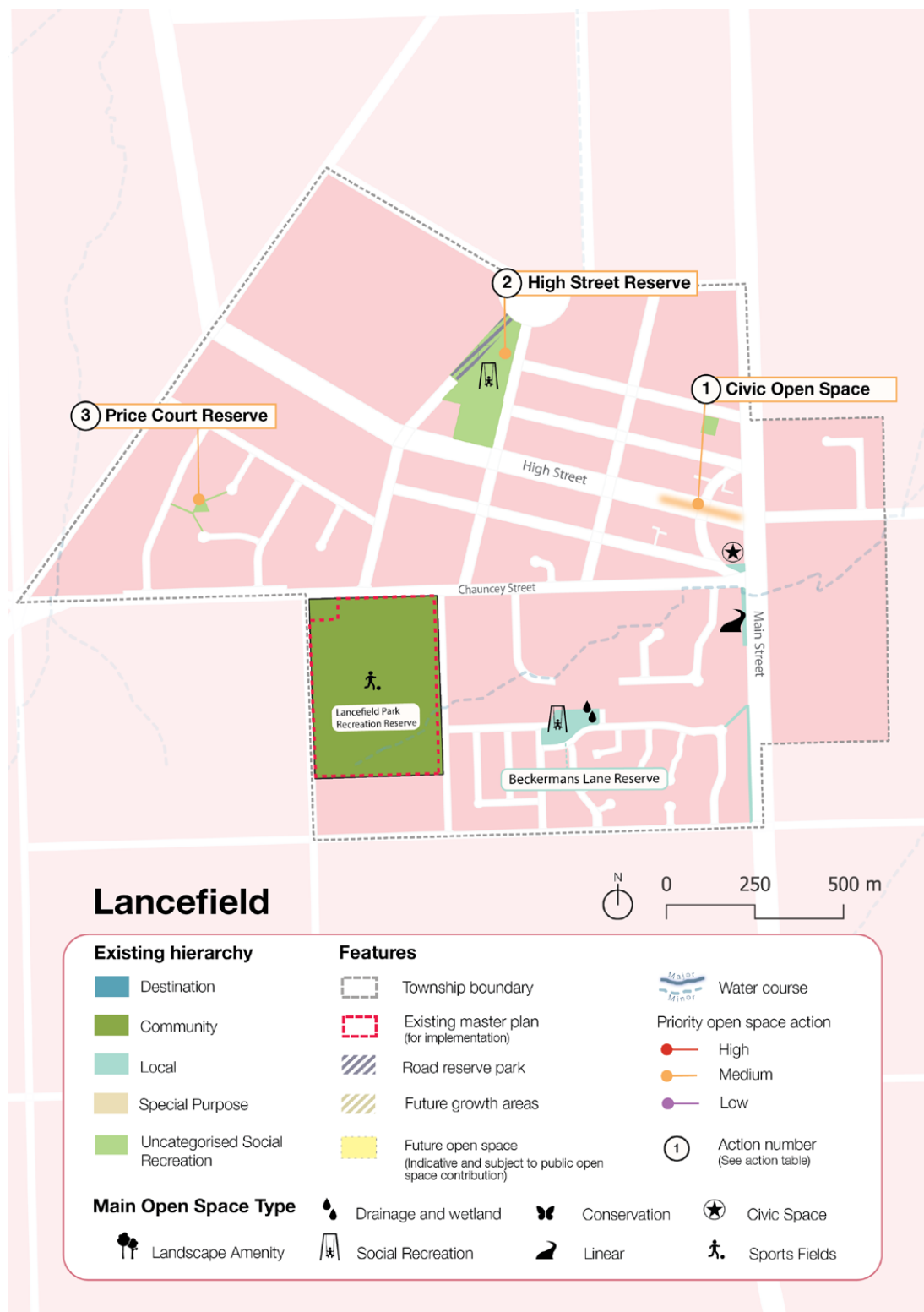


Table 11. Lancefield Actions

Action	Rationale	Responsibility	Priority level
1 Subject to initiation by the Lancefield Park Recreation Reserve Committee of Management, assist to undertake a review of management arrangements and responsibilities in consultation with the Victorian Government and the Committee of Management of the Lancefield Park Recreation Reserve.	The Lancefield Park Recreation Reserve Committee of Management's responsibilities entail a high level of risk.	Lancefield Park Recreation Reserve Committee of Management; Parks, Recreation and Depot Operations	Not applicable
2 Investigate the suitability of a dedicated civic open space in or near the town centre, including opportunities to upgrade the central median for formal civic use.	The town centre lacks an accessible open space.	Strategic Planning (if rezoning required); Facilities and Aquatics (project delivery); Parks, Recreation and Depot Operations	Medium
3 Investigate upgrade of the High Street Reserve as a Community-level, social recreation open space.	There is a lack of social recreation open space. The site has good access, visibility, and proximity to the primary school.	Parks, Recreation and Depot Operations	Medium
4 Undertake a performance assessment of Price Court Reserve to inform a decision on its future viability as an open space.	The park lacks passive surveillance and quality urban design.	Parks, Recreation and Depot Operations; Property and Valuations (potential land disposal)	Medium



6.2.7 Malsbury



Overview

Malsbury is a town with a population of approximately 736 (2021 Census) and is likely to experience incremental growth over the coming years. Malsbury is well provided with open space and conservation areas, complemented by a character of heritage buildings and well-kept gardens. There is a village green that extends from parkland along Mollison Street in the town centre, which is a place of markets and activity.

Malsbury's open space is concentrated in and around the Coliban River. There are opportunities to connect residential areas more effectively into the open space network.

Figure 11. Map of Malmesbury

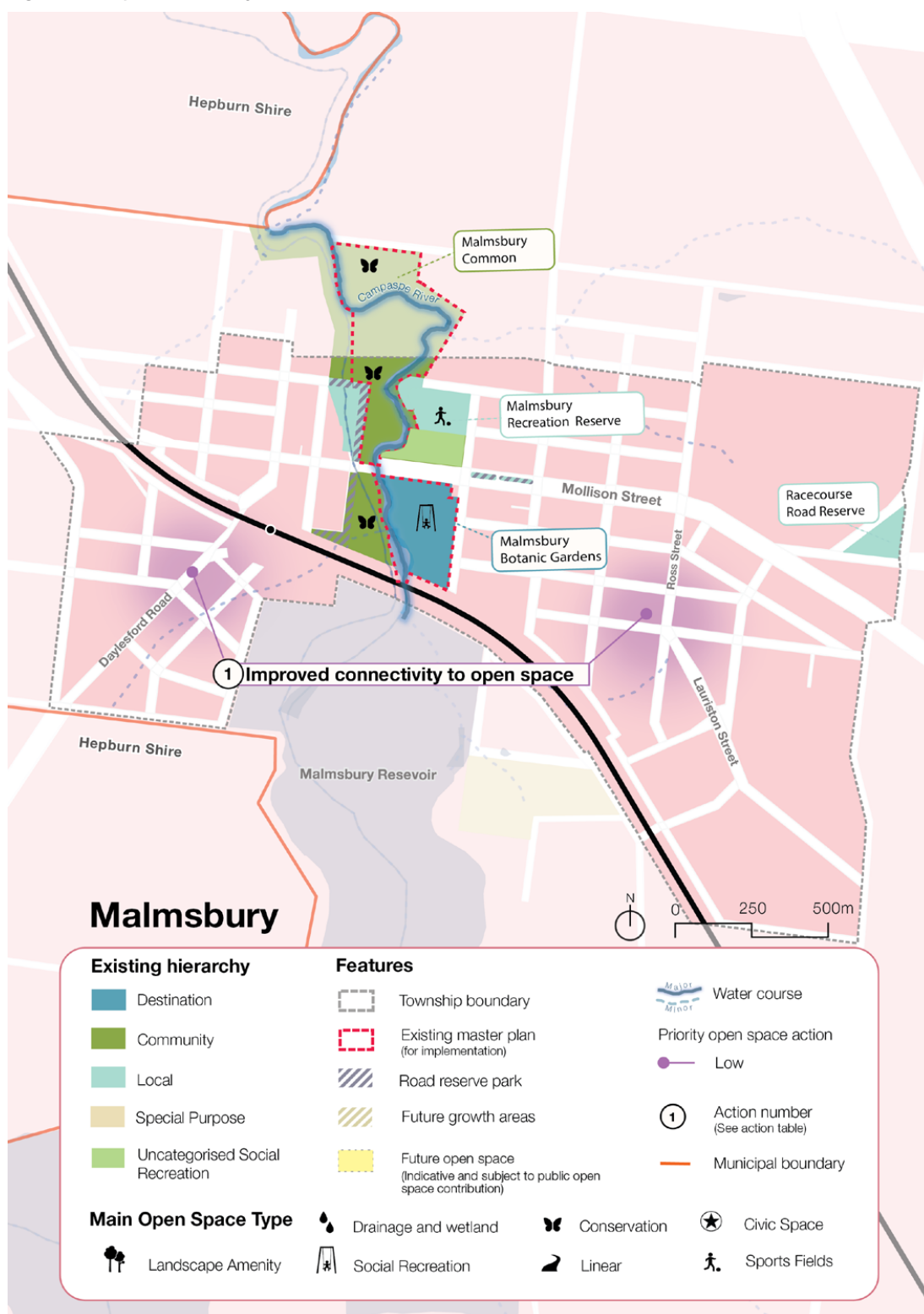


Table 12. Malmsbury Actions

Action		Rationale	Responsibility	Priority level
1	Investigate opportunities to link residential areas into the open space network more effectively.	Improve access to open spaces from residential areas.	Strategic Planning (urban design); Facilities and Aquatics (project delivery)	Low



6.2.8 Macedon and Mount Macedon



Overview

Macedon and Mount Macedon had a population of 4,376 people in the 2021 Census, which is anticipated to grow to 5,099 by 2036. It has low-density residential areas in a significant environmental and landscape setting. The area has a large amount of open space per person, relative to other parts of Macedon Ranges. There are significant tourism areas, drawing visitors from surrounding areas, with visitation peaking in autumn, and significant places of Aboriginal cultural heritage significance.

Generally, there is a need for improved access to social recreation open spaces and civic open space, and more amenities are needed for children and youth at Community and Destination parks.

Figure 12. Map of Macedon and Mount Macedon

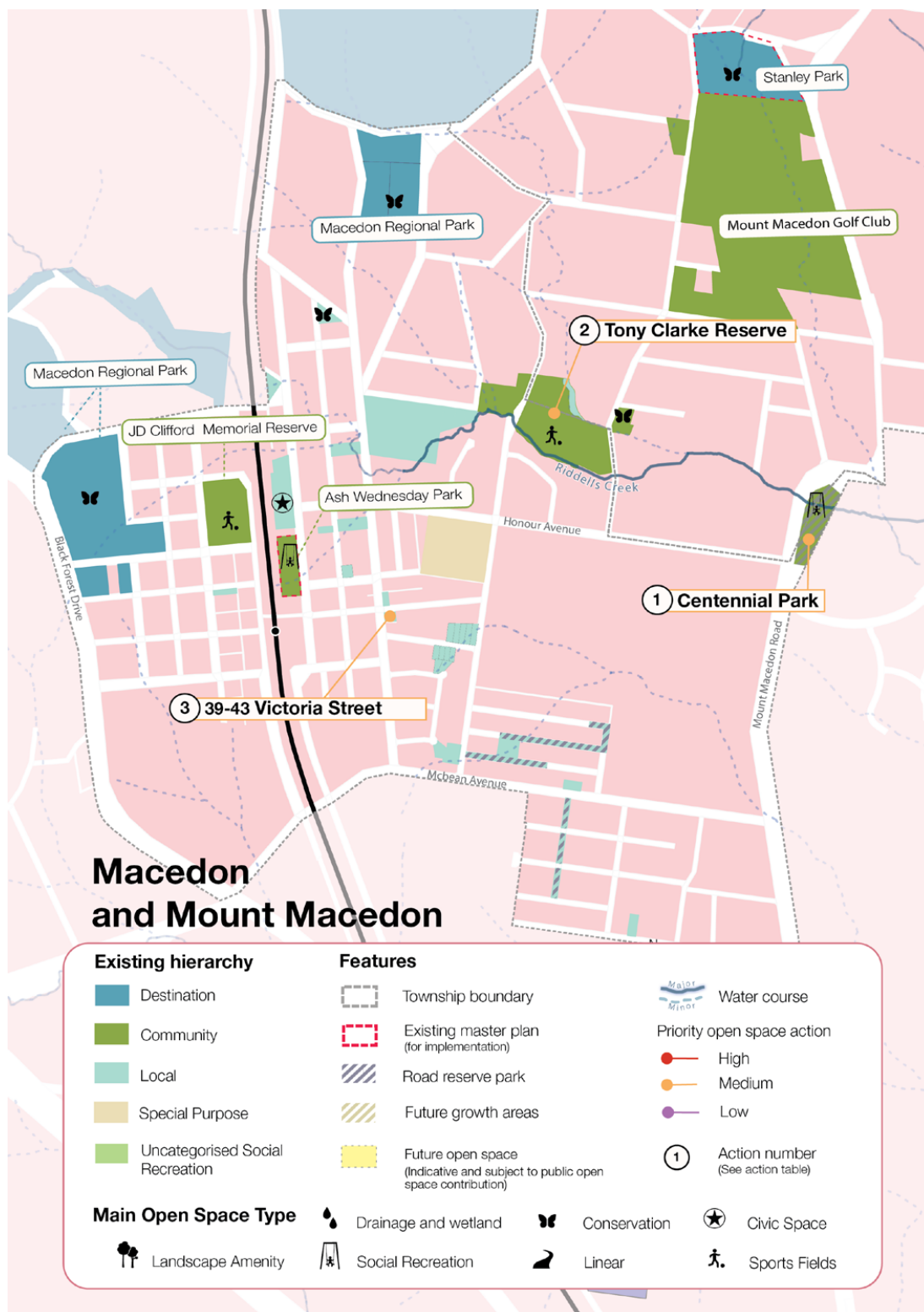
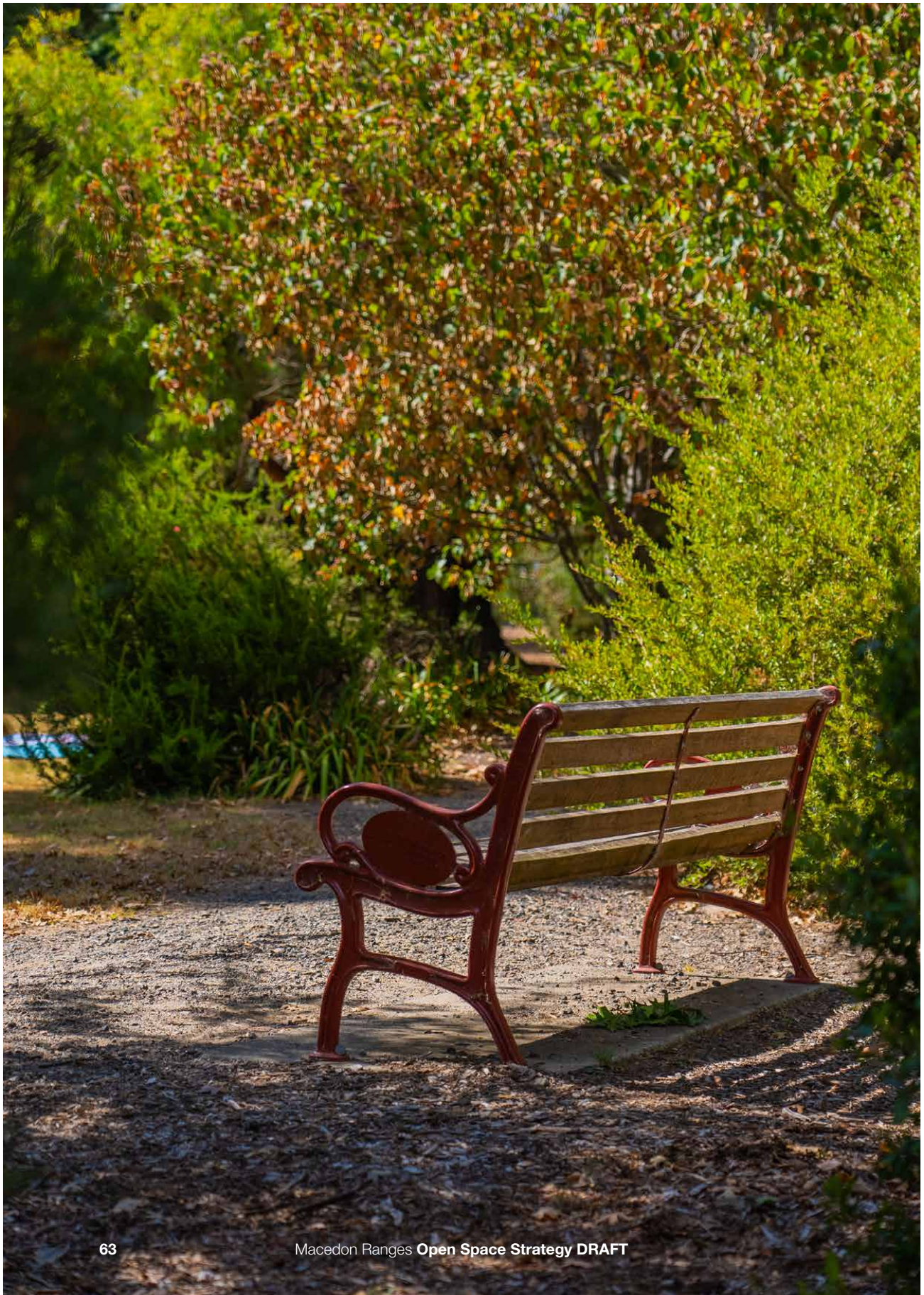


Table 13. Macedon and Mount Macedon Actions

Action		Rationale	Responsibility	Priority level
1	Undertake a performance assessment of Centennial Park to inform whether development of the park requires an upgrade.	An undersupply of social recreation open space	Parks, Recreation and Depot Operations	Medium
2	Develop a master plan for Tony Clarke Reserve to guide future improvement priorities.	Amenities for children and youth at Community and Destination parks.	Parks, Recreation and Depot Operations	Medium
3	Investigate development of a new civic or social recreation open space at 39-43 Victoria Street, if a strong linkage to Ash Wednesday Park can be achieved.	An opportunity to create a new social recreation open space with good connectivity, in an area with a lack of this.	Strategic Planning (urban design); Facilities and Aquatics (project delivery); Parks, Recreation and Depot Operations	Medium



6.3 Other Settlements

Macedon Ranges is home to a range of small settlements of under 500 people, which have little or no population growth expectations. Residents of these towns have access to local open spaces for everyday recreation needs; however, they rely on larger towns for bigger parks and sporting facilities.

Where no specific actions are nominated for a particular small settlement, Council will refer to the development levels of service standards set out in 'Appendix 2' on page 78, to determine the amenities to be provided in open spaces. This will guide when park infrastructure is due for improvement or replacement.

6.4 Guidance for Rationalising and Acquiring Open Space

In managing resources to best provide an effective open space network to fit the community's needs, Council must prioritise where and how funds are best spent. In some cases, there may be parks that are not well used, or not large enough to accommodate a diversity of activities and user groups. Some of these parks may be suitable for disposal, with any revenue from the sale of public land reinvested into the improvement of the open space network in the local area, such as through acquiring, upgrading or renewing open space to better address the community's needs.

Acquisition of public open space usually occurs in association with residential development, where new parks are created as part of a major subdivision and transferred to Council ownership. Occasionally, it may also involve the purchase of land to service an area without access to adequate open space.

In making decisions to rationalise or acquire public open space, Council will be guided by the following principles:

Disposal may be considered where:

- Open space is not large enough to be of recreational value or to perform multiple functions
- There are multiple pocket parks in proximity to each other
- There is a higher quality open space of the same function available that serves a similar catchment.
- Open space is difficult to access, secluded, has poor urban design, or lacks passive surveillance and safety.

Disposal will not be considered where:

- Open space is important for environmental or cultural conservation;
- Open space provides a link that is critical to the walking and cycling network.
- Acquisition may be considered where:
- Its addition to the open space network would provide for adherence to the vision and principles of the Open Space Strategy.
- It is land that serves an identified open space function, as defined in Section '6.1.2' on page 23. It is land that helps to address a missing link in the walking and cycling network.
- It forms part of a bio-link identified in the Biodiversity Strategy 2018

For accepting new open space associated with residential development:

- A location must be easily accessible to residential land;
- Ongoing maintenance implications and cost burden will not be prohibitive;
- It must be large enough to accommodate multi-uses and user groups;
- Topography must be suitable for safe recreational use by people with limited mobility.

6.5 Public Open Space Contributions

As part of residential subdivision, Council collects public open space contributions at the rate of 5%, which is a requirement of the Planning Scheme at Clause 53.01. This can be in the form of either a land contribution, or equivalent monetary contribution. This requirement exists so that as increased urban development and subdivision occurs, Council has a financial means to expand and upgrade the open space network, including recreational facilities to meet the needs of the new community.

Use of public open space contribution funds by Council must be directed to the residential catchment where the contribution has been made.

In some areas of Macedon Ranges like Gisborne, background work for the Strategy has found a relatively a low ratio of open space to population, and suggested that a rate of more than 5% may be required to provide adequately for the community's future needs.

An action of this Strategy will be to undertake an investigation of whether an increase to the 5% public open space contribution is justified.

6.6 Decision Making Criteria for Investment

The following decision-making criteria will be used to plan and prioritise investment in new open space projects.

The criteria will also assist Council in prioritising open space actions that are part of existing plans and strategies. Council has a range of detailed, existing plans and strategies that are currently being implemented, such as park master plans. This Section will assist Council in determining how existing plans are resourced and implemented.

Strategic alignment

1. Does the open space align to the Open Space Strategy, including its principles and quality (development levels of service) standards?
2. How does the open space align to Council's other strategic plans, including adopted plans such as structure plans?
3. Does the open space align with the requirements of the Planning Scheme, including for open space size and access (Clause 56.05-2 Public open space provision objectives)?

Community need

4. How does the open space demonstrate community need in terms of its classification (hierarchy and function)?
5. Is there a space that already provides this function/experience?
6. Is there growth anticipated in the area that may lead to a future community need that is different to the current need?
7. How does the open space address accessibility, equity, and safety considerations?
8. Will the open space address missing linkages in paths and movement networks? ('Appendix 3' on page 82 contains information on paths and movement networks).

Economic, social, and environmental factors

9. How does the open space contribute to the local economy, social issues, cultural or environmental values?
10. How does the open space respond to environmental and climatic risk factors like bushfire, flood, drought, and potential land contamination?
11. How will the open space respond to township character and identity?

Funding

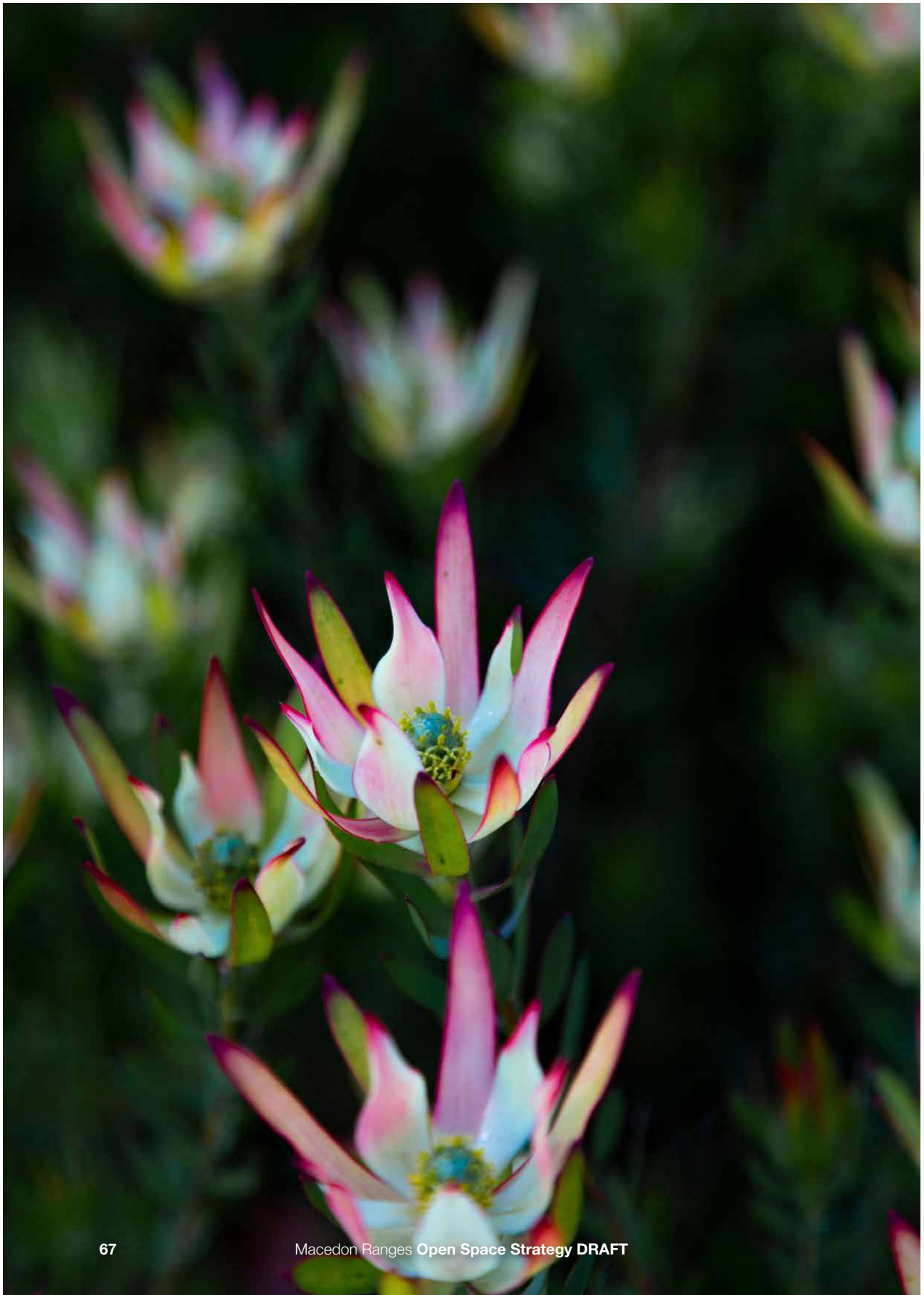
- 12. How is the open space going to be funded?
- 13. What are the cost implications of development and ongoing maintenance of the open space?

- 16. Can local community groups or committees of management be supported to help design and maintain the open space?

Governance

- 14. Who is responsible for the open space?
- 15. What open space and asset agreements are in place or required?





7 Implementation

7.1 Overview

Delivery of the actions of the Strategy over the next ten years will be dependent on Council's available resources. Funding sources will include Council's general revenue, developer contributions, public open space contributions, in-kind developer works as part of new subdivisions, and funding from state and federal government grant programs. There is therefore some uncertainty over the funding that will be available for implementation over the life-space of the Strategy. Prioritisation of actions for implementation will occur consistent the level of priority ascribed to each action in Table 15 on page 70, and in consideration of the matters set out in '6.6 Decision Making Criteria for Investment' on page 65.

In some cases, partnerships will be needed to best meet future community needs, such as with other levels of government, other agencies, and property developers.

The progress on the implementation of the Strategy will be reviewed at the mid-point of its lifespan after five years, which will allow adjustments to be made to address outstanding priorities, emerging needs, shifts in the policy landscape or other changes.

7.2 Implementation Plan

This Section sets out the municipal-wide actions to implement the Open Space Strategy, including priority levels over the 10-year lifespan of the Strategy.

This section should be read together with the township-specific actions in '6.2 Township Analysis' on page 30.

Guide to the implementation plan

Funding status

- **Ongoing:** Budget is already allocated, established or part of routine business, grants may assist in this funding if identified in funding pool.
- **New initiative:** The action would require a new budget allocation to complete.

Resourcing

- **Current capacity:** There is an officer or project within the organisation that could accommodate the action within an existing work program.
- **Additional resourcing:** A contract officer, consultant or external expertise will be required

Funding source

- **Existing department budget:** Are costs already allocated to the delivery of council services and programs, including employee salaries, materials, utilities, maintenance, and administrative overheads
- **New budget bid:** A request for additional funding to support new initiatives, services, or one-off projects including proposals to engage external consultants or expand service delivery.
- **Council statutory reserves:** Legally restricted funds collected through statutory mechanisms such as developer contributions and open space contributions which must be used for specific purposes defined by legislation. These purposes commonly include acquiring land for public open space, upgrading existing open spaces, or delivering recreational infrastructure, in accordance with planning and development contributions frameworks.

- **Developer contributions:** Payments or works provided by developers to fund infrastructure and services needed for new development, often under Development Contributions Plans.
- **Public open space contributions:** Payments provided by developers to fund open space land acquisition or improvement as a result of new development under Clause 53.02 of the *Subdivision Act 1988* in lieu of providing land.
- **Grants:** Funding streams provided by state and federal governments that may be available and applicable to an action. Specific grant funding streams are not listed; most grant programs are time-limited and may not be available for the lifetime of the strategy. Relevant grant opportunities should be explored during the planning phase for individual actions.

Table 14. Priority levels

High	Actions where short-term commencement is recommended, to address immediate needs (implementation target of 0-2 years)
Medium	Actions that are not able to be commenced immediately, such as where initial research/communications are needed, or are not responding to immediate needs (implementation target of 2-5 years)
Low	Longer-term actions which may require partnerships or monitoring, or are needed over the longer term (implementation target of 5+ years)
Ongoing	Continuous actions

Table 15. Implementation Plan

#	Action	Rationale	Responsibility	Funding commitment	Resourcing and Budget	Links to other plans and strategies	Priority level
1	Undertake the township specific actions identified in Section '6.2 Township Analysis' on page 30 of this Strategy.	<p>Recommendations for future open space across Macedon Ranges townships stem from the Township Analysis of Section 6.2. The actions are the result of:</p> <ul style="list-style-type: none"> The principles of this Strategy for open space The standards for the amount of open space needed The classification of the open space hierarchy and function <p>The realisation of these actions addresses the quality and quantity of open space to meet the needs of the community.</p>	As per responsible Council department listed in in Section '6.2 Township Analysis' on page 30 of this Strategy.	<p>Dependent on action in question:</p> <ul style="list-style-type: none"> Ongoing New initiative 	<ul style="list-style-type: none"> Current capacity Additional resourcing Existing department budget New budget bid Council statutory reserves Grants 	<ul style="list-style-type: none"> Open space master plans Township structure plans Environmental management plans Precinct Structure Plans Walking and Cycling Strategy 	As per Section '6.2 Township Analysis' on page 30
2	Undertake an investigation of whether an increase to the Macedon Ranges Planning Scheme Clause 53.01 public open space contribution rate of 5% is justified and achievable	The Background Report shows that some townships have a relatively low ratio of open space to population, compared to other areas, which may be exacerbated with population growth. To ensure the quantity and quality of open space is consistent with community needs a developer contributions rate of more than 5% may be required in specific areas	Strategic Planning and Environment	Ongoing	<ul style="list-style-type: none"> Additional resourcing Existing department budget New budget bid 	Macedon Ranges Planning Scheme	High

#	Action	Rationale	Responsibility	Funding commitment	Resourcing and Budget	Links to other plans and strategies	Priority level
3	Develop a policy for the operation and management of the public open space contribution reserve.	There is a need for explicit policy guidance on Council's use of the public open space contribution reserve. Public open space contributions are explained in Section '6.5 Public Open Space Contributions' on page 65 of this Strategy.	Strategic Planning and Environment	High	<ul style="list-style-type: none"> Additional resourcing Existing department budget 	Macedon Ranges Planning Scheme	High
4	Undertake a review of the land use zoning of public open space, and identify errors where land is recommended for rezoning to reflect its public ownership and use as open space.	In some instances, there is a mismatch between the land use zoning and ownership of open space. Publicly owned land should have a zoning to reflect this. A mismatch can lead to operational issues for management and a lack of clarity over intended purpose. Correctly zoning open spaces will allow for outcomes to be reached with greater efficiency.	Strategic Planning and Environment	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget 	<ul style="list-style-type: none"> Open space master plans Township structure plans Development Plan Overlays Environmental management plans 	High
5	Undertake a review of the Macedon Ranges Planning Scheme to identify opportunities to achieve improved open space outcomes in line with the directions of this Strategy.	The planning scheme includes policy statements for the provision of open space, which should be consistent with the intent of this Strategy, and can assist to implement the Strategy.	Strategic Planning and Environment	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget 	Macedon Ranges Planning Scheme	High

#	Action	Rationale	Responsibility	Funding commitment	Resourcing and Budget	Links to other plans and strategies	Priority level
6	Develop a public-facing guide for maintenance levels of service, which is aligned to the Open Space Strategy classifications of open space and used to inform ongoing maintenance operations.	The level of maintenance is a key issue raised by the community. In some instances, the issues raised by community can be addressed through clear explanation of maintenance levels of service.	Parks, Recreation and Depot Operations	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget Grants 	N/A	High
7	Undertake a program of park performance assessments.	Certain townships require targeted park performance assessments to understand whether parks are adequately meeting the required service level for safety, accessibility, and equity.	Parks, Recreation and Depot Operations	New initiative	<ul style="list-style-type: none"> Additional resourcing New budget bid 	N/A	High
8	Identify a priority list of open spaces that may include integrated water management in park design.	IWM is an important sustainability feature for parks and open spaces. It can enable the recycling of water and reducing ecological impact.	<ul style="list-style-type: none"> Engineering and Asset Services Catchment Management Authorities 	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget Grants 	<ul style="list-style-type: none"> MRSC Integrated Water Management Plan - North Region MRSC Integrated Water Management Plan - South Region 	High
9	Finalise a Play Space Strategy.	This is needed to develop a program of future play space improvements.	Parks, Recreation and Depot Operations	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget Grants 	<ul style="list-style-type: none"> Open space master plans Township structure plans 	High

#	Action	Rationale	Responsibility	Funding commitment	Resourcing and Budget	Links to other plans and strategies	Priority level
10	Develop a policy to inform detailed provisions for open space to cater for dogs and people for off-leash exercise, ensuring alignment with the Strategic Framework in section '6' on page 22.	Council has an on-leash requirement for dogs across the Shire, unless they are within legally designated dog off leash areas. Council requires a dedicated policy for dog-off leash areas to direct where and how these should be developed, building on this Strategy.	Safer Communities	New initiative	<ul style="list-style-type: none"> Current capacity New Budget Bid 	<ul style="list-style-type: none"> Domestic Animal Management Plan Dog and Cat Order 2019 	High
11	Undertake an interim review of this Strategy's implementation and the continued relevance of remaining actions at 5 years after approval.	Required to ensure the Strategy remains relevant throughout its lifespan.	Strategic Planning and Environment, in coordination with other relevant Council departments	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget 	N/A	High
12	Develop a list of open spaces for potential rationalisation or acquisition under the principles contained in Section '6.4' on page 64.	Council must prioritise where and how funds are best spent. In some cases, parks may be suitable for disposal, with any revenue from the sale of public land reinvested into the improvement of the open space network in the local area.	Parks, Recreation and Depot Operations	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget 	N/A	Medium
13	Establish and maintain a central open space register.	Required to identify and map open spaces and record associated data in an effective way.	Information Services	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget 	N/A	Medium

#	Action	Rationale	Responsibility	Funding commitment	Resourcing and Budget	Links to other plans and strategies	Priority level
14	Investigate opportunities to increase the connectivity of parks and trails to the regional trail network.	Required to increase the connectivity of open spaces regionally.	Facilities and Aquatics (project delivery); Parks, Recreation and Depot Operations	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget Grants 	<ul style="list-style-type: none"> Township structure plans Environmental management plans Open space master plans Shire Wide Footpath Plan 	Medium
15	As part of a review of the Shire Wide Footpath Plan, include 'access to/within open space' in the assessment criteria for prioritising new path projects.	Required to increase the connectivity of open spaces to surrounding areas.	Engineering and Asset Services	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget 	Shire Wide Footpath Plan	Medium
16	Support community and 'friends of' groups in improving open space, where the proposed improvements are consistent with principles of the Open Space Strategy, and there is clarity over management responsibilities.	Community groups are a key partner to Council in open space management.	<ul style="list-style-type: none"> Parks, Recreation and Depot Operations Strategic Planning and Environment 	Ongoing	<ul style="list-style-type: none"> Current capacity Council statutory reserves Existing department budget Grants 	<ul style="list-style-type: none"> Environmental management plans Open space master plans 	Ongoing

#	Action	Rationale	Responsibility	Funding commitment	Resourcing and Budget	Links to other plans and strategies	Priority level
17	Engage Traditional Owners on the decision making over the planning and design of open spaces.	Required to ensure cultural values, languages and histories are reflected in open space planning.	Parks, Recreation and Depot Operations	Ongoing	<ul style="list-style-type: none"> Additional resourcing New budget bid Grants 	<ul style="list-style-type: none"> Open space master plans Environmental management plans Heritage Strategy 	Ongoing
18	Develop a list of projects that are shovel-ready.	Required to assist Council to respond quickly to funding opportunities.	Parks, Recreation and Depot Operations	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget 	N/A	Ongoing
19	Investigate opportunities to increase tree canopy cover and use of indigenous tree species on Council-owned open space, as part of future park master plans.	Required to increase landscape and biodiversity values.	Parks, Recreation and Depot Operations	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget Grants 	Township Street and Park Tree Management Policy	Ongoing
20	Develop training and professional development for Council's recreation and open space planners on planning for Aboriginal, local and state heritage within open space.	Required to ensure open space planning adequately responds to heritage values.	Parks, Recreation and Depot Operations (lead), People and Learning	Ongoing	<ul style="list-style-type: none"> Current capacity Existing department budget Grants 	N/A	Ongoing

Appendix 1

Principles for the Walking and Cycling Network



Safe and connected networks

Council will progressively develop township walking and cycling networks that are safe, accessible, and inclusive for people of all ages and abilities. The networks will support every day and recreational use, providing direct and convenient connections between key destinations such as town centres, schools, public transport, and open space areas.

Encourage active lifestyles and participation

Council will promote walking and cycling as convenient, healthy and sustainable modes of transport. Participation will be supported through accessible networks and awareness initiatives to encourage active travel.

Plan and deliver in partnership

Council will work in partnership with community, government agencies and stakeholders to plan, prioritise and deliver improvements to the networks over time, aligning with strategic priorities, community needs and available resources.

Specific recommendations on the walking and cycling network is available in Council's Walking and Cycling Strategy, 2014.

Appendix 2

Development Levels of Service



Table 16. Legend

Abbreviation	Function
SR	Social recreation
S	Organised sport
C	Conservation
L	Linear
CS	Civic space
LA	Landscape amenity
D	Drainage and wetlands
Y	May be provided/ permitted in new park design
N	Should not be provided/ not permitted in new park design

Table 17. Development levels of service

Hierarchy	Destination					Community					Local				
Function	S R	S	C	L	D	S R	S	C	L	D	S R	S	C	L	D
BBQs	Y	Y	Y	N	N	Y	N	N	N	N	N	N	N	N	N
Bike racks	Y	Y	Y	Y	N	Y	Y	N	N	N	N	N	N	N	N
Car parking	Y	Y	Y	Y	N	Y	Y	Y	Y	N	N	N	N	N	N
Dog off leash area (fenced)	Y	N	N	Y	Y	Y	N	N	N	N	N	N	N	N	N
Drinking fountains	Y	Y	N	Y	N	Y	Y	N	Y	N	Y	N	N	N	N
Exercise equipment	Y	Y	N	N	N	Y	N	N	N	N	N	N	N	N	N
Fencing/ barriers	Y	Y	N	N	N	Y	Y	N	Y	N	Y	N	Y	N	N

Hierarchy	Destination					Community					Local				
Function	S R	S	C	L	D	S R	S	C	L	D	S R	S	C	L	D
Garden beds	Y	Y	N	N	N	Y	Y	N	Y	N	N	N	N	N	N
Interpretive signs	Y	N	Y	Y	N	Y	N	Y	Y	N	N	Y	N	N	N
Lighting	Y	Y	Y	Y	N	Y	Y	N	Y	N	N	N	Y	N	N
Paths	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Picnic setting	Y	Y	Y	N	N	Y	Y	Y	Y	N	Y	N	Y	N	N
Play space	Y	Y	Y	N	N	Y	Y	N	N	N	Y	N	N	N	N
Public art	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N
Rubbish Bins	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y	N	N
Seats	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N
Shelters (rotunda, built shade)	Y	Y	Y	N	N	Y	Y	Y	Y	N	N	N	N	N	N
Public toilets	Y	Y	Y	N	N	Y	Y	N	Y	N	N	N	N	N	N
Trees – large canopy shade	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ornamental water body or feature (i.e. fountain)	Y	N	N	N	N	N	N	N	Y	N	N	N	N	N	N

Table 18. More detailed information on development levels of service

Issue	Council strategy
Standards of asset provision for organised sport	Sport and Active Recreation Strategy
Public toilet and BBQ provision	Public Toilet and Barbeque Strategy
Standards of asset provision for play spaces	Play Space Strategy (under development)
Dog off leash areas	Dog and Cat Order 2019
More detailed information on levels of service and design	Landscape Guidelines (under development)

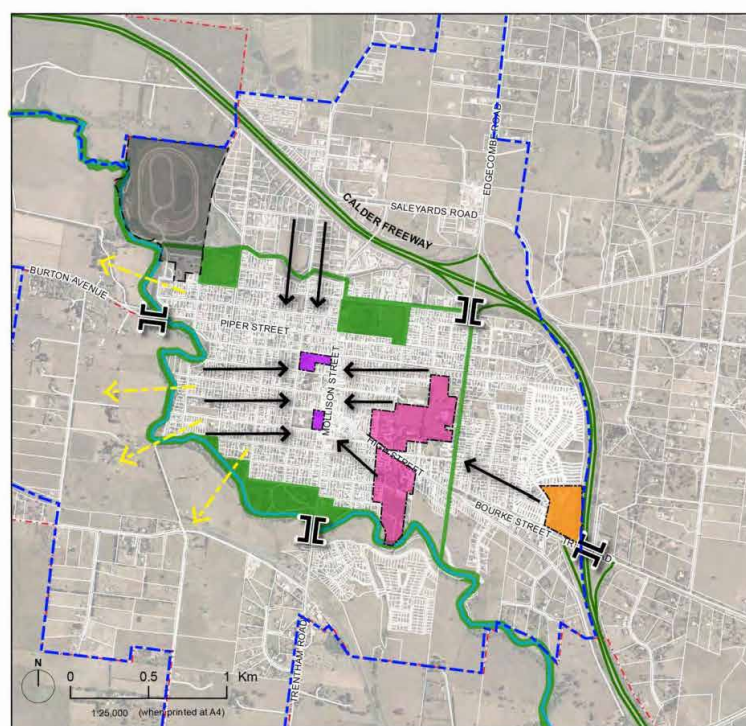
Appendix 3

Township paths and movement networks













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Macedon Ranges Open Space Strategy DRAFT

Figure 13. Strengthening Town Character – Kyneton¹

Legend

- | | | | |
|---|--|---|--|
|  | Open Space, Pedestrian and Bicycle Links - Facilitate a network of continuous walking, cycling and horse riding trails including along the Campaspe River, along Post Office Creek, and connecting with the Botanical Gardens and Showgrounds. |  | Recognise and where appropriate protect view lines and significant landscape areas around the Campaspe River |
|  | Education Precinct - Facilitate longer term consolidation of education facilities in an Education Precinct around Kyneton Secondary College. |  | Improve pedestrian and bicycle linkages along main routes into the Town Centre and other precincts |
|  | Hospital, Health and Wellbeing Precinct - encourage health and wellbeing uses complementary to the Kyneton District Health Hospital that service local and regional needs. |  | Gateway Site - Promote high quality architecture and urban design at key gateway locations |
|  | Community Uses - Consolidated community uses in and around the Kyneton Mechanics Institute and Town Hall Buildings |  | Study Area Boundary |
|  | Equine Precinct - Support and promote equine and equine related land uses in accordance with the Macedon Ranges Equine Strategy (2012) and Kyneton Racecourse Master Plan (February 2011) |  | Structure Plan Area Boundary |

1. Kyneton Structure Plan 2013 – Opens pace and pedestrian links

Figure 14. Walking routes in Riddells Creek

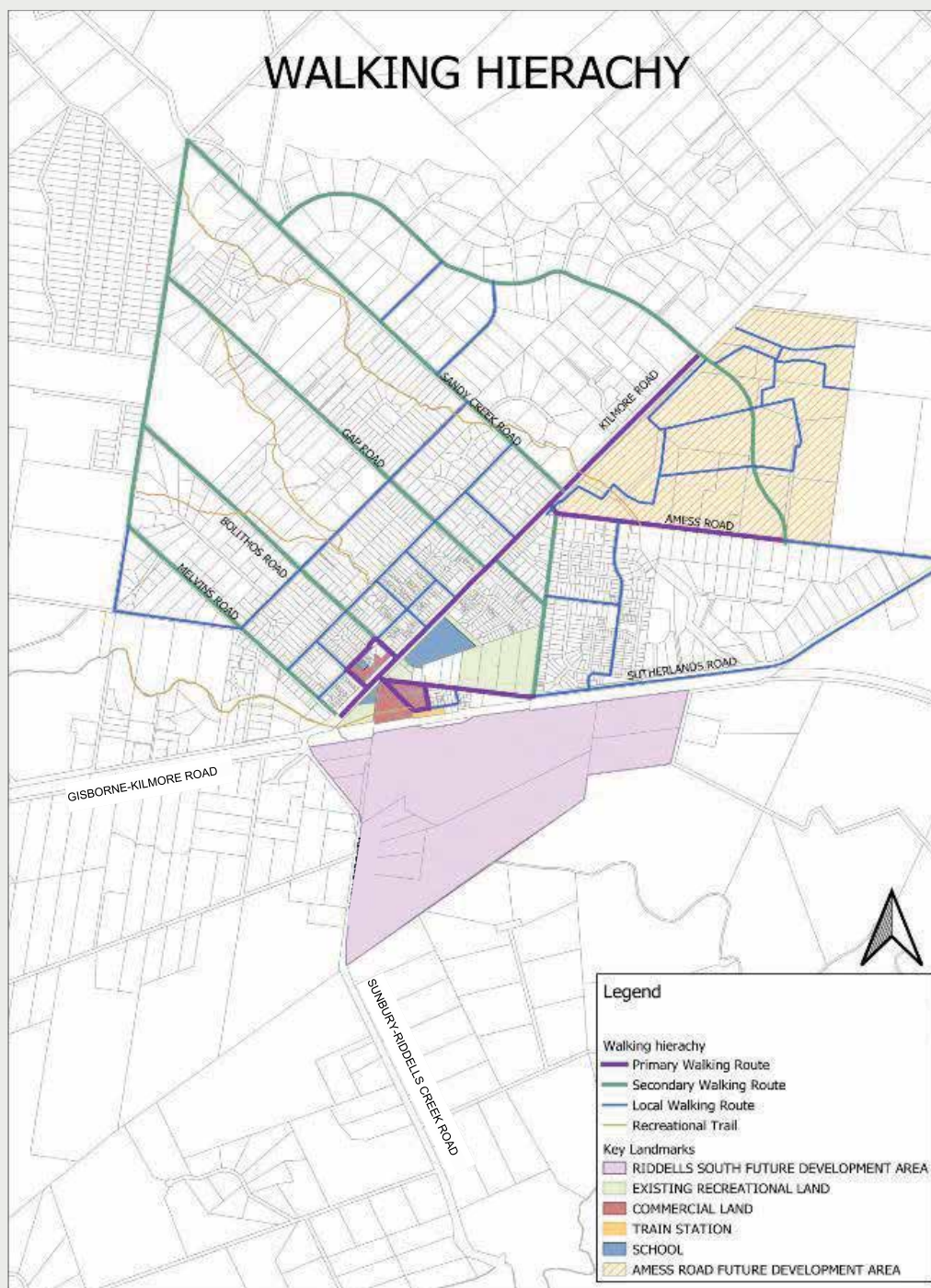
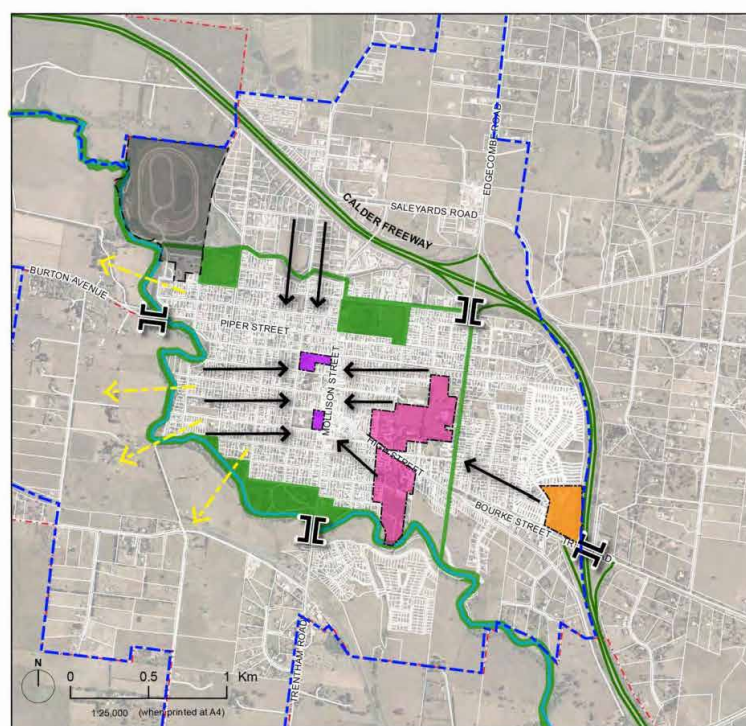












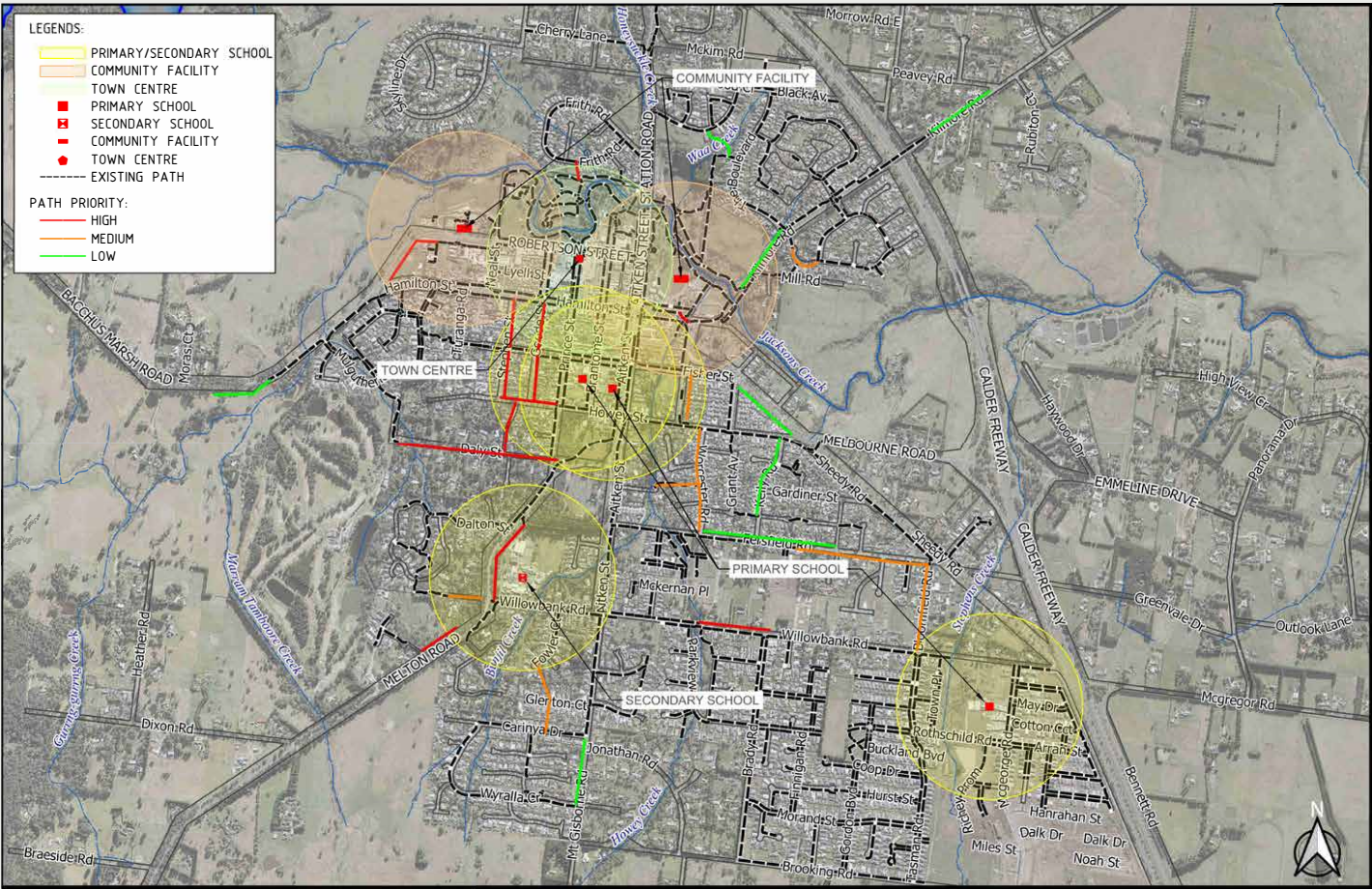
Figure 15. Active transport network¹

Legend

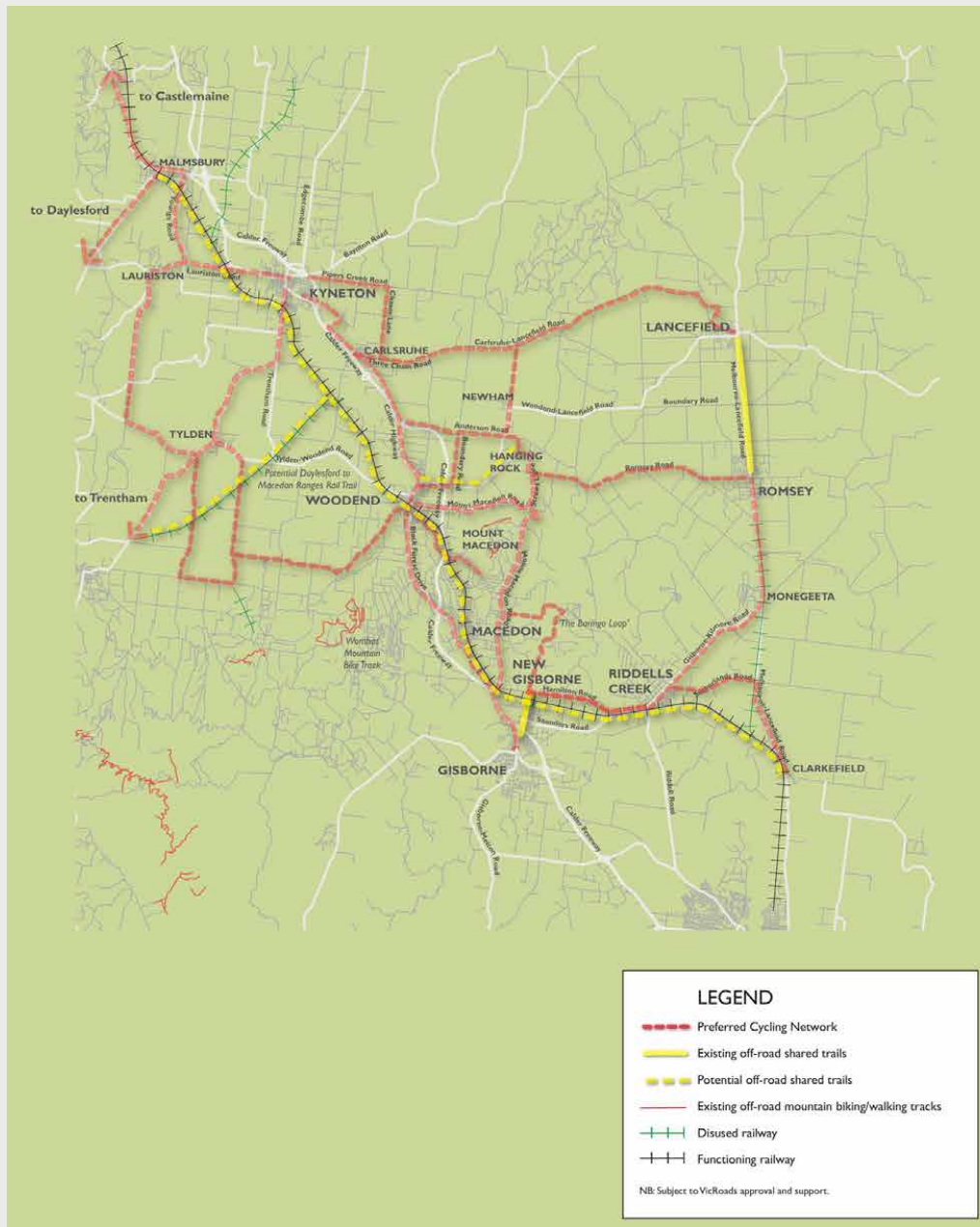
- | | | | |
|---|--|---|--|
|  | Open Space, Pedestrian and Bicycle Links - Facilitate a network of continuous walking, cycling and horse riding trails including along the Campaspe River, along Post Office Creek, and connecting with the Botanical Gardens and Showgrounds. |  | Recognise and where appropriate protect view lines and significant landscape areas around the Campaspe River |
|  | Education Precinct - Facilitate longer term consolidation of education facilities in an Education Precinct around Kyneton Secondary College. |  | Improve pedestrian and bicycle linkages along main routes into the Town Centre and other precincts |
|  | Hospital, Health and Wellbeing Precinct - encourage health and wellbeing uses complementary to the Kyneton District Health Hospital that service local and regional needs. |  | Gateway Site - Promote high quality architecture and urban design at key gateway locations |
|  | Community Uses - Consolidated community uses in and around the Kyneton Mechanics Institute and Town Hall Buildings |  | Study Area Boundary |
|  | Equine Precinct - Support and promote equine and equine related land uses in accordance with the Macedon Ranges Equine Strategy (2012) and Kyneton Racecourse Master Plan (February 2011) |  | Structure Plan Area Boundary |

1. Gisborne Futures Structure Plan (Adopted 24 July 2024)

Figure 16. Proposed footpaths – Gisborne¹

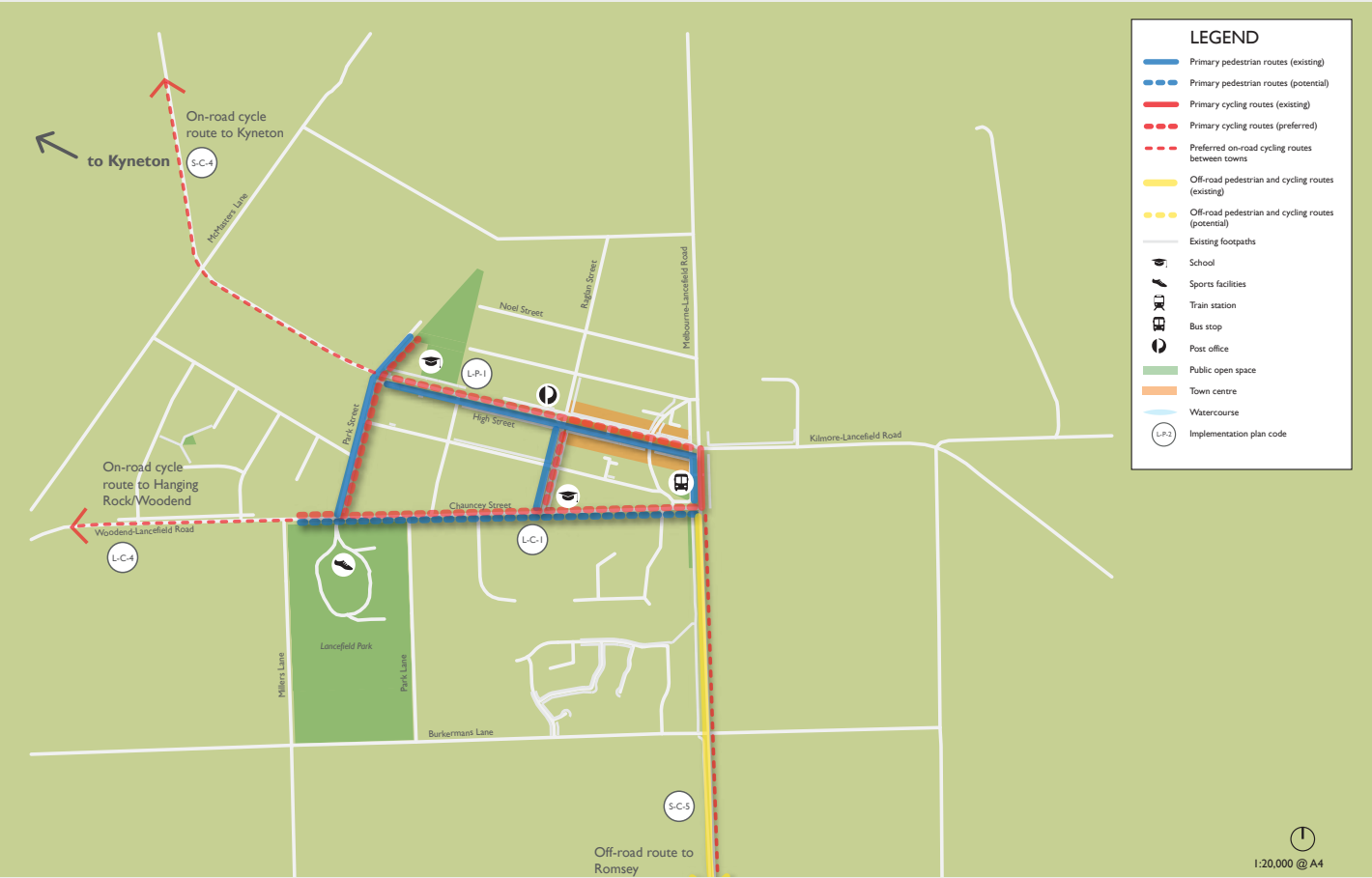


1. Shire-wide Footpath Plan 2018 - 2027

Figure 17. Macedon Ranges Shire – Connections between towns. Preferred cycling network.¹

1. Walking and Cycling Strategy 2014 – Appendix D: Mapping

Figure 18. Primary pedestrian and cycling network plan – Lancefield¹



1. Walking and Cycling Strategy 2014 – Appendix D: Mapping

Figure 19. Primary pedestrian and cycling network plan – Kyneton¹



1. Walking and Cycling Strategy 2014 – Appendix D: Mapping

LEGEND

- Primary pedestrian routes (existing)
- Primary pedestrian routes (potential)
- Primary cycling routes (existing)
- Primary cycling routes (preferred)
- Preferred on-road cycling routes between towns
- Off-road pedestrian and cycling routes (existing)
- Off-road pedestrian and cycling routes (potential)
- Existing footpaths
- Functioning railway
- School
- Sports facilities
- Train station
- Bus stop
- Post office
- Public open space
- Town centre
- Watercourse
- Implementation plan code

to Kyneton

On-road cycle route to Kyneton

On-road cycle route to Hanging Rock

Woodend Golf Course

Woodend Racecourse Reserve

Gilbert Gordon Reserve

Woodend Creek

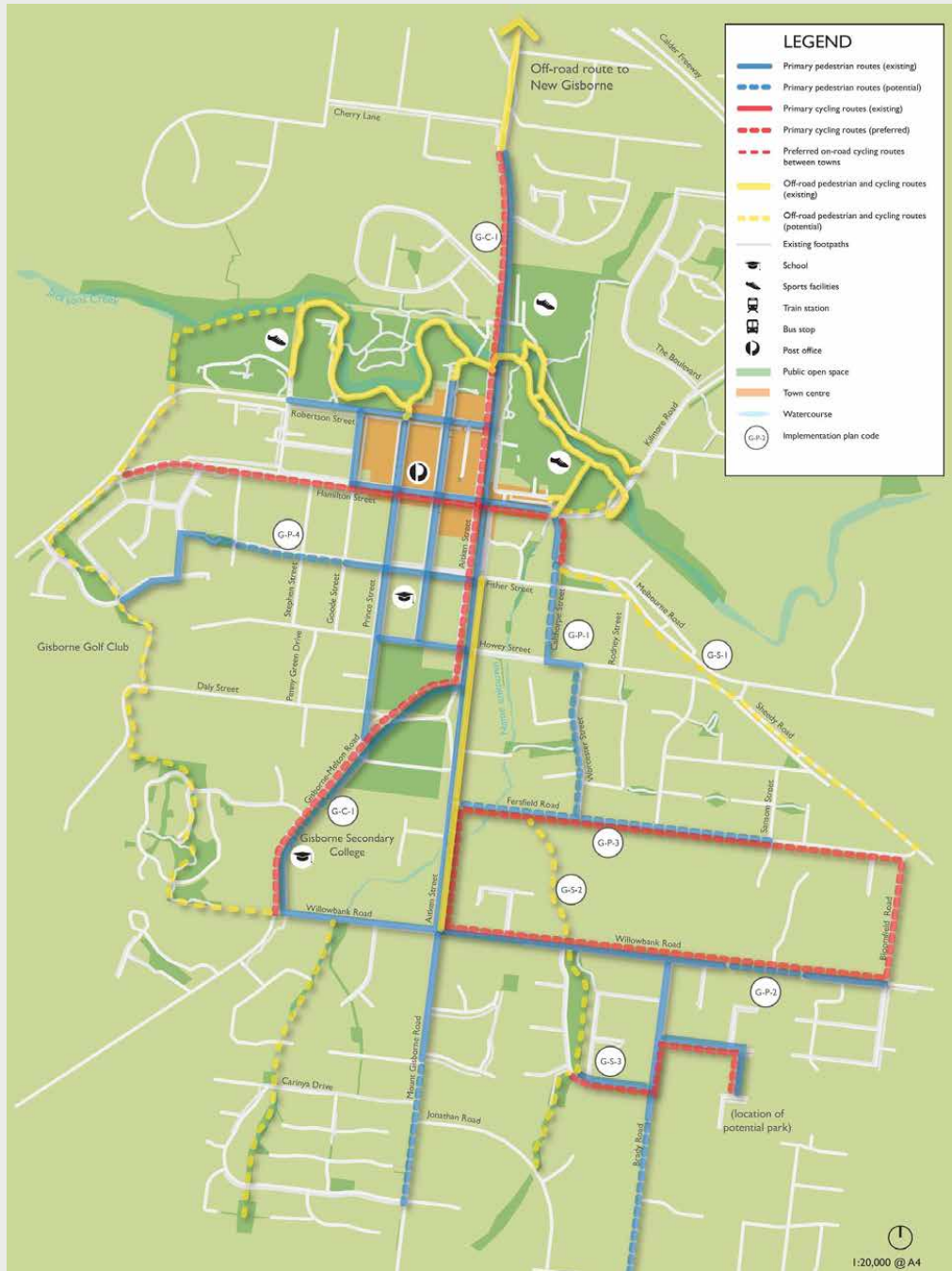
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Macedon Ranges **Open Space Strategy DRAFT**

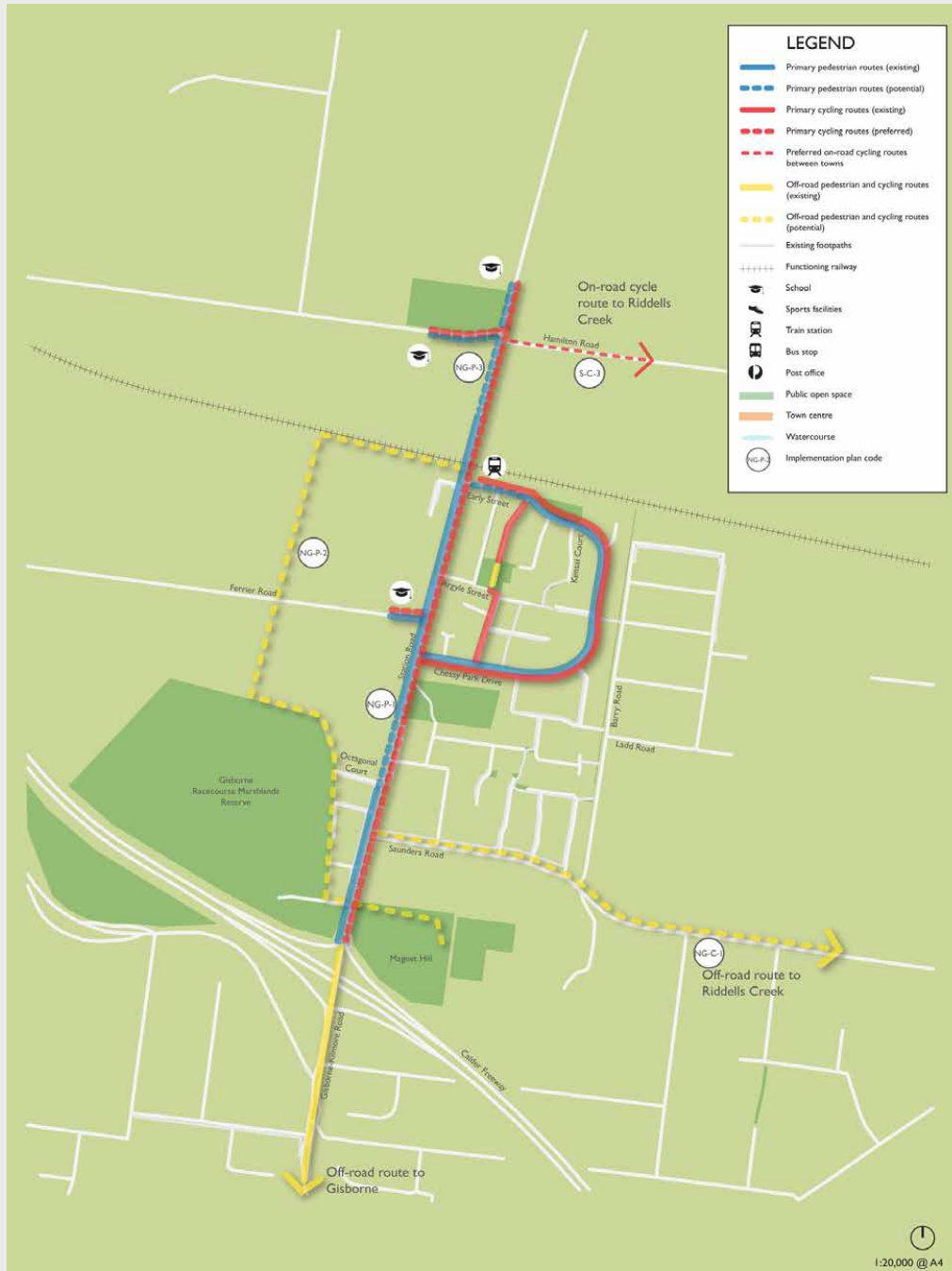
Figure 21. Primary pedestrian and cycling network plan – Macedon¹



1. Walking and Cycling Strategy 2014 – Appendix D: Mapping

Figure 22. Primary pedestrian and cycling network plan – Gisborne¹

¹ 1. Walking and Cycling Strategy 2014 – Appendix D: Mapping

Figure 23. Primary pedestrian and cycling network plan – New Gisborne¹

¹ Walking and Cycling Strategy 2014 – Appendix D: Mapping

Figure 24. Primary pedestrian and cycling network plan – Riddells Creek¹



1. Walking and Cycling Strategy 2014 – Appendix D: Mapping

Figure 25. Primary pedestrian and cycling network plan – Romsey¹



1. Walking and Cycling Strategy 2014 – Appendix D: Mapping

Figure 26. Primary pedestrian and cycling network plan – Malsbury¹



1. Walking and Cycling Strategy 2014 – Appendix D: Mapping



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Policy



Fraud and Corruption Control Policy

Date of Adoption			
Adoption Method	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> CEO	<input type="checkbox"/> Other (please specify)
CEO Signature			Date
Responsible Officer and Unit	Manager Governance and Performance		
Nominated Review Period	<input type="checkbox"/> Annually	<input checked="" type="checkbox"/> Every 4 years	
Last Endorsement Date	22 June 2022		
Next Endorsement Date			

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, and present. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	1	June 2025	Corporate Reporting Officer
Review	1.1	June 2025	Audit and Risk Committee
Second Draft	2	June 2025	Corporate Reporting Officer
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Final Draft	3	September 2025	Audit and Risk Committee
Approval		TBC	

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Purpose

The purpose of the Fraud and Corruption Control Policy is to clearly articulate Council's commitment to a comprehensive and systematic approach to preventing, detecting and responding to fraud or corruption.

Background

Fraud and Corruption are criminal offences and are not tolerated at Council.

Instances of fraud or corruption significantly impact Council by causing financial loss, reputational damage, and eroding Council's ability to deliver its Council Plan. Council requires all Councillors, employees, volunteers, agents and contractors to act honestly, with integrity and to safeguard the public resources for which the Council is responsible.

The Policy leads and complements the Council's Fraud and Corruption Control Framework which outlines the Council's activities, structures and reporting requirements to prevent, detect, report and respond to fraud and corruption and was prepared in support of Australian Standard AS 8001:2021 (Fraud and Corruption Control).

This document has been prepared in line with the Financial Management Act 1994 Standing Directions, incorporating revisions to 13 December 2019, section 3.5.1 Fraud, Corruption and Other Losses policy, where Council will implement this policy across the organisation and take reasonable steps to minimise and manage the risk of Fraud, Corruption and other losses.

The Integrity and Accountability Legislation Amendment (Public Interest Disclosures, Oversight and Independence) Act 2019 (No.2/2019) as well as the guidelines issued by the Independent Broad-Based Anti-Corruption Commission (IBAC) have been duly considered in the development of this Policy.

Related Policies

- Employee Code of Conduct
- Model Councillor Code of Conduct
- Fraud and Corruption Control Framework
- Risk Management Policy
- Risk Management Framework
- Community Grants Management Policy
- Public Interest Disclosures Policy and Procedure
- Borrowing Policy
- Procurement Policy

Related Legislation

- Local Government Act 2020
- Local Government (Governance and Integrity) Regulations 2020
- Australian Standard AS 8001:2021 (Fraud and Corruption control)
- Financial Management Act 1994 Standing Directions, incorporating revisions to 13 December 2019
- Independent Broad-based Anti-corruption Commission Act 2011
- Public Interest Disclosures Act 2012
- Audit Act 1994
- Crimes Act 1958 (Vic) Ombudsman Act 1973

Commitment

Council is committed to implementing and maintaining an effective Fraud and Corruption Control Policy to set out the approach, structures and processes to prevent, detect, report and respond to fraud and corruption. Council will ensure a fair and adequate investigation into all reports of Fraud and Corruption and ensure compliance with all legislative requirements.

An essential part of this commitment is the maintenance and monitoring of this policy that sets out the Council's position on suspected, alleged or detected fraud and/or corruption and any attempt to gain financial or other benefits by deceit or dishonest conduct.

Council is committed to ensuring employees, Councillors and contractors feel confident to speak up about suspected fraud and corruption and maintains a Protected Interest Disclosure Coordinator (PDC) to assist employees. Council does not tolerate detrimental action being taken in reprisal against employees, Councillors or contractors who speak up about their concerns (also known as whistleblowers).

Scope

The Fraud and Corruption Policy applies to all Councillors, employees, council appointed Committee members, contractors, volunteers and any agents and contractors either engaged by Council or by an authorised contractor of Council undertaking activity for or on behalf of Council. Councillors are also obliged to maintain standards as mandated by the Local Government Act 2020, Part 6 Division 5, Councillor Conduct.

Agents of Council extend to include contractors working in-house, employees on exchange, members of Delegated Committees, Community Asset Committees and Advisory Committees; volunteers, work- experience students or graduate placements who perform work for Council as well as external suppliers and other related contractors and subcontractors.

This policy does not cover general misconduct involving either a Councillor or employee. These matters are dealt with in accordance with relevant legislation, Council's Codes of Conduct and associated disciplinary policies and procedures.

Management and the Fraud & Corruption Control Framework

Council's Policy recognises that its strength comes from our leaders consistently demonstrating Council's values and fostering a positive risk management culture. Council's risk management culture sets out a framework for everyone engaged with Council at every level to appropriately manage risk as an intrinsic part of everyday activities. The Fraud and Corruption Policy compliments Council's Fraud and Corruption Control Framework which outlines Council's activities, structures and reporting requirements to prevent, detect, report and respond to fraud and corruption. This framework includes allocation of ownership, accountabilities, resources and governance responsibilities.

External Reporting obligations

External oversight bodies, including the Independent Broad-based Anti-corruption Commission (IBAC), the Victorian Ombudsman (Ombudsman), the Victorian Auditor-General's Office (VAGO) and the Victorian Local Government Inspectorate hold Council to account for its performance and investigate allegations of fraud or corruption where appropriate. These oversight bodies also provide insights for continuous improvement of controls and strategies to prevent fraud and corruption.

Under the *Public Interest Disclosures Act 2012*, Council has established procedures to facilitate making and handling disclosures. Under those procedures, Council's Public Interest Disclosure Coordinator (PDC) must assess reports of suspected fraud and corruption to determine whether they may be public interest disclosures. Matters that the PDC considers to be public interest disclosures must be referred to the Independent Broad-based Anti-corruption Commission (IBAC). The Public Interest Disclosures system provides whistleblowers with protections from reprisals and requires strict confidentiality of these reports be maintained.

Under the *Independent Broad-based Anti-corruption Commission Act 2011*, the relevant principal officer must notify IBAC of any matter which they suspect on reasonable grounds involves corrupt conduct occurring or having occurred, irrespective of whether the incident is considered serious or systemic. The CEO is the relevant principal officer of Council. The CEO's obligation to notify IBAC of suspected corrupt conduct is pursuant to section 57(1) of the *Independent Broad-based Anti-Corruption Commission Act 2011*.

Criminal offences

Internal and external fraud, theft or other criminal offences that are perpetrated against Council that result in financial loss must be reported to Victoria Police. In relation to external fraud, the Director of the business area that has sustained the loss, is responsible for ensuring the matter is reported

to Victoria Police. The Manager of Governance and Performance can provide support to the Director and department if required.

Recording reports of fraud and corruption

Other than for matters reported to the PDC, all reports of suspected fraud or corruption by employees will be copied to the Manager Governance and Performance to be recorded in the Fraud and Corruption Report for the purpose of monitoring and reporting. This information will be kept securely and limited to staff within the Governance department.

Report, Investigate and Recover

- **Reporting:** Any person to whom this policy applies to, having knowledge of a Fraud or Corrupt incident or has reason to suspect that Fraud or Corruption has occurred has an obligation to immediately report the matter. Further information on how to report an incident can be found in the Fraud and Corruption Control Framework document.
- **Investigation:** Council treats all complaints about, and instances of, fraud and corruption seriously. Other than matters referred through the PDC, the Manager Governance and Performance and the Manager People, and Wellbeing will assess all allegations of fraud or corruption that are submitted and will make a determination as to the type of investigation required. In some circumstances this may lead to an internal investigation by a senior executive, or by an appointed external specialist. Council may be prevented from taking action as a result of matters being subject to assessment or investigation by IBAC, VAGO, the Ombudsman or Victoria Police. Where an internal investigation has concluded with adverse findings, those findings will be referred to the PDC, Manager Governance and Performance and the Director or Manager of the employee to whom the allegations relate to. As a result of the findings, the employee may face disciplinary action in accordance with the Council's Code of Conduct.
- **Recovery:** Council will take action to recover losses caused by fraud or corruption (where avenues for recovery exist), where there is clear evidence of who is responsible for the loss and whether the likely benefit of such action will exceed the resources required for that action.
- **Register:** A register will be maintained to ensure any Councillor, employee, council appointed Committee member, volunteer, agent or contractor who is found guilty of undertaking in improper conduct in relation to fraud and corruption cannot be reengaged or employed by Council.

Council Training on Fraud and Corruption

Council will provide staff training on fraud and corruption to all new employees as part of their mandatory induction session. Refresher training for all current employees will be conducted annually and delivered through awareness posters, staff emails or internal communication platforms.

Roles and Responsibilities

Council has governance structures to ensure risks are identified and managed across Council. The table below sets out specific responsibilities and accountabilities in relation to fraud and corruption tasks. The nominated officer's responsibilities are established by their position and role.

Role	Responsibilities and accountabilities
Council	Approves the Fraud and Corruption Control Policy Fosters and maintains the highest standards of ethical behaviour.
Councillors	Foster and maintain the highest standards of ethical behaviour, including but not limited to conforming to Councils Policy and Framework regarding fraud and corruption control. Report any suspected incidence of fraud, corruption or other losses as soon as practicable.
CEO	Establishes and maintains a culture of risk awareness and management. Implements the requirements of the Financial Management Act and the Standing Directions. Notifies IBAC of corrupt conduct in accordance with the mandatory notification provisions of the Independent Broad-based Anti-corruption Commission Act 2011. Oversees Council's prevention, detection and investigation activities with respect to fraud and corruption. Provides input to Council in relation to approval of: <ul style="list-style-type: none"> actions required to mitigate significant organisational risks all matters identified as high or critical risks in Group risk registers.
Audit and Risk Committee	Assists Council in fulfilling their statutory responsibilities by independently reviewing and assessing the effectiveness of Council's systems and controls for financial management, performance sustainability and risk management.
Executive Leadership Team (ELT)	Provides assurance that Council has a robust framework for managing integrity risks and lifting integrity performance. The ELT does this by overseeing the development and delivery of integrity reforms which strengthen the organisation's control framework. Provides leadership and oversight to the development and review of the Fraud and Corruption Control Policy. Approves the Fraud and Corruption Control Framework.
Public Interest Disclosure Coordinator	Is typically the Manager Governance and Performance or the CEO. Provides advice and guidance to areas of Council and statutory authorities where required. Oversees statutory reporting of fraud, corruption and other losses in accordance with the <i>Public Interest Disclosures Act 2012</i> , <i>Independent</i>

	<p><i>Broad-based Anti-corruption Commission Act 2011</i> and the Standing Directions.</p> <p>Receives, assesses and refers potential public interest disclosures</p> <p>Collects and Oversees the provision of information in relation to fraud or corruption matters to IBAC and the Ombudsman.</p>
Directors	<p>Oversee the implementation of the Fraud and Corruption Control Policy in their business area.</p> <p>Establish and maintain a culture of integrity.</p> <p>Ensure fraud, corruption and other loss risks within their business area are identified and managed.</p> <p>Ensure appropriate second-line monitoring of policy compliance is undertaken.</p> <p>Ensure policies are kept up to date, are accessible, and changes to policies are communicated to staff appropriately.</p>
Directors (ELT) Managers (SLT) & Coordinators	<p>Ensure staff know about and comply with departmental policies, procedures and guidelines, including the Fraud and Corruption Policy.</p> <p>Ensure internal controls are established and are operating effectively to mitigate fraud and corruption risks.</p> <p>Maintain systems, procedures and an enabling culture that supports employees to confidentially report concerns.</p> <p>Receive and act on reports of fraud or corruption by notifying the Public Interest Disclosure Coordinator and otherwise maintain confidentiality regarding the report.</p> <p>Facilitate and support regular workplace conversations in relation to the Council's integrity at work.</p> <p>Notify the Manager Governance and Performance of any suspected incidence of fraud, corruption or other losses as soon as practicable.</p> <p>Fraud and Corruption Control to be standing items on agendas of Executive Leadership Team (ELT), Senior Leadership Team (SLT) and Coordinators meetings.</p>
Manager Governance and Performance	<p>When not the appointed PDC, in conjunction with Manager People, Risk and Wellbeing, receives reports of suspected fraud and corruption directly that have not been made to the PDC from managers, staff or external bodies and supervises internal investigations and fraud and corruption control planning.</p> <p>Supports the Public Interest Disclosure Coordinator in relation to internal investigations.</p> <p>Advises the CEO and ELT as required on the progress and outcomes of internal investigations.</p>
Employees and others	<p>Uphold the Code of Conduct by demonstrating Council's values at all times in the workplace.</p> <p>Understand and comply with all Council policies, procedures and guidelines.</p> <p>Identify, manage and mitigate fraud, corruption and other losses risks.</p> <p>Report suspicions of fraud, corruption and other losses to an appropriate manager, the Public Interest Disclosure Coordinator, the Council, or IBAC.</p> <p>Support and apply fraud and corruption prevention initiatives.</p> <p>Undertake all mandatory induction and training.</p> <p>Maintain the security of the Council's assets, including physical assets, data and intellectual property.</p>

Communication

This policy will be made available to the Public on Council's website along with the guidelines for making and handling Public Interest Disclosures. Council maintains internal controls to provide for the security and accountability of Council's resources and to prevent or reduce the opportunity for fraud and/or corruption. These controls include staff training and the following:

- Brief the Audit and Risk Committee on any suspected or alleged fraud
- Monitor fraud control actions regularly through the Executive Leadership Team
- Review and assess Council's fraud risk annually

Gender Impact Assessment

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

Definitions

Term	Definition
Council	Macedon Ranges Shire Council.
Councillors	Means the individuals holding the office of a member of Macedon Ranges Shire Council.
Corrupt Conduct	Corrupt conduct includes asking for, or receiving a benefit of any kind, the acceptance of a bribe, in any form, which is punishable under law by the Victorian common law offence of 'Bribery of a Public Official' and offences under the Local Government Act 1989 (Vic). Section 4 (1) of the Independent Broad-Based Anti-corruption Commission Act 2011 defines corrupt conduct as any conduct: <ol style="list-style-type: none"> a) of any person that adversely affects the honest performance by a public officer or public body of his or her or its functions as a public officer or public body; or b) of a public officer or public body that constitutes or involves the dishonest performance of his or her or its functions as a public officer or public body; or c) of a public officer or public body that constitutes or involves knowingly or recklessly breaching public trust; or d) of a public officer or a public body that involves the misuse of information or material acquired in the course of the performance of his or her or its functions as a public officer or public body, whether or not for the benefit of the public officer or public body or any other person.
Fraud	For the purpose of this policy: fraud means an " <i>dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by persons internal or external to the organisation and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit</i> ".

	The theft of property belonging to Council where deception is not used is also considered 'fraud' for the purposes of this policy. (<i>Australian Standards AS8001-2021: Fraud and Corruption Control</i>). Fraud, is not restricted to tangible benefits only and includes intangibles such as information. A fraudulent act can also be committed by an act of omission, dishonesty or deceitful and misleading behaviour.
Corruption	Council has adopted the following definition of corruption as set out in Australian Standard: Fraud and Corruption Control AS 8001:2021 Corruption is defined as <i>dishonest activity in which a person associated with an organisation (e.g. director, councillor, executive manager, manager, or employee or contractor) acts contrary to the interests of the organisation and abuses their position of trust in order to achieve personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interests of the organisation in order to secure some form of improper advantage for the organisation either directly or indirectly</i>
Improper Conduct	The Public Interest Disclosures Act 2012 captures fraudulent and corrupt behaviour and specifically the following conduct by a public officer or public body in their capacity as a public officer or public body: <ul style="list-style-type: none"> • Corrupt conduct and/or • Any of the following conduct by a public officer or public body in their capacity as a public officer or public body: <ul style="list-style-type: none"> - A criminal offence - Serious professional misconduct* - Dishonest performance of public functions - An intentional breach or reckless breach of public trust - An intentional or reckless misuse of information or material acquired in the course of the performance of public functions - A substantial mismanagement of public resources - A substantial risk to the health or safety of one or more persons - A substantial risk to the environment. • Conduct of any person that: <ul style="list-style-type: none"> - Adversely affects the honest performance by a public officer or public body of their functions as a public officer; or - Is intended to adversely affect the effective performance of exercise by a public officer or public body of the functions or powers of the public officer or public body and results in the person, or an associate of the person obtaining <ul style="list-style-type: none"> ▪ (A) a licence, permit, approval, authority or other entitlement under any Act or subordinate instrument; Or ▪ (B) an appointment to a statutory office or as a member of the board of any public body under any Act or subordinate instrument; Or ▪ (C) a financial benefit or real or personal property; Or ▪ (D) any other direct or indirect monetary or proprietary gain – that the person or associate would not have otherwise obtained. • Conduct of any person that could constitute a conspiracy or attempt to engage in any of the conduct referred to above. <p>* The Act does not define serious professional misconduct.</p>

IBAC	Means the Independent Broad-based Anti-corruption Commission
Integrity Framework	Council brings together in an integrity framework the policies, processes, structures and conditions necessary to foster integrity and prevent corruption. Our Integrity framework includes elements of risk management, governance, leadership commitment, deterrent and prevention measures, detection measures, and staff education and training.
Investigation	Means a search for evidence connecting or tending to connect a person (either a natural person or a body corporate) with conduct that infringes the criminal law or the policies and standards set by the Council.
Public Interest Disclosures Coordinator (PDC)	As of the current date of this Policy the PDC is the Director Corporate, unless the disclosure relates to the incumbent PDC then the disclosure shall be made to the Chief Executive Officer.
Ombudsman	Means the Victorian Ombudsman.
VAGO	Means Victorian Auditor-General's Office.



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Maddocks Delegations and Authorisations

S5 Instrument of Delegation to Chief Executive Officer

Macedon Ranges Shire Council

Instrument of Delegation

to

The Chief Executive Officer



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Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the Macedon Ranges Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 24 September 2025;
2. the delegation:
 - 2.1 comes into force immediately when signed by the Chief Executive Officer and Mayor;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

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

Witness:

Date:

Signed by the Mayor in the presence of:)
)

Witness:

Date:



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SCHEDULE

The power to

1. determine any issue;
 2. take any action; or
 3. do any act or thing
- arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 1.1 entering into a contract exceeding the value of \$1,000,000;
 - 1.2 making any expenditure that exceeds \$1,000,000;
 - 1.3 where expenditure is made under a contract already entered into: or is expenditure which Council is, by or under legislation required to make it must not exceed \$1,100,000;
 - 1.4 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.5 electing a Mayor or Deputy Mayor;
 - 1.6 granting a reasonable request for leave under s 35 of the Act;
 - 1.7 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.8 approving or amending the Council Plan;
 - 1.9 adopting or amending any policy that Council is required to adopt under the Act;
 - 1.10 adopting or amending the Governance Rules;
 - 1.11 appointing the chair or the members to a delegated committee;
 - 1.12 making, amending or revoking a local law;
 - 1.13 approving the Budget or Revised Budget;
 - 1.14 approving the borrowing of money;
 - 1.15 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;



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3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 4.1 policy; or
 - 4.2 strategyadopted by Council;
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



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Maddocks Delegations and Authorisations

S6 Instrument of Delegation – Members of Staff

Macedon Ranges Shire Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

Abbreviations	Means
ALLD	All Directors
ALLPE	All Staff in Planning and Environment Directorate
ALLSTATP	All Statutory Planning Staff in Planning and Environment Directorate
BSOG	Business Support Officer Governance
CAM	Coordinator Asset Management
CCP	Coordinator Civil Projects
CCS	Coordinator Customer Service
CE	Coordinator Environment
CEH	Coordinator Environmental Health
CEO	Chief Executive Officer
CG	Coordinator Governance
CLL	Coordinator Local Laws
CSO	Customer Service Officer
CSPC	Coordinator Statutory Planning and Compliance
CSPS	Coordinator Statutory Planning and Subdivisions
CStP	Coordinator Strategic Planning
DAO	Director Assets and Operations
DCOR	Director Corporate
DPE	Director Planning and Environment
EHO	Environmental Health Officer
GO	Governance Officer
MBS	Municipal Building Surveyor
MCA	Manager Communications and Advocacy
MCSRR	Manager Civil Services and Resource Recovery
MEAS	Manager Engineering and Asset Services
MFR	Manager Finance and Reporting
MGP	Manager Governance and Performance
MPR	Manager Parks and Recreation
MSC	Manager Safer Communities
MSP	Manager Statutory Planning
MSPE	Manager Strategic Planning and Environment

Abbreviations	Means
N/A	Not applicable
NOT	Not delegated below Chief Executive Officer
PCO	Planning Compliance Officer
PSPO	Principal Statutory Planning Officer
SSPO	Senior Statutory Planning Officer
SPO	Statutory Planning Officer
SGO	Senior Governance Officer
SIMO	Senior Information Management Officer
SPAO	Statutory Planning Administration Officer
SPSO	Statutory Planning Subdivisions Officer
SSPO	Senior Statutory Planning Officer
TLEPD	Team Leader Engineering Planning and Development

3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 24 September 2025 and
- 3.2 the delegation:
- 3.2.1 comes into force immediately where the Chief Executive Officer executes the Instrument of Delegation;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council;
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

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

Witness:

Date:

SCHEDULE

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CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	CEO, DCOR, MFR, DAO	
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	CEO, DCOR, MFR, DAO	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) – (c) in exercising its functions	CEO, DCOR, MFR, DAO	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	N/A	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions	N/A	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	CEO, DCOR, MFR, DAO	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	CEO, DCOR, MFR, DAO	
s 15(4)	Duty to keep records of delegations	CEO, DCOR, CE	
s 17(1)	Power to employ any persons necessary	CEO, DCOR, DAO, MFR, CCP	



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CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CEO, DCOR, DAO, MFR, CCP	
s 17(3)	Power to determine the terms and conditions of employment or engagement	CEO, DCOR, DAO, MFR, CCP	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	CEO, DCOR, DAO, MFR	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	N/A	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	N/A	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	N/A	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	N/A	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	N/A	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	N/A	Where Council is a Class A cemetery trust



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CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>	N/A	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	N/A	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	N/A	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	N/A	Where Council is a Class A cemetery trust
s 18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	N/A	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	N/A	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	N/A	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	N/A	Where Council is a Class A cemetery trust



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CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	N/A	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	N/A	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	N/A	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year	N/A	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	CEO, DCOR, DAO	
s 20(1)	Duty to set aside areas for the interment of human remains	CEO, DCOR, DAO	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CEO, DCOR, DAO	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	CEO, DCOR, DAO	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CEO, DCOR, DAO	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	CEO, DCOR, DAO	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	CEO, DAO, DCOR	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	CEO, DAO, DCOR	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	CEO, DAO, DCOR	Provided the street was constructed pursuant to the <i>Local Government Act 2020</i>
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	CEO, DAO, DCOR	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	CEO, DAO, DCOR	Report must contain the particulars listed in s 57(2)



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 59	Duty to keep records for each public cemetery	CEO, DAO, MFR, DCOR	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	CEO, DAO, DCOR	
s 60(2)	Power to charge fees for providing information	CEO, DAO, DCOR	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CEO, DAO, DCOR	
s 64B(d)	Power to permit interments at a reopened cemetery	CEO, DAO, DCOR	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CEO, DAO, DCOR	The application must include the requirements listed in s 66(2)(a)–(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	CEO, DAO, DCOR	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	CEO, DAO, DCOR	
s 70(2)	Duty to make plans of existing place of interment available to the public	CEO, DAO, DCOR	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CEO, DAO, DCOR	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 71(2)	Power to dispose of any memorial or other structure removed	CEO, DAO, DCOR	
s 72(2)	Duty to comply with request received under s 72	CEO, DAO, DCOR	
s 73(1)	Power to grant a right of interment	CEO, DAO, DCOR	
s 73(2)	Power to impose conditions on the right of interment	CEO, DAO, DCOR	
s 74(3)	Duty to offer a perpetual right of interment	CEO, DAO, DCOR	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	CEO, DAO, DCOR	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CEO, DAO, DCOR	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	CEO, DAO, DCOR	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	CEO, DAO, DCOR	
s 80(2)	Function of recording transfer of right of interment	CEO, DAO, DCOR	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	CEO, DAO, DCOR	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	CEO, DAO, DCOR	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CEO, DAO, DCOR	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CEO, DAO, DCOR	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	CEO, DAO, DCOR	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	CEO, DAO, DCOR	
s 84I(4)	Power to exercise the rights of a holder of a right of interment	CEO, DAO, DCOR	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	CEO, DAO, DCOR, MFR	
s 84I(6)(a)	Power to remove any memorial on the place of interment	CEO, DAO, DCOR	
s 84I(6)(b)	Power to grant right of interment under s 73	CEO, DAO, DCOR	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CEO, DAO, DCOR	The notice must be in writing and contain the requirements listed in s 85(2)



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	CEO, DAO, DCOR	Does not apply where right of interment relates to remains of a deceased veteran.
s 85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; Remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location	CEO, DAO, DCOR	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	CEO, DAO, DCOR	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	CEO, DAO, DCOR	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	CEO, DAO, DCOR	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	CEO, DAO, DCOR	
s 86(4)	Power to take action under s 86(4) relating to removing and re-intering cremated human remains	CEO, DAO, DCOR	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86(5)	Duty to provide notification before taking action under s 86(4)	CEO, DAO, DCOR	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	CEO, DAO, DCOR	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	CEO, DAO, DCOR	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	CEO, DAO, DCOR	
s 91(1)	Power to cancel a right of interment in accordance with s 91	CEO, DAO, DCOR	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CEO, DAO, DCOR	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	CEO, DAO, DCOR, MFR	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	CEO, DAO, DCOR	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CEO, DAO, DCOR	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	CEO, DAO, DCOR	
s 100(1)	Power to require a person to remove memorials or places of interment	CEO, DAO, DCOR	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	CEO, DAO, DCOR	
s 100(3)	Power to recover costs of taking action under s 100(2)	CEO, DAO, DCOR, MFR	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CEO, DAO, DCOR	
s 102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)	CEO, DAO, DCOR	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CEO, DAO, DCOR	
s 103(1)	Power to require a person to remove a building for ceremonies	CEO, DAO, DCOR	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CEO, DAO, DCOR	



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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 103(3)	Power to recover costs of taking action under s 103(2)	CEO, DAO, DCOR	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	CEO, DAO, DCOR	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CEO, DAO, DCOR	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	CEO, DAO, DCOR	
s 106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	CEO, DAO, DCOR	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CEO, DAO, DCOR	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	CEO, DAO, DCOR	
s 108	Power to recover costs and expenses	CEO, DAO, DCOR, MFR	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 109(1)(a)	Power to open, examine and repair a place of interment	CEO, DAO, DCOR	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repaid a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	CEO, DAO, DCOR	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	CEO, DAO, DCOR	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary	CEO, DAO, DCOR	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	CEO, DAO, DCOR	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	CEO, DAO, DCOR	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	CEO, DAO, DCOR, MFR	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CEO, DAO, DCOR	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 112	Power to sell and supply memorials	CEO, DAO, DCOR	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CEO, DAO, DCOR	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CEO, DAO, DCOR	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CEO, DAO, DCOR	
s 119	Power to set terms and conditions for interment authorisations	CEO, DAO, DCOR	
s 131	Function of receiving an application for cremation authorisation	CEO, DAO, DCOR	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CEO, DAO, DCOR	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	CEO, DAO, DCOR	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	CEO, DAO, DCOR	Subject to the approval of the Secretary



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	CEO, DAO, DCOR	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	CEO, DAO, DCOR	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	CEO, DAO, DCOR	
s 151	Function of receiving applications to inter or cremate body parts	CEO, DAO, DCOR	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	CEO, DAO, DCOR	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CEO, DAO, DCOR	
sch 1 cl 8(8)	Power to regulate own proceedings	CEO, DAO, DCOR	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	N/A	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	N/A	Where Council is a Class A cemetery trust Subject to cl 8



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DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	CEO, DPE, MSC, CLL	Council may delegate this power to a Council authorised officer



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	DPE, MSC, CEH, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	DPE, MSC, CEH, EHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	DPE, MSC, CEH, EHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	DPE, MSC, CEH, EHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	DPE, MSC, CEH, EHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	DPE, MSC, CEH, EHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DPE, MSC, CEH, EHO	Where Council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	DPE, MSC, CEH, EHO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	DPE, MSC, CEH, EHO	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	DPE, MSC, CEH, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	DPE, MSC, CEH, EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	DPE, MSC, CEH, EHO	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	DPE, MSC, CEH, EHO	Where Council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	DPE, MSC, CEH, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	DPE, MSC, CEH, EHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	DPE, MSC, CEH, EHO	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	DPE, MSC, CEH, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	DPE, MSC, CEH, EHO	Where Council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	DPE, MSC, CEH, EHO	Where Council is the registration authority



Maddocks

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38E(2)	Power to register the food premises on a conditional basis	DPE, MSC, CEH, EHO	Where Council is the registration authority; not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 39A	Power to register, or renew the registration of a food premises despite minor defects	DPE, MSC, CEH, EHO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39A (6)	Duty to comply with a direction of the Secretary	DPE, MSC, CEH, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	DPE, MSC, CEH, EHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	DPE, MSC, CEH, EHO	
s 40F	Power to cancel registration of food premises	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	DPE, MSC, CEH, EHO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	DPE, MSC, CEH, EHO	Where Council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	DPE, MSC, CEH, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	DPE, MSC, CEH, EHO	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	DPE, MSC, CEH, EHO	Where Council is the registration authority



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HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers	NOT	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation



Maddocks

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO ¹	

¹ The only member of staff who can be a delegate in Column 3 is the CEO.



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CEO, DPE, MSPE	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CEO, DPE, MSPE, CSTP	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	CEO, DPE, MSPE, CSTP	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	CEO, DPE, MSPE, CSTP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CEO, DPE, MSPE, CSTP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	NOT	
s 8A(5)	Function of receiving notice of the Minister's decision	CEO, DPE, MSPE	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CEO, DPE, MSPE, CSTP	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	NOT	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	ALLPE	
s 12B(1)	Duty to review planning scheme	CEO, DPE, MSPE	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, DPE, MSPE	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	CEO, DPE, MSPE	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	CEO, ALLPE	
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, ALLPE	
s 17(2)	Duty of giving copy s 173 agreement	CEO, DPE, MSPE, MSP, CSPC, CSPS, CStP, PPO, SSPO	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, DPE, MSPE, CStP	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	CEO, DPE, MSPE	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CEO, DPE, MSPE	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, DPE, MSPE	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, DPE, MSPE	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CEO, DPE, MSPE, CStP	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	CEO, DPE, MSPE, CStP	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, DPE	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	CEO, DPE	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CEO, DPE, MSPE	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, DPE, MSPE, CStP, ALLSTATP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, DPE, MSPE, CStP	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CEO, DPE, MSPE, CStP	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	CEO, DPE, MSPE, CStP	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	CEO, DPE, MSPE, CStP	
s 28(1)	Duty to notify the Minister if abandoning an amendment	NOT	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	MSPE, MCE	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	MSPE, MCE	
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, DPE, MSPE	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, DPE, MSPE, CStP	
s 32(2)	Duty to give more notice if required	CEO, DPE, MSPE, CStP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 33(1)	Duty to give more notice of changes to an amendment	CEO, DPE, MSPE, CStP	
s 36(2)	Duty to give notice of approval of amendment	CEO, DPE, MSPE, CStP, CSPC, CSPS	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, DPE, MSPE	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, DPE, MSP, MSPE, CStP, CSPC, CSPS	
s 40(1)	Function of lodging copy of approved amendment	CEO, DPE, MSPE, CStP	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CEO, DPE, MSPE, SSPO, CStP	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CEO, DPE, MSPE, CStP	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	CEO, DPE, MSPE, CStP, CSPC, CSPS, TLEPD	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	Where Council is a responsible public entity and is a planning authority
s 46AW	Function of being consulted by the Minister	CEO, DPE, MSPE	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CEO, DPE	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CEO, DPE, MSPE	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CEO, DPE, ALLPE	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	CEO, DPE	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	CEO, DPE	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CEO, DPE, MSPE, CStP	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	CEO, DPE, MSPE, CStP	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	CEO, DPE, MSPE, CStP	
s 46GP	Function of receiving a notice under s 46GO	CEO, DPE, MSPE, CStP	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	CEO, DPE, MSPE, CStP	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	CEO, DPE, MSPE, CStP	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CEO, DPE, MSPE, CStP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	CEO, DPE, MSPE, CStP	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	CEO, DPE, MSPE, CStP	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO, DPE	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	CEO, DPE	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CEO, DPE	
s 46GU	Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	CEO, DPE, MSPE, CStP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	CEO, DPE	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO, DPE	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, DPE	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, DPE	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CEO, DPE, MSPE, CStP, MSP, CSPC, CSPS	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO, DPE, MSPE	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CEO, DPE	Where Council is the collecting agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	CEO, DPE	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO, DCOR, MFR	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	CEO, DCOR, MFR	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CEO, DCOR, DPE, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	CEO, DCOR, DPE, MFR	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	CEO, DCOR, DPE, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(b)	Function of receiving the monetary component	CEO, DCOR, DPE, MFR	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	CEO, DCOR, DPE, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	CEO, DCOR, DPE, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO, DCOR, DPE, MFR	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	CEO, DCOR, DPE, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	CEO, DCOR, DPE, MFR	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	CEO, DCOR, DPE, MFR	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	CEO, DCOR, DPE, MFR	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	CEO, DCOR, DPE, MFR	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	CEO, DCOR, DPE, MFR	Where Council is a development agency under an approved infrastructure contributions plan



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	CEO, DCOR, DPE, MFR, MSPE	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	CEO, DPE, DCOR, MFR	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	CEO, DPE, DCOR, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	CEO, DPE, DCOR, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	CEO, DPE, DCOR, MFR	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	CEO, DPE, DCOR, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	CEO, DPE, DCOR, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	CEO, DPE, DCOR, MFR	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	CEO, DPE, DCOR, MFR	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	CEO, DPE, DCOR, MFR	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	CEO, DPE, DCOR, MFR, MSPE	Where Council is the collecting agency under an approved infrastructure contributions plan



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	CEO, DPE, DCOR, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	CEO, DPE, DCOR, MFR	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	CEO, DPE, DCOR, MFR	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	CEO, DPE, DCOR, MFR	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	CEO, DPE, DCOR, MFR, MCA	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CEO, DPE, DCOR, MFR, MSPE, MSP, CSPC, CSPA, CStP, CSP, PPO	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO, DPE, MSPE, MSP, CSPC, CSPA, CStP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, DPE, MSPE, MSP	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CEO, DPE, MBS, MSPE, MSP	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, DPE, MSPE, MSP	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CEO, DPE, MSPE, MSP, CSPP, CSPPS	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, DPE, MSPE, MSP, CSPP, CSPPS	
s 46Q(1)	Duty to keep proper accounts of levies paid	CEO, DPE, DCOR, MFR, MSPE, MSP, CSPP, CSPPS, CStP	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	CEO, DPE, DAO, DCOR	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CEO, DPE, DCOR, MFR, DAOMSPE, MSP, CSPP, CStP	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, DPE, DCOR, MFR, MSPE, MSP	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CEO, DPE, MSPE	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CEO, DPE, MSPE	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, DPE, DAO, DCOR	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	CEO, DPE, MSPE, MSP	
s 46QD	Duty to prepare report and give a report to the Minister	DPE, DCOR, MFR	Where Council is a collecting agency or development agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	DPE, MSP, MSPE	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	DPE, MSP, MSPE	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	CEO, DPE, DCOR, MFR, MSPE, MSP, CSPC, CSPS, CStP	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	CEO, DPE, DCOR, MFR, MSPE, MSP, CSPC, CSPS, CStP	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	NOT	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, DPE, MSP, CSPC, CSPS	



Maddocks

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, DPE, ALLSTATP, SPAO, TLEPD, MSP CSP	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	CEO, DPE, ALLSTATP, SPAO, TLEPD, MSP, CSP	
s 50(4)	Duty to amend application	CEO, DPE, ALLSTATP, SPAO, TLEPD, MSP, CSP, PPO, SSPO, SPO, SPSO	
s 50(5)	Power to refuse to amend application	CEO, DPE, MSP, CSPC, CSPS, PPO, SSPO	
s 50(6)	Duty to make note of amendment to application in register	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50A(1)	Power to make amendment to application	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, CSP	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 50A(4)	Duty to note amendment to application in register	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	CEO, DPE, CSPC, CSPS, ALLSTATP, MSP, PPO, SSPO, SPO, SPSO	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, PPO, SSPO, SPO	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 54(1)	Power to require the applicant to provide more information	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 54(1B)	Duty to specify the lapse date for an application	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, DPE, MSP, CSPC, CSPS	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO SPSO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	
s 57A(5)	Power to refuse to amend application	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	
s 57A(6)	Duty to note amendments to application in register	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57B(1)	Duty to determine whether and to whom notice should be given	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO MSP CSP PPO SSPO SPO SPSO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	
s 57C(1)	Duty to give copy of amended application to referral authority	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 58	Duty to consider every application for a permit	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	
s 58A	Power to request advice from the Planning Application Committee	CEO, DPE, MSPE, MSP, CSP	
s 60	Duty to consider certain matters	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	
s 60(1A)	Duty to consider certain matters	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPSO, PPO, SSPO	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> <i>Delegates may only decide on an application if four (4) or fewer valid objections have been received.</i>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, PPO, SSPO	<i>Delegates may only decide on an application if four (4) or fewer valid objections have been received.</i>
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	<i>Delegates may only decide on an application if four (4) or fewer valid objections have been received.</i>
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	N/A	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	N/A	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, PPO, SSPO, SPO	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, PPO, SSPO, SPO	
s 62(2)	Power to include other conditions	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, PPO, SSPO, SPO	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, PPO, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, DPE, MSP, CSPC, CSPPS, ALLSTATP, SPSO, PPO, SSPO, SPO	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO, DPE, MSP, CSPC, CSPPS, ALLSTATP, SPSO, PPO, SSPO, SPO	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, DPE, MSP, CSPC, CSPPS, ALLSTATP, SPSO, PPO, SSPO, SPO	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO, DPE, MSP, CSPC, CSPPS, ALLSTATP, SPSO, PPO, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, PPO, SSPO, SPO	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, PPO, SSPO, SPO	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	This provision applies also to a decision to grant an amendment to a permit – see s 75



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64(5)	Duty to give each objector a copy of an exempt decision	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	This provision applies also to a decision to grant an amendment to a permit – see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	
s 69(2)	Power to extend time	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, SSPO, SPO	
s 70	Duty to make copy permit available in accordance with public availability requirements	CEO, DPE, MSP, MSPE, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, CSO, PPO, SSPO, SPO	
s 71(1)	Power to correct certain mistakes	CEO, DPE, MSP, MSPE, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, CSO, PPO, SSPO, SPO	

S6. Instrument of Delegation – Members of Staff
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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 71(2)	Duty to note corrections in register	CEO, DPE, MSP, MSPE, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, CSO, PPO, SSPO, SPO	
s 73	Power to decide to grant amendment subject to conditions	CEO, DPE, MSP, MSPE, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, CSO, PPO, SSPO, SPO	
s 74	Duty to issue amended permit to applicant if no objectors	CEO, DPE, MSPE, MSP, CSPC, CSPS, PPO, SSPO, SPO, SPSO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	
s 83	Function of being respondent to an appeal	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	
s 83B	Duty to give or publish notice of application for review	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, DPE, MSP, CSPC, CSPS	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, DPE, MSPE, MSP, CSPC, CSPS, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86	Duty to issue a permit at order of Tribunal within 3 business days	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPAO, TLEPD, SPSO, PPO, SSPO, SPO	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, DPE, MSPE, MSP, CSPC, CSPS	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, PCO	
s 91(2)	Duty to comply with the directions of VCAT	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	
s 95(3)	Function of referring certain applications to the Minister	CEO, DPE, MSPE, MSO, CSP	
s 95(4)	Duty to comply with an order or direction	CEO, DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD, PPO, SSPO, SPO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, ALLD	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, ALLD, MSPE, MSP, CSPC, CSPS	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, ALLD, MSPE, MSP, CSPC, CSPS, CSP	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, DPE, MSPE, MSP, CStP, CSPC, CSPS, CSP	
s 96F	Duty to consider the panel's report under s 96E	CEO, DPE, MSPE, MSP, CStP	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	CEO, DPE, MSPE, MSP, CSPC, CSPS, CSP	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, DPE, MSPE, CStP, MSP, CSPC, CSPS, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96J	Duty to issue permit as directed by the Minister	CEO, DPE, MSPE, CStP, MSP, CSPC, CSPS, PPO, SSPO, SPO, SPSO	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, DPE, MSPE, MSP, CStP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	N/A	
s 97C	Power to request Minister to decide the application	CEO, DPE, MSPE, MSP	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, DPE, MSPE, MSP, CSPC, CSPS, CStP, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, DPE, MSP, SPSO, TLEPD, CSPC, CSPS, ALLSTATP, SPAO, CStP, MSPE, PPO, SSPO, SPO, SPSO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	CEO, DPE, MSP, SPSO, TLEPD, CSPC, CSPS, ALLSTATP, SPAO, CStP, MSPE, PPO, SSPO, SPO, SPSO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, DPE, MSP, SPSO, TLEPD, CSPC, CSPS, ALLSTATP, SPAO, CStP, MSPE, CSP, PPO, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CEO, DPE, MSP, SPSO, TLEPD, CSPC, CSPS, ALLSTATP, SPAO, CStP, MSPE, CSP, PPO, SSPO, SPO	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CEO, DPE, MSPE	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, DPE, MSPE, MSP, CSPC, CSPS, CSP	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, DPE, MSP, CSPC, CSPS, CStP, ALLSTATP, SPAO, SPSO, TLEPD, CSP, PPO, SSPO, SPO	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, DPE, MSP, CSPC, CSPS, CStP, ALLSTATP, SPAO, SPSO, TLEPD, PPO, SSPO, SPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97Q(4)	Duty to comply with directions of VCAT	CEO, DPE, MSP, CSPC, CSPS, CStP, ALLSTATP, SPAO, SPSO, TLEPD, PPO, SSPO, SPO	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, DPE, MSP, CSPC, CSPS, CStP, ALLSTATP, SPAO, SPSO, TLEPD, PPO, SSPO, SPO	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, DPE, MSP, CSPC, CSPS	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, DPE, MSP, CSPC, CSPS	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, DPE, MSP, CSPC, CSPS, MSPE	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, DPE, MSP, CSPC, CSPS, MSPE	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 107(1)	Function of receiving claim for compensation	CEO, DPE, MSPE, CStP	
s 107(3)	Power to agree to extend time for making claim	CEO, DPE, MSPE	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CEO, DPE, MSPE	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, DPE, MSP, CSPC, CSPA, PCO, CSP	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, DPE, MSPE, MSP, CSPC, CSPA, ALLSTATP, PCO, CStP, PPO, SSPO, SPO, SPSO	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, DPE, MSP, CSPC, CSPA, PCO, CSP	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, DPE, MSP, CSPC, CSPA, PCO, CSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DPE, DCOR	Except Crown Land
s 129	Function of recovering penalties	CEO, DPE, MSC, DCOR, PCO, MFR, CSP	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, DPE, MSP, MSC, CSPC, CSPS, PCO, CSP	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, DPE, MSP, CSPC, CSPS, CSP	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	CEO, DPE, MSP, MSC, CSPC, CSPS, CSP	
s 149B	Power to apply to the Tribunal for a declaration.	CEO, DPE, MSP, MSC, CSP	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CEO, DPE, MSPE, CStP	Where Council is the relevant planning authority



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 171(2)(f)	Power to carry out studies and commission reports	CEO, DPE, CSPP, CSPP, MSPE, MSP, CStP	
s 171(2)(g)	Power to grant and reserve easements	CEO, DPE, MSP, CSPP, CSPP, ALLSTATP, SPSO, CSP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	N/A	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	N/A	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	N/A	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO, DPE, MSPE, MSP, CSPP, CSPP	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, DPE, MSP, SPSO	Where Council is the relevant responsible authority



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	CEO, DPE, MSPE, MSP, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DPE, MSPE, MSP, CSPC, CSPS, CSP, SPSO	
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DPE, MSPE, MSP, CSPC, CSPS, CSP, SPSO	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, DPE, MSPE, MSP, CSPC, CSPS, CStP, ALLSTATP, SPSO, SPAO, TLEPD, CSP, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 178A(5)	Power to propose to amend or end an agreement	CEO, DPE, MSPE, MSP, CSPC, CSPS, PPO, SSPO, SPO, SPSO	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	After considering objections, submissions and matters in s 178B



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	After considering objections, submissions and matters in s 178B
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	CEO, DPE, MSPE, MSP, CSPC, CSPS, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 181	Duty to apply to the Registrar of Titles to record the agreement	CEO, DPE, DCOR, MSPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPSO	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, DPE, MSP, MSPE, CSPC, CSPS, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 182	Power to enforce an agreement	CEO, DPE, MSPE, MSP, CSPP, CSPS, PCO, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, DPE, MSPE, MSP, CSPP, CSPS, SPSO, ALLSTATP, PPO, SSPO, SPO	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	NOT	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO, DPE, MSP, MSPE, CSPP, CSPS, ALLSTATP	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO, DPE, MSPE, MSP, CSPP, CSPS, CSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPSO, SPAO, TLEPD, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 184G(2)	Duty to comply with a direction of the Tribunal	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPSO, SPAO, TLEPD, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 184G(3)	Duty to give notice as directed by the Tribunal	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPSO, SPAO, TLEPD, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPSO, SPAO, TLEPD, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 198(1)	Function to receive application for planning certificate	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPSO, SPAO, TLEPD, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 199(1)	Duty to give planning certificate to applicant	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPSO, SPAO, TLEPD, ALLSTATP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 201(1)	Function of receiving application for declaration of underlying zoning	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPSO, SPAO, TLEPD, ALLSTATP, PPO, SSPO, SPO, SPSO	
s 201(3)	Duty to make declaration	CEO, DPE, MSPE, MSP, CSPC, CSPS, CStP	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO, DPE, MSP, CSPC, CSPS, MSPE, CStP, PCO, SPC, PPO	<i>Delegates may only decide on an application to approve or amend a Development Plan if four (4) or fewer submissions have been received.</i>
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPC, PPO	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	CEO, DPE, MSPE, MSP, CSPC, CSPS, SPC, PPO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	CEO, DPE, MSPE, MSP, CSPC, CSPS SPC, PPO	
-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO, DPE, MSPE, MSP, CSPC, CSPS, PCO, SPC, PPO,	
-	Power to approve and or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO, DPE, MSPE, MSP, CSPC, CSPS, PPO, SSPO	
-	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, DPE, MSPE, MSP, CSPC, CSPS, CSP	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CEO, DPE, MSPE, MSP, CSPC, CSPS, CStP, PPO, SSPO, SPO, SPSO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CEO, DPE, MSPE, MSP, CSPC, CSPS, CStP, PPO, SSPO, SPO, SPSO	



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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEO, DPE, CEH, EHO	
s 522(1)	Power to give a compliance notice to a person	CEO, DPE, MSC, CEH, EHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO, DPE, DCOR	
s 525(4)	Duty to issue identity card to authorised officers	CEO, DPE, DCOR, MGP, CG, SGO, GO, BSO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CEO, CEHM, MSC, EHO	
s 526A(3)	Function of receiving report of inspection	CEO, DPE, MSC, CEH, EHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO, DPE, MSC, CEH	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	CEO, DAO, MGP, MEAS, CG, SGO, GO	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	CEO, DAO, MGP, CG, SGO, GO	
s 11(9)(b)	Duty to advise Registrar	CEO, DAO, MGP, CG, SGO, GO	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO, DAO, MGP, CG, SGO, GO	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	CEO, DAO, MGP, CG, SGO, GO	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	CEO, DAO	
s 12(10)	Duty to notify of decision made	CEO, DAO, MEAS, MGP, CG	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	CEO, DAO, MEAS, MGP, CG	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, DAO, MEAS, MGP, CG, SIMO	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO, DAO	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, DAO, MEAS	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, DAO, MEAS	
s 15(2)	Duty to include details of arrangement in public roads register	CEO, DAO, MEAS	
s 16(7)	Power to enter into an arrangement under s 15	CEO, DAO, MEAS	
s 16(8)	Duty to enter details of determination in public roads register	CEO, DAO, MEAS	
s 17(2)	Duty to register public road in public roads register	CEO, DAO, MEAS	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO, DAO, MEAS	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	CEO, DAO, MEAS	Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CEO, DAO, MEAS	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	CEO, DAO, MEAS	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CEO, DAO, MEAS	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	CEO, DAO, MEAS	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	CEO, DAO, MEAS, CAM	
s 19(4)	Duty to specify details of discontinuance in public roads register	CEO, DAO, MEAS, CAM	
s 19(5)	Duty to ensure public roads register is available for public inspection	CEO, DAO, MEAS, CAM, CCS, CSO	
s 21	Function of replying to request for information or advice	CEO, DAO	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO, DAO	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	CEO, DAO	
s 22(5)	Duty to give effect to a direction under s 22	CEO, DAO	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40(1)	Duty to inspect, maintain and repair a public road	CEO, DAO, MCSRR, MEAS	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CEO, DAO, MCSRR, MEAS	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CEO, DAO, MCSRR, MEAS	
s 42(1)	Power to declare a public road as a controlled access road	CEO, DAO, MEAS	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CEO, DAO	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	CEO, DAO	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CEO, DAO	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CEO, DAO	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	CEO, DAO	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49	Power to develop and publish a road management plan	CEO, DAO, MEAS	
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO, DAO, MEAS, MCSRR	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, DAO, MEAS	
s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, DAO, MEAS	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, DAO, MEAS	
s 54(6)	Power to amend road management plan	CEO, DAO, MEAS	
s 54(7)	Duty to incorporate the amendments into the road management plan	CEO, DAO, MEAS	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, DAO, MEAS, MGP, CG, SIMO	
s 63(1)	Power to consent to conduct of works on road	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO, DAO, MEAS, MCSRR	Where Council is the infrastructure manager



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64(1)	Duty to comply with cl 13 of sch 7	CEO, DAO, MEAS, MCSRR	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CEO, DAO, CLL, DPE, MSC	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	CEO, DAO, MEAS	Where Council is the coordinating road authority
s 67(3)	Power to request information	CEO, DAO, MEAS, DPE, MSC, CLL	Where Council is the coordinating road authority
s 68(2)	Power to request information	CEO, DAO, MEAS, DPE, MSC, CLL	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO, DAO, DPE, MSC, CLL	
s 72	Duty to issue an identity card to each authorised officer	CEO, DAO, MEAS, MCSRR, MGP, CG, BSOG	
s 85	Function of receiving report from authorised officer	CEO, DAO, DPE, MEAS, MSC	
s 86	Duty to keep register re s 85 matters	CEO, DAO, DPE, MSC, CLL	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 87(1)	Function of receiving complaints	CEO, DPE, DAO, MSC, MEAS, MCSRR	
s 87(2)	Duty to investigate complaint and provide report	CEO, DAO, DPE, MSC, CLL	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, DAO, DPE	
s 112(2)	Power to recover damages in court	CEO, DAO, DPE, MSC, CLL	
s 116	Power to cause or carry out inspection	CEO, DAO, MCSRR, DPE, MEAS, MSC, CLL	
s 119(2)	Function of consulting with the Head, Transport for Victoria	CEO, DAO, MCSRR, DPE, MEAS	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	CEO, DAO	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	CEO, DAO, MCSRR, MEAS	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 121(1)	Power to enter into an agreement in respect of works	CEO, DAO, MCSRR, MEAS	
s 122(1)	Power to charge and recover fees	CEO, DAO, MCSRR, MEAS	
s 123(1)	Power to charge for any service	CEO, DAO, MCSRR, MEAS	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO, DAO, MEAS	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO, DAO, MEAS	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO, DAO, MEAS	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CEO, DAO, MEAS	
sch 2 cl 5	Duty to publish notice of declaration	CEO, DAO, MEAS, CG, SIMO	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CEO, DAO, MEAS, MCSRR	Where Council is the infrastructure manager or works manager



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CEO, DAO, MEAS, MCSRR	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CEO, DAO, MEAS, MCSRR	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CEO, DAO, MEAS, MCSRR	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	CEO, DAO, MEAS, MCSRR	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 12(5)	Power to recover costs	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	CEO, DAO, MEAS, MCSRR	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	CEO, DAO, MEAS, MCSRR	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	CEO, DAO, MEAS	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	CEO, DAO, MEAS	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	CEO, DAO, MEAS	Where Council is the responsible road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4	CEO, DAO, MEAS	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)



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CEMETERIES AND CREMATORIA REGULATIONS 2025 These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 36	Duty to ensure that cemetery complies with depth of burial requirements	CEO, DAO, MPR, DCOR	
r 37	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	CEO, DAO, MPR, DCOR	
r 38	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	CEO, DAO, MPR, DCOR	
r 39(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	CEO, DAO, MPR, DCOR	
r 39(2)	Duty to ensure that coffin, container or receptacle is labelled.	CEO, DAO, MPR, DCOR	
r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	CEO, DAO, MPR, DCOR	
r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	CEO, DAO, MPR, DCOR	



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CEMETERIES AND CREMATORIA REGULATIONS 2025 These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 43(2)	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	CEO, DAO, MPR, DCOR	
r 44(2)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	CEO, DAO, MPR, DCOR	
r 44(3)	Duty to ensure any fittings removed of are disposed in an appropriate manner	CEO, DAO, MPR, DCOR	
r 45	Power to dispose of any metal substance or non-human substance recovered from a cremator	CEO, DAO, MPR, DCOR	
r 46(2)	Power to release cremated human remains to certain persons	DAO, DCOR, MPR	Subject to any order of a court
r 47(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	DAO, DCOR, MPR	
r 47(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	DAO, DCOR, MPR	
r 47(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	DAO, DCOR, MPR	



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CEMETERIES AND CREMATORIA REGULATIONS 2025 These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 47(4)	Duty to take reasonable steps to notify persons specified in r 46(2) of intention to intern or dispose of remains at expiry of 12 month period	DAO, DCOR, MPR	
r 48	Power to approve certain activities under the r 57 or 58(2) if satisfied of regulation (1)(a)-(c)	DAO, DCOR, MPR	
r 50	Duty to provide statement that alternative vendors or supplier of memorials exist	DAO, DCOR, MPR	
r 51	Power to inspect any work that is being carried out on memorials, places or internments and buildings for ceremonies	DAO, DCOR, MPR	
r 52	Power to approval the arrangement or conduct of a funeral	DAO, DCOR, MPR	
r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted	DAO, DCOR, MPR	



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CEMETERIES AND CREMATORIA REGULATIONS 2025 These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 56(1)	Power to give directions regarding the objects ,things or items affixed to, or placed on or around, the places of interment and memorials	DAO, DCOR, MPR	
r 56(3)	Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial	DAO, DCOR, MPR	
r 56(4)	Duty to dispute items under r 56(3) in a manner considered appropriate	DAO, DCOR, MPR	
r 57(1)	Power to approve the use of fire in a public cemetery	DAO, DCOR, MPR	
r 58(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	DCOR, DAO, MPR	
r 59	Duty to display the hours during which the public can access the cemetery	DAO, MPR	
Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 5, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17 and 18 of sch 2	CEO, DCOR	See note above regarding model rules



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PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CEO, DPE, MSPE, MSP, CSPC, CSPS, CStP	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD	Where Council is the responsible authority
r 25(b)	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	DPE, MSP, CSPC, CSPS, ALLSTATP, SPSO, SPAO, TLEPD	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	DPE, MSPE, CStP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.



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PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, DPE, MSPE, CStP	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO, DPE, MSPE, MSP, CSPC, CSPS, CStP, TLEPD	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	CEO, DPE, MSPE, MSP, CSPC, CSPS, CStP, TLEPD	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	CEO, DPE, MSC, CEH, EHO	
r 10	Function of receiving application for registration	CEO, DPE, MSC, CEH, EHO	
r 11	Function of receiving application for renewal of registration	CEO, DPE, MSC, CEH, EHO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEO, DPE, MSC, CEH, EHO	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	CEO, DPE, MSC, CEH, EHO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEO, DPE, MSC, CEH, EHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, DPE, MSC, CEH, EHO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CEO, DPE, MSC, CEH, EHO	
r 12(4) & (5)	Duty to issue certificate of registration	CEO, DPE, MSC,	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		CEH, EHO	
r 14(1)	Function of receiving notice of transfer of ownership	CEO, DPE, MSC, CEH, EHO	
r 14(3)	Power to determine where notice of transfer is displayed	CEO, DPE, MSC, CEH, EHO	
r 15(1)	Duty to transfer registration to new caravan park owner	CEO, DPE, MSC, CEH, EHO	
r 15(2)	Duty to issue a certificate of transfer of registration	CEO, DPE, MSC, CEH, EHO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	CEO, DPE, MSC, CEH, EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEO, DPE, MSC, CEH, EHO	
r 17	Duty to keep register of caravan parks	CEO, DPE, MSC, CEH, EHO	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CEO, DPE, MSC, CEH, EHO	
r 21(2)	Duty to consult with relevant emergency services agencies	CEO, DPE, MSC,	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		CEH, EHO	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEO, DPE, MSC, CEH, EHO	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEO, DPE, MSC, CEH, EHO	
r 24(2)	Power to consult with relevant floodplain management authority	CEO, DPE, MSC, CEH, EHO	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	CEO, DPE, MSC, CEH, EHO	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEO, DPE, MSC, CEH, EHO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEO, DPE, MSC, CEH, EHO	
r 39(3)	Function of receiving installation certificate	CEO, DPE, MSC, CEH, EHO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	CEO, DPE, MSC, CEH, EHO	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of	CEO, DPE, MSC,	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	registration, the plan of the caravan park and a copy of the caravan park rules	CEH, EHO	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(1)	Duty to conduct reviews of road management plan	CEO, DAO, MEAS	
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, DAO, MEAS	

S6. Instrument of Delegation – Members of Staff
[628721:49328033_1]



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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CEO, DAO, MEAS	Where Council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CEO, DAO, MEAS	
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, DAO, MEAS	Where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CEO, DAO, MEAS	
r 16(3)	Power to issue permit	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	CEO, DAO, MEAS, MPR	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	CEO, DAO, DPE, MEAS, MCSRR, MSC, CLL	Where Council is the coordinating road authority



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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CEO, DAO, DPE, MEAS, MCSRR, MSC, CLL	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3)	CEO, DAO, DPE, MEAS, MCSRR, MSC, CLL	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CEO, DAO, DPE, MEAS, MCSRR, MSC, CLL	



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ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	CEO, DAO, MEAS, MCSRR	Where Council is the coordinating road authority



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Maddocks Delegations and Authorisations

***S18 Instrument of Sub-Delegation
under the Environment Protection Act 2017***

Macedon Ranges Shire Council

Instrument of Sub-Delegation

to

Members of Council staff



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Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;

2. record that references in the Schedule are as follows

Abbreviation	Means
CEH	Coordinator Environmental Health
CEO	Chief Executive Officer
DPE	Director Planning and Environment
EHO	Environmental Health Officer
EHAO	Environmental Health Administration Officer
MSPE	Manager Strategic Planning and Environment
PCO	Planning Compliance Officer

3. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on 24 September 2025 pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;

4. the delegation:

- 4.1 comes into force immediately once this Instrument of Sub-Delegation is executed for and on behalf of Macedon Ranges Shire Council by the Chief Executive Officer and Mayor;
- 4.2 remains in force until varied or revoked;
- 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
- 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

5. this Instrument of Sub-Delegation is subject to the following limitations:

- 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:

5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and

5.1.2 noise from the construction, demolition or removal of residential premises;

6. the delegate must not determine the issue, take the action or do the act or thing:

- 6.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;



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- 6.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
 - (b) strategy
- adopted by Council;
- 6.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 6.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

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

Witness:

Date:

Signed by the Mayor

Date:



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SCHEDULE



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ENVIRONMENT PROTECTION ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 271	Power to issue improvement notice	CEO, DPE, MSPE, CEH, EHO, EHAO	
s 272	Power to issue prohibition notice	CEO, DPE, MSPE, CEH, EHO, EHAO	
s 279	Power to amend a notice	CEO, DPE, MSPE, CEH, EHO, EHAO	
s 358	Functions of the Environment Protection Authority	CEO, DPE, MSPE, CEH, EHO, EHAO, PCO	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	CEO, DPE, MSPE, CEH, EHO, EHAO, PCO	
s 359(2)	Power to give advice to persons with duties or obligations	CEO, DPE, MSPE, CEH, EHO, EHAO, PCO	



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Maddocks Delegations and Authorisations

C4 Instrument of Delegation (Delegated Committees)

**Macedon Ranges Shire Council
Instrument of Delegation
Submitters Delegated Committee**

Macedon Ranges Shire Council (**Council**) delegates to each person who is from time to time appointed as a member of the Delegated Committee established by resolution of Council passed on 24 September 2025 and known as the "Submitters Delegated Committee" (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 24 September 2025
2. a delegate can only exercise the delegations contained in this Instrument of Delegation while acting as a member of the Committee at a meeting of the Committee.
3. the delegation:
 - 3.1 comes into force immediately once this Instrument of Delegation is executed for and on behalf of Macedon Ranges Shire Council by the Chief Executive Officer and Mayor;
 - 3.2 remains in force until Council resolves to vary or revoke it; and
 - 3.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
4. all members of the Delegated Committee will have voting rights on the Delegated Committee.

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

Witness:

Date:

Signed by the Mayor

Date:



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SCHEDULE**Powers and functions**

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Submitters Delegated Committee and for those purposes:

1. people in support of written submissions lodged in accordance with s 223 of the Local Government Act 1989 (Vic) (LGA); and
2. people in support of written submissions lodged in accordance with those matters specified in Council's Community Engagement Policy as matters that will be subject to a Submitters Delegated Committee hearing

Exceptions, conditions and limitations

The members of the Delegated Committee are not authorised by this Instrument to:

3. make any decisions under any Act, including but not limited to, the LGA or P&E Acts



Community Directorate Integrated Annual Report

2024-2025 & Final Plan Reviews



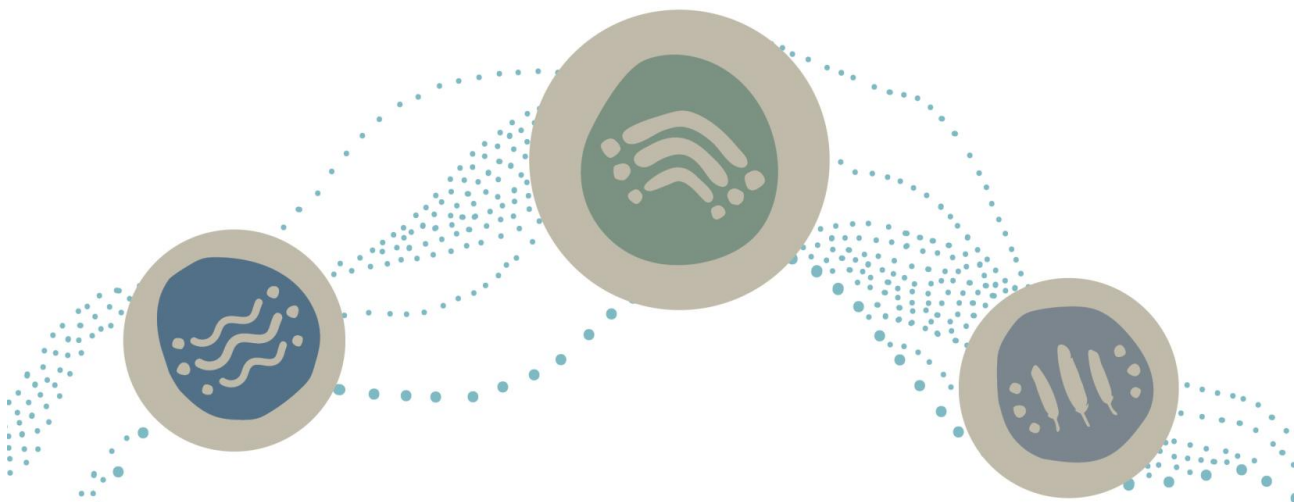
Acknowledgment of Country

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

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

Artwork by Taungurung artist Maddi Moser

"[The artwork talks] about our connection, connection to Country, connection to places and connection to each other. This is signified by the whimsical circles that form the 'rivers; that wrap around our lands and ourselves. It reminds us that we should look out for one another."



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About this report

This report provides an overview of Council's progress in delivering the four key plans overseen by the Community Directorate. It includes a detailed summary of achievements in the final year of implementation (2024–2025), as well as reflections on outcomes and learnings across the full life of each plan.

- **Municipal Public Health and Wellbeing Plan 2021-2025 (MPHWP)**
 - Delivers on Council's relevant obligations under the *Public Health and Wellbeing Act 2008 (Vic)*
 - Endorsed by Council on the 27 October 2021
- **Disability Action Plan 2021-2025 (DAP)**
 - Delivers on Council's relevant obligations under the *Disability Act 2006 (Vic)*
 - Endorsed by Council on the 27 October 2021
- **Participate - Positive Ageing Plan 2020-2025 (PAP)**
 - Endorsed by Council on the 16 September 2020
- **Create – Municipal Early Years Plan 2021-2025 (CREATE)**
 - Endorsed by Council on the 22 September 2021

These Plans support the delivery of the Council's Community Vision and Council Plan, through the lens of wellbeing, addressing the needs of people with disabilities, and supporting children, their families and older people in our community.

As all four plans concluded their implementation period on 30 June 2025, this report also captures key themes, impacts and opportunities identified over the course of each plan's delivery.

How to read this report

For each of the four plans included in this report, two sections of reporting are included, a summary of achievements and a progress report.

Summary of achievements

Key program and activity highlights are presented in further detail, reflecting both recent work and broader outcomes achieved over the life of the plan.

Progress report

A table outlines progress against each of the actions outlined in the Plan, including the following information:

- **Actions** – outlines what we said we would do.
- **Status** – colour coding that identifies whether the action has been completed or if it will continue for a further year, using a traffic light system.

Green	The action has been fully delivered as intended within the reporting period or across the life of the plan.
Orange	The action has been started, and meaningful progress has been made. Some components may remain in progress or require further work.
Red	The action was not progressed during the reporting period or was unable to be delivered due to changes in resourcing, priorities or external factors.
- **Progress reporting** – provides an update on the activities delivered to progress the action.

Where to from here

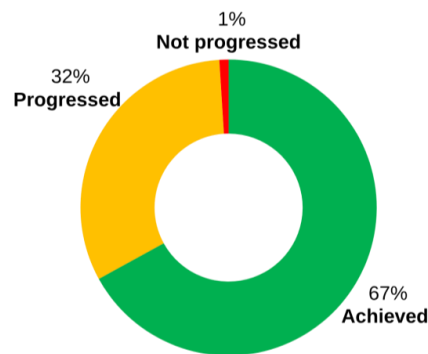
This final section of the report outlines key learnings, considerations and opportunities identified across the full delivery period of the four Plans. While implementation has now concluded, these insights can inform the development of future strategies, policies and initiatives that continue to support our community.

Status of actions

This report includes progress reporting for the final year of implementation (2024–2025), as well as cumulative progress across the full life of all of the plans combined.

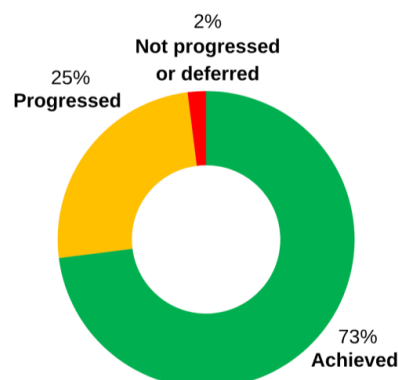
Total actions for the 2024-2025 Financial Year

Status	Number of actions
Achieved	46
Progressed	22
Not progressed	1
Total	69



Total actions across the life of all four plans

Status	Number of actions
Achieved	266
Progressed	92
Not progressed or deferred	8
Total	366



Action totals across the life of the four plans reflect different reporting approaches. For the MPHWP and DAP, actions were reviewed, updated or added each year through annual action plans. As a result, some actions appeared in multiple years of reporting. In contrast, the PAP and CREATE plan used a single set of actions for the duration of each plan, reported on annually. This means the overall totals include both distinct and repeated actions, depending on the plan structure. Further detail is provided in the respective section of the plan.

Municipal Public Health and Wellbeing Plan 2021-2025

Introduction

What the plan does

The Municipal Public Health and Wellbeing Plan (MPHWP) outlines the role that the Council will play in improving the health and wellbeing of Macedon Ranges Shire residents. The MPHWP is available on [Council's website](#).

How we developed the plan

To develop our MPHWP, we considered:

- the views of external stakeholders, primarily health agencies, community groups and education providers
- input from Council's Health and Wellbeing Advisory Committee
- population data from many sources
- Commonwealth and Victorian Government priorities
- evidence about what works
- our current actions and resources available in each goal area.

An annual action plan was developed based on the four-year plan. In some cases, new actions that aligned with the objectives were added as funding, partnership or other opportunities emerged.

The goals of the plan

Our health and wellbeing goals for 2021–25 were:

Our community is inclusive and celebrates diversity

- A community where people are understood, respected and supported, and people are confident that they can contribute to community life

Our community is safe and healthy

- An environment that supports people to eat well and be physically active
- A community that is safe and free from violence
- A community that strives to reduce harm resulting from gambling, tobacco, alcohol and other drugs
- An environment that reduces potential public health risk to our people

Our community is adaptable and resilient

- A community that is committed to tackling the climate emergency and its impacts on health
- A community that effectively prepares for, responds to and recovers from emergency events (including COVID-19).

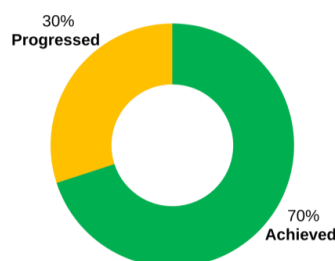
Summary of achievements

This section highlights achievements from the final year of the plan (2024–2025) and reflects on progress made across the full life of the MPHWP 2021–2025. It summarises key actions delivered, themes emerging from implementation, and the outcomes that will inform future work.

Overview

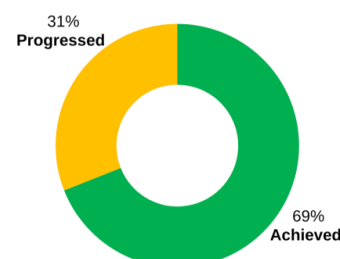
The 2024-2025 Action Plan included 20 actions. As of 30 June 2025, the status of these actions were as follows:

Status	Number of actions
Achieved	14
Progressed	6
Total	20



The MPHWP 2021–2025 included a total of 164 actions developed and implemented over the life of the plan. Actions were reviewed and updated annually, with new actions introduced in response to emerging needs, funding opportunities and partnerships.

Status	Number of actions
Achieved	113
Progressed	51
Total	164



Some actions included in earlier years of the MPHWP were initially delayed or partially progressed, then updated and carried forward into future action plans. These actions often appeared in multiple years of reporting. As a result, the total number of progress updates recorded across the life of the plan (164) is higher than the number of distinct actions. An example of this is the *Branch Out* mental health program (piloted in 2022–23 and implemented in 2023–24).

Highlights

Key achievements in 2024-2025

Gambling harm minimisation

- Council's updated Gambling Harm Minimisation Policy was formally adopted, and its principles embedded into the Community Grants Program, influencing how community groups access funding.

16 Days of Activism campaign

- Council continued to demonstrate leadership in preventing gender-based violence by delivering a strong 16 Days of Activism campaign.
- Activities included a photo exhibition, community story walk, staff training, and coordinated promotion with local partners.

Regional collaboration on healthy living and data-informed planning

- Council worked with the Healthy Loddon Campaspe team to deliver a range of health promotion initiatives, including community gardens, school-based programs, and walkability projects.
- The 2025 Active Living Census was promoted across the shire, with Council encouraging broad community participation to inform local and regional planning.

Whole-of-plan achievements for 2021-2025

Supporting mental health and wellbeing

- Delivered over 600 Mental Health First Aid training sessions, including targeted sessions for young people and older adults.
- Implemented the Live4Life mental health education program across four local secondary schools each year.
- Developed and piloted Branch Out, a primary school-based wellbeing program, with over 190 students, 41 parents, and 20 teachers participating.
- Established and maintained the Youth Mental Health Advocacy Group, leading to the implementation of a youth outreach service in partnership with Sunbury and Cobaw Community Health.

Advancing active and healthy lifestyles

- Supported healthy eating and active play in early years services through the Healthy Loddon Campaspe initiative.
- Delivered balance bikes, helmets, bike racks and training to early years services, and funded bike-friendly upgrades in schools.
- Completed key recreation projects including Stage 1 of the Macedon Ranges Regional Sports Precinct and the continued development of the Shared Trails Project.
- Adopted the Fair Access Policy to improve equitable use of Council sporting facilities.

Reducing health inequities

- Continued to deliver Village Connect, engaging older adults across seven towns to address isolation.
- Delivered inclusive playgroups, cultural events and initiatives for LGBTIQ+ young people, people with disability, and Aboriginal and Torres Strait Islander communities.
- Directed grant funding to inclusive community projects and supported clubs to improve physical accessibility.

Tackling gambling harm and gendered violence

- Maintained active participation in the Local Government Working Group on Gambling, developed a Gambling Harm Minimisation Policy, and promoted public awareness of gambling-related risks.
- Supported 16 Days of Activism through public events, screenings, and campaigns highlighting gender equality and respectful relationships.

Climate and emergency preparedness

- Rolled out the Cool Changes program, developing community climate action plans across all major townships.
- Adopted Council's Climate Emergency Plan and supported related initiatives including local EV mapping and community grants.
- Delivered tailored emergency education and trauma-informed sessions for residents and carers in vulnerable situations.

MPHWP progress report (2024-2025)

Action	Status	Commentary
Council Plan Strategic Objective: Connecting Communities		
Council Plan Strategic Priority: Explore opportunities for affordable and social housing in the shire.		
Actively support the implementation of the Loddon Mallee Regional Housing Action Plan.		Implementation of the Loddon Mallee Regional Housing Action Plan was supported through the role of the Regional Housing Coordinator. A final update was provided to the Loddon Mallee Housing Leadership Team (LMHLT) in November 2024, outlining progress on the priority actions agreed by the leadership group.
Work with the Victorian Government to increase supply of affordable housing, including social housing, in the shire.		Engagement materials were developed to support the upcoming review of the Affordable Housing Policy, including a draft survey and community factsheet, with consultation to take place early in 2025-2026. Work also progressed on a background paper to inform the policy and strategy update. Officers collaborated with Homes Victoria to clarify legal issues related to Council-owned social housing sites and began reviewing agreements and redevelopment opportunities with housing providers. A youth housing organisation, Hope Street, is being supported to prepare an Expression of Interest for federal funding, with assistance sought from Homes Victoria.
Work in partnership with service providers to raise awareness of homelessness in the shire and together advocate for change.		Participation in the Macedon Ranges Housing and Homelessness Alliance Meeting continued throughout the year, supporting collaboration, data sharing, and joint advocacy. Funding opportunities are being explored to support targeted initiatives, and planning is underway with Sunbury Cobaw Community Health for activities and events during Homelessness Awareness Week in August 2025.
Work in partnership with Community Housing Organisation, Wintringham, to support the delivery of a Big Housing Build project at Lancefield.		The lease for the Lancefield site has been executed by Council and Wintringham, with commencement in July 2025. Construction of 12 new social housing units is scheduled to begin by September 2025 and be completed by July 2026
Council Plan Strategic Priority: Promote a more inclusive community by supporting community groups and vulnerable groups.		

Implement the Child Safe Standards to promote the safety of children, prevent child abuse and ensure processes are in place to respond to and report all allegations of child abuse.		Council maintained its commitment as a Child Safe Organisation by implementing the Child Safety and Wellbeing Policy and Code of Conduct. These frameworks ensure all staff understand their responsibilities in creating a culture of zero tolerance for child abuse, where children and young people feel safe, heard and protected.
Continue Council's involvement in the United Nations 16 Days of Activism for No Violence against Women and Children campaign		Efforts to prevent gender-based violence were again reflected in Council's involvement in the 2024 United Nations 16 Days of Activism campaign. A working group of internal and external partners delivered a series of activities including a photo competition and exhibition, staff training and a community story walk. The campaign is now included in Council's formal calendar of recognised events.
Work with partners to deliver community education on gambling, gaming and screen harm.		Officers continued to engage in Alliance for Gambling Reform initiatives and explored partnership opportunities with Neighbourhood Houses to support harm prevention. While resource constraints limited delivery of dedicated sessions in 2024-25, the Community Grants Program was used to promote harm minimisation principles, reflecting the policy's intent and helping raise community awareness of gambling harm.
Support targeted initiatives for young people of diverse backgrounds that enable them to express their identities fully, especially Aboriginal and Torres Strait Islander Peoples, lesbian, gay, bisexual, transgender, intersex and queer/questioning young people (LGBTIQ+), culturally and linguistically diverse young people, and young people with a disability.		A range of initiatives supported young people from diverse backgrounds, particularly LGBTQIA+ youth. Partnerships with SCCH, Goldfields Libraries and Kyneton Community House enabled delivery of IDAHOBIT events. Council joined a regional Pride Formal agreement with Hepburn and Mt Alexander Shires and Sunbury Cobaw Community Health (SCCH), supporting the 2025 event through promotion and free transport. Support was also provided for SCCH's annual Pride Camp and events including Puppy Pride. Visibility days such as Wear it Purple Day, Trans Day of Visibility, and Transgender Awareness Week were recognised through social media and lighting of Kyneton Town Hall. SCCH's House of Awesome youth group continued to use Woodend Community Centre with Council support. Team members accessed training in inclusive practice and mental health to help foster safe, welcoming spaces.

Commit to participation in the Local Government Working Group on Gambling to be convened by the Victorian Local Governance Association.		Regular participation in the Local Government Working Group on Gambling was maintained throughout the year, supporting collaboration on harm minimisation and advocacy efforts across the sector.
Progress Council's Preventing Harm from Gambling Policy.		The Gambling Harm Minimisation Policy was formally endorsed by Council during the financial year, and a detailed Action Plan was developed to guide implementation. The policy has been embedded in Council's Community Grants Program, with ongoing work to support community groups in applying harm minimisation principles across funding and lease arrangements.
Council Plan Strategic Priority: Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths.		
Continue delivery of the Macedon Ranges Shared Trails project that will see the development of a 24-km-long shared trail linking rural landscapes, towns and heritage places from Woodend to Riddells Creek.		Approval for construction of Stages 1B and 2A of the Macedon Ranges Shared Trails project was secured from DEECA and V/Line, enabling works to commence in May-June 2025. Construction was delayed by wet weather and is expected to resume when conditions improve in the first quarter of 2025–26. The total length of the trail to be constructed is now 21.67 km, following further design refinements and minor alignment adjustments required to satisfy approval requirements from multiple agencies, authorities and landowners. Officers continued progressing detailed designs and approval processes for the remaining trail sections, working closely with DEECA, V/Line, Melbourne Water, Parks Victoria and the Cultural Heritage Management Plan (CHMP) team. This included coordinating multiple statutory approvals and finalising design responses to meet site-specific requirements. Construction of the remaining sections is targeted for late 2025, with the project expected to be around 90 per cent complete by the end of 2025.
Council Plan Strategic Objective: Healthy Environment, Healthy People		
Council Plan Strategic Priority: Assist to improve mental wellbeing within the community.		

Work with state and commonwealth governments to advocate for the establishment of a youth mental health service in the Macedon Ranges Shire.		Officers collaborated with Sunbury Cobaw Community Health to advocate for the establishment of a Youth Mental Health Service in the Macedon Ranges. This included targeted engagement with government stakeholders and refinement of shared advocacy priorities. Advocacy is ongoing
Council Plan Strategic Priority: Encourage active and healthy lifestyles for people of all ages and abilities.		
Through Healthy Loddon Campaspe, undertake the MRSC Food Coalition project, Healthy Schools project and Verge Gardens projects.		A range of health promotion initiatives were delivered through the Healthy Loddon Campaspe project. These included establishment of three community gardens, implementation of the Healthy Schools Project in three schools, and expansion of the Verge on the Verge program. Schools and local community groups also delivered active transport and fitness initiatives, such as promoting walkability and piloting social sports. Community consultation was completed for the Footpath and Fitness Equipment Activation Project in Kyneton, with installation of signage scheduled for July 2025. Engagement with young people supported Pride Month activities and outdoor fitness initiatives. The Active Living Census was widely promoted across the region. Several initiatives are still in progress or due for finalisation early in 2025–26.
Continue to deliver the Macedon Ranges Regional Sports Precinct project and continue advocacy for funding towards future stage delivery.		No external funding opportunities were identified during 2024–25 to support delivery of Stage 3 of the Macedon Ranges Regional Sports Precinct. Officers continued to monitor and assess potential funding sources as they became available.
Through the Victorian Local Government Partnership, increase local sport options and improve capacity to create a welcoming environment for women and girls.		Thirteen Aquatics and Fitness team members participated in the Inclusive Clubs Workshop delivered by Sports Focus, promoting welcoming environments for women and girls at Council leisure facilities. This built on earlier work through the Victorian Local Government Partnership, including delivery of the Respect in Sport module at aquatic facilities and planning support for inclusive events such as the 'This Girl Can' volleyball session and a skate and BMX workshop.
Council Plan Strategic Priority: Maintain systems and capacity to manage and respond to emergency events.		

Work with stakeholders to provide community education sessions to raise awareness about how to keep safe during emergencies.		A range of community education and engagement activities were delivered to support emergency preparedness. Seven community-led emergency resilience plans were developed and on track for completion by January 2025. Sessions were held at markets, BBQs, and expos (including the Riddells Creek Environment Expo and events in Woodend and Kyneton) and featured distribution of 'Grab and Go Bags'. Other activities included supermarket stalls, neighbourhood house outreach, preparedness workshops such as the Bullengarook bushfire and storm recovery session, and support for CFA-led initiatives.
Council Plan Strategic Priority: Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water.		
Continue to implement the Domestic Waste Water Management Plan 2019. This plan aims to reduce environmental, public health and economic risks associated with management of all domestic waste water in the shire		The first round community consultation for the updated Onsite Wastewater Management Plan has been completed. A draft plan has been prepared and presented to Council for approval to proceed to a second round of consultation. The Plan is scheduled to be presented for endorsement in December 2025. The Health Unit continues to implement measures to reduce harm from wastewater, and incomplete actions from the 2019 Plan will be carried over.
Council Plan Strategic Priority: Provide opportunities to experience open space and bushland reserves.		
Progress the development of a new Open Space Strategy and consider implementation into the Macedon Ranges Planning Scheme.		Work has continued on the development of a new Open Space Strategy for Macedon Ranges Shire. An internal working group was convened as part of this process to provide input from across the organisation. A draft strategy has been prepared for early consideration, with the working group contributing comments to help refine the document. Public consultation is expected to commence during the 2025-2026 financial year.
Council Plan Strategic Objective: Business and Tourism		
Council Plan Strategic Priority: Encourage economic vitality (including tourism, agribusiness and local employment options).		
Profile the diverse experience of people with disability in the workforce in Council's Economic Development e-news and other communication channels.		Business E-News was used to promote inclusive employment during 2024–25, with two articles published over the year. The first highlighted the JobAccess initiative, which supports employers and jobseekers with disability. The second profiled local business DD Food Project Cafe and its efforts to create meaningful employment opportunities for people with disabilities.

Council Plan Strategic Objective: Deliver Strong and Reliable Government		
Council Plan Strategic Priority: 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.		
Continue to demonstrate leadership in advancing gender equality through the implementation of Council's Gender Equality Action Plan.		Council has successfully completed all targeted action items across the three identified priority areas, with the exception of employing a Gender Equality Officer. This role is crucial for overseeing progress of the Gender Equality Action Plan (GEAP) and supporting data collection for mandatory reporting. In the absence of a dedicated officer, this work has been absorbed by existing staff within the People and Wellbeing Team, noting that this creates ing additional pressure on their capacity. It's important to note that a majority of these action items are ongoing initiatives, which we are continually improving and embedding into our strategies, frameworks, and policies. Looking ahead, our GEAP targets will be integrated into the upcoming Workforce Plan 2025-2029.

Disability Action Plan 2021-2025

Introduction

What the plan does

The Disability Action Plan (DAP) recognises the right of all people with disabilities to live an included and respected life in our community and acknowledges the important roles played by carers, families, volunteers and service-providers. The DAP is available on [Council's website](#).

How we developed the plan

We developed this DAP with input from people with disabilities, disability support organisations, families, carers and supporters of people with disabilities. To develop our DAP, we considered:

- the views of external stakeholders
- population data from many sources
- Commonwealth and Victorian Government priorities
- evidence about what works
- our current actions, resources and other relevant council plans, strategies and priorities.

While disability-related actions were originally embedded within the Municipal Public Health and Wellbeing Plan (2021-2025), a standalone Disability Action Plan was introduced from 2023 to strengthen compliance with the *Disability Act 2006 (Vic)*, with actions updated annually.

The goals of the plan

The DAP guided Council decision-making and aimed to promote:

- a whole-of-council approach to disability inclusion
- accessible and inclusive Council services, programs and events
- partnership approaches
- positive community attitudes and disability-inclusive community activities.

The DAP addressed the four key areas of action legislated in the Victorian *Disability Act 2006*:

- reducing barriers to people with a disability in accessing goods, services and facilities
- reducing barriers to people with a disability in obtaining and maintaining employment
- promoting inclusion and participation of people with a disability in the community
- achieving tangible changes in attitudes and practices which discriminate against people with a disability.

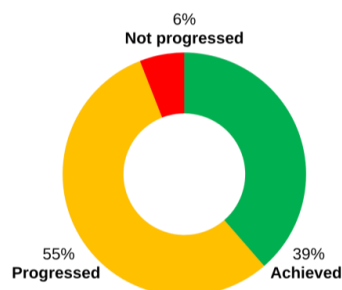
Summary of achievements

This section highlights achievements from the final year of the plan (2024–2025) and reflects on progress made across the full life of the DAP 2021–2025. It summarises key actions delivered, themes emerging from implementation, and the outcomes that will inform future work.

Overview

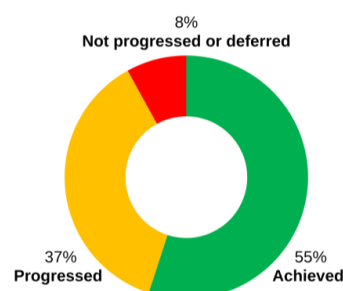
The 2024-2025 Action Plan included 18 actions. As of 30 June 2025, the status of these actions was as follows:

Status	Number of actions
Achieved	7
Progressed	10
Not progressed	1
Total	18



Across the life of the DAP (2021–2025), Council made considerable progress in building a more inclusive, accessible and equitable community for people with disability. A total of 96 actions were delivered over the four-year period, including actions originally embedded in the Municipal Public Health and Wellbeing Plan (2021–2023) and those included in the standalone plan from 2023 onwards.

Status	Number of actions
Achieved	53
Progressed	35
Not progressed	8
Total	96



Some actions included in earlier years of the DAP were initially delayed or only partially progressed and were subsequently updated and carried forward into future action plans. As a result, some actions appeared in multiple years of reporting. Some actions were also designed to be ongoing or were intentionally carried over from year to year, for example, those relating to inclusive playgroups and accessible sport and recreation. This means the total number of progress updates recorded across the life of the plan is higher than the number of distinct actions.

Highlights

Key achievements in 2024-2025

Inclusive emergency preparedness

- Victorian Government Community-Led Recovery Support Grants supported a collaboration between Council and Get Started Disability Support Programs to deliver a six-week peer support program.
- The program includes training, resources and rollout of Person-Centred Emergency Preparedness (P-CEP) for people with disabilities in the Macedon Ranges.
- An officer was engaged to lead the delivery of P-CEP training across the Shire, working with stakeholders to plan and implement local sessions.

Inclusive communications and internal champions

- A cross-Council disability inclusion champions group participated in Inclusive Communications Training to support development of Easy Read and Easy English materials.
- Participants identified priority documents, developed an implementation log, and scoped costs and resource needs.

Partnerships and advocacy networks

- Council continued to strengthen relationships with local disability service providers and advocacy groups. This included targeted collaboration with Mandy McCracken and the Get Started Disability Advocacy group to support ongoing engagement and inform inclusive practices.

Accessible policies and strategies

- Work progressed to align Council's planning documents with Easy Read and Easy English standards. The focus shifted from developing new policies to reviewing existing documents and identifying the supports and resources needed for implementation, including budget considerations.

Whole-of-plan achievements for 2021-2025*Inclusive recreation and community participation*

- Delivered targeted support to help local sporting clubs improve accessibility, including through grants and inclusive planning advice.
- Explored partnerships with Reclink and other organisations to activate open space for all-abilities recreation, including non-traditional sports like Ultimate Frisbee and Pickleball.
- Supported all-abilities play and early years inclusion through partnerships with supported playgroups and inclusive community events.

Accessible built environments and public spaces

- Integrated accessible design standards in signage, events, and facilities as part of standard practice for capital works and upgrades.
- Continued improvements to accessible parking and footpath infrastructure through asset planning and road safety programs.
- Completed a Public Toilet Strategy and sought funding opportunities to improve access, including Changing Places facilities.

Disability inclusion in employment and business

- Promoted the Employ My Ability campaign to local businesses and profiled people with disability in the local workforce through Council communications.
- Supported inclusive employment messaging in Council's Business E-News and showcased local inclusive employers

Emergency management and resilience

- Strengthened inclusive emergency preparedness through the Vulnerable Persons Register, community education sessions, and inclusive recovery planning.
- Worked with local partners to consider neurodiversity in emergency recovery and supported trauma-informed approaches to community recovery.

DAP progress report (2024-2025)

Action	Status	Commentary
Council Plan Strategic Objective: Connecting Communities		
Council Plan Strategic Priority: Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate in a financially sustainable way		
Implement a program of DDA compliance assessment across all Council owned/operated facilities - to raise awareness and guide a future work plan (pending funding allocation) of building upgrade.		A successful budget bid was secured to support a responsive disability access renewals program, informed by ongoing review of DDA compliance data. Implementation is scheduled to begin in 2025–26. This work will also support the fit-for-purpose assessments being progressed through the community infrastructure planning project.
Council Plan Strategic Priority: Explore opportunities for affordable and social housing in the shire.		
Advocate for specialist disability housing in the region.		While there was limited targeted advocacy for specialist disability housing in 2024–25, broader advocacy for increased social housing continued. Specialist housing needs were identified in the Social Housing Regional Needs Assessment and considered in discussions about redeveloping Council-owned social housing. A new lease was signed to support the redevelopment and expansion of seniors housing in Lancefield, with accessible features to support ageing in place.
Council Plan Strategic Priority: Promote a more inclusive community by supporting community groups and vulnerable groups.		
Continue to recognise International Day of Persons with Disability (IDPwD).		The planned 2024 event for International Day of People with Disability (IDPwD) was cancelled due to low registration numbers. Insights from this experience are now guiding the 2025 approach, which will focus on promoting inclusive community participation through localised displays and showcases across townships, highlighting existing activities and increasing visibility.

Seek funding to provide customised accessibility guides (Access Key) for large Council-managed venues		Partnerships were established with Goldfields Libraries and Access Ability Australia to explore the development of Access Keys for Council-managed venues. While external funding is yet to be secured, a mapping project is underway to identify high-priority sites across the Shire where Access Keys would provide the most benefit. Earlier in the year, alternative ways to improve venue accessibility were also explored, including discussions with A&A, U3A and local user groups. Red Brick Hall was identified as a potential pilot site. Work to date has focused on scoping opportunities and assessing Council's internal capacity.
Direct some Council community grant funding to initiatives that emphasise inclusiveness.		The Community Grants Policy review was completed in 2024, with recommendations made to strengthen access and inclusivity. The updated policy, which includes a framework to guide applicants in emphasising inclusiveness, was adopted by Council in May 2024.
Council Plan Strategic Objective: Healthy Environment, Healthy People		
Council Plan Strategic Priority: Encourage active and healthy lifestyles for people of all ages and abilities.		
Help sporting groups and clubs to be accessible and inclusive for people with disability.		All leisure centre facilities staff received training through Sports Focus on how to support accessibility in leisure settings and engage appropriately with people living with disabilities.
Council Plan Strategic Priority: Maintain systems and capacity to manage and respond to emergency events.		
Ensure inclusion of people with disability in Municipal Management Plan (MEMP) actions including household emergency preparation, building capacity for community led recovery and extreme weather support actions		Victorian Government Community-Led Recovery Support Grants have enabled a partnership between Get Started Disability Support Programs and Council to deliver a six-week peer support program. This includes training, resourcing and rollout of a Person-Centred Emergency Preparedness initiative for people with disability in the Macedon Ranges. Broader integration of disability inclusion in emergency management planning is still under consideration.
Work with stakeholders to provide community education sessions for people with disability about how to keep safe during emergencies.		An officer was engaged during the year to coordinate, support and deliver Person-Centred Emergency Preparedness (P-CEP) training across the Macedon Ranges. Work to date has focused on stakeholder engagement, audience analysis, and planning for local implementation.

Promote person-centred emergency preparation.		An officer was engaged to lead the delivery of Person-Centred Emergency Preparedness (P-CEP) training in the Macedon Ranges. This included planning and coordination of training activities, along with securing support for a new initiative, 'Get Started Disability', which will provide targeted engagement for people newly living with disability in the Shire. Get Started Disability is scheduled to launch early in 2025-2026.
Council Plan Strategic Priority: Support our community to ensure better access and connection for facilities and services.		
Review disability access and inclusion learning needs within our organisation.		Compliance training sessions were delivered across the organisation, with participation reaching 94 per cent of permanent staff. A sensory kit was used in leadership training, and preliminary reviews of training venues and e-learning modules were undertaken to assess accessibility. While further progress has been limited due to resourcing, these actions have laid important groundwork for continued focus in 2025-26.
Develop and implement a disability awareness training strategy that is integrated in Council's Learning and Development Strategy.		Progress on this action was delayed due to staffing and budget constraints. Development of the broader learning and development framework is on hold pending finalisation of the People and Wellbeing Strategy. The inclusive recruitment training module was not progressed and has been deferred to the 2025-26 financial year.
Prepare for and take advantage of funding for provision and renewal of accessible public toilets, including Changing Places.		No suitable grant opportunities were available for accessible toilet provision during 2024–2025. Relevant funding programs, including the Changing Places grant rounds, continue to be actively monitored so Council is ready to respond when future rounds become available.
Council Plan Strategic Priority: Provide opportunities to experience open space and bushland reserves.		
Ensure that inclusion and needs of people with disability are reflected in the development of a new Open Space Strategy.		A draft Open Space Strategy has been developed with input from an internal working group, including review and feedback. The draft is scheduled for presentation to the leadership team, with public consultation proposed for early 2025-2026, subject to approval. Targeted engagement will include input from people with disability.

Council Plan Strategic Objective: Business and Tourism		
Council Plan Strategic Priority: Support local industry sectors that align with our vision and strategies.		
Promote Australian Government grant opportunities to assist businesses to modify physical work environments.		The JobAccess Disability Employment initiative, a national hub for workplace and employment information for people with disability, employers and service providers, was promoted through Council's Business E-News. A follow-up article featured DD Food Project Cafe, a local business providing meaningful employment for people with disability, helping raise awareness of inclusive employment practices and available supports.
Council Plan Strategic Objective: Deliver Strong and Reliable Government		
Council Plan Strategic Priority: 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.		
Establish internal disability inclusion champions group from across council, to strengthen focus on an inclusive approach by council.		A cross-Council champions group took part in Inclusive Communications Training to support the use of Easy Read and Easy English formats. Participants identified next steps, including priority documents, estimated costs, and resource needs. While there is some existing capability for accessible external content, further planning is needed to expand this approach to internal documents such as policies and procedures.
Build effective networks of people with disability, carers, service-providers and government agencies - to enable two-way information exchange.		Relationships with local disability service providers and advocacy groups were strengthened through ongoing engagement and collaboration. Specific outcomes included the establishment of a disability stakeholder directory, delivery of 16 face-to-face engagement sessions, and support for targeted advocacy efforts. Collaboration with Mandy McCracken and the Get Started Disability Advocacy group has supported tailored projects such as the development and promotion of the Person-Centred Emergency Preparedness training. These connections have also helped inform inclusive approaches across Council's planning and communications work.

Investigate strategies to confirm that the commitments in the Customer Service Charter are met for people with disability.		A review of the Customer Service Charter was completed, confirming that existing commitments are consistent with accessibility standards and no changes were required. Staff training was delivered to strengthen awareness and confidence in using tools such as the National Relay Service and interpreting services. Scope Australia also delivered Easy English training to staff in key customer-facing teams, including Communications, Customer Service, and Emergency Services.
Council Plan Strategic Priority: Enhance customer experience through the transformation of our services, to ensure they are easy to access, and provide seamless transactional and interactional experiences.		
Develop policy and guides to achieve optimum readability and accessibility of all council plans and strategies.		Scope Australia was engaged to deliver Easy English training as a foundation for improving the readability and accessibility of Council plans and strategies. This training informed the initial stages of work to support implementation of Easy Read and Easy English resources. A meeting was planned with the disability champions group to explore appropriate policy formats and guides. Following this, the focus shifted to reviewing existing Council documentation and identifying organisational needs, with work now directed towards scoping the resources and budget required to support implementation.

Participate – Positive Ageing Plan 2020-2025

Introduction

What the plan does

Participate, our positive ageing plan (PAP) supports Council's aim to be an age-friendly community and promotes a collaborative approach across Council and the community. The PAP is available on [Council's website](#).

How we developed the plan

Almost 1,000 community members provided feedback and input into developing this five-year plan that strongly focuses on social connections, being active, living well, advocating for their needs, and valuing and respecting older people.

Actions for the life of the plan were developed at the outset and carried through each year, with progress tracked annually. This approach supported continuity and sustained implementation

The goals of the plan

Staying socially connected and active

- Deliver accessible and inclusive programs, activities and events.
- Support the community to deliver a diverse range of activities inclusive of older people that support social connections.
- Support the contribution of older people, as workers and volunteers, to the Macedon Ranges' economy.

Living well in the community

- Support people to live safely and independently in the community
- Enable and empower people to make informed decisions about their needs and interests
- Support and advocate for the interests of the community in a changing aged care sector

Needs are recognised in infrastructure, housing and the built environment

- Improve accessibility of Council facilities and buildings
- Deliver improvements that support older people to move around safely and easily
- Collaborate with community to identify and respond to transport needs
- Actively seek and respond to the needs of people of all ages and abilities in planning processes.

Being respected and valued by the community

- Deliver opportunities for older people to contribute to community decision-making processes
- Inform older people about Council decisions that affect them
- Promote older people's rights and reduce risks to their safety
- Recognise and celebrate age-friendly aspects of the local community
- Deliver initiatives to address ageism and promote age-friendly practices.

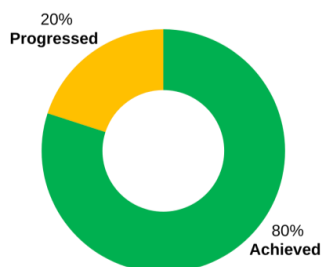
Summary of achievements

This section highlights achievements from the final year of the plan (2024–2025) and reflects on progress made across the full life of the PAP 2020–2025. It summarises key actions delivered, themes emerging from implementation, and the outcomes that will inform future work.

Overview

The 2024-2025 Action Plan included 10 actions. As of 30 June 2025, the status of these actions were as follows:

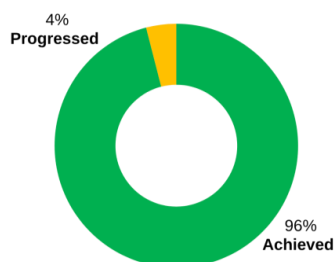
Status	Number of actions
Achieved	8
Progressed	2
Total	10



Across the life of the PAP (2020–2025), Council strengthened its commitment to creating an age-friendly community where older people are valued, connected and supported to live well. The plan included a consistent set of 52 actions, which were maintained across the five years. While the action set did not change, progress was tracked and updated annually. Some actions were completed early in the life of the plan, while others were revisited and prioritised in later years. Additionally, several were designed to be ongoing or planned to be delivered at a later stage.

The table below summarises the final status of the 52 actions by the end of 2024–2025.

Status	Number of actions
Achieved	50
Progressed	2
Total	52



Highlights

Key achievements in 2024-2025

Seniors Festival

- A new format was introduced to boost engagement, offering free 'Come & Try' activities across the shire. More than 500 community members participated.
- A 57-seat coach was chartered to transport attendees to the Honky Tonk Country Concert, supporting broader access and inclusion.

World Elder Abuse Awareness Day

- A new approach saw Council host a fully booked 'Afternoon of Film' at Kyneton Mechanics Institute, with around 80 attendees, and featured the film, *Thelma*.
- Actors Ian Rooney, Shane Jacobson and Stephen Curry joined us to celebrate the day.

Victorian Government Age-Friendly Victoria Award

- Council's nomination was selected as a finalist, with the nominee invited to Government House in recognition of their outstanding contribution to volunteering.

World Health Organization – Global Network of Age-Friendly Communities

- Council's 2024 annual submission was accepted and published on the WHO website, highlighting the Seniors Festival as a key age-friendly initiative.

Whole-of-plan achievements for 2020-2025*Coffee Catch Ups*

- The weekly Coffee Catch Ups, originally established under the Village Connect program, have remained a valued and well-attended initiative.
- Now coordinated by the Community Connections Officer, they continue to provide regular social connection opportunities for older residents across the shire.

Age-friendly volunteering opportunities sustained through sector change

- Council continued to promote and support diverse volunteering opportunities for older people, including through its Volunteer Expo, engagement with Volunteer Central Victoria, and regular promotion of local roles.
- Despite Council's transition out of CHSP services, volunteers were successfully redirected to other roles, and Council became an Aged Care Volunteer Visitors Scheme organisation to continue community engagement.

Mental health and digital inclusion support embedded in community programs

- Council delivered a series of Older Person Mental Health First Aid courses and used feedback to inform broader health promotion initiatives.
- Digital Connect sessions, first delivered under CHSP, were sustained through partnerships with libraries and community groups and continue to support older residents to stay connected.

PAP progress report (2024-2025)

Action	Status	Commentary
Council Plan Strategic Objective: Connecting Communities		
Council Plan Strategic Priority: Provide well-designed, fit-for-purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate in a financially sustainable way.		
Ensure that planning for all aspects of the built environment addresses accessibility issues for people of all abilities and includes seating and public toilets.		Accessibility continued to be embedded in planning processes, with objectives reflected in the Macedon Ranges Planning Scheme and Public Toilet Strategy. Priorities included improved access for people with mobility impairments, provision of accessible toilets, and inclusive options for carers and young children. A disability access improvements fund has been proposed in the 2025–2026 budget to support future upgrades, including Changing Places facilities.
Council Plan Strategic Priority: Promote a more inclusive community by supporting community groups and vulnerable groups.		
Explore initiatives to recognise local businesses, groups, organisations and services that celebrate ageing and/or adopted positive ageing practices and strategies to support older people.		Free 'Come & Try' events were delivered as part of the October Seniors Festival, encouraging older residents to connect with local community groups, clubs, and activities. These events supported positive ageing by showcasing inclusive programs and promoting social engagement and wellbeing for older people.
Support and promote age-friendly community initiatives to address inclusion and promote respect of older people.		Age-friendly initiatives remained a focus, with inclusive events, training and information promoted through the Over 55s Facebook page and Village Connect email network. Community groups and neighbourhood houses partnered with organisations including CFA, Older Persons Advocacy Network, Carer Help, Carer Vic, and the Department of Health, Disability and Ageing to deliver sessions that raised awareness and encouraged respect for older residents.
Council Plan Strategic Objective: Healthy Environment, Healthy People		

Council Plan Strategic Priority: Support our community to ensure better access and connection for facilities and services.		
Continue to advocate to Australian and Victorian governments for fair and equitable access to service and support needs of the community.		Transport education and advocacy was a focus in 2024–25, with Council partnering with neighbourhood houses to help the community better understand how to access health and social services. A register of service gaps and feedback was shared with the Department of Health and Aged Care through advocacy networks, strengthening Council's role in representing local needs.
Use accessible design standards for new/upgraded signage in Council owned and managed facilities and at Council sponsored events.		Work progressed on improving accessible signage, with Council exploring policy and procedural options to support the use of inclusive design standards. Efforts included a partnership with Access Ability Australia and Goldfields Libraries to trial Access Key signage, which uses icons and graphics to improve understanding and access. Further work is underway to determine future directions.
Develop and implement a plan for Council's future role in supporting older residents to live safely and independently.		Council supported older residents to age in place by progressing social housing redevelopment projects. In 2024-25, a lease was signed to expand a seniors housing site in Lancefield, with construction expected to begin in late 2025. This will double the number of accessible units on site. Preparations for a new Expression of Interest process in Gisborne began, alongside lease renewal processes in Gisborne and Romsey.
Plan for inclusion of people of all ages and abilities in design and development of the new Macedon Ranges Regional Sports Precinct.		Detailed design for Stage 2 of the Macedon Ranges Regional Sports Precinct was completed with a focus on all abilities access and inclusive program opportunities. Ongoing support was provided for the all-abilities basketball program, with planning underway for further programming to support residents facing barriers to active participation.

Review assets by auditing compliance with accessibility requirements (including age and dementia friendliness) and seek to address gaps identified in audit.		Throughout 2024–25, Council reviewed Disability Discrimination Act (DDA) compliance data for its facilities and identified the need for improved accessibility, including age and dementia-friendly upgrades. Community engagement reinforced the importance of addressing accessibility gaps, particularly through dedicated maintenance and renewal works. A budget bid was developed and successfully secured as part of the 2025–26 Budget to support a responsive disability access renewals program. This work is informed by the ongoing review of DDA compliance data.
Council Plan Strategic Objective: Deliver Strong and Reliable Government.		
Council Plan Strategic Priority: 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.		
Council continues to lead in promoting and demonstrating age-friendly practice in Macedon Ranges.		Promoting age-friendly practice remained a focus through continued engagement with older residents via face-to-face Coffee Catch Ups and the Seniors Forum. These sessions provided a platform for older community members to share their views and influence Council planning and decision-making through an age-friendly lens.
Deliver annual requirements of membership to the World Health Organisation's Global Network of Age Friendly Communities and the Age Friendly Victoria Declaration.		Membership commitments to the WHO and Age Friendly Victoria Declaration were met through a range of actions. A case study highlighting Seniors Festival 'Come & Try' events was submitted to the WHO Age-Friendly Cities Portal. Locally, age-friendly principles were reinforced by recognising senior volunteers and nominating a community member for the Senior Citizen of the Year Award.

Create – Municipal Early Years Plan 2021-2025

Introduction

What the plan does

Council's Municipal Early Years Plan (CREATE) outlines the role that the Council will play in responding to the needs, priorities and aspirations of children, as identified by the community. CREATE is available on [Council's website](#).

How we developed the plan

To develop CREATE we considered:

- what mattered most to children and their families
- the views of external stakeholders, primarily health agencies, community groups and other community members
- Commonwealth and Victorian Government priorities
- evidence about what works
- population data from many sources
- our current actions and resources available in each goal area.

Actions for the life of the plan were developed at the outset and carried through each year, with progress tracked annually. This approach supported continuity and sustained implementation

The goals of the plan

CREATE outlined the following goals:

- Children are socially connected and active
- Children thrive in their community
- Children's needs are recognised in infrastructure and the built environment
- Children are respected and valued in their community

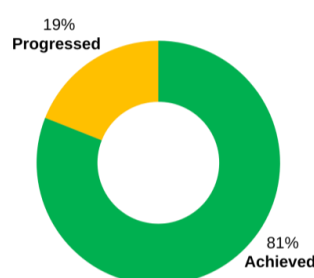
Summary of achievements

This section highlights achievements from the final year of the plan (2024–2025) and reflects on progress made across the full life of the CREATE 2021–2025. It summarises key actions delivered, themes emerging from implementation, and the outcomes that will inform future work.

Overview

The 2024-2025 Action Plan included 21 actions. As of 30 June 2025, the status of these actions were as follows:

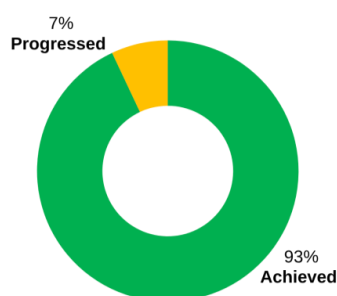
Status	Number of actions
Achieved	17
Progressed	4
Total	21



Across the life of CREATE (2021–2025), Council supported the wellbeing, development and inclusion of children by strengthening programs, partnerships and planning for children and families. The plan included a consistent set of 54 actions, maintained across its four-year implementation. While the action set did not change, progress was tracked and updated annually. Some actions were completed early, while others were revisited or prioritised in later years. Several actions were also designed to span multiple years or evolve over time.

The table below summarises the final status of the 54 actions by the end of 2024–2025.

Status	Number of actions
Achieved	50
Progressed	4
Total	54



Highlights

Key achievements in 2024-2025

Child Friendly Cities and Communities

- Council became a signatory to the Victorian Child Friendly Cities and Communities Charter and will continue implementing and embedding strategies within the organisation to support this work.

Improved safety and active transport infrastructure

- Four raised pedestrian priority crossings were completed in Kyneton, Gisborne, Riddells Creek and Woodend to support safer school access and promote active travel for families.
- Construction of the Shared Trails Project progressed, with approvals secured and works underway on multiple stages.

Increased visibility and access to early years services

- Council released video tours for Maternal and Child Health centres and the new Lancefield Children's Centre, improving digital access for local families.

Whole-of-plan achievements for 2021-2025

Strengthening access to early years education and care

- All Council-managed services began delivering funded 3-year-old kindergarten in 2022, with expanded hours at multiple sites by 2023.
- School Readiness Funding was used each year to support communication, wellbeing, access and inclusion outcomes. Council has also employed a permanent Kindergarten Inclusion and Transition Support Officer to assist with this work.

Building workforce capacity in the early childhood sector

- Successfully delivered a five-year workforce plan to guide early childhood workforce development.
- Ongoing support was provided for recent graduates through the Learning & Development Hub and mentoring opportunities.

Improving infrastructure and safety for children and families

- Bike safety initiatives, including the Healthy Loddon Campaspe Early Childhood Bike Schools project, reached nine kindergartens and six early learning centres with bikes, helmets and training.
- Council continued to improve pool access for families, including membership incentives and free water safety incursions for early years services.

CREATE progress report (2024-2025)

Action	Status	Commentary
Strategic Objective: Connecting Communities		
Strategic priority: Improve connectivity and movement, and provide transport choices to the community including walking trails and bike paths		
Advocate for the expansion of bus services and on-demand services including taxis, ride sharing, car sharing and volunteer transport.		Local rideshare provider KimCo expanded its services across the Shire and was featured in the business eNews, contributing to increased visibility and uptake. A new bus network became operational in Gisborne from December 2024, with several new stops introduced. Further upgrades to existing stops are planned as part of a project led by the Department of Transport, with no additional input required from Council.
In conjunction with community consultation, Early Years and Maternal and Child Health are engaged as knowledge experts for projects in the community impacting children and families, to gain a better understanding of children's and families' needs, including a review of pedestrian crossings and school crossings in each township to identify possible improvements that ensure child and family safety.		Upgrades to two school crossings in Kyneton and Gisborne were funded through IP42, with wombat crossings constructed and street lighting upgrades underway. Under IP43, crossings in Riddells Creek, Gisborne, and Fisher Street are awaiting lighting upgrades, with some works completed and payments in progress. Design for three crossings in Gisborne, Aitken St, and Hamilton St is finalised and awaiting Department of Transport and Planning approval. Construction of a wombat crossing and lighting upgrade on High Street, Woodend has been completed. The Kyneton, Jennings Street project will not proceed and is being evaluated for potential reallocation of funding.

In conjunction with community consultation, Early Years and Maternal and Child Health are engaged as knowledge experts for projects in the community impacting children and families, to gain a better understanding of children's and families' needs, including more interconnected bike paths that benefit the whole community.		The Macedon Ranges Shared Trails Project is underway. Section 1A in Woodend was completed in July 2024. Approvals have been secured for Section 2A, and final designs for Section 1B are progressing. The total length of the trail to be constructed is now 21.67 km, following further design refinements and minor alignment adjustments required to satisfy approval requirements from multiple agencies, authorities and landowners. Officers are continuing work on approvals and designs for the remaining sections, with construction expected to recommence in the first quarter of 2025–26. The project is expected to be around 90 per cent complete by the end of 2025. Input from community consultation has continued to inform the design and alignment of relevant trail sections to ensure they meet the needs of children and families, with the completed trail to provide safer, more connected active transport options.
Strategic priority: Provide well-designed, fit for purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate in a financially sustainable way		
Explore partnerships with local schools around children's use of school grounds outside of school hours and during school holidays.		Nineteen of the 24 local primary schools participated in a survey on community access to school grounds and play spaces outside of school hours. Feedback from the survey was compiled into a report and shared with Open Space staff to inform the Open Space and Playground strategies and guide future access planning.
Support budget bids and grants that allow for upgrade of facilities with baby change facilities as needed.		There was no internal budget bids submitted specifically for baby change facilities in 2024–25. However, new installations and replacements were completed where needed using operational funds.
Strategic priority: Continue to deliver improved outcomes for and recognition of our First Nations People		
Encourage other Early Childhood Education and Care (ECEC) providers in the shire to participate in cultural competency training.		Opportunities to participate in early years-specific cultural competency training were shared with non-Council Early Childhood Education and Care (ECEC) services.

Provide cultural competency training to Council staff in early childhood and Maternal and Child Health settings		Twelve Council kindergarten staff attended Koori Curriculum training, and a representative has joined the Council-wide cultural competence working group. The majority of MCH staff completed cultural competence training, and a child safe training session was held in March 2025 for a small group of kindergarten staff, focusing on the needs of Aboriginal children and families.
Strategic Objective Healthy Environment, Healthy People		
Strategic priority: Provide opportunities to experience open space and bushland reserves		
Explore feasibility of bush kinder programs being run across the shire.		Logs were delivered to the bush site near Nido Early School in Woodend to support the implementation of a bush kinder program. In addition, bush kinder grant funding opportunities were shared with local early childhood education and care services.
Strategic priority: Engage with families to promote the importance of early childhood education and health		
Develop an education campaign to improve breastfeeding awareness, rates and duration in the shire.		Breastfeeding support services were delivered through the operation of a dedicated breastfeeding centre two days per week at the Woodend Hub. A Lactation Consultant provided ongoing education updates to Maternal and Child Health nurses, with breastfeeding support included as a standing item on the monthly team meeting agenda.
Strategic priority: Support our community to ensure better access and connection for facilities and services		
Implement funded three-year-old kindergarten in Council managed kindergartens from 2022.		All Council-managed kindergartens across the Shire have progressively increased access to funded three-year-old kindergarten. In 2022, all eight sites delivered 5 hours. By 2023, five delivered 7.5 hours and three delivered 15 hours. In 2024, two offered 7.5 hours and six delivered the full 15 hours. From 2025, all Council kindergartens provide 15 hours of funded three-year-old kindergarten.
Identify processes and criteria involved in recognising the Macedon Ranges as a child-friendly community.		A motion was endorsed to become a signatory to the Victorian Child Friendly Cities and Communities Charter. Draft child and youth engagement guidelines were developed and will support the implementation of the Charter.

Establish a partnership with UNICEF and obtain UNICEF recognition if recognition criteria are met.		UNICEF recognition is no longer available to local governments; however, a motion was endorsed to sign on to the Victorian Child Friendly Cities and Communities Charter as an alternative. Work will continue on child and youth engagement guidelines to support implementation of the Charter.
In Council's role as early years planner, work with all kindergarten providers to ensure there are sufficient places for every three- and four-year-old child to attend kindergarten within the shire.		The Kindergarten Infrastructure and Services Plan (KISP) was completed and submitted to the Department of Education for review. Relationships with early childhood education and care providers were maintained throughout the year, with three approved providers receiving support to apply for kindergarten funding.
Facilitate the development of a Child and Family Services Network to strengthen interagency partnerships with early childhood services in the shire.		Planning for a local Child and Family Services Network progressed through regular engagement with Department of Education networks and initial work on expanding the Central Registration and Enrolment Scheme (CRES). Implementation has been delayed due to staff changes, but a project plan is now in place and delivery is scheduled for the second half of 2025.
In Council's role as Early Years' Planner, review the provision of childcare in the Macedon Ranges and investigate opportunities to increase the access.		Childcare service levels are being reviewed through the Community Infrastructure Planning project. Data on current provision, accessibility and usage was collated to help identify service gaps and inform potential areas for further investigation.
Strategic Objective Business and Tourism		
Strategic priority: Engage with emerging technology solutions and initiatives to increase the liveability of the shire		
Explore the use of video tours of Maternal and Child Health centres, toy libraries and playgroups, as per video tours of kindergartens, allowing greater access for families.		MCH web content was updated in June 2025 with new imagery and two explanatory videos about appointments, one of which was also shared on social media. A video tour of the Lancefield Children's Centre was published on the Council website, aligning it with other centres. The Communications team is continuing to explore future opportunities to expand promotional content.
Council Plan Strategic Objective: Deliver Strong and Reliable Government		
Strategic priority: 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		

Work with stakeholders on a process that considers early years expertise in the provision of public play spaces and early years infrastructure in the shire, and broader infrastructure and development projects including new planning applications.		Data on early years infrastructure has been collated and analysed to support municipal planning and identify future needs. Officers have tracked planning applications for new ECEC services, and a GIS map of approved and in-progress permits has been developed. A final draft of the Kindergarten Infrastructure and Services Plan (KISP) was also completed and submitted to the Department of Education.
Develop engagement strategies to ensure children and families are included in the planning and development of local activities, services, programs and projects.		A guidance document was developed to help Council officers engage with children and young people in consultations on projects that affect them. Draft child and youth engagement guidelines were also prepared and are undergoing internal review.
Strategic priority: Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders		
Explore new partnership opportunities with not-for-profit and private sector agencies.		Uniting Vic Tas signed a lease to continue operating at the Riddells Creek Uniting Montessori Kindergarten. Earlier in the year, lease discussions had commenced with the new approved provider at Macedon Ranges Montessori Preschool.
Explore and advocate for additional funding with State Government to increase social connections amongst children and families who are at risk of experiencing social isolation and who may not engage in traditional community programs, e.g. young parents, families with child protection involvement, families from low socio-economic-status background, families from Culturally and Linguistically Diverse communities.		A report was commissioned to explore barriers and enablers to social inclusion for children with additional needs and their families. The findings will guide future strategic work. Participation also continued in the Early Years COMPACT to address service delivery gaps for vulnerable families.
Advocate for funding and service opportunities that facilitate connections for families and children who are hard to reach/overlooked, e.g. young parents.		A dedicated web page was published outlining ongoing advocacy around youth mental health services, including a specific ask of \$2 million to fit out and staff a local facility. This aligns with mental health reform priorities and supports integrated service delivery. Advocacy on this issue will continue into 2025–26.



Conclusion

Reflections on 2024-2025

Across the final year of implementation, staff across Council demonstrated a strong commitment to inclusive practice and community wellbeing. There was a high level of engagement from internal teams, including participation in training, cross-team collaboration, and delivery of targeted initiatives across all four plans.

What's worked well

- Staff across the organisation engaged meaningfully with inclusive practice, contributing to more accessible, equitable and community-informed planning and delivery.
- Actions that were part of core business or based within a single team were delivered effectively, particularly those embedded in day-to-day service delivery.
- Council strengthened its ability to support community preparedness and resilience through tailored education, partnerships with specialist organisations, and capacity-building initiatives.
- Council maintained a strong role in connecting community members with information, services and opportunities for social participation, particularly for those at greater risk of isolation or exclusion.
- Ongoing partnerships with service providers, health agencies and advocacy groups enabled effective program delivery and informed inclusive planning and policy decisions.

Challenges

- Staff turnover and limited capacity affected continuity in some areas, particularly where actions depended on specialist expertise or cross-team coordination.
- Budget constraints influenced the timing or scope of several actions, particularly those requiring new funding or capital investment.
- In some cases, other priorities emerged during the year that required resourcing to be redirected, limiting the ability to fully deliver on previously committed actions.
- Progress on more complex or cross-departmental actions was sometimes constrained by competing workloads, differing priorities, or the need to coordinate with external consultants or partners.
- Infrastructure-related actions (such as major planning initiatives or accessibility upgrades) progressed more slowly, often requiring external funding, long-term coordination, or staged delivery.

Reflections on the life of the plans

Across the life of the four plans (2020 or 2021–2025), Council has strengthened its strategic approach to inclusion, wellbeing and community connection. The plans laid important foundations for future work, supported meaningful community partnerships, and shaped improvements in policy, practice and service delivery.

What's worked well

- Council played an important role in supporting residents to live safely, independently and with dignity. Through programs, advocacy and practical support, Council helped strengthen connection to services and promoted inclusion in community life.
- Staff-led initiatives contributed to internal capability building across a range of areas, including inclusive practice, accessible communication, and community engagement. These efforts supported more responsive service delivery and helped embed equity and inclusion in day-to-day operations.
- Engagement with local advocacy groups, service providers and lived experience leaders created valuable opportunities to understand community needs more deeply. These relationships supported stronger planning, more responsive actions, and informed the design of inclusive initiatives across the four plans.
- Community engagement efforts, including with children and young people, helped ensure the voices of diverse groups were reflected in plan development and delivery.

Challenges

- Some initiatives were developed on the basis of available resources, organisational structure and funding at the time the plans were developed (2020–2021), which affected the long-term feasibility or sustainability of the original models. This was particularly evident in projects requiring sustained investment or interagency coordination.
- Inconsistencies in the way actions were framed, tracked and reported across the four plans made it difficult to measure progress in a consistent way.
- Broader changes to the external service system, including shifts in State and Commonwealth program funding and delivery models, created uncertainty in some areas and impacted Council's ability to deliver or partner on specific actions as originally intended.
- Actions which were worded in a way that was more rigid created challenges in adapting to emerging priorities or responding flexibly to change.

- The level of cross-organisational coordination required to deliver and report on certain actions was not always supported by existing systems or processes, making implementation more difficult in some areas.
- Resourcing constraints (particularly for actions outside core business) also limited progress in some parts of the organisation.

Learnings

- Future strategies may benefit from broader goal areas and more flexible implementation plans, allowing for adaptation as priorities, resources and community needs evolve.
- Clearer internal systems and shared processes for planning, reporting and collaboration are needed to better support cross-organisational delivery and reduce duplication.
- Monitoring and evaluation approaches should be considered from the outset to ensure consistent tracking of outcomes and impact over time. This includes developing shared definitions, indicators and tools across plans.
- A focus on embedding actions within core business, where possible, can support sustainability and reduce reliance on short-term or specialist resources.
- Engaging children, young people and people with lived experience early in planning processes adds depth and relevance and should continue to be built into strategy development and review.
- When working with partners or external consultants, clarity of scope, shared expectations and internal resourcing need to be carefully considered to support effective delivery.

Where to from here

Council remains committed to inclusion, health and wellbeing, and improving access to services and infrastructure for all community members. The conclusion of these four plans provides an opportunity to embed learnings and strategically plan for the next phase of work.

The Municipal Public Health and Wellbeing Plan and Disability Action Plan have been integrated into *Shaping the Ranges 2025–2035*, Council's new ten-year strategic framework. This plan also brings together the Community Vision and Council Plan, setting out Council's direction and priorities across the next four years.

The focus areas of the PAP and CREATE will continue through relevant actions across *Shaping the Ranges* and its supporting strategies. This includes ongoing work to support children, families and older residents, and to ensure the needs of these groups remain embedded in Council's planning, policy and service delivery.

This integrated approach enables more efficient use of resources by bringing priorities together under a single cohesive plan. It supports stronger collaboration across teams, reduces duplication, and strengthens Council's ability to deliver inclusive, community-informed outcomes. It also provides the community with a clear and accessible point of reference for Council's long-term commitments to health, wellbeing, access and inclusion.